



AGENDA

Risk Management & Audit Committee Meeting

Friday, 17 June 2022

I hereby give notice that a Risk Management & Audit Committee Meeting will be held on:

Date: Friday, 17 June 2022

Time: 9.00am

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

**Simone Saunders
Chief Executive Officer**

RISK MANAGEMENT & AUDIT COMMITTEE MEMBERS

Chair Roland Chin
Councillor Jimmy Bouhoris
Councillor Brian O'Gallagher
Councillor Morgan Rickard
Member Sanja Hill
Member Ninad Sinkar
Member Shane Smith

OFFICERS

Interim Chief Executive Officer, Simone Saunders
General Manager Innovation, Alice Percy
Acting General Manager Corporate, Chris Kelly
Executive Manager HR & Safety, Alexandra Vereker
A/Executive Manager Finance, Irene Frazis
A/Executive Manager Environment, Climate & Waste Services, Shane Coleman

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1 MEETING DECLARED OPEN**2 APOLOGIES AND LEAVE OF ABSENCE****2.1 Apologies**

THAT the apology from Member Shane Smith, be received.

2.2 Leave of Absence Granted**2.3 Leave of Absence Requested****3 ELECTRONIC MEETING ATTENDANCE****3.1 Electronic Meeting Attendance Granted**

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, 17 June 2022:

- Member Ninad Sinkar

3.2 Electronic Meeting Attendance Requested**4 DECLARATION OF INTEREST OF MEMBERS AND STAFF**

- 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:

- A. 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.
- 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, Finance & Risk Committee of Larrakia National Aboriginal Corporation.

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

- A. Any items relating to PowerWater.

Member Sanja Hill advised of the following representations (29/10/21):

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

5 CONFIRMATION OF PREVIOUS MINUTES

Risk Management & Audit Committee Meeting - 29 April 2022

6 ACTION REPORTS

6.1 UPDATE ON EMERGENCY MANAGEMENT - JUNE 2022

Author: Manager Emergency Planning and Response

Authoriser: Acting General Manager Corporate

Attachments: Nil

RECOMMENDATIONS

1. THAT the report entitled Update on Emergency Management be received and noted.

PURPOSE

The purpose of this report is to provide an update on City of Darwin's (CoD) disaster management activities.

KEY ISSUES

- City of Darwin was significantly impacted by a second wave of Omicron in the period March - May 2022, recording its highest number of weekly cases since the start of the pandemic. However, the COVID plans and procedures in place ensured that there was no interruption to service delivery in this period.
- Looking ahead, it is likely that there will be a winter spike in COVID (and influenza) cases in the period July-October 2022. In anticipation of this, CoD has updated its COVID plans and procedures, ensured that we have sufficient stocks of PPE and RATs, and we have supported staff with their various vaccinations.
- City of Darwin will conduct its Cyclone Training week in the week 17-21 October 2022. Detailed planning for this week has commenced.

