



# **MINUTES**

**Risk Management & Audit Committee  
Meeting**

**Friday, 23 June 2023**

UNCONFIRMED

**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, 23 JUNE 2023 AT 9:00 AM**

**PRESENT:** Chair Roland Chin, Councillor Jimmy Bouhoris, Member Sanja Hill, Member Shane Smith

**OFFICERS:** Simone Saunders (Chief Executive Officer), Steve Thacker (General Manager Corporate), Chris Kelly (Executive Manager Corporate and Customer Service), Nik Kleine (Executive Manager Infrastructure) Irene Frazis (Executive Manager Finance), Brooke Prince (Senior Risk & Assurance Advisor)

**APOLOGY:** Councillor Brian O’Gallagher, Member Ninad Sinkar

**GUESTS:**

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## 1 MEETING DECLARED OPEN

### RECOMMENDATIONS

The Chair declared the meeting open at 9.40am.

### 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 RMAC027/23

Moved: Councillor Jimmy Bouhoris

Seconded: Member Sanja Hill

1. THAT the apology from Councillor Brian O'Gallagher be received and noted
2. THAT the apology from Member Ninad Sinkar be received and noted

**CARRIED 4/0**

## 3 ELECTRONIC MEETING ATTENDANCE

### 3.1 ELECTRONIC MEETING ATTENDANCE GRANTED

#### RECOMMENDATIONS

Nil

### 3.2 ELECTRONIC MEETING ATTENDANCE REQUESTED

#### RECOMMENDATIONS

Nil

## 4 DECLARATION OF INTEREST OF MEMBERS AND STAFF

### 4.1 DECLARATION OF INTEREST BY MEMBERS

#### COMMITTEE RESOLUTION RMAC028/23

Moved: Chair Roland Chin

Seconded: Member Sanja Hill

THAT the Committee note that pursuant to Section 107 of the Local Government Act, the following Declarations:

Member Shane Smith made the following Declarations

- A. 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)~~
- B. ~~Mr Shane Smith Director of Territory Tarmac Rally, an event which will require engagement and support from City of Darwin. (27/11/20)~~
- C. ~~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 (administratively updated 16/02/23):

- 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. ~~Northern Territory General Practice Education Ltd – Finance and Audit Committee~~
- D. Chair of Audit and Risk Committee of Venture Housing Company Limited
- E. Chair of Audit, Risk and Compliance Committee of Charles Darwin University
- F. Tiwi Land Council Audit Committee

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

- A. Any items relating to PowerWater.

Member Sanja Hill advised of the following representations (21/10/22):

- A. Currently providing advisory services to NTG, YMCA and MACC.

**CARRIED 4/0**

### 4.2 DECLARATION OF INTEREST BY STAFF

**RECOMMENDATIONS**

Nil

**5 CONFIRMATION OF PREVIOUS MINUTES****COMMITTEE RESOLUTION RMAC029/23**

Moved: Member Sanja Hill  
Seconded: Member Shane Smith

That the minutes of the Risk Management & Audit Committee Meeting held on 21 April 2023 be confirmed.

**CARRIED 4/0****6 ACTION REPORTS****6.1 CONDITION OF CITY OF DARWIN BUILDING ASSETS****COMMITTEE RESOLUTION RMAC030/23**

Moved: Member Shane Smith  
Seconded: Member Sanja Hill

1. THAT the report entitled Condition of City of Darwin Building Assets be received and noted.

**CARRIED 4/0****6.2 MONTHLY FINANCIAL REPORTS: MARCH / APRIL 2023****COMMITTEE RESOLUTION RMAC031/23**

Moved: Member Sanja Hill  
Seconded: Member Shane Smith

1. THAT the report entitled Monthly Financial Reports: March / April 2023 be received and noted.

**CARRIED 4/0****6.3 RISK REVIEW AND ASSESSMENT - JUNE 2023****COMMITTEE RESOLUTION RMAC032/23**

Moved: Member Sanja Hill  
Seconded: Member Shane Smith

1. THAT the report entitled Risk Review and Assessment June 2023 be received and noted.

**CARRIED 4/0**

#### 6.4 TERMS OF REFERENCE REVIEW

##### COMMITTEE RESOLUTION RMAC033/23

Moved: Member Sanja Hill

Seconded: Member Shane Smith

1. THAT the report entitled Terms of Reference Review be received and noted.

##### AMENDMENT

Committee requested that (c) in section 4 "Role & Functions" be amended to read "*monitor City of Darwin's fraud **and corruption** prevention, compliance and governance frameworks*", and that additional details regarding Quorum be included

**CARRIED 4/0**

#### 7 QUESTIONS BY MEMBERS

##### RECOMMENDATIONS

Nil

#### 8 GENERAL BUSINESS

##### RECOMMENDATIONS

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:

**12.1 Shoal Bay Waste Management Facility - Update June 2023**

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 Strategic Property 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.

**12.3 Update on Internal Audit Plan - June 2023**

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.

**12.4 Update on Cybersecurity Matters**

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.

The Meeting closed at 10.25 am.

The minutes of this meeting were confirmed at the Risk Management & Audit Committee held on 20 October 2023.

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CHAIR

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