



# **MINUTES**

## **Risk Management & Audit Committee Meeting**

**Friday, 18 October 2024**

**Date: Friday, 18 October 2024**

**Time: 9:00 AM**

**Location: Council Chambers Darrandirra  
Level 1, Civic Centre  
Harry Chan Avenue, Darwin**

**MINUTES OF CITY OF DARWIN  
RISK MANAGEMENT & AUDIT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS DARRANDIRRA, LEVEL 1, CIVIC CENTRE, HARRY  
CHAN AVENUE, DARWIN  
ON FRIDAY, 18 OCTOBER 2024 AT 9:00 AM**

**PRESENT:**

Chair Roland Chin

Councillor Jimmy Bouhoris

Councillor Ed Smelt

Member George Araj

**OFFICERS**

Simone Saunders (Chief Executive Officer)

Alice Percy (General Manager Innovation)

Irene Frazis (Executive Manager Finance)

Alexandra Vereker (Executive Manager HR and Safety)

Brooke Prince (A/Executive Manager Corporate Services)

Natalie Williamson (General Manager Corporate)

**APOLOGY:**

Councillor Mick Palmer

Member Joe McCabe

Member Sanja Hill

**GUESTS:**

Nil

**Order of Business**

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## **1 MEETING DECLARED OPEN**

### **RECOMMENDATIONS**

The Chair declared the meeting open at 9.06 am.

### **ACKNOWLEDGEMENT OF COUNTRY**

We the members of City of Darwin acknowledge that we are meeting on Larrakia Country.

We recognise and pay our respects to all Larrakia people, Traditional Owners and Custodian Elders of the past and present.

We support emerging Larrakia leaders now and into the future.

We are committed to working together with all Larrakia to care for this land and sea for our shared future.

## **2 APOLOGIES AND LEAVE OF ABSENCE**

### **COMMITTEE RESOLUTION RMAC050/24**

Moved: Councillor Jimmy Bouhoris

Seconded: Councillor Ed Smelt

THAT the apology from Councillor Mick Palmer, Member Sanja Hill and Member Joe McCabe be received and noted.

**CARRIED 4/0**

## **3 ELECTRONIC MEETING ATTENDANCE**

### **3.1 ELECTRONIC MEETING ATTENDANCE GRANTED**

Nil

### **3.2 ELECTRONIC MEETING ATTENDANCE REQUESTED**

Nil

## 4 DECLARATION OF INTEREST OF MEMBERS AND STAFF

### 4.1 DECLARATION OF INTEREST BY MEMBERS

#### RECOMMENDATIONS

Member Roland Chin made the following Declarations (updated 20/10/23):

- Treasurer of St John Ambulance Australia (NT) Inc.; Director of SJA (NT) Endowment Company Pty Ltd as trustee for The St John Ambulance (NT) Endowment Trust; Director of St John Ambulance Australia NT Holdings Pty Ltd; St John Ambulance Australia Ltd – Finance, Audit & Risk subcommittee
- President of Chung Wah Society Inc
- Chair of Audit and Risk Committee of Venture Housing Company Limited
- Chair of Audit, Risk and Compliance Committee of Charles Darwin University
- Tiwi Land Council Audit Committee.

Councillor Jimmy Bouhori made the following Declarations (25/06/21):

- any items relating to PowerWater

Councillor Ed Smelt made the following Declarations (20/10/2023):

- any items relating to Department of Infrastructure, Planning and Logistics, NTG

Member Sanja Hill advised of the following representations (updated 19/04/24):

- any items relating to Department of the Attorney-General and Justice NTG

Member Joe McCabe made the following Declarations (28/06/24):

- any items relating to Townville City Council

### 4.2 DECLARATION OF INTEREST BY STAFF

Nil

## 5 CONFIRMATION OF PREVIOUS MINUTES

#### COMMITTEE RESOLUTION RMAC051/24

Moved: Councillor Ed Smelt

Seconded: Member George Araj

THAT the minutes of the Risk Management & Audit Committee Meeting held on 28 June 2024 be confirmed.

**CARRIED 4/0**

## 6 ACTION REPORTS

### 6.1 PROPOSED MEETING DATES AND REPORT SCHEDULE 2025

#### COMMITTEE RESOLUTION RMAC052/24

Moved: Councillor Jimmy Bouhoris

Seconded: Councillor Ed Smelt

1. THAT the report entitled Proposed Meeting Dates and Report Schedule - 2025 be received and noted.
2. THAT RMAC endorse the RMAC Proposed Meeting Dates and Report Schedule 2025.

