



AGENDA

Risk Management & Audit Committee Meeting

Friday, 29 October 2021

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

Date: Friday, 29 October 2021

Time: 9.00am

**Location: Meeting Room 1
Level 1, Civic Centre
Harry Chan Avenue, Darwin**

**Scott Waters
Chief Executive Officer**

RISK MANAGEMENT & AUDIT COMMITTEE MEMBERS

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

GUESTS

From 9.00am MunLi Chee 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)**

OFFICERS

Chief Executive Officer, Scott Waters
Chief Financial Officer, Simone Saunders
Executive Manager Finance, Russell Holden
Executive Manager Corporate & Customer Service, Chris Kelly

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1 MEETING DECLARED OPEN**2 APOLOGIES AND LEAVE OF ABSENCE****2.1 Apologies****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, 29 October 2021:

- 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:

- D. 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.
- E. President of Chung Wah Society Inc.
- F. Northern Territory General Practice Education Ltd – Finance and Audit Committee
- G. Chair of Audit and Risk Committee of Venture Housing Company Limited

- H. Chair of Audit, Finance & Risk Committee of Larrakia National Aboriginal Corporation.

5 CONFIRMATION OF PREVIOUS MINUTES

Risk Management & Audit Committee Meeting - 25 June 2021

6 ACTION REPORTS

6.1 RMAC 2021/22 PROPOSED MEETING DATES AND REPORT SCHEDULE

Author: Executive Manager Corporate & Customer Services

Authoriser: Chief Financial Officer

Attachments: 1. RMAC 2021/22 Proposed Meeting Dates and Report Schedule

RECOMMENDATIONS

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.

PURPOSE

The purpose of this report is to for the Risk Management & Audit Committee (RMAC) to consider the proposed 2022 meeting dates and report schedule.

KEY ISSUES

- Proposed meeting dates for 2022 are February, April, June and October.

DISCUSSION

The RMAC Terms of Reference (TOR) were endorsed by Council 28 September 2021 [**Part Resolution No. ORD242/21**]

“Subject to direction by Council, the Committee will set its meeting schedule for the calendar year at the last meeting of the year prior.

The Committee will meet a minimum of four (4) times per year at times and dates set by the committee”.

Further to requirements in the RMAC Terms of Reference, a proposed 2022 meeting date calendar and prospective agenda items table is provided as **Attachment 1**. Proposed meeting dates for 2022 are in February, April, June and October.

PREVIOUS COUNCIL RESOLUTION

N/A

STRATEGIC PLAN ALIGNMENT

6 Governance Framework
6.4 Accountability

CRITICAL DATES

N/A

BUDGET / FINANCIAL	N/A
RISK ASSESSMENT	<p> Assets & Infrastructure <input type="checkbox"/> Environment & Waste <input type="checkbox"/> Financial <input type="checkbox"/> Info Comms & Tech <input type="checkbox"/> Legal & Compliance <input type="checkbox"/> Ops & Service Delivery <input type="checkbox"/> Reputation & Brand <input type="checkbox"/> Work Health & Safety <input type="checkbox"/> </p> <p>In accordance with City of Darwin Risk Management Framework, the post treatment, mitigation risk is: Very Low</p>
LEGISLATION / POLICY CONTROLS OR IMPACTS	<p>Legislation: N/A</p> <p>Policy: N/A</p>
RESOURCE IMPLICATIONS	N/A
CONSULTATION & ENGAGEMENT	N/A
COMMUNICATION PLAN FOR THIS INITIATIVE	N/A
PLACE SCORE STATEMENT	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>

RMAC 2021/22 Proposed Meeting Dates and Report Schedule

Item	October	February	April	June	October
Proposed Meeting Dates and Report Schedule					
Appointment of Members					
Review of Council's Procurement Framework					
Privacy Management Update					
Review of Draft Annual Financial Statements					
Review of Draft Annual Report					
Review of Audit Preparation					
Assessment of Committee Performance and Terms of Reference Review					
Special Purpose Compliance Review					
Review of Panel Contracting					
Review of Delegations					
Update on Emergency Management					
Corporate Services Report *					
Work Health & Safety Report					
Update on Internal Audit Plan					
Notification Register					
Shoal Bay Waste Management Facility Risk Update					
Risk Review and Assessment					

***Includes insurance, legal services, safety and human resources. From February 2022 WHS will have a separate report.**

6.2 RISK MANAGEMENT AND AUDIT COMMITTEE ASSESSMENT OF COMMITTEE PERFORMANCE AND TERMS OF REFERENCE REVIEW

Author: Executive Manager Corporate & Customer Services

Authoriser: Chief Financial Officer

Attachments: 1. Risk Management and Audit Committee Terms of Reference

RECOMMENDATIONS

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

PURPOSE

The purpose of this report is to provide the outcomes of the assessment of RMAC's performance and inform RMAC of the new Terms of Reference.

KEY ISSUES

- A review of RMAC's performance has also been undertaken.
- Overall, the committee scored quite highly with an 85% satisfaction level.
- City of Darwin is responding to the areas identified for improvement.
- The Terms of Reference have been reviewed and some changes have been implemented, including an increase in membership.

