



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.

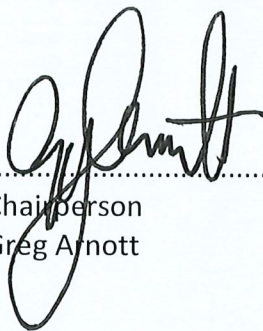
CARRIED (4-0)

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