



**Wujal Wujal Aboriginal Shire Council
Audit and Risk Committee**

MINUTES

Minutes of the Wujal Wujal Aboriginal Shire Council Audit and Risk Committee meeting held on Wednesday 19 January 2022 at 1 Hartwig Street, Wujal Wujal and via Teams video conference at 10.00am

ATTENDANCE

Committee Members

Mayor Bradley Creek, Cr Vanessa Tayley, Heather Kelly and John O'Halloran

Observers

Stephen Wilton -CEO, Sri Narasimhan – QAO and Amy Briggs - QAO

1. Mayor Creek opened the meeting at 10.00am and welcomed all and apologies
2. Apologies - NIL
3. Confirmation of Minutes – The minutes (notes) of the interim meeting of members held on 1st December 2021 were confirmed as correct

Moved H. Kelly Second J. O'Halloran **Carried**

4. Declaration of Conflicts of Interest by Members of the Audit Committee and Observers
Sri Narasimhan and Amy Briggs of the QAO declared a conflict of interest as they represent Council's external Auditor (A standing COI when QAO Representatives are in attendance)
5. Appoint Chair (Recommendation to Council)

After some discussion regarding the benefits or otherwise for having an independent member of the committee as chairperson it was agreed that Mayor Creek as the leader of the Community was best placed to be Chairperson

RECOMMENDATION: Council appoint Mayor Bradley Creek as Chairperson of the WWASC Audit and Risk Committee

RECCOMENDATION: That Council appoint Mayor Bradley Creek and Cr Vanessa Tayley as members of the WWASC Audit and Risk Committee for the remainder of their term of office and appoint Heather Kelly and John O'Halloran as members of the WWASC Audit and Risk Committee for a term of two years.

6. Review of Audit Committee Charter

The committee considered two versions of Audit Committee Charters as guidance in developing the Charter for the WWASC Audit and Risk Committee, a document prepared by Queensland Treasury and the Cook Shire Audit and Risk Committee Charter.

It was agreed that the Charter should be fit for purpose and meet the needs and expectations of the Council.

A draft Charter was developed based mainly on the Cook Shire document



RECOMMENDATION: That Council adopt the draft WWASC Audit and Risk Committee Charter

7. Other Business

7.1 That the agenda of each meeting should include as standing items –

- The latest Financial Report to Council
- A report on the progress on outstanding audit matters
- Risk

This was agreed and will be included in the meetings section of the Charter

7.2 The timing generally of meetings was discussed and it was agreed that meetings would be held;

- Before the Financial Statements are forwarded to the Auditor General for signoff
- On issue of Management Letters by the Queensland Audit Office (both interim and final)
- As an integral part of the annual budget preparation.

This was agreed and will be included in the meetings section of the Charter

8. Next Meeting – On receipt of the final management letter for the 2020/21 financial audit (extension received to 28 February 2022) a meeting notice will be provided to members.

Meeting Close

Note; Sri Narasimhan and Amy Briggs departed the meeting at 11.00am due to other client commitments