



Town of
Port Hedland



AGENDA

Dear Committee Members,

I respectfully advise that an **AUDIT, RISK AND COMPLIANCE COMMITTEE MEETING** will be held in the Council Chambers, McGregor St, Port Hedland, on **Tuesday 28 November 2023**, commencing at **5:30pm**.

MEETING AGENDA ATTACHED

Yours faithfully



Carl Askew
Chief Executive Officer

23 November 2023

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Town of Port Hedland for any act, omission, statement, or intimation occurring during Council Meetings. The Town of Port Hedland disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, and statement of intimation occurring during Council Meetings.

Any person or legal entity that acts or fails to act in reliance upon any statement, act or omission occurring in a Council Meeting does so at their own risk. The Town of Port Hedland advises that any person or legal entity should only rely on formal confirmation or notification of Council resolutions.

DISCLOSURE OF FINANCIAL/ IMPARTIALITY/ PROXIMITY INTERESTS

*Local Government Act 1995 – Section 5.65, 5.70 and 5.71
Local Government (Model Code of Conduct) Regulations 2021*

This form is provided to enable members and officers to disclose an Interest in a matter in accordance with the regulations of Section 5.65, 5.70 and 5.71 of the Local Government Act and Local Government (Model Code of Conduct) Regulations 2021

Name			
Position			
Date of Meeting			
Type of Meeting (Please circle one)	Council Meeting/ Committee Meeting/ Special Council Meeting Workshop/ Public Agenda Briefing/ Confidential Briefing		
Interest Disclosed			
Item Number and Title			
Nature of Interest			
Type of Interest (please circle one)	Financial	Proximity	Impartiality
Interest Disclosed			
Item Number and Title			
Nature of Interest			
Type of Interest (please circle one)	Financial	Proximity	Impartiality

Signature: _____ **Date:** _____

Important Note: Should you declare a **Financial or Proximity Interest**, in accordance with the Act and Regulations noted above, you are required to leave the room while the item is being considered.

For an **Impartiality** Interest, you must state the following prior to the consideration of the item:

"With regard to agenda item (read item number and title), I disclose that I have an impartiality interest because (read your reason for interest). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

Order of Business

1	Opening of Meeting	6
2	Acknowledgement of Traditional Owners and Dignitaries.....	6
3	Recording of Attendance.....	6
3.1	Attendance	6
3.2	Attendance by Telephone / Instantaneous Communications.....	6
3.3	Apologies.....	6
3.4	Approved Leave of Absence	6
3.5	Disclosures Of Interest	7
4	Election of Presiding Member and Deputy Presiding Member	7
5	Applications for Leave of Absence.....	7
6	Response to Previous Questions	7
6.1	Response to Previous Questions taken on notice from Committee Members at the Audit, Risk and Compliance Committee Meeting held on 08 August 2023	7
6.2	Response to Questions taken on notice from the Public at the Audit, Risk and Compliance Committee Meeting held on 08 August 2023	7
7	Public Time	7
7.1	Public Question Time	8
7.2	Public Statement Time	8
7.3	Petitions / Deputations / Presentations / Submissions	8
8	Questions from Members without Notice.....	8
9	Announcements by Presiding Member without Discussion	8
10	Declarations of All Members to have given due consideration to all matters contained in the Agenda before the Meeting	8
11	Confirmation of Minutes of Previous Meeting	8
12	Reports of Officers	10
13	Motions of Which Previous Notice have been given	34
14	New Business of an Urgent Nature (Late Items)	34
15	Matters for Which Meeting May be Closed (Confidential Matters)	34
16	Closure	34
16.1	Date of Next Meeting	34

16.2 Closure34
17 Terms of Reference35

1 Opening of Meeting

The Presiding Member is to declare the meeting open at 5:30pm.

2 Acknowledgement of Traditional Owners and Dignitaries

The Presiding Member acknowledges the Kariyarra people as the Traditional Custodians of the land that we are meeting on and recognises their strength and resilience and pays respect to elders past, present and emerging.