DISCUSSION

Introduction

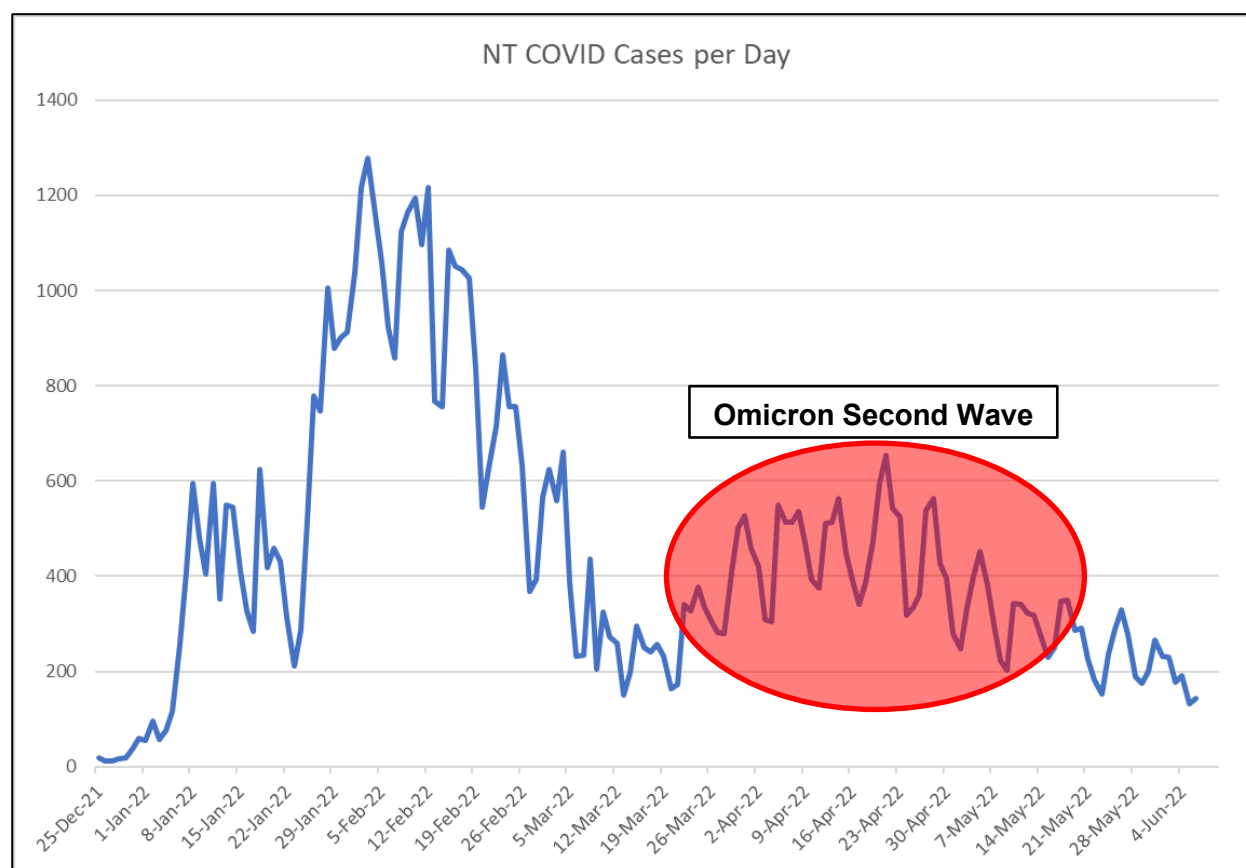
It has been another busy reporting period for Emergency Management. The end of the cyclone season on 30 April 2022 coincided with a spike in COVID cases, as the NT was impacted by a second wave of COVID. This surge in cases in the NT was reflected in the City of Darwin, which saw its highest number of weekly COVID cases since the start of the pandemic. However, the effective implementation of COVID plans and procedures limited the spread of the virus in the workplace, and ensured that service delivery was maintained.

There is likely to be a seasonal spike in COVID and influenza this Winter, and City of Darwin is now well prepared for the expected surge in cases in the period July-October 2022.

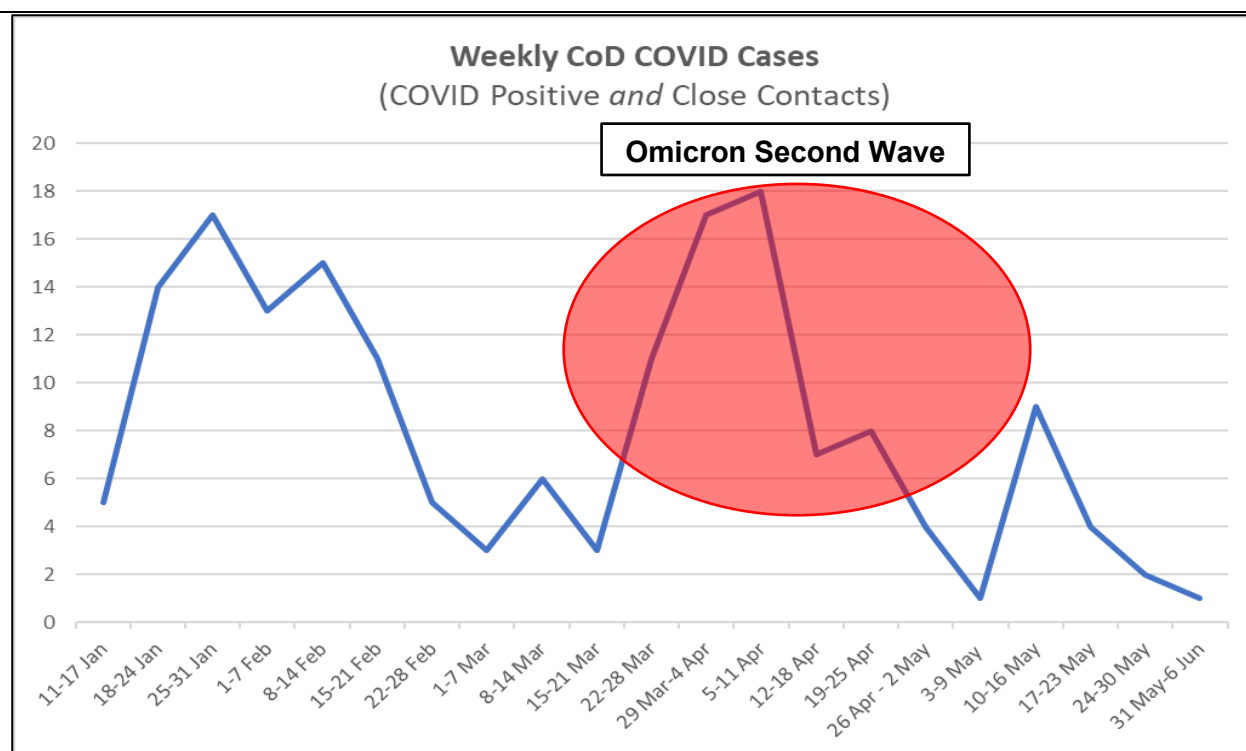
Looking ahead in 2022, City of Darwin is planning to conduct its Cyclone Training week in the period 17-21 October 2022. Detailed planning for the training week has now commenced.

