



MINUTES

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING

TUESDAY 10TH JUNE 2025

10:00 AM

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1. NOTICE OF MEETING

I hereby give notice that a Risk Management and Audit Committee Meeting was held on:

Date: 10th June 2025
Time: 10:00am
Location: Council Chambers
22 Cameron Road, Batchelor NT 0845

Any member of the Committee who may have a conflict of interest, or perceived conflict of interest regarding any item of business to be discussed at a Risk Management and Audit 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 2019*.

The Risk Management and Audit Committee Meeting was open to the public and adhered to COVID Safety Plan requirements, including optional wearing of a mask, appropriate physical distancing, health, and hygiene requirements.

The meeting will be recorded for minuting purposes only.

A copy of the agenda can be found on Coomalie Council's website, or a copy can be obtained from the Council Office.



Chief Executive Officer

MINUTES

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING

HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON TUESDAY 10TH JUNE AT 10:00AM

The Chairperson, Mr Ian Swan, declared the meeting open at 10:00am and welcomed all in attendance.

2. ACKNOWLEDGEMENT OF COUNTRY

I acknowledge the Traditional Owners of the land commonly referred to as Coomalie. I pay my respects to their Elders, past, present and emerging.

3. PERSONS PRESENT

MEMBERS PRESENT

Chairperson	Ian Swan – Via electronic means
Independent Member	Maxie Smith
Official Manager	Mark Blackburn

STAFF PRESENT

Chief Executive Officer	Sharon Hillen
Corporate Services Manager	Shaun Hardy
Executive Services Coordinator	Stacey Shooter

4. APOLOGIES AND LEAVE OF ABSENCE.

Date: 10th June 2025.
Author: Sharon Hillen, Chief Executive Officer.
Attachments: Nil.

PURPOSE

This report is to table for Council's record any apologies and requests for leave of absence received from Members of the Risk Management and Audit Committee for the meeting held 10th June 2025.

Nil

5. ELECTRONIC MEETING ATTENDANCE.

Date: 10th June 2025.
Author: Sharon Hillen, Chief Executive Officer.
Attachments: Nil.

PURPOSE

This report is to table, for the Committee's record, any requests and permissions for Electronic Attendance.

RESOLUTION RMAC2025/06/10/001

That the Risk Management and Audit Committee acknowledges and accepts The Chair attendance to the meeting of 10th June 2025 via electronic means.

Moved: Member Smith

Seconded: Official Manager

Carried

6. DECLARATION OF INTEREST OF MEMBERS OR STAFF.

Date: 10th June 2025.
Author: Sharon Hillen, Chief Executive Officer.
Attachments: Nil.

PURPOSE

Members are required to disclose an interest in a matter under consideration by the Committee at a meeting of a committee by:

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Committee by disclosure as soon as possible after the matter is raised. Under disclosure, the Member must abide by the decision of Committee on whether he/ she shall remain in the meeting and/ or take part in the vote on the issue. The committee may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/ her to leave the Chambers.

RESOLUTION RMAC2025/06/10/002

That the Risk Management and Audit Committee notes there are no declarations of interest for the Risk Management and Audit Committee Meeting held 10th June 2025.

Moved: Official Manager

Seconded: Member Smith

Carried

7. CONFIRMATION OF MINUTES.

7.1 CONFIRMATION OF MINUTES.

Date: 10th June 2025
Author: Sharon Hillen, Chief Executive Officer
Attachments: Draft Public Minutes 7th April 2025

PURPOSE

Public Minutes from the meeting held on 7th April 2025 are to be confirmed.

RESOLUTION RMAC2025/06/10/003

That the Public Minutes of the Risk Management and Audit Committee held on 7th April 2025 be confirmed by the Risk Management and Audit Committee as a true and correct record of the meeting.

Moved: Official Manager

Seconded: Member Smith

Carried

8. OFFICER REPORTS

8.1 COMMITTEE WORK SCHEDULE AND MEETING DATES.

Date: 10th June 2025
Author: Sharon Hillen, Chief Executive Officer
Attachments: Nil.

PURPOSE

To refresh the Committee members of the role of the Risk Management and Audit Committee and the 2025 Work Schedule and proposed meeting dates.

