



MINUTES

Tuesday, 7 March 2023
Audit Committee Meeting

**MINUTES OF MAREEBA SHIRE COUNCIL
AUDIT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS
ON TUESDAY, 7 MARCH 2023 AT 10:00AM**

1 MEMBERS IN ATTENDANCE

Ms Ruth Faulkner, Cr Kevin Davies, Cr Mary Graham

2 OFFICERS IN ATTENDANCE

Cr Angela Toppin (Mayor), Jennifer McCarthy (Director Corporate and Community Services), Elisa Tatti (Manager Finance), Peter Franks (Chief Executive Officer), Shona Cram (Grant Thornton), via teleconference Nicole Short (QAO)

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 2023/1

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

That the minutes of Audit Committee Meeting held on 4 October 2022 be confirmed.

CARRIED

5.1 ACTION ITEMS REVIEWED

6 FINANCIAL MANAGEMENT, REPORTING AND INTERNAL CONTROL

6.1 AUDIT MATRIX REPORT

COMMITTEE RESOLUTION 2023/2

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

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

CARRIED

6.2 FINANCIAL STATEMENTS PERIOD ENDING 31 JANUARY 2023**COMMITTEE RESOLUTION 2023/3**

Moved: Cr Kevin Davies

Seconded: Cr Mary Graham

That the Audit Committee note the Financial Report for the period ending 31 January 2023.

CARRIED**7 INTERNAL AUDIT****7.1 INTERNAL AUDIT STATUS REPORT****COMMITTEE RESOLUTION 2023/4**

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

That the Audit Committee note the reports.

CARRIED**Action**

- *To present a draft Internal Audit Plan 2023/23 to the Audit Committee*

8 GOVERNANCE AND RISK MANAGEMENT**8.1 MSC ANNUAL REPORT 2021/22****COMMITTEE RESOLUTION 2023/5**

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

That the Audit Committee note the MSC Annual Report for the 2021/22 Financial Year.

CARRIED

9 EXTERNAL AUDIT

9.1 AUDIT STRATEGY 2022/23

COMMITTEE RESOLUTION 2023/6

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

That the Audit Committee notes the report.

CARRIED

10 LEGISLATIVE AND REGULATORY COMPLIANCE

10.1 PURCHASING REPORT JANUARY 2023

COMMITTEE RESOLUTION 2023/7

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

That the Audit Committee receive and note the report.

CARRIED

10.2 PROBITY AUDIT REPORT

COMMITTEE RESOLUTION 2023/8

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

That the Audit Committee receive and note the report.

CARRIED

Action

- ***Probity Audit implementation progress of recommendations to be reported to Audit Committee in October 2023***

11 GENERAL BUSINESS**11.1 AUDIT COMMITTEE SELF ASSESSMENT****COMMITTEE RESOLUTION 2023/9**

Moved: Ms Ruth Faulkner

Seconded: Cr Kevin Davies

That the Audit Committee discuss and note the self-assessment summary and identify any areas for improvement.

CARRIED

11.2 AUDIT COMMITTEE CHARTER COMPLIANCE CHECKLIST**COMMITTEE RESOLUTION 2023/10**

Moved: Cr Mary Graham

Seconded: Cr Kevin Davies

That the Audit Committee note the checklist.

CARRIED

12 NOTIFICATION OF SIGNIFICANT LEGAL MATTERS - CEO

Richard Rudd – Council has received claim for damages. Legal counsel is being sought.

Calvin Tucker – QCAT application for reopening of a previous case has been received. Legal advice is underway.

13 MATTERS TO BE REPORTED TO COUNCIL

Nil

The Meeting closed at 11.25am.

Next interim meeting will be held via Teams 10 May 2023.

The minutes of this meeting were confirmed at the Audit Committee Meeting held on 10 August 2023.

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CHAIRPERSON

