

AGENDA

Risk Management and Audit Committee

Tuesday 25 July 2023

The Committee Meeting of the City of Palmerston will be held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830 commencing at 5:00 PM.



LUCCIO CERCARELLI
CHIEF EXECUTIVE OFFICER

TABLE OF CONTENT

| | | |
|-----|--|---|
| 1 | ACKNOWLEDGEMENT OF COUNTRY | 4 |
| 2 | OPENING OF MEETING | 4 |
| 3 | APOLOGIES AND LEAVE OF ABSENCE..... | 4 |
| 3.1 | Apologies | 4 |
| 3.2 | Leave of Absence Previously Granted..... | 4 |
| 3.3 | Leave of Absence Request | 4 |
| 4 | REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING | 4 |
| 5 | DECLARATION OF INTEREST | 4 |
| 5.1 | Committee Members..... | 4 |
| 5.2 | Staff..... | 4 |
| 6 | CONFIRMATION OF MINUTES..... | 4 |
| 6.1 | Confirmation of Minutes | 4 |
| 6.2 | Business Arising from Previous Meeting | 4 |
| 7 | DEPUTATIONS AND PRESENTATIONS..... | 4 |
| 8 | CONFIDENTIAL ITEMS | 4 |
| 8.1 | Moving Confidential Items into Open | 4 |
| 8.2 | Moving Open Items into Confidential | 4 |
| 8.3 | Confidential Items | 4 |
| 9 | OFFICER REPORTS | 5 |
| 9.1 | Action Reports..... | 6 |



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COMMITTEE AGENDA

| | |
|---|----|
| 9.2 Receive and Note Reports..... | 6 |
| 9.2.1 Asset Management Plan Annual Update | 6 |
| 10 INFORMATION AND CORRESPONDENCE | 17 |
| 10.1 Information | 17 |
| 10.2 Correspondence | 17 |
| 11 GENERAL BUSINESS | 17 |
| 12 NEXT COMMITTEE MEETING..... | 17 |
| 13 CLOSURE OF MEETING TO PUBLIC | 17 |

- 1 ACKNOWLEDGEMENT OF COUNTRY
- 2 OPENING OF MEETING
- 3 APOLOGIES AND LEAVE OF ABSENCE
 - 3.1 Apologies
 - 3.2 Leave of Absence Previously Granted
 - 3.3 Leave of Absence Request
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 - 5.2 Staff
- 6 CONFIRMATION OF MINUTES
 - 6.1 Confirmation of Minutes
- 7 DEPUTATIONS AND PRESENTATIONS
- 8 CONFIDENTIAL ITEMS
 - 8.1 Moving Confidential Items into Open
 - 8.2 Moving Open Items into Confidential
 - 8.3 Confidential Items

THAT pursuant to Section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1) of the *Local Government (General) Regulations 2021* the meeting be closed to the public to consider the following confidential items:

| Item | Confidential Category | Confidential Clause |
|--------|---|---|
| 16.1.1 | Council Performance, Service Delivery and Budget Review | This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(e) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it |

| | | |
|--------|---|---|
| | | be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. |
| 16.1.2 | Council Performance, Service Delivery and Budget Review | This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person. |
| 16.1.3 | Council Performance, Service Delivery and Budget Review | This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person. |
| 16.2.1 | Council Performance, Service Delivery and Budget Review | This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iii) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff. |
| 16.2.2 | Council Performance, Service Delivery and Budget Review | This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person. |
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9 OFFICER REPORTS

COMMITTEE REPORT

| | |
|----------------------|---|
| AGENDA ITEM: | 9.2.1 |
| REPORT TITLE: | Asset Management Plan Annual Update |
| MEETING DATE: | Tuesday 25 July 2023 |
| AUTHOR: | Asset Management Lead, Mal Logan |
| APPROVER: | Manager Assets and Information Technology, Ish Shah |

COMMUNITY PLAN

Future Focused: Palmerston is an innovative city that sustains itself through the challenges of the future.

PURPOSE

This Report provides the Risk Management and Audit Committee with an update on the progress of the implementation of the completed Asset Management Plans.

KEY MESSAGES

- Asset Management Plans have been completed for all seven (7) major asset classes.
- The Asset Management Plans include an Improvement Plan for each, which identifies tasks required to close information gaps within the plan and general improvement (i.e., data audits).
- This report provides an update on the implementation of the completed Asset Management Plans.

RECOMMENDATION

THAT Report entitled Asset Management Plan Annual Update be received and noted.

