



Policy Title	Audit and Risk Management Committee Governance			LGP028
Directorate	Council			
Approval Date	28/04/2026	Council Resolution No.	2026/88	
Review Due	28/04/2028	Revision	2 years	
References	Local Government Act 2019 Local Government (General) Regulations 2021 NT Remuneration Tribunal – Allowances for Local Government Councils			

1. PURPOSE

This policy establishes the framework for the Audit and Risk Management Committee ('ARMC' or 'the Committee') established by Victoria Daly Regional Council ('VDRC' or 'Council') in compliance with Part 5.3 of the Local Government Act 2019 and the Local Government (General) Regulations.

2. SCOPE

This policy guides legislative and good governance practices for the Committee.

3. POLICY STATEMENT

The Committee supports the Council in fulfilling its oversight and accountability responsibilities by reviewing and monitoring financial reporting processes, risk management practices, internal and external audit activities, legislative compliance, and ethical conduct.

The Committee is subject to control and direction by Council. Subject to any direction by Council, the Committee may develop its own terms of reference.

4. APPLICATION OF POLICY

4.1 Establishment of Committee

- 4.1.1 Section 86 of the Local Government Act 2019 (the Act) requires that Council must by resolution establish and maintain an audit committee. VDRC calls this committee the Audit and Risk Management Committee.
- 4.1.2 The Committee consists of elected members and independent members appointed by resolution of Council.
- 4.1.3 The Chairperson of the Committee is appointed through Council resolution.
- 4.1.4 The Chairperson must not be a member of Council or Council staff.
- 4.1.5 Subject to this policy, the Committee will develop its own terms of reference.

4.2 Membership

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- 4.2.1 Council will by resolution, appoint and as required rescind members to the Committee.
- 4.2.2 Council will elect a Chairperson who must not be a member of Council.
- 4.2.3 Independent members will be appointed to the Committee for a period of two years and may be consecutively reappointed for a further two years up to a maximum of four additional years.
- 4.2.4 Council may at its discretion, undertake a public expression of interest process to appoint an independent member to the Committee.
- 4.2.5 Committee members must attend a minimum of two meetings per year face to face.¹

4.3 Functions of the Audit and Risk Management Committee

- 4.3.1 The Audit and Risk Management Committee monitors and reviews the integrity of the Council's financial management and internal controls. The Committee also addresses issues pertaining to the approach, strategies, and activities undertaken by Council to address business, corporate, and financial risk, governance responsibilities and legislative compliance as assigned to it by the Chief Executive Officer (CEO) or Council.

4.4 Declaration of Interest

- 4.4.1 Independent Committee members must submit to the CEO, a declaration of interest in the same form as the Annual return of interests for elected members (Schedule 5, Local Government (General) Regulations), by 30 September each year.

4.5 Audit and Risk Management Committee Meetings

- 4.5.1 Meetings of the Committee are convened by the CEO.
- 4.5.2 The CEO may at the request of the chairperson of the Committee convene a meeting of the Committee.
- 4.5.3 A notice convening a meeting:
 - (a) must be in writing
 - (b) must state the date, time, place and agenda for the meeting
 - (c) must be given to the members of the Committee at least three business days before the date of the meeting; and in the case of special meeting at

¹ OCM-2026/142



- least four hours before the time appointed for the meeting
- (d) must be accessible on Council's website at least three business days before the date of the meeting
- (e) must be posted on a notice board at the Council's public office at least three business days before the date of the meeting.

4.5.4 The meeting notice may be given to a member personally, by post, by email, by any other electronic means or in any other way arranged by the CEO with the member.

4.5.5 Audit and Risk Committee Meetings are held on the morning of Council's briefing day².

4.6 Procedure at Meeting

4.6.1 Chairperson

The chairperson of the ARMC meeting is:

- a member appointed by Council to be the chairperson of the ARMC or
- if the chairperson is not present (or no one is appointed to the position of the chairperson at the time of the meeting) – a member chosen by the members present at the meeting to chair the meeting.

4.6.2 Conflict of Interest

Committee members must disclose any perceived or potential conflicts of interest at the commencement of each meeting and will be excused from Committee discussions and deliberations on the issues where the conflict exists.

4.6.3 Conflicts of interest will be recorded in the meeting minutes.

4.7 Meetings

4.7.1 A meeting of the Committee may be conducted in private.

4.7.2 The CEO, Directors including Chief Financial Officer (CFO), Executive Services Manager, Governance and Risk Manager and Work Health and Safety (WHS) Manager may be invited to attend each meeting unless specifically requested not to do so by the Chairperson.