2022 Omicron Second Wave (March-May 2022)

From March to May 2022 the NT was impacted by a second wave of COVID infections, primarily due to the Omicron BA.2 variant. As a result, there was a spike in the number of COVID cases. See the chart below for the NT COVID cases per day as at 6 June 2022:

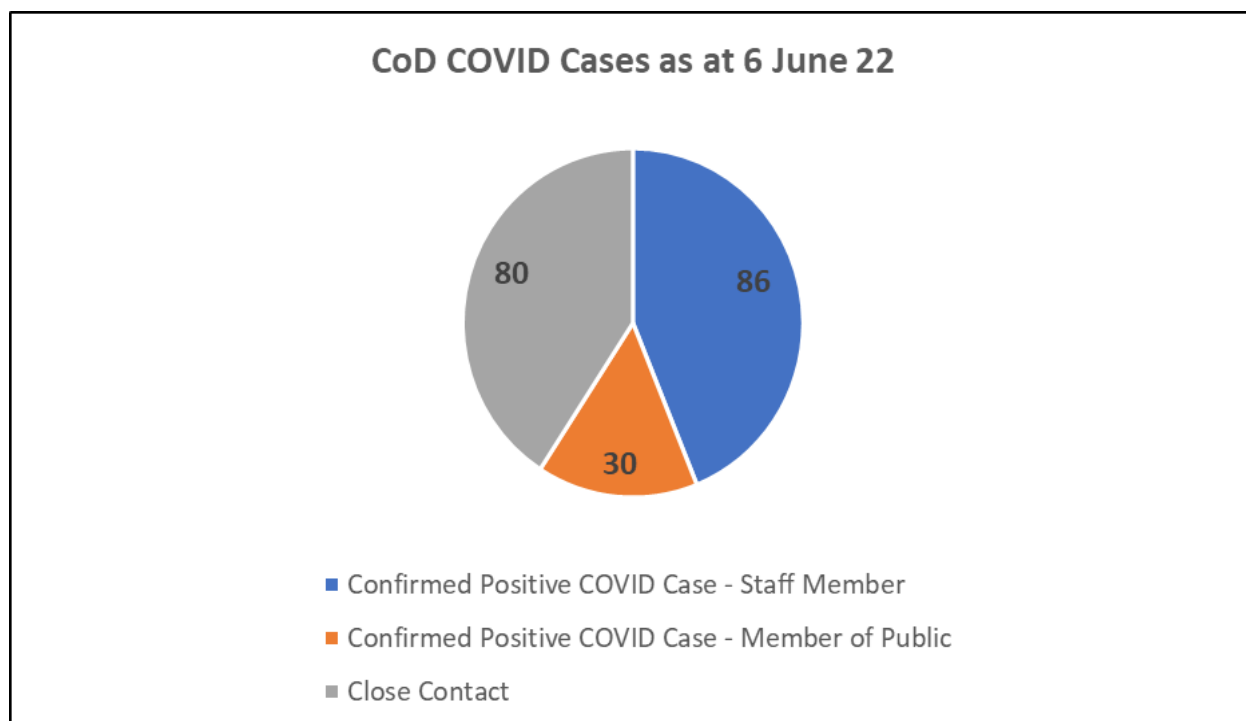


City of Darwin was significantly impacted the second wave of Omicron, recording its highest number of weekly cases since the start of the pandemic (averaging three cases per day). However, the City of Darwin COVID plans and procedures in place ensured that there was no interruption to service delivery. The second wave of Omicron in the NT peaked in April 2022, and we have seen a steady decline in case numbers since then. City of Darwin case numbers also peaked in April 2022, and we are now experiencing an average of only one case per week – the lowest level since January 2022. See the chart below for the weekly City of Darwin COVID case numbers for 2022:



