LITCHFIELD COUNCIL

Risk Management and Audit Committee Meeting (RMAC)

BUSINESS PAPER

Thursday, 27th August 2026

Meeting to be held commencing 9:30 AM
in Council Chambers at 7 Bees Creek Road, Freds Pass

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.

RISK MANAGEMENT AND AUDIT COMMITTEE

AGENDA

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1 OPENING OF MEETING

2 APOLOGIES AND LEAVE OF ABSENCE

Apologies

Leave of Absence

3 DISCLOSURES AND DECLARATIONS OF INTEREST

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

4.1 Confirmation of Minutes

RECOMMENDATION

That the full minutes (including confidential minutes) of the Risk Management and Audit Committee Meeting held Thursday 28 May 2026, 6 pages be confirmed.

Risk Management and Audit Committee Meeting (RMAC)

MINUTES

Thursday, 28th May 2026

Meeting to be held commencing 9:30 AM
in Council Chambers at 7 Bees Creek Road, Freds Pass

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.

RISK MANAGEMENT AND AUDIT COMMITTEE

MINUTES

TABLE OF CONTENTS

Present	Greg Arnott	Chair
	Kevin Harlan	Councillor Central Ward
	Plaxy Purch	Councillor North Ward
Staff	Stephen Hoyne	Chief Executive Officer
	Rebecca Taylor	Acting Director Governance and Community
	Geoff Thomas	Director Infrastructure and Operations
	Ankit Pansal	Acting Director Corporate Services
	Tash Clancy	Executive Assistant to Directors

1 OPENING OF MEETING

Greg Arnott (Chair) opened the meeting at 9.33am

2 APOLOGIES AND LEAVES OF ABSENCE

Apologies

DM Civitarese

Shane Smith

Leave of Absence

Nil

3 DISCLOSURES AND DECLARATIONS OF INTEREST

Cr Harlan company SlackDog15 Pty Ltd is engaged by Gold Medal Services NT, of which Shane Smith is part owner.

4 CONFIRMATION OF MINUTES

4.1 Confirmation of Minutes

COMMITTEE RESOLUTION RMAC/26/006

Moved: Chair Greg Arnott

Seconded: Cr Kevin Harlan

That the full minutes (including confidential minutes) of the Risk Management and Audit Committee Meeting held Friday 13 March 2026, 5 pages be confirmed.

CARRIED 2/1

5 BUSINESS ARISING FROM MINUTES

5.1 Business Arising

EXECUTIVE SUMMARY

This report provides an update on actions arising from previous Council meetings and outlines progress made on outstanding items.

COMMITTEE RESOLUTION RMAC/26/007

Moved: Chair Greg Arnott

Seconded: Cr Kevin Harlan

1. That Risk Management and Audit Committee receive and note the business arising as at attachment.

CARRIED3/0

6 ACCEPTING OR DECLINING LATE ITEMS

Nil

AUDIT PRESENTATION

MOTION

Moved: Chair Greg Arnott

Seconded: Cr Kevin Harlan

That The Committee invites the auditors PKF Merit, represented by Matthew Kennon and Scott Pierce, to introduce and present the Audit Plan.

CARRIED 3/0

Presentation commenced at 09.57am and resumed at 10.10am

7 OFFICER REPORTS

7.1 Internal Audit Update

EXECUTIVE SUMMARY

The purpose of this report is to provide an update to RMAC on the progress of the internal audits.

COMMITTEE RESOLUTION RMAC/26/009

Moved: Cr Plaxy Purich

Seconded: Cr Kevin Harlan

That the Risk Management and Audit Committee:

1. Receive and note the progress on the internal audits; and
2. Provides feedback on the draft Strategic Audit Plan as at Attachment 1.
3. That the internal Strategic Audit Plan is reviewed annually at the last committee meeting of the financial year to review the next years internal plan and audit objectives.
4. That the audit objectives detailed in the Internal Audit Plan for;
   (a) Payroll to be amended to include compliance for superannuation legislation, regulations and rules, and fringe benefits tax requirements;
   (b) Planning to include review of Council policies, plan and guidelines to ensure compliance with the Planning Act and other relevant legislation.

