RoperGulf
REGIONAL COUNCIL
SUSTAINABLE · VIABLE · VIBRANT

MINUTES OF THE AUDIT COMMITTEE OF THE ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE ROPER ROOM, ROPER GULF REGIONAL COUNCIL SUPPORT CENTRE 2 CRAWFORD STREET, KATHERINE, NT ON WEDNESDAY ON 4 MARCH 2020 AT 10:00AM

1   PRESENT/STAFF/GUESTS

1.1   Members

- Councillor Donald GARNER;
- Independent Member Garry LAMBERT, Chairperson; and
- Independent Member Sheldon SMITH.

1.2   Staff

- Phillip LUCK, Chief Executive Officer;
- Marc GARDNER, General Manager Corporate Services and Sustainability;
- Dave HERON, Chief Financial Officer;
- Naomi HUNTER, Executive Manager; and
- Ashleigh ANDERSON, Local Authority Coordinator.

1.3   Guests

- Cheryl CHASE, Deloitte; and
- Wasique ZAFAR, Deloitte

2   MEETING OPENED

The Audit Committee Meeting opened at 9:54am and the Roper Gulf Regional Council Pledge was read.

PRESENTATION

9:58am – 10:25am Audit Strategy Document Presentation from Deloitte.

3   APOLOGIES AND LEAVE OF ABSENCE

3.1   APOLOGIES AND LEAVE OF ABSENCE

1/2020 **RESOLVED   (Sheldon SMITH/Donald GARNER)**   *CARRIED*

That the Audit Committee accepts the apologies of Councillor Eric Roberts and Councillor David Murrungun.

4 CONFIRMATION OF PREVIOUS MINUTES

4.1 AUDIT COMMITTEE MEETING - 20 NOVEMBER 2019

2/2020 **RESOLVED** **(Sheldon SMITH/Donald GARNER)** *CARRIED*

That the Audit Committee confirms the previous minutes from the meeting held on Wednesday 20 November 2019, and confirms them to be a true and accurate record of that meetings decisions and proceedings.

5 BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 ACTION LIST

3/2020 **RESOLVED** **(Donald GARNER/Sheldon SMITH)** *CARRIED*

That the Audit Committee:
(a) Receives and notes Action List; and,
(b) Approves the removal of completed items.

6 CALL FOR ITEMS OF GENERAL BUSINESS

7 DISCLOSURES OF INTEREST

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

8 INCOMING CORRESPONDENCE

Nil.

9 OUTGOING CORRESPONDENCE

Nil.

10 OPERATIONAL REPORTS

Nil.

11 GENERAL BUSINESS

11.1 2018/2019 FINANCIAL AUDIT MANAGEMENT LETTER UPDATE

4/2020 **RESOLVED** **(Donald GARNER/Sheldon SMITH)** *CARRIED*

That the Audit Committee receives and notes the update in relation to the 2018/2019 Financial Audit Management Letter.

11.2 ACCOUNTING AND POLICY MANUAL

5/2020 **RESOLVED**   (Donald GARNER/Sheldon SMITH)   *CARRIED*

That the Audit Committee receives and notes the report in relation to the Accounting and Policy Manual and requests that the Committee receives the Accounting and Policy Manual to review annually.

11.3 HR004 - RECRUITMENT AND SELECTION POLICY

6/2020 **RESOLVED**   (Sheldon SMITH/Donald GARNER)   *CARRIED*

That the Audit Committee notes the report in relation to the Recruitment and Selection Policy.

11.4 BUDGET PREPARATION TIMETABLE

7/2020 **RESOLVED**   (Donald GARNER/Sheldon SMITH)   *CARRIED*

That the Audit Committee notes the report in relation to the budget preparation timetable.

11.5 *LOCAL GOVERNMENT ACT 2019* CHANGES

8/2020 **RESOLVED**   (Donald GARNER/Sheldon SMITH)   *CARRIED*

That the Audit Committee notes the report in relation to the *Local Government Act 2019* changes.

12   ITEMS FOR NEXT MEETING

Nil.

13   MOVE TO CLOSED SESSION

13.1 MOVE TO CONFIDENTIAL SESSION

9/2020 **RESOLVED**   (Donald GARNER/Sheldon SMITH)   *CARRIED*

That the Audit Committee resolves to move into the confidential session of the Audit Committee Meeting.

14   RESUMPTION OF MEETING

14.1 RESUMPTION OF MEETING

10/2020 **RESOLVED**   (Donald GARNER/Sheldon SMITH)   *CARRIED*

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

15   CLOSE OF MEETING

The meeting terminated at 11:40am.

This page and the proceeding pages are the Minutes of the Audit Committee meeting held on Wednesday, 4 March 2020 and will be confirmed on Wednesday, 17 June 2020.

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Chairperson Garry LAMBERT