BACKGROUND

The Asset Management Plans (AMP) are operational documents for each asset class that detail specific approaches to the management of that particular asset portfolio. The AMP's:

- Summarize the asset profiles,
- Define individual levels of service,
- Identify demand drivers and how these are managed,
- Identify and state lifecycle management programs, including operation, maintenance, renewals and disposal plans,
- Identify critical risks and their management,
- Display financial projections and provide a summary of budget requirements,
- Identify monitoring programs, improvement processes and plans.

All seven (7) asset management plans relating to the major asset portfolios were completed in 2020 and 2021, with executive summaries available on the Council's website.

Further, the Strategic Asset Management Plan was completed and adopted by the Council in July 2022. This report provides an updated, as required annually, on the progress of continual improvement of the Asset Management Plans.

DISCUSSION

The AMPs (Asset Management Plans) include an Improvement Plan which identifies elements that can be made to enable continual improvement of the AMPs. Continuous improvement is embedded in the plans to enable the organisation to prioritise and ensure the efficient use of time, physical resources, and effort. The improvements range from improving data confidence through audits to developing new programs and plans.

Understanding the stormwater network has been a priority during 2022. Third party vendors were engaged to map areas that had not been captured in previous years' data collection. Information such as pipe diameter, levels and other technical features were identified. During the data capture, opportunities were realized to clear blockages, silt build up and notify relevant stakeholders to develop repair plans. Further budget has been allocated in 2023-24 to enable additional stormwater CCTV inspections so that the condition of the asset can be better understood and recorded.

At present, the stormwater and land improvements asset classes are being revalued as a part of Councils 4-year cyclic asset revaluation schedule. The current schedule found as **Attachment 9.2.1.1** is included which shows the current and intended future revaluation cycle for all the asset classes.

Upon revaluation completion, the Stormwater AMP will be reviewed and have the recommendations of the AMPs Review Internal Audit implemented as well as the 2021/2022 financial data applied. It will also allow for changes in style, structure and content that was applied to the Building and Facilities, Land Improvements, Public Lighting, and Vehicles and Plant AMPs to be reflected in its plan.

Additionally, the Land Improvement AMP will require updating once current revaluation activities are completed. This will make sure it reflects the current financial data and meets requirements for Task 6 within its AMP improvement plan.

The tables found as **Attachment 9.2.1.1** are the Improvement Plans for all seven (7) AMPs, including the status for each task and updated timeframe (where relevant). The timeframes will look at activities occurring within a financial year, which still allows the annual August update to occur. There are some dates that have been changed or extended to allow for alignment of cyclic scheduling to occur. Other delays in meeting target timeline are due to extenuating circumstances, with staff movements and resource constraints being a large contributor.

CONSULTATION PROCESS

The following City of Palmerston staff were consulted in preparing this Report:

- IT and Assets Manager
- Asset Officer
- Asset Inspection Officer

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget or resource implications relating to this Report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This Report addresses the following City of Palmerston Strategic Risks:

2. Fails to be sustainable into the long term

Context: Optimizing the financial, social and environmental sustainability of the City.

The movement of completion dates for the Improvement Plan are considered low risk, as the main risk relating to Strategic Risk 2 has been achieved within other sections of the completed Asset Management Plans.

Elements that have not met the target dates and have a newly proposed dates are review items that ensure best practices and act as additional controls to mitigate Council's risks relating to sustainability and asset management.

There are no legislative risks relating to this report or activities.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this Report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

ATTACHMENTS

1. AMP Attachments [9.2.1.1 - 8 pages]

COMMITTEE AGENDA

Attachment 9.2.1.1

Revaluation Schedule

| Asset Class | Last Revaluation | Date Scheduled as per Asset Management Plan Update report to RMAC Feb 2021 (FY) | Next Revaluation to be completed for data on or before (4 years): |
|--------------------------------|------------------|---|---|
| Transport (Roads) | 30/06/2020 | 2023/24 | 2027/28 |
| Stormwater | 30/06/2016 | 2021/22 | 2025/26 |
| Pathways (including driveways) | 30/06/2021 | 2020/21 | 2024/25 |
| Buildings and Facilities | 30/06/2019 | 2022/23 | 2026/27 |
| Public Lighting | 30/06/2017 | 2020/21 | 2025/26 |
| Open Space (Land Improvements) | 30/06/2018 | 2021/22 | 2025/26 |

COMMITTEE AGENDA

Attachment 9.2.1.1

Improvement Plan Status

Pathways

| # | TASK | DATES | | COMMENTS |
|---|---|----------|--------------------------------|--|
| | | ORIGINAL | REVISED | |
| 1 | Finalise 3- and 10-year programs | 2020/21 | 2023/24 | In progress |
| 2 | Refine levels of service and monitor these against community expectations. | 2020/21 | 2024/25 | Not started |
| 3 | Refine 10-year program as condition assessment information is acquired and a ranking criterion for project evaluation is developed and refined. | Ongoing | Based on condition assessments | Assessments will continue through 2023 |
| 4 | Risk register to be reviewed. | 2021/22 | 2024/25 | In progress |
| 5 | Asset Management Plan Review Internal Audit Recommendations | 2021/22 | 2024/25 | Analysis of existing data underway |

COMMITTEE AGENDA

Attachment 9.2.1.1

Stormwater

| # | TASK | DATES | | COMMENTS |
|---|---|----------|--------------------------------|---|
| | | ORIGINAL | REVISED | |
| 1 | Finalise 3- and 10-year programs | 2020/21 | 2023/24 | In progress |
| 2 | Refine levels of service and monitor these against community expectation. | 2020/21 | 2024/25 | Not started |
| 3 | Refine 10-year program as condition assessment information is acquired and a ranking criterion for project evaluation is developed and refined. | Ongoing | Based on condition assessments | Assessments will continue through 2023 |
| 4 | Risk register to be reviewed. | 2021/22 | 2024/25 | In progress |
| 5 | Asset Management Plan Review Internal Audit Recommendations | 2021/22 | 2024/25 | Analysis of existing data underway |
| 6 | Review of asset data related to values and depreciation rates | 2021/22 | 2024/25 | Based on Revaluation results |
| 7 | Increase data confidence through condition assessment and consistent and effective record management to ensure asset data is current. | ongoing | 2024/25 | Review of asset data related to values and depreciation rates |

COMMITTEE AGENDA Attachment 9.2.1.1

Transport (Roads)

| # | TASK | DATES | | COMMENTS |
|---|---|----------|--------------------------------|---|
| | | ORIGINAL | REVISED | |
| 1 | Finalise 3- and 10-year programs | 2020/21 | 2023/24 | In progress |
| 2 | Refine levels of service and monitor these against community expectation. | 2020/21 | 2024/25 | Not started |
| 3 | Refine 10-year program as condition assessment information is acquired and a ranking criterion for project evaluation is developed and refined. | Ongoing | Based on condition assessments | Assessments will continue through 2023 |
| 4 | Risk register to be reviewed. | 2021/22 | 2024/25 | In progress |
| 5 | Asset Management Plan Review Internal Audit Recommendations | 2021/22 | 2024/25 | Analysis of existing data underway |
| 6 | Review of asset data related to values and depreciation rates | 2021/22 | 2024/25 | Based on Revaluation results |
| 7 | Increase data confidence through condition assessment and consistent and effective record management to ensure asset data is current. | ongoing | 2024/25 | Review of asset data related to values and depreciation rates |

COMMITTEE AGENDA

Attachment 9.2.1.1

Buildings and Facilities

| # | TASK | DATES | | COMMENTS |
|---|---|----------|---------|-------------|
| | | ORIGINAL | REVISED | |
| 1 | Cyclic Condition Audits to commence (pending budget approval) | 2022/23 | 2023/24 | In progress |
| 2 | Re-classify 16 building assets (26 components) currently under 'Land Improvements' Financial class and subclass to 'Buildings & Other Structures' in Financial Statement Note 7a (i). Can only occur during asset revaluation period of either asset class | 2021/22 | 2024/25 | In progress |
| 3 | Develop routine maintenance defect and hazard inspections | 2022/23 | 2024/25 | Not started |
| 4 | Review and improve Technical & Customer levels of service and monitor these against community expectation and Community Satisfaction Survey | 2022/23 | 2024/25 | In progress |
| 5 | Improve asset management and data capture techniques through all stages of the asset life cycle to increase data confidence levels to drive budget forecasting decisions. Asset Management Strategy, Asset Management Framework and Procedures to be developed. | 2022/23 | 2024/25 | In progress |
| 6 | Review of asset data related to values and depreciation rates | 2021/22 | 2024/25 | Not started |
| 7 | 4-year cyclic review of AM Plan or following asset revaluation and condition audit (due 2022/2023) to ensure the latest financial and condition data can be utilised within the plan. | 2022/23 | 2024/25 | Not started |

COMMITTEE AGENDA

Attachment 9.2.1.1

Fleet

| # | TASK | DATES | | COMMENTS |
|---|---|----------|---------|-------------|
| | | ORIGINAL | REVISED | |
| 1 | Investigate Fleet Management Options | 2022/23 | 2023/24 | In progress |
| 2 | Review and improve Technical & Customer levels of service and monitor these against community expectation and Community Satisfaction Survey | 2021/22 | 2023/24 | In progress |
| 3 | Review asset utilization through tracking system | 2021/22 | 2024/25 | Not started |
| 4 | Improve asset management and data capture techniques through all stages of the asset life cycle to increase data confidence levels | 2022/23 | 2024/25 | In progress |
| 5 | 4-year cyclic review of AM Plan to ensure the latest financial and condition data can be utilized within the plan. | 2022/23 | 2024/25 | Not started |

COMMITTEE AGENDA

Attachment 9.2.1.1

Public Lighting

| # | TASK | DATES | | COMMENTS |
|---|---|----------|---------|-------------|
| | | ORIGINAL | REVISED | |
| 1 | Cyclic Condition Audits to continue (pending budget approval) | 2021/22 | 2023/24 | In progress |
| 2 | Review and improve Technical & Customer levels of service and monitor these against community expectation and Community Satisfaction Survey | 2022/23 | 2023/24 | In progress |
| 3 | Engage professional services for independent annual compliance inspections of playgrounds and equipment | 2021/22 | 2024/25 | Not started |
| 4 | Improve asset management and data capture techniques through all stages of the asset life cycle to increase data confidence levels to drive budget forecasting decisions. Asset Management Strategy, Asset Management Framework and Procedures to be developed. | 2022/23 | 2024/25 | In progress |
| 5 | 4-year cyclic review of AM Plan or following asset revaluation and condition audit (due 2024/2025) to ensure the latest financial and condition data can be utilised within the plan. | 2024/25 | 2024/25 | Not started |
| 6 | Improve asset management and data capture techniques through all stages of the asset life cycle to increase data confidence levels | 2021/22 | 2024/25 | Not started |

COMMITTEE AGENDA

Attachment 9.2.1.1

Land Improvements

| # | TASK | DATES | | COMMENTS |
|---|---|----------|---------|-------------|
| | | ORIGINAL | REVISED | |
| 1 | Cyclic Condition Audits to continue (pending budget approval) | 2021/22 | 2023/24 | In progress |
| 2 | Review and improve Technical & Customer levels of service and monitor these against community expectation and Community Satisfaction Survey | 2022/23 | 2023/24 | In progress |
| 3 | Engage professional services for independent annual compliance inspections of playgrounds and equipment | 2021/22 | 2024/25 | Not started |
| 4 | Improve asset management and data capture techniques through all stages of the asset life cycle to increase data confidence levels to drive budget forecasting decisions. Asset Management Strategy, Asset Management Framework and Procedures to be developed. | 2022/23 | 2024/25 | In progress |
| 5 | 4-year cyclic review of AM Plan or following asset revaluation and condition audit (due 2024/2025) to ensure the latest financial and condition data can be utilised within the plan. | 2024/25 | 2024/25 | Not started |
| 6 | Improve asset management and data capture techniques through all stages of the asset life cycle to increase data confidence levels | 2021/22 | 2024/25 | In progress |

10 INFORMATION AND CORRESPONDENCE

10.1 Information

10.2 Correspondence

11 GENERAL BUSINESS

12 NEXT COMMITTEE MEETING

THAT the next Risk Management and Audit Committee Meeting be held on Tuesday, 24 October 2023 at 5:00pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

13 CLOSURE OF MEETING TO PUBLIC

THAT pursuant to *section 99(2) and 293(3)(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda.



MINUTES

Risk Management and Audit Committee **Tuesday 23 May 2023**

The Committee Meeting of the City of Palmerston held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830.

'A Place for People'



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COMMITTEE MINUTES

PRESENT

COMMITTEE MEMBERS

Clare Milikins, Independent Member (*via Audiovisual*)
Steve Bartlett, Independent Member (Chair) (*via Audiovisual*)
Mayor Athina Pascoe-Bell
Councillor Amber Garden
Councillor Sarah Henderson

STAFF

Chief Executive Officer, Luccio Cercarelli
General Manager of Infrastructure, Nadine Nilon
Acting Director of Finance and Governance, Sheree Jeeves
Minute Secretary, Bertsie Taru
Executive Assistant to General Manager Community and Culture - Tree Gillam

GALLERY

Nil

Initials: _____

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 23 MAY 2023

224



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COMMITTEE MINUTES

1 ACKNOWLEDGEMENT OF COUNTRY

City of Palmerston acknowledges the Larrakia people as the Traditional Custodians of the Palmerston region. We pay our respects to the Elders past, present and future leaders and extend that respect to all Aboriginal and Torres Strait Islander people.

