

AGENDA

Risk Management and Audit Committee

Tuesday 24 October 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.



LUCCIO CERCARELLI
CHIEF EXECUTIVE OFFICER

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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 Risk Management and Audit Committee Meeting held on 25 July 2023 pages 235 to 240 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
15.1	External Presentation Request	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)(e) 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

COMMITTEE AGENDA

		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.
16.1.1	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.
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
16.1.3	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
16.2.2	Appointment of Committee Member	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)(a) 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 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.
16.2.3	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)(i) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the

COMMITTEE AGENDA

		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 cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
16.2.4	Council Project Initiative	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)(e) 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 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.

9 OFFICER REPORTS

COMMITTEE REPORT

AGENDA ITEM:	9.1.1
REPORT TITLE:	Risk Management and Audit Committee Schedule 2024
MEETING DATE:	Tuesday 24 October 2023
AUTHOR:	Governance Lead, Angelique Torr
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

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

PURPOSE

This Report seeks Committee approval for the proposed Risk Management and Audit Committee meeting schedule for 2024.

KEY MESSAGES

- The Risk Management and Audit Committee Terms of Reference provides that the committee must meet a minimum of four times per year, with meetings scheduled during various reporting and audit cycles.
- The following proposed schedule has been prepared for the 2024 meetings to ensure that Risk Management and Audit Committee is able to meet its obligations under the Terms of Reference.
- Risk Management and Audit Committee may hold additional meetings as and when required.

RECOMMENDATION

1. THAT Report entitled Risk Management and Audit Committee Schedule 2024 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 2024 Committee Meeting schedule being:
 - Tuesday 20 February 2024
 - Tuesday 21 May 2024
 - Tuesday 27 August 2024
 - Tuesday 22 October 2024

BACKGROUND

The Risk Management and Audit Committee (RMAC) is established as an advisory committee to the City of Palmerston.

RMAC is established by Council, pursuant to the *Local Government Act 2019* (NT) (the Act).

In addition to this RMAC's Terms of Reference (TOR), endorsed by Council at the 2nd Ordinary Council meeting in August 2020 requires RMAC to meet a minimum of four times per year.

The recommended October meeting date has been chosen to allow Council to deliver the Annual Financial Statements which forms part of Council's Annual Report, which under the Act is required to be provided annually to the Local Government Unit of the Department of Chief Minister and Cabinet (DCMC) by 15 November 2024.

DISCUSSION

The meeting schedule has been developed to accommodate key dates throughout the financial year such as the review of the Annual Financial Statements required by the DCMC. RMAC reviews Council's legislative compliance and policy changes on an annual basis whereas Council's strategic risk and internal audit program are reviewed quarterly.

The proposed schedule below does not prevent RMAC from scheduling additional meetings as required to consider other matters as needed during the reporting and audit cycle.

Item	February	May	July	October	November
Strategic Risk Register Review					
Insurance Program Review					
Internal Audit Review					
External Audit Plan					
Review of Terms of Reference (every 2 years)					
Asset Management Plan Annual Update					
Financial Statements Inc. Management Letter					

CONSULTATION PROCESS

There was no consultation required in preparing this Report.

POLICY IMPLICATIONS

This Report is consistent with the Terms of Reference for the Risk Management and Audit Committee.

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
- Review of Annual Report
- Review of Committee's Annual Performance

This Report addresses the following City of Palmerston Strategic Risks:

- 4 Fails to effectively design and implement contemporary governance practices
Context: Strong foundations to hold the City and Administration to account.

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

COMMITTEE REPORT

AGENDA ITEM:	9.2.1
REPORT TITLE:	Action Update Report
MEETING DATE:	Tuesday 24 October 2023
AUTHOR:	Governance Lead, Angelique Torr
APPROVER:	General Manager 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 open actions on the register.

KEY MESSAGES

- This report provides a register of all the outstanding actions requested by Risk Management and Audit Committee.
- There are no outstanding open actions on the register.

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 25/07/2023 RMAC made the following decision:

16.2.3 Action Update Report

THAT Report entitled Action Update Report be received and noted.

