

MINUTES OF THE ROPER GULF REGIONAL COUNCIL, AUDIT COMMITTEE
MEETING HELD AT THE ROPER ROOM, ROPER GULF REGIONAL COUNCIL
2 CRAWFORD STREET, KATHERINE, NT
ON WEDNESDAY, 18 NOVEMBER 2020 AT 10.00AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Independent Member Garry LAMBERT (Chairperson);
- Independent Member Carolyn EAGLE (via videoconference);
- Councillor Marlene KARADOO (via videoconference);
- Councillor David MURRUNUGUN; and
- Councillor Donald GARNER.

1.2 Staff

- Marc GARDNER, Acting Chief Executive Officer;
- Dave HERON, Acting General Manager Corporate Services and Sustainability;
- Cristian COMAN, Information Systems Manager;
- Chloe IRLAM, Governance Officer; and
- BhumiKA ADHIKARI, Executive Administration Support Officer.

1.3 Guests

- Cheryl CHASE, Partner, Deloitte; and
- Wasique ZAFAR, Audit Manager, Deloitte.

2 MEETING OPENED

The Audit Committee Meeting opened at 10:00am with quorum

3 WELCOME TO COUNTRY

4 APOLOGIES AND LEAVE OF ABSENCE

Nil.

5 QUESTIONS FROM THE PUBLIC

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

77/2020 RESOLVED (Donald GARNER/Carolyn EAGLE)

CARRIED

The Audit Committee confirmed the minutes from the meeting held on 16 September 2020 and affirmed them to be a true and accurate record of the meetings decisions and proceedings.

7 BUSINESS ARISING FROM PREVIOUS MINUTES

7.1 ACTION LIST

78/2020 RESOLVED (Donald GARNER/David MURRUGUN)

CARRIED

The Audit Committee :

- a) Received and noted the Action List.

8 CALL FOR ITEMS OF GENERAL BUSINESS

9 DISCLOSURES OF INTEREST

There were no declarations of interest at this Audit Committee Meeting.

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 GENERAL BUSINESS

12.1 TENDER FOR PROVISION FOR AUDIT SERVICES

79/2020 RESOLVED (David MURRUGUN/Marlene KARKADOO)

CARRIED

The Committee endorsed the issue of the tender request of the provision for audit services for the next three years by the Acting CEO.

12.2 BUSINESS CONTINUITY PLAN

80/2020 RESOLVED (Donald GARNER/David MURRUGUN)

CARRIED

The Audit Committee:

- (a) endorses the draft Business Continuity Plan;
- (b) notes changes required to the draft Business Continuity Plan; and
- (c) that the Business Continuity Plan is a standing item for every future Audit Committee Meeting.

12.3 AUDIT MANAGEMENT LETTER

81/2020 RESOLVED (Marlene KARKADOO/Carolyn EAGLE)

CARRIED

The Audit Committee accepted the Audit Management Letter and requested that the

progress of the recommendations is reported at the next Audit Committee meeting.

*Cheryl CHASE and Wasique ZAFAR joined the meeting via teleconferencing at 10:34am
Cheryl CHASE and Wasique ZAFAR left the meeting at 11:19am.*

12.4 SELF-ASSESSMENT OF AUDIT COMMITTEE

82/2020 RESOLVED (Donald GARNER/David MURRUNGUN)

CARRIED

The Audit Committee:

- (a) Noted the report in relation to the self-assessment of the Audit Committee; and**
- (b) Recommended to the Council that the terms of reference for the Audit Committee are amended to include an own motion capability; and**
- (c) Completed the Audit Committee Self-Assessment.**

13 EXECUTIVE REPORTS

14 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

15 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

15.1 FINANCIAL REPORTING TO COUNCIL & MANAGEMENT

83/2020 RESOLVED (Marlene KARKADOO/Carolyn EAGLE)

CARRIED

The Audit Committee accepted the financial reporting templates for Council and Management.

16 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

17 CLOSED SESSION

DECISION TO MOVE TO CLOSED SESSION

84/2020 RESOLVED (Donald GARNER/David MURRUNGUN)

CARRIED

Members of the press and public be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed 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:-

17.1 Confirmation of Previous Minutes - *The report will conducted in accordance with the Local Government Act 2008 s 65(2) and Local Government (Administration) Regulations 2008 reg 8(e).*

17.2 Corporate Information System Update - *The report will conducted in accordance with the Local Government Act 2008 s 65(2) and Local Government (Administration) Regulations 2008 reg 8(c)(iv).*

17.3 Heavy Vehicle Matter - *The report will conducted in accordance with the Local Government Act 2008 s 65(2) and Local Government (Administration) Regulations 2008 reg 8(c)(iv).*

17.4 Assessment of Audit - *The report will conducted in accordance with the Local*

Government Act 2008 s 65(2) and Local Government (Administration) Regulations 2008 reg 8(c)(i) (c)(iv).

17.5 Risk Management Plan and Register - The report will be conducted in accordance with the Local Government Act 2008 s 65(2) and Local Government (Administration) Regulations 2008 reg 8(c)(iii) (c)(iv) (d) (e).

RESUMPTION OF MEETING

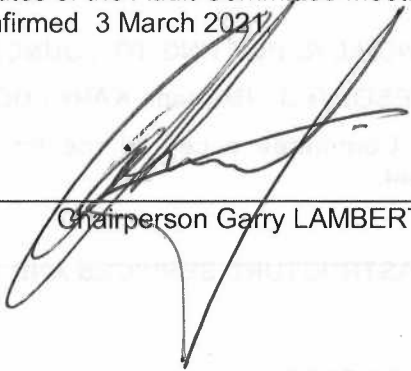
85/2020 RESOLVED (David MURRUNGUN/Marlene KARKADOO) CARRIED

That the Audit Committee moved to return to the open session of the Audit Committee Meeting and declared the resolutions made in the confidential session not be available to the public in accordance with the *Local Government Act 2008*, section 201.

18 CLOSE OF MEETING

The meeting terminated at 12:45 pm.

This page and the preceding pages are the minutes of the Audit Committee Meeting held on Wednesday, 18 November 2020 and will be confirmed 3 March 2021.



Chairperson Garry LAMBERT