



# **MINUTES**

**Tuesday, 12 March 2019**  
**Audit Committee Meeting**

**MINUTES OF MAREEBA SHIRE COUNCIL  
AUDIT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON TUESDAY, 12 MARCH 2019 AT 10:00AM**

**1 MEMBERS IN ATTENDANCE**

Ms Ruth Faulkner, Cr Mary Graham

**2 OFFICERS IN ATTENDANCE**

Anthony Archie (Manager Development and Governance), Elisa Tatti (Manager Finance), Peter Franks (Chief Executive Officer), Andrew Cornes (External Auditor)

Via telephone - Tracy Townsend (Internal Auditor), Lisa Fraser (QAO)

**3 APOLOGIES**

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

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

Nil

**5 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION 2019/1**

Moved: Ms Ruth Faulkner

Seconded: Cr Mary Graham

That the minutes of Audit Committee Meeting held on 2 October 2018 be confirmed.

**CARRIED**

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

**6.1 FINANCIAL STATEMENTS PERIOD ENDING 31 JANUARY 2019**

**COMMITTEE RESOLUTION 2019/2**

Moved: Cr Mary Graham

Seconded: Ms Ruth Faulkner

That the Audit Committee note the financial report for the period ending 31 January 2019.

**CARRIED**

## **6.2 AUDIT MATRIX REPORT**

### **COMMITTEE RESOLUTION 2019/3**

Moved: Ms Ruth Faulkner

Seconded: Cr Mary Graham

That the Audit Committee note the attached report and support officers in their endeavours to implement the suggested recommendations.

**CARRIED**

## **7 INTERNAL AUDIT**

### **7.1 INTERNAL AUDIT PLAN 2019-2021 AND PROGRESS REPORT**

#### **COMMITTEE RESOLUTION 2019/4**

Moved: Ms Ruth Faulkner

Seconded: Cr Mary Graham

That the Audit Committee note and endorse the proposed Annual Internal Audit Plan for 2019 to 2021 and note the Internal Audit Progress report.

**CARRIED**

## **8 GOVERNANCE AND RISK MANAGEMENT**

### **8.1 ENTERPRISE RISK MANAGEMENT**

#### **COMMITTEE RESOLUTION 2019/5**

Moved: Ms Ruth Faulkner

Seconded: Cr Mary Graham

For information of Audit Committee

**CARRIED**

### **8.2 MSC ANNUAL REPORT 2017-2018**

#### **COMMITTEE RESOLUTION 2019/6**

Moved: Cr Mary Graham

Seconded: Ms Ruth Faulkner

That the Audit Committee note the MSC Annual Report for the 2017-18 Financial Year.

**CARRIED**

**9 EXTERNAL AUDIT**

**9.1 AUDIT STRATEGY 2018-19**

**COMMITTEE RESOLUTION 2019/7**

Moved: Ms Ruth Faulkner

Seconded: Cr Mary Graham

That the Audit Committee note the report

**CARRIED**

**10 LEGISLATIVE AND REGULATORY COMPLIANCE**

**10.1 PURCHASING REPORT JANUARY 2019**

**COMMITTEE RESOLUTION 2019/8**

Moved: Cr Mary Graham

Seconded: Ms Ruth Faulkner

That the Audit Committee receive and note the report.

**CARRIED**

**10.2 AMENDMENT TO TERMS OF REFERENCE AND CHARTER**

**COMMITTEE RESOLUTION 2019/9**

Moved: Ms Ruth Faulkner

Seconded: Cr Mary Graham

That the amended Terms of Reference and Charter be approved for adoption by Council.

**CARRIED**

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

Nil

**12 MATTERS TO BE REPORTED TO COUNCIL**

Nil

The Meeting closed at 11.25am. The next meeting of the Audit Committee will be held at Mareeba on the 13 August 2019 at 10am.

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CHAIRPERSON