4.8 Decisions

² (OCM-2022/109).



- 4.8.1 A decision of the ARMC is to be by majority vote of the members present at a meeting.

4.9 Quorum

- 4.9.1 A quorum at an ARMC meeting consists of a majority of its members holding office at the time of the meeting.

- 4.9.2 A member who is not physically present at a meeting is taken to be present at the meeting if:

- the member's attendance at the meeting by means of an audio or audiovisual conferencing system and
- communication is established by means of the conferencing system, at or around the commencement of the meeting, between the member and the members present at the place appointed for the meeting
- the member has the same or substantially the same opportunity to participate in debate, and to register an opinion, on questions arising for decision as if the member were physically present at the meeting.

- 4.9.3 If a quorum is not present within 30 minutes of the start time for a meeting the following may postpone a meeting to a time later on the same day:

- (a) the chairperson
- (b) if the chairperson is not present but two or more members are present – the majority of members present
- (c) if the chairperson is not present and fewer than two members are present – the CEO or a person authorised by the CEO.

- 4.9.4 If a meeting is postponed under paragraph 4.6.3 the CEO must in writing, record the fact that the meeting was postponed and the record must be:

- (a) published on Council's website and
- (b) posted on the notice board at Council's public office.

- 4.9.5 If it is impracticable for a meeting to be postponed to a time later on the same day in accordance with paragraph 4.7.3 the CEO may postpone the meeting for up to 21 days.

- 4.9.6 A person who postpones a meeting must ensure each member receives notice of the postponement and of the time and place to which the meeting has been postponed.

- 4.9.7 If a meeting is postponed the notice of the postponement and of the time and place to which the meeting has been postponed must be published on Council's website within three business days of the new meeting time.



4.10 Work Plan

4.10.1 The ARMC must provide to Council by the end of each financial year, a work plan for the following financial year period.

4.10.2 The ARMC is responsible for recommending a budget for internal audit activities arising from the work plan as part of Council's annual budget process.

4.11 Minutes

4.11.1 The CEO must ensure that proper minutes of the ARMC meetings are kept.

4.11.2 The minutes must be in writing and:

- (a) must set out as per Local Government (General) Regulation 59:
 - the date, time and place of the meeting, time of opening and closing
 - If the meeting is closed to the public, the time of the closure and reason
 - The motions moved at the meeting and the names of the mover and seconder
 - How the meeting deals with each motion
 - If the meeting is adjourned, the date, time and place to which the meeting is adjourned
 - If a member arrives late, the time they arrived
 - If a member departs from the meeting, the time they departed
 - the names of the members present at the meeting
 - the business transacted at the meeting
 - any confidential business that was considered at the meeting
- (b) must include references to any written reports or recommendations considered during the meeting together with information about how to obtain access to the reports or recommendations.

4.11.3 The Committee must at its next meeting, confirm the minutes (with or without amendment), including any confidential business considered at the meeting, as a correct record of the meeting.

4.11.4 The minutes of the Committee confirmed or unconfirmed must be tabled at the next meeting of the Council for Council's information.

4.12 Expenses and Benefits

4.12.1 Section 109 of the Act provides that Council may by resolution determine that Committee members are entitled to payment or reimbursement of reasonable expenses for travel and accommodation necessary for:



- (a) attending an ARMC meeting or
- (b) attending a Council meeting in accordance with a prior resolution of Council.

4.12.2 Committee members may meet via electronic audio-visual means. If a Committee member attends a meeting in person, Council will pay elected members in accordance with the [Remuneration Determination](#). Independent members will be paid or reimbursed for travel and accommodation to attend the meeting in accordance with the [Australian Taxation Office Taxation Determination](#).

4.12.3 Council will meet the reasonable costs associated with attendance at any course it deems compulsory for ARMC members to participate in.

4.13 Sitting Fees

4.13.1 Sitting fees for the Committee are set by a resolution of Council. A Committee member will receive this fee whether they attend in person or by audio visual means.

Chairperson	\$800 per meeting
Committee member	\$600 per meeting

4.13.2 Elected members, excluding the Mayor are entitled to an extra meeting allowance in accordance with the [Remuneration Determination](#).

4.14 Offences

In accordance with Section 118 of the Act, a person commits an offence if they obtain information as a member of the ARMC and the person intentionally engages in conduct that results in the improper use of the information and the person is reckless in relation to the result.

REVIEW HISTORY

Date	Details
0/06/2026	OCM2026/142 - Paragraph 4.2.5 amended
28/04/2026	OCM2026/88 reviewed and updated.
12/12/2023	OCM2023/227 replaced 1.05 Council Committees