



## **NOTICE AND BUSINESS PAPERS**

**AUDIT COMMITTEE  
Thursday 7 October 2010  
10.30AM**

### **COMMITTEE MEMBERS:**

Councillor G K Brady(Chairperson)  
His Worship the Mayor, Councillor B N Carter  
Ms C Eagle  
Mr B McCosker

### **COUNCIL OFFICERS:**

Mr E Pardon – Chief Executive Officer  
Mr J Wallace – Chief Audit Executive  
Mr M Rowe – Executive Manager Governance and Innovation  
Mr R Cheesman – General Manager Organisational Services  
Ms A Cutler – Strategic Manager Finance  
Mr B Harper – Risk Management Coordinator  
Mrs K Ramm – Audit Officer

*Your attendance is required at a meeting of the Audit Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 7 October 2010 commencing at 10.30am for transaction of the enclosed business.*

A handwritten signature in black ink, appearing to be "C. P.", written over a horizontal line.

**Chief Executive Officer**  
1 October 2010

**Next Meeting Date: 16.12.10**  
**Closing Date For Reports: 08.12.10**

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**1 PRESENT****2 APOLOGIES****3 LEAVE OF ABSENCE****4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Minutes, as circulated, of the Ordinary Meeting of the Audit Committee, held on 22 July 2010.

[Minutes 22 July 2010 Audit](#)

**Officer Recommendation**

THAT the Minutes of the Ordinary Meeting of the Audit Committee, held on 22 July 2010 as circulated, be taken as read and adopted as a correct record.

(Please refer to separate Minutes Document)

## **5 CONFLICTS OF INTEREST**

## 6 BUSINESS ARISING FROM PREVIOUS MINUTES

### Audit Committee - Business Arising Matrix

Taken from the Minutes 24/9/09: *The Chairperson advised that if no timeframe for completion is established then the completion date will automatically become the next Audit Committee Meeting. The Chairperson also requested that completed items be removed from the list and added to another schedule of Completed Items list so items will be able to be tracked over two lists.*

Date of Meeting	Resolution Memo - Description of Action to be Undertaken	Officer Responsible	Time Frame Requested to be Completed In	Date Action Completed
20/05/2010	Results of Audit Committee Self Assessment - Mr McCosker to review Audit Charter against the Audit Plan for 2010/11 once the plan has been presented	Mr B McCosker	7/10/2010	
20/05/2010	Loss/Theft Items reported to AG - Further report detailing the process of the granting and receiving of such items and also the procedures and processes followed when a loss occurs, be presented to AC regarding loss of standpipes from FRW.  22/7/10 Chair was concerned that this issue was not closed out at this meeting and requested CEO follow up on this matter.	Not allocated - GM Organisational Services  Chief Executive Officer	22/07/2010  07/10/2010	<i>No report presented 22/7/10</i>
20/05/2010	Loss/Theft Items reported to AG - a response from FRW Management be sought detailing what steps have been taken to prevent further loss to be provided through the Chief Executive Officer.  22/7/10 Chair was concerned that this issue was not closed out at this meeting and requested CEO follow up on this matter.	GM Organisational Services / Chief Executive Officer  Chief Executive Officer	22/07/2010  07/10/2010	<i>No report presented 22/7/10</i>
22/07/2010	Audit Plan for the 2010-11 Financial Year - CEO consider the following for inclusion in the audit plan and report back at the next audit committee meeting. a. Events Management (public safety & efficiency and effectiveness) b. Procurement/Contract Management c. Project Management d. Development Application/Compliance e. Animal Control/Operational f. HR Entry and Exit Procedures (F/T equivalent and Contractors)	Chief Executive Officer	7/10/2010	
22/07/2010	Currency of Staff Licences - Internal Audit to report back whether there is a process/register around currency of staff licences	CAE	7/10/2010	

## 7 REPORTS OF OFFICERS

### 7.1 General

#### 7.1.1 Internal Audit Status Update

**File No:** 5207

**Attachments:** [Internal Audit Plan 2010-11 - Review](#)  
[Report to Audit Committee 7 October 2010 - Internal Audit Status Updat...](#)  
[Progress against the Internal Audit Plan](#)  
[Report to Audit Committee 7 October 2010 - Internal Audit Status Updat...](#)

**Responsible Officer:** John Wallace  
Chief Audit Executive

**Author:** John Wallace  
Chief Audit Executive

**Proposed Meeting Date:** 7 October 2010

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### SUMMARY

Provided for the information of the Committee, *attached*, are:

1. the amended Internal Audit Plan 2010-2011 (#2), identifying the work planned to be undertaken; and
2. the status update showing the progress made against the Internal Audit Plan.