3 Recording of Attendance

Important note:

This meeting is being audio recorded to facilitate community participation and for minute-taking purposes, which may be released upon request to third parties. In accordance with Section 6.16 of the Town of Port Hedland Local Law on Standing Orders members of the public are not permitted to use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the Presiding Member to do so. Members of the public are also reminded that in accordance with section 6.17(4) of the Town of Port Hedland Standing Orders Local Law mobile telephones must be switched off and not used during the meeting.

3.1 Attendance

Scheduled Present:

Councillor Camilo Blanco
Councillor Lorraine Butson
Councillor Tim Turner

Scheduled for Attendance:

Carl Askew (Chief Executive Officer)
Steve Leeson (Director Corporate Services)
Tom Kettle (Manager Governance)
Stephanie Sikaloski (Audit, Risk & Insurance Advisor)
Jessica Hunt (Audit, Risk & Insurance Support Officer)

3.2 Attendance by Telephone / Instantaneous Communications

3.3 Apologies

3.4 Approved Leave of Absence

3.5 Disclosures Of Interest

Name	Item No	Interest	Nature

4 Election of Presiding Member and Deputy Presiding Member

Mr Carl Askew, Chief Executive Officer will conduct the nomination and voting to elect a Presiding Member of the Audit, Risk and Compliance Committee in accordance with section 5.12 of the *Local Government Act 1995*.

The elected Presiding Member will conduct the nomination and voting to elect a Deputy Presiding Member of the Audit, Risk and Compliance Committee in accordance with section 5.12 of the *Local Government Act 1995*.

5 Applications for Leave of Absence

Nil.

6 Response to Previous Questions

Nil.

6.1 Response to Previous Questions taken on notice from Committee Members at the Audit, Risk and Compliance Committee Meeting held on 08 August 2023

Nil.

6.2 Response to Questions taken on notice from the Public at the Audit, Risk and Compliance Committee Meeting held on 08 August 2023

Nil.

7 Public Time

In accordance with section 6.7(3) of the Town of Port Hedland Local Law on Standing Orders, members of the public are required to complete a question form and place the completed form in the tray provided.

If the Presiding Member determines that questions and statements are out of order due to the use of an offensive or objectionable expression or are defamatory, they will not be recorded or responded to.

7.1 Public Question Time

7.2 Public Statement Time

7.3 Petitions / Deputations / Presentations / Submissions

8 Questions from Members without Notice

Nil.

9 Announcements by Presiding Member without Discussion

10 Declarations of All Members to have given due consideration to all matters contained in the Agenda before the Meeting

The Audit, Risk and Compliance Committee Members declare that they have given due consideration to all matters contained in the agenda.

11 Confirmation of Minutes of Previous Meeting

OFFICER'S RECOMMENDATION

That Committee Members confirm that the Minutes of the Audit, Risk and Compliance Committee Meeting held on Tuesday, 08 August 2023 are a true and correct record.

SIMPLE MAJORITY VOTE REQUIRED

Disclaimer

Members of the public are cautioned against taking any action on Committee decisions, on items on this evening's Agenda in which they may have an interest, until

formal notification in writing by the Town has been received. Decisions made at this meeting can be revoked, pursuant to the Local Government Act 1995.

12 Reports of Officers

12.1	Audit, Risk and Compliance Committee - Amended Terms of Reference
-------------	--

Author: **Audit, Risk & Insurance Advisor**

Authorising Officer: **Manager Governance**

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Compliance Committee:

- 1. Endorse the amended Audit, Risk and Compliance Committee Terms of Reference; and**
- 2. Recommend Council adopt the amended Audit, Risk and Compliance Committee Terms of Reference.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for the Audit, Risk and Compliance Committee (the "ARC Committee" or "Committee") to endorse the amended ARC Committee Terms of Reference (TOR) and recommend that Council adopt the same.

DETAIL

In accordance with Section 7 of the *Local Government Act 1995* ("the Act"), an Audit Committee is to be established to offer guidance and assistance to the local government, operating with accountability to the Council.

The ARC Committee Terms of Reference were initially adopted by the Council in November 2011, and the most recent review occurred in September 2022. These TOR delineate the Committee's purpose, authority, membership, functions, reporting requirements, and responsibilities.

As stipulated in clause 8.2 of the TOR (Version 11), the Committee requests the Chief Executive Officer to review the TOR after an election. Any proposed changes necessitate Council approval, with consideration given to ensuring appropriate disclosures as mandated by legislation or regulation.