DISCUSSION

Assessment of Performance

A review of RMAC's performance was undertaken and this review consisted of a self-assessment questionnaire completed by RMAC members and senior staff on the following topics:

- Terms of Reference
- Skills and Experience of committee members
- Understanding Council
- Performance of RMAC
- Management Commitment and Support
- Internal Audit
- External Audit

Overall, the committee scored quite highly with an 85% satisfaction level. Of particular significance to this report, feedback indicated that the Terms of Reference achieved the following:

- clearly articulates the Committee's roles and responsibilities and provides it with the necessary authority to discharge them
- facilitates and supports the effective operation of the Committee
- ensures the Committee is sufficiently independent from the management of Council

Areas identified for improvement include ensuring that RMAC has the desired mix of skills to allow it to effectively discharge its responsibilities, access to knowledge and training, and growing City of Darwin's risk maturity, including developing an operational risk register.

In response, Council has increased the number of Committee members from 5 to 7 and refreshed the committee's membership and will further engage with members in relation to training and the provision of specialist advice. City of Darwin is also growing its risk maturity, with the delivery of risk management resources including training and the rollout of CAMMS software to enhance reporting and accountability. This has seen the delivery of a Strategic Risk Register, with work underway in developing Operational and Project Risk Registers.

Terms of Reference

The *Local Government Act 2019* requires Council to adopt terms of references to guide the operation of Committees. These were adopted in the first meeting of the 23rd Council and are provided for RMAC's information and discussion.

The Terms of Reference have been reviewed and some changes have been implemented:

- The layout for the Terms of Reference has been updated to align with City of Darwin consistent Terms of Reference templates for committees.
- Updates have been made to align with the new Local Government Act which became effective on 1 July 2021 and to reflect City of Darwin's increased focus on risk management.
- Provision has been made for a Deputy Chair to act in the absence of a Chair.
- Membership has been expanded from 5 to 7 members, now consisting of 3 Elected Members and 4 Community Members. The Lord Mayor remains an ex-officio member.

The approved Terms of Reference are at **Attachment 1**.

PREVIOUS COUNCIL RESOLUTION

At the 28 September 2021 meeting Council resolved:	
2. THAT Council, pursuant to Section 86 of the <i>Local Government Act 2019</i> , establishes the Risk Management and Audit Committee and <u>ADOPTS</u> the committee Terms of Reference provided at Attachment 10 .	
STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.1 Vision and Culture
CRITICAL DATES	Nil
BUDGET / FINANCIAL	N/A
RISK ASSESSMENT	<p> Assets & Infrastructure <input type="checkbox"/> Environment & Waste <input type="checkbox"/> Financial <input type="checkbox"/> Info Comms & Tech <input type="checkbox"/> Legal & Compliance <input checked="" type="checkbox"/> Ops & Service Delivery <input type="checkbox"/> Reputation & Brand <input type="checkbox"/> Work Health & Safety <input type="checkbox"/> </p> <p>In accordance with City of Darwin Risk Management Framework, the post treatment, mitigation risk is: Very Low</p> <p>Risks identified, in relation to this report, will be managed by ensuring good governance practices are implemented.</p>
LEGISLATION / POLICY CONTROLS OR IMPACTS	<p>Legislation: <i>Local Government Act 2019</i></p> <p>Policy: Meetings - 043</p>
RESOURCE IMPLICATIONS	N/A
CONSULTATION & ENGAGEMENT	N/A
COMMUNICATION PLAN FOR THIS INITIATIVE	N/A
PLACE SCORE STATEMENT	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>



RISK MANAGEMENT AND AUDIT COMMITTEE

TERMS OF REFERENCE

1 PURPOSE

The City of Darwin Risk Management and Audit Committee (Committee) is established in accordance with section 86 of the *Local Government Act 2019*. The purpose of the Committee is to provide independent assurance and assistance to the Council and the Chief Executive Officer in matters relating to the monitoring of the risk management framework, financial reporting processes, compliance, performance of auditors and the audit program.

2 SCOPE

In relation to the monitoring of the risk management framework, financial reporting processes, compliance, performance of auditors and the audit program, the Committee will:

- consider officers reports and provide recommendations to the Council as required
- provide a forum to enable matters to be reviewed and discussed.

3 AUTHORITY

The Risk Management and Audit Committee is subject to the control and direction by the Council.

The Risk Management and Audit Committee does not have any delegation to make decisions. The Committee is able to put recommendations to Council for endorsement, and then may be responsible for completing the action determined by Council resolution.

The Committee is authorised to:

- obtain any information it requires from any member of staff and/or external party
- discuss any matters with internal and/or external auditors, or other external parties
- request, via the Chief Executive Officer, the attendance of any member of staff at Committee meetings
- request external legal or other professional advice, as considered necessary to meet its responsibilities

Risk Management and Audit Committee - Number

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Version: 1

Decision Number: ORDxxx/21

Adoption Date: 28/09/2021

Responsible Officer: Chief Executive Officer

Next Review Date: 28/09/2025

Electronic version current. Uncontrolled copy valid only at time of printing.



