

Message

From: Lotta Jackson [lotta.jackson@nirc.gov.nf]
Sent: 2/05/2018 10:20:53 AM
To: [REDACTED]
CC: Chris Gallagher [REDACTED] Cr Rod Buffett [REDACTED] Rod Buffett [rod.buffett@nirc.gov.nf]; Philippa Prince [philippa.prince@nirc.gov.nf]; Joy Walker [joy.walker@nirc.gov.nf]
Subject: RE: Draft 2018 02 27 Audit Committee Meeting Minutes

Good morning Kelly,

Minutes should be a true record of what was moved and seconded at the meeting and if the motion was carried. The fact that there are several changes after the meeting is of concern (as per the email trail below).

It should be clear for the secretary taking the minutes at the meeting as to the recommendation, who moved and who seconded, and if the motion was carried. It is the responsibility of the Chair person during the meeting to make sure that the wording of a motion is correct before it is voted on.

As I was not at the meeting, I cannot verify the accuracy of what took place. Therefore I have no other choice but to leave this matter until the next Audit Committee Meeting for the attendees at that meeting to agree on what actually was moved, seconded and carried. I am not prepared to do so through a series of emails.

Kind regards

Lotta Jackson
General Manager
 Norfolk Island Regional Council
 PO Box 95
 New Military Barracks
 Norfolk Island 2899

phone: +6723 22001
 mobile: +6723 51005
 e-mail: lotta.jackson@nirc.gov.nf

IMPORTANT NOTICE REGARDING CONTENT

The views expressed in this e-mail are not necessarily those of the Norfolk Island Regional Council unless otherwise stated. The Council does not warrant that this message is free from viruses or any other defect or error.

IMPORTANT NOTICE REGARDING CONFIDENTIALITY

This electronic message is intended only for the addressee and may contain confidential information. If you are not the addressee, any transmission, distribution or photocopying of this e-mail is strictly prohibited. The confidentiality attached to this e-mail is not waived, lost or destroyed by reasons of a mistaken delivery to you. The information contained in this e-mail transmission may also be subject to Freedom of Information legislation. If you have received this e-mail in error, please contact the author of the message, as soon as practicable.

From: [REDACTED]
Sent: Tuesday, 1 May 2018 10:06 PM
To: Lotta Jackson <lotta.jackson@nirc.gov.nf>
Subject: FW: Draft 2018 02 27 Audit Committee Meeting Minutes

Hi Lotta,

I'm somewhat concerned with the effort required to resolve the meeting minutes, with no positive outcome.

Joy replied to my email on 12 March indicating my email of 11 March with the amended minutes attached was received. I do not intend on making an issue of a mistake being made however, I do request for the situation to be rectified.

The amended minutes are agreed by the Committee members and do not need to go back to the Committee at the next meeting, rather, the amended Minutes are to be provided to Council at the next Council Meeting noting that the incorrect Minutes were previously provided.

May I please leave this with you to resolve.

Many thanks
Kelly McFadyen

From: Joy Walker <joy.walker@nirc.gov.nf>

Sent: 01 May 2018 10:56

To: [REDACTED] Lotta Jackson <lotta.jackson@nirc.gov.nf>

Cc: 'Chris Gallagher' [REDACTED] Rod Buffett <rod.buffett@nirc.gov.nf>; Philippa Prince <philippa.prince@nirc.gov.nf>

Subject: RE: Draft 2018 02 27 Audit Committee Meeting Minutes

Hi Kelly

I have discussed this matter with the General Manager, Lotta Jackson.

I have re-checked all my emails from you in relation to the 28 February 2018 minutes.

The minutes you refer to in your email of 26 April 2018 have not been received into my inbox at Council.

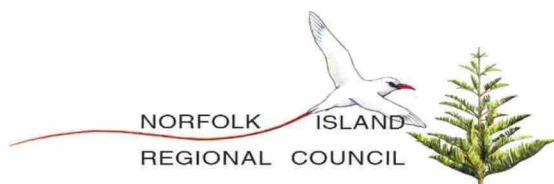
These amended minutes will need to be corrected at the next Audit Committee meeting on 30 May 2018.

To assist me with the Audit Committee, Pippa Prince will be in the role of Secretariat for the committee.

Pippa's email address at Council is Philippa.prince@nirc.gov.nf

I again apologise for any confusion that has arisen in relation to these February minutes.

