

## AGENDA

# Risk Management and Audit Committee

### Tuesday 25 October 2022

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

## TABLE OF CONTENT

1	ACKNOWLEDGEMENT OF COUNTRY .....	4
2	OPENING OF MEETING .....	4
3	APOLOGIES AND LEAVE OF ABSENCE.....	4
3.1	Apologies .....	4
3.2	Leave of Absence Previously Granted.....	4
3.3	Leave of Absence Request .....	4
4	REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING .....	4
5	DECLARATION OF INTEREST .....	4
5.1	Committee Members.....	4
5.2	Staff.....	4
6	CONFIRMATION OF MINUTES.....	4
6.1	Confirmation of Minutes .....	4
6.2	Business Arising from Previous Meeting .....	4
7	DEPUTATIONS AND PRESENTATIONS.....	4
8	CONFIDENTIAL ITEMS .....	4
8.1	Moving Confidential Items into Open .....	4
8.2	Moving Open Items into Confidential .....	4
8.3	Confidential Items .....	4
9	OFFICER REPORTS .....	5
9.1	Action Reports.....	6

9.1.1 Action Report - October 2022.....	6
9.1.2 Risk Management and Audit Committee Schedule 2023 .....	9
9.2 Receive and Note Reports .....	12
9.2.1 Asset Management Framework.....	12
10 INFORMATION AND CORRESPONDENCE .....	24
10.1 Information .....	24
10.2 Correspondence .....	24
11 GENERAL BUSINESS .....	24
12 NEXT COMMITTEE MEETING.....	24
13 CLOSURE OF MEETING TO PUBLIC .....	24

- 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
- 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 <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.
16.2.1	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.

### 9 OFFICER REPORTS

# COMMITTEE REPORT

<b>AGENDA ITEM:</b>	9.1.1
<b>REPORT TITLE:</b>	Action Report - October 2022
<b>MEETING DATE:</b>	Tuesday 25 October 2022
<b>AUTHOR:</b>	Executive Assistant to Chief Executive Officer, Chloe Hayes
<b>APPROVER:</b>	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 five (5) action items are provided in this report.

## RECOMMENDATION

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.

## BACKGROUND

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

It is noted that the format of this report will be revised after the finalisation of a revised Strategic Risk Register and a revised reporting framework.

## 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
RMA9/0061	25/02/2020	That Mobile Device Management Software Platform Implementation be added to the Risk Management and Audit Outstanding Action Items register with a completion date of 31 December 2020.	Underway.	The implementation of this platform will be a priority of the new IT and Assets Manager
RMA10/18	7/04/2022	THAT Council notes that the outstanding actions must be completed as part of the preparation of the 2021-22	Underway	The External Audit Recommendation Register included in the Agenda for RMAC meeting 25 October 2022 provides the current outstanding actions.
RMA10/37	26/07/2022	THAT a report is presented to the Risk Management and Audit Committee in relation to the ERP implementation project including risk identification and timing by the 25 October 2022 Risk Management and Audit Committee Meeting.	Deferred	The new IT and Assets Manager commences in late November, this project will be a priority and the report will be provided at the next RMAC meeting
RMA10/38	26/07/2022	THAT the Control Improvement Plan Register be updated to reflect that the IT Disaster Recovery Plan is complete.	Completed	Presented to the RMAC Meeting 26 July 2022
RMA10/39	26/07/2022	THAT attachment 9.1.3.1 presenting in report entitled Strategic Asset Management Plan is adopted and THAT control improvement Plan Register be updated to reflect the completion of the Strategic Asset Management Plan.	Completed	Presented to the RMAC Meeting 26 July 2022

## 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



# COMMITTEE REPORT

<b>AGENDA ITEM:</b>	9.1.2
<b>REPORT TITLE:</b>	Risk Management and Audit Committee Schedule 2023
<b>MEETING DATE:</b>	Tuesday 25 October 2022
<b>AUTHOR:</b>	Executive Assistant to Chief Executive Officer, Chloe Hayes
<b>APPROVER:</b>	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 (RMAC) meeting schedule for 2023.

## KEY MESSAGES

- The Risk Management and Audit Committee Terms of Reference advise the committee shall meet a minimum of four times per year at the appropriate times in reporting and Audit cycle.
- The proposed schedule has been prepared for 2023 meetings to ensure that the Committee is able to meet its obligations under the terms of reference.
- The Risk Management and Audit Committee may hold additional meetings as and when required.

## RECOMMENDATION

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

## BACKGROUND

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

The Committee is established by Council pursuant to the *Northern Territory Local Government Act (the Act)* and the *Local Government (Accounting) Regulations*.

In addition to this, the Committee's Terms of Reference, endorsed by Council at the 2<sup>nd</sup> Ordinary Council meeting in August 2020 requires the Committee 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 Minister of Local Government by 15 November.

## DISCUSSION

The meeting schedule has been developed to accommodate key dates such as the review of the Annual Financial Statements, as well as a timely review of internal audit work undertaken. The review of critical risks is included at every meeting however, items will only be presented to the Committee if a critical risk is identified. The Committee will also review Council's legislative compliance and policy changes on an annual basis.

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

Item	February	May	July	October
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

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

- Finance Manager

## POLICY IMPLICATIONS

This report is consistent with the Terms of Reference for the Risk Management and Audit Committee identified in Council Policy *Risk Management and Audit Committee Terms of Reference*.

## 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

<b>AGENDA ITEM:</b>	9.2.1
<b>REPORT TITLE:</b>	Asset Management Framework
<b>MEETING DATE:</b>	Tuesday 25 October 2022
<b>AUTHOR:</b>	Asset Management Lead, Chris Johnson
<b>APPROVER:</b>	General Manager of Infrastructure, Nadine Nilon

## COMMUNITY PLAN

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

## PURPOSE

This Report provides the Risk Management and Audit Committee with the Asset Management Framework.

## KEY MESSAGES

- The Asset Management Framework is being presented to the Risk Management and Audit Committee in draft format for endorsement.
- A control activity on Council's Strategic Risk Control Improvement Plan Register is being addressed by the completion of the Asset Management Framework.
- The Asset Management Framework outlines the structure of Council's Asset Management practices and how it fits into the overall organisational planning framework(s).

## RECOMMENDATION

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.
  - b. THAT Control Improvement Plan Register be updated to reflect the completion of the Asset Management Framework.

## BACKGROUND

In 2021, an Internal Audit completed by KPMG reviewed Council's Asset Management Plans (AMP) and framework occurred. This Audit was presented to the Risk Management and Audit Committee (RMAC) on 25 May 2021.

The review identified a total number of 22 opportunities for improvement that resulted in three control measures, with two control improvements scheduled for development in February 2022, an Asset Management Framework (AMF) and a Strategic Asset Management Plan (SAMP).

The relevant control measures within this report added to Council's Strategic Risk Control Improvement Plan were:

1. Update existing AMP with identified recommendations from the Internal Audit AMP Review,
2. AMF to be developed to meet ISO 55001 requirements, and
3. SAMP to be developed.

A SAMP Update Report, presented to RMAC on 7 April 2022 outlined the SAMP to be completed by August 2022. The August update to RMAC presented this SAMP to Council, of which addressed the development of this document as a control measure was completed.

This report provides the Asset Management Framework (AMF) for endorsement by RMAC and adoption by Council.

### DISCUSSION

The AMF is the key guide in setting the future management direction of Council's assets through its components. An outcome of the AMP Review recommended to aim the Council's AMF to be in accordance with the International Standard, ISO 55001 Asset Management – Management systems.

As a result, the AMF has been developed based on International Asset Management Standards ISO 55001 and used the International Infrastructure Management Manual (IIMM) 2015 and industry best practice as guidelines for development.

