



AGENDA

AUDIT COMMITTEE MEETING

WEDNESDAY, 19 SEPTEMBER 2018

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

- Wednesday, 19 September 2018 at
- The Conference Room
- Roper Gulf Regional Council Headquarters
- 2 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”

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13	CLOSED SESSION	
13.1	Confirmation of Previous Confidential Audit Committee Meeting Minutes <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 (TOR state to keep Audit reports confidential).</i>	
13.2	Action List <i>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.</i>	
13.3	Internal Audit Programme	

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.

13.4 Compliance Diary

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 763078
AUTHOR Amy Bretherton, Governance Officer

RECOMMENDATION

- (a) **That the Audit Committee approve the minutes as a true and accurate record of the previous Audit Committee Meeting held on the 9 May 2018.**

BACKGROUND

The Audit Committee met on the 9th May 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 Audit Committee 2018-05-09 [748105].DOCX



MINUTES OF THE AUDIT COMMITTEE MEETING OF THE ROPER GULF
REGIONAL COUNCIL MEETING HELD AT THE CONFERENCE ROOM
ROPER GULF REGIONAL COUNCIL HEADQUARTERS
29 CRAWFORD STREET, KATHERINE ON WEDNESDAY, 9 MAY 2018 AT 10:00
AM

1. PRESENT/STAFF/GUESTS

1.1 Independent Members

- Sandra CANNON (Interim Chair)
- Garry LAMBERT
- Councillor Don GARNER
- Councillor David MURRUNGUN

1.2 Staff

- Chief Executive Officer, Michael BERTO
- Director of Corporate Governance, Greg ARNOTT
- Director of Council and Community Services, Sharon HILLEN
- Management Accountant, Munish SINGLA
- Acting Manager – Governance and Corporate Planning, Cristian COMAN
- Governance Officer, Tessa CARNEGIE (Minute Taker)

1.3 Guests

Nil

2. MEETING OPENED

Meeting opened at 10.21am

WELCOME TO COUNTRY

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

Discussion regarding the Pledge w/ all present.

The CEO proposed an interim chair for the meeting: Sandra Cannon (accepted nomination).

2.1 INTERIM CHAIRPERSON

1/2018 RESOLVED (Garry Lambert/Donald Garner)

- (a) **That the Audit Committee elect an interim chairperson for the Audit Committee Meeting 9 May 2018.**

Sandra Cannon requested Garry Lambert to discuss prior experience w/ all present.

3. APOLOGIES AND LEAVE OF ABSENCE

3.1 APOLOGIES AND LEAVE OF ABSENCE

Councillor Eric Roberts has been uncontactable and there has been no reply to date regarding his absent from the meeting. It has been noted that no apology has been received.

CEO Michael Berto left the meeting, the time being 10:35 AM

2/2018 RESOLVED (Garry Lambert/David Murrungun)

- (a) **That the Audit Committee acknowledged that Councillor Eric Roberts did not provide an apology for his absence.**

4. DISCLOSURES OF INTEREST

Independent Member Garry Lambert was involved in the Palmerston Council Audit Report relating to the Disciplinary Committee, he advised that this will have no impact on the Audit Committee Meeting moving forward.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 BUSINESS ARISING FROM PREVIOUS MINUTES

Sandra Cannon requested that Business Arising from Previous Minutes agenda item be before Confirmation of Previous Minutes agenda item.

CEO Michael Berto returned to the meeting, the time being 10:37 AM

- New meeting times, 4 times per annum. No meeting in March or February.
- Internal Audit Program was an ongoing matter and documents have been provided. Audit committee to discuss.

General Business accepted by all present.

RECOMMENDATION

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

6. CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

3/2018 RESOLVED (Donald Garner/David Murrungun)

- (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 6 December 2017.**

7. INCOMING CORRESPONDENCE

NIL

8. OUTGOING CORRESPONDENCE

NIL

9. ELECTED MEMBERS'S REPORT

Sandra cannon: What does it mean for this Audit Committee?

- Answer: This section originates from set agenda/ template available via Roper Gulf Regional Council systems and processes.

