



Audit, Risk & Improvement Committee Meeting

TRC Boardroom, 45 Mabel Street, Atherton

Wednesday, 06 December 2023

at 10:00 AM

MINUTES

1. MEMBERS IN ATTENDANCE

J Crompton (Chairman), Cr D Clifton.

2. OFFICERS IN ATTENDANCE

G Rinehart (Chief Executive Officer), H Jackson (General Manager Community and Corporate Services), E Bowden (Manager Finance), S Savich (Manager Strategic Assets) R Barton (Financial Accountant) and J Hunter (Minute Secretary).

3. OTHERS IN ATTENDANCE

G Mitchell & S Williamson (BDO Australia), W Cunningham (Queensland Audit Office) (MS Teams), C Eagle (Pacifica Chartered Accountants) (MS Teams).

4. APOLOGIES/LEAVE OF ABSENCE

Cr P Hodge

Cr Rod Marti (Mayor)



5. DECLARATION OF ANY CONFLICTS OF INTEREST BY COUNCILLORS AND SENIOR COUNCIL OFFICERS

No conflicts of interest by members.

6. BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETING

No business arising.

7. CONFIRMATION OF MINUTES

7.1. UNCONFIRMED MINUTES - AUDIT RISK & IMPROVEMENT COMMITTEE - 9 OCTOBER 2023

Moved by Cr Clifton

Seconded by Mr Crompton

"That the Minutes of the Audit, Risk & Improvement Committee Meeting held on 9 October 2023, be confirmed as true and correct."

8. FINANCE MANAGEMENT, REPORTING & INTERNAL CONTROL

8.1. 2022/23 MANAGEMENT LETTER AND CLOSING REPORT

Moved by Cr Clifton

Seconded by Mr Crompton

"That the Audit, Risk & Improvement Committee receive and note the 2022/23 Management Letter and Closing Report."

8.2. 2022/23 ANNUAL REPORT

Moved by Cr Clifton

Seconded by Mr Crompton

"That the Audit, Risk & Improvement Committee receive and note the 2022/23 Annual Report."

8.3. MONTHLY FINANCE REPORT - OCTOBER 2023

Moved by Cr Clifton

Seconded by Mr Crompton

"That the Audit, Risk and Improvement Committee receive and note the Monthly Finance Report for October 2023."



9. EXTERNAL AUDIT

9.1. QUEENSLAND AUDIT OFFICE - BRIEFING NOTE

Moved by Cr Clifton

Seconded by Mr Crompton

"That the Audit, Risk & Improvement Committee receive and note the Briefing Note from the Queensland Audit Office."

11. GOVERNANCE & RISK MANAGEMENT

11.1. REGISTER OF INTERNAL & EXTERNAL AUDIT ACTION ITEMS

Moved by Cr Clifton

Seconded by Mr Crompton

"That Audit, Risk & Improvement Committee receive and note the Register of Internal and External Audit Action Items as at 31 September 2023."

10. INTERNAL AUDIT

10.1. INTERNAL AUDIT PROGRESS REPORT - DECEMBER 2023

Moved by Cr Clifton

Seconded by Mr Crompton

"That the Audit, Risk & Improvement Committee receive and note the report entitled 'Internal Audit Progress Report'."

12. LEGISLATIVE & REGULATORY COMPLIANCE

12.1. PROCUREMENT REPORT - OCTOBER 2023

Moved by Cr Clifton

Seconded by Mr Crompton

"That the Audit, Risk & Improvement Committee receive and note the 'Procurement Contracts' Report."

13. GENERAL BUSINESS

Introduction to Council's new auditors BDO Australia representatives, Greg Mitchell and Shannon



14. CONFIDENTIAL ITEMS

14.1. LEGAL & GOVERNANCE REPORT - LEGAL MATTERS, INSURANCE, RISK & COMPLAINTS

Moved by Cr Clifton

Seconded by Mr Crompton

"That the Audit, Risk and Improvement Committee receive and note the Legal and Governance Matters Report for December 2023."

15. CLOSED SESSION WITH AUDITORS

No closed session.

16. NEXT MEETING OF AUDIT, RISK & IMPROVEMENT COMMITTEE

6 March 2024

17. MEETING CLOSURE

There being no further business, the meeting closed at 11.07am.

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James Crompton

Chair