The AMF outlines the structure of Council's Asset Management approach and the roles its components play in the overall organisational planning framework and links with other Council management systems. This is driven by Council's *Asset Management Policy AM01* already in place and captures the principals the International Asset Management Standards ISO 55001 to ensure alignment primarily through the SAMP and AMP's.

The AMF is provided as **Attachment 9.2.1.1** to this report and is presented for RMAC's endorsement to Council for adoption. As the Asset Management Framework is a strategic document for City of Palmerston, it is recommended for adoption by Council.

Reviews and updates to the AMF would occur following significant changes such as; the policy being updated, additional external review recommendations and changes in legislation.

### CONSULTATION PROCESS

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

### POLICY IMPLICATIONS

There are no policy implications for this Report, however all asset activities align with Council's Asset Management Policy, Strategic Asset Management Plan and Asset Management Plans.

### 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 City of Palmerston Strategic Risks:

### 2 Fails to be sustainable into the long term

Context: Optimising the financial, social and environmental sustainability of the City.

The AMF presented within this report relate to ensuring best practice and act as additional control to mitigate Council's risks relating to sustainability and asset management.

There are no legislative risks relating to this Report or activities.

### **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**

1. City of Palmerston Asset Management Framework [9.2.1.1 - 9 pages]

# ASSET MANAGEMENT FRAMEWORK




city of  
**PALMERSTON**  
*'A Place for People'*



CITY OF PALMERSTON | 2022 | [PALMERSTON.NT.GOV.AU](http://PALMERSTON.NT.GOV.AU)



## COMMITTEE AGENDA Attachment 9.2.1.1

Document Control		NAMS+ Asset Management <a href="http://www.ipwea.org/namsplus">www.ipwea.org/namsplus</a> 			
Rev No	Date	Revision Details	Author	Reviewer	Approver
1	October 2022	First Version - RMAC	AML	GMI	GMI

*Abbreviations:*

- AML –Assets Management Lead
- GMI – General Manager Infrastructure



ASSET MANAGEMENT FRAMEWORK

---

*A Place for People*

TABLE OF CONTENTS

EXECUTIVE SUMMARY .....1

INTRODUCTION.....2

PURPOSE.....2

ASSET MANAGEMENT PRINCIPALS.....2

ASSET MANAGEMENT FRAMEWORK.....3

FRAMEWORK COMPONENTS .....4

## ASSET MANAGEMENT FRAMEWORK

---

### EXECUTIVE SUMMARY

This Asset Management Framework (AMF) has been prepared to assist City of Palmerston (Council) in improving the way it delivers whole of life cycle services from infrastructure with an organisational approach. The infrastructure assets under Council's control have a replacement cost of \$754 million in assets, as of 1 July 2021.

The AMF is a key supporting document to the Strategic Asset Plan. It is a comprehensive model that ensures all elements of asset management life cycle planning are in place to enable the vision of the community plan through professional asset management. It is based on sound asset management practices and measures, including those in the International Standard for Asset Management ISO 55001.

The AMF is to enable City of Palmerston to:

- Ensure that Council's Asset Management is aligned with industry best practice and guided by the international standard for Asset Management: ISO 55001: Management System for Asset Management
- Incorporate and defined the interactions Asset Management Policy, Strategic Asset Management Plan, Asset Management Plans and associated decision-making frameworks
- Document information that specifies organisational components of the AMF
- Inform the approach for Council's Asset Management.

Adopting this AMF will assist Council in meeting the requirements of national sustainability frameworks, ISO 55001 alignment and best practice by demonstrating Council's approach to asset management follow a structure that meets international asset standards and address key principals.

The AMF within, prepared following a review of the Council's Asset Management Policy, Strategic Asset Management Plan and vision for the future, as outlined in the Community Plan.

