



# Risk Management and Audit Committee Meeting (RMAC)

## **MINUTES**

**Friday 31 October 2025**

Meeting to be held commencing 2:30 PM  
in Council Chambers at 7 Bees Creek Road, Freds Pass

A handwritten signature in black ink, appearing to read 'Greg Arnott'.

Greg Arnott

Chair

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

<b>1</b>	<b>Opening of Meeting .....</b>	<b>3</b>
<b>2</b>	<b>Apologies and Leaves of Absence .....</b>	<b>3</b>
	2.1 Apologies .....	3
<b>3</b>	<b>Disclosures and Declarations of Interest .....</b>	<b>3</b>
<b>4</b>	<b>Confirmation of Minutes .....</b>	<b>3</b>
	4.1 Confirmation of Minutes.....	3
<b>5</b>	<b>Accepting or Declining Late Items .....</b>	<b>3</b>
	Nil	
<b>6</b>	<b>Business Arising.....</b>	<b>4</b>
<b>7</b>	<b>Officer Reports.....</b>	<b>4</b>
	7.1 Internal Audit Update.....	4
	7.2 Meeting Schedule and Workplan 2026.....	4
	7.3 Management of Hazards Procedure.....	5
	8.1 Appointment of External Financial Auditor.....	5
	8.2 Annual Financial Statements and Closing Audit Report 2024-25.....	5
	7.4 Key Performance Indicators .....	6
<b>11</b>	<b>Other Business .....</b>	<b>6</b>
<b>12</b>	<b>Confidential Items.....</b>	<b>6</b>
<b>13</b>	<b>Close of meeting .....</b>	<b>6</b>

## 1 OPENING OF MEETING

The chair opened the meeting at 2:33pm.

## 2 APOLOGIES AND LEAVES OF ABSENCE

### 2.1 Apologies

#### COMMITTEE RESOLUTION RMAC/25/001

Moved: Chair Greg Arnott

Seconded: Mr Shane Smith

THAT the Risk Management and Audit Committee accept an apology from Mayor Wright.

**CARRIED**

### 2.3 Leave of Absence

Nil

## 3 DISCLOSURES AND DECLARATIONS OF INTEREST

Nil

## 4 CONFIRMATION OF MINUTES

### 4.1 Confirmation of Minutes

#### COMMITTEE RESOLUTION RMAC/25/002

Moved: Chair Greg Arnott

Seconded: Mr Shane Smith

That the full minutes of the Risk Management and Audit Committee Meeting held Thursday 14 August 2025, 3 pages be confirmed.

**CARRIED**

## 5 ACCEPTING OR DECLINING LATE ITEMS

Nil

## 6 BUSINESS ARISING

### COMMITTEE RESOLUTION RMAC/25/003

Moved: Chair Greg Arnott

Seconded: Cr Kris Civitarese

THAT the committee receive and note the business arising.

**CARRIED**

## 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/25/004

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

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

**CARRIED**

### 7.2 Meeting Schedule and Workplan 2026

#### EXECUTIVE SUMMARY

This report presents the proposed RMAC meeting schedule and workplan for 2026.

### COMMITTEE RESOLUTION RMAC/25/005

Moved: Cr Kevin Harlan

Seconded: Cr Daisy Crawford

1. That the Risk Management and Audit Committee endorse the meeting schedule and workplan for 2026.

**CARRIED**

### 7.3 Management of Hazards Procedure

#### EXECUTIVE SUMMARY

This report presents to the Risk Management and Audit Committee a draft hazard procedure for Council employees.

#### COMMITTEE RESOLUTION RMAC/25/006

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

1. That Risk Management and Audit Committee note the draft WHSp08 Management of Hazards procedure, attachment A and request it return to the committee at the next RMAC meeting to address the changes.

**CARRIED**

#### COMMITTEE RESOLUTION RMAC/25/007

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

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 Appointment of External Financial Auditor

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 Annual Financial Statements and Closing Audit Report 2024-25

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.

**Council moved to confidential to resolve the confidential reports at 2:57pm**

**CARRIED**

**COMMITTEE RESOLUTION RMAC/25/008**

Moved: Chair Greg Arnott

Seconded: Mr Shane Smith

Resume in Open Session and continued with open section of the meeting at 7.4 Key Performance Indicators at 3:31pm.

**CARRIED**

**7.4 Key Performance Indicators**

**EXECUTIVE SUMMARY**

This report presents RMAC with the Key Performance Indicators (KPI) summary for inclusion into the 2024-2025 Annual Report.

**COMMITTEE RESOLUTION RMAC/25/009**

Moved: Mr Shane Smith

Seconded: Cr Daisy Crawford

1. THAT the Risk Management and Audit Committee notes the Key Performance Indicators, at Attachment A, for inclusion into the 2024-2025 Annual Report.

**CARRIED**

**11 OTHER BUSINESS**

Nil

**12 CONFIDENTIAL ITEMS**

Nil items moved from Confidential

**13 CLOSE OF MEETING**

The chair closed the meeting at 3:50pm