MOTION

4/2018 **RESOLVED** (Sandra Cannon/Garry Lambert)

ACTION: Omit the 'Elected Member's Report' agenda item from the following Audit Committee Meeting Agenda for ongoing meetings.

10. OPERATIONAL REPORT

10.1 ELECTION OF CHAIRPERSON

5/2018 **RESOLVED** (Garry Lambert/Donald Garner)

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

11. GENERAL BUSINESS

11.1 GENERAL BUSINESS

Sandra Cannon is going overseas and will be away up until August 2018.

Independent Member Garry Lambert will be busy throughout August 2018.

Therefore, meetings dates for the 2018 year will be as following:

- 19 September 2018
- 17 October 2018
- 07 November 2018

6/2018 **RESOLVED** (David Murrungun/Sandra Cannon)

- (a) That the Audit Committee receive and note the General Business items and updated meeting dates.

End of Open Session

Donald Garner/ Garry Lambert

12 CLOSED SESSION

12.1 SERVICE PROVIDER RISK PROFILE IAS

7/2018 **RESOLVED** (David Murrungun/Donald Garner)

- (a) That the Audit Committee receives and notes the Department of Prime Minister and Cabinet correspondence to Council.

12.2 COMPLIANCE CONSIDERATIONS

8/2018 RESOLVED (Donald Garner/David Murrungun)

- (a) That the Audit Committee receive and note the Investigation Report into the governance of City of Palmerston Council;
- (b) That the Audit Committee considers the implications raised by the Report;

12.3 AUDIT COMMITTEE WORK PLAN

9/2018 RESOLVED (Sandra Cannon/Donald Garner)

- (a) That the Audit Committee adopt the revised Work Plan against the Terms of Reference as adopted by Council on 14 September 2017.

12.4 CONFIRMATION OF PREVIOUS CONFIDENTIAL AUDIT COMMITTEE MEETING MINUTES

10/2018 RESOLVED (Donald Garner/David Murrungun)

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

12.5 ACTION LIST

11/2018 RESOLVED (Donald Garner/David Murrungun)

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

12.6 LOSS OR ADVERSE EVENTS

12/2018 RESOLVED (Donald Garner/David Murrungun)

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

12.7 COUNCIL POLICIES - NEW, REVIEWED AND UPDATED

13/2018 RESOLVED (Sandra Cannon/Donald Garner)

- (a) That the Audit Committee receives and notes the update on Council Policies.

12.8 LOCAL GOVERNMENT COMPLIANCE REVIEW

14/2018 RESOLVED (David Murrungun/Donald Garner)

- (a) That the Confidential Audit Committee receives and notes the Response Letter from the Department of Housing and Community Development for the 2017 Compliance Review.
- (b) That the Audit Committee receives and notes RGRC's response to the issues raised by the Department of Housing and Community Development.

12.9 TERMS OF REFERENCE

15/2018 RESOLVED (David Murrungun/Donald Garner)

- (a) That the Confidential Audit Committee receives and notes the revised Audit Committee Terms of Reference as adopted by Council at the 18 April 2018 Ordinary Meeting of Council

1. BUSINESS ARISING

NIL

2. GENERAL BUSINESS

16/2018 RESOLVED (Sandra Cannon/Garry Lambert)

- (a) That the Confidential Audit Committee receives and notes the revised Audit Committee Terms of Reference as adopted by Council at the 18 April 2018 Ordinary Meeting of Council

13.1 Service Provider Risk Profile IAS - *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.*

13.2 Compliance Considerations - *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.*

13.3 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 kept 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*

3. ITEMS FOR NEXT MEETING

CLOSE OF MEETING

The meeting terminated at 12.35pm.

This page and preceeding 5 Pages are the minutes of the AGES ARE THE MINUTES OF THE Audit Committee Meeting HELD ON Wednesday, 9 May 2018 AND CONFIRMED Wednesday, 19 September 2018.

Chairperson

BUSINESS ARISING FROM PREVIOUS MINUTES



ITEM NUMBER 7.1
TITLE Action List
REFERENCE 763112
AUTHOR Amy Bretherton, Governance Officer

RECOMMENDATION

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

BACKGROUND

9. ELECTED MEMBERS'S REPORT

Sandra cannon: What does it mean for this Audit Committee?

- Answer: This section originates from set agenda/ template available via Roper Gulf Regional Council systems and processes.

Date	Agenda Item #	Item Description	Responsible Person	Comments/ Details	Ongoing	Status Comments - Completion Date
9-May-18	7.1	ELECTED MEMBERS'S REPORT	CEO- Michael Berto	Omit the 'Elected Member's Report' agenda item from the following Audit Committee Meeting Agenda for ongoing meetings.	Ongoing	07/09/2018 Item Section has not been removed and still shows in agenda.

ISSUES/OPTIONS/SWOT

<<Enter Text>>

FINANCIAL CONSIDERATIONS

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ATTACHMENTS:

There are no attachments for this report.

ELECTED MEMBER'S REPORT



ITEM NUMBER	10.1
TITLE	2018-19 Regional Plan
REFERENCE	763631
AUTHOR	Cristian Coman, Manager - Governance and Corporate Planning

RECOMMENDATION

- (a) That the Audit Committee receive and note the 2018-19 Regional Plan.

BACKGROUND

Council adopted the 2018-19 Regional Plan at the 25 July 2018 Ordinary Meeting of Council.

ISSUES/OPTIONS/SWOT

The 2018-19 Regional Plan is publicly available on the Roper Gulf Regional Council website:

<http://ropergulf.nt.gov.au/plans-report/>

Hard copies are publicly available for inspection and purchase at all Council offices in the form of printed and bound copies. Formal prints are currently being sourced.

Printed and bound copies will be provided to the Audit Committee rather than electronic due to size considerations.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS:

There are no attachments for this report.

OPERATIONAL REPORT



ITEM NUMBER	11.1
TITLE	New Policies
REFERENCE	763605
AUTHOR	Cristian Coman, Manager - Governance and Corporate Planning

RECOMMENDATION

- (a) **That the Audit Committee receive and note the GOV026 Mandatory Reporting Policy;**
- (b) **That the Audit Committee receive and note the GOV030 Shared Services Policy.**

BACKGROUND

The Mandatory Reporting Policy was adopted by the Finance Committee on 29 August 2018. It is reflective of applicable law, and forms part of Council's Working with Vulnerable Persons (WWVP) requirements introduced by the Commonwealth for all grants recipients.

The Shared Services Policy was adopted by Council on 27 June 2018 based on a request from the Department of Housing and Community Development (NT).

ISSUES/OPTIONS/SWOT

The Mandatory Reporting Policy collates mandatory reporting requirements into the one document. It should be noted that this it does not include the activity-specific requirements which are handled separately (i.e. Community Safety, Community Services).

The Shared Services Policy states that Council is willing to consider proposals / requests for shared service arrangements as needed on a case-by-case basis. The policy outlines the process, and states that ultimate discretion for arrangements lies with Council.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS:

- 1 GOV026 Mandatory Reporting Policy.pdf
- 2 GOV030 Shared Services Policy.pdf

Roper Gulf Regional Council



GOV026 – Mandatory Reporting Policy

1. POLICY CERTIFICATION

Policy title:	Mandatory Reporting Policy
Policy number:	GOV026
Category:	GOVERNANCE
Classification:	Governance
Status:	Approved

2. PURPOSE

This policy affirms Roper Gulf Regional Council's commitment to the prevention of child abuse and domestic violence within its communities and its commitment to the safety of all of its constituents. This policy outlines the mandatory reporting requirements of the *Care and Protection of Children Act* and the *Domestic and Family Violence Act* to all Roper Gulf Regional Council members and staff, volunteers and CDP participants.

3. ORGANISATIONAL SCOPE

This policy applies to all Roper Gulf Regional Council (RGRC) Elected and Appointed Members, Staff Members (paid and voluntary), Contractors, Community Development Participants (CDP), and other persons engaged by RGRC for whatever reason, who are over the age of eighteen (18) years.

4. POLICY STATEMENT

Child abuse and domestic violence are unacceptable, and present a community welfare issue. The consequences of child abuse and domestic violence are negative and long-lasting for victims, and other persons exposed to it.

RGRC is committed to the safety and wellbeing of all its constituents, and affirms its belief that all persons have a right to live free from abuse, violence, or threat of violence.

RGRC will ensure that all of its Elected and Appointed Members, its Staff Members, its Contractors, its Volunteers, CDP Participants, and all other persons it is involved with, are aware of, and comply with the Territory's mandatory reporting requirements pertaining to child abuse and domestic violence, and will afford Police, or any other Territory or Commonwealth Government body, every assistance which they may require when investigating child abuse and domestic violence matters.

5. DEFINITIONS

Child	A person who is under the age of 18 years.
Child Abuse	The infliction of unlawful harm on a child. Unlawful harm is inclusive of unlawful physical force or violence, any sexual act, and any other unlawful act which harms the child physically, psychologically, or emotionally.

Roper Gulf Regional Council



GOV026 – Mandatory Reporting Policy

	Child abuse is not inclusive of lawful correction / discipline of a child by a parent, lawful guardian / caregiver or teacher. I.e. ss 11, 196 <i>Criminal Code Act</i> .
Neglect of a Child	Any significant detrimental effect to a child caused by an omission or circumstance where the child's physical, medical, sanitary, nutritional, developmental, psychological, educational, emotional, or other needs are insufficiently provided for by the child's parent(s) or other lawful guardian / caregiver.
Domestic Relationship	<p>s9 <i>Domestic and Family Violence Act</i>.</p> <p>A person is in a <i>domestic relationship</i> with another person if the person:</p> <ul style="list-style-type: none"> (a) is or has been in a family relationship with the other person; or (b) has or had the custody or guardianship of, or right of access to, the other person; or (c) is or has been subject to the custody or guardianship of the other person, or the other person has or has had a right of access to the other person; or (d) ordinarily or regularly lives, or has lived, with: <ul style="list-style-type: none"> (i) the other person; or (ii) someone else who is in a family relationship with the other person; or (e) is or has been in a family relationship with the other person; or (f) is or has been in an intimate personal relationship with the other person; or (g) is or has been in a carers relationship with the other person.
Domestic Violence	<p>s5 <i>Domestic and Family Violence Act</i>.</p> <p><i>Domestic Violence</i> is any of the following conduct committed by a person against someone with whom the person is in a domestic relationship:</p> <ul style="list-style-type: none"> (a) conduct causing harm (including sexual or other assault); (b) damaging property; including the injury or death of an animal; (c) intimidation; (d) stalking; (e) economic abuse; (f) attempting or threatening to commit conduct mention in paragraphs (a) to (e).
CDP	Community Development Programme
RGRC	Roper Gulf Regional Council

Roper Gulf Regional Council



GOV026 – Mandatory Reporting Policy

<p>Reasonable Belief / Belief on Reasonable Grounds</p>	<p>A conjecture or state of mind, which is stronger than a suspicion, but lacking the factual basis of knowledge, which supports a particular theory, proposition, or event whether actual or perceived. It requires a factual basis so that it is more than an idle possibility, and stronger than a suspicion. The facts which may reasonably ground a suspicion may be quite insufficient to reasonably ground a belief.</p> <p>'A suspicion that something exists is more than a mere idle wondering whether it exists or not; it is a positive feeling of actual apprehension or mistrust, amounting to a "slight opinion", but without sufficient evidence...Consequently, a reason to suspect that a fact exists is more than a reason to consider or look into the possibility of its existence' Kitto J in <i>Queensland Bacon Pty Ltd v Rees</i> (1966) 115 CLR 266 at 303 - quoted in <i>George v Rockett</i> (1990) 170 CLR 104.</p> <p>'The assent of belief is given on more slender evidence than proof. Belief is an inclination of the mind towards assenting to, rather than rejecting a proposition' <i>George v Rockett</i> (1990) 170 CLR 104.</p>
<p>Mandatory Reporting</p>	<p>The legal requirement of all persons over 18 years of age to report child abuse and domestic violence matters to police. A person must report such matters as soon as practicable after forming the belief that child abuse or domestic violence has or is likely to occur. A person must report:</p> <ul style="list-style-type: none"> (i) the belief; and (ii) any knowledge forming the grounds for the belief; and (iii) any factual circumstances on which that knowledge is based.
<p>Harm</p>	<p>s1A <i>Criminal Code Act</i>.</p> <ul style="list-style-type: none"> (1) Harm is physical harm or harm to a person's mental health, whether temporary or permanent. (2) Physical harm includes unconsciousness, pain, disfigurement, infection with a disease and any physical contact with a person that a person might reasonably object to in the circumstances, whether or not the person was aware of it at the time. (3) Harm to a person's mental health includes significant psychological harm, but does not include mere ordinary emotional reactions such as those of only distress, grief fear or anger. (4) Harm does not include being subjected to any force or impact that is within the limits of what is acceptable as incidental to a social interaction or to life in the community.