### INTRODUCTION

Asset management is a systematic business practice to manage and maintain infrastructure in a sound and reliable condition and is based on minimising whole-of-life costs. It also has the ability to understand the immediate, medium, and long-term impacts of risk and the subsequent decisions. In part, ISO 55000 states that asset management supports 'managing risk and opportunity in order to achieve the desired balance of cost, risk and performance' and can contribute to 'tangible benefits and leveraging opportunities'.

The AMF (AMF) is the key guide in setting the future management direction of City of Palmerston (Council) assets to meet the service needs of the municipality. At its core, the AMF encompasses the framework of ISO 55001 to ensure Council asset management practices align with international standard, that are considered the benchmark minimum for all asset management activities.

### PURPOSE

The purpose of the AMF is to incorporate and define the foundations of Council's asset management structure and its elements, outlining the alignment of these elements with ISO 55001 standard for asset management.

The AMF provides the guiding structure and key components to deliver quality in asset management. It does this via the key outputs of the;

- Asset Management Policy (AM Policy)
- Strategic Asset Management Plan (SAMP)
- Asset Management Plans (AMP's)

## ASSET MANAGEMENT FRAMEWORK

---

### *A Place for People*

- Lifecycle Plans.

These components establish an organisation wide corporate approach to asset management that recognises the whole lifecycle of assets from strategic planning through to ongoing infrastructure management and property divestment. The AM policy sets the direction for the asset management, with the SAMP primarily guided the approach, which ensure that all activities undertaken are optimised to best deliver the strategic objectives and meet the community outcomes while ensuring it follows the principals of asset management.

### ASSET MANAGEMENT PRINCIPALS

The following seven (7) principals from ISO 55001 have been integrated either individually or collaboratively through varying levels of the AMF components to allow Council to achieve excellence in asset management:

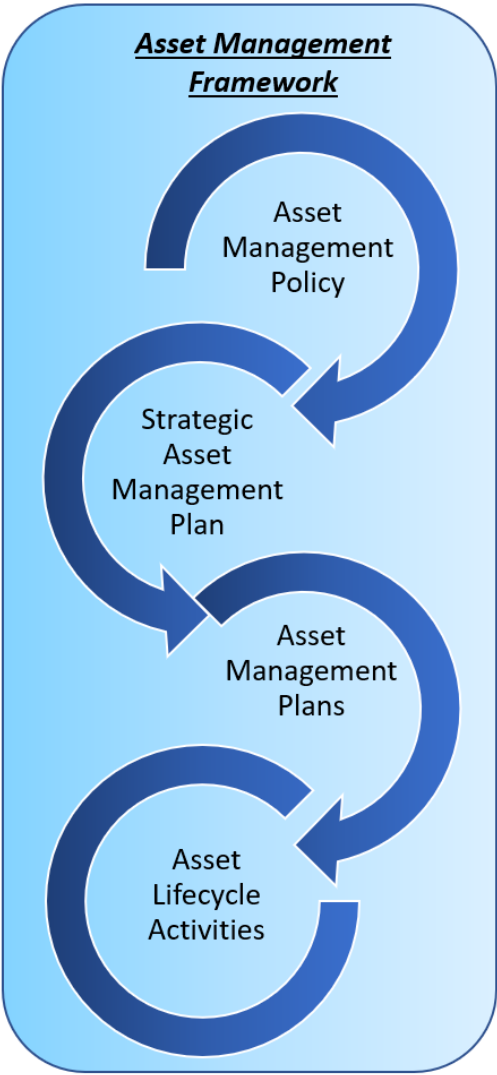
- Organisational Context
- Leadership and commitment
- Planning
- Support
- Operation
- Performance evaluation
- Improvement

These principals establish the general requirements of asset management by ensuring a clear planning process that stems from Council's Community Plan to the AM Policy, and down to the asset portfolios themselves. This ensures the facilitation of the organisational approach to effectively deliver whole of life asset activities.

