

<b>ORDINARY MEETING</b>	<b>2</b>
<b>21 DECEMBER 2023</b>	

## **MINUTES AUDIT COMMITTEE MEETING – 5 DECEMBER 2023**

65/4/1 | #7316238

### **RECOMMENDATION:**

**That Council accepts the minutes of the Audit Committee meeting held 5 December 2023.**

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### **INTERESTED PARTIES:**

- BDO
- Grant Thornton

*Note: The identification of interested parties is provided on a best endeavours basis by Council Officers and may not be exhaustive.*

### **EXECUTIVE SUMMARY:**

The minutes of each Audit Committee meeting are tabled with Council together with a report identifying any recommendations arising from the Audit Committee. There were no recommendations from the Audit Committee.

The last meeting of Council's Audit Committee was held on 5 December 2023 and the unconfirmed minutes of this meeting are included as an attachment.

### **ATTACHMENTS:**

Audit Committee Meeting Minutes 5 December 2023 #7312855.



Christine Posgate  
Director, People & Organisational Performance



## MEETING: AUDIT COMMITTEE

# MINUTES

**TUESDAY 5 DECEMBER 2023**  
**COMMENCING AT 8.30 AM**

### PRESENT:

**Committee Members** Mr Michael Wenzel (Chair)  
 Councillor Brett Moller  
 Councillor Rhonda Coghlan

### In Attendance

Mr Sri Narasimhan - QAO  
 Mr Andrew Cornes – Grant Thornton  
 Mr Mitchell Witt – BDO  
 Ms Marita Corbett – BDO (via teams)  
 Ms Mica Martin - CEO  
 Ms Christine Posgate – Director People & Organisational Performance  
 Ms Lisa Whitton – Chief Financial Officer  
 Mr Rob Jones – A/Executive Manager Finance  
 Ms Mandy Wise – Executive Manager Organisational Performance  
 Mr Mark Wuth – Director Cairns Infrastructure & Assets (part)  
 Ms Sarah Stephen – Associate Director Engineering Services (part)  
 Mr Melvyn Pensee-Arnold – Executive Manager Information & Technology Services  
 Mr Nick Latimore – Senior Project Manager, IT&S (part)  
 Ms Hayley Grundling – TOBI Senior Project Manager (part)  
 Mr Chris Liddell (BDO)  
 Ms Sue Godkin – Minute Taker

### Apologies

Mr Ben Tooth  
 Councillor Terry James

## 1. ATTENDANCE AND APOLOGIES

Mr Ben Tooth and Councillor Terry James

## 2. CONFLICT OF INTEREST DECLARATION

Nil

**3. IMPROVING ASSET MANAGEMENT IN LOCAL GOVERNMENT AUDIT – OUTCOME (PAGES 3-8)**

63/8/12-07 | #7297455

*The Audit Committee received and noted the audit outcomes on “Improving Asset Management in Local Government”.*

*ACTION: Asset Management to be added to the outstanding Audit Summary and a risk rating determined.*

**18. BRIEFING ON CAIRNS WATER SECURITY STAGE 1 PROJECT (PAGE 333)**

87/15/1 | #7141265v3

*The Audit Committee noted the update.*

Mark Wuth and Sarah Stephen left the meeting 9:10 a.m.

**4. MINUTES - AUDIT COMMITTEE MEETING – 5 SEPTEMBER 2023 (PAGES 9-14)**

65/4/1 | #7302665

*The Audit Committee adopted the minutes of the meeting held 5 September 2023.*

**5. MATTERS ARISING FROM AUDIT COMMITTEE MEETING MINUTES 5 SEPTEMBER 2023 (PAGES 15-16)**

65/4/1-05 | #7302665

*The Audit Committee noted the status of the matters arising from the Audit Committee meeting minutes held 5 September 2023.*

**6. AUDIT COMMITTEE ACTIVITY PLAN – YEAR ENDING 30 JUNE 2024 (PAGES 17-18)**

65/4/1-05 | #7302697

*The Audit Committee noted the status of the Activity Plan for the year ending 30 June 2024.*