4 ROLES AND FUNCTIONS

In accordance with Section 87 of the *Local Government Act 2019* the Risk Management and Audit Committee has the following functions:

- (a) To monitor and review the integrity of the council's financial management
- (b) To monitor and review internal controls
- (c) To make recommendations to council about any matters the committee considers require the council's consideration as a result of the committee's functions outlined in (a) and (b).

Further, the City of Darwin Risk Management and Audit Committee will undertake the following key responsibilities and functions:

- (a) monitor the performance of City of Darwin's risk management framework, including strategic, operational and project risk assessments
- (b) oversee the internal and external audit functions including development of audit programs, the conduct of audits by appropriately qualified personnel, the monitoring of audit recommendations and findings, management responses, and the implementation of actions
- (c) review quality of annual financial statements and other performance reporting documents (such as annual reports) prior to their adoption by the Council
- (d) review management's responses to external audit recommendations and monitor implementation of the agreed recommendations
- (e) meet with the external and internal auditors at least once each year to receive direct feedback about any key risk and compliance issues, and to provide feedback about the auditor's performance

5 MEMBERSHIP

5.1 CHAIR

The Chair of the Risk Management and Audit Committee will be an Independent Chair appointed by Council.

The Chair will be appointed from the community membership of the committee in accordance with section 86(4) of the *Local Government Act 2019* for a term of no greater than two years.

In addition to the duties and responsibilities as a committee member, the Chair shall:

- (a) provide leadership and direction to the Risk Management and Audit Committee including overseeing meeting procedure at the meeting;
- (b) ensure effective communication between the Committee, Chief Executive Officer, management, External Audit, Internal Audit; and
- (c) ensure the independence and objectivity of the committee functions are maintained.



5.2 MEMBERS

Membership of the committee will be appointed by Council resolution pursuant to section 86(2) of the *Local Government Act 2019*.

The Committee will comprise seven (7) members:

- three (3) Council Members;
- four (4) Community Members;
 - at least one (1) of whom should be either a Certified Practising Accountant or a Chartered Accountant
 - at least one (1) be qualified or have significant business experience in the field of risk management
- the Committee may appoint a Deputy Chair for the purposes of chairing a meeting if the Chair is not present or at a meeting as required.
- preference will be given to local representation; however, the Council may appoint members from outside the Darwin local government area to ensure appropriate expertise
- the Chief Executive Officer or Acting Chief Executive Officer will attend all meetings.
- The Lord Mayor may attend as an ex-officio.

6 MEETINGS

The Risk Management and Audit Committee will adhere to the requirements for meetings as outlined in the *Local Government Act 2019*, *Local Government (General) Regulations 2021* and *City of Darwin Policy, Meetings – 043*.

6.1 FREQUENCY OF MEETING AND LOCATION

Subject to direction by Council, the Committee will set its meeting schedule for the calendar year at the last meeting of the year prior.

The Committee will meet a minimum of four (4) times per year at times and dates set by the committee.

Special meetings can be convened by the Chief Executive Officer on the request of the Chair, or a majority of committee members. The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the special meeting.

6.2 VOTING

A resolution of the committee will be passed by a majority vote. A majority vote is half plus 1 of the members present at the meeting

The chair must exercise, in the event of an equality of votes, a second or casting vote.

7 CODE OF CONDUCT

All members are accountable to the *Local Government Act 2019* Code of Conduct, Schedule 1. This includes the requirement to declare gifts and/or benefits.

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Version: 1	Decision Number: ORDxxx/21	Adoption Date: 28/09/2021
Responsible Officer: Chief Executive Officer		Next Review Date: 28/09/2025

Electronic version current. Uncontrolled copy valid only at time of printing.



8 CONFLICT OF INTEREST

On appointment to a Committee, all members must identify if there are any conflicts of interest in performing their role on the committee.

Conflicts of Interest must also be identified at any meeting in which a member has a conflict of interest on a matter.

9 SECRETARIAT

City of Darwin will provide secretarial services to the Committee. This includes assisting the CEO to ensure:

- The business papers are distributed four business days prior to a meeting and posted on the website
- Proper minutes are kept and ensure that they are tabled at the next meeting of Council

10 REVIEW AND PERFORMANCE EVALUATION

10.1 TERMS OF REFERENCE

The Terms of Reference will be reviewed every two years by the Committee and formally approved by the Council.

10.2 PERFORMANCE EVALUATION

The Chief Executive Officer will initiate a review of the performance of the Committee at least once every two (2) years. The review will be on an internal assessment basis with appropriate input from the Council, Chief Executive Officer and senior staff, internal and external auditors, and any other relevant stakeholders.

11 RESPONSIBILITY / APPLICATION

All members of the committee will be asked to sign the Terms of Reference as part of their induction to the committee, to ensure they are aware of their responsibilities under the *Local Government Act 2019* as member of a Council appointed committee.

These Terms of Reference were adopted by Council on 28 September 2021.

Name: _____

Signature: _____



6.3 UPDATE ON INTERNAL AUDIT PLAN

Author: Executive Manager Corporate & Customer Services
Authoriser: Chief Financial Officer
Attachments: Nil

RECOMMENDATIONS

1. THAT the report entitled Update on Internal Audit Plan 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

- BDO has been appointed by City of Darwin to undertake an Internal Audit into Taxation Compliance.
- City of Darwin will also shortly call for submissions for an Internal Audit on Procurement and Contract Management.
- City of Darwin remains committed to providing an ongoing Internal Audit Issues Register to RMAC pending completion of the implementation of the CAMMS Audit module.