Roper Gulf Regional Council



GOV026 – Mandatory Reporting Policy

Serious Harm	<p>s1 <i>Criminal Code Act</i></p> <p>any harm (including the cumulative effect of more than one harm):</p> <p>(a) that endangers, or is likely to endanger, a person's life; or</p> <p>(b) that is or is likely to be significant and longstanding.</p>
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6. PRINCIPLES

6.1 Mandatory Reporting Requirements for Child Abuse

All adults in the Northern Territory (NT) are legally required to report to Police if they *believe on reasonable grounds* that a person under the age of eighteen years (child) is being or likely to be abused physically and/or sexually, or neglected in any way (s26 *Care and Protection of Children Act*).

6.2 Mandatory Reporting Requirements for Domestic Violence

All adults in the NT are required to report to police if they *believe on reasonable grounds* that a person has caused, or is likely to cause harm to another person with whom the other person is in a domestic relationship, or the life or safety of a person is under serious or imminent threat because of domestic violence has been, or is about to be committed (s124A(1) *Domestic and Family Violence Act*).

'Harm' is inclusive of physical and sexual violence.

6.3 Principles surrounding Mandatory Reporting

All adults are required by law to report child abuse and domestic violence matters to police. This requirement applies regardless of a person's position, activities or undertakings. Section 124A(1)(b) of the *Domestic and Family Violence Act* requires a person must report as soon as practicable after forming the belief that child abuse or domestic violence has occurred, or is likely to occur, to a police officer, either verbally or in writing:

- (i) The belief,
- (ii) any knowledge forming the grounds for that belief; and,
- (iii) any factual circumstances on which the knowledge is based.

The mandatory reporting requirement applies to RGRC staff members regardless of whether or not they are engaged in official duties with RGRC.

A person must not fail to carry out their mandatory reporting obligations without a reasonable excuse such as:

- The person reasonably believed that someone else had reported the matter to police;
- The person was engaged in planning for the removal of the victim from their circumstances, and intended to report the matter as soon as practicable after the removal;

Roper Gulf Regional Council



GOV026 – Mandatory Reporting Policy

- The person reasonably feared for their safety, or for the safety of any other person if the matter was reported.

6.4 RGRC requirements

If a RGRC Elected Member, Local Authority Member, Staff Member, Contractor, Volunteer, or CDP Participant *believes on reasonable grounds* that a child is being or likely to be neglected or physically or sexually abused, or, if a person is being or likely to be subjected to violence by another person with whom they are in a domestic relationship with, they must immediately report the matter to police.

RGRC will endeavour to support its Elected Members, Local Authority Members, Staff Members, Contractors, Volunteers, or CDP Participants, who report, or are the subjected to child abuse or domestic violence, and police who investigate any such matters.