### ASSET MANAGEMENT FRAMEWORK

Council has used the International Infrastructure Management Manual (IIMM) 2015 as a guideline in developing all asset management material, as well as industry best practice to ensure asset management activities within the organisation aligns with International Asset Management Standards ISO 55001.

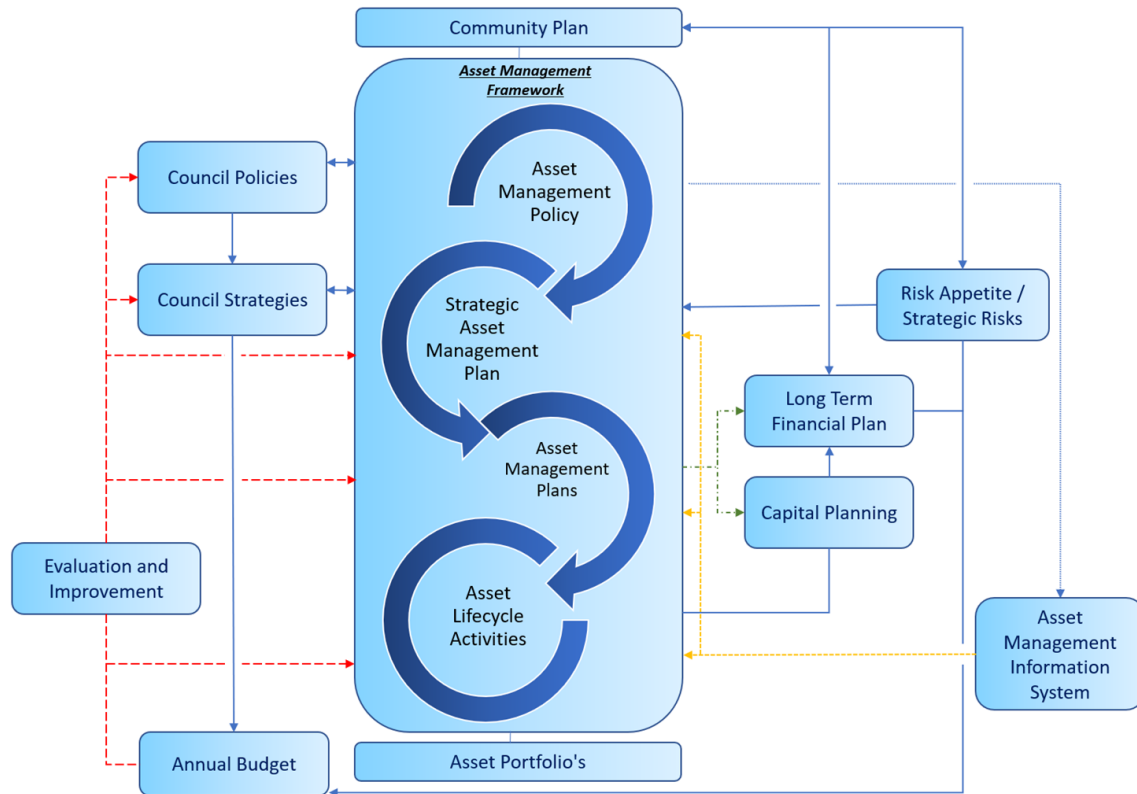
# ASSET MANAGEMENT FRAMEWORK



**Figure 1 Asset Management Framework**

Council’s AMF consists of the four (4) components that contain the principals of ISO 55001. Figure 1 show the framework and its structure while Figure 2 highlights the interactions of the AMF with key connections for service delivery of asset management activities.

## ASSET MANAGEMENT FRAMEWORK



**Figure 2 Asset Management Framework Linkage with Service Delivery**

The AMF role set comprehensive strategic planning and is supported by formal service planning, policies and systems, that allows program, project and risk management delivery.

