



# **MINUTES**

**Tuesday, 2 October 2018**  
**Audit Committee Meeting**

**MINUTES OF MAREEBA SHIRE COUNCIL  
AUDIT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON TUESDAY, 2 OCTOBER 2018 AT 10.00AM**

**1 MEMBERS IN ATTENDANCE**

Ms Ruth Faulkner, Cr Kevin Davies, Cr Mary Graham

**2 OFFICERS IN ATTENDANCE**

Anthony Archie (Manager Development and Governance), Elisa Tatti (Manager Finance), Peter Franks (Chief Executive Officer), Sri Narasimhan (QAO), Andrew Cornes (External Auditor), Carolyn Eagle (Internal Auditor)

**3 APOLOGIES**

Jennifer McCarthy (Director Corporate and Community Services), Tom Gilmore (Mayor)

**4 DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/CONFLICTS OF INTEREST BY  
AUDIT COMMITTEE AND OBSERVERS**

Nil

**5 CONFIRMATION OF MINUTES**

**5.1 CONFIRMATION OF MINUTES FROM MEETING HELD 14 AUGUST 2018**

**COMMITTEE RESOLUTION 2018/1**

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

That the Minutes of the Audit Committee Meeting held on 14 August 2018 be confirmed as true and correct.

**.CARRIED**

**6 FINANCIAL MANAGEMENT, REPORTING AND INTERNAL CONTROL**

**6.1 FINANCIAL STATEMENTS PERIOD ENDING 31 AUGUST 2018**

**COMMITTEE RESOLUTION 2018/2**

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

That the Audit Committee note the financial report for the period ending 31 August 2018.

**CARRIED**

**6.2 FINANCIAL STATEMENTS YEAR ENDING 30 JUNE 2018****COMMITTEE RESOLUTION 2018/3**

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

That the Audit Committee receive and note the report and recommend Council to adopt.

**CARRIED****7 INTERNAL AUDIT****7.1 INTERNAL AUDIT STATUS REPORT****COMMITTEE RESOLUTION 2018/4**

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

That the Audit Committee receive and note the attached reports.

**CARRIED****7.2 INTERNAL AUDIT PLAN****COMMITTEE RESOLUTION 2018/5**

Moved: Cr Kevin Davies

Seconded: Cr Mary Graham

That the Audit Committee note the verbal report on the approach to developing the Strategic Internal Audit Plan for the next 3 years and endorse offer of extension and recommend commencement of Fraud & Ethical Conduct Project Review as the first project of the FY 2019 Annual Internal Audit Plan Risk Assessment.

**CARRIED****8 GOVERNANCE AND RISK MANAGEMENT****8.1 ENTERPRISE RISK MANAGEMENT****COMMITTEE RESOLUTION 2018/6**

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

That the Audit Committee note the report and recommend that the Chief Executive Officer presents Council with the Significant and Extreme Risks and associated Risk Treatment Plans.

**CARRIED**

**9 EXTERNAL AUDIT****9.1 EXTERNAL AUDIT STATUS REPORT****COMMITTEE RESOLUTION 2018/7**

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

That the Audit Committee receive and note the attached reports.

**CARRIED**

**10 LEGISLATIVE AND REGULATORY COMPLIANCE****10.1 PURCHASING REPORT SEPTEMBER 2018****COMMITTEE RESOLUTION 2018/8**

Moved: Cr Kevin Davies

Seconded: Cr Mary Graham

That the Audit Committee receive and note the report.

**CARRIED**

**10.2 PROBITY AUDIT REPORT****COMMITTEE RESOLUTION 2018/9**

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

That the Audit Committee receive and note the report.

**CARRIED**

**11 GENERAL BUSINESS****2019 Meeting Dates**

12 March 2019

13 August 2019 (Tentative)

1 October 2019 (Tentative)

**12 NOTIFICATION OF SIGNIFICANT LEGAL MATTERS - CEO**

Nil

**13 MATTERS TO BE REPORTED TO COUNCIL**

Nil

The Meeting closed at 11.50am.

The next meeting of the Audit Committee will be held at Mareeba on 12 March 2019 at 10am

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R. Faulkner

**CHAIRPERSON**