



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 20 SEPTEMBER COMMENCING AT 9:00AM

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. GLADSTONE AIRPORT CORPORATION PRESENTATION	6
6. CONFIRMATION OF MINUTES	7
6.1. CONFIRMATION OF AUDIT RISK AND IMPROVEMENT COMMITTEE MINUTES FOR 14 JUNE 2023.....	7
7. BUSINESS ARISING FROM MINUTES	8
7.1. AUDIT RISK AND IMPROVEMENT COMMITTEE OPEN TASKS REPORT	8
8. NOTING PAPERS	9
8.1. ASSET MANAGEMENT.....	9
8.2. CONTRACTS AND PROCUREMENT REPORT	10
8.3. ANNUAL INSURANCE RENEWAL	11
8.4. INFORMATION COMMUNICATION AND TECHNOLOGY REPORT	12
8.5. PEOPLE, CULTURE AND SAFETY QUARTERLY REPORT	13
8.6. WORKS DELIVERY IMPROVEMENT PROGRAM UPDATE	14
8.7. RISK REPORT	15
10. INTERNAL AUDIT	16
10.1. ANNUAL COMMITTEE SELF-ASSESSMENT AND COUNCILLOR SURVEY	16
10.2. INTERNAL AUDIT REPORTS	17
10.3. ETHICS INTEGRITY AND AUDIT PROGRESS REPORT	18
10.4. INTERNAL CONTROL ASSURANCE AND COMPLIANCE ASSURANCE STATEMENTS	19
9. EXTERNAL AUDIT	20
9.1. QAO BRIEFING	20
11. FINANCE REPORTS	21
11.1. PRIOR PERIOD FINANCIAL STATEMENTS	21
11.2. 2023-24 BUDGET SUMMARY	22

11.3. LONG TERM FINANCIAL PLAN23

11.4. PRESENT CHANGES TO ACCOUNTING POLICY AND ACCOUNTING TREATMENTS
 IMPACTING FINANCIAL STATEMENT BALANCES AND DISCLOSURES.....24

11.5. DRAFT 2022-23 FINANCIAL STATEMENTS.....25

12. OFFICER'S REPORTS26

12.1. VALUATION SUMMARY 2022-2326

12.2. AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING DATES 202427

13. SELF-DEVELOPMENT.....29

14. COUNCIL REFERRALS29

15. GENERAL BUSINESS29

16. CLOSED SESSION - AUDIT REPRESENTATIVES29

PRESENT

Stephen Coates (Chairperson)
Sandra Collins (via teams)
Peter Sheville
Cr O'Grady
Cr Cameron

Officers:

Leisa Dowling, Chief Executive Officer
Mark Holmes, General Manager Finance, Governance and Risk
Mark Francis, General Manager Assets and Environment
Tim Howarth, General Manager People and Strategy (Acting)
John Tumbers, General Manager Operations
Rob Huth, General Manager Customer Experience
Kylie Lee, General Manager Community and Lifestyle (via teams)
Deon Matthee, Principal Internal Auditor
Tanya Whalley, Manager Governance and Risk
Rachael Millett, Executive Secretary
Ashlyn Chalker, Ethics Integrity and Audit Specialist
Jessica Rossow, Financial Controller
Jason Platten (Manager Information Communications and Technology, Acting)
Ian Watson (Manager Health Safety and Wellbeing, Acting)
Jessica Hall (Risk and Insurance Officer)
Kim Stallan (Senior Financial Accountant)
Julia McDonald (Financial Accounting Specialist)
Tanya Barnes-Mayman (Asset Accounting Specialist)
Sajeewa Rajapakse (Management Accounting Specialist)

Others in Attendance:

Darren Jenns, PwC
Dale Hassell, QAO (via teams)
Mayor Burnett (Observer)
Cr Hansen (Observer)

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

Cr Muszkat
Michael Claydon (QAO)

4. DECLARATION OF CONFLICTS OF INTEREST

Nil

5. GLADSTONE AIRPORT CORPORATION PRESENTATION

Responsible Officer: Chief Executive Officer

Audit, Risk and Improvement Committee Meeting Date: 20 September 2023

File Ref: CM7.6

Estimated Meeting Duration: 20 mins

Purpose:

A presentation to the Audit Risk and Improvement Committee will be held by Gladstone Airport Corporation (GAC) presenting its shareholder presentation for the financial year 2023 for quarter 4 in accordance with the Statement of Corporate Intent.

