

AGENDA

Risk Management and Audit Committee Tuesday 27 August 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.



LUCCIO CERCARELLI
CHIEF EXECUTIVE OFFICER



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A Place for People

- 1 ACKNOWLEDGEMENT OF COUNTRY
- 2 OPENING OF MEETING
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 - 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 11 June 2024 pages 269 to 274 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 <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.
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)(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.
16.2.3	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 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

Committee Meeting

AGENDA ITEM:	9.1.1
REPORT TITLE:	Council Policy Review - Asset Management
MEETING DATE:	Tuesday 27 August 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 presents the Asset Management Policy to the Risk Management and Audit Committee for consideration.

KEY MESSAGES

- Council is responsible for the management of diverse infrastructure and assets of significant value, on behalf of the Palmerston Community.
- A review of Council's Asset Management Policy has been completed to reflect contemporary practice and thinking.
- The policy reflects recommendations of the Institute of Public Works Engineering Australasia who are a leading body in asset management in Australia.
- It is being recommended that there are no changes to the existing policy, other than minor administrative changes and that Council adopt the revised Asset Management Policy.

RECOMMENDATION

1. THAT Report entitled Council Policy Review - Asset Management be received and noted.
2. THAT the Risk Management and Audit Committee recommend to the Council:
 - a. THAT the Council endorses the revised Asset Management Policy as per **Attachment 9.1.1.3**.

BACKGROUND

At its 1st Ordinary meeting on 5 March 2024, Council received and noted an update to the Policy Review Schedule. The Asset Management Policy was identified for review in the third quarter of 2024.

Council Asset Management Policy **Attachment 9.1.1.1** was adopted on 18 September 2018:

13.2.7 Asset Management Policy Review 9/0068

Moved: Alderman Henderson

Seconded: Alderman Garden

1. THAT Report Number 9/0068 entitled Asset Management Policy Review be received and noted.

2. THAT Council rescind City of Palmerston Asset Management Policy (January 2011) being Attachment A to Report Number 9/0068 entitled Asset Management Policy Review.
3. THAT Council adopt City of Palmerston AMO1 Asset Management Policy being Attachment B to Report Number 9/0068 entitled Asset Management Policy Review.

CARRIED 9/0278 - 18/09/2018

DISCUSSION

A strategic approach to asset management will ensure that Council delivers an appropriate level of service through its assets. The Asset Management Policy is based on these strategic principles and to date these principles remain consistent.

The policy contains advice and commentary from the Institute of Public Works Engineering Australasia (IPWEA) who are an Australasia leading authority in asset management in Local Government.

The policy reflects strategic asset management fundamentals of value, alignment, leadership and assurance for:

- Long term financial sustainability
- Improved financial performance
- Informed asset investment decisions
- Managed risk
- Improved services and costs
- Demonstrated social responsibility
- Demonstrated compliance
- Enhanced reputation
- Improved sustainability

A review of the existing policy has been completed and there is no further amendments or revisions required. It is being recommended that Council adopt the reviewed and amended Asset Management Policy being **Attachment 9.1.1.3**

The Asset Management Policy refers to Asset Management Plans, these are currently under review and will be used to make informed decisions relating to assets, including the long-term financial plan.

CONSULTATION AND MARKETING

As the amended policy remains in general alignment with the existing policy and is focused on guiding the administration it is being recommended that Community Consultation is not required for this policy amendment.

POLICY IMPLICATIONS

If adopted, the amendment will replace the existing policy.

The policy reflects in a form and context consistent with Council's current policies and removes elements which are operational or administrative based.

The policy should be reviewed at least once per Council Term.

BUDGET AND RESOURCE IMPLICATIONS

Adoption of the revised draft policy would not affect current budget or resources but will continue to inform Council's decision making into the future.

Council needs to continue to ensure that adequate provision is made for the sustainable long-term provision, management and replacement of major assets.

Council is custodian for \$756.7million of infrastructure assets it manages on behalf of the community.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Without a strategic asset management policy that reflects contemporary practices and thinking, Council is at risk of not adequately managing and providing services and community infrastructure. The provision and management of assets needs to be undertaken with consideration of risk, legal and legislative issues.