**7. INTERNAL AUDIT – PROGRESS REPORT (PAGES 19-127)**

5/4/1-07 | #5091865v34

*The Audit Committee noted the following reports:*

1. *Internal Audit Status Report.*
2. *Fraud Risk Assessment.*
3. *Disaster recovery and emergency preparedness. Steps have been taken by Management for the upcoming season. Updates have been captured since the report was completed.*
4. *Business continuity planning and ICT disaster recovery*
5. *Completed internal audit corrective actions*
6. *Overdue internal audit corrective actions (medium and above)*
7. *BDO Business Outlook report 2023*

**8. AUDIT SUMMARY – OUTSTANDING ACTIONS STATUS UPDATE (PAGES 128-175)**

65/4/1-04 | #7073433v5

*The Audit Committee noted the status of all the outstanding audit items raised. This report will become an annual report to council for low and business improvement items and will be presented to the Executive Leadership Team on a regular basis.*

*Items that are rated medium and above will be presented as part of Internal Audit's report to Audit Committee.*

**9. QUEENSLAND AUDIT OFFICE BRIEFING NOTE (PAGES 176-195)**

63/17/2-01 | #7302743

*The Audit Committee noted the update from Grant Thornton as representatives of the Queensland Audit Office. Fees for the financial year 2024/2025 will be confirmed shortly.*

**10. REVIEW OF EXTERNAL AUDIT PERFORMANCE (PAGES 196-201)**

63/17/2-01 | #7302738

*The Audit Committee noted the review of external audit performance.*

**11. 2023/2024 ASSET REVALUATION - UPDATE (PAGES 202-209)**

63/8/12-06 | #7302754

*The Audit Committee noted the update on the progress of the Asset Revaluation process for the 2023/24 Financial Year.*

Chris Liddell from BDO, Melvyn Pensee-Arnold, Nick Latimore and Hayley Grundling joined the meeting 10:03 a.m.

**12. TECHNOLOGY ONE BUSINESS IMPROVEMENT PROGRAM UPDATE (PAGES 210-298)**

84/5/1-01 | #7302844

*The Audit Committee noted the update on the Technology One Business Improvement (TOBI) Program.*

Hayley Grundling left the meeting 10:17 a.m.

**13. INTERNAL AUDIT ADMINISTRATION INSTRUCTION (PAGES 299-304)**

65/4/1-07 | #7311821

*The Audit Committee noted the new Internal audit administration instruction.*

**14. I&TS RISK MANAGEMENT – INFORMATION SECURITY & CYBER RESILIENCE (PAGES 305 – 308)**

84/5/1-01 | #7309294

*The Audit Committee noted the status of progress relating to IT&S Risk Management.*

Melvyn Pensee-Arnold and Nick Latimore left the meeting 10.26 a.m.

**15. FINANCIAL PERFORMANCE REPORT FOR THE PERIOD ENDED 27 OCTOBER 2023 (PAGES 309-330)**

63/17/2-01 | #7307437

*The Audit Committee noted the financial statements for the period ended 27 October 2023.*

**16. AUDIT COMMITTEE AND AUDITOR'S SESSION (PAGE 331)**

65/4/1-01 | #4222361v40

Staff left the meeting 10.26 a.m.

Staff returned 10.39 a.m.

Mandy Wise left the meeting 10:26 a.m.

Chris Liddell and Marita Corbert left the meeting 10:39 a.m.

## **17. CEO BRIEFING ON CURRENT COUNCIL DIRECTION (PAGE 332)**

65/4/1-01 | #3679620v46

*The Audit Committee acknowledged the verbal report provided by the Chief Executive Officer:*

- *Caretaker mode for upcoming Council elections*
- *Induction of new councillors*
- *Resignation of Mayor Bob Maning and election of new Mayor Terry James and Deputy Mayor Brett Moller*
- *Cairns Water Security*
- *TOBI*
- *Recruitment of staff*
- *Budget 2024/2025*
- *Olympic Venue upgrade*
- *Towards 2050*
- *Foreign Interference / influence*

## **19. GENERAL BUSINESS**

*Nil*

## **20. NEXT MEETING**

*Tuesday 27 February 2024 – commencing at 8:30 a.m.*

*Tuesday 9 July 2024 – commencing at 8:30 a.m.*

*Tuesday 3 September 2024 – commencing at 8:30 a.m.*

*Tuesday, 3 December 2024 – commencing at 8:30 a.m.*

*Tuesday, 11 March 2025 – commencing at 8:30 a.m.*

## **24. CLOSURE**

*The meeting closed at 10:50 a.m.*