Mareeba
SHIRE COUNCIL

# MINUTES

## Tuesday, 9 March 2021

## Audit Committee Meeting

**MINUTES OF MAREEBA SHIRE COUNCIL**
**AUDIT COMMITTEE MEETING**
**HELD AT THE COUNCIL CHAMBERS**
**ON TUESDAY, 9 MARCH 2021 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), Anthony Archie (Manager Development and Governance), Elisa Tatti (Manager Finance), Tracy Townsend (Pacifica), Andrew Cornes (External Auditors), Shaye Rankine (External Auditors), Nicole Short (QAO - via teleconference), Amira Muirhead (Pacifica - via teleconference)

### 2.1 OBSERVERS IN ATTENDANCE

Cr Angela Toppin (Mayor) - left meeting at 11am, Cr Mario Mlikota, Cr Danny Bird

## 3 APOLOGIES

Nil

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

Nil

## 5 CONFIRMATION OF MINUTES

**COMMITTEE RESOLUTION 2021/1**

Moved: Cr Kevin Davies
Seconded: Cr Mary Graham

That the minutes of Audit Committee Meeting held on 21 September 2020 be confirmed.

**CARRIED**

## 6 FINANCIAL MANAGEMENT, REPORTING AND INTERNAL CONTROL

### 6.1 FINANCIAL STATEMENTS PERIOD ENDING 31 JANUARY 2021

**COMMITTEE RESOLUTION 2021/2**

Moved: Ms Ruth Faulkner
Seconded: Cr Mary Graham

That the Audit Committee note the Financial Report for the period ending 31 January 2021.

**CARRIED**

## 6.2 AUDIT MATRIX REPORT

**COMMITTEE RESOLUTION 2021/3**

Moved: Cr Kevin Davies
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 STATUS REPORT

**COMMITTEE RESOLUTION 2021/4**

Moved: Ms Ruth Faulkner
Seconded: Cr Mary Graham

That the Audit Committee note the attached reports.

**CARRIED**

## 8 GOVERNANCE AND RISK MANAGEMENT

## 8.1 ICT STRATEGY AND ACTION PLAN 2021 - 2024

**COMMITTEE RESOLUTION 2021/5**

Moved: Cr Mary Graham
Seconded: Cr Kevin Davies

That Audit Committee endorses the ICT Strategy and Action Plan 2021 – 2024.

**CARRIED**

## 8.2 MSC ANNUAL REPORT 2019/2020

**COMMITTEE RESOLUTION 2021/6**

Moved: Ms Ruth Faulkner
Seconded: Cr Mary Graham

That the Audit Committee note the MSC Annual Report for the 2019/20 Financial Year.

**CARRIED**

## 9 EXTERNAL AUDIT

### 9.1 AUDIT STRATEGY 2020/21

**COMMITTEE RESOLUTION 2021/7**

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 2021

**COMMITTEE RESOLUTION 2021/8**

Moved: Cr Kevin Davies
Seconded: Cr Mary Graham

That the Audit Committee receive and note the report.

**CARRIED**

## 11 GENERAL BUSINESS

### 11.1 AUDIT COMMITTEE SELF ASSESSMENT

**COMMITTEE RESOLUTION 2021/9**

Moved: Ms Ruth Faulkner
Seconded: Cr Mary Graham

That the Audit Committee note the questionnaire and agree with the outlined process and timelines.

**CARRIED**

### 11.2 AUDIT COMMITTEE COMPLIANCE CHECKLIST

**COMMITTEE RESOLUTION 2021/10**

Moved: Ms Ruth Faulkner
Seconded: Cr Kevin Davies

That the Audit Committee note the checklist and agree with the outlined process and timelines.

**CARRIED**

## 12 NOTIFICATION OF SIGNIFICANT LEGAL MATTERS - CEO

Ex-lessee challenging Council decisions.

## 13 MATTERS TO BE REPORTED TO COUNCIL

Nil

**The Meeting closed at 11.30am.**

**The next meeting of the Audit Committee will be held at Mareeba on 11 August 2021 commencing at 9am.**

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**CHAIRPERSON**