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

That the presentation from Gladstone Airport Corporation be received.

Discussion:

Gladstone Airport Corporation provided a presentation with the following highlighted:

- Bonza Airlines have commenced flights from Gladstone to Melbourne with flights to the Gold Coast commencing later this year. Work is being undertaken with Bonza and Skytrans regarding north bound services.
- There is a transition to retirement currently underway with the transfer of knowledge and experience to the younger generation invaluable.
- The car parking system has improved the efficiency of the car park.
- The airport continues to work with and assist the community where possible.

Decision:

Moved Peter Sheville
Seconded Cr O'Grady

That the Officers recommendation be adopted.

CARRIED

6. CONFIRMATION OF MINUTES

6.1. CONFIRMATION OF AUDIT RISK AND IMPROVEMENT COMMITTEE MINUTES FOR 14 JUNE 2023

Responsible Officer: Chief Executive Officer

Officer Presenting Report: Tanya Whalley, Manager Governance and Risk

Audit Risk and Improvement Committee Meeting: 20 September 2023

File Ref: CM7.2

Estimated Meeting Duration: 3 minutes

Purpose:

Seeking confirmation of the Audit Risk and Improvement Committee Meeting Minutes of the 14 June 2023.

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 14 June 2023.

Decision:

Moved Sandra Collins
Seconded Cr Cameron

That the Officers recommendation be adopted.

CARRIED

7. BUSINESS ARISING FROM MINUTES

7.1. 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: 20 September 2023

File Ref: CM26.2

Estimated Duration: 2 minutes

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.

Decision:

Moved Peter Sheville

Seconded Stephen Coates

That the Officers recommendation be adopted.

CARRIED

8. NOTING PAPERS

8.1. ASSET MANAGEMENT

Responsible Officer: General Manager Assets and Environment

Officer Presenting Report: For Noting

Audit, Risk & Improvement Committee Meeting Date: 20 September 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:

That the Asset Management update be noted.

Discussion:

The committee enquired regarding the progress of the Strategic Asset Management Plans and Asset Management Plans work and the management of risks in the interim. It was noted that the works while ambitious are on track and that the work is refreshing existing management plans.

Decision:

Moved Peter Sheville
Seconded Cr Cameron

That the Officers recommendation be adopted.

CARRIED

8.2. 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: 20 September 2023

File Ref: PE7.2

Estimated Meeting Duration: For Noting

Purpose:

This report presents procurement KPIs for the quarter ending 31 August 2023.

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

That the Contracts and Procurement Report is received and noted.

Discussion:

Nil

Decision:

Moved Peter Sheville
Seconded Cr Cameron

That the Officers recommendation be adopted.

CARRIED

8.3. ANNUAL INSURANCE RENEWAL

Responsible Officer: Manager Governance and Risk

Officer Presenting Report: Tanya Whalley, Manager Governance and Risk

Audit, Risk and Improvement Committee Meeting Date: 20 September 2023

File Ref: RM1.1

Estimated Meeting Duration: Noting

Purpose:

To provide an update to the Audit Risk and Improvement Committee on the annual renewal of Councils insurance policies, insurance claims statistics and risk considerations for the period ended 30 June 2023.

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

That the Committee receives the Annual Insurance Report.

Discussion:

Mayor Burnett (observer) left the room for the discussion regarding the Annual Insurance Renewal due to an existing prescribed conflict of interest.

The committee enquired regarding the claims statistics and how Council's statistics compare to other local governments. Advice was provided that Council is on average with other local governments and that Council's insurers provide a report on claims and trends which enable the identification of any potential areas that may require review.

Decision:

Moved Peter Sheville
Seconded Cr Cameron

That the Officers recommendation be adopted.

CARRIED

8.4. INFORMATION COMMUNICATION AND TECHNOLOGY REPORT

Responsible Officer: General Manager People and Strategy

Officer Presenting Report: Jason Platen, Acting Manager Information Communication and Technology

Audit, Risk and Improvement Committee Meeting Date: 20 September 2023

File Ref: IT5.1

Estimated Meeting Duration: For Noting

Purpose:

This report provides the committee with an update on Quarter Four activities managed by Information, Communications and Technology (ICT) Team and highlights our works program for 2023/24 with a focus on 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 Four 2022/23 and a look ahead at 2023/24 planned works.

Discussion:

A discussion was held regarding cyber security with an incident from NSW mentioned.

Decision:

Moved Peter Sheville
Seconded Cr Cameron

That the Officers recommendation be adopted.

CARRIED

8.5. PEOPLE, CULTURE AND SAFETY QUARTERLY REPORT

Responsible Officer: General Manager People and Strategy

Officer Presenting Report: Carly Quinn, General Manager People and Strategy

Audit, Risk and Improvement Committee Meeting Date: 20 September 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 and Strategy statistics and activities, as at 21 July 2023.

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

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

Discussion:

A discussion was held regarding the hazard inspection program. It was noted that the inspection program is moving to a behavioural based system rather than compliance based and working to include work sites rather than only static depots and facilities.

The committee requested that future People, Culture and Safety reports be quarterly and include the number of approved positions; vacant positions with commentary if there are challenges with recruitment; and a focus on risk aspects.

Decision:

Moved Peter Sheville
Seconded Cr Cameron

That the Officers recommendation be adopted.

CARRIED

8.6. WORKS DELIVERY IMPROVEMENT PROGRAM UPDATE

Responsible Officer: General Manager People and Safety

Officer Presenting Report: Celisa Faulkner – Transformation Lead

Audit, Risk and Improvement Committee Meeting Date: 20 September 2023

File Ref: CM26.11

Estimated Meeting Duration: 10 minutes

Purpose:

Provide a progress update to Audit, Risk and Improvement Committee on Operational Plan Initiative - Works Delivery.

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 frequency of the Works Delivery Improvement Program Update. It was requested that the report be provided on a 6 monthly basis.

Decision:

Moved Peter Sheville
Seconded Cr Cameron

That the Officers recommendation be adopted.

CARRIED

8.7. RISK REPORT

Responsible Officer: Mark Holmes

Officer Presenting Report: Tanya Whalley, Manager Governance and Risk

Audit, Risk and Improvement Committee Meeting Date: 20 September 2023

File Ref: RM1.7

Estimated Meeting Duration: 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 Risk Report.

Discussion:

The committee enquired regarding external risks and how they are being captured, e.g. changes in community expectations. Advice was provided that the corporate risks are reviewed annually along with monthly reporting of emerging risks to the Executive Leadership Team. The committee suggested the inclusion of an 'Emerging Risks' section to allow discussion on any emerging risks.

Decision:

Moved Peter Sheville
Seconded Cr Cameron

That the Officers recommendation be adopted.

CARRIED

The meeting was adjourned for morning tea at 10:22am and reconvened at 10:33am.

10. INTERNAL AUDIT

10.1. ANNUAL COMMITTEE SELF-ASSESSMENT AND COUNCILLOR SURVEY

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Deon Matthee, Principal Internal Auditor

Audit, Risk and Improvement Committee Meeting Date: 20 September 2023

File Ref: CM27.3

Estimated Meeting Duration: 10 minutes

Purpose:

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

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

That the results of the Audit Risk and Improvement Committee self-assessment survey be received and noted.

Discussion:

The results of the Audit Risk and Improvement Committee self-assessment and Councillor Survey were presented. The Committee and Councillors were thanked for completing the self-assessment and survey and providing feedback. Some feedback received was highlighted including the following:

- a new committee member might not know the depth to go into in reviewing reports and might need better clarification of their role on the committee;
- clarification in the compliance space regarding visibility across any findings from regulatory agencies and the process for capturing the findings;
- increased availability / time allocation with internal audit.

It was acknowledged that the self-assessment process is undertaken well although quite large and the committee were encouraged to provide any feedback on improvements to the Chair and / or CEO.

A discussion regarding a change to the frequency of the self-assessments and survey was held. It was noted for further discussion at the 2024 committee planning day. It was further noted that the Audit Risk and Improvement Committee Policy will need to be reviewed to implement any changes. A suggestion was made to align with local government elections for example, six months following the election and then 2 years.

Decision:

Moved Cr Cameron
Seconded Cr O'Grady

That the Officers recommendation be adopted.

CARRIED

10.2. 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: 20 September 2023

File Ref: CM27.3

Estimated Meeting Duration: 10 minutes

Purpose:

Presentation of internal audits finalised this quarter.

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

That the internal audit reports be received and noted.

Discussion:

The Contract Management Internal Audit Report was presented and it was noted that the Contract Management Corporate Standard is scheduled for review. A discussion was held regarding contract management plans. The committee highlighted that the purpose of a contract management plan is to use what was in the original procurement and the benefits to be achieved and prepared when drafting up the contracts. It was acknowledged that the Contract Management process is being enhanced and matured. The committee enquired regarding the overall conclusion of the audit and if there was a high risk. Advice was provided that overall there is a high risk however there have been significant changes in the contract management space with further review of the processes and contracts for efficiencies underway.

The RPQS 87-21 Trade Services (Welding) Tender Review was presented. It was noted that there have been changes implemented to the tender process subsequent to the award of this tender.

Decision:

Moved Sandra Collins
Seconded Cr O'Grady

That the Officers recommendation be adopted.

CARRIED

10.3. 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: 20 September 2023

File Ref: CM27.3

Estimated Meeting Duration: 10 minutes

Purpose:

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

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

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

Discussion:

It was mentioned that the Workforce Management Staff Wellbeing and Resilience Internal Audit may be rescheduled to the following year. It was acknowledged that there is a lot of work being undertaken in this space currently.

A discussion was held regarding recent break-in's at Council's Waste Transfer Stations and the damage and costs incurred as a result. It was noted that Council is moving to (and has for some already) cashless transfer stations to remove the risks associated with cash held on premises. It was mentioned that Council is working with insurers on improving safety and security measures across Council assets.

A discussion was held regarding Task 15 IA_13 Delegations Review and the length of time to change the delegations. Advice was provided that the change required is for the whole system, with TechOne being setup by person rather than role based and that resourcing issues has delayed the work on this action item. It was noted that it is in the current workplan for the team. The committee suggested that the wording of the task should be amended to be clearer on what the problem and required outcome is.

Decision:

Moved Sandra Collins
Seconded Peter Sheville

That the Officers recommendation be adopted.

CARRIED

10.4. INTERNAL CONTROL ASSURANCE AND COMPLIANCE ASSURANCE STATEMENTS

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Deon Matthee, Principal Internal Auditor

Audit, Risk and Improvement Committee Meeting Date: 20 September 2023

File Ref: CM27.3

Estimated Meeting Duration: 10 minutes

Purpose:

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

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

That the report on the Compliance Assurance Framework be received.

Discussion:

The committee suggested that there could be an additional compliance assurance statement for the CEO, different than the compliance assurance statements signed by the General Managers, acknowledging that the CEO has been informed by the compliance assurance statements signed by <Insert General Manager(s)>.

Decision:

Moved Cr Cameron
Seconded Peter Sheville

That the Officers recommendation be adopted.

CARRIED

9. EXTERNAL AUDIT

9.1. QAO BRIEFING

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Jessica Rossow, Financial Controller

Audit, Risk and Improvement Committee Meeting Date: 20 September 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:

The Queensland Audit Office (QAO) provided an overview of the QAO Briefing paper and highlighted the following reports:

- Local Government 2022
- Improving asset management in local government

PricewaterhouseCoopers provided an update and overview of the audit process.

Decision:

Moved Sandra Collins
Seconded Peter Sheville

That the Officers recommendation be adopted.

CARRIED

11. FINANCE REPORTS

11.1. 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: 20 September 2023

File Ref: FM4.4

Estimated Meeting Duration: 5 minutes

Purpose:

To provide the Audit Risk and Improvement Committee with the monthly financial reports for Period ending 31 July 2023.

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

That the Audit Risk and Improvement Committee note the monthly financial reports for the period ending 31 July 2023.

Discussion:

An overview of the Prior Period Financial Statements was provided and it was noted that there has been an update to the report format with the inclusion of the Financial Management (Sustainability) Guideline 2023 ratios.

Decision:

Moved Cr O'Grady
Seconded Cr Cameron

That the Officers recommendation be adopted.

CARRIED

11.2. 2023-24 BUDGET SUMMARY

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Jessica Rossow, Financial Controller

Audit, Risk and Improvement Committee Meeting Date: 20 September 2023

File Ref: FM6.1

Estimated Meeting Duration: 7 minutes

Purpose:

This report provides the Audit Risk and Improvement Committee an overview of Councils 2023-24 adopted Budget and Operational Plan

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

That the committee note the content of the 2023-24 Budget and Operational Plan adopted by Council 20 June 2023.

Discussion:

An overview of the 2023-24 Budget Summary report was provided. The committee acknowledged the linking to the operational plan. It was noted that the first forecasting process will be undertaken at the end of October. The committee noted that next year's operating result is up due to the one-off payment however returns to negative in the subsequent year and suggested that a plan to return to a positive position be developed this year. Advice was provided that Council is making every effort to ensure a positive position.

Decision:

Moved Sandra Collins
Seconded Peter Sheville

That the Officers recommendation be adopted.

CARRIED

11.3. LONG TERM FINANCIAL PLAN

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Jessica Rossow, Financial Controller

Audit, Risk and Improvement Committee Meeting Date: 20 September 2023

File Ref: FM6.1

Estimated Meeting Duration: 10 minutes

Purpose:

The purpose of this report is to provide members with an overview of the Long-Term Financial Forecast adopted with the 2023-24 Budget

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

That the committee note the content of the Long-Term Financial Forecast adopted by Council on 20 June 2023.

Discussion:

Nil

Decision:

Moved Sandra Collins
Seconded Cr Cameron

That the Officers recommendation be adopted.

CARRIED

11.4. PRESENT CHANGES TO ACCOUNTING POLICY AND ACCOUNTING TREATMENTS IMPACTING FINANCIAL STATEMENT BALANCES AND DISCLOSURES

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Jessica Rossow, Financial Controller

Audit, Risk and Improvement Committee Meeting Date: 20 September 2023

File Ref:

Estimated Meeting Duration: 7 minutes

Purpose:

To inform the committee of Councils treatment of significant accounting issues identified by the Queensland Audit Office (QAO).

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

That the committee note the information and provide any relevant feedback.

Discussion:

A discussion was held regarding the Capitalisation - Biosolids Treatment Plant. It was noted that a strategy is being implemented to avoid a repeat of the situation outlined in the report where the asset was capitalized but remained in WIP as it was believed the project was ongoing. Subsequently however, it was understood that the project was completed. It was noted that the final outcomes will be provided to Queensland Audit Office (QAO) for decision. It was acknowledged that the issues were something that the finance team identified, investigated the root cause and developed a strategy to prevent it occurring in the future. The Committee noted that where there is a lack of resources, a continuity problem can tend to occur however with this situation the resourcing did not prevent identification of the issue, rather a combination of several contributing factors.

An overview of the Developer Contributions Offset - Stockwell item was provided with various options and outcomes being reviewed.

Decision:

Moved Peter Sheville

Seconded Cr O'Grady

That the Officers recommendation be adopted.