DISCUSSION

As previously advised, City of Darwin's Internal Audit program has seen internal audits completed into Fleet Management and Maintenance, IT Hardware and Software Security, ICT Operations Review, Data Action Plan.

BDO has been appointed by City of Darwin to undertake an Internal Audit into Taxation Compliance. This will consider:

- Internal expertise and documentation
- Legislative interpretation and application
- The appropriate use of taxation tables and thresholds
- Review of the application of GST to fees and charges
- Review of interpretation and application of the Fair Work Framework
- Appropriate calculation and treatment of superannuation, including in circumstances such as the 2% voluntary contribution matching scheme
- Application of the Maximum Superannuation Contribution Base
- Calculation of superannuation in instances of separation and termination
- Remittance
- Calculation
- Reporting

Recommendations on the efficiency of the City of Darwin's compliance methods also form part of the scope.

City of Darwin will also shortly call for submissions for an Internal Audit on Procurement and Contract Management. The intended scope is a review of the underlying policy, procedure and systems for procurement, purchasing and contract management.

City of Darwin remains committed to providing an ongoing Internal Audit Issues Register to RMAC. The CAMMS Audit module is now live and is being populated with the outcomes of recent audits. Concurrent to this, a training program will be delivered to relevant staff and then reporting will commence. This will include reporting to RMAC.

PREVIOUS COUNCIL RESOLUTION

N/A

STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.4 Accountability
CRITICAL DATES	N/A
BUDGET / FINANCIAL	N/A
RISK ASSESSMENT	<p> Assets & Infrastructure <input checked="" type="checkbox"/> Environment & Waste <input type="checkbox"/> Financial <input checked="" type="checkbox"/> Info Comms & Tech <input type="checkbox"/> Legal & Compliance <input checked="" type="checkbox"/> Ops & Service Delivery <input checked="" type="checkbox"/> Reputation & Brand <input type="checkbox"/> Work Health & Safety <input type="checkbox"/> </p> <p>In accordance with City of Darwin Risk Management Framework, the</p>

	post treatment, mitigation risk is: Low
LEGISLATION / POLICY CONTROLS OR IMPACTS	N/A
RESOURCE IMPLICATIONS	N/A
CONSULTATION & ENGAGEMENT	N/A
COMMUNICATION PLAN FOR THIS INITIATIVE	N/A
PLACE SCORE STATEMENT	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 REVIEW OF PANEL CONTRACTING

Author: Executive Manager Corporate & Customer Services
Authoriser: Chief Financial Officer
Attachments: Nil

RECOMMENDATIONS

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

PURPOSE

The purpose of this report is to respond to the request from RMAC for a review of panel contracting.

KEY ISSUES

- A review of panel contracts has demonstrated that spend can be inconsistent due to contractor and product availability, product and service speciality, reporting, and contractors delivering other projects.
- There are opportunities for improvement in the management of panel contracts and this will be achieved through increased procurement training, monitoring expenditure, enhancing reporting, random sampling and reviewing delegations.
- City of Darwin will also soon undertake an internal audit on procurement and contract management.

DISCUSSION

At the previous Risk Management and Audit Committee meeting, the Committee requested:

“THAT Council Officers undertake a review of Panel Contracts and provide a report to the next RMAC meeting on scope of internal audit and/or review”.

City of Darwin has several panel contracts including:

- Civil Works
- Dry Hire Plant & Equipment
- Pavement Marking Services
- Arboriculture Services
- Project Management Services
- Outsourced Internal Audit Services
- Employee Assistance Program
- Temporary Labour Services
- Plumbing Services
- Electrical Services
- Traffic Control
- Periodic Supply of LED Luminaires

A review of panel contracts has demonstrated that spend is generally inconsistent as use of certain providers is tailored to meet specific requirements. This is due to factors including contractor and product availability, product and service speciality, reporting and contractors delivering other projects.

For the committee’s information, the largest panel spend is the Civil Works Panel:

- DTA Contractors Pty Ltd \$2,934,877.63
- General Excavators \$3,616,815.82
- Mousellis & Sons Pty Ltd \$9,910,677.94
- Omega Concreting and \$2,463,606.42

Civil Construction

However, in terms of an even spend across different contractors, advice received from the Engineering and City Services department is that City of Darwin often relies on the differing specialities of contractors. Also, as an example, even though there is a lower spend on the panel, DTA Contractors Pty Ltd has recently undertaken 3 additional projects at Shoal Bay Waste Management Facility worth \$20.6 million.

The largest service contract panel which recently concluded, and saw significant work provided to all vendors is Arboriculture Services:

- Active Tree Services \$2,491,427.83
- LTD \$1,538,757.56
- Paradise Landscaping \$1,379,805.54
- Remote Area Tree Services \$1,801,089.57

Contracts such as Temporary Labour Services and Employee Assistance Program depend heavily on availability, or in the case of the employee Assistance Program, personal choice as well. Trade based contracts including plumbing and electrical have seen uneven spending

patterns, and it is acknowledged that the distribution of spending can be more even. Further review to ensure that expenditure is being recorded correctly is also required.