CARRIED 3/0

8 OTHER BUSINESS

COMMITTEE RESOLUTION RMAC/26/010

Moved: Cr Kevin Harlan

Seconded: Cr Plaxy Purich

That the Committee request Council officers provide advice at the next meeting regarding the reference to traffic audits in the Risk Register dated 13 March 2026, and the reason why it should be removed.

CARRIED 3/0

9 CONFIDENTIAL ITEMS

RECOMMENDATION

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 item(s):

9.1 Risk Register

This matter is considered to be confidential under Section 99(2) - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information subject to an obligation of confidentiality at law, or in equity.

9.2 Interim Audit Report 2025-2026

This matter is considered to be confidential under Section 99(2) - e of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with subject to subregulation (3) - information provided to the council on condition that ir be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

10 REPORT OF CONFIDENTIAL RESOLUTIONS

11 CLOSE OF MEETING

The Meeting closed at 11.35pm.

5 BUSINESS ARISING FROM MINUTES

5.1 Business Arising

AUTHOR: Natasha Clancy, Executive Assistant to Directors

AUTHORISER: Rebecca Taylor, Acting Director Governance & Community

ATTACHMENTS: 1. RMAC Business Arising

EXECUTIVE SUMMARY

This report provides an update on actions arising from previous Council meetings and outlines progress made on outstanding items.

RECOMMENDATION

1. That Risk Management and Audit Committee receive and note the business arising as at attachment.

Business Arising from the minutes

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 Practice, requirement.	CEO	Remains outstanding
13/03/2026	**RMAC/26/002 – Internal Audits** 1. That the Risk Management and Audit Committee receive and note the progress on the internal audits. 2. Resolution on the completion of the reserves AMP, by 30th April 2026 and if no resolution is forthcoming then a plan on the completion of the AMP is provided to the next meeting. 3. Strategic internal audit plan is developed and presented for consideration by this committee for the next meeting. 4. Update on outstanding items be provided at the next meeting.		Complete – Report is part of the agenda
13/03/2026	**RMAC/26/003 – Management of Hazards Procedure** 1. That Risk Management and Audit Committee note the amended draft WHSp08 Management of Hazards procedure, attachment A, with the addition of the words High Risk Activities in the definition or SWIMS. 2. This procedure is reviewed and presented to this committee within the next 12 months.		In progress
28/05/2026	**RMAC/26/009 - Internal Audit Update** That the Risk Management and Audit Committee: 1. Receive and note the progress on the internal audits; and 2. Provides feedback on the draft Strategic Audit Plan as at Attachment 1.		Complete – Report is part of the agenda

	3. That the internal Strategic Audit Plan is reviewed annually at the last committee meeting of the financial year to review the next years internal plan and audit objectives. 4. That the audit objectives detailed in the Internal Audit Plan for; (a) Payroll to be amended to include compliance for superannuation legislation, regulations and rules, and fringe benefits tax requirements; (b) Planning to include review of Council policies, plan and guidelines to ensure compliance with the Planning Act and other relevant legislation.		
28/05/2026	**RMAC/26/010 – Risk Register** That the Committee request Council officers provide advice at the next meeting regarding the reference to traffic audits in the Risk Register dated 13 March 2026, and the reason why it should be removed.		Update to be given in 27th Aug meeting

6 ACCEPTING OR DECLINING LATE ITEMS

7 OTHER BUSINESS

8 CONFIDENTIAL ITEMS

RECOMMENDATION

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 item(s):

8.1 Confidential Minutes of the Risk Management and Audit Committee Meeting held on 28 May 2026

This matter is considered to be confidential under Section 99(2) - ci of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

8.2 Risk Register

This matter is considered to be confidential under Section 99(2) - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information subject to an obligation of confidentiality at law, or in equity.

8.3 Interim Audit Report 2025-2026

This matter is considered to be confidential under Section 99(2) - e of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with subject to subregulation (3) - information provided to the council on condition that ir be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

8.4 Internal Audit Update

This matter is considered to be confidential under Section 99(2) - ciii of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.

8.5 Psychosocial Regulations

This matter is considered to be confidential under Section 99(2) - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information subject to an obligation of confidentiality at law, or in equity.

9 REPORT OF CONFIDENTIAL RESOLUTIONS

10 CLOSE OF MEETING