



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