

## **5.12. AUDIT COMMITTEE MEETING MINUTES - 7 DECEMBER 2020**

**REPORT AUTHOR** Juanita Holden, Manager Governance

**MANAGER** Mark Stoermer, Chief Executive Officer

**DEPARTMENT** Governance

### **RECOMMENDATION**

**That Council note the minutes of the Audit Committee Meeting held 7 December 2020.**

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### **EXECUTIVE SUMMARY**

To receive the draft final minutes of the Audit Committee held 7 December 2020.

### **BACKGROUND**

In accordance with Section 211 (c) of the *Local Government Regulation 2012*, the Audit Committee as soon as practicable after a meeting, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.

Furthermore, Section 211 (4) of the regulation, The Chief Executive Officer must present the report mentioned in subsection (1) (c) at the next meeting of the local government.

### **COMMENT**

This was the first meeting of the newly formed Audit Committee. No recommendations are presented.

### **PROPOSAL**

That council receives the attached minutes.

### **FINANCIAL/RESOURCE IMPLICATIONS**

Nil

### **RISK MANAGEMENT IMPLICATIONS**

Nil

### **SUSTAINABILITY IMPLICATIONS**

**Economic:** Nil

**Environmental:** Nil

**Social:** Nil

## CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following:

### Corporate Plan 2019-2024 Initiatives:

#### Theme 5 - Robust Governance and Efficient Service Delivery

Strong governance and financial management are the foundations of the way in which Council will conduct its business and implement the initiatives of the Corporate Plan.

*Goal 1 - We will conduct Council business in an open and transparent manner with strong oversight and open reporting.*

*Goal 3 - We will make sound financial decisions by ensuring robust strategic planning, financial management and reporting.*

### Operational Plan 2020-2021 Actions:

*5.1.1 - Introduce new meetings procedures to increase transparency.*

## COUNCIL'S ROLE

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:

**Information Provider** Council provides the community with important information on services, events, policies, rules, strategies, and any other relevant data that helps the community to stay informed. In performing this role, Council seeks to be open and transparent.

## CONSULTATION

**Internal:** The minutes were approved by the Chair and circulated to the Committee

**External:** Nil

## COMMUNITY ENGAGEMENT

Nil

## ATTACHMENTS

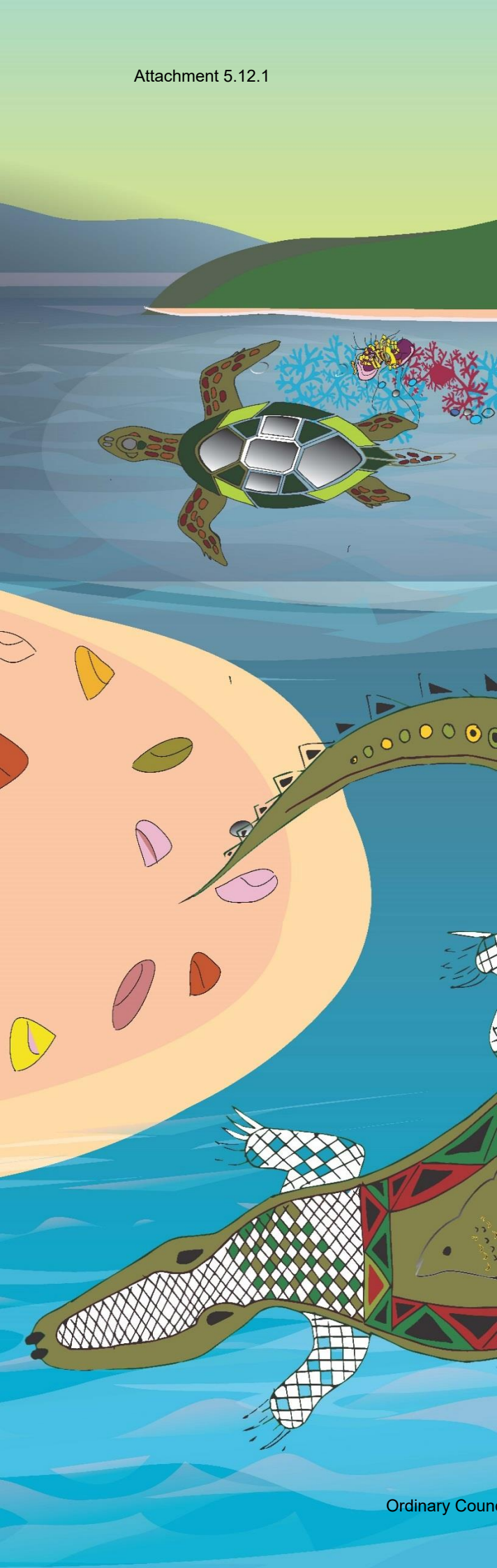
1. Audit Committee - Minutes 07122020 [5.12.1 - 5 pages]

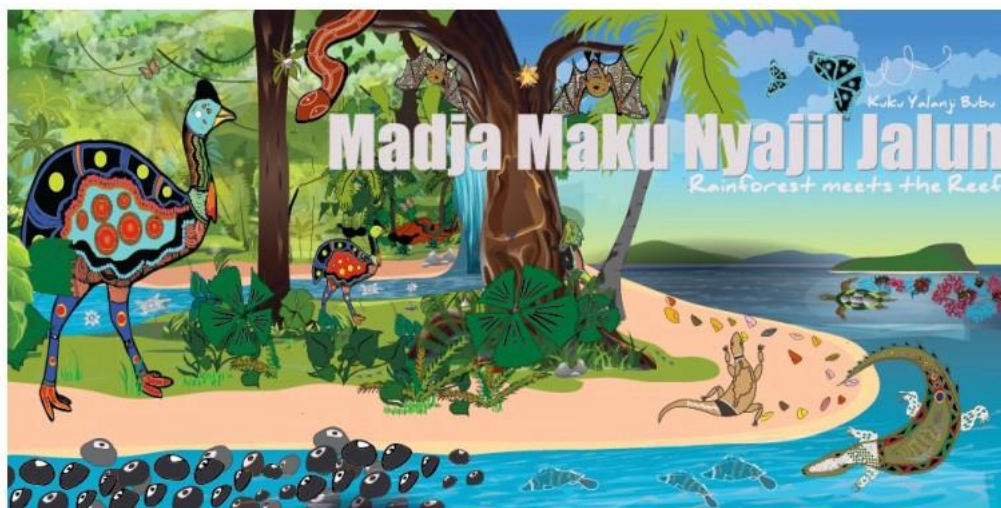
# AUDIT COMMITTEE MEETING

## 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.**

## 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

- 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 DAY OF 2021**

**CHAIR**