CARRIED RMA10/97 - 25/07/2023

DISCUSSION

At present, there are no outstanding action items to report on.

CONSULTATION PROCESS

The following City of Palmerston staff were consulted in preparing this Report:

- General Manager Finance and Governance

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
- Review of Annual Report

This Report addresses the following City of Palmerston Strategic Risks:

- 4 Fails to effectively design and implement contemporary governance practices
Context: Strong foundations to hold the City and Administration to account.

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, 20 February 2024 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 July 2023

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

'A Place for People'



A Place for People

COMMITTEE AGENDA Attachment 15.1.1 COMMITTEE MINUTES

PRESENT

COMMITTEE MEMBERS

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

STAFF

Chief Executive Officer, Luccio Cercarelli
Deputy Chief Executive Officer, Amelia Vellar
General Manager Infrastructure, Nadine Nilon
General Manager Finance and Governance, Wati Kerta
Governance Manager, Sheree Jeeves
Minute Secretary, Bertsie Taru

GALLERY

Nil

Initials: _____

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 25 JULY 2023

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A Place for People

COMMITTEE AGENDA Attachment 15.1.1 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 5:00 pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil

3.2 Leave of Absence Previously Granted

Nil

3.3 Leave of Absence Request

Moved: Steve Bartlett
Seconded: Mayor Pascoe-Bell

THAT the leave of absence received from the Chair, Clare Milikins for 24 October 2023 inclusive be received and noted.

CARRIED RMA10/83 – 25/07/2023

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Moved: Mayor Pascoe-Bell
Seconded: Councillor Henderson

THAT the Risk Management and Audit Committee approve the request for Audio/Audiovisual Conferencing received from the Chair, Clare Milikins who will be physically prevented from attending a meeting due to family commitment interstate in October.

CARRIED RMA10/84 – 25/07/2023

5 DECLARATION OF INTEREST

5.1 Committee Members

Nil

Initials: _____

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 25 JULY 2023

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COMMITTEE AGENDA Attachment 15.1.1 COMMITTEE MINUTES

5.2 Staff

Nil

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Councillor Henderson

Seconded: Steve Bartlett

THAT the Minutes of the Risk Management and Audit Committee Meeting held on 23 May 2023 pages 224 to 229 be confirmed.

CARRIED RMA10/85 – 25/07/2023

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: Councillor Garden

Seconded: Mayor Pascoe-Bell

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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Initials: _____

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 25 JULY 2023

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COMMITTEE AGENDA

Attachment 15.1.1

COMMITTEE MINUTES

		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 <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.
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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)(iii) 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 security of the council, its members or staff.
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 <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.
16.2.3	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 RMA10/86 – 25/07/2023

Initials: _____

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 25 JULY 2023

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A Place for People

COMMITTEE AGENDA Attachment 15.1.1 COMMITTEE MINUTES

9 OFFICER REPORTS

9.1 Action Reports

Nil

9.2 Receive and Note Reports

9.2.1 Asset Management Plan Annual Update

Moved: Steve Bartlett

Seconded: Councillor Garden

THAT Report entitled Asset Management Plan Annual Update be received and noted.

CARRIED RMA10/87 – 25/07/2023

10 INFORMATION AND CORRESPONDENCE

10.1 Information

Nil

10.2 Correspondence

Nil

11 GENERAL BUSINESS

Nil

12 NEXT COMMITTEE MEETING

Moved: Councillor Henderson

Seconded: Mayor Pascoe-Bell

THAT the next Risk Management and Audit Committee Meeting be held on Tuesday, 24 October 2023 at 5:00pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED RMA10/88 – 25/07/2023

13 CLOSURE OF MEETING TO PUBLIC

Moved: Mayor Pascoe-Bell

Seconded: Councillor Garden

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 RMA10/89 – 25/07/2023

Initials: _____

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 25 JULY 2023

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COMMITTEE AGENDA Attachment 15.1.1 COMMITTEE MINUTES

The Chair declared the meeting closed at 5.08pm.

Chair

Print Name

Date

Initials:

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 25 JULY 2023

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