**CARRIED 4/0**

*The Committee noted that the risk review will remain for each RMAC meeting however look to consider different risk areas as focus.*

### 6.2 REVIEW OF RISK MANAGEMENT & AUDIT (RMAC) - TERMS OF REFERENCE

#### COMMITTEE RESOLUTION RMAC053/24

Moved: Councillor Ed Smelt

Seconded: Member George Araj

1. THAT the report entitled Review of Risk Management & Audit (RMAC) - Terms of Reference be received and noted.
2. THAT the Risk Management and Audit Committee recommends that Council adopts the revised Terms of Reference provided at **Attachment 2**

**CARRIED 4/0**

*The Committee noted the following changes to be made administratively, that the wording re CEO or delegate will attend meetings however is not a member. Section 9.2, the Chair may undertake an review of the performance of the Committee.*

### 6.3 REVIEW OF FRAUD PREVENTION POLICY AND PROCEDURE

#### COMMITTEE RESOLUTION RMAC054/24

Moved: Councillor Jimmy Bouhoris

Seconded: Councillor Ed Smelt

1. THAT the report entitled Review of Fraud Prevention Policy and Procedure be received and noted.
2. THAT the Risk Management and Audit Committee recommends that Council adopts the revised Fraud Prevention Policy at **Attachment 1**.

**CARRIED 4/0**

*The Committee noted the following changes to be made administratively, that the procedure include a reference to ICAC.*

**6.4 REVIEW OF INDEPENDENT COMMISSIONER AGAINST CORRUPTION PROCEDURE****COMMITTEE RESOLUTION RMAC055/24**

Moved: Member George Araj

Seconded: Councillor Jimmy Bouhoris

1. THAT the report entitled Review of Independent Commissioner Against Corruption Procedure be received and noted.
2. THAT the Committee recommend that Council adopts the revised Independent Commissioner Against Corruption Procedure at **Attachment 2**.

**CARRIED 4/0**

**6.5 MONTHLY FINANCIAL REPORTS: MAY - AUGUST 2024****COMMITTEE RESOLUTION RMAC056/24**

Moved: Councillor Ed Smelt

Seconded: Member George Araj

THAT the report entitled Monthly Financial Reports: May - August 2024 be received and noted.

**CARRIED 4/0**

**7 QUESTIONS BY MEMBERS**

Nil

**8 GENERAL BUSINESS**

Nil

**9 CLOSURE OF MEETING TO THE PUBLIC****RECOMMENDATIONS**

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider the Confidential Items of the Agenda.

**RECOMMENDATIONS**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 99(2) of the *Local Government Act 2019*:

**12.1 Audited Annual Financial Statements for Year Ended 30 June 2024**

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

**12.2 City of Darwin Draft Annual Report 2023/24**

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

**12.3 Shoal Bay Waste Management Facility - Update October 2024**

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

**12.4 Property Policies**

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

**12.5 Asset Management Update including AMP Buildings and Land**

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) and 51(e) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person and subject to subregulation 51(3) – 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.

**12.6 Internal Audit Update**

This matter is considered to be confidential under Section 99(2) - 51(c)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

**12.7 Risk Review and Assessment - October 2024**

This matter is considered to be confidential under Section 99(2) - 51(c)(i) and 51(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person and information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.



**12.8 ICT Roadmap - Update on Progress**

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

**12.9 Work Health & Safety Quarterly Report: April-June 2024**

This matter is considered to be confidential under Section 99(2) - 51(a) and 51(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with 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 and information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

**12.10 Work Health & Safety Quarterly Report: July - September 2024**

This matter is considered to be confidential under Section 99(2) - 51(a) and 51(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with 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 and information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

**12.11 Corporate Services Quarterly Report: April-June 2024**

This matter is considered to be confidential under Section 99(2) - 51(a) and 51(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with 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 and information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

**12.12 Corporate Services Quarterly Report: July-September 2024**

This matter is considered to be confidential under Section 99(2) - 51(a) and 51(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with 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 and information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

**ADJOURNMENT OF MEETING**

**COMMITTEE RESOLUTION RMAC011/24**

Moved: Member George Araj

Seconded: Councillor Jimmy Bouhoris

THAT the open section of the meeting be adjourned at 10:06 am.

**CARRIED 4/0**

THAT the chair declared the meeting closed at 1:01 pm.

**The minutes of this meeting were confirmed at the Risk Management & Audit Committee held February 2025.**

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**CHAIR**