



MINUTES OF THE AUDIT COMMITTEE MEETING OF THE ROPER GULF
REGIONAL COUNCIL MEETING HELD AT 2 CRAWFORD STREET,
KATHERINE ON WEDNESDAY 19 SEPTEMBER 2018 AT 10:00 AM

1.PRESENT/STAFF/GUESTS

1.1 Members

- Sandra Cannon, Independent Member
- Garr Lambert, Independent Member
- Councillor Don Garner
- Councillor David Murrungun
- Councillor Eric Roberts

1.2 Staff

- Acting CEO, Sharon Hillen
- Director Corporate Governance, Greg Arnott
- Director Contracts & Technical Services, Marc Gardner
- Manager Governance and Corporate Planning, Cristian Coman
- Governance Officer, Amy Bretherton (Minute Taker)
- Lokesh Anand, Chief Finance Officer
- Joshua Chevalier-Brine, Grants Coordinator

1.3 Guests

Nil

2.MEETING OPENED

Meeting opened at 10.01am and the Roper Gulf Regional Council pledge was read.

3.APOLOGIES AND LEAVE OF ABSENCE

3.1 APOLOGIES AND LEAVE OF ABSENCE

20/2018 RESOLVED (Garry Lambert/Donald Garner)

Carried

- (a) **That the Audit Committee accept the Apology from Michael Berto, CEO.**

4.BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 ACTION LIST

21/2018 RESOLVED (Garry Lambert/Eric Roberts)

Carried

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

5.CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

22/2018 RESOLVED (Garry Lambert/David Murrungun) **Carried**

- (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.

6. CALL FOR ITEMS OF GENERAL BUSINESS

- Role of the Audit Committee – Sandra Cannon

7.DISCLOSURES OF INTEREST

There were no declarations of interest at this Audit Committee .

8.INCOMING CORRESPONDENCE

Nil

9.OUTGOING CORRESPONDENCE

Nil

10.OPERATIONAL REPORT

10.1 2018-19 REGIONAL PLAN

23/2018 RESOLVED (Donald Garner/David Murrungun) **Carried**

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

ACTION: to align the Audit Committee schedule of meeting with other significant governance timelines e.g. quarterly budget review and regional plan reporting.

Cr Eric Roberts left the meeting, the time being 10:36 am

Cr Eric Roberts returned to the meeting, the time being 10:37 am

10.2 NEW POLICIES

24/2018 RESOLVED (Eric Roberts/Donald Garner) **Carried**

- (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.

ACTION: that the standard operating procedure applicable to the mandatory reporting policy be presented to the October Audit Committee.

11.GENERAL BUSINESS

Nil

13.CONFIDENTIAL SESSION

DECISION TO MOVE TO CONFIDENTIAL SESSION

25/2018 RESOLVED (Donald Garner/David Murrungun) **Carried**

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 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).*
- 13.2 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.*
- 13.3 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.*

RESUMPTION OF MEETING

26/2018 RESOLVED (Donald Garner/Eric Roberts) Carried

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

12.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL AUDIT COMMITTEE MEETING MINUTES

27/2018 RESOLVED (Garry Lambert/David Murrungun) Carried

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

12.2 ACTION LIST

28/2018 RESOLVED (Donald Garner/Eric Roberts) Carried

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

12.3 INTERNAL AUDIT PROGRAMME

29/2018 RESOLVED (Donald Garner/Eric Roberts) Carried

- (a) **That the Audit Committee refer the proposed Internal Audit Program to the Strategic Leadership Team for further development and consideration ahead of the October Audit Committee.**

Cr Eric Roberts left the meeting, the time being 12:04 pm
Cr Eric Roberts returned to the meeting, the time being 12:07 pm

12.4 COMPLIANCE DIARY

30/2018 RESOLVED (Donald Garner/David Murrungun)

Carried

- (a) **That the Audit Committee adopt the proposed Compliance Diary.**
- (b) **That the Audit Committee receive and note issues pertaining to the Compliance Diary and Grants Diary being combined into a single instrument.**
- (c) **That the Audit Committee be updated on red lined items on priority compliance matters.**

General discussion about the role of the Audit committee, how the Audit committee can best add value to the Council.

ACTION: That the updated risk management plan and register be tabled at the October Audit Committee Meeting.

13.ITEMS FOR NEXT MEETING

- Updated Risk Management Plan and Risk Register.

CLOSE OF MEETING

The meeting terminated at 12:23 pm.

This page and proceeding 3 Pages are the minutes of the AGES ARE THE MINUTES OF THE Audit Committee Meeting HELD ON Wednesday, 19 September 2018 AND CONFIRMED Wednesday, 17 October 2018.

Chairperson Sandra Cannon