City of Darwin has now recorded 196 COVID cases overall since the start of the pandemic. The figures include:

- Confirmed Positive COVID cases – staff member (86 cases)
- Confirmed Positive COVID cases – Members of Public who visited CoD while infectious (30 cases)
- Close Contact – staff member (80 cases)



This represents approximately 48% of City of Darwin workforce who have been directly affected by COVID (staff who are either COVID positive, or a Close Contact). Note that a proportion of our staff who were Close Contacts, subsequently tested positive – and are therefore counted twice in these figures.

Preparations for Anticipated Winter Surge in COVID

The Australian Government has advised that there is likely to be a surge in COVID cases in the 2022 Winter season (July-October 2022). The Federal Government has also advised that there will likely be a surge in seasonal influenza this year. In anticipation of this expected surge in COVID and influenza, City of Darwin has completed the following preparations:

1. **Plans updated.** City of Darwin COVID Plans and Procedures have been updated as at 6 June 22 to reflect the latest CHO Directions. These include:
 - a. COVID Response Plan v3.1
 - b. Support for Staff Impacted by COVID v2.0
2. **COVID Intranet Page updated.** The City of Darwin COVID Intranet page (<https://intranet.darwin.nt.gov.au/services/covid-19-management>) has been updated to ensure that the latest information and procedures are available to staff and managers.
3. **PPE and RAT Stocks.** Stocks of PPE (Personal Protective Equipment including masks and hand sanitiser) and Rapid Antigen Tests have been checked to ensure sufficient supplies are available.
4. **Staff Vaccinations.** Being up to date with vaccinations against COVID-19 and influenza significantly reduces the risk of serious illness and hospitalisation. City of Darwin has supported staff vaccinations as follows:
 - a. **COVID Booster Mandate.** City of Darwin has implemented CHO Direction 55-22, which mandated the requirement for the COVID booster for workers by 22 April 2022.
 - b. **Recommended Winter COVID Booster.** The 'winter dose' is a *recommended* additional COVID booster dose (4th dose), which is aimed for those at higher risk of severe disease. All City of Darwin staff were advised of the details of the winter dose, and eligible staff will be able to utilise COVID leave to support them getting the vaccination.
 - c. **Influenza Vaccination.** City of Darwin provided free influenza vaccinations to staff in April-May. 125 staff (approximately 36%) received the influenza vaccination, which is slightly less than average compared to previous years.

Cyclone Training 2022

Looking beyond COVID, the Cyclone training week for 2022 will be held in the week 17-21 October. The broad program for the training is:

- Day 1 – Briefs to all Emergency Operations Centre (EOC) staff and new CoD staff
- Day 2 – Desktop cyclone exercise for CRT members
- Day 2-3 – Guardian IMS refresher training to all EOC staff
- Day 4 – EOC Cyclone exercise (including field test of Survey Team)
- Day 5 – Debrief

Detailed planning and preparation have now commenced for this training week.

Conclusion

The last three months has again been a very busy period for emergency management for CoD. Overall CoD policies, procedures and response have been very effective in dealing with the second wave of Omicron, and we are well postured for the expected winter surge in COVID and influenza.

PREVIOUS COUNCIL RESOLUTION

Nil

STRATEGIC PLAN ALIGNMENT	2 A Safe, Liveable and Healthy City 2.1 By 2030, Darwin will be a safer place to live and visit
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	N/A
LEGISLATION / POLICY CONTROLS OR IMPACTS	This report does not provide recommendations to RMAC or Council and as such does not have implications for existing endorsed policies at the time of writing the report.
CONSULTATION, ENGAGEMENT & COMMUNICATION	N/A
DECLARATION OF INTEREST	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>

6.2 2021/22 ANNUAL FINANCIAL STATEMENTS - AUDIT WORK PLAN

Author: Senior Accountant
Financial Controller
Executive Manager Finance

Authoriser: Acting General Manager Corporate

Attachments: 1. Draft Audit Plan 2021/22
2. Client Assistance Package
3. Audit Engagement Letter

RECOMMENDATIONS

1. THAT the report entitled 2021/22 Financial Year Audit - Work Plan be received and noted.

PURPOSE

The purpose of this report is to update the RMAC committee on the Audit Plan and activities for the audit of the 2021/22 Annual Financial Statements Financial Accounts Audit.

