

AGENDA

Risk Management and Audit Committee

Tuesday 28 February 2023

The Committee Meeting of the City of Palmerston will be held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830 commencing at 5:00 PM.

COVID-19 Statement of Commitment

The Committee Meeting of Council will be open to the public and holds a Statement of Commitment to adhere to:

- Physical distancing measures
- Health and hygiene principles



LUCCIO CERCARELLI
CHIEF EXECUTIVE OFFICER

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COMMITTEE AGENDA

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1 ACKNOWLEDGEMENT OF COUNTRY

2 OPENING OF MEETING

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

3.2 Leave of Absence Previously Granted

3.3 Leave of Absence Request

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

5 DECLARATION OF INTEREST

5.1 Committee Members

5.2 Staff

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

THAT the Minutes of the Council Meeting held on 25 October 2023 pages 202 to 209 be confirmed.

6.2 Business Arising from Previous Meeting

7 DEPUTATIONS AND PRESENTATIONS

8 CONFIDENTIAL ITEMS

8.1 Moving Confidential Items into Open

8.2 Moving Open Items into Confidential

8.3 Confidential Items

THAT pursuant to Section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1) of the *Local Government (General) Regulations 2021* the meeting be closed to the public to consider the following confidential items:

Item	Confidential Category	Confidential Clause
16.1.1	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(e) of the Local Government (General) Regulations 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to 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.
16.1.2	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(iv) of the Local Government (General) Regulations 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
16.2.1	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(iv) of the Local Government (General) Regulations 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
16.2.2	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(iv) of the Local Government (General) Regulations 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.

9 OFFICER REPORTS

COMMITTEE REPORT

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Committee Meeting

AGENDA ITEM: 9.2.1
REPORT TITLE: Action Update Report
MEETING DATE: Tuesday 28 February 2023
AUTHOR: Executive Assistant to Director Finance and Governance, Kristy Joyce
APPROVER: Director Finance and Governance, Wati Kerta

COMMUNITY PLAN

Governance: Council is trusted by the community and invests in things that the public value.

PURPOSE

This Report seeks to inform the Risk Management and Audit Committee on the progress of outstanding actions on the register.

KEY MESSAGES

- Information on the progress on four (4) action items is provided in this report.

RECOMMENDATION

THAT Report entitled Action Update Report be received and noted.

BACKGROUND

This report provides Council with an update on the progress on actions from previous meetings.

At the Meeting of 22/10/2022 RMAC made the following decision:

9.1.1 Action Report – October 2022

1. THAT Report entitled Action Report – October 2022 be received and noted.
2. THAT the Risk Management and Audit Committee notes that the Mobile Device Management Software Platform Implementation and the ERP implementation project, will be reported at the next Committee meeting.

CARRIED RMA10/48 – 25/10/2022

DISCUSSION

The table below contains the actions the Risk Management and Audit Committee has requested Council staff address or provide further information on.

Committee Decision No.	Date	Decision	Status	Comment
RMA10/50	25/10/2022	<p>THAT Council adopts the Asset Management Framework with inclusion of administrative amendments identified by the committee.</p> <p>THAT the Control Improvement Plan register be updated to reflect completion of the Asset Management Framework.</p>	Complete	Endorsed by Council on 1/11/2022, Decision No 10/598.
RMA10/55	25/10/2022	THAT the RMAC hold a workshop before the next meeting to discuss the revised strategic risks, the controls to mitigate the risk and the related internal Audit Plan.	Complete	Workshop held with Council on 16/2/23. Report on outcomes provided to RMAC meeting 28/2/2023.
RMA10/0048	25/10/2022	That the Mobile Device Management Software Platform Implementation and the ERP implementation project be reported at the next committee meeting.	Underway.	Update report included in the Agenda for RMAC meeting 28/2/2023.
RMA10/18	7/04/2022	THAT Council notes that the outstanding actions must be completed as part of the preparation of the 2021-22 financial statements and that the CEO will provide a written update to the City of Palmerston External Auditor.	Underway	The External Audit Recommendation Register included in the Agenda for RMAC meeting 28/2/2023 provides the current outstanding actions.

CONSULTATION PROCESS

There was no consultation required during the preparation of this Report.

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget or resource implications relating to this Report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following *Risk Management and Audit Committee Terms of Reference*:

- Risk Management and Internal Controls
- Internal and External Audit

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this Report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

ATTACHMENTS

Nil

10 INFORMATION AND CORRESPONDENCE

10.1 Information

10.2 Correspondence

11 GENERAL BUSINESS

12 NEXT COMMITTEE MEETING

THAT the next Risk Management and Audit Committee Meeting be held on Tuesday, 23 May 2023 at 5:00pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

13 CLOSURE OF MEETING TO PUBLIC

THAT pursuant to *section 99(2) and 293(3)(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda.



MINUTES

Risk Management and Audit Committee **Tuesday 25 October 2022**

The Committee Meeting of the City of Palmerston held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830.

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COMMITTEE MINUTES

PRESENT

COMMITTEE MEMBERS

Steve Bartlett, Independent Member (Chair)
Clare Milikins, Independent Member (*via audiovisual*)
Mayor Athina Pascoe-Bell
Deputy Mayor Amber Garden
Councillor Sarah Henderson

STAFF

Chief Executive Officer, Luccio Cercarelli
General Manager of Infrastructure, Nadine Nilon
General Manager of Community and Culture, Anna Ingra
Director of Finance and Governance, Wati Kerta
Minute Secretary, Chloe Hayes

GALLERY

Two members of staff
Luke Snowdon, KPMG
Cy Balmes, KPMG

Initials: _____



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COMMITTEE MINUTES

1 ACKNOWLEDGEMENT OF COUNTRY

City of Palmerston acknowledges the Larrakia people as the Traditional Custodians of the Palmerston region. We pay our respects to the Elders past, present and future leaders and extend that respect to all Aboriginal and Torres Strait Islander people.

2 OPENING OF MEETING

The Chair declared the meeting open at 5.03pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil

3.2 Leave of Absence Previously Granted

Clare Milikins entered the meeting at 5.03pm.

Nil

3.3 Leave of Absence Request

Nil

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Moved: Deputy Mayor Garden

Seconded: Mayor Pascoe-Bell

THAT the Committee approve the request for Audio/Audiovisual Conferencing received from Clare Milikins who will be physically prevented from attending a meeting due to being a greater distance then 100km of the place of meeting.

CARRIED RMA10/45 – 25/10/2022

5 DECLARATION OF INTEREST

5.1 Committee Members

Nil

5.2 Staff

Nil

Initials: _____



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COMMITTEE MINUTES

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Mayor Pascoe-Bell
Seconded: Deputy Mayor Garden

THAT the Minutes of the Committee Meeting held on 26 July 2022 pages 196 to 201 be confirmed.

CARRIED RMA10/46 – 25/10/2022

6.2 Business Arising from Previous Meeting

Nil

7 DEPUTATIONS AND PRESENTATIONS

Nil

8 CONFIDENTIAL ITEMS

8.1 Moving Confidential Items into Open

Nil

8.2 Moving Open Items into Confidential

Nil

8.3 Confidential Items

Moved: Deputy Mayor Garden
Seconded: Clare Milikins

THAT pursuant to Section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1) of the *Local Government (General) Regulations 2021* the meeting be closed to the public to consider the following confidential items:

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16.1.1	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.

Initials: _____

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 25 OCTOBER 2022

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COMMITTEE MINUTES

16.1.2	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
16.2.1	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.

CARRIED RMA10/47 – 25/10/2022

9 OFFICER REPORTS

9.1 Action Reports

9.1.1 Action Report - October 2022

Moved: Councillor Henderson
Seconded: Deputy Mayor Garden

1. THAT Report entitled Action Report - October 2022 be received and noted.
2. THAT the Risk Management and Audit Committee notes that the Mobile Device Management Software Platform Implementation and the ERP implementation project, will be reported at the next Committee meeting.

CARRIED RMA10/48 – 25/10/2022

9.1.2 Risk Management and Audit Committee Schedule 2023

Moved: Deputy Mayor Garden
Seconded: Mayor Pascoe-Bell

1. THAT Report entitled Risk Management and Audit Committee Schedule 2023 be received and noted.
2. THAT the Risk Management and Audit Committee recommend to the Council:
 - a. THAT the Risk Management and Audit Committee adopts the proposed 2023 Committee Meeting schedule being:

Initials: _____

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 25 OCTOBER 2022

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COMMITTEE MINUTES

- Tuesday 28 February 2023
- Tuesday 23 May 2023
- Tuesday 25 July 2023
- Tuesday 24 October 2023

CARRIED RMA10/49 – 25/10/2022

9.2 Receive and Note Reports

9.2.1 Asset Management Framework

Moved: Councillor Henderson
Seconded: Clare Milikins

1. THAT Report entitled Asset Management Framework Update be received and noted.
2. THAT the Risk Management and Audit Committee recommend to the Council:
 - a. THAT **Attachment 9.2.1.1** presented in the Report entitled Asset Management Framework is adopted with inclusion of administrative amendments identified by the committee.
 - b. THAT Control Improvement Plan Register be updated to reflect the completion of the Asset Management Framework.

CARRIED RMA10/50 – 25/10/2022

10 INFORMATION AND CORRESPONDENCE

10.1 Information

Nil

10.2 Correspondence

Nil

11 GENERAL BUSINESS

Nil

12 NEXT COMMITTEE MEETING

Moved: Deputy Mayor Garden
Seconded: Mayor Pascoe-Bell

THAT the next Risk Management and Audit Committee Meeting be held on Tuesday, 28 February 2023 at 5:00pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED RMA10/51 – 25/10/2022

Initials: _____



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COMMITTEE MINUTES

13 CLOSURE OF MEETING TO PUBLIC

Moved: Mayor Pascoe-Bell
Seconded: Steve Bartlett

THAT pursuant to section 99(2) and 293(3)(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021 the meeting be closed to the public to consider the Confidential items of the Agenda.

CARRIED RMA10/53 – 25/10/2022

The Chair declared the meeting closed at 7.03pm.

Chair

Print Name

Date

Initials:

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 25 OCTOBER 2022

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