



MINUTES

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING

MONDAY 7th APRIL 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: 7th April 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

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

MINUTES

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING

HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON MONDAY 7th APRIL 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 – Electronic Attendance
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:	7 th April 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 3rd March 2025.

Nil

5. ELECTRONIC MEETING ATTENDANCE

Date:	7 th April 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 RMAC2025/04/07/001

That the Risk Management and Audit Committee acknowledges and accepts The Chair, Ian Swan's attendance to the meeting of 7th April 2025 via electronic means.

Moved: Official Manager

Seconded: Member Smith

Carried

6. DECLARATION OF INTEREST OF MEMBERS OR STAFF

Date:	7 th April 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.

Nil

7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF MINUTES

Date:	7 th April 2025
Author:	Sharon Hillen, Chief Executive Officer
Attachments:	Draft Public Minutes 7 th October 2024

PURPOSE

Public Minutes from the meeting held on 7th October 2024 are to be confirmed.

RESOLUTION RMAC2025/04/07/002

That the Public Minutes of the Risk Management and Audit Committee held on 7th October 2024 be confirmed by the Risk Management and Audit Committee as a true and correct record of the meeting.

Moved: Official Manager

Seconded: Chair Swan

Carried

8. OFFICER REPORTS

8.1 COMMITTEE WORK SCHEDULE AND MEETING DATES

Date:	7 th April 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, as amended.

RESOLUTION RMAC2025/04/07/003

That the Risk Management and Audit Committee;

a) receives and notes the report entitled Committee Work Schedule and Meeting Dates; and

b) approves the meeting schedule for 2025, as listed subject to confirmation of availability of members:

1. 7th April
2. 10th June
3. 11th August
4. 13th October

Moved: Official Manager

Seconded: Member Smith

Carried

8.2 INCIDENTS AND CLAIMS REPORT

Date:	7 April 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 claims in the period October 2024 to March 2025.

RESOLUTION RMAC2025/04/07/004

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

Moved: Member Smith

Seconded: Official Manager

Carried

8.3 FINANCE REPORT

Date:	7 th April 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 28 February 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 RMAC2025/04/07/005

That the Risk Management and Audit Committee;

- 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 February 2025.

Moved: Member Smith

Seconded: Official Manager

Carried

8.4 RISK MANAGEMENT POLICY

Date:	7 th April 2025
Author:	Shaun Hardy, Corporate Services Manager
Attachment:	Risk Management Policy

PURPOSE

To provide the Risk Management and Audit Committee members with the Council adopted Risk Management Policy which guides the management of risks as part of Council's internal controls.

RESOLUTION RMAC2025/04/07/006

That the Risk Management and Audit Committee:

- a) receives and notes the report entitled Risk Management Policy; and
- b) endorses that the Risk Management Policy be implemented and a Risk Register be created to be presented at the 11th August 2025 Committee meeting.

Moved: Official Manager

Seconded: Member Smith

Carried

8.5 ASSET MANAGEMENT PLANS

Date:	7 April 2025
Author:	Shaun Hardy, Corporate Services Manager
Attachments:	Strategic Asset Management Plan Asset Management Plan: Buildings and Facilities Asset Management Plan: Fleet Asset Management Plan: Transport

PURPOSE

To advise the Risk Management and Audit Committee of the Council adopted Strategic Asset Management Plan, Buildings and Facilities Asset Management Plan, Fleet Asset Management Plan, and Transport Asset Management Plan, which will guide the management of assets as part of Council's annual and long-term financial plans.

RESOLUTION RMAC2025/04/07/007

That the Risk Management and Audit Committee receives and notes the report titled Asset Management Plans.

Moved: Official Manager

Seconded: Member Smith

Carried

9. GENERAL BUSINESS

RESOLUTION RMAC2025/04/07/008

That the Risk Management and Audit Committee note Official Management continues at CCGC and the Minister is required to make a decision on the status of the suspended councilor's by July 23rd 2025.

Moved: Official Manager

Seconded: Member Smith

Carried

10. CONFIDENTIAL ITEMS

RESOLUTION RMAC2025/04/07/009

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

Moved: Member Smith

Seconded: Official Manager

Carried

Procedural Note:

The meeting was closed to the public at 10:55am

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 SHIRE PLAN AND BUDGET 2025-26

Confidential: Regulations 51(1)(c)(i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person

10.3 EXTERNAL AUDITOR

Confidential: Regulations 51(1)(c)(i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person

11. DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL

Nil

12. RE-OPENING OF THE MEETING

RESOLUTION CONFRMAC2025/04/07/013

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

Moved: Member Smith

Seconded: Official Manager

Carried

Procedural Note:

The meeting was reopened to the public at 11:40am.

13. NEXT MEETING

The next Risk Management and Audit Committee meeting will be held at Batchelor on Tuesday 10 June 2025.

14. MEETING CLOSED

The meeting was closed at 11:40 am.