KEY ISSUES

Council's external auditors are Merit Partners Pty Ltd contracted for a 4 year (FY) term ending 30 June 2023. Senior Finance staff and Merits have held several discussions in relation to the audit plan for 2021/22 and a client planning meeting on the 27 April 2022. They have agreed the main components and updated timeframes of the plan. Key to this discussion was: requirements at both interim and final audit visits; asset valuations and timing of the reports. The draft Audit Plan is attached.

DISCUSSIONGeneral Audit Preparation

The internal year-end timetable has been updated setting specific functions across the finance staff. The interim audit commenced on Monday 9 May, for two weeks. The draft Annual Financial Statements (AFS) will be completed and provided to auditors by 31 August 2021. Several adjustments have been made to the financial statement template from LG Solutions, which will assist with the preparation of the AFS. The notable change is migrating the AFS from excel to LG Solutions cloud option.

New Accounting Standards

There are no new accounting standards being adopted for the 2021/22 financial year. The three new accounting standards from the previous years were applied to the 202/21 financial statements: AASB 15 Revenue from Contracts with customers, AASB 9 Financial Instruments and AASB 16 Leases.

Valuations

The City of Darwin's major asset classes are revalued on a revolving cycle. For the 2021/22 year the Pathways and Transport classes are being revalued. The Valuer for this task was selected through a tender process, where the Valuer Assetic Pty Ltd was awarded the contract. To assist with the tight timeframe for completing the AFS, the valuation has commenced early but still prepares the valuation as at 30 June 2022. The Asset and Finance teams are currently working through the data and aligning items with previous values and expectations. Initial feedback has been provided to the Valuer, with the final version of the document still to be received.

Waste Remediation Provision

Calculating the Waste Remediation provision will be undertaken by the Finance Team. This work commenced in June to assist with the prompt completion of the AFS. The work is based on the "Whole of Life Models" and will form the basis of the notes for the AFS.

System Changes

There have been no significant systems changes during the 2021/22 financial year.

Conclusion

It is planned to have considerable work completed for the interim audit, particularly in the areas of Waste Remediation and the draft Asset Valuations. This will provide the opportunity to gain early confirmation with the audit team and assist with a positive audit outcome.

PREVIOUS COUNCIL RESOLUTION

Nil

STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.4 Accountability
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	Budget/Funding: \$66,300 Is Funding identified: Yes
LEGISLATION / POLICY CONTROLS OR IMPACTS	Legislation: S208 of the Local Government Act 2019 requires Councils Annual Financial Statements are audited.

CONSULTATION, ENGAGEMENT & COMMUNICATION	Engagement Level: Consult Internal: Finance and Assets Team External: Nil
DECLARATION OF INTEREST	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>

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Report: 2021/22 Annual Financial Statements - Audit Work Plan

Attachment: Draft Audit Plan 2021/22

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6.3 RISK REVIEW AND ASSESSMENT - JUNE 2022

Author: Senior Risk and Assurance Advisor
Authoriser: Acting General Manager Corporate
Attachments: Nil

RECOMMENDATIONS

1. THAT the report entitled Risk Review and Assessment June 2022 be received and noted.

PURPOSE

The purpose of this report is to provide an update to the Risk Management and Audit Committee (RMAC) on Council's Risk Management environment, including progress on the implementation of the Camms system.

KEY ISSUES

- Four Camms modules within the risk environment are now live, with a further two remaining.
- HR Integration has been finalised and pushed into the live environment.
- Training has been undertaken with responsible officers for Camms Audit with all future reporting to be conducted in the Camms system.
- Training and project rollout for the Camms Incident is occurring for Regulatory Services and the Outreach teams for the recording of statistical information.
- The general incident training package has been completed, and rollout will occur once the final process review has been undertaken with the recently recruited WHS Manager with support from the HR and Safety team.
- Operational risk is currently being reviewed by relevant officers, and an updated register will be presented to the next meeting of the Committee.