7. REFERENCES

Acknowledgements (original author/source documents)	
Related Policies	All RGRC policies
Related Publications	<ul style="list-style-type: none"> • Local Government Act • Care and Protection of Children Act • Domestic and Family Violence Act • Criminal Code Act • George v Rockett (1990) 170 CLR 104

8. DOCUMENT CONTROL

Policy number	GOV026
Policy Owner	Manager – Governance and Corporate Planning
Endorsed by	SLT 08/08/2018
Approved	29 August 2018 FCM
Revisions	TBA
Amendments	None
Next revision due	June 2021

10. CONTACT PERSON

Position **Manager – Governance and Corporate Planning**
 Contact number **08 8972 9005**

Roper Gulf Regional Council



GOV030 – Shared Services Policy

1. POLICY CERTIFICATION

Policy title:	Shared Services Policy
Policy number:	GOV030
Category:	Council Policy
Classification:	Administration
Link to Strategic Plan Goals:	Goal 1: Strong Leadership through Good Governance, Strong Financial Management, Corporate Planning and Operational Support
Link to Strategic Plan Strategy:	Goal 1: Further strengthen corporate governance and financial sustainability
Link to Business Plan Strategy:	Goal 1: Achieve strong Corporate Governance
Status:	Approved

2. PURPOSE

Roper Gulf Regional Council (RGRC) affirms its commitment to the development and sustainability of its residents and communities. RGRC aims to provide efficient, timely, and high-standard services to achieve this goal. RGRC recognises that under certain circumstances it may be practical to enter into a shared-services arrangement with one or more bodies for mutual benefit of improved service delivery and outcome, at a reduced overall risk and cost.

3. ORGANISATIONAL SCOPE

This Policy is applicable across Roper Gulf Regional Council as a whole, and is aimed at Directorate and Business Unit level. This Policy compliments the following RGRC Policies:

- GOV028 Buy Local Policy;
- GOV029 Indigenous Procurement Policy;
- CTS002 Commercial Commitments Policy.

4. POLICY STATEMENT

RGRC will consider whether or not a shared-services approach with other public or private bodies is desirable on a case by case basis.

RGRC will also consider requests and proposal for shared services from external stakeholders.

The ultimate discretion of whether or not to enter into a shared services agreement lies with Council and its delegated officers as outlined in the GOV012 Organisational Delegations Manual (Non-Financial).

Roper Gulf Regional Council



GOV030 – Shared Services Policy

5. DEFINITIONS

CEO	Chief Executive Officer
RGRC	Roper Gulf Regional Council

6. PRINCIPLES

The feasibility of potential shared services arrangements with external bodies shall be assessed by the Strategic Leadership Team (SLT). Requests for such arrangements may arise from internal business units, as well as from external parties.

Proposals for shared services arrangements shall be assessed against various requirements and considerations including but not limited to:

- Applicable law;
- Current and potential contractual and agreement obligations;
- The public interest;
- Current and potential operational requirements;
- Risk;
- Safety;
- Cost analysis;
- Current and potential capacity of all parties to deliver stated and desirable outcomes;

Should SLT determine that a shared services arrangement is desirable, the responsible business unit shall develop a proposed agreement as directed by the Chief Executive Officer (CEO) or applicable Director, and forward the proposal to the Governance and Corporate Planning business unit for review in accordance with Clause 6 of the CTS002 Commercial Commitments Policy.

The final draft of a shared services agreement requires the review and approval of the Director of Corporate Governance before it is presented to the CEO and/or Council (depending on nature of matter) for adoption and execution.

7. REFERENCES

Acknowledgements (original author/source documents)	Nil
Related Policies	<ul style="list-style-type: none"> • CTS002 Commercial Commitments Policy; • GOV012 Organisational Delegations Manual (Non-Financial); • GOV015 Legislative Compliance Policy; • GOV023 Risk Management Policy; • GOV027 Indigenous Procurement

Roper Gulf Regional Council



GOV030 – Shared Services Policy

	Policy; <ul style="list-style-type: none"> • GOV028 Buy Local Policy.
Related Publications	<i>Local Government Act</i> <i>Local Government (Accounting) Regulations</i> <i>Local Government General Instruction No.4 - Procurement</i>
Related Supporting Documents	Nil

8. DOCUMENT CONTROL

Policy Number	GOV030 Shared Services Policy
Policy Owner	Manager – Governance and Corporate Planning
Approved By	Council
Approval Date	27 June 2018
Revisions	Nil
Amendments	Nil
Next revision due	June 2021

10. CONTACT PERSON

Position **Manager Governance, Corporate Planning & Compliance**
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