### OFFICERS RECOMMENDATION

That the report be “received”.

### LEGISLATIVE CONTEXT

It is a requirement under the *Local Government (Finance, Plans and Reporting) Regulation 2010 S160 (1) (b) (i)* that “*the audit committee must review the internal audit plan for the internal audit for the current financial year*”. As such the Internal Audit Plan 2010-11 (#2) has been provided for the consideration of the committee.

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# **Rockhampton Regional Council**

## **Audit**

### **Internal Audit Status Update**

#### **Internal Audit Plan 2010-11 - Review**

**7 October 2010**

**Attachment 1**

**Pages 1**



INTERNAL AUDIT UNIT

# INTERNAL AUDIT PLAN 2010-2 July 2010-Jun 2011

The **Internal Audit Plan** details the half year in which reports will be planned to be completed and the status of each audit. The 2010-2 Audit Plan is an updated plan which includes details of requested audits – showing audits requested by the audit committee and CEO.

Audit Area (Dependency on periodic Risk Profile Update) YEAR – 1 AUDITS including requests	July- June 2010-11	Status
<b>HALF YEAR-1 PLANNED AUDITS</b>		
▪ BCC ERM Consulting-JW	Yes	P
▪ BCC ERM Consulting-KR	Yes	P
▪ Fraud Risk Management-JW	Yes	P
▪ Vehicle Loss (Fire)	Yes	
▪ Zero Harm Status-JW	Yes	C
▪ Fire Lakes Creek facility	Yes	
▪ Liquor Licence –Compliance- KR	Yes	C
▪ ANIMAL CONTROL operational (A)	Yes	
▪ EVENTS MANAGEMENT process (A)	Yes	
▪ PROCUREMENT process (A)	Yes	
▪ PROJECT MANAGEMENT (A)	Yes	
▪ DA process (A)	Yes	
▪ HR ENTRY & EXIT process (A)	Yes	
• BENEFIT FUND/SPONSORSHIPS process/financial/controls (B)	Yes	
<b>AUDITS UNDERWAY (C/fwd or commenced)</b>		
▪ Co-Sourced-BCC- ERM	Yes	P
▪ Co-Source-BCC- Water Meters (B)	Yes	P

**NOTES:**

**Additional audits days (approx 97d) will be brought into play once vacancy is filled and staff appointed relating to the period 1 January to 30 June 2011.**

- (1) (A) – signifies audit committee requested review
- (2) (B) – signifies CEO requested review or amendment to scope

**STATUS DESCRIPTIONS:**

Scheduled Audit - (S)                      In Progress - (P)                      Audit Completed - (C)  
Proposed only - (X)                      Cancelled - (Z)                      Deferred to future period - (D)

Reviewed by CEO on: **Sept 2010** [Plan 2010-2 signifies 2010 update #2]  
To be reviewed by Audit Committee: **7 Oct 2010**

This Updated Plan Reviewed and Endorsed by **E Pardon** (Chief Executive Officer)

Signed: \_\_\_\_\_

Date: /7/ Sept/ 2010

# **Rockhampton Regional Council**

## **Audit**

### **Internal Audit Status Update**

#### **Progress against the Internal Audit Plan**

**7 October 2010**

**Attachment 2**

**Pages 2**



**PERIOD July-June 2010-2011**

ENGAGEMENT TITLE	Scope & Engagem't Letter	Field Work Underway	Field Work Completed	Draft Report Issued to Mgmt	Mgmt Comments Received	Final Report Issued	Provided to Audit Committee	Comments
BCC - FRW Water Meters	July-Oct	July-Oct	July-Oct	July-Oct				
ERM Jointly between BCC and RRC staff including FRAUD RISK MANAGEMENT	July-Oct	July-Oct						
Vehicle Loss - Fire								
Zero Harm Status	July-Oct	July-Oct	July-Oct	July-Oct				
Fire Lakes Creek Facility								
Liquor Licencing - Showground	July-Oct	July-Oct	July-Oct	July-Oct				
Events Management Process								
Procurement Process								
Project Management								
DA Process								
HR Entry & Exit								
Animal Control Operations								
Community Benefit Fund & Sponsorships								Chief Executive Officer request 15/9/10