Thanks
Joy



Joy Walker | Executive Manager Governance and Human Resources
Norfolk Island Regional Council
PO Box 95, Norfolk Island 2899 | New Military Barracks, Kingston,
Norfolk Island
T (+6723) 22001 (ext. 138) |
www.norfolkisland.gov.nf

Integrity | Communication | Accountability | Respect | Excellence

IMPORTANT NOTICE REGARDING CONTENT

The views expressed in this e-mail are not necessarily those of the Norfolk Island Regional Council unless otherwise stated. The Norfolk Island Regional Council does not warrant that this message is free from viruses or any other defect or error.

IMPORTANT NOTICE REGARDING CONFIDENTIALITY

This electronic message is intended only for the addressee and may contain confidential information. If you are not the addressee, any transmission, distribution or photocopying of this e-mail is strictly prohibited. The confidentiality attached to this e-mail is not waived, lost or destroyed by reasons of a mistaken delivery to you. The information contained in this e-mail transmission may also be subject to Freedom of

Information legislation. If you have received this e-mail in error, please contact the author of the message, as soon as practicable.

Please consider the environment before printing.

From: [REDACTED]
Sent: Thursday, 26 April 2018 9:57 PM
To: Joy Walker <joy.walker@nirc.gov.nf>; Lotta Jackson <lotta.jackson@nirc.gov.nf>
Cc: 'Chris Gallagher ' [REDACTED] Rod Buffett <rod.buffett@nirc.gov.nf>
Subject: RE: Draft 2018 02 27 Audit Committee Meeting Minutes

Hi Joy,

In awaiting your response I looked at Council's website and determined that the Minutes presented to Council were the incorrect Minutes.

I have attached the correct Minutes again for ease of reference.

Would you kindly arrange for this to be corrected at the next Council meeting please.

Many thanks
Kelly McFadyen

From: [REDACTED]
Sent: 22 April 2018 20:07
To: 'Joy Walker' <joy.walker@nirc.gov.nf>
Cc: 'Chris Gallagher ' [REDACTED] Rod Buffett' <rod.buffett@nirc.gov.nf>
Subject: RE: Draft 2018 02 27 Audit Committee Meeting Minutes

Hi Joy,

I hope you had a wonderful break.

Would you kindly confirm the below please.

Many thanks
Kelly

From: [REDACTED]
Sent: 15 March 2018 21:01
To: 'Joy Walker' <joy.walker@nirc.gov.nf>
Cc: 'Chris Gallagher ' [REDACTED] 'Rod Buffett' <rod.buffett@nirc.gov.nf>
Subject: RE: Draft 2018 02 27 Audit Committee Meeting Minutes

Hi Joy,

Both of the attached were the wrong version.

I made substantial amendments to the minutes and sent them on 11/3 – see attached. This version should have been used with Chris' amendments added.

I've now added Chris's amendments into the correct version and named it (Final). Can you please ensure this version is submitted to Council.

Many thanks
Kelly

From: Joy Walker <joy.walker@nirc.gov.nf>
Sent: 15 March 2018 16:11
To: [REDACTED]
Cc: Chris Gallagher [REDACTED] Rod Buffett <rod.buffett@nirc.gov.nf>
Subject: RE: Draft 2018 02 27 Audit Committee Meeting Minutes
Importance: High

Good afternoon Kelly,

I refer to your email from yesterday.
 I hope I have not confused my understanding of what Chris wanted to be added to the minutes as a Recommendation.

Please find attached the minutes Becky did on 2 March 2018. N(1st attachment)

Chris's email to you Mon 12/03/2018 10:06 AM

Thanks Kelly – if there is time to alter, I believe we should have recommendations for Items 3, 5.2, 6.2 and 6.3 along the following

Recommendation: Moved say Kelly and I “That Council note the information” It then highlights that Council has actually considered the matter.

I then updated these minutes following Chris's comment in his email to me to add recommendations to the items listed from his email.

The minutes were updated by me on 12 March 2018 (2nd attachment).

3. Audit Committee Recommendations from Previous Audit Committee meetings

RECOMMENDATION

Moved: Kelly McFadyen

Seconded: Christopher Gallagher

That Council note the information.

5.2 POLICIES AND PROCEDURES REVIEW UPDATE - FEBRUARY 2018

RECOMMENDATION

Moved: Kelly McFadyen

Seconded: Christopher Gallagher

That Council note the information.

6.2 OCTOBER MEETING DATE

RECOMMENDATION**Moved:** Kelly McFadyen**Seconded:** Christopher Gallagher

That Council note the information.