Attachment 1 shows all modifications to the current TOR through track changes, providing a transparent and accessible overview of the amendments made.

Notable amendments to the TOR encompass the incorporation of a provision allowing a proxy to attend meetings should a Committee member be unavailable. This addition serves to ensure seamless continuity in the Committee's proceedings. Furthermore, the Authority and Independence section has been restructured to align with the Town's Register of Delegated Authority – Statutory, thereby enhancing clarity and conformity.

Additionally, the updated TOR introduces guidelines pertaining to Committee member resignations. This inclusion facilitates a structured and transparent process for resignations, contributing to the effective functioning of the Committee.

Another noteworthy aspect of the amendments is the overarching effort to streamline and simplify the document. This approach aims to enhance accessibility and comprehension, ensuring that all stakeholders can easily understand the essential components of the TOR. The Council continues its commitment to promoting transparency, efficiency, and accountability within the ARC Committee through these refined and purposeful amendments.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is of low significance because the amendments introduced to the ARC Committee Terms of Reference, as part of the review process, are not anticipated to yield any financial implications for the Town or result in social, economic, or environmental impacts for the community.

CONSULTATION

Internal

- Director Corporate Services

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *Local Government (Audit) Regulations 1996*

FINANCE AND RESOURCE IMPLICATIONS

- This matter does not carry financial ramifications. Moreover, it is important to emphasise that the ARC Committee does not hold any financial delegation.

STRATEGIC SUSTAINABILITY IMPLICATIONS

The following section/sections of the Town’s Strategic Community Plan 2018-2028 are/is applicable in the consideration of this item:

Our Leadership:

- 4.2.1 Sound long-term financial planning is implemented.
- 4.2.2 Transparent and regular financial reporting and communication to the community is undertaken.
- 4.2.3 Transparent and regular governance reporting and communication to the community is undertaken.

There are no significant identifiable environmental, social or economic impacts relating to this item

Access and Inclusion

The following outcome/outcomes of the Town’s Access and Inclusion Plan 2023-2026 apply in relation to this item:

Nil.

Corporate Business Plan

The following action/actions of the Town’s Corporate Business Plan 2018-2022 apply in relation to this item:

Our Corporate Services:

Governance and Procurement - Provide high standards of governance and leadership
 Financial Management and Rates - Financial management services compliant with legislation to enable the Town to sustainably provide services to the community
 Audit and Risk Management - Committed to organisation wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic
Risk Category	Compliance
Cause	Amended terms of reference not endorsed

Effect	Potential non-compliance with prescribed legislative and regulatory requirements
Risk Treatment	This risk will be mitigated if the Committee considers the amended TOR, endorses the amended TOR, and recommends the Council adopt the amended TOR.
<p>There is a compliance risk associated with this item if the Committee do not endorse the amended TOR leading to potential non-compliance with prescribed legislative and regulatory requirements.</p> <p>The strategic compliance risk linked to the ARC Committee's failure to endorse the recently revised terms of reference involves the potential compromise of alignment with established procedures and regulatory frameworks. Non-endorsement may result in deviation from strategic compliance requirements, introducing uncertainties and vulnerabilities in terms of governance and accountability. It is imperative to address this risk proactively to maintain the committee's adherence to applicable regulations and uphold its strategic objectives.</p> <p>The risk rating is low (4) which is determined by a likelihood of unlikely (2) and a consequence of minor (2).</p> <p>This risk will be mitigated by the Committee's endorsement of the amended TOR.</p>	

OPTIONS

- Option 1 – Adopt officer’s recommendation
- Option 2 – Amend officer’s recommendation
- Option 3 – Do not adopt officer’s recommendation

CONCLUSION

In conclusion, this report is intended to guide the Committee in endorsing the revised ARC Committee Terms of Reference (TOR) and recommending the Council's adoption. The thorough review aligns with the *Local Government Act 1995*, ensuring clarity on the Committee's purpose and responsibilities. Noteworthy amendments, such as proxy provisions and streamlined documentation, enhance operational efficiency. The commitment to transparency, efficiency, and accountability is evident in the strategic considerations outlined. Despite the low significance of this item, proactive risk management measures are critical for mitigating potential compliance risks. The Committee's endorsement of the amended TOR is essential for maintaining strategic objectives and regulatory adherence. The TOR is intended to help Committee members fulfill their obligations in line with the Act and supporting regulations.

