



# **MINUTES**

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

**Friday, 29 October 2021**

**MINUTES OF CITY OF DARWIN  
RISK MANAGEMENT & AUDIT COMMITTEE MEETING  
HELD AT THE MEETING ROOM 1, LEVEL 1, CIVIC CENTRE, HARRY CHAN AVENUE,  
DARWIN  
ON FRIDAY, 29 OCTOBER 2021 AT 9.00AM**

**PRESENT:** Chair Roland Chin, Alderman Jimmy Bouhoris, Alderman Brian O'Gallagher, Alderman Morgan Rickard, Member Shane Smith, Member Sanja Hill, Member Ninad Sinkar

**OFFICERS:** Chief Executive Officer, Scott Waters; Chief Financial Officer, Simone Saunders; Executive Manager Finance, Russell Holden; Executive Manager Corporate & Customer Service, Chris Kelly; Senior Risk and Assurance Advisor, Brooke Prince; Manager Emergency Planning and Response, James Ryan

**APOLOGY:**

**GUESTS:** From 9.00am MunLi Chee and Abraham Apit from Merit Partners will be in attendance to brief the Committee on the Audited Financial Statements for the Year Ended 30 June 2021 (**Confidential Agenda**)

**Order Of Business**

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**1 MEETING DECLARED OPEN****RECOMMENDATIONS**

The Chair declared the meeting open at 9.00 am

**2 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 65(2) of the Local Government Act:

**2.1 Audited Annual Financial Statements for Year Ended 30 June 2021**

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.

**2.2 City of Darwin Draft Annual Report 2020/21**

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.

**2.3 Risk Management and Audit Committee - Appointment of External Community Members**

This matter is considered to be confidential under Section 99(2) - 51(a) 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.

**2.4 Shoal Bay Waste Management Facility – Risk Assessment - October 2021 Update**

This matter is considered to be confidential under - 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 .

**2.5 Corporate Services Report - August and September 2021**

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.

**2.6 Special Purpose Compliance Review**

This matter is considered to be confidential under Section 99(2) - 51(a) and 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 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 cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

**2.7 Notification Register**

This matter is considered to be confidential under Section 99(2) - 51(a) and 51(f) 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 subject to subregulation 51(2) – information in relation to a complaint of a contravention of the code of

conduct.

## **8 RESUMPTION OF MEETING**

Open Meeting resumed at 11.50am.

## **9 APOLOGIES AND LEAVE OF ABSENCE**

Member Shane Smith departed meeting 11.55am

## **10 ELECTRONIC MEETING ATTENDANCE**

### **10.1 ELECTRONIC MEETING ATTENDANCE GRANTED**

#### **RECOMMENDATIONS**

THAT the Committee note that pursuant to Section 98 (3) of the Local Government Act, the following member(s) was granted permission for Electronic Meeting Attendance at this Risk Management and Audit Committee Meeting, 29 October 2021:

- Member Ninad Sinkar

## **11 DECLARATION OF INTEREST OF MEMBERS AND STAFF**

### **11.1 Declaration of Interest by Members – Standing Declarations**

- Mr Shane Smith – in his role as Commercial Manager of Gold Medal Services, a Director of Territory Tarmac Rally and an Executive Director of Assurance Advisory (23/10/20)
- Mr Shane Smith Director of Territory Tarmac Rally, an event which will require engagement and support from City of Darwin. (27/11/20)
- Mr Shane Smith advised that he is no longer an Executive Director of Assurance Advisory. (27/11/20).

Member Roland Chin made the following Declarations (26/03/21):

- Treasurer of St John Ambulance Australia(NT) Inc.; Trustee Director of 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.
- Northern Territory General Practice Education Ltd – Finance and Audit Committee
- Chair of Audit and Risk Committee of Venture Housing Company Limited
- Chair of Audit, Finance & Risk Committee of Larrakia Nation Aboriginal Corporation.

Alderman Jimmy Bouhoris made the following Declarations (25/06/21):

- A. Any items relating to PowerWater.

