



AGENDA

AUDIT COMMITTEE MEETING

WEDNESDAY, 9 MAY 2018

Notice is given that the next Audit Committee Meeting of the Roper Gulf Regional Council will be held on:

- Wednesday, 9 May 2018 at
- The Conference Room
- Roper Gulf Regional Council Headquarters
- 29 Crawford Street, Katherine
- Commencing at 10:00 AM

Your attendance at the meeting will be appreciated.

PLEDGE

“We pledge to work as one towards a better future through effective use of all resources.

We have identified these key values and principles of Honesty, Equality, Accountability, Respect and Trust as being integral in the achievement of our vision, that the Roper Gulf Regional Council is Sustainable, Viable and Vibrant”.

PRAMIS BLA WI

“Mela pramis bla wek gudbalawei bla meigim futja bla wi wanwei, en bla yusim ola gudwan ting bla helpum wi luk lida.

Mela bin luk ol dijlod rul, ebrobodi gada tok trubalawei, wi gada meik so wi gibit firgo en lisiin misalp, abum rispek en trastim misalp bla jinggabat bla luk lida, Roper Galf Rijinul Kaunsul deya maindim en kipbum bla wi pramis , dum wek brabli gudbalawei, en im laibliwan”

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	PRESENT/STAFF/GUESTS	
2	MEETING OPENED	
3	APOLOGIES AND LEAVE OF ABSENCE	
4	CONFIRMATION OF PREVIOUS MINUTES	
4.1	Confirmation of Previous Minutes.....	6
5	CALL FOR ITEMS OF GENERAL BUSINESS	
6	DISCLOSURE OF INTEREST	
7	BUSINESS ARISING FROM PREVIOUS MINUTES	
	<i>Nil</i>	
8	INCOMING CORRESPONDENCE	
	<i>Nil</i>	
9	OUTGOING CORRESPONDENCE	
	<i>Nil</i>	
10	ELECTED MEMBERS'S REPORT	
	<i>Nil</i>	
11	OPERATIONAL REPORT	
11.1	Election of Chairperson.....	13
12	GENERAL BUSINESS	
	<i>Nil</i>	
13	CLOSED SESSION	
13.1	Service Provider Risk Profile IAS <i>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.</i>	
13.2	Compliance Considerations <i>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.</i>	
13.3	Audit Committee Work Plan <i>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</i>	

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 Confirmation of Previous Confidential 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).

13.5 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.

13.6 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).

13.7 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.

13.8 Local Government Compliance Review

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.

13.9 Terms of Reference

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.

14 ITEMS FOR NEXT MEETING

CLOSE OF MEETING

CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER	4.1
TITLE	Confirmation of Previous Minutes
REFERENCE	747497
AUTHOR	Amanda Haigh, Manager Governance and Corporate Planning

RECOMMENDATION

- (a) **That the Audit Committee approve the minutes as a true and accurate record of the previous Audit Committee Meeting held on the 6 December 2017.**

BACKGROUND

The Audit Committee met on the 6th December in the Conference Room at 29 Crawford St Katherine. The minutes of this meeting are attached.

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

1 AUD_06122017_MIN.pdf



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) (c) (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) (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 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 preceding 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

OPERATIONAL REPORT



ITEM NUMBER	11.1
TITLE	Election of Chairperson
REFERENCE	747504
AUTHOR	Amanda Haigh, Manager Governance and Corporate Planning

RECOMMENDATION

- (a) **That Audit Committee recommend to Council Independent Member to be the Chairperson of the Roper Gulf Regional Council Audit Committee for the period of 12 months.**

BACKGROUND

The Terms of Reference for the Audit Committee states at paragraph 3 the following:

Chairperson

The Council shall appoint any one of the Independent Members as the Chairperson of the Audit Committee for a period of 12 months.

The Chairperson's performance shall be reviewed by the CEO on an annual basis, before the expiry of their term.

The Council shall appoint the Chairperson on a yearly basis via resolution.

The Chairperson of the Audit Committee must be an Independent Member. Elected Members of RGRC are not eligible to Chair the Audit Committee.

ISSUES/OPTIONS/SWOT

The Committee should make a recommendation as to who should chair the committee.

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS: