

MINUTES OF THE AUDIT COMMITTEE MEETING OF THE ROPER GULF  
REGIONAL COUNCIL MEETING  
HELD AT THE 29 CRAWFORD STREET  
CONFERENCE ROOM ON FRIDAY, 12 MAY 2017 AT 10:00AM

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**1. PRESENT/STAFF/GUESTS**

**1.1 Members**

- Mark Griffioen, Chairperson
- Phil Vivian, Independent Member
- Councillor Don Garner
- Councillor Daniel Mulholland

**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 (Minute Taker)
- Manager Finance, Lokesh Anand

**2. MEETING OPENED**

Meeting opened at 10.01 am

Chairperson Mark Griffioen welcomed committee members and staff to the meeting and the Roper Gulf Regional Council Pledge was read.

**3. APOLOGIES AND LEAVE OF ABSENCE**

**3.1 APOLOGIES AND LEAVE OF ABSENCE**

33/2017 RESOLVED (Daniel Mulholland/Phil Vivian) **Carried**

- (a) That the Audit Committee accept the apology from Councillor Timothy Baker for the Audit Committee meeting 12 May 2017.

**4. CONFIRMATION OF PREVIOUS MINUTES**

**4.1 CONFIRMATION OF PREVIOUS MINUTES**

Fix Mark last name spelling through out

34/2017 RESOLVED (Donald Garner/Daniel Mulholland) **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 8 February 2017.

## 5. CALL FOR ITEMS OF GENERAL BUSINESS

NIL

## 6. DISCLOSURES OF INTEREST

There were no declarations of interest at this Audit Committee .

## 7. CONFIDENTIAL SESSION

### DECISION TO MOVE TO CONFIDENTIAL SESSION

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:-

- 7.1 **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).*
- 7.2 **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 (TOR - reports are confidential).*
- 7.3 **2016-17 Audit Program** - *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 - reports are confidential).*
- 7.4 **FINANCE - RGRC First Draft Budget 2017-18** - *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 - reports are confidential).*
- 7.5 **Regional Plan 2016-2017 Quarterly Report** - *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 - reports are confidential).*
- 7.6 **Internal Audit Program - 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 (TOR - reports are confidential).*
- 7.7 **Compliance Update** - *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 - reports are confidential).*

- 7.8 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).*
- 7.9 Expenditure Management Report** - *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 - reports are confidential).*
- 7.10 Performance Review s13 ToR** - *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 - reports are confidential).*

## **RESUMPTION OF MEETING**

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

### **7.1 CONFIRMATION OF PREVIOUS AUDIT COMMITTEE MEETING MINUTES**

**355/2017 RESOLVED (Donald Garner/Daniel Mulholland) Carried**

- (a) **That the Audit Committee accept and approve the confidential minutes as a true and accurate record of the previous Audit Committee Meeting held on the 8 February 2017.**

### **7.2 COMPLIANCE DIARY**

**366/2017 RESOLVED (Donald Garner/Daniel Mulholland) Carried**

- (a) **That the Audit Committee receive and note the proposed Compliance Report.**

### **7.3 2016-17 AUDIT PROGRAM**

**377/2017 RESOLVED (Phil Vivian/Donald Garner) Carried**

- (a) **That the Audit Committee receive and note 2016-17 Audit Program.**

### **7.4 FINANCE - RGRC FIRST DRAFT BUDGET 2017-18**

**388/2017 RESOLVED (Phil Vivian/Donald Garner) Carried**

- (a) **That the Audit Committee receive and note the first draft budget 2017-18.**

**7.5 REGIONAL PLAN 2016-2017 QUARTERLY REPORT**

**399/2017 RESOLVED (Donald Garner/Daniel Mulholland)**

**Carried**

- (a) That the Audit Committee receive and note the 2<sup>nd</sup> Quarter Report of the Regional Plan 2016-2017.

**7.6 INTERNAL AUDIT PROGRAM - TERMS OF REFERENCE**

**40/2017 RESOLVED (Donald Garner/Phil Vivian)**

**Carried**

- (a) That the Audit Committee reviews the proposed Internal Audit Program's Terms of Reference including comments and recommends the development of an Internal Audit Policy.

**7.7 COMPLIANCE UPDATE**

**401/2017 RESOLVED (Daniel Mulholland/Donald Garner)**

**Carried**

- (a) That the Audit Committee receive and note Compliance Coordinator's update on RGRC's legislative compliance.

**7.8 LOSS OR ADVERSE EVENTS**

**412/2017 RESOLVED (Daniel Mulholland/Donald Garner)**

**Carried**

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

**7.9 EXPENDITURE MANAGEMENT REPORT**

**43/2017 RESOLVED (Phil Vivian/Daniel Mulholland)**

**Carried**

- (a) That the Audit Committee receive and note the report on Expenditure Management.

**7.10 PERFORMANCE REVIEW S13 TOR**

- (a) That the Audit Committee carried out a s13 Audit Committee ToR (self) performance review against the Work Plan and discussed any concerns.

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**8. GENERAL BUSINESS**

**NIL**

**9. ITEMS FOR NEXT MEETING**

**As per Audit Committee Work Plan**

**CLOSE OF MEETING**

The meeting terminated at 1.36 pm.

This page and preceding 2 Pages are the minutes of the AGES ARE THE MINUTES OF THE Audit Committee Meeting HELD ON Friday, 12 May 2017 AND CONFIRMED Friday, 22 September 2017.

  
Chairperson