



# RISK MANAGEMENT AND AUDIT COMMITTEE

## MINUTES

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### LITCHFIELD COUNCIL COMMITTEE MEETING

#### Minutes of Meeting

held in the Council Chambers, Litchfield  
on Thursday 30 May 2024 at 9.30am

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<b>Present</b>	Greg Arnott Shane Smith Cr Mark Sidey Cr Mathew Salter Mayor Doug Barden	Chairperson Independent Member Committee Member Committee Member 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>	Heather Martens Shirley Yam	Director, KPMG ( <i>electronically in part</i> ) Manager Enterprise, KPMG ( <i>electronically in part</i> )

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#### 1. OPENING OF THE MEETING

The Chairperson, Greg Arnott opened the Meeting at 9:32am.

#### 2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

#### 3. DISCLOSURES OF INTEREST

Chairperson, Mr Greg Arnott, declared the following disclosure of interest:

- Chief Executive Officer at Machado Joseph Disease (MJD) Foundation.

**5. BUSINESS ARISING FROM THE MINUTES**

Moved: Cr Sidey

Seconded: Chairperson Greg Arnott

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

**CARRIED (2-0)**

**6. PRESENTATIONS**

Moved: Chairperson Greg Arnott

Seconded: Independent Member Shane Smith

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 receive a presentation from KPMG representatives and to consider the following Confidential Items:

**10.04 Risk Management Framework Audit Report**

*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 (3-0)**

*Cr Salter joined the meeting at 9:38am*

The meeting was closed to the public at 9:38am.

Moved: Cr Salter

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 was re-opened to the public at 10:22am.

**4. CONFIRMATION OF MINUTES**

Moved: Cr Sidey  
Seconded: Cr Salter

THAT the full minutes of the open portion of the Risk Management and Audit Committee Meeting held Thursday 29 February 2024, 7 pages, be confirmed.

**CARRIED (4-0)**

**7. ACCEPTING OR DECLINING LATE ITEMS**

Nil.

**8. OFFICERS REPORTS**

**8.1 Internal Audit Plan**

Moved: Cr Sidey  
Seconded: Independent Member Shane Smith

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

**CARRIED (4-0)**

**8.2 FIN08 Risk Management Policy**

Moved: Cr Salter  
Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee endorse the draft FIN08 Risk Management Policy, at Attachment A, for presentation to the June Ordinary Council Meeting.

**CARRIED (4-0)**

## 9. OTHER BUSINESS

### 9.1 Engagement of External Auditors

Moved: Chairperson Greg Arnott  
Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee:

1. request that the policy relating to the appointment of external auditors be brought to the 29 August 2024 RMAC meeting for review; and
2. request Management investigate if there should be provision in the policy for exclusion for appointment of auditors for other Council work.

**CARRIED (4-0)**

### 9.2 Succession Planning

Cr Salter asked what Council currently has in place for CEO succession should something unforeseen eventuate.  
The Committee discussed that there is provision to address these circumstances under the *NT Local Government Act 2019*.

## 10. CONFIDENTIAL ITEMS

Moved: Cr Salter  
Seconded: Independent Member Shane Smith

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 Local Government Compliance Review 2022 – Audit Close Out

- (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.

### 10.3 Interim Audit Report

(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.

### 10.4 Risk Management Framework Audit Report

(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 11:06am.

Moved: Independent Member Shane Smith

Seconded: Cr Salter

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 11:16am.

#### ***Items moved from Confidential:***

### 10.04 Risk Management Framework Audit Report

Moved: Cr Sidey

Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee:

1. receive and note the Risk Management Framework Audit Report, at Attachment A;
2. note that an update on the Risk Management Framework Audit, including management responses, will be presented to RMAC at its next meeting in August; and
3. make public its resolution on this matter.

**CARRIED (4-0)**

#### **10.01 Confirmation of Confidential Minutes**

Moved: Cr Sidey  
Seconded: Cr Sidey

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 29 February 2024; and
2. make public its resolution on this matter.

**CARRIED (3-0)**

#### **10.02 Local Government Compliance Review 2022 – Audit Close Out**

Moved: Chairperson Greg Arnott  
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee:

1. note the correspondence received from the Local Government Division, Department of the Chief Minister and Cabinet dated 6 December 2023 as at Attachment A;
2. note the correspondence sent to the Local Government Division, Department of the Chief Minister and Cabinet dated 19 January 2024 as at Attachment B;
3. note the correspondence received from the Local Government Division, Department of the Chief Minister and Cabinet dated 12 March 2024 as at Attachment C;
4. note the Local Government Division, Department of the Chief Minister and Cabinets confirmation that corrective actions required to address all Issues raised in the Compliance Review 2022 are complete;
5. acknowledge and thank management and staff for their contribution to this process; and
6. make public its resolution on this matter.

**CARRIED (4-0)**

**10.02 Interim Audit Report – for year ended 30 June 2024**

Moved: Independent Member Shane Smith  
Seconded: Chairperson Greg Arnott

THAT the Risk Management and Audit Committee:

1. receive and note the KPMG Interim Audit Report for year ended 30 June 2024, as at Attachment A; and
2. make public its resolution on this matter.

**CARRIED (4-0)**

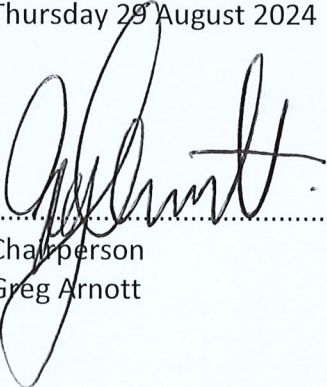
*Cr Sidey left the meeting at 11:16am*

**11. CLOSE OF MEETING**

The Chair closed the meeting at 11:17am.

**MINUTES TO BE CONFIRMED**

Thursday 29 August 2024



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Chairperson  
Greg Arnott