DISCUSSION

At the previous RMAC meeting held on 29 April 2022, the Committee was provided an update on the implementation of the Camms Enterprise Risk Management System, encompassing modules for the management of Council's risk register, audit programs, incidents, and compliance requirements.

Since the previous meeting, HR Integration to Camms has been finalised. The completion of this task has allowed for training to be completed for several modules, and these are now being actively used by specific groups across the organisation and further rollouts will continue. Progress remains unchanged on the Induction and Inspection modules while we await resourcing within the WHS space.

The progress on each of these modules is per the below table:

Module	Scoping	Config. Review	Admin. Training	UAT Start	UAT Sign-Off	Go-Live
Risk	✓	✓	✓	✓	✓	✓
Audit	✓	✓	✓	✓	✓	✓
Incident	✓	✓	✓	✓	✓	✓
Compliance	✓	✓	✓	✓	✓	✓
Inspection	✓	✓	✓	TBC	TBC	TBC
Induction	✓	TBC	TBC	TBC	TBC	TBC

Camms Risk

The Camms Risk module has been developed with consideration for Council's three main risk categories of: Strategic Risk, Operational Risk, and Project Risk.

Camms training has been prepared and presented to the leadership group at City of Darwin, and plans to roll out this training to other staff members will be progressed in line with the rollout of the risk workshops and externally facilitated risk training due to occur later in this calendar year.

The Camms Risk module is fully operational. Camms Risk Reports have been prepared for the Committee and are discussed further in this report.

Camms Audit

The Camms Audit module transitioned to the live environment in July 2021, and several audits have subsequently been loaded into the system.

Training for the Camms Audit program has been held with responsible officers, with all future reporting against findings and recommendations to occur in Camms.

A Camms Audit report has been prepared and presented to the Committee as part of the Internal Audit Update for this meeting.

Camms Incident

At the last meeting of the Committee, it was discussed that the finalisation of the HR Integration piece would facilitate the rollout of the module to the wider organisation. Teams from Regulatory Services and Outreach are undergoing training and pre-rollout planning for the Incident module so they can commence recording interactions and engagements through Camms and retire the existing GoCanvas software.

A training plan for staff has been developed for general incident lodgement, such as injuries and motor vehicle accidents. A final review of the internal processes for recorded incidents is due to take place with the newly recruited WHS Manager and HR and Safety team prior to Civic Centre-wide training commencing.

Camms Compliance

There is no further update to provide on Camms Compliance since the previous meeting of RMAC. The body of work to transfer internal and external documents into the relevant registers is underway. As part of this process, significant work is being undertaken to update the policies and procedures of each team into a new approved format.

Officers are currently prioritising the updates to documents and reporting on compliance activities will occur after this has been completed, and after training has been prepared for responsible officers.

Camms Inspection & Induction

No further updates are available for the Inspection and Induction modules since the previous meeting. The admin training and system configuration for Inspection was underway from the end of 2021, however, has since been placed on hold. This project should recommence once there are additional resources available within the HR & Safety team to provide support for this body of work.

The Induction module has had preliminary scoping and is expected to be picked back up over the coming months.

City of Darwin Risk Registers

Strategic Risk

Since the previous meeting of RMAC, phase one of the Strategic Risk Review has been completed, with each of the responsible officers for Risk Actions recording their responses against the relevant records.

During the next phase of the review, it is expected that due dates will be allocated to each of the risk actions, and work will be undertaken to review the current risk controls. The third phase of the review will see a complete assessment of the risk against City of Darwin's Risk Framework to ensure completeness, as well as relevance to the current needs of the organisation.

A Camms report will be prepared for RMAC at the completion of the second phase of the Strategic Risk Review.

Operational Risk

Operational Risk workshops for the Shoal Bay, Waste & Environment section, and the Operations area were held during the months of March and April 2022. From this, a risk register has been developed outlining the highest priority risks for each of the relevant sections.

The second phase of the risk review is currently underway. Meetings have been held with key responsible officers encompassing a full review of items on the register as well as updates on the current risk actions, including commentary, percentage completion and due dates. As this is currently in process reports have not been prepared for the Committee. A full report will be presented at the next meeting of RMAC in October.

Project Risk

City of Darwin's Project Risk Register will be an ongoing piece of work, with resources being directed toward developing the Strategic Risk and Operational Risk Registers as a primary concern.

PREVIOUS COUNCIL RESOLUTION

N/A

STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.3 Decision Making and Management
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	N/A
LEGISLATION / POLICY CONTROLS OR IMPACTS	N/A
CONSULTATION, ENGAGEMENT & COMMUNICATION	N/A
DECLARATION OF INTEREST	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>

6.4 UPDATE ON INTERNAL AUDIT PLAN - JUNE 2022

Author: Acting General Manager Corporate
Authoriser: Interim Chief Executive Officer
Attachments: Nil

RECOMMENDATIONS

1. THAT the report entitled Update on Internal Audit Plan – June 2022 be received and noted.

PURPOSE

The purpose of this report is to update the Risk Management and Audit Committee (RMAC) on delivery of the Internal Audit Program.

KEY ISSUES

- The Procurement Audit is underway.
- The IT Architecture Review and Systems Mapping review is underway and is in the final phase.
- The final report on Taxation Compliance has been completed.
- Due to budget priorities, the Fringe Benefits Taxation audit will commence upon conclusion of the draft budget development.

DISCUSSION**Procurement**

As previously advised, City of Darwin has engaged Deloitte to undertake an Internal Audit into Procurement. This audit is underway, and a draft report will be provided to City of Darwin in a few weeks which will be then loaded into CAMMS.

Enterprise IT Systems Mapping

City of Darwin has commissioned KPMG to undertake an IT Architecture Review and Systems Mapping review over the coming months. This project consists of 3 phases:

1. Understand CoD's requirements and review the current IT landscape
2. Define the guiding principles for future IT requirements and identify an initial list of achievable initiatives
3. Build a roadmap of systems projects based on priority and need.

This process is now in the third phase and is due to be completed by the end of June.

Taxation Compliance

As previously advised, City of Darwin has engaged BDO to undertake an Internal Audit into Taxation Compliance. A final report has been provided to City of Darwin, which is currently being reviewed by staff.

Fringe Benefits Taxation

As previously advised, due to budget development being led by the Finance Team, this project has not yet commenced. This will commence upon the draft budget being finalised in the coming weeks.

Audit Register

With the completion of the HR integration into CAMMS, staff are now being trained in usage of the CAMMS module. This will ensure that an Audit Register can be provided to this committee on an ongoing basis.

PREVIOUS COUNCIL RESOLUTION

N/A

STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.4 Accountability
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	N/A
LEGISLATION / POLICY CONTROLS OR IMPACTS	N/A
CONSULTATION, ENGAGEMENT & COMMUNICATION	N/A
DECLARATION OF INTEREST	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p>

	If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).
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7 QUESTIONS BY MEMBERS

8 GENERAL BUSINESS

8.1 YourDarwin Website - demonstration

Common No.

THAT

9 CLOSURE OF MEETING TO THE PUBLIC

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 Current Asset Management Plan Suite

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.

12.2 Shoal Bay Waste Management Facility - Update June 2022

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 Corporate Services Report: April 2022

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.

12.4 Work Health & Safety Report - April 2022

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.

12.5 Notification Register - June 2022

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.



MINUTES

Risk Management & Audit Committee Meeting

Friday, 29 April 2022

**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, 29 APRIL 2022 AT 9.00AM**

PRESENT: Chair Roland Chin, Councillor Jimmy Bouhoris, Councillor Brian O'Gallagher, Councillor Morgan Rickard, Member Sanja Hill, Member Ninad Sinkar

OFFICERS: Simone Saunders (Interim Chief Executive Officer); Chris Kelly, (A/GM Corporate); Russell Holden (EM Finance); Brooke Prince (Senior Risk & Assurance Advisor); Irene Frazis (Financial Controller); Iain MacPherson (Senior Accountant)

APOLOGY: Member Shane Smith

GUESTS: Mun-Li Chee, Merit Partners; Abraham Apit, Merit Partners

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1 MEETING DECLARED OPEN

RECOMMENDATIONS

The Chair declared the meeting open at 9.11 am.

2 APOLOGIES AND LEAVE OF ABSENCE

COMMITTEE RESOLUTION RMAC014/22

Moved: Councillor Jimmy Bouhoris

Seconded: Councillor Brian O'Gallagher

THAT the apology from Member Shane Smith be received & noted.