**7.1.2 Review of Audit Committee Terms of Reference****File No:** 2562**Attachments:** [Policy No POL.IA1.3 Audit Committee Policy](#)  
[Report to Audit Committee meeting 7 October 2010 - Review of Audit Com...](#)**Responsible Officer:** John Wallace  
Chief Audit Executive**Author:** John Wallace  
Chief Audit Executive**Proposed Meeting Date:** 7 October 2010

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**SUMMARY**

As at 1 July 2010, the new Local Government Act and subsequent regulations came into force which has an impact on Council's Audit Committee. As such it is necessary to review the Audit Committee's Policy, and, Terms of Reference to make certain that it is compliant with those changes.

**OFFICERS RECOMMENDATION**

That the committee:

1. reviews and makes any changes necessary to ensure its Terms of Reference complies with the new Local Government Act 2009 and the subsequent regulations; and
2. recommends that Council adopt POL.IA1.3 Audit Committee Policy as amended to include the Terms of Reference.

**COMMENTARY**

As at 1 July 2010 the new Local Government Act 2009 and its subsequent regulations came into effect. Council had previously adopted POL.IA1.3 (Audit Committee Policy) and POL.IA1.4 (Audit Committee Terms of Reference). To ensure that these policies comply with the new pieces of legislation it is necessary to review these documents against:

- the Local Government Act 2009;
- the Local Government (Finance, Plans and Reporting) Regulation 2010 Chapter 3 Part 10 Auditing; and
- the Local Government (Operations) Regulation 2010 Chapter 5 Part 2 Local Government Meetings and Committees

and make any changes deemed necessary.

In view of these changes Internal Audit has reviewed the two existing policies, incorporating the Terms of Reference in to the Audit Committee Policy, creating one document, and has attached the proposed draft for the committee's review and comment.

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# **Rockhampton Regional Council**

## **Audit**

### **Review of Audit Committee Terms of Reference**

#### **Policy No POL.IA1.3 Audit Committee Policy**

**7 October 2010**

**Attachment 1**

**Pages 7**

### AUDIT COMMITTEE POLICY

#### 1. Scope:

This Policy and the attached Terms of Reference apply to Rockhampton Regional Council elected members, staff and external representatives appointed to the Rockhampton Regional Council's Audit Committee.

#### 2. Purpose:

This Policy provides the framework in which Council's Audit Committee would operate. It will help to ensure the minimisation of risk of public corruption; accountability; high standards and transparency including proper integrity; probity; behavior of public officials and that objectives are achieved effectively, efficiently and ethically.

#### 3. Reference (eg Legislation, related documents):

Local Government Act 2009  
Local Government (Finance, Plans and Reporting) Regulation 2010  
Local Government (Operations) Regulation 2010  
Internal Audit Policy  
Audit Committee Terms of Reference

#### 4. Definitions:

To assist in interpretation, the following definitions shall apply:

**Internal Audit** (function) – A requirement under s105 *Local Government Act 2009*  
An internally staffed assurance and consulting unit comprising internal auditors, headed by the Chief Audit Executive (CAE), with dual reporting responsibility - the CAE reporting **administratively** directly to the Executive Manager Governance and Innovation, and also reporting **functionally** directly to and supporting an audit committee - providing assurance, risk management, co-sourcing, training, specialist fraud management, investigation and consulting services to the Council, management and staff.

**Audit Committee** – A requirement under s105 *Local Government Act 2009*  
An independent review and specialist governance advisory committee of Council comprising Councillors and qualified external independent members to overview and monitor the operation of internal and external audit, Council's Strategic and other Operations, its Governance Frameworks and Key Risks and Controls.

**Internal Audit Charter** – The Council adopted document that gives the internal audit function its authority/delegated authority (to perform audits and reviews of Council and operations including staff/management performance). This defines the parameters of the operation of internal audit function necessary, in some more detail.

