



MINUTES

**Risk Management & Audit Committee
Meeting**

Friday, 23 February 2024

**MINUTES OF CITY OF DARWIN
RISK MANAGEMENT & AUDIT COMMITTEE MEETING
HELD AT THE MEETING ROOM 1 BIDJPIDJI, LEVEL 1, CIVIC CENTRE, HARRY CHAN
AVENUE, DARWIN
ON FRIDAY, 23 FEBRUARY 2024 AT 9.00AM**

PRESENT: Chair Roland Chin, Councillor Jimmy Bouhoris, Councillor Brian O'Gallagher, Councillor Ed Smelt, Member George Araj, Member Joe McCabe

OFFICERS: Alice Percy (A/Chief Executive Officer), Alexandra Vereker (A/GM Corporate), Chris Kelly (Executive Manager Corporate and Customer Service)

APOLOGY: Member Sanja Hill

GUESTS:

Order Of Business

1	Meeting Declared Open	3
2	Apologies and Leave of Absence	3
	Committee Resolution RMAC002/24.....	3
	THAT the apology from Member Sanja Hill be received & noted.....	3
	Carried 6/0	3
3	Electronic Meeting Attendance.....	3
4	Declaration of Interest of Members and Staff	4
5	Confirmation of Previous Minutes.....	5
6	Action Reports	5
	6.1 Internal Audit and Assurance Policy and Procedure Review	5
	6.2 Review of Risk Management Procedure.....	5
	6.3 Risk Review and Assessment - February 2024	6
	6.4 Monthly Financial Reports: September 2023 - December 2023.....	6
	6.5 Unconfirmed Open Minutes - Information Communication Technology Steering Committee Meeting - 25 October 2023.....	6
7	Questions by Members	6
8	General Business.....	7
9	Closure of Meeting to the Public	7

1 MEETING DECLARED OPEN

COMMITTEE RESOLUTION RMAC001/24

Moved: Councillor Jimmy Bouhoris

Seconded: Member Joe McCabe

The Chair declared the meeting open at 9.04 am.

ACKNOWLEDGEMENT OF COUNTRY

We the members of City of Darwin acknowledge that we are meeting on Larrakia Country.

We recognise and pay our respects to all Larrakia people, Traditional Owners and Custodian Elders of the past and present.

We support emerging Larrakia leaders now and into the future.

We are committed to working together with all Larrakia to care for this land and sea for our shared future.

CARRIED 6/0

2 APOLOGIES AND LEAVE OF ABSENCE

COMMITTEE RESOLUTION RMAC002/24

Moved: Chair Roland Chin

Seconded: Councillor Jimmy Bouhoris

THAT the apology from Member Sanja Hill be received & noted.

CARRIED 6/0

3 ELECTRONIC MEETING ATTENDANCE

3.1 ELECTRONIC MEETING ATTENDANCE GRANTED

COMMITTEE RESOLUTION RMAC003/24

Moved: Chair Roland Chin

Seconded: Councillor Jimmy Bouhoris

THAT The Committee note that pursuant to Section 98 (3) of the Local Government Act the following members were granted permission for Electronic Meeting Attendance at this Risk Management and Audit Committee Meeting held on Friday, 23 February 2024:

- Member Joe McCabe
- Member George Araj

CARRIED 6/0

3.2 ELECTRONIC MEETING ATTENDANCE REQUESTED

RECOMMENDATIONS

Nil

4 DECLARATION OF INTEREST OF MEMBERS AND STAFF

4.1 DECLARATION OF INTEREST BY MEMBERS

RECOMMENDATIONS

Member Roland Chin made the following Declarations (updated 20/10/23):

- A. Treasurer of St John Ambulance Australia (NT) Inc.; Director of SJA (NT) Endowment Company Pty Ltd as trustee for The St John Ambulance (NT) Endowment Trust; Director of St John Ambulance Australia NT Holdings Pty Ltd; St John Ambulance Australia Ltd – Finance, Audit & Risk subcommittee.
- B. President of Chung Wah Society Inc.
- C. Chair of Audit and Risk Committee of Venture Housing Company Limited
- D. Chair of Audit, Risk and Compliance Committee of Charles Darwin University
- E. Tiwi Land Council Audit Committee

Councillor Jimmy Bouhoris made the following Declarations (25/06/21):

- A. Any items relating to PowerWater.

Councillor Ed Smelt made the following Declarations (20/10/2023):

- A. Any items relating to Department of Infrastructure, Planning and Logistics NTG

Member Sanja Hill advised of the following representations (updated 20/10/22):

- A. Currently providing advisory services to NTG, YMCA and MACC
- B. Any items relating to Department of the Attorney-General and Justice NTG

Member Joe McCabe made the following Declarations (20/10/2023):

- A. Any items relating to Alice Springs Town Council

4.2 DECLARATION OF INTEREST BY STAFF

RECOMMENDATIONS

Nil

5 CONFIRMATION OF PREVIOUS MINUTES

COMMITTEE RESOLUTION RMAC004/24

Moved: Councillor Ed Smelt

Seconded: Councillor Brian O'Gallagher

That the minutes of the Risk Management & Audit Committee Meeting held on 20 October 2023 be confirmed.

