



RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Council Chambers, Litchfield

Wednesday, 31 May 2023 at 9:30am

Present	Iain Summers Greg Arnott Cr Mathew Salter Cr Mark Sidey Mayor Doug Barden	Chairperson Independent Member Committee Member Committee Member (Electronically) Ex-Officio
Staff	Stephen Hoyne Maxie Smith Rebecca Taylor Megan Leo	Chief Executive Officer Director Corporate and Community Program Leader Policy and Governance Executive Support
Presenters	Nil	

1. OPENING OF THE MEETING

The Chairperson, Iain Summers apologised for his late arrival, and opened the meeting at 09:55am.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. DISCLOSURES OF INTEREST

Independent Member, Mr Greg Arnott declared the following disclosure of interest:

- Appointed by East Arnhem Regional Council as Chair of the Audit and Risk Committee.

Chairperson, Mr Iain Summers declared the following disclosures of interest:

- Appointed by the NT Attorney-General as the member of the Prospective Warnindilyakwa Regional Council, to be established as a separate Regional Council on Groote Eylandt; and
- Chair, Audit Risk and Compliance Committee of the Office of the Independent Commissioner Against Corruption in the NT.

4. CONFIRMATION OF MINUTES

Moved: Cr Salter
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee adopts the full minutes of the Risk Management Audit Committee Meeting held Wednesday 22 February 2023, 5 pages, be confirmed.

CARRIED (3-0)

*Independent Member Greg Arnott abstained from voting as
Minutes precede his appointment to the Committee.*

5. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Salter
Seconded: Cr Sidey

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

CARRIED (4-0)

6. PRESENTATIONS

Nil presentations.

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. OFFICERS REPORTS

8.01 Internal Audit Plan

Moved: Cr Salter

Seconded: Cr Sidey

THAT the Risk Management and Audit Committee:

1. receives and notes the progress on the internal audits;
2. requests the inclusion of the Payroll Audit that was recently conducted into the Internal Audit Plan; and
3. approves the proposed audits for the 2023/2024 financial period, as at Attachment A.

CARRIED (4-0)

8.02 Work Health and Safety Audit

Mayor Barden joined the meeting at 10:39am.

Moved: Cr Salter

Seconded: Independent Member Greg Arnott

THAT the Risk Management and Audit Committee:

1. receives and note the Work Health and Safety Audit, as at Attachment A;
2. receives and note the ISO Audit Sheet, as at Attachment B;
3. requests the status of the 18 major findings, together with updated Management comments for these, be reported to the Committee meeting of 30 August 2023; and
4. requests that the auditor's Workplace Safety Management summary comment be included in the Committee's key issues summary to Council.

CARRIED (4-0)

8.03 Risk Register

Moved: Cr Sidey

Seconded: Cr Salter

THAT the Risk Management and Audit Committee:

1. notes the updated Risk Register as at Attachment A;

2. requests the update of RP8, Inadequate Safety and Security Practices, to include the findings of the Work Health and Safety Audit Report;
3. highlights that the Developer Contribution Plan requirements, in response to RP9 Ineffective and Unsustainable Financial Management, remain uncompleted, with no completion timeline yet established;
4. notes the formalising of Public Places By Laws, in response to RP10 Ineffective Management of Public Facilities / Venues /Events, has still not been finalised while awaiting the NT Governments legislative draftsman's response;
5. encourages the finalisation of the draft Roads Maintenance Inspection Program, in response to RP15 Inadequate Asset Sustainability Practices requirement;
6. highlights that the Key Indicators in the Risk Plans, when measured and reported, would provide risk management monitoring information; and
7. includes in the key issues summary to Council that is has highlighted a number of risk mitigation procedures requiring further attention.

CARRIED (4-0)

8.04 Driveway Asset Management Plan

Moved: Cr Sidey

Seconded: Cr Salter

THAT the Risk Management and Audit Committee:

1. receives and notes that this report identifies that resource constraints have prevented this Asset Management Plan being prepared;
2. notes that Asset Management is included in the 2023/2024 Internal Audit Plan as a topic; and
3. highlights that the completion of the Asset Management Plans is a risk mitigation treatment required by RP15, Inadequate Asset Sustainability Practices.

CARRIED (4-0)

8.05 Meeting Schedule and Workplan

Moved: Cr Salter

Seconded: Independent Member Greg Arnott

THAT the Risk Management and Audit Committee:

1. endorse the amended workplan for 2023; and
2. confirms the meeting dates as resolved at the February 2023 Committee meeting, with meetings commencing at 9:30am.

CARRIED (4-0)

9. OTHER BUSINESS

Nil.

10. CONFIDENTIAL ITEMS

Moved: Cr Salter

Seconded: Cr Sidey

THAT pursuant to Section 93(2) of the *Local Government Act 2019* and Regulation 51(1) of the *Local Government (General) Regulations* the meeting be closed to the public to consider the following Confidential Items:

10.1 Local Government Compliance Review 2022 – Final Outcome Report

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

- (a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual*

10.2 Interim Audit Report and Management Responses

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.*

CARRIED (4-0)

The meeting moved to the Confidential Session at 11:38am.

Moved: Independent Member Greg Arnott
Seconded: Cr Salter

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

The meeting was moved to Open Session at 11:57am.

10.01 Local Government Compliance Review 2022 – Final Outcome Report

Moved: Cr Salter
Seconded: Independent Member Greg Arnott

THAT the Risk Management and Audit Committee:

1. notes the confidential council report titled Compliance Review 2022 – Final Outcome Report, as at Attachment A, and requests that management’s responses to the Local Government Inspector be provided to the Committee’s 30 August 2023 meeting; and
2. makes public the resolution from this report in the open minutes of the Risk Management and Audit Committee meeting.

CARRIED (4-0)

10.02 Confidential Interim Audit Report and Management Responses

Moved: Cr Sidey
Seconded: Cr Salter

THAT the Risk Management and Audit Committee:

1. receives and notes the KPMG Interim Audit Report for year ended 30 June 2023, as at Attachment A, and requests an update on the audit finding number 1.3 referring to providing a copy of a current contract, and
2. makes public the resolution from this report in the open minutes of the Risk Management and Audit Committee meeting.

CARRIED (4-0)

11. CLOSE OF MEETING

The Chair noted that the high quality of the agenda papers does greatly assist the work of the Committee.

The Chair closed the meeting at 12:00pm.

12 NEXT COMMITTEE MEETING

Wednesday 30 August 2023 at 9:30am.

MINUTES TO BE CONFIRMED

Wednesday 30 August 2023.



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Iain Summers
Chairperson

6 September, 2023