**Chief Audit Executive (CAE)** – The head of the internal audit function, reporting functionally to the Audit Committee, and responsible for management of audit co-sourcing, directly responsible for all audit activity and supervision of auditors/audits and audit processes, independent of management. Responsible for compliance with the IPPF.

**Co-Sourcing** – Provision of specialist external audit or other review and assurance services, not otherwise available in-house, and managed by and through the CAE.

**LG (FP&R) Reg** - Local Government (Finance, Plans, and Reporting) Regulation 2010

**Council** – Rockhampton Regional Council

**GRC** – Governance, Risk and Compliance

**5. Context:**

Council is committed to an open and accountable system of governance. In accordance with s105 of the *Local Government Act 2009*, Council must establish an Audit Committee which will meet no less than two times per year.

Audit Committee business shall be conducted in accordance with the attached Terms of Reference.

**6. Evaluation Process:**

This Policy is reviewed when any of the following occur:

1. The related information is amended or replaced.
2. Other circumstances as determined from time to time by the Council.

Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.

**7. Responsibilities:**

Sponsor	Chief Executive Officer
Business Owner	Executive Manager Governance and Innovation
Policy Implementation	Chief Audit Executive
Policy Compliance	Governance and Innovation

**8. Changes to Policy:**

This Policy is to remain in force until otherwise determined by the Council.

**EVAN PARDON  
CHIEF EXECUTIVE OFFICER**

# **ROCKHAMPTON REGIONAL COUNCIL**

## **AUDIT COMMITTEE**

### **TERMS OF REFERENCE**

**1 July 2010**

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ADOPTED/APPROVED: Council Meeting 23/09/08  
AMENDED: (Date) Draft Version No. 3  
DUE FOR REVISION: April 2012  
REVOKED/SUPERSEDED:  
DEPARTMENT: Office of the CEO  
SECTION: Governance and Innovation

Policy No: POL.IA1.3/  
Page 3

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ADOPTED/APPROVED: Council Meeting 23/09/08  
AMENDED: (Date) Draft Version No. 3  
DUE FOR REVISION: April 2012  
REVOKED/SUPERSEDED:  
DEPARTMENT: Office of the CEO  
SECTION: Governance and Innovation

Policy No: POL.IA1.3/  
Page 4

# AUDIT COMMITTEE TERMS OF REFERENCE

## 1 COMMITTEE PURPOSE

This document establishes the authority and responsibilities conferred on the Audit Committee by the Rockhampton Regional Council and explain the role of the Audit Committee within the Council. The Audit Committee is an advisory committee appointed by, and is responsible to, Council which provides Council with specialist high level advice and recommendations with respect to matters of financial reporting, corporate governance, risk and control, internal and external audit functions.

## 2 AUTHORITY

The Audit Committee will need to liaise closely with management and the Internal and External Auditors to carry out its duties and responsibilities. Requests to seek independent professional advice and obtain information from management, excluding the Chief Audit Executive staff, should be directed through the Chief Executive Officer (CEO).

Council is to ensure the adequacy of resources and funding is sufficient to allow the Audit Committee to carry out its role.

## 3 COMPOSITION AND TENURE

3.1 The Audit Committee will consist of:

- (a) Two Councillors, considered by Council to have the necessary qualification or interest in serving on the Committee; and
- (b) Two external persons independent of Council, one of whom shall be a financial expert<sup>1</sup>.

3.2 The CEO may attend the Audit Committee meeting, but cannot be a member of the Committee and has no voting rights.

3.3 Council must appoint one of the members of the Audit Committee as Chairperson.

3.4 Appointment of the members will be based on the term of the Council.

3.5 Representatives from both internal and external audit shall be invited to attend the meetings, however, shall not be a member and shall not have voting rights.

3.6 Other Council officers may be invited to attend Audit Committee meetings as required.

3.7 If Council proposes to remove a member of the Audit Committee, it shall give written notice to the members of its intention to do so and, if that member so requests, provide the member with the opportunity to be heard.

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<sup>1</sup> Financial Expert is a senior qualified person who is a current practising member of one of the professional accounting bodies in Australia (Certified Practising or Chartered Accountant) and who has significant relevant financial experience in professional accounting and/or audit.