### FRAMEWORK COMPONENTS

#### 1. Asset Management Policy

Policy AM01 sets the Council's direction for asset management and prescribes that by managing risk, maximising value, and delivering service outcomes, asset management shall ensure safety, environmental responsibility, and financial sustainability for current and future stakeholders.

A summary of the key goals of AM01 are:

- States that Asset Management Plans for the major asset categories are developed and maintained, to form a significant part of the asset management framework,
- That lifecycle activities are a part of the management framework to ensure asset condition and performance across all levels,
- Systematic and cyclic asset inspection regimes for asset management is in place to ensure service levels are maintained, programming is informed, and revaluation activities based on current data,
- Asset management activities are prioritised, implemented progressively, and done to meet agreed service levels,
- Asset Management will incorporate sustainable practices.

## ASSET MANAGEMENT FRAMEWORK

---

### **2. Strategic Asset Management Plan**

Translates the direction set by community and Council through the Community Plan and Policy into asset management focused objectives and how these will be realised, across all asset classes by:

- Establishing an understanding of the organisation and its context,
- Sets the roles and responsibilities,
- Enable Council's asset management policies to be achieved through a structured organisational approach,
- Ensure the integration of Council's asset management practices with its long-term strategic plan,
- Demonstrate that Council's Asset Management System is aligned with industry best practice and guided by the international standard for Asset Management: ISO 55001: Management System for Asset Management,
- Describe the role of the AMS in supporting achievement of the Asset Management Objectives, delivering appropriate level of service cost effectively, and meeting legislative requirements,
- Document information that specifies how organisational objectives have been realised as asset management objectives,
- Inform the approach for developing and maintaining Asset Management Plans.

### **3. Asset Management Plans**

The Plans are operational documents for each asset class that detail specific approaches to the management of that particular class of asset by:

- Define and summarise the asset profile,
- Define individual levels of service,
- Identify demand drivers and how these are managed,
- Identify and state lifecycle management programs, including operation, maintenance, renewals and disposal plans,
- Identify critical risks and their management,
- Display financial projections and summary of budget requirements,
- Identify monitoring programs, improvement processes and plans.

### **4. Implementation/Lifecycle Activities**

These are the operational plans and programs for each asset class that sets out planning, procurement/acquisition, operation and maintenance and disposals to meet the needs of the community needs. The maintenance and operational programs also include the contracts that allow assets to meeting or exceeding their expected lifespan and activities such as condition and valuation processes that support future planning and management through:

- Maintenance of asset service functionality,
- Allowing for maintaining or improving asset conditions,
- Ensuring asset condition and service capacity assessment,
- Adjustments to asset amenity,
- Informing asset systems.

The culmination of all these AMF components ensures an organisational approach to facilitate the effective delivery of whole of life asset activities, while allowing for the continual performance assessment and





## ASSET MANAGEMENT FRAMEWORK

---

### *A Place for People*

improvement in the implementation of the AMP's. This informs and strengthens the processes and procedures utilised in the lifecycle of the assets, while also reinforcing informed decision making and capital planning decisions for the asset's day to day management.

**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, 28 February 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 26 July 2022**

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  
Deputy Mayor Amber Garden  
Councillor Sarah Henderson  
Councillor Mark Fraser

#### STAFF

Chief Executive Officer, Luccio Cercarelli  
General Manager Infrastructure, Nadine Nilon  
Director Finance and Governance, Wati Kerta  
Minute Secretary, Kristy Joyce

#### GALLERY

Three members of staff

Initials: \_\_\_\_\_



A Place for People

# COMMITTEE AGENDA Attachment 15.1.1 COMMITTEE MINUTES

---

## 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

*Mayor Athina Pascoe-Bell left the meeting at 5:07pm.*

The Chair declared the meeting open at 5:07pm.