CARRIED 6/0

6 ACTION REPORTS

6.1 INTERNAL AUDIT AND ASSURANCE POLICY AND PROCEDURE REVIEW

COMMITTEE RESOLUTION RMAC005/24

Moved: Councillor Ed Smelt

Seconded: Member George Araj

1. THAT the report entitled Internal Audit and Assurance Policy and Procedure Review be received and noted.
2. THAT the Risk Management and Audit Committee endorse the Internal Audit and Assurance Policy at **Attachment 2**.
3. THAT the Risk Management and Audit Committee endorse the Internal Audit and Assurance Procedure at **Attachment 4**.

AMENDMENT

1. THAT the report entitled Internal Audit and Assurance Policy and Procedure Review be received and noted.
2. THAT the Risk Management and Audit Committee endorse the Internal Audit and Assurance Policy at **Attachment 2**, subject to additional commentary to be added on Financial Sustainability and amended timeframe to 24 months for Internal Audit Plan.
3. THAT the Risk Management and Audit Committee endorse the Internal Audit and Assurance Procedure at **Attachment 4**.
4. THAT a report be tabled at RMAC October 2024: Review of Internal Audit Policy and Procedure in alignment with New Global Audit Standards.

CARRIED 6/0

6.2 REVIEW OF RISK MANAGEMENT PROCEDURE

COMMITTEE RESOLUTION RMAC006/24

Moved: Councillor Brian O'Gallagher

Seconded: Councillor Ed Smelt

1. THAT the report entitled Review of Risk Management Procedure be received and noted.
2. THAT the Risk Management and Audit Committee endorse the Risk Management Procedure

at **Attachment 2.**

CARRIED 6/0

6.3 RISK REVIEW AND ASSESSMENT - FEBRUARY 2024

COMMITTEE RESOLUTION RMAC007/24

Moved: Councillor Brian O'Gallagher

Seconded: Councillor Jimmy Bouhoris

1. THAT the report entitled Risk Review and Assessment February 2024 be received and noted.

CARRIED 6/0

6.4 MONTHLY FINANCIAL REPORTS: SEPTEMBER 2023 - DECEMBER 2023

COMMITTEE RESOLUTION RMAC008/24

Moved: Councillor Jimmy Bouhoris

Seconded: Member Joe McCabe

1. THAT the report entitled Monthly Financial Reports: September - December 2023 be received and noted.

CARRIED 6/0

6.5 UNCONFIRMED OPEN MINUTES - INFORMATION COMMUNICATION TECHNOLOGY STEERING COMMITTEE MEETING - 25 OCTOBER 2023

COMMITTEE RESOLUTION RMAC009/24

Moved: Councillor Jimmy Bouhoris

Seconded: Councillor Ed Smelt

THAT the report entitled Unconfirmed Open Minutes – Information Communication Technology Steering Committee Meeting – 25 October 2023 be received and noted.

CARRIED 6/0

7 QUESTIONS BY MEMBERS

RECOMMENDATIONS

Nil

8 GENERAL BUSINESS

RECOMMENDATIONS

Nil

9 CLOSURE OF MEETING TO THE PUBLIC

RECOMMENDATIONS

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider the Confidential Items of the Agenda.

RECOMMENDATIONS

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 99(2) of the Local Government Act:

12.1 Shoal Bay Waste Management Facility - Update February 2024

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) 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 subject to subregulation 51(3) – prejudice the interests of the council or some other person.

12.2 Unconfirmed Confidential Minutes - Information Communication Technology Steering Committee - 25 October 2023

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) 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 subject to subregulation 51(3) – prejudice the interests of the council or some other person.

12.3 ICT Roadmap - Update on Progress

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) 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 subject to subregulation 51(3) – prejudice the interests of the council or some other person.

12.4 Update on Internal Audit Plan - February 2024

This matter is considered to be confidential under Section 99(2) - 51(c)(i) 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.

12.5 Corporate Services Quarterly Report - July to September 2023

This matter is considered to be confidential under Section 99(2) - 51(a) and 51(c)(iv) 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 about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual and information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

12.6 Corporate Services Quarterly Report - October to December 2023

This matter is considered to be confidential under Section 99(2) - 51(a) and 51(c)(iv) 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 about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual and information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

12.7 Work Health & Safety Quarterly Report: July - September 2023

This matter is considered to be confidential under Section 99(2) - 51(a) and 51(c)(iv) 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 about the employment of a particular individual as a member of the staff or possible member of the staff of

the council that could, if publicly disclosed, cause prejudice to the individual and information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

12.8 Work Health & Safety Quarterly Report: October - December 2023

This matter is considered to be confidential under Section 99(2) - 51(a) and 51(c)(iv) 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 about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual and information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

12.9 Notification Register - period ending 31 December 2023

This matter is considered to be confidential under Section 99(2) - 51(a) and 51(f) 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 about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual and subject to subregulation 51(2) – information in relation to a complaint of a contravention of the code of conduct.

The Meeting closed at 10.47 am.

The minutes of this meeting were confirmed at the Risk Management & Audit Committee held on 19 April 2024.

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CHAIR