CARRIED

11.5. DRAFT 2022-23 FINANCIAL STATEMENTS

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Jessica Rossow, Financial Controller

Audit, Risk and Improvement Committee Meeting Date: 20 September 2023

File Ref: CM26.2

Estimated Meeting Duration: 30 minutes

Purpose:

The purpose of this report is to present the unaudited financial statements for year ended 30 June 2023 for review and feedback ahead of submission to external audit. The draft financial statements and comparative analysis will be circulated to the committee by the close of business 15th September 2023.

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

That the committee note the Draft 2022-23 Financial Statements and provide any feedback prior to or at the September 20 meeting.

Discussion:

An update regarding the status and process of the Draft 2022-23 Financial Statements was provided. It was proposed that a short online meeting be scheduled for Tuesday 17 October 2023 for the committee to review the draft 2022-23 Financial Statements.

Decision:

Moved Sandra Collins
Seconded Peter Sheville

That the Officers recommendation be adopted.

CARRIED

12. OFFICER'S REPORTS

12.1. VALUATION SUMMARY 2022-23

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Jessica Rossow, Financial Controller

Audit, Risk and Improvement Committee Meeting Date: 20 September 2023

File Ref:

Estimated Meeting Duration: 15 minutes

Purpose:

To present the results of the 2022-23 valuations and internal assessments to the committee.

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

That the committee note the information presented and offer any feedback on the processes undertaken for future years.

Discussion:

It was noted that the depreciation is based on replacement costs and that the replacement costs have increased.

Decision:

Moved Cr Cameron
Seconded Cr O'Grady

That the Officers recommendation be adopted.

CARRIED

12.2. AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING DATES 2024

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Tanya Whalley, Manager Governance and Risk

Audit, Risk and Improvement Committee Meeting Date: 20 September 2023

File Ref: CM26.2

Estimated Meeting Duration: 3 minutes

Purpose:

To determine dates for the Audit, Risk and Improvement Committee meetings in 2024.

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 2024:
 - Wednesday 13 March 2024
 - Wednesday 12 June 2024
 - Wednesday 18 September 2024
 - Wednesday 4 December 2024
2. Undertake an Information Briefing at a Councillor Information Session planned to be scheduled for Tuesday 9 April 2024 and Tuesday 8 October 2024 (subject to Council meeting dates); and
3. Undertake a planning meeting and site visit on Wednesday 7 February 2024 subject to committee and Council availability.

Discussion:

A discussion was held regarding the proposed Audit, Risk and Improvement Committee meeting dates for 2024 with the following noted:

- There was a request for the planning meeting and site visit to be scheduled for Wednesday 31 January 2024;
- That there be consideration for the Information Briefing at a Councillor Information Session proposed for Tuesday 9 April 2024 be rescheduled to March. It was acknowledged that the local government elections are scheduled for Saturday 16 March 2024 which may impact Council's March meeting dates.

Decision:

Moved Stephen Coates
Seconded Cr O'Grady

That the Audit, Risk and Improvement Committee:

1. Schedule ordinary business meetings for the following dates and times in 2024:
 - Wednesday 13 March 2024
 - Wednesday 12 June 2024
 - Wednesday 18 September 2024
 - Wednesday 4 December 2024
2. Undertake an Information Briefing at a Councillor Information Session planned to be scheduled for Tuesday 9 April 2024 and Tuesday 8 October 2024 (subject to Council meeting dates); and
3. Undertake a planning meeting and site visit on Wednesday 31 January 2024 subject to committee and Council availability.

CARRIED

13. SELF-DEVELOPMENT

Stephen Coates advised that he obtains fulfilment from running training courses and highlighted a two-day event last week on fraud and corruption framework and enterprise risk framework.

Councillor Chris Cameron advised that the Committee is a self-development opportunity as he is always learning and developing as a member of the committee.

Sandra Collins advised that she attended training in composition legislation associated with ACCC along with her practical experience. Sandra highlighted the emerging area of psychosocial risks. Stephen further highlighted the emerging area of climate risks.

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 Chair formally closed the meeting.

THE MEETING CLOSED AT 12.30pm