## 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 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Nil

## 5 DECLARATION OF INTEREST

### 5.1 Committee Members

Nil

*Mayor Pascoe-Bell returned to the meeting at 5:13pm.*

### 5.2 Staff

Nil

Initials: \_\_\_\_\_



# COMMITTEE AGENDA Attachment 15.1.1 COMMITTEE MINUTES

A Place for People

## 6 CONFIRMATION OF MINUTES

### 6.1 Confirmation of Minutes

Moved: Deputy Mayor Garden  
Seconded: Steve Bartlett

THAT the Minutes of the Risk Management and Audit Committee Meeting held on 24 May 2022 pages 188 to 192 be confirmed.

CARRIED RMA10/35 – 26/07/2022

### 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: Steve Bartlett  
Seconded: Deputy Mayor Garden

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	Review of audit findings	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	Review of confidential matters	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local</i>

Initials: \_\_\_\_\_



# COMMITTEE AGENDA Attachment 15.1.1 COMMITTEE MINUTES

		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.
--	--	--

CARRIED RMA10/36 – 26/07/2022

## 9 OFFICER REPORTS

### 9.1 Action Reports

Mayor Pascoe-Bell left the meeting at 5:23pm.

#### 9.1.1 Action Report - July 2022

Moved: Councillor Henderson  
Seconded: Steve Bartlett

1. THAT Report entitled Action Report - July 2022 be received and noted.
2. THAT recommendation made to Council that a report is presented to the Risk Management and Audit Committee in relation to the ERP implementation project including risk identification and timing by the 25 October 2022 Risk Management and Audit Committee meeting.

CARRIED RMA10/37 – 26/07/2022

#### 9.1.1 IT Disaster Recovery Plan

Moved: Steve Bartlett  
Seconded: Councillor Henderson

1. THAT Report entitled IT Disaster Recovery Plan be received and noted.
2. THAT the Risk Management and Audit Committee recommend to the Council:
  - a. THAT the Control Improvement Plan Register be updated to reflect that the IT Disaster Recovery Plan is complete.

CARRIED RMA10/38 – 26/07/2022

#### 9.1.2 Strategic Asset Management Plan

Moved: Deputy Mayor Garden  
Seconded: Councillor Henderson

1. THAT Report entitled Strategic Asset Management Plan Update be received and noted.
2. THAT the Risk Management and Audit Committee recommend to the Council:

Initials: \_\_\_\_\_



- a. THAT **Attachment 9.1.3.1** presented in the Report entitled Strategic Asset Management Plan is adopted.
- b. THAT Control Improvement Plan Register be updated to reflect the completion of the Strategic Asset Management Plan.

CARRIED RMA10/39 – 26/07/2022

#### 9.2 Receive and Note Reports

##### 9.2.2 Asset Management Plan Annual Update

Moved: Steve Bartlett  
Seconded: Deputy Mayor Garden

THAT Report entitled Asset Management Plan Implementation Progress – August 2022 be received and noted.

CARRIED RMA10/40 – 26/07/2022

#### 10 INFORMATION AND CORRESPONDENCE

##### 10.1 Information

Nil

##### 10.2 Correspondence

Nil

#### 11 GENERAL BUSINESS

Nil

#### 12 NEXT COMMITTEE MEETING

Moved: Steve Bartlett  
Seconded: Councillor Henderson

THAT the next Risk Management and Audit Committee Meeting be held on Tuesday, 25 October 2022 at 5:00pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED RMA10/41 – 26/07/2022

#### 13 CLOSURE OF MEETING TO PUBLIC

Moved: Steve Bartlett  
Seconded: Deputy Mayor 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 RMA10/42 – 26/07/2022

Initials: \_\_\_\_\_



*A Place for People*

## COMMITTEE AGENDA Attachment 15.1.1 COMMITTEE MINUTES

---

The Chair declared the meeting closed at 5:52pm.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

UNCONFIRMED

\_\_\_\_\_  
Initials:

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 26 JULY 2022

201