

AGENDA

Risk Management and Audit Committee

Tuesday 11 June 2024

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.



AMELIA VELLAR
ACTING CHIEF EXECUTIVE OFFICER



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- 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 27 February 2024 pages 258 to 263 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	Constitutional Arrangements 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)(ii) 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 maintenance or administration of the law.
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)(i) 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 cause commercial prejudice to, or confer an unfair commercial advantage on, any 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)(i) 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 cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
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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.

COMMITTEE REPORT

Committee Meeting

AGENDA ITEM:	9.2.1
REPORT TITLE:	RMAC Work Plan
MEETING DATE:	Tuesday 11 June 2024
AUTHOR:	General Manager Finance and Governance, Wati Kerta
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 provides Risk Management Audit Committee (RMAC) with the annual workplan.

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 work plan has been prepared to ensure that Risk Management and Audit Committee is able to meet its obligations under the Terms of Reference.

RECOMMENDATION

THAT Report entitled RMAC Work Plan be received and noted.

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 TOR is currently being reviewed and submitted to RMAC in a separate report for endorsement prior to presentation to Council.

DISCUSSION

The workplan has been developed incorporating the Terms of References and accommodating key dates such as the review of the Annual Financial Statements as required by the Act.

CONSULTATION AND MARKETING

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

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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
- Review of Committee's Annual Performance

This Report addresses the following City of Palmerston Strategic Risks:

6. **Governance**
Failure to effectively govern.

STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS

There are no strategy, framework or plan implications for this Report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

1. RMAC WORKPLAN [9.2.1.1 - 2 pages]

COMMITTEE AGENDA Attachment 9.2.1.1

CITY OF PALMERSTON – RISK MANAGEMENT AUDIT COMMITTEE WORKPLAN

Responsibility	Actions	Frequency	RMAC Meeting	Status
Risk Management				
Monitor and review the performance, adequacy and operating effectiveness of the City of Palmerston’s Risk Management Framework, and other relevant risk management policies, that identifies, monitors and manages significant business risks through its governance and internal controls.	Review the Strategic Risk Management Framework, including associated documents such as the Risk Appetite strategic register	Annually	February	Workshop to be held
Review and comment on the adequacy of internal controls.	Review the outcomes and status of the internal audits and control improvement plan	Each Meeting	All meetings	
Monitor and review the performance, adequacy and operating effectiveness of the City of Palmerston’s Fraud and Misconduct Framework and Compliance Framework.	Ensure the internal audit plan and the external plan adequately meets this responsibility	Each Meeting	All meetings	
	Review all reports presented to the Committee and provide comments at Committee meeting	Each meeting	All meetings	
Annually review City of Palmerston’s insurance program for adequacy having regard to business and insurable risks associated with City of Palmerston’s business	Include on forward schedule for report to be presented to eth Committee	Annually	August 2024	

COMMITTEE AGENDA Attachment 9.2.1.1

Responsibility	Actions	Frequency	RMAC Meeting	Status
Internal and External Audits				
Monitor City of Palmerston's relationship with the contracted providers through consideration of annual remuneration, performance, capability, objectivity, and conflicts of interest.	Include on forward plan for information required to satisfy this responsibility	Annually	February 2025	
Consider and make recommendations on the Three Year and Annual Plans of internal audit	Include on forward schedule for report to be presented to eth Committee	Annually	February 2025	
Consider and make recommendations on the Annual Plan of external audit.	Include on forward schedule for report to be presented to eth Committee	Annually	May 2024	
Review reports received from auditor's and City of Palmerston's response to ensure the response is appropriate.	Review the reports presented to the Committee as part of the Internal Audit Plan and External Audit Plan	Each meeting	All meetings	
Review and monitor Council's timely response when addressing the findings and recommendations	Provide comments at the Committee meetings	Each meeting	All meetings	
Allow the opportunity to meet with the auditors, without management being present, to discuss any issues arising from the reports and responses.	Invite contracted provider to the meeting and ask management and staff to leave the meeting room	As required	As required	
Annual Report				
Monitor the integrity of the annual financial statements and annual report of Council, including the performance against the Community Plan and other key performance indicators within the Annual Report, and review significant financial reporting issues, judgements and any reported misstatements they may contain	Review the reports presented to the Committee	Annually	October 2024	



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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, 27 August 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 27 February 2024

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	Clare Milikins, Independent Member (Chair) Mayor Athina Pascoe-Bell (<i>via Audio/Audiovisual</i>) Councillor Amber Garden Councillor Sarah Henderson
STAFF	Acting Chief Executive Officer, Amelia Vellar General Manager Infrastructure, Nadine Nilon General Manager Finance and Governance, Wati Kerta Minute Secretary, Kate Roberts Executive Assistant General Manager Finance and Governance, Navya Desamala Financial Controller, Lisa Blakeley
GALLERY	Nil

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 5.10pm.

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: Councillor Garden
Seconded: Councillor Henderson

THAT the leave of absence received from Chair Milikins for 1 May to 31 May 2024 inclusive be received and noted.

CARRIED RMA10/117 - 27/02/2024

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Moved: Councillor Garden
Seconded: Councillor Henderson

THAT the Committee notes that the Acting Chief Executive Officer has approved the request for Audio/Audiovisual Conferencing received from Mayor Pascoe-Bell who will be physically prevented from attending a meeting due to carer's responsibilities.

CARRIED RMA10/118 - 27/02/2024

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: Councillor Henderson
Seconded: Mayor Pascoe-Bell

THAT the Minutes of the Risk Management and Audit Committee Meeting held on 24 October 2023 pages 247 to 252 be confirmed.

CARRIED RMA10/119 – 27/02/2024

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: Councillor Henderson

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	Constitutional Arrangements 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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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.
16.1.3	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)(ii) 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 maintenance or administration of the law.
16.2.4	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 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

Initials: _____



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COMMITTEE MINUTES

		disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
16.2.5	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.

CARRIED RMA10/120 - 27/02/2024

9 OFFICER REPORTS

9.1 Action Reports

Nil

9.2 Receive and Note Reports

Nil

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, 28 May 2024 at 5:00pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED RMA10/121 - 27/02/2024

Initials: _____



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COMMITTEE MINUTES

13 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Garden
Seconded: Mayor Pascoe-Bell

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 RMA10/122 - 27/02/2024

The Chair declared the meeting closed at 5.18pm.

Chair

Print Name

Date

Initials: