

MINUTES OF THE AUDIT COMMITTEE MEETING OF THE ROPER GULF  
REGIONAL COUNCIL HELD AT THE 29 CRAWFORD STREET  
CONFERENCE ROOM ON WEDNESDAY, 8 FEBRUARY 2017 AT 10:00AM

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**1. PRESENT/STAFF/GUESTS**

**Members**

- Mark Griffioen, Chairperson (Via Skype)
- Phil Vivian, Independent Member
- Councillor Don Garner
- Councillor Daniel Mulholland
- Councillor Timothy Baker

**Staff**

- CEO, Michael Berto
- Director Contracts & Technical Services, Marc Gardner
- Acting Director Corporate Governance, Amanda Haigh (Minute Taker)
- Finance Manager, Lokesh Anand
- Compliance Coordinator, Cristian Coman

**2. MEETING OPENED**

Meeting opened at 10.03 am

Chairperson Mark Griffioen welcomed present members and staff to the meeting and the Roper Gulf Regional Council Pledge was read.

**3. APOLOGIES AND LEAVE OF ABSENCE**

The Committee noted the apologies from the Director of Corporate Governance, Greg Arnott and Director of Council and Community Services, Sharon Hillen for the meeting.

**4. DISCLOSURES OF INTEREST**

There were no declarations of interest at this Audit Committee .

**5. CLOSED SESSION**

**5.1 Confirmation of Previous Audit Committee Meeting Minutes** - *The report will be dealt with under Section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person (TOR state to keep Audit reports confidential).*

**5.1 CONFIRMATION OF PREVIOUS AUDIT COMMITTEE MEETING MINUTES**

**23/2017 RESOLVED (Donald Garner/Phil Vivian)**

**Carried**

- (a) That the Audit Committee accept and approve the minutes as a true and accurate record of the previous Audit Committee Meeting held on the 9 December 2016 with the amendment to resolution 22/2017 to read 2015-16 not 2015-1g.

**5.2 FINANCE - BUDGET TIMELINE 2017-18** - *The report will be dealt with under Section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person (TOR state to keep Audit reports confidential).*

**5.2 FINANCE - BUDGET TIMELINE 2017-18**

**24/2017 RESOLVED (Donald Garner/Timothy Baker Jr.)**

**Carried**

- (a) That the Audit Committee accepts and receive and note the report on Budget Preparation Timeline for 2017-18.

**5.3 FINANCE - RESPONSE TO 2015-16 AUDIT MANAGEMENT LETTER** - *The report will be dealt with under Section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person (TOR state to keep Audit reports confidential).*

**5.3 FINANCE - RESPONSE TO 2015-16 AUDIT MANAGEMENT LETTER**

**25/2017 RESOLVED (Donald Garner/Daniel Mulholland)**

**Carried**

- (a) That the Audit Committee receive and note the responses to 2015-16 Audit Management Letter

**5.4 Review effectiveness of compliance with laws, program funding agreements** - *The report will be dealt with under Section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person (TOR state to keep Audit reports confidential).*

**5.4 REVIEW EFFECTIVENESS OF COMPLIANCE WITH LAWS, PROGRAM FUNDING AGREEMENTS**

**26/2017 RESOLVED (Phil Vivian/Donald Garner)**

**Carried**

- (a) That the Audit Committee receive and note the report on compliance requirements.

**5.5 Review Progress against the Business Plan** - *The report will be dealt with under Section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person (TOR state to keep Audit reports confidential).*

## **5.5 REVEIW PROGRESS AGAINST THE BUSINESS PLAN**

**27/2017 RESOLVED (Donald Garner/Phil Vivian)**

**Carried**

- (a) **That the Audit Committee receive and note the report on reviewing the progress against the Business Plan.**

**5.6 Risk Management and Internal Audit Program -** *The report will be dealt with under Section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person (TOR state to keep Audit reports confidential).*

## **5.6 RISK MANAGEMENT AND INTERNAL AUDIT PROGRAM**

**28/2017 RESOLVED (Daniel Mulholland/Phil Vivian)**

**Carried**

- (a) **That the Audit Committee receives the note the proposed Risk Management Policy, Register of Risk, and Internal Audit Program.**

**29/2017 RESOLVED (Phil Vivian/Daniel Mulholland)**

**Carried**

- (b) **That the Audit Committee paper proposing the risk management policy will be dealt with out of session and report on the Internal Audit Program be reviewed by management.**

**5.7 Loss or Adverse Events -** *The report will be dealt with under Section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person (TOR state to keep Audit reports confidential).*

## **5.7 LOSS OR ADVERSE EVENTS**

**30/2017 RESOLVED (Donald Garner/Timothy Baker Jr.)**

**Carried**

- (a) **That the Audit Committee receive and note the report on Loss or Adverse Events.**

**5.8 Council Policies - new, reviewed and updated -** *The report will be dealt with under Section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person (TOR state to keep Audit reports confidential).*

## **5.8 COUNCIL POLICIES - NEW, REVIEWED AND UPDATED**

**31/2017 RESOLVED (Donald Garner/Daniel Mulholland)**

**Carried**

- (a) **That the Audit Committee receive and note the update on Council Policies.**

**5.9 Employee Reporting Procedures -** *The report will be dealt with under Section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be*

*likely to prejudice the interests of council or some other person (TOR state to keep Audit reports confidential).*

**5.9 EMPLOYEE REPORTING PROCEDURES**

**32/2017 RESOLVED (Phil Vivian/Daniel Mulholland)**

**Carried**

- (a) **That the Audit Committee endorse the reviewed Breach of Policy Standard Operating Procedures.**

**6. GENERAL BUSINESS**

NIL

**CLOSE OF MEETING**

The meeting terminated at 12.43 pm.

This page and preceeding 3 Pages are the minutes of the Audit Committee Meeting HELD ON Wednesday, 8 February 2017 AND CONFIRMED Wednesday 22 February 2017.

  
Chairperson