

ORDINARY MEETING 6 MARCH 2024	2
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MINUTES AUDIT COMMITTEE MEETING – 27 FEBRUARY 2024

65/4/1 | #7366386

RECOMMENDATION:

That Council accepts the minutes of the Audit Committee meeting held 27 February 2024.

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 27 February 2024 and the unconfirmed minutes of this meeting are included as an attachment.

ATTACHMENTS:

Audit Committee Meeting Minutes 27 February 2024 [#7362888](#).



Christine Posgate
Director, People & Organisational Performance



MEETING: AUDIT COMMITTEE

MINUTES

TUESDAY 27 FEBRUARY 2024
COMMENCING AT 8.30 AM

PRESENT:

Committee Members

Mr Ben Tooth (Chair)
 Mr Michael Wenzel (Deputy Chair)
 Councillor Terry James
 Councillor Brett Moller
 Councillor Rhonda Coghlan

In Attendance

Mr Sri Narasimhan - QAO
 Mr Andrew Cornes – Grant Thornton
 Mr Edan Clark – Grant Thornton
 Mr Mitchell Witt – BDO
 Ms Marita Corbett – BDO (via teams)
 Ms Christine Posgate – Director People & Organisational Performance
 Ms Lisa Whitton – Chief Financial Officer
 Mr Jason Ritchie – Executive Manager Finance
 Mr Rob Jones – A/Executive Manager Finance
 Ms Mandy Wise – Executive Manager Organisational Performance
 Mr Mark Wuth – Director Cairns Infrastructure & Assets (part)
 Mr Chris Liddell (BDO) (part)
 Ms Sue Godkin – Minute Taker

Apologies

Ms Mica Martin - CEO

1. ATTENDANCE AND APOLOGIES

Mica Martin

2. CONFLICT OF INTEREST DECLARATION

Nil

**3. MINUTES - AUDIT COMMITTEE MEETING – 5 DECEMBER 2023
(PAGES 3-7)**

65/4/1 | #7349877

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

**4. MATTERS ARISING FROM AUDIT COMMITTEE MEETING MINUTES
5 DECEMBER 2023 (PAGES 8-9)**

65/4/1-06 | #7349585

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

**5. AUDIT COMMITTEE ACTIVITY PLAN – YEAR ENDING 30 JUNE 2024
(PAGES 10-11)**

65/4/1-06 | #7349606

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

***ACTION:** Review of Audit Committee performance to be conducted prior to the 2024 Council Election.*

6. INTERNAL AUDIT – PROGRESS REPORT (PAGES 12-43)

65/4/1-07 | #5091865v35

The Audit Committee noted the following reports:

- 1. Internal Audit Status Report.*
- 2. Attachment A – Cairns Regional Council – Internal Audit Plan 2024*
- 3. Attachment B – Completed internal audit corrective actions*
- 4. Attachment C – Open internal audit corrective actions (high/extreme)*
- 5. Attachment D – Overdue internal audit corrective actions report (medium & above)*

7. EXTERNAL AUDIT – PROGRESS REPORT (PAGES 44 – 59)

65/4/1-04 | #7362691v1

The Audit Committee noted the status of all the outstanding external audit items raised. A summary to be provided to Audit Committee on a quarterly basis with a full report annually in March.

8. ENTERPRISE RISK MANAGEMENT STATUS (PAGES 60-88)

65/9/2-03 | #7324879

The Audit Committee noted the review of Council's Risk Management Framework and the Risk Management Report.

9. BUSINESS CONTINUITY PLANS (BCP) (PAGES 89-94)

65/4/1-06 | #7349907

The Audit Committee noted the report.

10. REVIEW OF FRAUD CONTROL PLAN (PAGES 95 – 99)

65/4/1-05 | #7354234

The Audit Committee noted the update on Council's Fraud Control Plan.

11. REVIEW OF LEGISLATIVE AND REGULATORY COMPLIANCE (PAGES 100-128)

65/4/1-05 | #7354338

The Audit Committee noted the review of legislative and regulatory compliance checklist and calendars.

12. AUDIT COMMITTEE POLICY AND CHARTER (PAGES 129-146)

65/4/1 | #7354843

The Audit Committee noted the Audit Committee General Policy and Audit Committee Charter. This will be presented to Council for approval.

13. QUEENSLAND AUDIT OFFICE BRIEFING NOTE (PAGES 147-157)

63/17/2-01 | #7351662

The Audit Committee noted the update from Grant Thornton as representatives of the Queensland Audit Office.

14. QUEENSLAND AUDIT OFFICE – REPORT TO PARLIAMENT (PAGES 158-163)

63/17/2-01 | #7351771

The Audit Committee noted the QAO Results of Audit: Local Government entities 2022/23 report.

15. FINANCIAL REPORTING PROJECT PLAN (PAGES 164-171)

63/17/2-01 | #7351665

The Audit Committee noted the Financial Reporting Project Plan for the 2023/2024 financial year.

16. 2023/2024 ASSET REVALUATION - UPDATE (PAGES 172-179)

63/8/12-06 | #7352856

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

17. REVIEW AND ASSESSMENT OF MANAGEMENT REPORTING TO COUNCIL (PAGES 180 – 182)

63/17/2-01 | #7354236

The Audit Committee noted the status of management reporting to Council.

Chris Liddell joined the meeting 9.24 a.m.

18. TECHNOLOGY ONE BUSINESS IMPROVEMENT PROGRAM UPDATE (PAGES 183-228)

84/2/22-01 | #7354168

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

ACTION: Updates to be provided via email as the next Audit committee meeting is not scheduled until July 2024.

19. TECHNOLOGY ONE BUSINESS IMPROVEMENT – BDO TOBI PROGRAM ASSURANCE (PAGES 229 – 235)

84/2/22-01 | #7354202

The Audit Committee noted the update on the Technology One Business Improvement Assurance conducted by BDO.

Chris Liddell left the meeting 9.33 a.m.

20. FINANCIAL PERFORMANCE REPORT FOR THE PERIOD ENDED 26 JANUARY 2024 (PAGES 236 259)

63/17/2-01 | #7361364

The Audit Committee noted the financial performance report for the period ended 26 January 2024.

21. CYCLONE JASPER AND ASSOCIATED FLOODING UPDATE (PAGES 260 – 263)

63/17/2-01 | #7358753

The Audit Committee noted the update regarding Cyclone Jasper and associated flooding.

22. AUDIT COMMITTEE AND AUDITOR'S SESSION (PAGE 264)

65/4/1-01 | #4222361v41

Staff left the meeting 9.47 a.m.

Mandy Wise left the meeting 9.47 a.m.

Staff returned 9.54 a.m.

Mark Wuth joined the meeting 9.54 a.m.

24. BRIEFING ON CAIRNS WATER SECURITY STAGE 1 PROJECT (PAGE 266)

87/15/1 | #7141265v5

The Audit Committee acknowledged the update provided by the Director Cairns Infrastructure and assets.

Mark Wuth left the meeting 10.15 a.m.

23. CEO BRIEFING ON CURRENT COUNCIL DIRECTION (PAGE 265)

65/4/1-01 | #3679620v47

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

- Program for onboarding new councillors
- Budget preparation
- Water advocacy
- Assistance from southern Councils following TC Jasper

25. GENERAL BUSINESS

Nil

26. AUDIT COMMITTEE AND MANAGEMENT SESSION (PAGE 267)

65/4/1-07 | #4222394v42

26. NEXT MEETING

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 10:17 a.m.