



MINUTES

Risk Management & Audit Committee Meeting

Friday, 28 June 2024

Date: Friday, 28 June 2024

Time: 9.00am

**Location: Meeting Room Darrandirra (Chambers)
Level 1, Civic Centre
Harry Chan Avenue, Darwin**

**MINUTES OF CITY OF DARWIN
RISK MANAGEMENT & AUDIT COMMITTEE MEETING
HELD AT THE MEETING ROOM DARRANDIRRA (CHAMBERS), LEVEL 1, CIVIC CENTRE,
HARRY CHAN AVENUE, DARWIN
ON FRIDAY, 28 JUNE 2024 AT 9.00AM**

PRESENT:

Chair Roland Chin
Councillor Jimmy Bouhoris
Councillor Brian O'Gallagher
Councillor Ed Smelt
Member George Araj
Member Joe McCabe

OFFICERS

Simone Saunders (Chief Executive Officer)
Chris Kelly (Executive Manager Corporate and Customer Service)
Alice Percy (General Manager Innovation)
Nick Fewster (Executive Manager Environment and Waste Services)
Irene Frazis (Executive Manager Finance)
Alexandra Vereker (Executive Manager HR and Safety)

APOLOGY:

Member Sanja Hill

GUESTS:

Order of Business

1	Meeting Declared Open	4
2	Apologies and Leave of Absence	4
3	Electronic Meeting Attendance.....	4
4	Declaration of Interest of Members and Staff	5
5	Confirmation of Previous Minutes	6
6	Action Reports	6
6.1	Risk Review and Assessment - June 2024.....	6
6.2	Review of Fraud Prevention Policy and Procedure.....	6
6.3	Monthly Financial Reports: March-April 2024	7
7	Questions by Members	7
8	General Business.....	7
9	Closure of Meeting to the Public	7

1 MEETING DECLARED OPEN

RECOMMENDATIONS

The Chair declared the meeting open at 9.05am

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 RMAC035/24

Moved: Chair Roland Chin

Seconded: Councillor Jimmy Bouhoris

THAT the apology from Member Sanja Hill be received and noted.

CARRIED 5/0

3 ELECTRONIC MEETING ATTENDANCE

3.1 ELECTRONIC MEETING ATTENDANCE GRANTED

RECOMMENDATIONS

THAT The Committee note that pursuant to Section 98 (3) of the Local Government Act the following members were granted permission for Electronic Meeting Attendance at this Risk Management and Audit Committee Meeting held on Friday, 28 June 2024:

- Member Joe McCabe
- Member George Araj

3.2 ELECTRONIC MEETING ATTENDANCE REQUESTED

RECOMMENDATIONS

THAT the Committee note that pursuant to Section 98 (3) of the Local Government Act 2019, the following members request Electronic Meeting Attendance:

- Councillor Brian O'Gallagher

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):

- A. 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
- B. President of Chung Wah Society Inc
- C. Chair of Audit and Risk Committee of Venture Housing Company Limited
- D. Chair of Audit, Risk and Compliance Committee of Charles Darwin University
- E. Tiwi Land Council Audit Committee.

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

- A. any items relating to PowerWater

Councillor Brian O’Gallagher made the following Declaration (19/04/24)

- A. pre-selection for the seat of Karama at the upcoming NT Election

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

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

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

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

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

- A. ~~any items relating to Alice Springs Town Council~~
- B. any items relating to Townville City Council

4.2 DECLARATION OF INTEREST BY STAFF

Nil

5 CONFIRMATION OF PREVIOUS MINUTES

COMMITTEE RESOLUTION RMAC036/24

Moved: Member George Araj
Seconded: Member Joe McCabe

THAT the minutes of the Risk Management & Audit Committee Meeting held on 19 April 2024 be confirmed.

CARRIED 5/0

Councillor Brian O’Gallagher joined the meeting via TEAMS 9.28am

6 ACTION REPORTS

6.1 RISK REVIEW AND ASSESSMENT - JUNE 2024

COMMITTEE RESOLUTION RMAC037/24

Moved: Member George Araj
Seconded: Councillor Jimmy Bouhoris

THAT the report entitled Risk Review and Assessment June 2024 be received and noted.

CARRIED 6/0

NOTE: A/EM Corporate & Customer Services advised that risks are updated as per nominated risk review dates and refresh of Strategic Risk Register is currently being undertaken.

6.2 REVIEW OF FRAUD PREVENTION POLICY AND PROCEDURE

COMMITTEE RECOMMENDATIONS

Moved: Councillor Brian O’Gallagher
Seconded: Member George Araj

1. THAT the report entitled Review of Fraud Prevention Policy and Procedure be received and noted.
2. THAT the Risk Management and Audit Committee endorse the revised Fraud Prevention Policy at **Attachment 1**.
3. THAT the Risk Management and Audit Committee endorse the revised Fraud Prevention Procedure at **Attachment 3**.

COMMITTEE RESOLUTION RMAC010/24

Moved: Councillor Jimmy Bouhoris
Seconded: Councillor Ed Smelt

THAT this item lay on the table and be referred to October Risk Management and Audit Committee meeting.

CARRIED 6/0

6.3 MONTHLY FINANCIAL REPORTS: MARCH-APRIL 2024**COMMITTEE RESOLUTION RMAC038/24**

Moved: Councillor Brian O'Gallagher

Seconded: Member Joe McCabe

THAT the report entitled Monthly Financial Reports: March – April 2024 be received and noted.

CARRIED 6/0

7 QUESTIONS BY MEMBERS

Nil

8 GENERAL BUSINESS

Nil

9 CLOSURE OF MEETING TO THE PUBLIC**COMMITTEE RESOLUTION RMAC039/24**

Moved: Councillor Jimmy Bouhoris

Seconded: Councillor Ed Smelt

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.

CARRIED 6/0

Open section of the meeting closed at 10.25am.

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 Presentation: NSC Group - Employee Engagement Survey 2024

This matter is considered to be confidential under Section 99(2) - 51(c)(iii) 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 prejudice the security of the council, its members or staff.

12.2 Shoal Bay Waste Management Facility - Update 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.

6.1 Asset Management 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.

12.3 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.

12.4 2023/24 Annual Financial Statements - Final Audit Work Plan

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 Update on Internal Audit - June 2024

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.

12.6 Corporate Services Quarterly Report: January-March 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.

12.7 Work Health & Safety Quarterly Report: January-March 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.

12.8 Notification Register - period ending 18 June 2024

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.

The Meeting closed at 10:25am.

The minutes of this meeting were confirmed at the Risk Management & Audit Committee held on 18 October 2024.

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CHAIR