ADOPTED/APPROVED: Council Meeting 23/09/08  
AMENDED: (Date) Draft Version No. 3  
DUE FOR REVISION: April 2012  
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DEPARTMENT: Office of the CEO  
SECTION: Governance and Innovation

Policy No: POL.IA1.3/  
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## 4 ADMINISTRATIVE ARRANGEMENTS

- 4.1. Meetings - the committee shall meet up to and including four (4) but not less than two (2) times a year (based on a financial year) or as determined by the Chair.
- 4.2. Quorum - shall consist of at least half the voting members.
- 4.3. Secretariat – a full function secretariat<sup>2</sup> shall be provided by the CEO.
- 4.4. Conflicts of Interest - shall be managed in accordance with the *Local Government Act 2009*.
- 4.5. Review of Terms of Reference - periodically as determined to be necessary.
- 4.6. Remuneration and reimbursement of expenditure for the external members – will be at the discretion of the CEO.

## 5 RESPONSIBILITIES

The functions and responsibilities of the Audit Committee shall include oversight in relation to:

### 5.1 Corporate Governance, Compliance, Risk Management and Control Framework:

- 5.1.1. Monitor the effectiveness of the risk management and internal control framework, management policies and key governance processes - including asset management and IT governance.
- 5.1.2. Review reports on the activities and investigations of any significant Fraud Prevention and Security related matters.  
  
Additionally, the committee must review matters as identified in the *Local Government Act 2009* and related regulations.
- 5.1.3. Review any other matter (e.g. business or legal risks or legal actions) referred to it by the Chief Executive Officer.
- 5.1.4. The Audit Committee will self assess annually.

### 5.2 Financial Statements:

- 5.2.1. Review and consider the financial statements, ratios and other relevant financial reports of Council.
- 5.2.2. Monitor whether the timeliness of preparation of the annual financial statements is appropriate.
- 5.2.3. Monitor and consider management's compliance with statutory requirements.
- 5.2.4. Review the scope, approach, reports, and activities of proposed audit coverage.

### 5.3 Internal and External Audit:

- 5.3.1. Review and monitor whether the audit process is effective.
- 5.3.2. Ensure the objectivity and independence of the audit functions.

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<sup>2</sup> From 1 January 2011 - Committee minutes; Committee travel arrangements and purchase orders; meeting arrangements and coordination including the Business Arising Matrix, general administration, follow up and reporting on status of audit recommendations vs management actions and/or administration of internal audit progress report as per Regulation.

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ADOPTED/APPROVED:	Council Meeting 23/09/08	Policy No: POL.IA1.3/
AMENDED:	(Date) Draft Version No. 3	Page 6
DUE FOR REVISION:	April 2012	
REVOKED/SUPERSEDED:		
DEPARTMENT:	Office of the CEO	
SECTION:	Governance and Innovation	

- 5.3.3. Monitor and review audit plans, reports and activities.
- 5.3.4. Ensure auditors receive the cooperation of all levels of management.
- 5.3.5. Review and consider differences of opinion between audit and management.
- 5.3.6. Monitor management's timely implementation of audit's advice.
- 5.3.7. Ensure there are no restrictions placed on the audit function by management.
- 5.3.8. Facilitate the effective cooperation and coordination between internal and external auditors.
- 5.3.9. Ensure the adequacy of budgets and resources, including accommodation, training and professional development, administrative and audit systems, software and necessary audit tools, for the internal audit function.

**7.1.3 Staff Licence Process**

**File No:** 305

**Responsible Officer:** John Wallace  
Chief Audit Executive

**Author:** John Wallace  
Chief Audit Executive

**Proposed Meeting Date:** 7 October 2010

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**SUMMARY**

As requested at the meeting of the Audit Committee on 22 July 2010 a report is provided for the Committee's information on the whether there is a register/process surrounding determining the currency of staff licences.

**OFFICERS RECOMMENDATION**

That the report is provided for the information of the Committee.

**COMMENTARY**

The Training and Development Coordinator was consulted regarding if Council has a process around determining if staff licences are current and has provided the following unaudited information.