RESOLUTION RMAC2025/06/10/005

That the Risk Management and Audit Committee;

- a) receives and notes the report titled Committee Work Schedule and Meeting Dates; and
- b) advises Council to seek expression of Interest for The Chairperson in August 2025.

Moved: Official Manager
Seconded: Member Smith

Carried

8.2 INCIDENTS AND ACCIDENTS

Date: 10 June 2025
Author: Sharon Hillen, Chief Executive Officer
Shaun Hardy, Corporate Services Manager
Attachments: Nil

PURPOSE

To provide the Risk Management and Audit Committee with updates on any incidents or accidents in the period April 2025 to June 2025.

RESOLUTION RMAC2025/06/10/006

That the Risk Management and Audit Committee receives and notes the report entitled Incidents and Accidents.

Moved: Member Smith
Seconded: Official Manager

Carried

8.3 FINANCE REPORT

Date:	10 June 2025
Author:	Sharon Hillen, Chief Executive Officer Shaun Hardy, Corporate Services Manager
Attachment:	Nil

PURPOSE

To provide a summary of the financial position of Council for the period ending 30 April 2025.

In accordance with the *Local Government (General) Regulations 2021 – Part 2 Division 7*, the preceding month's financial report must be presented to Council. Regulation 17(1) of the *Local Government (General) Regulations 2021* requires a monthly report from the Chief Executive Officer to provide council with the actual income and expenditure for the year to date; the most recently adopted annual budget; and details of any material variances between the most recent actuals and the most recently adopted annual budget.

RESOLUTION RMAC2025/06/10/007

That Council;

a) notes the Chief Executive Officer (CEO) certifies to the best of her knowledge, information, and the belief that the internal controls implemented by Council are appropriate, and that Council's financial report best reflects the financial affairs of Council; and

b) receives and notes the monthly financial report for April 2025.

Moved: Member Smith

Seconded: Official Manager

Carried

8.4 EXTERNAL AUDIT 2025

Date:	10 th June 2025
Author:	Shaun Hardy, Corporate Services Manager
Attachment:	Nil

PURPOSE

To advise the Risk Management and Audit Committee of the proposed Audit Program and scheduled dates to complete the 2025 Audit.

RESOLUTION RMAC2025/06/10/008

That the Risk Management and Audit Committee:

a) receives and notes the report titled External Audit 2025; and

b) notes the 2025 Audit Program and scheduled dates.

Moved: Official Manager

Seconded: Member Smith

Carried

8.5 SHIRE PLAN AND BUDGET 2025-26

Date:	10 th June 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachments:	Shire Plan 25-26 Public Comments Register

PURPOSE

To inform the Risk Management Committee of the progress in the development of the Shire Plan and Budget 2025-2026 and advise of the assumptions made in determining the Budget.

RESOLUTION RMAC2025/06/10/009

That the Risk Management and Audit Committee receives and notes the Shire Plan and Budget 2025-26 report.

Moved: Member Smith

Seconded: Official Manager

Carried

9. GENERAL BUSINESS

Nil

10. CONFIDENTIAL ITEMS

RESOLUTION RMAC2025/06/10/010

That Council close the meeting to the general public in accordance with Regulation 51 of the *Local Government (General) Regulations 2021*;

Moved: Official Manager

Seconded: Member Smith

Carried

Procedural Note:

The meeting was closed to the public at 10:44 am.

10.1 CONFIRMATION OF CONFIDENTIAL MINUTES

CONFIDENTIAL: Regulations 51(1)(e) 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.

10.2 COUNCIL'S ADMINISTRATION STATUS REPORT.

CONFIDENTIAL: 51 (1) (c) (iv) Subject to subregulation (3) prejudice the interests of the council or some other person.

11. GENERAL BUSINESS

PAPER ROADS IN COOMALIE REGION.

CONFIDENTIAL: Regulations 51(1)(e) 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.

12. DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL

Nil

12. RE-OPENING OF THE MEETING

RESOLUTION CONFRMAC2025/06/10/014

That the Committee re-opens the meeting to the general public in accordance with Regulation 51 of the *Local Government (General) Regulations 2021*.

Moved: Official Manager

Seconded: Member Smith

Carried

Procedural Note:

The meeting was reopened to the public at 11:02 am.

13. NEXT MEETING

The next Risk Management and Audit Committee meeting will be held at Batchelor on 11th August 2025.

14. MEETING CLOSED

The meeting was closed at 11:03am.