ATTACHMENTS

1. Audit, Risk and Compliance Committee Terms of Reference - No markup [12.1.1 - 8 pages]

2. Audit, Risk and Compliance Committee Terms of Reference - With track changes [**12.1.2** - 12 pages]

12.2	Audit, Risk and Compliance Committee - 2024 Calendar Year Work Plan
-------------	--

Author: **Audit, Risk & Insurance Advisor**

Authorising Officer: **Manager Governance**

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Compliance Committee endorse the 2024 Work Plan.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for the Audit, Risk and Compliance Committee (the "ARC Committee" or "Committee") to endorse the ARC Committee Work Plan for the 2024 calendar year.

DETAIL

Pursuant to Section 7 of the *Local Government Act 1995* ("the Act"), an Audit Committee is to be established to offer guidance and assistance to the local government, operating with accountability to the Council.

The ARC Committee is required to develop an annual work plan in accordance with the guidelines specified in section 6.6 of its Terms of Reference (Version 11). The yearly work plan functions as a strategic roadmap, assisting the ARC Committee in efficiently navigating and executing the functions, roles, and responsibilities slated for the upcoming calendar year. In accordance with the specifications set forth in section 6.6 of the ARC Committee's Terms of Reference (Version 11), a comprehensive annual work plan has been thoughtfully developed.

The work plan incorporates components aligning the ARC Committee's responsibilities with legislative compliance dates and the established meeting schedule. Additional reports may be presented to the ARC Committee as deemed suitable throughout the year. The work plan remains dynamic, subject to updates as new relevant items are identified for Committee consideration. It is an active, evolving document that may be presented to the Committee for re-approval during the year if any modifications are implemented.

The Committee is advised to recognise that certain items may be identified on an ad-hoc basis before the work plan is formally presented. In such cases, reports will not

be withheld from the Committee, but the work plan will be promptly updated at the next available opportunity.

ARC Committee Draft Work Plan 2024					
	12 Mar 2024	14 May 2024	13 Aug 2024	26 Nov 2024	TOR Clause (Version 11)
<i>Meeting Dates</i>					
<i>Recommendations to Council Meeting Dates</i>	27 Mar 2024	26 Jun 2024	25 Sep 2024	07 Feb 2025	
ARC Committee Performance and Administration					
Annual Work Plan Review					6.6
Risk Management (including Fraud)					
Policy 1/022 Risk Management Review					7.1.1
Risk Register Review					7.1.2
Policy 1/024 Fraud and Corruption Review					7.1.4
Fraud and Corruption Control Plan					7.1.4
Business Continuity Plan Review					7.1.5
Internal Control and Internal Audit					
Internal Audit Report Review (as available)					7.2.3
Audit Log Review					7.2.4
Financial Reporting					
Outstanding Debtors (Including Rates)					7.3.1
Compliance					
Procurement Report on Panels Usage					7.4.3
Compliance Audit Return					7.4.4
External Audit					
External Audit Planning Memorandum					7.5.1
Audited Financial Report					7.3.2
Other Responsibilities					
Public Interest Disclosure Policies & Procedures Review					7.4.3
Terms of Reference Review	Not required in 2024				8.2

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 ‘Significant Decision Making’, this matter is of low significance because the adoption of this work plan is not anticipated to yield any financial implications for the Town or result in social, economic, or environmental impacts for the community.

CONSULTATION*Internal*

- Director Corporate Services

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

- ARC Committee Terms of Reference v11, Section 6.6

FINANCE AND RESOURCE IMPLICATIONS

- Nil

STRATEGIC SUSTAINABILITY IMPLICATIONS

The following section/sections of the Town's Strategic Community Plan 2018-2028 are/is applicable in the consideration of this item:

Our Leadership:

4.2.1 Sound long-term financial planning is implemented.

4.2.2 Transparent and regular financial reporting and communication to the community is undertaken.

4.2.3 Transparent and regular governance reporting and communication to the community is undertaken.

There are no significant identifiable environmental, social, or economic impacts relating to this item

Access and Inclusion

The following outcome/outcomes of the Town's Access and Inclusion Plan 2023-2026 apply in relation to this item:

Nil.

Corporate Business Plan

The following action/actions of the Town's Corporate Business Plan 2018-2022 apply in relation to this item:

Our Corporate Services:

Governance and Procurement - Provide high standards of governance and leadership

Financial Management and Rates - Financial management services compliant with legislation to enable the Town to sustainably provide services to the community

Audit and Risk Management - Committed to organisation wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Work plan not adopted
Effect	Potential non-compliance with prescribed legislative and regulatory requirements
Risk Treatment	This risk will be mitigated if the Committee reviews and adopts the 2024 work plan

A compliance risk arises should the Audit Committee fail to adopt its upcoming calendar year work plan. The ramifications of such non-compliance include the Committee not receiving and reviewing critical items that adhere to legislative deadlines. This may lead to lapses in fulfilling statutory obligations and can result in regulatory non-compliance.

The risk rating is considered medium (6) determined by a likelihood of unlikely (2) and a consequence of moderate (3).

To mitigate this risk, a proactive approach will be taken through consultation with the Committee during the Agenda Feedback Session before the formal meeting, allowing for the resolution of any concerns expressed by Committee members. Additionally, the Committee has been apprised that the Work Plan has been strategically developed to synchronise key legislative requirements with the predetermined meeting dates, ensuring compliance.

Given the Committee's integral role in supporting the Town's governance and oversight obligations, it is considered improbable that there will be any issues of non-compliance with this item.

OPTIONS

Option 1 – Adopt officer’s recommendation

Option 2 – Amend officer’s recommendation

Option 3 – Do not adopt officer’s recommendation

CONCLUSION

The ARC Committee's adherence to the guidelines in section 7.8 of its Terms of Reference, as evidenced by the enclosed annual work plan, serves as a strategic roadmap for navigating and executing functions efficiently. With a dynamic structure, the work plan accommodates additional reports and remains adaptable to emerging considerations. Recognising potential ad-hoc scenarios, the Committee is assured prompt updates without withholding reports. The identified compliance risk is addressed through proactive measures, reducing the likelihood of non-compliance and reinforcing the Committee's integral role in good governance.

ATTACHMENTS

Nil.

12.3	Review of Audit Log for the Strategic 3-Year Internal Audit Plan (FY2020/21 to FY2022/23)
-------------	--

Author: **Audit, Risk & Insurance Advisor**

Authorising Officer: **Manager Governance**

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That the Audit, Risk and Compliance Committee receive and note the progress update against the management actions contained within the Audit Log for the Strategic 3-Year Internal Audit Plan (FY 2020/21 to FY 2021/23).

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for the Audit, Risk and Compliance Committee (the “ARC Committee”) to receive and note the progress update against the management actions contained within the Audit Log for the Strategic 3-Year Internal Audit Plan (FY 2020/21 to FY 2022/23).

The ARC Committee, through section 7.2.4 of its Terms of Reference (Version 11), has a responsibility to monitor management’s implementation of internal audit recommendations, processes and practices to safeguard the independence of the audit function.

DETAIL

William Buck Advisors (WA) were engaged by the Town to act as the Town’s internal audit function in February 2020. Following the engagement, William Buck prepared a Strategic Three (3) Year Rolling and Annual Internal Audit Plan (Internal Audit Plan) that was considered and adopted by the Audit, Risk and Compliance Committee on 11 August 2020 (Committee Decision: ARC202021/013).

In accordance with the Internal Audit Plan, the Town is required to maintain an Audit Log to track the status of agreed management actions.

A summary of the status of agreed management actions is found in the table below.

Action Due	Completed	In progress	Overdue	Total
FY 2020/21	6		3	9
FY 2021/22	19		4	23

Action Due	Completed	In progress	Overdue	Total
FY 2022/23	55		18	73
FY 2023/24	0	19	1	20
FY 2024/25	0	2		2
No due date	3	0	0	3
Total	83	21	26**	130*

*The Audit Log contains a total of 129 items. Specifically, one item (IAP0004) from the Procurement and Contract Management Review for 2020-21 has been assigned two due dates for the agreed-upon management actions. Consequently, the table above incorporates a total of 130 figures.