There are further opportunities to improve the management of panel contracts, including

- Additional awareness training for teams supervising the panel contracts, in relation to oversight, reporting and value for money propositions
- Reviewing internal delegations, authorisations, Executive Manager oversight and approvals.

As noted in the Internal Audit report on this agenda, City of Darwin will also soon undertake an Internal Audit on procurement and contract management. The scope of this will include:

- Review of the underlying policy, procedure and systems for sourcing activities, including:
 - adherence to procurement thresholds
 - appropriate use of exemptions
 - appropriate documentation, especially for exemptions
 - appropriate treatment of Conflict of Interest
- Review of the underlying, policy, procedure and systems for purchasing, including:
 - management of contracts once awarded
 - equitable distribution of expenditure in panel contracts
 - quotations, raising of Purchase Orders and payments that are potentially arranged via other means, emails etc
 - matching processes for invoices and Purchase Orders or other authorities

PREVIOUS COUNCIL RESOLUTION

N/A

STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.4 Accountability
CRITICAL DATES	N/A
BUDGET / FINANCIAL	N/A
RISK ASSESSMENT	<p> Assets & Infrastructure <input type="checkbox"/> Environment & Waste <input type="checkbox"/> Financial <input checked="" type="checkbox"/> Info Comms & Tech <input type="checkbox"/> Legal & Compliance <input checked="" type="checkbox"/> Ops & Service Delivery <input type="checkbox"/> Reputation & Brand <input checked="" type="checkbox"/> Work Health & Safety <input type="checkbox"/> </p> <p>In accordance with City of Darwin Risk Management Framework, the post treatment, mitigation risk is: Low</p>
LEGISLATION / POLICY CONTROLS OR IMPACTS	N/A

RESOURCE IMPLICATIONS	N/A
CONSULTATION & ENGAGEMENT	N/A
COMMUNICATION PLAN FOR THIS INITIATIVE	N/A
PLACE SCORE STATEMENT	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>

6.5 RISK MANAGEMENT UPDATE OCTOBER 2021

Author: Senior Risk and Assurance Advisor
Executive Manager Corporate & Customer Services

Authoriser: Chief Financial Officer

Attachments: Nil

RECOMMENDATIONS

1. THAT the report entitled Risk Management Update October 2021 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

- Three CAMMS modules within the risk environment are now live, with a further two remaining.
- CAMMS Incident is the next module to go live, with an expected timeframe of November 2021.
- A training program on the use of CAMMS for Council officers is under development.
- City of Darwin's Operational Risk Register will undergo redevelopment over the second quarter of the financial year to help build risk maturity across the organisation.

DISCUSSION

At the previous RMAC meeting held on 25 June 2021, 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, City of Darwin officers have completed the go-live for two further modules, Audit and Compliance, with the Incident module due to be transitioned into the live environment by early November 2021. Work has also commenced on the Inspection and Induction module, with the configuration work underway, and administrator training due to commence over the coming weeks.

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	✓	✓	✓	✓	✓	Nov 2021*
Compliance	✓	✓	✓	✓	✓	✓
Inspection & Induction	✓	Underway	Nov 2021	TBC	TBC	TBC

* programmed date is subject to change

CAMMS Risk

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

Since the go-live for CAMMS Risk in June 2021 Council's Strategic Register has been finalised, with Council's 12 strategic risks entered into CAMMS. A training program is currently under development by City of Darwin officers, and will be rolled out to Council's Executive and management teams, followed by team leaders and operational staff. It is expected an update on Council's Strategic Risks will be presented at the next RMAC meeting.

Council's Operational Risk Register is due to take shape over the second quarter of the financial year. City of Darwin has engaged an external consultant to work with staff and commence a review of current operational risks and redevelop the register to align with Council Policy *Risk Management Policy* which was approved by Council in April 2021. Through work in this space, several officers will complete two units in Risk Management through The Governance Institute, further building maturity within the risk environment across the organisation.

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

CAMMS Audit

The CAMMS Audit module transitioned to the live environment in July 2021, and several audits have subsequently been loaded into the system, including the recently finalised KPMG Fleet Audit, City of Darwin's most recent external audit, and the GWI IT reviews.

Training for the CAMMS Audit program is expected to be rolled out progressively to officers from November 2021, and once this has been completed responses to audits, and all action items will be updated in the CAMMS system, with reports able to be presented to future RMAC meetings.

CAMMS Incident

The final sign-off for Incident has recently been actioned, and the go-live is scheduled to occur within the coming weeks.

Upon implementation of CAMMS Incident, officers will be able to electronically report on incidents, near misses, and hazards, and City of Darwin will hold a register of injuries, motor vehicle accidents, property damage, breaches of compliance and more.

With this information City of Darwin plans to use the detailed reporting to review trends in events from a risk management perspective, rate these events, create actions, allocate responsible officers, and increase accountability for a safety culture across the organisation.

Like the other CAMMS modules, Incident will also be rolled out progressively. Civic Centre staff will be the first to migrate from paper forms into electronic reporting, and the timeframes are still to be determined in collaboration with the Organisational Development Team with reference to training and change management plans for staff.