There is a process and register in place at Rockhampton Regional Council for the currency of staff licences.

Details on licences are collected at the time of commencement of employment with council. Before an employee starts with council they are given a formal offer of employment which includes the following instructions that clearly state that it is the responsibility of the employee to inform PPW of any changes to licence details.

*"You will also be required to supply a clear copy of your driver's licence and/or birth certificate, as well as any other qualifications and tickets relevant to your position. This should be attached to your skills Audit Questionnaire.*

*IMPORTANT: if at any time during your employment with Rockhampton Regional Council the status of your driver's licence changes (or you receive a new card upon the expiry of the old), it is a requirement that you notify People Performance and Wellbeing and provide them with new copies immediately."*

All details regarding licences and qualifications are recorded in Aurion, scanned and registered into Dataworks, and a copy kept on the individuals' personnel file.

The RRC Code of Conduct also addresses the individual employees' duty to ensure that their actions are in accordance with legislation and Council policy under *Section 1. Respect for the Law and the System of Government*. This puts the duty on the

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employee to ensure that their licences are current. The RRC Code of Conduct is given to a new employee at their Corporate Induction which they are required to attend prior to starting work. A signed and dated Code of Conduct is kept on the individuals' personnel file.

At present all current employees of RRC are being requested to complete a Skills Audit so that all qualifications and tickets held by an employee can be checked for currency. Data including expiry dates is recorded in Aurion, documents are then scanned and registered to personnel files in Dataworks. Individual personnel data can be checked for licences and qualifications in Aurion and records corroborated by accessing copies of the documents in Dataworks. Reports can be run in Aurion to determine who has licences/ tickets and their expiry dates (the currency of the data obtained is dependant on data obtained from the Skills Audit).

The Skills Audit project has not as yet been completed therefore at present we do not have all the data required in Aurion to run current comprehensive reports detailing all licences held across the organisation. When the Skills Audit is completed the Training and Development Unit will run reports on a monthly basis to identify expiry dates of qualifications/licences and if any refresher training is required.

During the Department of Main Roads Audit of Infrastructure on Tuesday 4th May 2010 the Audit team requested information on training records including licence data. The comment from the auditor on the day (Maria) was that "Rockhampton Regional Council is miles ahead of any other council in Queensland in the organisation and recording of training data."

**7.1.4 Training Opportunity for Local Government Audit Committee Members**

**File No:** 8291

**Responsible Officer:** John Wallace  
Chief Audit Executive

**Author:** John Wallace  
Chief Audit Executive

**Proposed Meeting Date:** 7 October 2010

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**SUMMARY**

Presented for the information of the Committee are details of the Institute of Internal Auditors Local Government Forum being held 5 November 2010 in Sydney which will provide a learning and sharing opportunity on how the audit committee and internal audit function can offer practical value for local government organisations.

**OFFICERS RECOMMENDATION**

That the report be “received”.

**COMMENTARY**

Presented for the Committee’s information, below, are details of a Local Government Forum being facilitated by The Institute of Internal Auditors Australia. Arrangements can be made through Council’s Corporate Support Unit if there is an interest in attending.

***Local Government Forum: Internal Audit and Audit Committees – The roadmap to adding value to local government***

*With the growing need for solid governance in the local government sector, this forum presents an invaluable opportunity for stakeholders from local government including, mayors, councillors, independent members of audit committees, general managers, internal auditors, risk managers and professional providers to the sector to learn and share how the audit committee and internal audit function can offer practical value for local government organisations.*

*The program is designed to encourage dialogue enabling a sector focussed discussion on the critical components of how internal audit can provide a roadmap to add value to their organisations.*

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*Key topics to be covered include:*

- *best practice governance structures*
- *getting value from audit committees*
- *internal audit standards and guidelines*
- *enterprise risk management frameworks and systems*
- *operation / service delivery reviews*
- *infrastructure asset management*
- *streamlining procurement practices*

*Registrations open on Monday 27<sup>th</sup> September 2010*

*Date: 5 November 2010*

*Location: Sydney*

*Venue: The Menzies Hotel, 14 Carrington Street, Sydney*

*Fee: To be advised*

*ENQUIRIES: For more information please contact Maja Carroll – 1800 236 366,  
email: [education@iia.org.au](mailto:education@iia.org.au)*

## 8 CLOSED BUSINESS

### 8.1.1 Interim Audit Results - 2009/2010

**File No:** 8151

**Responsible Officer:** Ross Cheesman  
General Manager Organisational Services

**Author:** Alicia Cutler  
Strategic Manager Finance

**Proposed Meeting Date:** 7 October 2010

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#### PURPOSE

In accordance with Section 72(1)(h) of the *Local Government (Operations) Regulation 2010*, it is considered necessary to close the meeting to discuss this matter in closed business.