CARRIED 6/0

3 ELECTRONIC MEETING ATTENDANCE

3.1 ELECTRONIC MEETING ATTENDANCE GRANTED

COMMITTEE RESOLUTION RMAC015/22

Moved: Councillor Jimmy Bouhoris

Seconded: Member Sanja Hill

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 April 2022:

- Member Ninad Sinkar

CARRIED 6/0

3.2 ELECTRONIC MEETING ATTENDANCE REQUESTED

RECOMMENDATIONS

Nil

4 DECLARATION OF INTEREST OF MEMBERS AND STAFF

4.1 DECLARATION OF INTEREST BY MEMBERS

RECOMMENDATIONS

- F. 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)
- G. Mr Shane Smith Director of Territory Tarmac Rally, an event which will require engagement and support from City of Darwin. (27/11/20)
- H. 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:

- I. 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.
- J. President of Chung Wah Society Inc.
- K. Northern Territory General Practice Education Ltd – Finance and Audit Committee
- L. Chair of Audit and Risk Committee of Venture Housing Company Limited
- M. Chair of Audit, Finance & Risk Committee of Larrakia National Aboriginal Corporation.

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

- B. Any items relating to PowerWater.

Member Sanja Hill advised of the following representations (29/10/21):

- C. currently providing advisory services to NTG and MACC.

4.2 DECLARATION OF INTEREST BY STAFF

Nil

5 CONFIRMATION OF PREVIOUS MINUTES

COMMITTEE RESOLUTION RMAC016/22

Moved: Councillor Brian O'Gallagher

Seconded: Member Sanja Hill

That the minutes of the Risk Management & Audit Committee Meeting held on 25 February 2022 be confirmed.

CARRIED 6/0

6 ACTION REPORTS

6.1 UPDATE ON EMERGENCY MANAGEMENT - APRIL 2022

COMMITTEE RESOLUTION RMAC017/22

Moved: Councillor Jimmy Bouhoris

Seconded: Councillor Brian O'Gallagher

1. THAT the report entitled Update on Emergency Management be received and noted.

CARRIED 6/0

COMMITTEE RESOLUTION RMAC018/22

Moved: Councillor Jimmy Bouhoris

Seconded: Councillor Brian O'Gallagher

The the Draft Audit Plan 2022 tabled, and presentation from representatives of Merit Partners, be received and noted

CARRIED 6/0

6.2 RISK REVIEW AND ASSESSMENT - APRIL 2022

COMMITTEE RESOLUTION RMAC019/22

Moved: Councillor Brian O'Gallagher

Seconded: Councillor Morgan Rickard

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

CARRIED 6/0

6.3 UPDATE ON INTERNAL AUDIT PLAN - APRIL 2022

COMMITTEE RESOLUTION RMAC020/22

Moved: Member Sanja Hill

Seconded: Member Ninad Sinkar

1. THAT the report entitled Update on Internal Audit Plan – April 2022 be received and noted.

CARRIED 6/0

6.4 REVIEW OF DELEGATIONS

COMMITTEE RESOLUTION RMAC021/22

Moved: Councillor Jimmy Bouhoris

Seconded: Chair Roland Chin

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

Councillor Morgan Rickard requested that his dissent be recorded in the minutes.

CARRIED 5/1

6.5 QUARTERLY PERFORMANCE REPORT: JANUARY - MARCH 2022 (Q3)**COMMITTEE RESOLUTION RMAC022/22**

Moved: Councillor Brian O'Gallagher

Seconded: Councillor Jimmy Bouhoris

1. THAT the report entitled Quarterly Performance Report: January – March 2022 (Q3) be received and noted.

CARRIED 6/0

7 QUESTIONS BY MEMBERS**RECOMMENDATIONS**

Nil

8 GENERAL BUSINESS**COMMITTEE RESOLUTION RMAC023/22**

Moved: Chair Roland Chin

Seconded: Councillor Brian O'Gallagher

8.1 Your Darwin Website – demonstration

THAT the demonstration of Your Darwin be deferred to the next RMAC Meeting

8.2 RMAC Meeting Dates

THAT the dates for the next RMAC Meetings be amended as follows and updated Outlook Calendar invites sent to all Risk Management & Audit Committee Members:

- . Friday 24 June 2022 - rescheduled to Friday 17 June 2022
- . Friday 28 October 2022 – rescheduled to Friday 21 October 2022

CARRIED 6/0

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 – Risk Assessment - April 2022 Update

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 Corporate Services Report: February/March 2022

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.

12.3 Work Health & Safety Report - February / March 2022

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.

12.4 Notification Register - April 2022

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 10.56 am

The minutes of this meeting were confirmed at the Risk Management & Audit Committee held on 17 June 2022.

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CHAIR