

A vertical illustration on the left side of the page. It depicts a coastal scene. In the foreground, a crocodile with a white and blue checkered pattern on its body is swimming in blue water. In the background, a yellow boat with a green hull is on the water. A large yellow sun is in the sky. A turtle with a yellow and black shell is swimming in the water. The background shows a green hill and a blue sky.

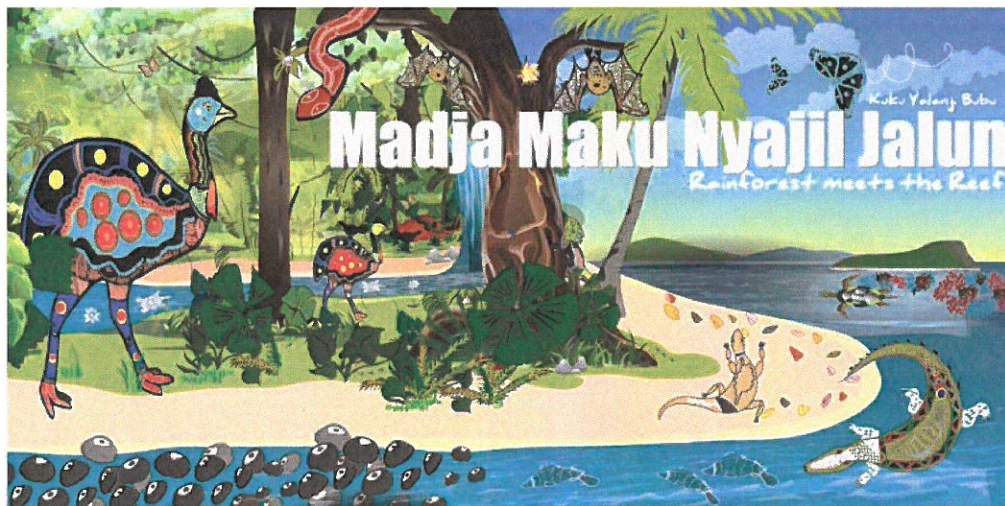
DOUGLAS SHIRE COUNCIL

AUDIT COMMITTEE MEETING

MINUTES

Monday 7 December 2020

ENSURING EXCELLENCE IN GOVERNANCE
ACCOUNTABLE AND TRANSPARENT DECISION-MAKING
ENGAGING, PLANNING, PARTNERING
CELEBRATING OUR COMMUNITIES



Douglas Shire Council would like to show its appreciation by acknowledging local indigenous artists Lenice Schonenberger, Loretta Pierce (Lenoy) and Ronald Bamboo for providing the cover artwork entitled "**Daintree Ferry**"

Conduct in closed session

Council is obligated under Chapter 8, Part 2 Division 1A of the *Local Government Regulation 2012* (Regulation) for its meetings to be open.

s254A(2) of the Regulation states that Division 1A does not apply to Audit Committee meetings.

Audit Committee meetings are not open to the public and are conducted in closed session.

Record

The Audit Committee is a non-decision-making meeting.

S211 of the Regulation states:

- (1) (c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.
- (1) (4) the Chief Executive Officer must present the report mentioned in subsection (1)(c) at the next meeting of the local government.

The report and recommendations from this meeting will be submitted to Council's next General Meeting for adoption in accordance with s211 of the Regulation.

**MINUTES OF THE AUDIT COMMITTEE MEETING OF THE DOUGLAS SHIRE COUNCIL
HELD ON MONDAY 7 DECEMBER 2020 - COMMENCING AT 4:30PM**

1. WELCOME

The Chair welcomes the committee members and observers.

Action: Appointment letters for External Members to be sent
Indemnity Insurance to be followed up

2. ATTENDANCE AND APOLOGIES

Committee Members:

Dr. Martin Fahy (Chair)
Mr. Drong Vue (External Member)
Mayor Michael Kerr
Deputy Mayor Lisa Scomazzon

Invited External Representatives:

Nil

Officers:

Chief Executive Officer Mark Stoermer

APOLOGIES

Chief Financial Officer Tara Killeen
Manager Governance Juanita Holden

3. CONFIRMATION OF MINUTES OF COUNCIL MEETINGS

No minutes to be confirmed as this is the first meeting.

4. CONFLICT OF INTEREST/MATERIAL PERSONAL INTEREST

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

5. ISSUES BROUGHT FORWARD FROM PREVIOUS MEETING

Nil as this is the first meeting.

6. REPORTS TO BE TABLED

The following reports were tabled, and verbal discussion held:

- Checklist Templates
 - For use when met with External Auditors
 - Self-Assessment – must occur once per year
 - Financial literacy checklist – all committee members to complete
- Formal Induction
 - To be organized

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- CPD
 - To receive update from External Auditor
- Terms of Reference
 - Update in 2021
- Capital Works
 - Organise a review of Capital Works program and Control Environment
 - Project Manager, CFO, Governance Manager, CEO to attend with Audit Committee
 - Date to be determined (Outside of Audit Committee)
- Internal Audit
 - Coordinate time to develop agenda
- Meeting to be set between External and Internal Auditors

7. REVIEW OF AUDIT COMMITTEE CHARTER

Set for Dec 2021

8. AUDIT COMMITTEE SELF ASSESSMENT

Nil as this is the first meeting.

9. REVIEW OF ANNUAL WORK PLAN

- Documents have been distributed
- Highlights the flow of the various meetings
- Generic schedule back to agreed format
- Compliance Schedule – e.g., Department Website and customize

10. OTHER BUSINESS

- CEO provided overview of risks
 - Daintree Ferry
 - One HR Matter with Workcover
 - COVID
 - Upcoming Wet Season
 - WHS Audit – to get more information

11. NEXT MEETING

- 15 March 2021

CLOSURE OF MEETING

The meeting closed at 6:00pm.

CONFIRMED THIS 15 DAY OF MARCH 2021

CHAIR

Martin Joly