CAMMS Compliance

The CAMMS Compliance system has been transitioned to the live environment, and City of Darwin's recently recruited Corporate Governance and Compliance Officer has been actively working to transfer internal and external documents into the relevant registers. 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

Since the previous RMAC meeting, the inspection and induction products have been separated from the Incident module for development and implementation.

The final scoping and configuration for these items is currently underway, and further progress will occur throughout the end of October and into November.

PREVIOUS COUNCIL RESOLUTION

NA

STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.3 Decision Making and Management
CRITICAL DATES	Nil
BUDGET / FINANCIAL	Budget/Funding: N/A Is Funding identified: N/A

RISK ASSESSMENT	<p> Assets & Infrastructure <input type="checkbox"/> Environment & Waste <input type="checkbox"/> Financial <input type="checkbox"/> Info Comms & Tech <input type="checkbox"/> Legal & Compliance <input type="checkbox"/> Ops & Service Delivery <input type="checkbox"/> Reputation & Brand <input type="checkbox"/> Work Health & Safety <input type="checkbox"/> </p> <p>In accordance with City of Darwin Risk Management Framework, the post treatment, mitigation risk is: Low</p>
LEGISLATION / POLICY CONTROLS OR IMPACTS	<p>Legislation: N/A</p> <p>Policy: N/A</p>
RESOURCE IMPLICATIONS	N/A
CONSULTATION & ENGAGEMENT	N/A
COMMUNICATION PLAN FOR THIS INITIATIVE	N/A
PLACE SCORE STATEMENT	
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>

6.6 DISASTER MANAGEMENT UPDATE / CYCLONE PREPAREDNESS

Author: Manager Emergency Planning and Response
Authoriser: Executive Manager Corporate & Customer Services
Attachments: Nil

RECOMMENDATIONS

1. THAT the report entitled Disaster Management Update / Cyclone Preparedness 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

- A dedicated Manager Emergency Planning and Response has commenced with CoD from May 2021.
- The CoD Emergency Plan is currently in final development, with the aim to develop an overarching All Hazards Plan that describes the council framework and policy for emergency management. It is expected that this will be released in November 2021.
- The CoD Cyclone Response Plan has been updated to v4.0 on 30 September 2021. This comprehensive Plan outlines CoD actions for all stages of a cyclone, as well as the conduct of Post Cyclone Recovery Operations.
- CoD pre-cyclone season preparations have been successfully completed, and CoD is well prepared for the cyclone season commencing on 1 November 2021.
- The CoD COVID-19 Response Plan has been updated to V2.1 on 13 Sep 2021. This plan outlines CoD actions in the event of COVID-19 outbreak in the NT. The Plan has been successfully used for the two NT COVID-19 Lockdowns in 2021 (27 Jun – 2 Jul 21, and 16-19 Aug 21).

DISCUSSION

Introduction

From May 2021 CoD has employed a dedicated Manager Emergency Planning and Response. This position reports to the Executive Manager Corporate and Customer Service. James (Jim) Ryan has been employed in this role and has commenced an overarching review of CoD approach to emergency and security management and response as detailed below.

One of the key tasks identified was to develop an *All Hazards* approach to CoD emergency planning. This work is underway.

All Hazards Emergency Plan

The aim of the CoD Emergency Plan is to enable the Council to effectively Prevent, Prepare, Respond and Recover from emergencies. The CoD Emergency Plan is an overarching *All Hazards* Plan that describes the council framework and policy for emergency management. This plan is supported by detailed Major Hazard Response plans and site-specific local emergency response procedures. The CoD Emergency Plan is in final draft now, with the aim to signed and implemented in November 2021.

The CoD Emergency Plan is supported by two Major Hazard Response plans: Cyclone Response Plan and the COVID-19 Response Plan.

Cyclone Response Plan

The CoD Cyclone Response Plan is a long running plan that has been used successfully by CoD to respond to cyclones, including most recently with the CoD response to Cyclone Marcus in 2018. This comprehensive Plan outlines CoD actions for all stages of a cyclone, as well as the conduct of Post Cyclone Recovery Operations.

The Cyclone Response Plan has been updated recently as part of pre-season cyclone preparations to v4.0, and was signed on 30 September 2021. The new version adopts a more comprehensive approach by more clearly articulating the requirements for Prevention and Preparation for cyclones, as well as by aligning the Stages for CoD cyclone response with the NT Government stages.

Pre-Season Cyclone Preparation

The CoD Cyclone Response Plan v4.0 outlines the key actions that must be undertaken at each stage of the cyclone. For Pre-Season cyclone preparation, the following are the key actions that must be undertaken:

1. **Pre-season Cyclone Clean-Up (PCCU).** The PCCU was successfully carried out in September 2021 for CoD.
2. **Update Cyclone Response Plan.** The Cyclone Response Plan was updated to v4.0 on 30 September 2021.
3. **Cyclone Training Week (18-22 Oct 21).** The Cyclone Training Week was conducted in the week 18-22 October 2021 at the CoD Operations Centre. This was a successful training week that focussed on cyclone briefings (Day 1), Guardian IMS training (day 2,3) and a cyclone response exercise for the CoD Emergency Operations Centre (day 4). Separately training was conducted for the CoD Crisis Response Team (CRT) to ensure that CoD senior leadership understood the cyclone plan and their role. At the end of the week, a comprehensive debrief was conducted to identify improvements to our cyclone preparations and plans (Day 5). Overall the Cyclone Training week was very successful, and the CoD Emergency Operations Centre (EOC) is prepared for the cyclone season.
4. **Pre-Cyclone Season public messaging.** Pre-Season public messaging has been

conducted by the media team, to prepare the CoD for cyclone season. This messaging culminated in a successful media event at the Cyclone Training Week, which saw very favourable media coverage about CoD cyclone preparations.

