



RISK MANAGEMENT AND AUDIT COMMITTEE

MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting

held in the Council Chambers, Litchfield
on Thursday 29 August 2024 at 9.30am

Present	Greg Arnott Shane Smith Deputy Mayor Kevin Harlan Cr Rachael Wright Mayor Doug Barden	Chairperson Independent Member Committee Member Committee Member Ex-Officio
Staff	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
Presenters	Nil	

1. OPENING OF THE MEETING

The Chairperson, Greg Arnott opened the Meeting at 9:28am.
The Chair welcomed new members Councillor Rachael Wright and Deputy Mayor Kevin Harlan to the Committee.

2. APOLOGIES AND LEAVE OF ABSENCE

Moved: Chairperson Greg Arnott
Seconded: Cr Wright

THAT the Risk Management and Audit Committee accept apologies from Cr Sidey.

CARRIED (4-0)

3. DISCLOSURES OF INTEREST

Nil.

The Chair advised that he is no longer with the Machado Joseph Disease (MJD) Foundation.

4. CONFIRMATION OF MINUTES

Moved: Chairperson Greg Arnott
Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee confirm the full minutes of the open portion of the Risk Management and Audit Committee Meeting held Thursday 30 May 2024, 7 pages, noting the error under Item '10.01 Confirmation of Confidential Minutes' where the Mover and Seconder of the motion is shown as the same Committee member.

CARRIED (4-0)

5. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Wright
Seconded: Deputy Mayor 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 Wright
Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee receive and note the progress on the internal audits.

CARRIED (3-1)

8.02 FIN05 Debt Recovery Policy

Moved: Independent Member Shane Smith
Seconded: Deputy Mayor Harlan

THAT the Risk Management and Audit Committee endorse the draft FIN05 Debt Recovery Policy, at Attachment A, for presentation to the September Ordinary Council Meeting, with amendment to:

- a) Section 4.4.6 Debt Write Off: Clarification of the difference between Debt Write Off and cancellation or withdrawal of infringement notice; and
- b) 4.3.7, 4.4.7 and 4.5.7 Reporting – to include provision for reporting of Debt Write Off.

CARRIED (4-0)

8.03 FIN09 Risk Management and Audit Committee Policy

Moved: Cr Wright
Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee note the draft FIN09 Risk Management and Audit Committee Policy, at Attachment A, that was adopted by Council at its August Ordinary Council meeting.

CARRIED (4-0)

9. OTHER BUSINESS

Nil.

10. CONFIDENTIAL ITEMS

Moved: Chairperson Greg Arnott
Seconded: Cr Wright

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 Risk Management Framework Audit – Management Responses

(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.

10.3 Engagement of External Auditors

(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.

CARRIED (4-0)

The meeting was closed to the public at 10:10am.

Moved: Chairperson Greg Arnott
Seconded: Cr Wright

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 10:36am.

Items moved from Confidential:

10.01 Confirmation of Confidential Minutes

Moved: Chairperson Greg Arnott
Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee:

1. confirm the full minutes, 3 pages, of the confidential portion of the Risk Management and Audit Committee Meeting held Thursday 30 May 2024; noting the error under Item '10.01 Confirmation of Confidential Minutes' where the Mover and Seconded of the motion is shown as the same Committee member.
2. make public its resolution on this matter.

CARRIED (4-0)

10.02 Risk Management Framework Audit – Update and Management Responses

Moved: Chairperson Greg Arnott
Seconded: Deputy Mayor Harlan

THAT the Risk Management and Audit Committee:

1. receive and note management responses to the Risk Management Framework Audit recommendations, at Attachment A;
2. note that an update on the Risk Management Framework Audit will be presented to RMAC at its next meeting in October;
3. note that additional external resources may be required, and that if additional resources cannot be procured that timelines will be extended; and
4. make public its resolution on this matter.

CARRIED (4-0)

10.03 Engagement of External Auditors

Moved: Independent Member Shane Smith
Seconded: Cr Wright

THAT the Risk Management and Audit Committee:

1. receive and note the information provided in the report; and
2. make public its resolution on this matter.

CARRIED (4-0)

11. CLOSE OF MEETING

The Chair closed the meeting at 10:37am.

MINUTES TO BE CONFIRMED

Thursday 24 October 2024



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Chairperson
Greg Arnott