



MINUTES

Tuesday, 1 October 2019
Audit Committee Meeting

**MINUTES OF MAREEBA SHIRE COUNCIL
AUDIT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS
ON TUESDAY, 1 OCTOBER 2019 AT 10:00AM**

1 MEMBERS IN ATTENDANCE

Ms Ruth Faulkner, Cr Kevin Davies, Cr Mary Graham

2 OFFICERS IN ATTENDANCE

Jennifer McCarthy (Acting Chief Executive Officer), Anthony Archie (Manager Development and Governance), Elisa Tatti (Manager Finance), Andrew Cornes (External Auditors),

[Carolyn Eagle (Internal Auditors), Nicole Short (QAO) via teleconference]

2.1 OBSERVERS IN ATTENDANCE

Cr Angela Toppin, Cr Lenore Wyatt

3 APOLOGIES

Tom Gilmore (Mayor), Peter Franks (Chief Executive Officer), Lisa Fraser (QAO)

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

Chairperson will leave the room when Item 13.1 is discussed. Alternative Chair Cr Davies.

5 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION 2019/12

Moved: Cr Kevin Davies

Seconded: Cr Mary Graham

That the minutes of Audit Committee Meeting held on 13 August 2019 be confirmed.

CARRIED

6 FINANCIAL MANAGEMENT, REPORTING AND INTERNAL CONTROL

6.1 FINANCIAL STATEMENTS PERIOD ENDING 31 AUGUST 2019

COMMITTEE RESOLUTION 2019/13

Moved: Cr Mary Graham

Seconded: Ms Ruth Faulkner

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

CARRIED

6.2 FINANCIAL STATEMENTS YEAR ENDING 30 JUNE 2019**COMMITTEE RESOLUTION 2019/14**

Moved: Cr Mary Graham

Seconded: Ms Ruth Faulkner

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

CARRIED

7 INTERNAL AUDIT**7.1 INTERNAL AUDIT STATUS REPORT****COMMITTEE RESOLUTION 2019/15**

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

That the Audit Committee receive and note the attached reports.

CARRIED

8 GOVERNANCE AND RISK MANAGEMENT**8.1 ENTERPRISE RISK MANAGEMENT****COMMITTEE RESOLUTION 2019/16**

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 2019/17**

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 AUGUST 2019

COMMITTEE RESOLUTION 2019/18

Moved: Ms Ruth Faulkner

Seconded: Cr Mary Graham

That the Audit Committee receive and note the report.

CARRIED

10.2 POLICY REVIEW

COMMITTEE RESOLUTION 2019/19

Moved: Cr Kevin Davies

Seconded: Cr Mary Graham

That the current Audit Committee Terms of Reference be rescinded, and the amended Charter and Policy be approved for adoption by Council.

CARRIED

11 NOTIFICATION OF SIGNIFICANT LEGAL MATTERS - CEO

Nil

12 MATTERS TO BE REPORTED TO COUNCIL

Independent Audit Chair Extension

Financial Statements

Extreme and Significant Risks

13 GENERAL BUSINESS

Chairperson left the room at 12.06pm

13.1 OFFER OF EXTENSION TO AGREEMENT

COMMITTEE RESOLUTION 2019/20

Moved: Cr Kevin Davies

Seconded: Cr Mary Graham

That the Audit Committee recommends the extension of the Agreement.

CARRIED

Chairperson returned to the room at 12.07pm

13.2 2020 MEETING DATES

10 March 2020

11 August 2020 (Tentative)

6 October 2020 (Tentative)

The Meeting closed at 12.15pm.

The next meeting of the Audit Committee will be held at Mareeba on 10 March 2020 at 10am

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CHAIRPERSON