



# **MINUTES**

**Monday, 21 September 2020**

**Audit Committee Meeting**

**MINUTES OF MAREEBA SHIRE COUNCIL  
AUDIT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON MONDAY, 21 SEPTEMBER 2020 AT 10:00AM**

**1 MEMBERS IN ATTENDANCE**

Ms Ruth Faulkner, Cr Kevin Davies, Cr Mary Graham

**2 OFFICERS IN ATTENDANCE**

Peter Franks (Chief Executive Officer), Jennifer McCarthy (Director Corporate and Community Services), Elisa Tatti (Manager Finance), Tracy Townsend (Pacifica), Andrew Cornes (External Auditors), Lisa Fraser (QAO - via teleconference), Amira Muirhead (Pacifica - via teleconference)

**2.1 OBSERVERS IN ATTENDANCE**

Cr Angela Toppin (Mayor)

**3 APOLOGIES**

Anthony Archie (Manager Development and Governance)

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

Nil

**5 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION 2020/14**

Moved: Cr Mary Graham

Seconded: Ms Ruth Faulkner

That the minutes of Audit Committee Meeting held on 11 August 2020 be confirmed.

**CARRIED**

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

Cr Davies arrived at meeting at 10.03am.

**6.1 FINANCIAL STATEMENTS YEAR ENDING 30 JUNE 2020**

**COMMITTEE RESOLUTION 2020/15**

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

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

**CARRIED**

**6.2 FINANCIAL STATEMENTS PERIOD ENDING 31 AUGUST 2020****COMMITTEE RESOLUTION 2020/16**

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

That the Audit Committee note the Financial Report for the period ending 31 August 2020.

**CARRIED**

**7 INTERNAL AUDIT****7.1 INTERNAL AUDIT STATUS REPORT****COMMITTEE RESOLUTION 2020/17**

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

That the Audit Committee note the attached reports.

**CARRIED**

**8 EXTERNAL AUDIT****8.1 EXTERNAL AUDIT STATUS REPORT****COMMITTEE RESOLUTION 2020/18**

Moved: Cr Kevin Davies

Seconded: Cr Mary Graham

That the Audit Committee receive and note the attached reports.

**CARRIED**

**9 LEGISLATIVE AND REGULATORY COMPLIANCE****9.1 PURCHASING REPORT JULY 2020****COMMITTEE RESOLUTION 2020/19**

Moved: Cr Kevin Davies

Seconded: Cr Mary Graham

That the Audit Committee receive and note the report.

**CARRIED**

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

Nil

**11 MATTERS TO BE REPORTED TO COUNCIL**

Nil

**12.1 2021 MEETING DATES**

9 March 2021

17 August 2021 (Tentative)

5 October 2021 (Tentative)

**12.2 AUDIT CHAIRPERSON CONTRACT**

Contract renewal tender to commence by Council with the current contract due to expire on 3 January 2021.

**The Meeting closed at 11.36am.**

**The next meeting of the Audit Committee will be held at Mareeba on 9 March 2021 at 10am**

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**CHAIRPERSON**