

CITY OF PALMERSTON

Minutes of Risk Management and Audit Committee Meeting

held in Council Chambers

1 Chung Wah Terrace, Civic Plaza, Palmerston

on Tuesday 23 February 2021 at 5:00pm

COMMITTEE MEMBERS

Mark Blackburn, Independent Member (Interim Chair)
Steve Bartlett, Independent Member
Mayor Athina Pascoe-Bell
Alderman Amber Garden
Alderman Sarah Henderson

STAFF

Chief Executive Officer, Luccio Cercarelli
Director City Growth and Operations, Nadine Nilon
Director Organisational Services, Silke Maynard
Governance and Strategy Manager, Manu Pillai
Assets Manager, Jarrod Crawley
Minute Secretary, Ashlee Gaddes

1 ACKNOWLEDGEMENT OF COUNTRY

I respectfully acknowledge the traditional owners of the land on which we are meeting – the Larrakia People – and pay my respects to their elders, past, present and future.

2 OPENING OF MEETING

The Chair declared the meeting open at 5:00pm.

Initials:



3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil.

3.2 Leave of Absence Previously Granted

Nil.

3.3 Leave of Absence Request

Nil.

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil.

4.2 Staff

Nil.

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Mayor Pascoe-Bell

Seconded: Alderman Garden

THAT the minutes of the Risk Management and Audit Committee Meeting held on Tuesday, 27 October 2020 pages 146 to 153, be confirmed.

CARRIED RMA9/0107 – 23/02/2021

5.2 Business Arising from Previous Minutes

Nil.

Initials:



6 CONFIDENTIAL ITEMS

6.1 Moving Confidential Items into Open

Nil.

6.2 Moving Open Items into Confidential

Nil.

6.3 Confidential Items

Nil.

7 WORK PLAN

7.1 Action Report

Moved: Steve Bartlett, Independent Member

Seconded: Mayor Pascoe-Bell

THAT the Risk Management and Audit Committee recommend to the Council:

THAT Report Number 9RMA/037 entitled Action Report be received and noted.

CARRIED RMA9/0108 – 23/02/2021

8 FINANCIAL REPORTING

Nil.

9 INTERNAL CONTROLS AND RISK MANAGEMENT

9.1 Update on Human Resource Policies Review

Moved: Alderman Henderson

Seconded: Alderman Garden

THAT Report Number RMA/038 entitled Update on Human Resources Policies Review be received and noted.

CARRIED RMA9/0109 – 23/02/2021

Initials: 

9.2 Policy Revision Report – February 2021

Moved: Alderman Garden
Seconded: Mayor Pascoe-Bell

THAT the Risk Management and Audit Committee recommend to the Council:

THAT Report Number RMA/039 entitled Policy Revision Report – February 2021 be received and noted.

CARRIED RMA9/0110 – 23/02/2021

9.3 Update on Information Technology Policies and IT Disaster Recovery Plan

Moved: Alderman Henderson
Seconded: Alderman Garden

THAT the Risk Management and Audit Committee recommend to the Council:

1. THAT Report Number RMA/040 entitled Update on Information Technology Policies Review and IT Disaster Recovery Plan be received and noted.
2. THAT Action Items RMA9/0130 (08/02/2018), RMA9/0131 (08/02/2018) be removed from the Action Report and that these be reported through the Control Improvement Plan.

CARRIED RMA9/0111 – 23/02/2021

9.4 Asset Management Plan Update

Moved: Mayor Pascoe-Bell
Seconded: Alderman Henderson

THAT the Risk Management and Audit Committee recommend to the Council:

1. THAT Report Number RMA/041 entitled Asset Management Plan Update be received and noted.
2. THAT the amended Asset Management Program within Report Number RMA/041 noting the due dates for Open Space, Vehicles and Plant being adjusted to July 2021 be received and reported through the Strategic Risk Register Control Improvement Plan.

CARRIED RMA9/0112 – 23/02/2021

Initials: 

10 WHISTLE BLOWING

Nil.

11 INTERNAL AUDIT

11.1 Post COVID-19 Process Review Internal Audit Report

Moved: Alderman Garden
Seconded: Steve Bartlett, Independent Member

THAT the Risk Management and Audit Committee recommend to the Council:

1. THAT Report Number RMA/042 entitled Post COVID-19 Process Review Internal Audit Report be received and noted.
2. THAT Council endorse the Management Responses to the Internal Audit Report, request a renaming of the report to "COVID-19 Process Review (January 2021)" and internal control measures be included in the Strategic Risk Register as control improvements with the following amendments:
 - Recognition that regular reports are provided to Council regarding success of services and events.
 - Council IT infrastructure i.e., laptops already contain sim cards.
 - Council has already committed to upgrade the Archer Waste Management Facility to improve safety and usability.
 - Recognition that an event resulting in the closure or restricted access of the Shoal Bay Waste Management Facility would require intervention and management by the Northern Territory Government.

CARRIED RMA9/0113 – 23/02/2021

12 EXTERNAL AUDIT

Nil.

13 INFORMATION AND CORRESPONDENCE

Nil.

Initials: LB

14 OTHER BUSINESS

14.1 Insurance Portfolio

Moved: Mark Blackburn, Independent Member (Interim Chair)

Seconded: Steve Bartlett, Independent Member

THAT a report regarding Insurance Portfolio be provided to Risk Management and Audit Committee at its meeting on Tuesday 25 May 2021.

CARRIED RMA9/0114 – 23/02/2021

15 NEXT MEETING

Moved: Mayor Pascoe-Bell

Seconded: Alderman Henderson

THAT the next meeting for the Risk Management and Audit Committee be held on Tuesday, 25 May 2021 at 5:00pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston and be open to the public subject to social distancing restrictions.

CARRIED RMA9/0115 – 23/02/2021

16 CLOSURE OF MEETING

Moved: Alderman Garden

Seconded: Steve Bartlett, Independent Member

THAT the Risk Management and Audit Committee meeting on Tuesday 23 February 2021 closed at 6:36pm.

CARRIED RMA9/0116– 23/02/2021

The Chair declared the meeting closed at 6:36pm.



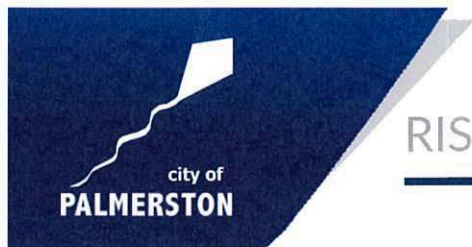
Chair



Print Name

Initials:





A Place for People

RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 162

Date

Initials: