



GLADSTONE
REGIONAL COUNCIL

MINUTES OF AN AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF

GLADSTONE REGIONAL COUNCIL

HELD AT THE COUNCIL CHAMBERS – CIVIC CENTRE
101 GOONDOON STREET, GLADSTONE

ON WEDNESDAY 15 SEPTEMBER 2021 COMMENCING AT 9AM

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PRESENT

Kerry Phillips (Chairperson) (via teams)
Sandra Collins
Stephen Coates
Cr O'Grady
Cr Goodluck

Officers:

Leisa Dowling, Chief Executive Officer
Mark Holmes, General Manager Finance, Governance and Risk
Mark Francis, General Manager Strategic Asset Performance
John Tumbers, General Manager Operations
Carly Quinn, General Manager Strategy and Transformation (via teams)
Theunis Mienie, General Manager People, Culture and Safety
Rowena Smallcombe, Ethics Integrity and Audit Specialist
Brooke Saunders, Manager Governance and Risk
Rachael Millett, Executive Secretary
Ashlyn Chalker, Compliance and Audit Officer
Nerrilynne Taylor, Team Leader Financial Operations
Jessica Rossow, Statutory Accountant
Mark Dowe, Internal Auditor
Jessica Hall, Risk and Insurance Officer
Tim Howarth, Manager Information, Communications and Technology

Others in Attendance:

Mayor Matt Burnett (Observer)
Cr Muszkat (Observer) (via teams)
Cr Churchill (Observer)
Cr Hansen (Observer)
Will Fellows, PwC
Dale Hassell, QAO (via teams)
Vaughan Stemmett, QAO (via teams)

1. COMMITTEE IN CAMERA

There were no matters to report from the Committee in Camera Session.

2. CONFIDENTIAL SESSION

2.1. CHIEF EXECUTIVE OFFICER REPORT

There were no matters to report from the Chief Executive Officer's Report.

2.2. LEGAL REPORT

There were no matters to report from the Legal Report.

3. APOLOGIES

Nil.

4. DECLARATION OF CONFLICTS OF INTEREST

Nil.

5. CONFIRMATION OF MINUTES

5.1. CONFIRMATION OF AUDIT RISK AND IMPROVEMENT COMMITTEE MINUTES FOR 16 JUNE 2021

Responsible Officer: Chief Executive Officer

Audit Risk and Improvement Committee Meeting: 15 September 2021

File Ref: CM7.2

Estimated Duration: 5 mins

Purpose:

Seeking confirmation of the Audit Risk and Improvement Committee Meeting Minutes of the 16 June 2021.

Officer's Recommendation to the Business Improvement Committee:

That the Committee confirm the Minutes of the Audit Risk and Improvement Committee Meeting held on the 16 June 2021.

Decision:

Moved Kerry Phillips
Seconded Stephen Coates

That the Officers recommendation be adopted.

CARRIED

6. BUSINESS ARISING FROM MINUTES

6.1. AUDIT RISK AND IMPROVEMENT COMMITTEE OPEN TASKS REPORT

Responsible Officer: Chief Executive Officer

Audit Risk and Improvement Committee Meeting: 15 September 2021

File Ref: CM7.2

Estimated Duration: 5 mins

Purpose:

Standing Item to update the Committee on the Open Tasks Report.

Officer's Recommendation:

That the Committee note and receive the Open Tasks Report.

Discussion:

The committee requested clarification regarding an overdue action item shown as 8.1 in the Open Tasks Report of the agenda. Officers advised that the Recovery Strategies Audit (noted in the item) had been finalised in the week prior to the meeting with the action items resulting from the audit currently being worked through with the relevant responsible person. Further advice was received that any audit actions will be worked through with the responsible person to ensure accountability and suitable time frames are confirmed.

Decision:

Moved Kerry Phillips

Seconded Sandra Collins

That the Officers recommendation be adopted.

CARRIED

7. NOTING PAPERS

7.1. MONTHLY FINANCIAL REPORTS FOR PERIOD ENDING JULY 2021

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: For Noting

Audit Risk and Improvement Committee Meeting Date: 15 September 2021

File Ref: FM15.1

Estimated Meeting Duration: For Noting

Purpose:

To provide the Audit Risk and Improvement Committee with the Monthly Financial Reports for Period ending 28 July 2021 that were presented to Council on 17 August 2021.

Officer's Recommendation to the Audit Risk and Improvement Committee:

That the Audit Risk and Improvement Committee note the Monthly Financial Reports for Period ending 28 July 2021.

Discussion:

The committee requested an update on the financial performance during the month of August with advice received that the August financial statements were being presented to a General Meeting next week, 21 September 2021, and that there were no significant changes during August. Further advice was received that Council was experiencing a high level of turnover when compared with the previous financial year and employee expenses were at 14.7% rather than on a pro rata basis which would be sitting at around 17.4% therefore currently tracking at approximately 2% under. It was noted that \$6.3 million of capital works has been completed as at the end of August and the outstanding rates collectable for the financial year 2021/22 is down to 3.62% which was fueled by the finalisation of the sale of land process which occurred during August.

Decision:

Moved Kerry Phillips
Seconded Cr Goodluck

That the Officers recommendation be adopted.

CARRIED

7.2. ASSET MANAGEMENT REPORT

Responsible Officer: General Manager Strategic Asset Performance

Officer Presenting Report: Manager Asset Governance

Audit, Risk & Improvement Committee Meeting Date: 15 September 2021

File Ref: FM18.1. PRJ-297

Estimated Meeting Duration: Noting only

Purpose:

To provide an update on Council's asset management activities including a summary of the current status of Council's asset data and future data improvement actions.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

It is recommended that the update be noted.

Discussion:

The committee noted that several action items have been identified as moving across to the Works Delivery project and expressed concern on how those action items would then be reported to the committee with advice received that the Transformation Program Update report will demonstrate those actions. The committee requested that the Transformation Program update report be added to the Audit Risk and Improvement Committee workplan for 6 monthly reporting to the committee.

The committee enquired regarding the planning for the valuation process for the 2021/22 financial statement preparation with advice received that in the last financial year a high level plan was developed to setup valuations to be staged and staggered with the current financial year being utilised to plan and develop the scopes of work for future financial years including refining which asset class is to be revalued each year. It was confirmed that there are no plans to revalue any asset classes during the 2021/2022 financial year.

Decision:

Moved Kerry Phillips
Seconded Cr Goodluck

That the Officers recommendation be adopted.

CARRIED

7.3. CONTRACTS & PROCUREMENT REPORT

Responsible Officer: General Manager Operations

Officer Presenting Report: For Noting

Audit, Risk & Improvement Committee Meeting Date: 15 September 2021

File Ref: PE7.2

Estimated Meeting Duration: For Noting

Purpose:

The purpose of this report is to present procurement KPIs for the quarter ending 31 July 2021.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the Contracts and Procurement Report is received and noted.

Decision:

Moved Kerry Phillips
Seconded Cr Goodluck

That the Officers recommendation be adopted.

CARRIED

7.4. PEOPLE CULTURE AND SAFETY REPORT

Responsible Officer: General Manager People Culture and Safety

Officer Presenting Report: Theunis Mienie

Audit, Risk & Improvement Committee Meeting Date: 15 September 2021

File Ref: HS9.1

Estimated Meeting Duration: Noting only

Purpose:

The purpose of this noting report is to provide the Audit, Risk, and Improvement Committee with an update of the People, Culture and Safety statistics and activities.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the People Culture and Safety report be received and noted.

Decision:

Moved Kerry Phillips
Seconded Cr Goodluck

That the Officers recommendation be adopted.

CARRIED

8. INTERNAL AUDIT

8.1. ETHICS INTEGRITY AND AUDIT PROGRESS REPORT

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Ethics Integrity and Audit Specialist

Audit, Risk & Improvement Committee Meeting Date: 15 September 2021

File Ref: CM27.3

Estimated Meeting Duration: 15 minutes

Purpose:

To provide an update on the progress of Ethics, Integrity and Audit activities during the quarter.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That:

1. The Ethics Integrity and Audit Progress report be received and noted
2. ARIC members provide feedback on expectations for the Fraud and Corruption Policy and Corporate Standard

Discussion:

An overview of the report was provided and it was highlighted that a change in leadership in the quarries management space has impacted the audit tasks completion however works are being undertaken to enable the new quarries leadership to gain an understanding of the tasks to ensure completion. The committee expressed concerns that the number of audit tasks relating to the Quarries Audit may be a large undertaking for the new leader and sought advice on expected action completion dates. The Committee was advised that the actions relate to the need for site based management plans (SBMP) for quarry operations. Council has 9 operational quarries that operate in accordance with the Environmental Permit requirements with 6 SBMP's completed to date and that it is anticipated that the remaining 3 SBMP's will be completed prior to the next committee meeting. It was further noted that within the Quarries Audit Report, action 133, 134 and 135 essentially read the same and were incorrectly noted as quarry actions due to being identified in the quarry audit. However, the actions relate to the measuring and disposing of run off in open drains, typically from quarries but not all quarries. Clarification is being sought regarding the quantity and timing of measuring the runoff to complete these audit actions.

The committee enquired regarding reduction of the quarries and the distance travelled to collect materials where there were previously closer quarries with advice received that Council currently have approximately 80 sites that could be considered as quarries, however only 9 have licences to extract material and that there is substantial cost and compliance exercise in operation of a quarry. It was further advised that Council has commenced a review of the quarries/sites to determine suitability to continue/resume operation or close down.

Officers requested feedback regarding the Fraud and Corruption Policy and Corporate Standard from the committee and it was noted that feedback would be provided by external member, Stephen Coates, to the Ethics Integrity and Audit Specialist outside of the session. The committee enquired if Council has a whistle blower hotline with advice provided that although there is no hotline, there is a Public Interest Disclosure (PID) Corporate Standard with complaints triaged through the complaints management process. The Manager Governance and Risk, as the Public Interest Disclosure coordinator, undertakes the initial assessment and determines if the complaint is a PID and then follows the relevant procedure. Officers also acknowledged that whilst we do not have a whistle blower hotline we do assess any anonymous complaints received.

Decision:

Moved Kerry Phillips
Seconded Cr O'Grady

That:

1. The Ethics Integrity and Audit Progress report be received and noted
2. The feedback on expectations for the Fraud and Corruption Policy and Corporate Standard be provided by Stephen Coates out of session

CARRIED

8.2. INTERNAL AUDIT PLAN

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Ethics Integrity and Audit Specialist

Audit, Risk & Improvement Committee Meeting Date: 15 September 2021

File Ref: CM27.3

Estimated Meeting Duration: 15 minutes

Purpose:

Consideration of the 2021/2022 – 2023/2024 internal audit plan

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That ARIC consider the draft Internal Audit Plan and related supporting material and subject to amendments discussed in the meeting, endorse the 2021/2024 Internal Audit Plan.

Discussion:

The committee expressed concern that the internal audit plan may not be achievable and enquired if officers had the resources and support to complete the audit plan. The committee advised that preference would be setting the team up to succeed and that setting a plan that is achievable is important. The committee advised that it would be acceptable to receive 2 reports each quarter (rather than the planned 3 for 2 quarters in a row). The committee commended the topics and reaffirmed the intent was not to discourage but provide comfort that if refining the plan is of a benefit to the audit team, officers had the support of the committee to do so. Officers confirmed they would review the internal audit plan and report back to the committee.

Decision:

Moved Kerry Phillips

Seconded Sandra Collins

That the proposed audit plan be received and will be amended in coordination with the CEO, General Manager Finance, Governance and Risk and circulated to the committee members for consideration.

CARRIED

8.3. INTERNAL CONTROL ASSURANCE AND COMPLIANCE ASSURANCE STATEMENTS

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Ethics Integrity and Audit Specialist

Audit, Risk & Improvement Committee Meeting Date: 15 September 2021

File Ref: CM27.3

Estimated Meeting Duration: 15 minutes

Purpose:

Report to the Committee on the progress towards compliance assurance and internal control self-assessment.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the report on the Compliance Assurance Framework be received.

Discussion:

The committee sought some wording changes to future Compliance Assurance Statements signed by General Managers and the Chief Executive that referred to internal controls over financial activities and that officers needed to be aware of their accountabilities as asset custodians and making them responsible for providing the responses to finance to support the preparation of financial statements. The Committee advised that that the wording could be clearer to make it clear to asset custodians their roles.

The committee sought feedback on the Executive Leadership Team's acceptance and willingness to sign the compliance assurance statements and were advised that the draft statements used in previous years were presented at a meeting of the Executive Leadership Team. The drafts were also provided separately to seek any additional feedback. The Executive Leadership team, therefore had discussed and viewed the basis of the compliance assurance statements prior to being presented the document for their signature.

The committee advised that the control self-assessment tool proposed process from COSO, was based on a top down approach and a more appropriate approach to internal control assurance is to build from the bottom up. The Committee suggested that an alternative would be to attempt to develop a complete list of internal controls and to have the General Managers and CEO identify what the key controls are for each work area - setting a minimum number for how many internal controls should be identified for each work area. The committee further advised that the key controls often appear as mitigating factors in a risk register and an investigation there could assist in identifying the top internal controls.

Decision:

Moved Kerry Phillips

Seconded Stephen Coates

That the Officers recommendation be adopted.

CARRIED

9. EXTERNAL AUDIT

9.1. QUEENSLAND AUDIT OFFICE BRIEFING PAPER

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Queensland Audit Office Representative

Audit, Risk & Improvement Committee Meeting Date: 15 September 2021

File Ref: FM4.4

Estimated Meeting Duration: 10 minutes

Purpose:

The purpose of this report is to allow Queensland Audit Office to provide an update to the committee.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the Queensland Audit Office Briefing Paper dated 30 August 2021 be received and noted.

Discussion:

The committee was provided an update on the audit to date, including that the closing report for the Gladstone Airport Corporation was to be issued shortly with no further impairments due to COVID-19 expected. Consideration has been given to whether there could be any reversal of that impairment from previous years however it has been concluded that that would be premature as July and August continue to see impacts in the airport operations due to COVID-19 outbreaks.

The committee noted that one of the outstanding Queensland Audit Office (QAO) recommendations from a previous review was a lack of formal review in relation to IT system changes and questioned whether that was likely to impact the review of the changes of the data moving to TechOne with advice received that this is being worked through at the moment and will be shown in the closing report presented to the committee at the next meeting.

Decision:

Moved Kerry Phillips
Seconded Stephen Coates

That the Officers recommendation be adopted.

CARRIED

10. FINANCE REPORTS

10.1. DRAFT 2020/21 FINANCIAL STATEMENTS

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Nerrilynne Taylor, Team Leader Financial Operations

Audit, Risk & Improvement Committee Meeting Date: 15 September 2021

File Ref: CM26.2

Estimated Meeting Duration: 30 minutes

Purpose:

The purpose of this report is to present the Unaudited Financial Statements for the year ended 30 June 2021 for review and feedback ahead of presentation to external audit. The draft financial statements and comparative analysis will be distributed separately prior to the meeting.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the committee receives and notes the report.

Discussion:

The committee requested some enhancements be added to the notes. Clarification was sought on the movement in employee costs with the committee understanding that the draft financial statements show an upward trend in employee costs however an expected offset against materials and services was not as apparent. Officers advised the movement in employee costs was represented by approximately \$500,000 previously paid as contractors, therefore the impact on materials and services was not as significant. Further advice was provided that Council has experienced a substantial increase in employee costs due to the lower turnover/vacancy rate with the budgeted vacancy rate at 7% however actual vacancy rates were between 4 and 4.5%. It was noted that Council is starting to see an upward trend in the vacancy rate and the budget forecast will be adjusted accordingly. Another significant component of the upwardly trending employee costs was identified as the movement in employee provisions with employees not taking leave combined with the unexpectedly lower turn-over rate which has seen those leave balances accrue rather than being taken or paid out.

The committee also requested enhancements to the notes regarding the revaluation of sewerage assets to provide clarity on the reasons for the significant change. The Committee sought and was provided with some comfort that all the relevant reviews and challenges of the valuation adjustment has been undertaken by Council.

The committee noted that the Gladstone Airport Corporation draft statements were provided in the agenda and confirmed that officers were comfortable with those statements.

Decision:

Moved Kerry Phillips
Seconded Cr Goodluck

That the Officers recommendation be adopted.

CARRIED

10.2. LONG TERM FINANCIAL PLAN

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Mark Holmes

Audit, Risk & Improvement Committee Meeting Date: 15 September 2021

File Ref: FM6.1

Estimated Meeting Duration: 10 minutes

Purpose:

This report is to provide members with an overview of the Long Term Financial Forecast adopted with the 2021/2022 Budget.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the committee note the content of the current Long Term Financial Forecast adopted in June 2021.

Discussion:

The committee sought clarification on the level of comfort Council has with the Cash Expense Cover Ratio being lower than the targeted 3 months in the forecast from June 23. Officers advised that that this is in line with the strategy that Council has had for at least the last 2 years and in line with the strategy endorsed and encouraged by Queensland Treasury Corporation with respect to Council utilising working capital rather than borrowing and incurring borrowing expenses.

The committee noted that waste received additional funds last year and enquired how that was achieved with advice received that there was no increase in fees and charges and the additional funds were driven by an increase in volume received at the landfill and transfer stations.

The committee enquired regarding the water board dividends and noted that previously there was reluctance to make any estimates on what the dividend forecast was with advice received that the forecasts provided represented specific advice received by the department.

The committee was provided with some context around access charges and that for a long time the water and sewerage charges have been subsidised by general rates. Increases over recent years represent Council's commitment to working towards cost recovery and to cease subsidisation of utility charges by general rates.

Decision:

Moved Kerry Phillips

Seconded Sandra Collins

That the Officers recommendation be adopted.

CARRIED

The meeting was adjourned at 10:37am and reconvened at 10:55am.

11. RISK MANAGEMENT

11.1. ANNUAL INSURANCE RENEWAL SUMMARY

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Brooke Saunders, Manager Governance and Risk

Audit, Risk & Improvement Committee Meeting Date: 15 September 2021

File Ref: RM1.7

Estimated Meeting Duration: 10 minutes

Purpose:

To update the Audit Risk and Improvement Committee on the annual renewal of Councils insurance policies for the period ending 30 June 2022.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the report be noted.

Decision:

Moved Kerry Phillips

Seconded Sandra Collins

That the Officers recommendation be adopted.

CARRIED

11.2. RISK MANAGEMENT ANNUAL STRATEGIC OVERVIEW

Responsible Officer: General Manager Finance, Governance & Risk

Officer Presenting Report: Brooke Saunders, Manager Governance and Risk

Audit, Risk & Improvement Committee Meeting Date: 15 September 2021

File Ref: RM1.7

Estimated Meeting Duration: 10 minutes

Purpose:

To provide the Audit, Risk & Improvement Committee with a summary of an annual review of the risk management framework.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the Audit, Risk & Improvement Committee note the report and provide any feedback for early consideration in the upcoming review of the Risk Management Policy and Corporate Standard.

Discussion:

The committee confirmed agreement with the delay of commencing the review of the Risk Management Framework until the operational risk workshops are completed.

Decision:

Moved Kerry Phillips
Seconded Cr O'Grady

That the Officers recommendation be adopted.

CARRIED

11.3. QUARTERLY RISK REPORT

Responsible Officer: General Manager Finance, Governance & Risk

Officer Presenting Report: Brooke Saunders, Manager Governance and Risk

Audit, Risk & Improvement Committee Meeting Date: 15 September 2021

File Ref: RM1.7

Estimated Meeting Duration: 10 minutes

Purpose:

To provide an update to the Audit Risk and Improvement Committee on implementation of Councils risk management framework for the period ending 30 September 2021

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the Risk Management Quarterly Report be received.

Discussion:

It was noted that the incorrect date of 30 September 2021 was provided in the Purpose statement of the report and that the Purpose should have read "To provide an update to the Audit Risk and Improvement Committee on implementation of Councils risk management framework for the period ending 30 August 2021."

The committee enquired if officers were experiencing any alignment or similarities in terms of the engagement with staff with the risk workshops and the work that is being done in the culture space with advice received that collaboration is going well and there has been a lot of engagement from participants particularly with risks that impact more than one service provision.

The committee enquired if the workshops were being completed over a period of time, then by the time the final workshop group is completed, the first workshop group should be 6 months down the track, how do officers check back in with the first workshop group with advice received that it is a rolling program and timely with officers in constant communication with participants and workshop groups. Further advice was provided that the process has been brought into a 3 to 4 month period which reduces the concern regarding the first workshop group being out of date by the time the final workshop group is completed and that the big operational spaces, such as water, roads and waste, have been completed first as that is where the real synergies across risk come from with opportunity to mature the risks in Beakon if required.

Decision:

Moved Kerry Phillips
Seconded Cr Goodluck

That the Officers recommendation be adopted.

CARRIED

12. OFFICER'S REPORTS

12.1. INFORMATION COMMUNICATION AND TECHNOLOGY UPDATE

Responsible Officer: General Manager Strategy & Transformation

Officer Presenting Report: Tim Howarth, Manager ICT

Audit, Risk & Improvement Committee Meeting Date: 15 September 2021

File Ref:

Estimated Meeting Duration: 20 minutes

Purpose:

The purpose of this report is to provide the committee with a quarterly update on the work managed by the Strategic ICT team.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

Note the quarterly update provided.

Discussion:

The committee was advised that one of the common themes identified in the report and stemming from the COVID-19 situation was the impact of the difficulty of supply of technology. The committee enquired as to the impact of lack of water supply to make computer chips in Taiwan, who produce 2 thirds of the worlds computer chips and what will happen when officers are unable to obtain new computers with advice provided that this was a global issue and that in these cases a solution is usually developed to alleviate the issue however costs were likely to increase due to demand and officers were currently reviewing the budget implications with the anticipated increase of costs.

A discussion was held regarding cyber security and the impacts, education and prevention and that a Cyber Security Plan is being developed.

The committee advised that the Federal Government passed a Critical Infrastructure Bill some time ago and that some Councils do have critical infrastructure and encouraged officers to be on the lookout for that information to determine any impacts for Council, generally critical infrastructure are things such as airport, water etc.

The committee requested that the dashboard previously provided in the Information Communication Technology reports be reinstated as it provided a holistic overview and members found it to be valuable with advice received that the dashboard would be provided in future reports.

Decision:

Moved Kerry Phillips

Seconded Sandra Collins

That the Officers recommendation be adopted.

CARRIED

12.2. ANNUAL COMMITTEE SELF ASSESSMENT AND COUNCILLOR SURVEY

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Ethics Integrity and Audit Specialist

Audit, Risk & Improvement Committee Meeting Date: 15 September 2021

File Ref: CM26.2

Estimated Meeting Duration: 15 minutes

Purpose:

Presentation of the results of the Audit Risk and Improvement Committee (ARIC) annual self-assessment survey and the results of the survey of Councillors in relation to ARIC.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That

1. The results of the Audit Risk and Improvement Committee self-assessment survey be received and noted.
2. A review of the Audit Risk and Improvement Committee roles and responsibilities be undertaken with the Executive Leadership team at the ARIC planning day – to support coordinated and consistent understanding
3. Information included in the Gladstone Regional Council Annual Report be provided to ARIC

Discussion:

The Ethics Integrity and Audit Specialist provided an overview of the report and highlighted that the format of the self-assessment and Councillor survey requires review and some engagement and training is required to support a consistent understanding of the roles and responsibilities of the committee.

The committee commended officers on the quality of the analysis and that respondents were able to add a comment when they provided a rating. It was suggested that a future survey could be completed by the committee together in one sitting to enable members to provide recollections and information that may assist in responses as it was challenging to recall workplans and agendas to determine if information had been provided.

Decision:

Moved Kerry Phillips
Seconded Cr O'Grady

That the Officers recommendation be adopted.

CARRIED

12.3. AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING DATES 2022

Responsible Officer: General Manager Finance, Governance and Risk

Officer Presenting Report: Brooke Saunders, Manager Governance and Risk

Audit Risk and Improvement Committee Meeting Date: 15 September 2021

File Ref: CM26.2

Estimated Meeting Duration: 5 minutes

Purpose:

To determine dates for the Audit Risk and Improvement Committee meetings in 2022.

Officer's Recommendation to the Audit Risk and Improvement Committee:

That the Audit Risk and Improvement Committee:

1. Schedule ordinary business meetings for the following dates and times in 2022:
 - Wednesday 16 March 2022 from 9am – 1pm;
 - Wednesday 15 June 2022 from 9am – 1pm;
 - Wednesday 21 September 2022 from 9am – 1pm;
 - Wednesday 30 November 2022 from 9am – 1pm; and
2. Undertake an Information Briefing at a Councillor Information Session planned to be scheduled for 12 April and 11 October 2022 (subject to Council meeting dates); and
3. Undertake a planning meeting and site visit on 2 February 2022 subject to committee and Council availability.

Decision:

Moved Kerry Phillips

Seconded Sandra Collins

That the Officers Recommendation be adopted.

CARRIED

13. SELF-DEVELOPMENT

Nil.

14. COUNCIL REFERRALS

Nil.

15. GENERAL BUSINESS

Nil.

16. CLOSED SESSION - AUDIT REPRESENTATIVES

There were no matters to report from the Closed Session – Audit Representatives.

There being no further business the chairperson formally closed the meeting.

THE MEETING CLOSED AT 12:00pm

CERTIFICATION

I hereby confirm that I have read the minutes and they are a true and correct record of the proceedings of the meeting. I certify that these 25 pages form the official copy of Gladstone Regional Council Audit Risk and Improvement Committee Minutes of the 15 September 2021.

.....
Kerry Phillips (Chairperson)

..... / /
Date