



# 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

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

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#### 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