



## **MINUTES**

### **RISK MANAGEMENT AND AUDIT COMMITTEE MEETING**

**MONDAY 10<sup>th</sup> NOVEMBER 2025**

**10:00 AM**

## Table of Contents

1.	NOTICE OF MEETING.....	3
2.	ACKNOWLEDGEMENT OF COUNTRY.....	4
3.	PERSONS PRESENT .....	4
4.	APOLOGIES AND LEAVE OF ABSENCE. ....	5
5.	ELECTRONIC MEETING ATTENDANCE.....	5
6.	DECLARATION OF INTEREST OF MEMBERS OR STAFF.....	6
7.	CONFIRMATION OF MINUTES.....	6
7.1	CONFIRMATION OF MINUTES. ....	6
8.	BUSINESS ARISING .....	7
8.1	BUSINESS FROM PREVIOUS MEETING.....	7
9.	OFFICER REPORTS .....	7
9.1	INDEPENDENT MEMBER RESIGNED – EOI RELEASED.....	7
9.2	SEPTEMBER MONTHLY FINANCE REPORT .....	8
9.3	COMMITTEE WORK SCHEDULE AND WORK PROGRAM UPDATE.....	9
10.	GENERAL BUSINESS.....	9
11.	CONFIDENTIAL ITEMS .....	9
11.1	CONFIRMATION OF CONFIDENTIAL MINUTES .....	10
11.2	DRAFT ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS 2024-2025 .....	10
12.	DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL .....	10
13.	RE-OPENING OF THE MEETING.....	10
14.	NEXT MEETING.....	10
15.	MEETING CLOSED .....	10

## 1. NOTICE OF MEETING

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

Date: 10<sup>th</sup> November 2025  
Time: 10:09am  
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 was recorded for minuting purposes only.



Chief Executive Officer

# AGENDA

## RISK MANAGEMENT AND AUDIT COMMITTEE MEETING

HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON MONDAY 10<sup>th</sup> NOVEMBER AT 10:09AM

The Chairperson, Mr Robert Annis-Brown, declared the meeting open at 10:09 am 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	Robert Annis-Brown – via electronic means
Independent Member	VACANT
Deputy President	Chris Whatley
Councillor	Sharon Beswick – via telecommunication

#### STAFF PRESENT

Chief Executive Officer	Sharon Hillen
Corporate Services Manager	Natasha Chapman – via electronic means
Executive Services Coordinator	Stacey Shooter

#### VISITOR

Nexia Edwards	Noel Clifford – via electronic means
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#### 4. APOLOGIES AND LEAVE OF ABSENCE.

**Date:** 10<sup>th</sup> November 2025.  
**Author:** Sharon Hillen, Chief Executive Officer.  
**Attachments:** Nil.

##### PURPOSE

This report is to table for Committee's records, any apologies and requests for leave of absence received from Members of the Risk Management and Audit Committee for the meeting held 10<sup>th</sup> November 2025.

Nil

#### 5. ELECTRONIC MEETING ATTENDANCE.

**Date:** 10<sup>th</sup> November 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 RMAC2025/11/10/001

That the Risk Management and Audit Committee acknowledge and accepts the Chairperson Robert Annis-Brown's, Clr. Beswick, Natasha Chapman and Noel Clifford's attendance to the meeting of 10<sup>th</sup> November 2025 via electronic means.

**Moved:** Deputy President Whatley

**Seconded:** Chair Annis-Brown

**Carried**

## 6. DECLARATION OF INTEREST OF MEMBERS OR STAFF.

**Date:** 10<sup>th</sup> November 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:** 10<sup>th</sup> November 2025  
**Author:** Sharon Hillen, Chief Executive Officer  
**Attachments:** Draft Public Minutes from 18<sup>th</sup> August 2025

### PURPOSE

Public Minutes from the meeting held on 18<sup>th</sup> August 2025 are to be noted.

### RESOLUTION RMAC2025/11/10/002

That the Public Minutes of the Risk Management and Audit Committee held on 18<sup>th</sup> August 2025 be noted by the Risk Management and Audit Committee.

