



GLADSTONE REGIONAL COUNCIL

MINUTES OF AN AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF

GLADSTONE REGIONAL COUNCIL

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

ON WEDNESDAY 14 JUNE 2023 COMMENCING AT 9AM

Table of Contents

| ITEM | PAGE |
|---|-----------|
| 1. COMMITTEE IN CAMERA | 5 |
| 2. CONFIDENTIAL SESSION | 5 |
| 2.1. CHIEF EXECUTIVE OFFICER REPORT | 5 |
| 2.2. LEGAL REPORT | 5 |
| 3. APOLOGIES | 5 |
| 4. DECLARATION OF CONFLICTS OF INTEREST | 5 |
| 5. CONFIRMATION OF MINUTES | 6 |
| 5.1. CONFIRMATION OF AUDIT RISK AND IMPROVEMENT COMMITTEE MINUTES FOR 15 MARCH 2023..... | 6 |
| 6. BUSINESS ARISING FROM MINUTES | 7 |
| 6.1. AUDIT RISK AND IMPROVEMENT COMMITTEE OPEN TASKS REPORT | 7 |
| 7. NOTING PAPERS | 8 |
| 7.1. ASSET MANAGEMENT..... | 8 |
| 7.2. CONTRACTS AND PROCUREMENT REPORT | 9 |
| 7.3. ENVIRONMENTAL PERFORMANCE REPORT QUARTER 3 FINANCIAL YEAR 2022/2023 . | 10 |
| 7.4. INFORMATION COMMUNICATION AND TECHNOLOGY QUARTER 3 | 11 |
| 7.5. PEOPLE CULTURE SAFETY QUARTERLY REPORT | 12 |
| 7.6. INSURANCE REPORT | 13 |
| 7.7. QUARTERLY RISK REPORT | 14 |
| 8. EXTERNAL AUDIT | 15 |
| 8.1. QAO BRIEFING | 15 |
| 8.2. INTERIM MANAGEMENT LETTER | 16 |
| 9. INTERNAL AUDIT | 17 |
| 9.1. DETERMINE THE FORM AND SCOPE OF ANNUAL COMMITTEE SURVEYS | 17 |
| 9.2. INTERNAL AUDIT REPORTS | 18 |
| 9.3. ETHICS INTEGRITY AND AUDIT PROGRESS REPORT | 19 |
| 9.4. 2023/24 FINAL INTERNAL AUDIT PLAN..... | 20 |
| 9.5. ANNUAL REVIEW OF COMMITTEE'S RESPONSIBILITIES AGAINST THE POLICY | 21 |
| 10. FINANCE REPORTS | 22 |
| 10.1. PROPOSED 2023/24 BUDGET | 22 |

| | |
|---|-----------|
| 10.2. POSITION PAPER - ASSET VALUATION METHODOLOGY | 23 |
| 10.3. POSITION PAPER - IMPAIRMENT (GLADSTONE AIRPORT CORPORATION) | 24 |
| 10.4. 2022/23 FINANCIAL STATEMENT TIMELINE | 25 |
| 10.5. PROFORMA FINANCIAL STATEMENTS 2022/23 | 26 |
| 10.6. PRIOR PERIOD FINANCIAL STATEMENTS | 27 |
| 11. OFFICER'S REPORTS | 28 |
| 11.1. WORKS DELIVERY UPDATE..... | 28 |
| 11.2. ORGANISATIONAL CULTURE UPDATE | 29 |
| 12. SELF-DEVELOPMENT..... | 30 |
| 13. COUNCIL REFERRALS | 30 |
| 14. GENERAL BUSINESS | 30 |
| 15. CLOSED SESSION - AUDIT REPRESENTATIVES | 30 |

PRESENT

Stephen Coates (Chairperson)
Sandra Collins
Peter Sheville
Cr Muszkat
Cr Cameron

Officers:

Leisa Dowling, Chief Executive Officer
Mark Holmes, General Manager Finance, Governance and Risk
Theunis Mienie, General Manager People, Culture and Safety
Carly Quinn, General Manager Strategy and Transformation
John Tumbers, General Manager Operations
Ali Moore, General Manager Customer Experience (Acting)
Kylie Lee, General Manager Community Development and Events
Deon Matthee, Principal Internal Auditor
Tanya Whalley, Manager Governance and Risk (via teams)
Rachael Millett, Executive Secretary
Ashlyn Chalker, Ethics Integrity and Audit Specialist
Jessica Rossow, Financial Controller
Tanya Barnes-Mayman, Asset Accounting Specialist
Jessica Hall, Risk and Insurance Officer
Leslie Seminutin, Manager Culture and Capability
Julia McDonald, Financial Accounting Specialist

Others in Attendance:

Darren Jenns, PwC (via teams)
John Skilling, PwC (via teams)
Dale Hassell, QAO (via teams)
Cr Hansen (Observer) (via teams)
Cr O'Grady (Observer) (via teams)

1. COMMITTEE IN CAMERA

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

2. CONFIDENTIAL SESSION

2.1. CHIEF EXECUTIVE OFFICER REPORT

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

2.2. LEGAL REPORT

There were no matters to report from the Legal Report.

3. APOLOGIES

Mayor Burnett

4. DECLARATION OF CONFLICTS OF INTEREST

Nil

5. CONFIRMATION OF MINUTES

5.1. CONFIRMATION OF AUDIT RISK AND IMPROVEMENT COMMITTEE MINUTES FOR 15 MARCH 2023

Responsible Officer: Chief Executive Officer

Officer Presenting Report: Tanya Whalley, Manager Governance and Risk

Audit Risk and Improvement Committee Meeting: 14 June 2023

File Ref: CM7.2

Estimated Meeting Duration: 3 minutes

Purpose:

Seeking confirmation of the Audit Risk and Improvement Committee Meeting Minutes of the 15 March 2023.

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

That the Committee confirm the Minutes of the Audit Risk and Improvement Committee Meeting held on the 15 March 2023.

Discussion:

An error in the attendances shown in the minutes was identified as showing Stephen Coates twice and not showing Peter Sheville as attending.

Decision:

Moved Sandra Collins
Seconded Cr Muszkat

That the Committee confirm the Minutes of the Audit Risk and Improvement Committee Meeting held on the 15 March 2023 with an amendment to the attendance to include Peter Sheville as attending.

CARRIED

6. BUSINESS ARISING FROM MINUTES

6.1. AUDIT RISK AND IMPROVEMENT COMMITTEE OPEN TASKS REPORT

Responsible Officer: General Manager Finance, Governance and Risk

Officer Presenting Report: Tanya Whalley, Manager Governance and Risk

Audit, Risk and Improvement Committee Meeting: 14 June 2023

File Ref: CM26.2

Estimated Duration: 2 minutes

Purpose:

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

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

That the Committee note and receive the Open Tasks Report.

Discussion:

Nil

Decision:

Moved Cr Cameron

Seconded Peter Sheville

That the Officers recommendation be adopted.

CARRIED

7. NOTING PAPERS

7.1. ASSET MANAGEMENT

Responsible Officer: General Manager Strategic Asset Performance

Officer Presenting Report: For Noting

Audit, Risk & Improvement Committee Meeting Date: 14 June 2023

File Ref: FM18.1

Estimated Meeting Duration: For Noting

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 Asset Management update be noted.

Discussion:

The committee noted that there appears to be good progress and commended the report and Asset Management Steering Group.

Decision:

Moved Sandra Collins
Seconded Cr Cameron

That the Officers recommendation be adopted.

CARRIED

7.2. CONTRACTS AND PROCUREMENT REPORT

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Manager Contracts and Procurement

Audit, Risk & Improvement Committee Meeting Date: 14 June 2023

File Ref: PE7.2

Estimated Meeting Duration: For Noting

Purpose:

This report presents procurement KPIs for the quarter ending 30 April 2023.

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

That the Contracts and Procurement Report is received and noted.

Discussion:

The committee enquired if there was a desirable level for the reduction of off-contract expenditure. Advice was provided that there was no target but it is about finding the right balance and the provision of flexibility. It was noted that the off-contract expenditure has reduced substantially however there is an opportunity to review what the off-contract expenditure is and the reason for the off-contract expenditure to enable it to reduce further.

A discussion was held regarding procurement strategies for project materials with long lead times and the ability of purchasing these items and holding in stores. It was noted that procurement strategies have been developed to address the long lead times including purchasing of the goods ahead of the deployment of the project, bundling up projects for delivery and early commencement of project procurement. It was noted that regular meetings are held to discuss the procurement risks. The good collaborative effort of the procurement and project teams was acknowledged.

Decision:

Moved Peter Sheville

Seconded Sandra Collins

That the Officers recommendation be adopted.

CARRIED

7.3. ENVIRONMENTAL PERFORMANCE REPORT QUARTER 3 FINANCIAL YEAR 2022/2023

Responsible Officer: General Manager Strategic Asset Performance

Officer Presenting Report: Ali Moore, Manager Environment and Conservation

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: EM17.9

Estimated Meeting Duration: Noting

Purpose:

The purpose of this report is to provide an update of Council's environmental performance against the established indicators from the last quarter being 1 January 2023 to 31 March 2023, for noting by the Audit, Risk and Improvement Committee.

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

That the Audit, Risk and Improvement Committee receive and note the environmental performance report for the 1 January 2023 to 31 March 2023, quarter three period.

Discussion:

An update was provided regarding the two regulator inspections undertaken at Curtis Island Waste Transfer Station and Yarwun Wastewater Treatment Plant.

Decision:

Moved Sandra Collins
Seconded Cr Muszkat

That the Officers recommendation be adopted.

CARRIED

7.4. INFORMATION COMMUNICATION AND TECHNOLOGY QUARTER 3

Responsible Officer: General Manager Strategy and Transformation

Officer Presenting Report: Tim Howarth, Manager Information Communications and Technology

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: IT5.1

Estimated Meeting Duration: For Noting

Purpose:

This report provides the committee with an update on the work managed by the Information, Communication and Technology (ICT) team and shows in detail how we manage risk associated with ICT and Cyber Security.

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

That the committee note the ICT update for Quarter 3 2022/23.

Discussion:

A discussion was held regarding the cyber-attack on Isaac Regional Council with an update on the current status provided. It was noted that the Information Communications and Technology (ICT) team are actively monitoring cyber security risks and are waiting on the findings from the Isaac Regional Council attack to determine any learnings or improvements that Council could implement.

An update was provided regarding the Cyber Phishing Campaign noting that the education campaign is progressing well with the testing emails becoming more challenging to detect.

Decision:

Moved Cr Cameron

Seconded Peter Sheville

That the Officers recommendation be adopted.

CARRIED

7.5. PEOPLE CULTURE SAFETY QUARTERLY REPORT

Responsible Officer: General Manager People Culture and Safety

Officer Presenting Report: Theunis Mienie, General Manager People Culture Safety

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: HS9.1

Estimated Meeting Duration: For noting

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 and Improvement Committee:

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

Discussion:

The committee expressed concern regarding the excess leave balances. Advice was provided that the report indicated that the trend is the same and that a different approach is needed to reduce the leave balances. It was noted that leave balances are provided to leaders regularly with excessive leave balances required to have a leave plan completed.

Decision:

Moved Cr Muszkat

Seconded Sandra Collins

That the Officers recommendation be adopted.

CARRIED

7.6. INSURANCE REPORT

Responsible Officer: Mark Holmes, General Manager Finance Governance and Risk

Officer Presenting Report: Tanya Whalley, Manager Governance and Risk

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: RM1.7

Estimated Meeting Duration: For Noting

Purpose:

To provide the Audit Risk and Improvement Committee with an update on Council's annual insurance renewals and insurance claims.

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

That the Committee receive and note the Insurance Report.

Discussion:

The committee enquired regarding whether the value of the sum insured for insurance items was sufficient. Advice was provided that the amount applied for is the recommended amount as advised by the relevant area experts and based on knowledgeable recommendations.

Decision:

Moved Sandra Collins

Seconded Peter Sheville

That the Officers recommendation be adopted.

CARRIED

7.7. QUARTERLY RISK REPORT

Responsible Officer: Mark Holmes, General Manager Finance Governance and Risk

Officer Presenting Report: Tanya Whalley, Manager Governance and Risk

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: RM1.7

Estimated Meeting Duration: For Noting

Purpose:

To provide an update to the Audit Risk and Improvement Committee on Council's risk position.

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

That the Committee receive the Quarterly Risk Report.

Discussion:

The JLT Public Sector Risk Report (Local Government) was noted with the top 10 risks highlighted.

Decision:

Moved Sandra Collins
Seconded Cr Cameron

That the Officers recommendation be adopted.

CARRIED

8. EXTERNAL AUDIT

8.1. QAO BRIEFING

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Jessica Rossow, Financial Controller

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: FM4.4

Estimated Meeting Duration: 10 minutes

Purpose:

To provide the committee with a briefing from the Queensland Audit Office.

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

That the committee note the briefing as presented.

Discussion:

An overview of the Queensland Audit Office (QAO) Briefing Paper was provided. It was noted that an audit of the effectiveness of local government audit committees is scheduled for financial year 2023/24.

A discussion was held regarding QAO timelines and it was noted that QAO and PricewaterhouseCoopers (PWC) are working closely with Council's Finance team throughout the audit process which should mitigate any risk of delays. The committee expressed concern regarding the completion of the valuation for water and sewer which is due in August 2023 and requested to be kept informed of the progress on the valuation.

Decision:

Moved Peter Sheville

Seconded Sandra Collins

That the Officers recommendation be adopted.

CARRIED

8.2. INTERIM MANAGEMENT LETTER

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Jessica Rossow, Financial Controller

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: FM4.4

Estimated Meeting Duration: 15 minutes

Purpose:

To provide the committee with the interim external audit findings.

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

That the committee note the letter as presented.

Discussion:

A discussion was held regarding the 'General journal approval process in TechOne' deficiency. It was noted that investigations are underway regarding ability to activate the function within the current licence. A further discussion was held regarding the due dates and any potential risks associated with the length of time to complete an action. It was noted that the risk is low end with the actions based on best practice. The committee suggested the actions were recommendations to achieving best practice rather than deficiencies. The committee highlighted the need to monitor the delivery of the actions each quarter rather than as the due date approaches.

Decision:

Moved Peter Sheville

Seconded Sandra Collins

That the Officers recommendation be adopted.

CARRIED

The meeting was adjourned at 10:54am for morning tea and reconvened at 11:10am.

9. INTERNAL AUDIT

9.1. DETERMINE THE FORM AND SCOPE OF ANNUAL COMMITTEE SURVEYS

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Deon Matthee, Principal Internal Auditor

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: CM27.3

Estimated Meeting Duration: 5 minutes

Purpose:

Audit risk and Improvement Committee consider the revised Annual Committee Survey.

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

That the Audit Risk and Improvement Committee endorses the revised Annual Committee Survey.

Discussion:

The committee encouraged everyone completing the survey to include comments in the comments section.

Decision:

Moved Sandra Collins

Seconded Cr Muszkat

That the Officers recommendation be adopted.

CARRIED

9.2. INTERNAL AUDIT REPORTS

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Deon Matthee, Principal Internal Auditor

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: CM27.3

Estimated Meeting Duration: 15 minutes

Purpose:

Presentation of internal audit and compliance assurance projects finalised this quarter.

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

That the internal audit reports and assurance map be received and noted.

Discussion:

An overview of the Environmental Health Licencing Processes Audit was provided and it was noted that the risk register has been updated.

An overview of the Human Resources: Recruitment and Retention Audit was provided. A discussion was held regarding exit interviews and it was noted that the exit interview is an option for employees leaving Council. It was further noted that feedback from the exit interviews is provided to managers when developing recruitment strategies.

It was noted that the assurance map was provided to committee members out of session.

Decision:

Moved Sandra Collins
Seconded Peter Sheville

That the Officers recommendation be adopted.

CARRIED

9.3. ETHICS INTEGRITY AND AUDIT PROGRESS REPORT

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Deon Matthee, Principal Internal Auditor

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: CM27.3

Estimated Meeting Duration: 15 minutes

Purpose:

Provide the Audit Risk and Improvement Committee with information about the activities of Ethics, Integrity and Audit for the period 1 March 2023 to 31 May 2023.

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

That the Ethics Integrity and Audit Progress report be received and noted.

Discussion:

The committee noted that a lot of task dates were getting moved out and encouraged officers to set realistic dates when setting the due dates originally. It was noted that there are mitigating items in place to manage risks in the interim.

Decision:

Moved Cr Cameron
Seconded Cr Muszkat

That the Officers recommendation be adopted.

CARRIED

9.4. 2023/24 FINAL INTERNAL AUDIT PLAN

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Deon Matthee, Principal Internal Auditor

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: CM27.3

Estimated Meeting Duration: 5 minutes

Purpose:

Audit Risk and Improvement Committee's consideration of the 2023/2024 Internal Audit Plan and resource requirements.

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

That the Audit Risk and Improvement Committee endorse the 2023/2024 Internal Audit Plan.

Discussion:

Nil

Decision:

Moved Peter Sheville
Seconded Cr Cameron

That the Officers recommendation be adopted.

CARRIED

9.5. ANNUAL REVIEW OF COMMITTEE'S RESPONSIBILITIES AGAINST THE POLICY

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Deon Matthee, Principal Internal Auditor

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: CM26.2

Estimated Meeting Duration: 5 minutes

Purpose:

To provide annual confirmation that all responsibilities outlined in the Audit Risk and Improvement Committee Policy have been carried out.

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

That the Audit Risk and Improvement Committee confirm that the responsibilities outlined in the Audit Risk and Improvement Committee Policy have been carried out for the period July 2022 to June 2023.

Discussion:

Nil

Decision:

Moved Sandra Collins

Seconded Peter Sheville

That the Officers recommendation be adopted.

CARRIED

10. FINANCE REPORTS

10.1. PROPOSED 2023/24 BUDGET

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Jessica Rossow, Financial Controller

Audit, Risk and Improvement Committee Meeting Date: 14 June 2022

File Ref: FM4.4

Estimated Meeting Duration: 10 minutes

Purpose:

To provide an update on the progress of the 2023-24 budget.

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

It is recommended that the update be noted.

Discussion:

The process of developing the proposed budget was explained including the creating of parameters early which allowed the ability to map what the budget might look like. The draft budget was presented to the Executive Leadership Team and Council at the end of 2022 to obtain feedback to guide discussions with managers and align with the strategy before further workshops in 2023 to finalise the proposed budget. The committee requested that the long term financial plan be presented to the committee annually.

Decision:

Moved Sandra Collins

Seconded Peter Sheville

That the Officers recommendation be adopted.

CARRIED

10.2. POSITION PAPER - ASSET VALUATION METHODOLOGY

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Jessica Rossow, Financial Controller

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: FM4.4

Estimated Meeting Duration: 10 minutes

Purpose:

To provide an update on Gladstone Regional Council's asset valuation methodology for the 2022-23 financial year including a summary of the current status of Council's valuations undertaken.

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

It is recommended that the update be noted.

Discussion:

It was noted that commentary in the report regarding an impact on the final report regarding plant hire rates is no longer relevant due to further discussions and agreement that it is immaterial.

A discussion was held regarding the revaluation schedule of every three years when the minimum required is five years. The committee recommended moving to five years and noted that the revaluation schedule is under review.

Decision:

Moved Cr Muszkat
Seconded Cr Cameron

That the Officers recommendation be adopted.

CARRIED

10.3. POSITION PAPER - IMPAIRMENT (GLADSTONE AIRPORT CORPORATION)

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Jessica Rossow, Financial Controller

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: FM4.4

Estimated Meeting Duration: 10 minutes

Purpose:

To provide an update on Gladstone Regional Council's position regarding impairment of the Gladstone Airport Corporation (GAC) for the 2022-23 financial year.

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

It is recommended that the update be noted.

Discussion:

It was noted that there is no further impairment and there is no intention to reverse the previous impairment.

Decision:

Moved Peter Sheville

Seconded Sandra Collins

That the Officers recommendation be adopted.

CARRIED

10.4. 2022/23 FINANCIAL STATEMENT TIMELINE

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Jessica Rossow, Financial Controller

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: FM4.4

Estimated Meeting Duration: 10 minutes

Purpose:

The purpose of this report is to provide the proposed 2022/2023 Financial Statements Note Timeline and Year End Critical Dates for consideration by the Audit Risk and Improvement Committee members. Feedback for identified improvements is welcomed.

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

That the Audit Risk and Improvement Committee note the attached proposed financial statement preparation timeline and provide any relevant feedback.

Discussion:

Nil

Decision:

Moved Cr Muszkat
Seconded Cr Cameron

That the Officers recommendation be adopted.

CARRIED

10.5. PROFORMA FINANCIAL STATEMENTS 2022/23

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Jessica Rossow, Financial Controller

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: FM4.4

Estimated Meeting Duration: 10 minutes

Purpose:

To provide the Audit, Risk and Improvement Committee with the opportunity to provide feedback on the proforma financial statements for the year ended 30 June 2023.

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

That the committee review the attached statements and provide any relevant feedback.

Discussion:

Nil

Decision:

Moved Cr Muszkat

Seconded Sandra Collins

That the Officers recommendation be adopted.

CARRIED

10.6. PRIOR PERIOD FINANCIAL STATEMENTS

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Jessica Rossow, Financial Controller

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: FM4.4

Estimated Meeting Duration: 10 minutes

Purpose:

To provide the Audit Risk and Improvement Committee with the Monthly Financial Reports for Period ending 30 April 2023.

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 30 April 2023.

Discussion:

Nil

Decision:

Moved Cr Cameron

Seconded Peter Sheville

That the Officers recommendation be adopted.

CARRIED

11. OFFICER'S REPORTS

11.1. WORKS DELIVERY UPDATE

Responsible Officer: General Manager Strategy and Transformation

Officer Presenting Report: Celisa Faulkner, Transformation Lead

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: CM26.11

Estimated Meeting Duration: 10 minutes

Purpose:

Provide progress update to Audit, Risk and Improvement Committee on the Op Plan item of Works Delivery and seek suggestions on reporting progress of how we are improving our maintenance maturity.

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

That the Works Delivery Update report be noted.

Discussion:

A discussion was held regarding the timeline of the project and delivery date. It was noted that throughout the project as one piece in the project has been commenced, it has identified additional work required which then moves other pieces of work back. It was further noted that rather than changing the due dates, there is an end date for the project to be delivered and the reporting will reflect progress of delivery in relation to that date which is two years.

Decision:

Moved Sandra Collins
Seconded Cr Muszkat

That the Officers recommendation be adopted.

CARRIED

11.2. ORGANISATIONAL CULTURE UPDATE

Responsible Officer: General Manager People Culture and Safety

Officer Presenting Report: Leslie Semnutin, Manager Culture and Capability

Audit, Risk and Improvement Committee Meeting Date: 14 June 2023

File Ref: HR13.2 PRJ-457

Estimated Meeting Duration: 10 minutes

Purpose:

To update the membership on the Culture Journey and review the recent Pulse Survey results.

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

It is recommended that the update be noted.

Discussion:

A discussion was held regarding if there is a feeling that the culture work is getting traction. It was noted that there have been visible improvements including employees feeling more comfortable raising items that can be addressed and celebrating successes without feeling as though permission is required.

A discussion was held regarding a mission for Council. It was noted that it is getting closer to the end of the Corporate Plan and election cycle with discussions commencing on setting up the next plan. It was mentioned that there is a culture working group 'Clarifying our Mission' and a number of teams have completed purpose statements for their teams rather than a whole of Council mission, which the teams felt had more meaning and connection as it was developed by and relative to their team.

Decision:

Moved Sandra Collins
Seconded Cr Cameron

That the Officers recommendation be adopted.

CARRIED

12. SELF-DEVELOPMENT

Sandra Collins advised that she has completed refresher courses in establish and maintain risk management systems and workplace health and safety systems and has been re-reading the international risk standard.

Peter Sheville advised that he has been re-reading a book, "The Five Dysfunctions of Teams", published by a former senior manager he worked with in Thailand who he has been in contact with to expand and develop a model to use and roll out in Australia and Thailand.

Councillor Natalia Muszkat advised that she attended a Service Planning course by the Queensland Treasury and University of Queensland. Cr Muszkat noted that while Council might not be in a place to enable some of the learnings to be implemented, it may be something that could be implemented in the future.

Stephen Coates advised that he obtains a lot of personal growth from other audit committees that he is a member of. Stephen further advised that he is volunteering on the board of an indigenous school and looking at risk through the lens of safety and getting outcomes which is a new process for him and will allow him to expand his knowledge in the risk space.

13. COUNCIL REFERRALS

Nil

14. GENERAL BUSINESS

The committee undertook a round table exercise on what they took value from out of today's meeting. The value noted included the following:

- seeing the progress from three years ago to now with people presenting and owning what they have completed, how they've completed it and the ability to articulate that to the committee
- the growth in the committee
- seeing a progression towards proactivity and dealing with things
- an acceptance that tasks have deadlines and if the deadline isn't met, explaining why
- the direction of the committee is driving the outcomes of the officers
- results from the culture survey are encouraging; people have taken ownership of their positions and their roles and there is a more collaborative way
- the works delivery program has identified the level of maturity that the program is aiming to achieve.

15. CLOSED SESSION - AUDIT REPRESENTATIVES

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

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

THE MEETING CLOSED AT 12:45pm