



Audit Committee Meeting

Mareeba Council Training Room
Date: Wednesday 14 March 2018
Time: 10:00am

MINUTES

THE MEETING OF THE MAREEBA SHIRE COUNCIL AUDIT COMMITTEE WILL BE HELD AT COUNCIL CHAMBERS, ON **WEDNESDAY, 14 MARCH 2018** AND THE ATTENDANCE OF EACH COMMITTEE MEMBER IS REQUESTED (R FAULKNER, CRS DAVIES AND GRAHAM).

PETER FRANKS
CHIEF EXECUTIVE OFFICER

MEMBERS IN ATTENDANCE

R Faulkner (Chairperson), Cr M Graham, Cr K Davies

OFFICERS IN ATTENDANCE

P Franks (Chief Executive Officer), J McCarthy (Director Corporate and Community Services) E Tatti (Finance Manager), A Archie (Manager Development and Governance) A Cornes (Grant Thornton – External Auditor), Lisa Fraser (Queensland Audit Office),- via phone, T Townsend (Pacifica – Internal Auditor)

APOLOGIES

Cr T Gilmore

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

There were no Material Personal Interests or Conflicts of Interest declared by any Councillor or senior Council officer in relation to the items of business listed on the Minutes.

CONFIRMATION OF MINUTES

Moved by Cr Graham

Seconded by Cr Davies

"That the Minutes of the Audit Committee Meeting held on 5 October 2017 be confirmed as true and correct."

CARRIED

FINANCIAL MANAGEMENT, REPORTING AND INTERNAL CONTROL

ITEM-1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 JANUARY 2018

Moved by R Faulkner

Seconded by Cr Graham

"That the Audit Committee receive and note the report."

CARRIED

ITEM-2 AUDIT MATRIX REPORT

Moved by Cr Davies

Seconded by Cr Graham

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

CARRIED**INTERNAL AUDIT****ITEM-3 INTERNAL AUDIT STATUS REPORT**

Moved by R. Faulkner

Seconded by Cr Graham

"That the Audit Committee notes the report and approves the rescheduling of projects within the Internal Audit Plan."

CARRIED**GOVERNANCE AND RISK MANAGEMENT****ITEM-4 ENTERPRISE RISK MANAGEMENT**

Moved by Cr Davies

Seconded by Cr Graham

"For information of Audit Committee."

CARRIED**ITEM-5 MSC ANNUAL REPORT 2016-2017**

Moved by R. Faulkner

Seconded by Cr Graham

"That the Audit Committee note the MSC Annual Report for the 2016/17 Financial Year."

CARRIED**EXTERNAL AUDIT****ITEM-6 AUDIT STRATEGY 2017 - 2018**

Moved by R. Faulkner

Seconded by Cr Graham

"That the Audit Committee note the report"

CARRIED

LEGISLATIVE AND REGULATORY COMPLIANCE

ITEM-7 **PURCHASING REPORT**

Moved by Cr Davies

Seconded by Cr Graham

"That the Audit Committee receive and note the report."

CARRIED

NOTIFICATION OF SIGNIFICANT LEGAL MATTERS - CEO

Nil

MATTERS TO BE REPORTED TO COUNCIL

Nil

GENERAL BUSINESS

Notifiable Data Breaches Sheme - The Notifiable Data Breaches (NDB) scheme under Part IIIC of the Privacy Act 1988 (Privacy Act) established requirements for entities in responding to data breaches. Entities have data breach notification obligations when a data breach is likely to result in serious harm to any individuals whose personal information is involved in the breach.

A member sought clarity regarding whether MSC is subject to this and whether MSC has a process in place for reporting data breaches? Question taken on notice.

NEXT MEETING OF AUDIT COMMITTEE

The next meeting of the Audit Committee will be held at Mareeba 10:00 am on Tuesday 14 August 2018 with the date for the subsequent meeting amended to 2 October 2018.

.....
R Faulkner
Chairperson