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

- Risk Management and Internal Controls

This Report addresses the following City of Palmerston Strategic Risks:

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

STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS

This Report relates to the following City of Palmerston Strategies, Framework and Plans:

- Long-Term Financial Plan

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. 20201117 Council Policy Asset Management [9.1.1.1 - 3 pages]
2. 20201117 Council Policy Asset Management 1 Tracked changes [9.1.1.2 - 3 pages]
3. 20201117 Council Policy Asset Management Clean version [9.1.1.3 - 3 pages]



Name:	Asset Management		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director City Growth and Operations		
Approval Date:	3/11/2020	Next Review Date:	3/11/2024
Records Number:	435124	Council Decision:	9/1361

1 PURPOSE

The purpose of this Policy is to:

- Demonstrate Council’s asset management approach across diverse infrastructure of significant value, on behalf of the Palmerston community.
- Provide a strategic approach to asset management to ensure Council delivers an appropriate level of service through its assets.
- Achieve the strategic outcome of ensuring assets are fit for purpose
- Mitigate risk relating to long term sustainability

2 PRINCIPLES

The City of Palmerston recognises that assets exist to provide services and value to the community and this recognition underpins Council’s Asset Management Policy and practices.

The City of Palmerston is committed to the outcomes of ensuring infrastructure is fit for purpose through its strategies;

- Infrastructure is maintained and managed to meet community need and adopt innovative approaches
- Assets have multiple uses

3 DEFINITIONS

For the purposes of this Policy, the following definitions apply:

Term	Definition
Asset	An asset is physical infrastructure defined under the asset class and is owned or controlled by Council.
Asset Management (AM)	The combination of management, financial, economic, engineering and other practices applied to assets with the objective of providing the required level of service in the most cost-effective manner.
Lifecycle cost	The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal.
Level of service	The level of service is the defined service quality for a particular activity or service area against which service performance may be measured. Level of service usually refers to quality, quantity, reliability, responsiveness, environmental acceptability and cost.
Asset Class	A group of assets having similar nature or function in the operations of Council, and which, for purposes of disclosure, is shown as a single item without supplementary disclosure.

4 POLICY STATEMENT

4.1 General

Council will apply a total asset management approach as one of its key strategies in demonstrating effective governance through the application of the following:

- 4.1.1 Undertake asset management activities within a strategic framework which is integrated with broader corporate and business planning, and operational processes.
- 4.1.2 A consistent Asset Management Strategy must exist for implementing systematic and appropriate asset management best-practice.
- 4.1.3 All relevant legislative requirements together with political, social, environmental, cultural and economic factors are to be considered.
- 4.1.4 Asset Management Plans will be developed for major service/asset categories.
- 4.1.5 Asset Management Plans will form part of the asset management framework and be used to make informed decisions relating to assets, including the long-term financial plan.
- 4.1.6 An asset management framework which ensures accountability for asset condition and performance with a whole-of-council approach to the continued improvement and development of asset management activities.
- 4.1.7 An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
- 4.1.8 Asset renewals required to meet agreed service levels and identified in adopted asset management plans and long-term financial plans will inform annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented in budget documentation.
- 4.1.9 Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- 4.1.10 Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- 4.1.11 Future life cycle costs should be considered in decisions relating to the new services and assets and upgrading of existing services and assets.
- 4.1.12 Asset Management Plans and renewal plans will incorporate sustainable practices wherever possible to ensure consistency with Council's policies and plans.
- 4.1.13 Ensuring a sustainable and corporate approach to Asset Management.

4.2 Asset Management Priorities

Assets will be planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.

This will be done through the asset management fundamentals of value, alignment, leadership, and assurance for:

- Long term financial sustainability
- Improved financial performance
- Informed asset investment decisions
- Managed risk
- Improved services and costs
- Demonstrated social responsibility
- Demonstrated compliance
- Enhanced reputation
- Improved sustainability



Council will ensure adequate provision is made for the sustainable long-term provision, management and replacement of major assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service.
- Safeguarding Council assets by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- An integrated approach in acquiring, disposing of and renewing assets that ensures transparency and evaluates life cycle management of assets.

