

MINUTES OF THE AUDIT COMMITTEE MEETING OF THE ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE ROPER GULF REGIONAL COUNCIL CONFERENCE ROOM, 29 CRAWFORD STREET, KATHERINE ON WEDNESDAY, 6 DECEMBER 2017 AT 10.00 AM

1. PRESENT/STAFF/GUESTS

1.1 Members

- Sandra Cannon, Independent Member
- Councillor Don Garner
- Councillor David Murrungun

1.2 Staff

- CEO, Michael Berto
- Director Corporate Governance, Greg Arnott
- Director Council & Community Services, Sharon Hillen
- Director Commercial Services, Marc Gardner
- Manager Governance and Corporate Planning, Amanda Haigh
- Compliance Coordinator, Cristian Coman

2. MEETING OPENED

Meeting opened at 10.07 am

WELCOME TO COUNTRY

CEO Michael Berto welcomed committee members and staff to the meeting and the Roper Gulf Regional Council Pledge was read.

Independent Member Sandra Cannon provided an Introduction to all present.

The CEO proposed and interim chair for this Meeting:

2.1 INTERIM CHAIRPERSON

42/2017 RESOLVED (Donald Garner/ Sandra Cannon) Carried

(a) That the Audit Committee elect an interim chairperson for the Audit Committee Meeting 6 December 2017.

43/2017 RESOLVED (Donald Garner/David Murrungun) Carried

(a) That the Audit Committee elect Sandra Cannon as the interim chairperson for the Audit Committee Meeting 6 December 2017.

3. APOLOGIES AND LEAVE OF ABSENCE

3.1 APOLOGIES AND LEAVE OF ABSENCE

Independent Member Phil Vivian notified via email inability to attend.

Councillor Roberts expressed his apology through a phone call with the Manager of Governance.

44/2017 RESOLVED (Donald Garner/Sandra Cannon) Carried

- (a) That the Audit Committee accept the apology from Independent Member Phil Vivian and Councillor Eric Roberts.

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 CONFIRMATION OF PREVIOUS MINUTES

45/2017 RESOLVED (Donald Garner/David Murrungun) Carried

- (a) That the Audit Committee receive and note the minutes as a true and accurate record of the previous Audit Committee Meeting held on the 12 May 2017.

5. CALL FOR ITEMS OF GENERAL BUSINESS

NIL

6. DISCLOSURES OF INTEREST

There were no declarations of interest at this Audit Committee .

7. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

8. INCOMING CORRESPONDENCE

Nil

9. OUTGOING CORRESPONDENCE

Nil

10. ELECTED MEMBERS'S REPORT

Nil

11. OPERATIONAL REPORT

11.1 AUDIT COMMITTEE - TERMS OF REFERENCE

46/2017 RESOLVED (Donald Garner/David Murrungun) Carried

- (a) That Audit Committee receive and note the Audit Committee Terms of Reference as adopted by Council at the Ordinary Meeting of Council on 14 September 2017.

11.2 2018 MEETING CALENDAR

47/2017 RESOLVED (Donald Garner/David Murrungun) Carried

- (a) That the Audit Committee receive and note the approved dates scheduled Audit Committee 2018 meeting dates, located in Katherine: -
- Wednesday, 7th February 2018
 - Wednesday, 9th May 2018
 - Wednesday, 19th September 2018
 - Wednesday, 7th November 2018

11.3 2016-17 ANNUAL REPORT

48/2017 RESOLVED (Donald Garner/David Murrungun) Carried

- (a) That the Audit Committee receive and note the Roper Gulf Regional Council 2016-17 Annual Report.

11.4 2017-2018 REGIONAL PLAN QUARTERLY REPORT

Committee request documents to be provided before the meeting.

49/2017 RESOLVED (Donald Garner/David Murrungun) Carried

- (a) That the Audit Committee receive and note the first quarter report for the 2017-18 Regional Plan.

11.5 FINANCE - BUDGET REVISION FIRST QUARTER 2017-18

50/2017 RESOLVED (Donald Garner/David Murrungun) Carried

- (a) That the Audit Committee receive and note the First Quarter Amended Budget for 2017-18 adopted by the Finance Committee on the 16 November 2017.

11.6 ELECTION OF CHAIRPERSON

Due to only one Independent Member being in attendance the Committee requests to defer to next meeting.

51/2017 RESOLVED (Donald Garner/David Murrungun)

- (a) That the Audit Committee defer the recommendation to Council Chairperson of the Roper Gulf Regional Council Audit Committee.

12. GENERAL BUSINESS

NIL

13. CONFIDENTIAL SESSION DECISION TO MOVE TO CONFIDENTIAL SESSION

52/2017 RESOLVED (David Murrungun/Donald Garner)

Members of the press and public be excluded from the meeting of the Confidential Session and access to the correspondence and reports relating to the items considered during the course of the Confidential Session be withheld. This action is taken in accordance with Section 65(2) of the Local Government Act, 2008 as the items lists come within the following provisions:-

13.1 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).*

13.2 Action List - *The report will be dealt with under Section 65(2) (ci) (cii) 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 cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law.*

13.3 Audit Committee Work Plan - *The report will be dealt with under Section 65(2) (ciii) (e) 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; AND information provided to the council on condition that it be keep confidential.*

13.4 Compliance Diary - *The report will be dealt with under Section 65(2) (ciii) (e) 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; AND information provided to the council on condition that it be keep confidential.*

13.5 Auditors 2016-17 Management Letter - *The report will be dealt with under Section 65(2) (cii) 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 security of the council, its members or staff.*

13.6 2018-2021 Strategic Plan - *The report will be dealt with under Section 65(2) (cii) 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 maintenance or administration of the law.*

13.7 Local Government Compliance Review - *The report will be dealt with under Section 65(2) (cii) 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 maintenance or administration of the law.*

RESUMPTION OF MEETING

60/2017 RESOLVED (Donald Garner/David Murrungun)

That the decisions of Closed Session be noted as follows:-

13.1 CONFIRMATION OF PREVIOUS AUDIT COMMITTEE MEETING MINUTES

53/2017 RESOLVED (Donald Garner/David Murrungun) Carried

- (a) That Audit Committee receive and note the confidential minutes as a true and accurate record of the previous Audit Committee Meeting held on the 12 May 2017.

13.2 ACTION LIST

54/2017 RESOLVED (Donald Garner/David Murrungun) Carried

- (a) That Audit Committee receive and note the Confidential Action List.

13.3 AUDIT COMMITTEE WORK PLAN

55/2017 RESOLVED (Donald Garner/David Murrungun) Carried

- (a) That the Audit Committee adopt the revised Work Plan.

13.4 COMPLIANCE DIARY

56/2017 RESOLVED (Donald Garner/David Murrungun) Carried

- (a) That the Audit Committee receive and note the Compliance Diary and the Grants Diary.

13.5 AUDITORS 2016-17 MANAGEMENT LETTER

57/2017 RESOLVED (Donald Garner/David Murrungun) Carried

- (a) That the Audit Committee receive and note the Auditors 2016-17 Management Letter.

13.6 2018-2021 STRATEGIC PLAN

58/2017 RESOLVED (Donald Garner/David Murrungun) Carried

- (a) That the Audit Committee receive and note the report on the Strategic Plan 2018-2021.

13.7 LOCAL GOVERNMENT COMPLIANCE REVIEW

CEO will forward the response letter to the committee when received.

59/2017 RESOLVED (Donald Garner/David Murrungun) Carried

- (a) That the Audit Committee receive and note the Incoming Correspondence for the Local Government Compliance Review.

14. ITEMS FOR NEXT MEETING

- As per Work Plan
- Compliance Report
- Election of Chairperson

CLOSE OF MEETING

The meeting terminated at 11.58 am.

This page and preceeding 5 Pages are the minutes of the ARE THE MINUTES OF THE Audit Committee Meeting HELD ON Wednesday, 6 December 2017 AND CONFIRMED Wednesday, 7 February 2018.

Chairperson

UNCONFIRMED