6.3 AGENDA AND PAPERS**RECOMMENDATION****Moved:** Kelly McFadyen**Seconded:** Christopher Gallagher

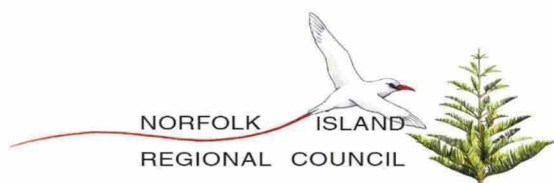
That Council note the information.

Please let me know if you have any further concerns regarding these minutes.

Thanks

Joy

CFYI - Chris and Councillor Buffett



Joy Walker | Executive Manager
Governance and Human Resources
 Norfolk Island Regional Council
 PO Box 95, Norfolk Island 2899 | New
 Military Barracks, Kingston, Norfolk Island
 T (+6723) 22001 (ext. 138) |
www.norfolkisland.gov.nf

Integrity | Communication | Accountability | Respect | Excellence

IMPORTANT NOTICE REGARDING CONTENT

The views expressed in this e-mail are not necessarily those of the Norfolk Island Regional Council unless otherwise stated. The Norfolk Island Regional Council does not warrant that this message is free from viruses or any other defect or error.

IMPORTANT NOTICE REGARDING CONFIDENTIALITY

This electronic message is intended only for the addressee and may contain confidential information. If you are not the addressee, any transmission, distribution or photocopying of this e-mail is strictly prohibited. The confidentiality attached to this e-mail is not waived, lost or destroyed by reasons of a mistaken delivery to you. The information contained in this e-mail transmission may also be subject to Freedom of Information legislation. If you have received this e-mail in error, please contact the author of the message, as soon as practicable.

Please consider the environment before printing.

From: [REDACTED]
Sent: Wednesday, 14 March 2018 8:41 PM
To: Joy Walker <joy.walker@nirc.gov.nf>
Subject: FW: Draft 2018 02 27 Audit Committee Meeting Minutes

Hi Joy,

This is the wrong version attached. This is the original. Could you please send the updated version.

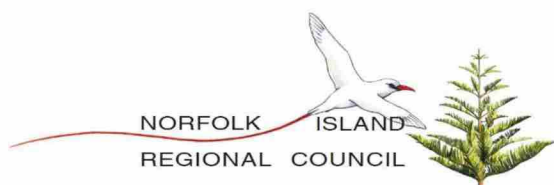
Many thanks
Kelly

From: Joy Walker <joy.walker@nirc.gov.nf>
Sent: 13 March 2018 07:17
To: [REDACTED]
Subject: RE: Draft 2018 02 27 Audit Committee Meeting Minutes

Good morning Kelly

Attached is the updated version of the Audit Committee minutes

Thanks
Joy



**Joy Walker | Executive Manager
 Governance and Human Resources**
 Norfolk Island Regional Council
 PO Box 95, Norfolk Island 2899 | New
 Military Barracks, Kingston, Norfolk Island
 T (+6723) 22001 (ext. 138) |
www.norfolkisland.gov.nf

Integrity | Communication | Accountability | Respect | Excellence

IMPORTANT NOTICE REGARDING CONTENT

The views expressed in this e-mail are not necessarily those of the Norfolk Island Regional Council unless otherwise stated. The Norfolk Island Regional Council does not warrant that this message is free from viruses or any other defect or error.

IMPORTANT NOTICE REGARDING CONFIDENTIALITY

This electronic message is intended only for the addressee and may contain confidential information. If you are not the addressee, any transmission, distribution or photocopying of this e-mail is strictly prohibited. The confidentiality attached to this e-mail is not waived, lost or destroyed by reasons of a mistaken delivery to you. The information contained in this e-mail transmission may also be subject to Freedom of Information legislation. If you have received this e-mail in error, please contact the author of the message, as soon as practicable.

Please consider the environment before printing.

From: [REDACTED]
Sent: Monday, 12 March 2018 7:11 PM
To: Joy Walker <joy.walker@nirc.gov.nf>
Subject: RE: Draft 2018 02 27 Audit Committee Meeting Minutes

Thanks Joy,

Can you please re-send the final version please – I didn't receive the attachment.