5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston Community Plan
- 5.2 City of Palmerston Long Term Financial Plan
- 5.3 City of Palmerston Municipal Plan
- 5.4 Relevant Australian Standards
- 5.5 NAMS.PLUS – Institute of Public Works Engineering Australasia
- 5.6 City of Palmerston Asset Management Plans
- 5.7 City of Palmerston Strategic Risk Register

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Local Government Act



Name:	Asset Management		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director City Growth and Operations		
Approval Date:		Next Review Date:	3/11/2024/3/11/2028
Records Number:	435124	Council Decision:	9/1361

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2 PRINCIPLES

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- 5.6 City of Palmerston Asset Management Plans
- 5.7 City of Palmerston Strategic Risk Register

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Local Government Act

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, 29 October 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 11 June 2024**

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 MINUTES

PRESENT

COMMITTEE MEMBERS	Clare Milikins, Independent Member (Chair) David Ray, Independent Member Craig Kirby, Independent Member <i>(via Audiovisual)</i> Mayor Athina Pascoe-Bell Councillor Amber Garden <i>(via Audiovisual)</i> Councillor Sarah Henderson
STAFF	Acting Chief Executive Officer, Amelia Vellar Acting General Manager People and Place, Emma Blight General Manager Infrastructure, Nadine Nilon General Manager Finance and Governance, Wati Kerta General Manager Community, Konrad Seidl Minute Secretary, Navya Desamala Executive Assistant Chief Executive Officer, Kate Roberts Finance Manager, Jeffrey Guilas Governance Lead, Angie Torr
GALLERY	Nil

Initials: _____



A Place for People

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 5:07 pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil

3.2 Leave of Absence Previously Granted

THAT Council note Councillor Garden will be on leave of absence as previously granted on 20 February 2024 for the period 30 May 2024 to 13 June 2024, inclusive.

3.3 Leave of Absence Request

Nil

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Moved: Mayor Pascoe-Bell
Seconded: Councillor Henderson

1. THAT the Committee note Craig Kirby is attending via Audio/Audiovisual Conferencing who will be physically prevented from attending a meeting due to being a distance greater than 100km from the appointed place of meeting.
2. THAT the Committee note Councillor Garden is attending via Audio/Audiovisual Conferencing who will be physically prevented from attending a meeting due to being a distance greater than 100km from the appointed place of meeting and that this was approved via the Chief Executive Officer.

CARRIED RMA10/133 - 11/06/2024

5 DECLARATION OF INTEREST

5.1 Committee Members

Nil

5.2 Staff

Nil

Initials: _____



A Place for People

COMMITTEE MINUTES

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Mayor Pascoe-Bell
Seconded: Councillor Henderson

THAT the Minutes of the Risk Management and Audit Committee Meeting held on 27 February 2024 pages 258 to 263 be confirmed.

CARRIED RMA10/134 - 11/06/2024

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: Mayor Pascoe-Bell
Seconded: David Ray

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.

Initials: _____



A Place for People

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)(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.
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)(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.
16.2.3	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 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.

CARRIED RMA10/135 - 11/06/2024

Initials: _____



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COMMITTEE MINUTES

9 OFFICER REPORTS

9.1 Action Reports

Nil

9.2 Receive and Note Reports

9.2.1 RMAC Work Plan

Moved: Mayor Pascoe-Bell

Seconded: Councillor Garden

THAT Report entitled RMAC Work Plan be received and noted.

CARRIED RMA10/136 – 11/06/2024

10 INFORMATION AND CORRESPONDENCE

10.1 Information

Nil

Mayor Pascoe-Bell left the meeting at 5:16 pm.

10.2 Correspondence

Nil

11 GENERAL BUSINESS

Nil

12 NEXT COMMITTEE MEETING

Moved: Councillor Henderson

Seconded: Councillor Garden

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.

Mayor Pascoe-Bell returned to the meeting at 5:17 pm.

CARRIED RMA10/137 – 11/06/2024

Initials: _____



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COMMITTEE MINUTES

13 CLOSURE OF MEETING TO PUBLIC

Moved: Mayor Pascoe-Bell
Seconded: David Ray

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 RMA10/138 - 11/06/2024

The Chair declared the meeting closed at 5:43pm.

Chair

Print Name

Date

Initials: _____