**Moved:** Deputy President Whatley

**Seconded:** Chair Annis-Brown

**Carried**

## 8. BUSINESS ARISING

### 8.1 BUSINESS FROM PREVIOUS MEETING

**Date:** 10<sup>th</sup> November 2025  
**Author:** Sharon Hillen, Chief Executive Officer  
**Attachments:** Nil

#### PURPOSE

To provide the Risk Management and Audit Committee with a summary of the business arising from the previous meeting and actions taken.

#### RESOLUTION RMAC2025/11/10/003

That the Risk Management and Audit Committee note the business arising from the meeting held on 18<sup>th</sup> August 2025.

**Moved:** Deputy President Whatley

**Seconded:** Chair Annis-Brown

**Carried**

## 9. OFFICER REPORTS

### 9.1 INDEPENDENT MEMBER RESIGNED – EOI RELEASED

**Date:** 10<sup>th</sup> November 2025  
**Author:** CEO, Sharon Hillen  
**Attachments:** NIL

#### PURPOSE

To inform the Risk Management and Audit Committee that the Independent Member Maxie Smith has resigned from the Risk Management and Audit Committee, and that an EOI has been released.

#### RESOLUTION RMAC2025/11/10/004

That the Risk Management and Audit Committee receive and notes the report titled Independent Member Resigned – EOI Released.

**Moved:** Deputy President Whatley

**Seconded:** Chair Annis-Brown

**Carried**

## 9.2 SEPTEMBER MONTHLY FINANCE REPORT

<b>Date:</b>	10 November 2025
<b>Author:</b>	Natasha Chapman, Corporate Services Manager
<b>Attachment:</b>	Nil

### PURPOSE

To provide a summary of the financial position of Council for the period ending 30<sup>th</sup> September 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 RMAC2025/11/10/005

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 September 2025.

**Moved:** Deputy President Whatley

**Seconded:** Chair Annis-Brown

**Carried**

### Procedural Note:

10:21 am communication line failed and lost connection with Clr. Beswick.

### Procedural Note:

10:22 am communication line re-connected with Clr. Beswick.

### Procedural Note:

10:32 am Clr. Beswick left the meeting due to communication failure.



### 9.3 COMMITTEE WORK SCHEDULE AND WORK PROGRAM UPDATE

**Date:** 10<sup>th</sup> November 2025  
**Author:** Sharon Hillen, Chief Executive Officer  
**Attachments:** Nil

To refresh the Committee members of the role of the Risk Management and Audit Committee and the 2025 Works Program and proposed meeting dates, as amended.

#### RESOLUTION RMAC2025/11/10/006

That the Risk Management and Audit Committee receives and notes the report entitled Committee Work Schedule and Work Program Update.

Meeting 1: 13<sup>th</sup> April 2026  
Meeting 2: 1<sup>st</sup> June 2026  
Meeting 3: 10<sup>th</sup> August 2026  
Meeting 4: 5<sup>th</sup> October 2026

**Note:** The work program was greatly reduced due to the establishment of the new Chair and Council Elected Members.

**Moved:** Deputy President Whatley

**Seconded:** Chair Annis-Brown

**Carried**

### 10. GENERAL BUSINESS

### 11. CONFIDENTIAL ITEMS

#### RESOLUTION CONFRMAC2025/11/10/007

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

**Moved:** Deputy President Whatley

**Seconded:** Chair Annis-Brown

**Carried**

#### Procedural Note:

The meeting was closed to the public at 10:37 am.

### 11.1 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.

### 11.2 DRAFT ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS 2024-2025

**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

## 13. RE-OPENING OF THE MEETING

### RESOLUTION CONFRMAC2025/11/10/010

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

**Moved:** Deputy President Whatley

**Seconded:** Chair Annis-Brown

**Carried**

### Procedural Note:

The meeting was reopened to the public at 11:33 am.

## 14. NEXT MEETING

The next Risk Management and Audit Committee meeting will be held at Batchelor on 13<sup>th</sup> April 2026

## 15. MEETING CLOSED

The meeting was closed at 11:35 am.