**6 overdue items have been completed since the August 2023 review of the Internal Audit Log.

Efforts to manage overdue actions have been undertaken. Accountable Officers have provided updates regarding the tasks and progress to bring the actions to completion. In cases where feasible and reasonably foreseeable, new target completion dates have been mutually agreed upon.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, due to likely consequences arising from non-compliance, potential to impact the Town's ability to deliver services, impact the Town's reputation and general interest by the community in the compliance capability of the business operations of the Town of Port Hedland.

CONSULTATION

Internal

- Director Corporate Services
- Audit, Risk and Insurance Advisor
- Accountable Officer's identified in the Audit Log
- Responsible Officer's identified in the Audit Log

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

- Regulation 17, *Local Government (Audit) Regulations 1996*

FINANCE AND RESOURCE IMPLICATIONS

- There are no financial or resource implications associated with this item.

STRATEGIC SUSTAINABILITY IMPLICATIONS

The following section/sections of the Town’s Strategic Community Plan 2018-2028 are/is applicable in the consideration of this item:

Our Leadership:

4.2.2 Transparent and regular financial reporting and communication to the community is undertaken.

4.2.3 Transparent and regular governance reporting and communication to the community is undertaken.

There are no significant identifiable environmental, social or economic impacts relating to this item

Access and Inclusion

The following outcome/outcomes of the Town’s Access and Inclusion Plan 2023-2026 apply in relation to this item:

Nil.

Corporate Business Plan

The following action/actions of the Town’s Corporate Business Plan 2018-2022 apply in relation to this item:

Our Corporate Services:

Audit and Risk Management - Committed to organisation wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Non-completion of agreed management actions
Effect	Non-compliance with best practice principles, industry standards, legal requirements and compliance guidelines.
Risk Treatment	Audit Log is sent to officer’s quarterly to remind them of any outstanding items they have to complete.

	Moving forward, outstanding actions will be escalated to the Director.
<p>There is a compliance risk associated with this item caused by potential non-completion of agreed management actions, leading to non-compliance with industry standards and best practice, legal requirements and compliance guidelines.</p> <p>The risk rating is considered medium (9) which is determined by a likelihood of possible (3) and a consequence of moderate (3).</p> <p>This risk will be reduced through regular communication with responsible and accountable officers and escalation of outstanding actions to the Director.</p>	

OPTIONS

- Option 1 – Adopt officer’s recommendation
- Option 2 – Amend officer’s recommendation
- Option 3 – Do not adopt officer’s recommendation

CONCLUSION

It is recommended that the ARC Committee receive and note the progress update against the management actions contained within the Audit Log for the Strategic 3-Year Internal Audit Plan. Overdue management actions have been assigned a revised due date in agreement with the Accountable Officer. With the ARC Committee providing oversight over the status of management actions, this will strengthen accountability and transparency.

ATTACHMENTS

1. CONFIDENTIAL - Internal Audit Log [**12.3.1** - 28 pages]

12.4	Town Debtors
-------------	---------------------

Author: **Accounts Officer**
Rates Officer
Authorising Officer: **Director Corporate Services**
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That the Audit, Risk and Compliance Committee recommends that Council receives the report on Town Debt.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for the Audit, Risk and Compliance Committee (the “ARC Committee” to inform Council of ongoing progress towards actions on the Town of Port Hedland’s (the “Town”) outstanding Aged Sundry and Rates Debt.

DETAIL

Sundry Debtors

Are created when an invoice is issued for goods or services provided by the Town, or infringement issues for compliance matters. The latter, which when remaining unpaid after three months, are referred to the Department of the Attorney General – Fines Enforcement Agency (FER) for collection.

The Town’s Sundry Debt Collection Procedure is consistent with Policy 2/005 Debt Management and the actions undertaken are as follows:

Stage	Days from Invoice Issue Date	Action undertaken
1	Over 30 days	Statements marked with a reminder that the account is now overdue.
	Over 42 days	Stop credit will be enforced if the debt remains unpaid. Accounts Receivable shall contact the Debtor.
2	Over 60 days	Debtor statements marked with a Final Notice Stamp advising payment is required within 7 days or legal action will commence. Accounts Receivable will contact the Debtor.