## 11.2 Declaration of Interest by Members – New Declarations

Member Sanja Hill advised of the following representations:

- currently providing Tourism Top End (TTE) with some governance advisory services
- currently providing advisory services to NTG and MACC.

## 12 CONFIRMATION OF PREVIOUS MINUTES

### COMMITTEE RESOLUTION RMAC035/21

Moved: Alderman Jimmy Bouhoris

Seconded: Chair Roland Chin

That the minutes of the Risk Management & Audit Committee Meeting held on 25 June 2021 be confirmed.

**CARRIED 6/0**

## 13 ACTION REPORTS

### 13.1 RMAC 2021/22 PROPOSED MEETING DATES AND REPORT SCHEDULE

#### COMMITTEE RESOLUTION RMAC036/21

Moved: Alderman Jimmy Bouhoris

Seconded: Member Ninad Sinkar

1. THAT the report entitled RMAC 2021/22 Proposed Meeting Dates and Report Schedule be received and noted.
2. THAT RMAC endorse the RMAC 2021/22 Proposed Meeting Dates and Report Schedule, noting that there may be additional reports added to the Report Schedule during 2021/22 as required.

**CARRIED 6/0**

### 13.2 RISK MANAGEMENT AND AUDIT COMMITTEE ASSESSMENT OF COMMITTEE PERFORMANCE AND TERMS OF REFERENCE REVIEW

#### COMMITTEE RESOLUTION RMAC037/21

Moved: Alderman Jimmy Bouhoris

Seconded: Member Sanja Hill

1. THAT the report entitled Risk Management and Audit Committee Assessment of Committee Performance and Terms of Reference be received and noted.

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AMENDED – in addition

2. THAT Shane Smith be appointed as Deputy Chair of the RMAC Committee.

**CARRIED 6/0**

### 13.3 UPDATE ON INTERNAL AUDIT PLAN

#### **COMMITTEE RESOLUTION RMAC038/21**

Moved: Chair Roland Chin

Seconded: Alderman Jimmy Bouhoris

1. THAT the report entitled Update on Internal Audit Plan be received and noted.

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AMENDED, in addition:

2. THAT the TOR for the Procurement Audit be provided to RMAC at the February 2022 meeting.

**CARRIED 6/0**

### 13.4 REVIEW OF PANEL CONTRACTING

#### **COMMITTEE RESOLUTION RMAC039/21**

Moved: Alderman Brian O'Gallagher

Seconded: Member Sanja Hill

1. THAT the report entitled Review of Panel Contracting be received and noted.

**CARRIED 6/0**

### 13.5 RISK MANAGEMENT UPDATE OCTOBER 2021

#### **COMMITTEE RESOLUTION RMAC040/21**

Moved: Member Ninad Sinkar

Seconded: Member Sanja Hill

1. THAT the report entitled Risk Management Update October 2021 be received and noted.

**CARRIED 6/0**

*Alderman Brian O'Gallagher departed the meeting at 12:28 pm.*

*Member Sanja Hill departed the meeting at 12:40 pm.*

### 13.6 DISASTER MANAGMENT UPDATE / CYCLONE PREPAREDNESS

#### **COMMITTEE RESOLUTION RMAC041/21**

Moved: Alderman Jimmy Bouhoris

Seconded: Member Ninad Sinkar

1. THAT the report entitled Disaster Management Update / Cyclone Preparedness be received and noted.

**CARRIED 4/0**

**14 QUESTIONS BY MEMBERS****COMMITTEE RESOLUTION RMAC042/21**

Moved: Alderman Jimmy Bouhoris

Seconded: Chair Roland Chin

THAT the following Request by Members be received and noted.

**14.1** Alderman Rickard requested that as much as possible attachments to RMAC agendas are provided as separate files outside of InfoCouncil. ensuring that the documents are completely scaleable and text searchable.

**CARRIED 4/0**

**15 GENERAL BUSINESS**

Nil

**The Meeting closed at 12.50pm.**

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

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**CHAIR**