



Risk Management and Audit Committee (RMAC) BUSINESS PAPER THURSDAY 14/08/2025

Meeting to be held commencing 9:30am
In the Council Chambers at 7 Bees Creek Road, Freds Pass

Stephen Hoyne, Chief Executive Officer

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.



RMAC AGENDA

LITCHFIELD COUNCIL RMAC MEETING

Notice of Meeting

to be held in the Council Chambers, Litchfield
on Thursday, 14 August 2025 at 9:30am

Stephen Hoyne
Chief Executive Officer

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1. Opening of meeting

2. Apologies and Leaves of Absence

3. Disclosure of Interests

Any member of the RMAC who may have a conflict of interest, or a possible conflict of interest regarding any item of business to be discussed at the RMAC meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.

4. Confirmation of Minutes

THAT the full minutes of the open portion of the Risk Management Audit Committee Meeting held Thursday 29 May 2025, 5 pages, be confirmed.



RISK MANAGEMENT AND AUDIT COMMITTEE

MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting

held in the Council Chambers, Litchfield
on Thursday 29 May 2025 at 9.30am

Present	Greg Arnott Shane Smith Mayor Doug Barden Deputy Mayor Mark Sidey Cr Kevin Harlan	Chairperson Independent Member Ex-Officio Committee Member Committee Member
Staff	Stephen Hoyne Rodney Jessup Rebecca Taylor	Chief Executive Officer Director Infrastructure and Operations Program Leader Policy and Governance
Presenters	Nil	

1. OPENING OF THE MEETING

The Chairperson, Greg Arnott opened the Meeting at 9:32am.

2. APOLOGIES AND LEAVE OF ABSENCE

Moved: Deputy Mayor Sidey
Seconded: Cr Harlan

THAT the Risk Management and Audit Committee accept apologies from Cr Rachael Wright and Maxie Smith, Director Corporate and Community.

CARRIED (4-0)

3. DISCLOSURES OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

Moved: Cr Harlan
Seconded: Deputy Mayor Sidey

THAT the Risk Management and Audit Committee confirm the full minutes, 5 pages, of the open portion of the Risk Management and Audit Committee Meeting held Thursday 27 February 2025.

CARRIED (4-0)

5. BUSINESS ARISING FROM THE MINUTES

Moved: Independent Member Shane Smith
Seconded: Cr Harlan

THAT the Risk Management and Audit Committee receives and notes the Action Sheet.

CARRIED (4-0)

6. PRESENTATIONS

Nil

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. OFFICERS REPORTS

8.01 Internal Audit Plan

Moved: Cr Harlan
Seconded: Deputy Mayor Sidey

THAT RMAC

1. receive and note the progress on the internal audits
2. request management to provide a substantive update at the next audit committee meeting, including any draft reports that are available; and
3. present the updated risk register by the October audit committee.

CARRIED (4-0)

8.02 Purchasing Card Policy

Moved: Independent Member Shane Smith
Seconded: Cr Harlan

THAT RMAC:

1. endorse Draft FIN12 Purchasing Card – Council Staff, as at Attachment A, for approval by the Chief Executive Officer; and
2. endorse Draft FIN15 Purchasing Card – Elected Members and Chief Executive Officer, as at Attachment B, for presentation to Council at its next Ordinary Council Meeting.

CARRIED (4-0)

9. OTHER BUSINESS

9.1 WHS Hazards

Moved: Deputy Mayor Sidey
Seconded: Cr Harlan

THAT RMAC request a report on Council's incident and hazard reporting framework, including source documents such as policies, procedures and data.

CARRIED (4-0)

10. CONFIDENTIAL ITEMS

Moved: Independent Member Shane Smith
Seconded: Cr Harlan

THAT Pursuant to Section 93 of the *NT Local Government Act 2019* and Regulation 51 of *Local Government (General) Regulations* the meeting be closed to the public to consider the following Confidential Items:

10.1 Confirmation of Confidential Minutes

- (d) information subject to an obligation of confidentiality at law, or in equity.