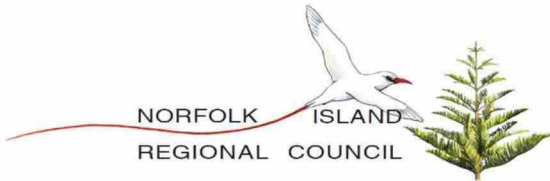
Many thanks
Kelly

From: Joy Walker <joy.walker@nirc.gov.nf>
Sent: 12 March 2018 12:04
To: [REDACTED] 'Rod Buffett' [REDACTED]
Subject: RE: Draft 2018 02 27 Audit Committee Meeting Minutes
Importance: High

Kelly, Chris, Councillor Buffett

Amended minutes as per Chris's email request to go to March 2018 Council meeting.

Thanks
Joy



Joy Walker | Executive Manager
Governance and Human Resources
 Norfolk Island Regional Council
 PO Box 95, Norfolk Island 2899 | New
 Military Barracks, Kingston, Norfolk Island
 T (+6723) 22001 (ext. 138) |
www.norfolkisland.gov.nf

Integrity | Communication | Accountability | Respect | Excellence

IMPORTANT NOTICE REGARDING CONTENT

The views expressed in this e-mail are not necessarily those of the Norfolk Island Regional Council unless otherwise stated. The Norfolk Island Regional Council does not warrant that this message is free from viruses or any other defect or error.

IMPORTANT NOTICE REGARDING CONFIDENTIALITY

This electronic message is intended only for the addressee and may contain confidential information. If you are not the addressee, any transmission, distribution or photocopying of this e-mail is strictly prohibited. The confidentiality attached to this e-mail is not waived, lost or destroyed by reasons of a mistaken delivery to you. The information contained in this e-mail transmission may also be subject to Freedom of Information legislation. If you have received this e-mail in error, please contact the author of the message, as soon as practicable.

Please consider the environment before printing.

From: [REDACTED]
Sent: Monday, 12 March 2018 10:06 AM
To: [REDACTED] 'Rod Buffett' [REDACTED]
Cc: Joy Walker <joy.walker@nirc.gov.nf>
Subject: RE: Draft 2018 02 27 Audit Committee Meeting Minutes

Thanks Kelly – if there is time to alter, I believe we should have recommendations for Items 3, 5.2, 6.2 and 6.3 along the following

Recommendation: Moved say Kelly and I “That Council note the information” It then highlights that Council has actually considered the matter.

Best wishes Chris

From: [REDACTED]
Sent: Sunday, 11 March 2018 9:30 PM
To: [REDACTED] 'Rod Buffett' [REDACTED]
Cc: 'Joy Walker' <joy.walker@nirc.gov.nf>
Subject: FW: Draft 2018 02 27 Audit Committee Meeting Minutes

Hi Chris and Rod,

Would you kindly review the attached draft minutes and advise of any comments please.

I note Joy's timeframe below, as such would you kindly cc Joy with your response. Joy, if there are no changes suggested by Chris or Rod, they can be submitted as is.

Many thanks
Kelly McFadyen

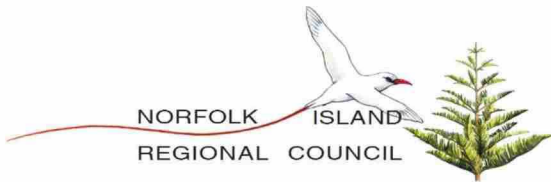
From: Joy Walker <joy.walker@nirc.gov.nf>
Sent: 11 March 2018 13:30
To: Kelly McFadyen [REDACTED]
Subject: FW: Draft 2018 02 27 Audit Committee Meeting Minutes

Good afternoon Kelly

Could you please advise if the draft minutes Becky took are to go to the March Council meeting.

The reports need to be with the GM by 12 NOON Monday 12 March 2018 for inclusion in the business paper.

Thanks
Joy



**Joy Walker | Executive Manager
 Governance and Human Resources**
 Norfolk Island Regional Council
 PO Box 95, Norfolk Island 2899 | New
 Military Barracks, Kingston, Norfolk Island
 T (+6723) 22001 (ext. 138) |
www.norfolkisland.gov.nf

Integrity | Communication | Accountability | Respect | Excellence

IMPORTANT NOTICE REGARDING CONTENT

The views expressed in this e-mail are not necessarily those of the Norfolk Island Regional Council unless otherwise stated. The Norfolk Island Regional Council does not warrant that this message is free from viruses or any other defect or error.

