



# RISK MANAGEMENT & AUDIT COMMITTEE

## MINUTES

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### LITCHFIELD COUNCIL COMMITTEE MEETING

Council Chambers, Litchfield

Wednesday, 6 September 2023 at 9:30am

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

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#### 1. OPENING OF THE MEETING

The Chairperson, Iain Summers opened the meeting at 09:27am.

*Gayathri Sivaraj, Manager Corporate Services joined the meeting at 9.28am.*

#### 2. APOLOGIES AND LEAVE OF ABSENCE

Cr Mathew Salter, Committee Member.

#### 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 Groote Archipelago (formerly Warnindilyakwa) Regional Council, which, if funded, may 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: Independent Member Greg Arnott  
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee:

1. confirm the full minutes of the Risk Management Audit Committee Meeting held Wednesday 31 May 2023, 7 pages;
2. confirm the confidential minutes of the Risk Management Audit Committee Meeting (confidential minutes circulated to RMAC Members under separate cover) held Wednesday 31 May 2023, 2 pages, and
3. confirm the Key Issues Summary paper from Risk Management Audit Committee Meeting held Wednesday 31 May 2023, noting that the content was allocated to either the open or confidential agenda for the 20 June 2023 Ordinary Council Meeting.

**CARRIED (3-0)**

#### **5. BUSINESS ARISING FROM THE MINUTES**

Moved: Independent Member Greg Arnott  
Seconded: Cr Sidey

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

**CARRIED (3-0)**

#### **6. PRESENTATIONS**

Nil presentations.

## **7. ACCEPTING OR DECLINING LATE ITEMS**

Nil.

## **8. OFFICERS REPORTS**

### **8.01 Internal Audit Plan**

Moved: Cr Sidey

Seconded: Independent Member Greg Arnott

THAT the Risk Management and Audit Committee:

1. receive and note the progress on the internal audits; and
2. approves the amended internal audit plan as at Attachment A, except for recommending that the Risk Register Internal Audit be retained in the 2023/2024 year subject to approval by Council to increase the budget allocation for Internal Audits in the 2023/2024 year.

**CARRIED (3-0)**

### **8.02 Risk Register**

Moved: Cr Sidey

Seconded: Independent Member Greg Arnott

THAT the Risk Management and Audit Committee:

1. note the updated Risk Register as at Attachment A;
2. note that the RP8 Inadequate Safety and Security Practices has been updated with the findings of the WHS Audit Report; and
3. note that RP10 Ineffective Management of Public Facilities and RP15 Inadequate Asset Sustainability Practices have still not achieved completion timelines;
4. noted that key risk indicators have been included and measured for RP8 Inadequate Safety and Security Practices, but not as yet for the other risk plans;
5. request the Council to consider whether Key Risk Indicators could be used for designing actions and setting Key Performance Indicators in the annual Municipal Plan; and
6. include these matters in the Key Issues Summary to Council.

**CARRIED (3-0)**

## 9. OTHER BUSINESS

Moved: Cr Sidey  
Seconded: Independent Member Greg Arnott

THAT the Risk Management and Audit Committee recommended that the emerging risks entailed in:

1. cost increases for waste management; and
2. the management of counter disaster responses ,  
be referred to the Risk Register Internal Auditor; and
3. That this matter be included in the Key Issues Summary to Council.

**CARRIED (3-0)**

## 10. CONFIDENTIAL ITEMS

Moved: Chairperson Iain Summers  
Seconded: Independent Member Greg Arnott

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 – Corrective Actions Status Update

*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 KPMG Audit Plan 2023

*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.*

### **10.3 ICT Managed Services Contract 2021-2024**

*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:*

- (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or*
- (ii) prejudice the maintenance or administration of the law; or*
- (iii) prejudice the security of the council, its members or staff; or*
- (iv) subject to subregulation (3) – prejudice the interests of the council or some other person.*

### **10.4 WHS 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:*

- (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or*
- (ii) prejudice the maintenance or administration of the law; or*
- (iii) prejudice the security of the council, its members or staff; or*
- (iv) subject to subregulation (3) – prejudice the interests of the council or some other person.*

### **10.5 Payroll Update**

*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*

**CARRIED (3-0)**

*The meeting moved to the Confidential Session at 10:40am.*

Moved: Independent Member Greg Arnott  
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 re-opened to the public.

**CARRIED (3-0)**

*The meeting was moved to Open Session at 11:37am.*

**11. CLOSE OF MEETING**

The Chair closed the meeting at 11:37am.

**12. NEXT COMMITTEE MEETING**

Wednesday 25 October 2023 at 9:30am.

**MINUTES TO BE CONFIRMED**

Wednesday 25 October 2023.



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**Iain Summers**  
**Chairperson**