



AGENDA

AUDIT COMMITTEE MEETING

WEDNESDAY, 6 MARCH 2019

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

- Wednesday, 6 March 2019 at
- The Roper Gulf Regional Council
- Council Chambers
- 2 Crawford Street, Katherine
- Commencing at 1000HRS

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 Minutes - Confidential <i>The report will be dealt with under Section 65(2) (a) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.</i>	
13.2	Confidential Action List <i>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 keep confidential.</i>	

- 13.3 FINANCE - 2017-18 Management Letter by the external auditors
The report will be dealt with under Section 65(2) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information provided to the council on condition that it be keep confidential.
- 13.4 Compliance Response
The report will be dealt with under Section 65(2) (ciii) (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 security of the council, its members or staff; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.
- 13.5 Independent Membership
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 security of the council, its members or staff; AND information provided to the council on condition that it be keep confidential.
- 13.6 Risk Register and 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 keep confidential.

14 ITEMS FOR NEXT MEETING

CLOSE OF MEETING

CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER 4.1
TITLE Confirmation of Previous Minutes
REFERENCE 793014
AUTHOR Ashleigh Anderson, Governance Officer

Audit Committee at its meeting on 06 March 2019 resolved that the matter be deferred to the meeting to be held on 06 March 2019.

RECOMMENDATION

- (a) **That the Audit Committee approves the minutes as a true and accurate record of the previous Audit Committee Meeting held on 19 September 2018.**

BACKGROUND

The Audit Committee met on Wednesday 19 September 2018 at 2 Crawford Street, Katherine at 10:00am.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 [↓](#) Audit Committee 2018-09-19 [763915].DOCX



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
- Garry 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

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER 7.1
TITLE Action List
REFERENCE 792798
AUTHOR Ashleigh Anderson, Governance Officer

Audit Committee at its meeting on 06 February 2019 resolved that the matter be deferred to the meeting to be held on 06 March 2019.

RECOMMENDATION

(a) That the Audit Committee receives and notes the Action List.

BACKGROUND

Date	Agenda Item #	Item Description	Responsible Person	Comments/ Details	Ongoing	Status Comments - Completion Date
19-Sep-18	10.2	2018-19 Regional Plan	Governance Manager	To align the Audit Committee schedule of meeting with other significant governance timelines e.g. quarterly budget review and regional plan reporting.	Completed	2019 Calendar is completed subject to changes throughout the year.
19-Sep-18	10.2	NEW POLICIES	Governance Manager	That the standard operating procedure applicable to the mandatory reporting policy be presented to the December Audit Committee.	In Progress	

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS

ITEM NUMBER	12.1
TITLE	FINANCE - RGRC BUDGET TIMELINE for preparation of 2019-20 Annual Budget
REFERENCE	797217
AUTHOR	Lokesh Anand, Chief Financial Officer

RECOMMENDATION

- (a) **That the Audit Committee receives and notes the 2019-20 Budget Preparation Timeline.**

BACKGROUND

As per the *Local Government Act*, a Council must adopt the Annual Budget before 31 July every year. The budget preparatory schedule is attached for the preparation of the 2019-20 Annual Budget.

ISSUES/OPTIONS/SWOT

Roper Gulf Regional council
Budget Preparation Schedule
Financial Year 2019-20

ID	Task Name	Start Date	End Date	Duration (Days)
1	Carried Forward and Budget Rollover Processes - Preparatory Work	12/02/2019	18/02/2019	6
2	Budget Reviews - HQ based managers	19/02/2019	8/03/2019	17
3	Budget Reviews - community based managers (Area managers)	20/02/2019	15/03/2019	23
4	Entering & Verifying Budgets in the system	18/03/2019	29/03/2019	11
5	2019-20 1st draft budget review - SLT Sessions	2/04/2019	3/04/2019	1
6	1st round budget amendments	4/04/2019	15/04/2019	11
7	Update Budget Progress at OMC	16/04/2019	17/04/2019	1
8	2019-20 Negotiating process	18/04/2019	8/05/2019	20
9	Making the changes in the system as per discussions	8/05/2019	16/05/2019	8
10	2019-20 2nd Draft Review - SLT	16/05/2019	17/05/2019	1
11	Incorporate necessary changes as per SLT	17/05/2019	28/05/2019	11
12	Present 2nd draft budget to FCM	29/05/2019	29/05/2019	0
13	Changes if needed to be made	30/05/2019	13/06/2019	14
14	Presentation Final Draft to SLT	14/06/2019	15/06/2019	1
15	Changes if needed to be made	15/06/2019	18/06/2019	3
16	Presentation of Budget to ACM	19/06/2019	19/06/2019	0
17	Changes if needed to be made	20/06/2019	24/06/2019	4

18	Presentation & Adoption of Budget	25/06/2019	26/06/2019	1
17	Up for Consultation	27/06/2019	19/07/2019	22
18	Changes if needed to be made	19/07/2019	23/07/2019	4
19	Final Adoption of Budget	24/07/2019	24/07/2019	0

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

GENERAL BUSINESS

ITEM NUMBER	12.2
TITLE	Regional Plan Development Schedule
REFERENCE	797526
AUTHOR	Cristian Coman, Manager - Governance and Corporate Planning

RECOMMENDATION

- (a) **That the Audit Committee receives and notes the schedule for the development and adoption of the 2019-2020 Regional Plan.**

BACKGROUND

The *Local Government Act* requires Council to develop and adopt a Regional Plan for each financial year.

ISSUES/OPTIONS/SWOT

The development schedule is as follows:

	Task	Requirement	Start Date
1	LA Agenda is to include a review of council's community and/or LA plan	Guideline 8 clause 16.3.2	7/02/19
2	Regional Plan Working Day - Managers are to meet to review council's Regional Plan relevant to their roles		16/02/19
3	OCM Agenda is to include a review of council's community and/or LA plans and LA feedback		18/04/19
4	CEO is to prepare the draft Regional Plan to reflect the feedback from tasks 1,2 and 3 – Report in SLT		4/04/19
5	Draft Regional Plan is to be reviewed by Executive Management to reflect the feedback – Report in SLT		4/04/19
6	OCM Agenda is to include a review of the draft Regional Plan and draft budget		18/04/19
7	LA Agenda is to include a review of the draft Regional Plan	<i>Local Government Act</i> section 53D(e) Guideline 8 clause 16.3.4	5/06/19
10	LA Agenda is to include a review of the draft budget priorities for the LA	<i>Local Government Act</i> section 53D(f) Guideline 8 clause 16.3.5	5/06/19
11	Mayor and CEO message is to be finalised		14/05/19
12	CEO is to finalise the draft Regional Plan and draft		15/06/19

Task		Requirement	Start Date
	budget		
13	OCM Agenda is to include the finalised draft Regional Plan and draft budget before beginning the public consultation period		27/06/19
14	Advertise and make accessible, on council's website and available at council's public office, the draft Regional Plan with draft budget and invite submissions for at least 21-days from the date the plan and budget become available	<i>Local Government Act</i> sections 24(2) and 200(c)	30/06/19
15	CEO, following a minimum 21-day public consultation period, is to finalise the Regional Plan and budget for council consideration		20/07/19

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS:

There are no attachments for this report.