To summarise, all the CoD pre-cyclone season key actions have been successfully completed, and CoD is well prepared for the cyclone season.

COVID-19 Response Plan

The 2020 plan was completely reviewed and updated, and then was successfully used for the two NT COVID-19 Lockdowns in 2021 (27 Jun – 2 Jul 21, and 16-19 Aug 21). The plan articulates clearly the movement from Business as Usual (BAU) to Lockdown, and how CoD will maintain business continuity during Lockdown. Subsequently, the plan details procedures to move from Lockdown, then through a period of Chief Health Officer restrictions, and then back to BAU.

Based on the Debrief from the first 2021 Lockdown, the COVID-19 Response Plan was updated to v2.1 on 13 September 2021. It is expected that further versions of the Plan will be released later this year to comply with new Chief Health Officer (CHO) Directions.

PREVIOUS COUNCIL RESOLUTION

A Disaster Management Update Report was submitted to RMAC on 25 June 2021. The report was received and noted.

There are no outstanding RMAC action items for Disaster Management and Cyclone Preparedness.

STRATEGIC PLAN ALIGNMENT	2 A Safe, Liveable and Healthy City 2.1 By 2030, Darwin will be a safer place to live and visit
CRITICAL DATES	Critical dates for the cyclone preparation have been included in the Cyclone Response Plan v4.0. All CoD essential tasks for the cyclone season commencing 1 Nov 21 have now been completed.
BUDGET / FINANCIAL	This update does not have any immediate budget implications.
RISK ASSESSMENT	<div> <div>Assets & Infrastructure <input checked="" type="checkbox"/></div> <div>Environment & Waste <input checked="" type="checkbox"/></div> <div>Financial <input checked="" type="checkbox"/></div> <div>Info Comms & Tech <input checked="" type="checkbox"/></div> <div>Legal & Compliance <input checked="" type="checkbox"/></div> <div>Ops & Service Delivery <input checked="" type="checkbox"/></div> <div>Reputation & Brand <input checked="" type="checkbox"/></div> <div>Work Health & Safety <input checked="" type="checkbox"/></div> </div> <p>A Major Hazard risk assessment was conducted during the development of the CoD Emergency Plan. Major Hazards are those that impact more than one CoD site, or require an overall CoD response. The overall consequence of Major Hazards is usually significant. To assess risk levels for Major Hazards, the National Emergency Risk Assessment Guidelines (NERAG) was used. NERAG provides a method to contextualise, assess and manage emergency risks to enable decisions and actions to be taken to minimise harm and loss when shocks and stresses occur.</p> <p>NERAG identified two Major Hazards that have an 'extreme' risk rating (Cyclone and COVID-19), and as a result CoD has developed</p>

	detailed Hazard Response Plans to mitigate each of these risks.
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.
RESOURCE IMPLICATIONS	Nil
CONSULTATION & ENGAGEMENT	Nil
COMMUNICATION PLAN FOR THIS INITIATIVE	Nil
PLACE SCORE STATEMENT	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>

7 QUESTIONS BY MEMBERS

8 GENERAL BUSINESS

8.1

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 65(2) of the Local Government Act:

12.1 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.

12.2 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.

12.3 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.

12.4 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 .

12.5 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.

12.6 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.

12.7 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.



MINUTES

Risk Management & Audit Committee Meeting

Friday, 25 June 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, 25 JUNE 2021 AT 9:00AM**

PRESENT: Chair Craig Spencer, Alderman Jimmy Bouhoris, Alderman Simon Niblock, Member Shane Smith, Member Roland Chin

OFFICERS: Matt Grassmayr (A/Chief Executive Officer); Simone Saunders (Chief Financial Officer); Ron Grinsell (General Manager Engineering & City Services); Chris Kelly (Executive Manager Corporate & Customer Services); Irene Frazis (Financial Controller); Iain MacPherson (Senior Accountant); Brooke Prince (Senior Risk & Assurance Advisor); Jim Ryan (Manager Emergency Planning & Response)

APOLOGY:

GUESTS:

Order Of Business

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6.3	Review of Council's Procurement Framework	4
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6.8	Review of Policy 024 - Investment Policy	6
7	Questions by Members	6
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9	Closure of Meeting to the Public	7

1 Meeting Declared Open

The Chair declared the meeting open at 9.06 am.