10.2 Interim Audit Report For Year End 30 June 2025

- (e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

CARRIED (4-0)

The meeting was closed to the public at 10:15am.

Moved: Deputy Mayor Sidey
Seconded: Independent Member Shane Smith

THAT Pursuant to Section 93(2) of the *NT Local Government Act 2019* and Regulation 51(1) of *Local Government (General) Regulations* the meeting be re-opened to the public.

CARRIED (4-0)

The meeting returned to open session at 10:38am.

Items moved from Confidential:

10.01 Confirmation of Confidential Minutes

Moved: Independent Member Shane Smith
Seconded: Deputy Mayor Harlan

THAT the Risk Management and Audit Committee:

1. confirm the confidential minutes, 2 pages, of the Risk Management and Audit Committee Meeting held Thursday 27 February 2025; and
2. make public its resolution on this matter.

CARRIED (4-0)

11. CLOSE OF MEETING

The Chair closed the meeting at 10:38am.

MINUTES TO BE CONFIRMED

Thursday 14 August 2025

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Chairperson
Greg Arnott

5. Business Arising from the minutes

THAT Council receives and notes the Action Sheet.

Meeting Date	Agenda Item & Resolution	Action Officer	Status
31/05/2023	8.03 Risk Register encourages the finalisation of the draft Roads Maintenance Inspection Program in response to RP15, Inadequate Asset Sustainability Practices, requirement.	CEO	Remains outstanding.
29/08/2024	10.02 Risk Management Framework Audit – Update and Management Responses THAT the Risk Management and Audit Committee: 1. receive and note management responses to the Risk Management Framework Audit recommendations, at Attachment A; 2. note that an update on the Risk Management Framework Audit will be presented to RMAC at its next meeting in October; 3. note that additional external resources may be required, and that if additional resources cannot be procured that timelines will be extended; and 4. make public its resolution on this matter.		To be provided to RMAC in October 2025 as per resolution below.
29/05/2025	8.01 Internal Audit Plan THAT RMAC 1. Receive and note the progress on the internal audits 2. Request management to provide a substantive update at the next audit committee meeting, including any draft reports that are available; and 3. Present the updated risk register by the October audit committee.		Substantive update provided at item 10.05.
29/05/2025	9.1 WHS Hazards THAT RMAC request a report on Council’s incident and hazard reporting framework, including source documents such as policies, procedures and data.		Provided at item 10.03
29/05/2025	10.02 Interim Audit Report for year ended 30 June 2025 Confidential Resolution		Provided at item 10.02

6. Presentations

7. Accepting or Declining Late Items

8. Officer Reports

9. Other Business

10. Confidential Items

Pursuant to Section 93 of the Local Government Act and Regulation 51 of Local Government (General) Regulations the meeting be closed to the public to consider the following confidential items:

10.01 Confirmation of Confidential Minutes

Regulation 51(1) for Section 293(1) of the Act, the following information is prescribed as confidential:

(d) information subject to an obligation of confidentiality at law, or in equity.

10.02 KPMG Interim Audit

Regulation 51(1) for Section 293(1) of the Act, the following information is prescribed as confidential:

(e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

10.03 Work, Health and Safety Overview

Regulation 51(1) for Section 293(1) of the Act, the following information is prescribed as confidential:

(c) information that would, if publicly disclosed, be likely to:

(iv) subject to subregulation (3) – prejudice the interests of the council or some other person.

10.04 Fraud Protection Policy

Regulation 51(1) for Section 293(1) of the Act, the following information is prescribed as confidential:

(c) information that would, if publicly disclosed, be likely to:

(iii) prejudice the security of the council, its members or staff.

10.05 Internal Audit Update

Regulation 51(1) for Section 293(1) of the Act, the following information is prescribed as confidential:

(c) information that would, if publicly disclosed, be likely to:

(iv) subject to subregulation (3) – prejudice the interests of the council or some other person.

11	Close of Meeting
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