2 OPENING OF MEETING

The Chair declared the meeting open at 5.02pm.

Moved: Mayor Pascoe-Bell
Seconded: Councillor Garden

THAT the Committee endorse Steve Bartlett being the independent member as the Chair for the Risk Management and Audit Committee meeting of 23 May 2023, noting his attendance by audiovisual conferencing and that Clare Milikins is unwell.

CARRIED RMA10/69 – 23/05/2023

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil

3.2 Leave of Absence Previously Granted

Nil

3.3 Leave of Absence Request

Nil

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Moved: Steve Bartlett
Seconded: Mayor Pascoe-Bell

1. THAT the Committee notes that Clare Milikins is attending via Audio/Audiovisual Conferencing, as approved by the Chief Executive Officer under the policy, due to being physically prevented from attending the meeting due to ill Health.

2. THAT the Committee notes that Steve Bartlett is attending via Audio/Audiovisual Conferencing, as approved by the Chief Executive Officer under the policy, due to being physically prevented from attending the meeting due to being a greater distance than 100km from the appointed place of meeting.

CARRIED RMA10/70 – 23/05/2023

Initials: _____

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 23 MAY 2023

225



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COMMITTEE MINUTES

5 DECLARATION OF INTEREST

5.1 Committee Members

Nil

5.2 Staff

Nil

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Clare Milikins
Seconded: Councillor Garden

THAT the Minutes of the Council Meeting held on 28 February 2023 pages 214 to 218 be confirmed.

CARRIED RMA10/71 - 23/05/2023

6.2 Business Arising from Previous Meeting

Nil

7 DEPUTATIONS AND PRESENTATIONS

Nil

8 CONFIDENTIAL ITEMS

8.1 Moving Confidential Items into Open

Nil

8.2 Moving Open Items into Confidential

Nil

8.3 Confidential Items

Moved: Councillor Garden
Seconded: Councillor Henderson

THAT pursuant to Section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1) of the *Local Government (General) Regulations 2021* the meeting be closed to the public to consider the following confidential items:

Initials: _____

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 23 MAY 2023

226



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COMMITTEE MINUTES

| Item | Confidential Category | Confidential Clause |
|--------|--|--|
| 16.1.1 | Council Performance, Service Delivery and Budget Review. | This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(e) of the Local Government (General) Regulations 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. |
| 16.1.2 | Council Performance, Service Delivery and Budget Review. | This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(e) of the Local Government (General) Regulations 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. |
| 16.1.3 | Council Performance, Service Delivery and Budget Review. | This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(e) of the Local Government (General) Regulations 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. |
| 16.2.1 | Council Performance, Service Delivery and Budget Review. | This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(e) of the Local Government (General) Regulations 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. |
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CARRIED RMA10/72 – 23/05/2023

Initials: _____

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 23 MAY 2023

227



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COMMITTEE MINUTES

9 OFFICER REPORTS

9.1 Action Reports

Nil

9.2 Receive and Note Reports

9.2.1 Action Update Report

Moved: Mayor Pascoe-Bell
Seconded: Steve Bartlett

THAT Report entitled Action Update Report be received and noted.

CARRIED RMA10/73 – 23/05/2023

10 INFORMATION AND CORRESPONDENCE

10.1 Information

Nil

10.2 Correspondence

Nil

11 GENERAL BUSINESS

Nil

12 NEXT COMMITTEE MEETING

Moved: Mayor Pascoe-Bell
Seconded: Councillor Henderson

THAT the next Risk Management and Audit Committee Meeting be held on Tuesday, 25 July 2023 at 5:00pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED RMA10/74 – 23/05/2023

13 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Garden
Seconded: Mayor Pascoe-Bell

THAT pursuant to section 99(2) and 293(3)(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021 the meeting be closed to the public to consider the Confidential items of the Agenda.

Initials: _____

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 23 MAY 2023

228

COMMITTEE AGENDA Attachment 15.1.1



COMMITTEE MINUTES

CARRIED RMA10/75 – 23/05/2023

The Chair declared the meeting closed at 6.23pm.

Chair

Print Name

Date

Initials:

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 23 MAY 2023

229