2 APOLOGIES AND LEAVE OF ABSENCE

Nil

3 ELECTRONIC MEETING ATTENDANCE**3.1 Electronic Meeting Attendance Granted****3.2 Electronic Meeting Attendance Requested****4 DECLARATION OF INTEREST OF MEMBERS AND STAFF****4.1 Declaration of Interest by Members – Standing Declarations**

- I. Craig Spencer (Chair) declared a conflict of interest to the CEO on 2 October 2020. Mr Spencer's firm RMI Security has a sub-contracting arrangement with Southern Cross Protection to provide cash collection services to City of Darwin.
- J. 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)
- K. Mr Shane Smith Director of Territory Tarmac Rally, an event which will require engagement and support from City of Darwin. (27/11/20)
- L. 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):

- 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 Nation Aboriginal Corporation.

4.2 Declaration of Interest by Members – New Declarations

- Ald Bouhoris - standing declaration re any items relating to PowerWater

4.3 Declaration of Interest by Staff

Nil

5 CONFIRMATION OF PREVIOUS MINUTES

COMMITTEE RESOLUTION RMAC011/21

Moved: Alderman Jimmy Bouhoris

Seconded: Member Roland Chin

That the minutes of the Risk Management & Audit Committee Meeting held on 26 March 2021 be confirmed.

CARRIED 5/0

6 ACTION REPORTS

6.1 DISASTER MANAGEMENT - JUNE 2021 UPDATE

COMMITTEE RESOLUTION RMAC012/21

Moved: Member Shane Smith

Seconded: Alderman Jimmy Bouhoris

1. THAT the report entitled Disaster Management – June 2021 Update be received and noted.

CARRIED 5/0

6.2 FUTURE MEMBERSHIP OF THE RISK MANAGEMENT AND AUDIT COMMITTEE

COMMITTEE RESOLUTION RMAC013/21

Moved: Alderman Simon Niblock

Seconded: Member Roland Chin

1. THAT the report entitled Future Membership of the Risk Management and Audit Committee be received and noted.

CARRIED 5/0

6.3 REVIEW OF COUNCIL'S PROCUREMENT FRAMEWORK

COMMITTEE RESOLUTION RMAC014/21

Moved: Alderman Jimmy Bouhoris

Seconded: Alderman Simon Niblock

1. THAT the report entitled Review of Council's Procurement Framework be received and

noted.

AMENDMENT

2. THAT Council Officers undertake a review of Panel Contracts and provide a report to the next RMAC meeting on scope of internal audit and/or review.

CARRIED 5/0

6.4 CITY OF DARWIN PRIVACY UPDATE**COMMITTEE RESOLUTION RMAC015/21**

Moved: Member Shane Smith

Seconded: Member Roland Chin

1. THAT the report entitled City of Darwin Privacy Update be received and noted.

CARRIED 5/0

6.5 INTERNAL DOCUMENT MANAGEMENT FRAMEWORK**COMMITTEE RESOLUTION RMAC016/21**

Moved: Member Shane Smith

Seconded: Alderman Jimmy Bouhoris

1. THAT the report entitled Internal Document Management Framework be received and noted.

CARRIED 5/0

6.6 RISK MANAGEMENT UPDATE MAY 2021**COMMITTEE RESOLUTION RMAC017/21**

Moved: Alderman Jimmy Bouhoris

Seconded: Member Shane Smith

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

CARRIED 5/0

6.7 2020/21 ANNUAL FINANCIAL STATEMENTS - AUDIT WORK PLAN**COMMITTEE RESOLUTION RMAC018/21**

Moved: Alderman Simon Niblock

Seconded: Member Shane Smith

1. THAT the report entitled 2020/21 Financial Year Audit - Work Plan be received and noted.

CARRIED 5/0

6.8 REVIEW OF POLICY 024 - INVESTMENT POLICY**COMMITTEE RESOLUTION RMAC019/21**

Moved: Alderman Jimmy Bouhoris

Seconded: Member Shane Smith

1. THAT the report entitled Review of Policy 024 – Investment Policy be received and noted.

CARRIED 5/0

7 QUESTIONS BY MEMBERS

Ald. Bouhoris thanked existing Committee acknowledging that tenures are ending for both external members and Elected Members 30 June 2021.

9 CLOSURE OF MEETING TO THE PUBLIC**Meeting closed 10.54am**

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:

12.1 Update on Asset Management - Including New Asset Management Information System, Asset Surveys and Service Levels

This matter is considered to be confidential under Section 65(2) - 8(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 provided to the council on condition that it be kept confidential.

12.2 IT and Smart Darwin Health Check

This matter is considered to be confidential under Section 65(2) - 8(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.

12.3 Shoal Bay Waste Management Facility – Risk Assessment - June 2021 Update

This matter is considered to be confidential under Section 65(2) - 8(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 prejudice the interests of council or some other person.

12.4 Internal Audit - Fleet

This matter is considered to be confidential under Section 65(2) - 8(a) and 8(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 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 prejudice the security of the council, its members or staff.

12.5 Notification Register

This matter is considered to be confidential under Section 65(2) - 8(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 prejudice the interests of council or some other person.

12.6 Corporate Services Report - February to April 2021

This matter is considered to be confidential under Section 65(2) - 8(a), 8(c)(i), 8(c)(iv) and 8(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 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, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person, information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person and information provided to the council on condition that it be kept confidential.

The minutes of this meeting were confirmed at the Risk Management & Audit Committee held on 22 October 2021.

.....
CHAIR

UNCONFIRMED