IMPORTANT NOTICE REGARDING CONFIDENTIALITY

This electronic message is intended only for the addressee and may contain confidential information. If you are not the addressee, any transmission, distribution or photocopying of this e-mail is strictly prohibited. The confidentiality attached to this e-mail is not waived, lost or destroyed by reasons of a mistaken delivery to you. The information contained in this e-mail transmission may also be subject to Freedom of Information legislation. If you have received this e-mail in error, please contact the author of the message, as soon as practicable.

Please consider the environment before printing.

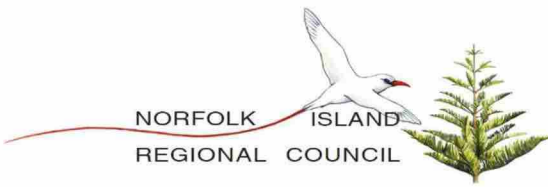
From: Joy Walker
Sent: Friday, 9 March 2018 10:09 AM
To: Kelly McFadyen [REDACTED]
Subject: FW: Draft 2018 02 27 Audit Committee Meeting Minutes
Importance: High

Good morning Kelly,

Can you please advise on the status of these draft minutes.

They need to go to the March 2018 Council meeting, which means I need to have them to the GM in Info Council next week.

Thanks
Joy



**Joy Walker | Executive Manager
Governance and Human Resources**
Norfolk Island Regional Council
PO Box 95, Norfolk Island 2899 | New
Military Barracks, Kingston, Norfolk Island
T (+6723) 22001 (ext. 138) |
www.norfolkisland.gov.nf

Integrity | Communication | Accountability | Respect | Excellence

IMPORTANT NOTICE REGARDING CONTENT

The views expressed in this e-mail are not necessarily those of the Norfolk Island Regional Council unless otherwise stated. The Norfolk Island Regional Council does not warrant that this message is free from viruses or any other defect or error.

IMPORTANT NOTICE REGARDING CONFIDENTIALITY

This electronic message is intended only for the addressee and may contain confidential information. If you are not the addressee, any transmission, distribution or photocopying of this e-mail is strictly prohibited. The confidentiality attached to this e-mail is not waived, lost or destroyed by reasons of a mistaken delivery to you. The information contained in this e-mail transmission may also be subject to Freedom of Information legislation. If you have received this e-mail in error, please contact the author of the message, as soon as practicable.

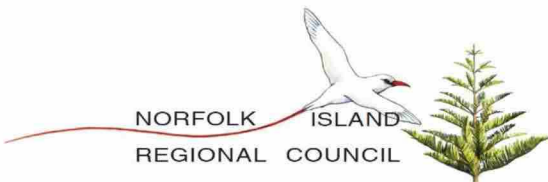
Please consider the environment before printing.

From: Becky Nobbs
Sent: Friday, 9 March 2018 10:02 AM
To: Joy Walker <joy.walker@nirc.gov.nf>
Subject: FW: Draft 2018 02 27 Audit Committee Meeting Minutes

Hi Joy,
Just a follow up / wondering if Kelly Mc had responded to minutes and/or wanted any changes made? Happy to assist if needed, thanks,
Becky

From: Becky Nobbs
Sent: Friday, 2 March 2018 12:29 PM
To: Joy Walker <joy.walker@nirc.gov.nf>
Subject: Draft 2018 02 27 Audit Committee Meeting Minutes

Hi Joy,
Please find attached the Draft 2018 02 27 Audit Committee Meeting Minutes, Kelly McFadyen's attention.
Thanks,



**Becky Nobbs | Integrated Corporate
Planning Officer**
Norfolk Island Regional Council
PO Box 95, Norfolk Island 2899 | New
Military Barracks, Kingston, Norfolk Island
T (+6723) 22001 (ext. 153) | M (+6723)
50073
www.norfolkisland.gov.nf

Integrity | Communication | Accountability | Respect | Excellence

IMPORTANT NOTICE REGARDING CONTENT

The views expressed in this e-mail are not necessarily those of the Norfolk Island Regional Council unless otherwise stated. The Norfolk Island Regional Council does not warrant that this message is free from viruses or any other defect or error.

IMPORTANT NOTICE REGARDING CONFIDENTIALITY

This electronic message is intended only for the addressee and may contain confidential information. If you are not the addressee, any transmission, distribution or photocopying of this e-mail is strictly prohibited. The confidentiality attached to this e-mail is not waived, lost or destroyed by reasons of a mistaken delivery to you. The information contained in this e-mail transmission may also be subject to Freedom of Information legislation. If you have received this e-mail in error, please contact the author of the message, as soon as practicable.

Please consider the environment before printing.