#### OFFICER RECOMMENDATION:

That council consider this matter in the confidential component of this meeting due to:

"other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage."

**8.1.2 Internal Audit's Progress Report on the Status of Audit Recommendations**

**File No:** 5207

**Responsible Officer:** John Wallace  
Chief Audit Executive

**Author:** John Wallace  
Chief Audit Executive

**Proposed Meeting Date:** 7 October 2010

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**PURPOSE**

In accordance with Section 72(1)(h) of the *Local Government (Operations) Regulation 2010*, it is considered necessary to close the meeting to discuss this matter in closed business.

**OFFICER RECOMMENDATION:**

That council consider this matter in the confidential component of this meeting due to:

"other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage."

**8.1.3 Liquor Licencing – Showground Review**

**File No:** 5207

**Responsible Officer:** John Wallace  
Chief Audit Executive

**Author:** John Wallace  
Chief Audit Executive

**Proposed Meeting Date:** 7 October 2010

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**PURPOSE**

In accordance with Section 72(1)(h) of the *Local Government (Operations) Regulation 2010*, it is considered necessary to close the meeting to discuss this matter in closed business.

**OFFICER RECOMMENDATION:**

That Council consider this matter in the confidential component of this meeting due to:

"other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage."

**8.1.4 Unaudited Financial Statements 2009/2010**

**File No:** 8151

**Responsible Officer:** Ross Cheesman  
General Manager Organisational Services

**Author:** Alicia Cutler  
Strategic Manager Finance

**Proposed Meeting Date:** 7 October 2010

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**PURPOSE**

In accordance with Section 72(1)(h) of the Local Government (Operations) Regulation 2010, it is considered necessary to close the meeting to discuss this matter in closed business.

**OFFICER RECOMMENDATION:**

That council consider this matter in the confidential component of this meeting due to:

"other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage."

**8.1.5 Update by Brisbane City Council**

**File No:** 5207

**Responsible Officer:** John Wallace  
Chief Audit Executive

**Author:** John Wallace  
Chief Audit Executive

**Proposed Meeting Date:** 7 October 2010

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**PURPOSE**

In accordance with Section 72(1)(h) of the *Local Government (Operation) Regulations 2010*, it is considered necessary to close the meeting to discuss this matter in closed business.

**OFFICER RECOMMENDATION:**

That council consider this matter in the confidential component of this meeting due to:

"other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage."

**8.1.6 Loss/Theft Items Reported to Auditor General**

**File No:** 3911

**Responsible Officer:** Ross Cheesman  
General Manager Organisational Services

**Author:** Kellie Anderson  
Operations Manager Property and Insurance

**Proposed Meeting Date:** 7 October 2010

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**PURPOSE**

In accordance with Section 72(1)(h) of the Local Government (Operations) Regulation 2010, it is considered necessary to close the meeting to discuss this matter in closed business.

**OFFICER RECOMMENDATION:**

That council consider this matter in the confidential component of this meeting due to:

"other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage."

**8.1.7 Loss/Theft of Items from Fitzroy River Water****File No: 3911****Responsible Officer: Robert Holmes  
Executive Manager Business Services****Author: Robert Holmes  
Executive Manager Business Services****Proposed Meeting Date: 7 October 2010**

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**PURPOSE**

In accordance with Section 72(1)(h) of the Local Government (Operations) Regulation 2010, it is considered necessary to close the meeting to discuss this matter in closed business.

**OFFICER RECOMMENDATION:**

That council consider this matter in the confidential component of this meeting due to:

"other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage."

## **9 CONFIDENTIAL REPORTS**

## **10 URGENT BUSINESS**

## **11 CLOSURE OF MEETING**