



Audit, Risk and Improvement Committee Meeting

TRC Boardroom
45 Mabel Street, Atherton
Date: Wednesday 4 March 2020
Time: 10:00am

MINUTES

MEMBERS IN ATTENDANCE

M Wenzel (Chairman), Crs K Eden and S Banks

OFFICERS IN ATTENDANCE

H Jackson (General Manager Organisational Services), P Turner (Coordinator Legal & Governance), E Bowden (Manager Finance), J Hunter (Minute Secretary).

OTHERS IN ATTENDANCE

P Airey, (Queensland Audit Office) telephone link
D Hassell, (Queensland Audit Office) telephone link
T Townsend, (Pacifica) telephone link
J Skilling (PricewaterhouseCoopers) telephone link

APOLOGIES/LEAVE OF ABSENCE

Cr J Paronella (Mayor)
Cr D Bilney, Division 3, TRC Councillor
J Commons (Chief Executive Officer)

DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/ CONFLICTS OF INTEREST BY COUNCILLORS AND SENIOR COUNCIL OFFICERS

There were no Material Personal Interests or Conflicts of Interest declared by any Councillor or senior Council officer in relation to the items of business listed on the Agenda.

BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETINGS

Nil

CONFIRMATION OF THE MINUTES

ITEM-1 CONFIRMATION OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES - 4 DECEMBER 2019

Moved by Cr Banks

Seconded by Cr Eden

"That the Minutes of the Audit, Risk & Improvement Committee Meeting held on 4 December 2019, be confirmed as true and correct."

FINANCIAL MANAGEMENT, REPORTING AND INTERNAL CONTROL

ITEM-2 BUDGET PRINCIPLES & TIMELINE (VERBAL UPDATE)

Moved by Cr Eden

Seconded by Cr Banks

"That the Audit, Risk & Improvement Committee receive and note the verbal update from the Finance Manager."

ITEM-3 FINANCIAL REPORTING PREPARATION TIMETABLE/PLAN (VERBAL UPDATE)

Moved by Cr Eden

Seconded by Cr Banks

"That the Audit, Risk & Improvement Committee receive and note the verbal update from the Finance Manager."



INTERNAL AUDIT

ITEM-4 INTERNAL AUDIT PROGRESS REPORT - MARCH 2020

Moved by Cr Banks

Seconded by Cr Eden

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

GOVERNANCE AND RISK MANAGEMENT

ITEM-5 PROCUREMENT CONTRACTS > \$200K

Moved by Cr Eden

Seconded by Cr Banks

"That the Audit, Risk & Improvement Committee receive and note the 'Procurement Contracts' Report as at 23 January 2020 and that the Committee request Officers to prepare a report on how the Procurement Policy and Procedure is working to develop competitive local business."

ITEM-6 GOVERNANCE REPORT - MARCH 2020

Moved by Cr Banks

Seconded by Cr Eden

"That the Audit, Risk and Improvement Committee receive and note the Governance Report."

EXTERNAL AUDIT

ITEM-7 EXTERNAL AUDIT PLAN 2020

Moved by Cr Eden

Seconded by Cr Banks

"That the Audit, Risk and Improvement Committee receive and note the 2020 External Audit Plan."

ITEM-8 QUEENSLAND AUDIT OFFICE - BRIEFING NOTE

Moved by Cr Banks

Seconded by Cr Eden

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



NEXT MEETING OF AUDIT, RISK AND IMPROVEMENT COMMITTEE

The next meeting of the Audit, Risk and Improvement Committee will be held at Atherton
10:00 am on 3 June 2020
10:00am on 2 September 2020

MEETING CLOSURE

There being no further business, the meeting closed at 11.25am.

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Michael Wenzel
Chairman

Unconfirmed