Stage	Days from Invoice Issue Date	Action undertaken
3	Over 67 days	If payment has not been received or a payment arrangement entered into 7 days after stage 2, a letter allowing a further 10 days to settle the account or make alternative arrangements will be issued to the Debtor.
4	Over 90 days	The Director Corporate Services and Manager Financial Services are authorised to commence legal action to collect debts outstanding over 90 days from date of invoice.

Sundry Debt

Included as Attachment 1 are the Town's aged sundry debts. A summary is as follows:

Date	Current	30+ days	60+ days	90+ days	Total
30 Jun 2023	\$1,318,618.88	\$109,484.86	\$6,774.15	\$156,042.18	\$1,590,920.07
31 Oct 2023	\$1,085,702.29	\$13,751.79	\$75,804.05	\$207,377.32	\$1,382,635.45

The provision for doubtful debts (Sundry) as at 30 June 2023 is currently \$72,472.

Rates and Services Debtors

Current annual and prior year(s) outstanding rates collections follow the Town's Policy 2/005 Debt Management.

Actions undertaken are summarised as follows:

Days from Invoice Issue Date	Action Undertaken
35 days	Final Notice is issued seven days after the due date requesting full payment within 14 days unless the Ratepayer has agreed to enter into a special repayment arrangement or is able to catch-up to the instalment option as per the Rate Notice (Does not apply to Pensioners and Seniors).
60 days	Where debt is still outstanding, Accounts Receivable will make best effort to contact the Ratepayer prior to commencing further debt recovery action*. *Refer Policy 2/005.

Where the debt remains unpaid, the Town will explore the debt recovery procedures outlined in Policy 2/005 Debt Management and in line with the *Local Government Act 1995*.

Council adopted Financial Hardship provisions under Policy 2/005 Debt Management to recognise there are unforeseen cases of genuine financial hardship where payment of outstanding rates would cause the ratepayer further distress.

Emergency Services Levy (ESL)

There are currently two models employed by local government to administer ESL collections, known as Option A and Option B. The Town is contracted on the Option B model, paying ESL by instalments after levying and retaining any interest on overdue amounts paid.

Rates Debt

Included as Attachment 2 is the summary of the Town's Rates Debt.

By age, outstanding rates debt is as follows, as at 31 October 2023:

3rd Previous Year and Greater	2nd Previous Year	Previous Year	Current Year	Total Arrears (including service charges & interest)
\$340,470.67	\$157,186.49	\$326,709.40	\$10,911,815.97	\$11,736,182.53

Council nominated the following due dates for the payment of rates in full/by instalments, pursuant to section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*:

Full Payment	15 September 2023
1 st quarterly instalment date	15 September 2023
2 nd quarterly instalment date	14 November 2023
3 rd quarterly instalment date	15 January 2024
4 th quarterly instalment date	15 March 2024

The provision for doubtful debts (Rates) as at 30 June 2023 is currently \$136,732 plus a bad debts expense on budget 2023-24 of Nil.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance. This determination is based on the fact that a substantial number of individuals, organisations, and community groups are required to make rate payments and may demonstrate interest in the debtor's proceedings.

CONSULTATION

Internal

- Director Corporate Services
- Accounts Officer
- Rates Officer

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

1. *Local Government Act 1995:*

- Part 6 – Financial management (Division 6 – Rates and service charges) (Subdivision 6 – Actions against land where rates or service charges unpaid).
- Section 6.49 provides for surrender of property by agreement. A local government may accept payment of a rate of service charge due and payable by a person in accordance with an agreement made with the person.
- Section 6.12(c) provides for the writing off any amount of money which is owed to the local government.
- Section 6.47 provides for the waiving* of a rate.
*Absolute Majority required.

2. *Policy 2/005 Debt Management*

FINANCE AND RESOURCE IMPLICATIONS

- The provision for doubtful debts (Rates) as at 30 June 2023 is currently \$136,732 plus a bad debts expense on budget 2023-24 of Nil.
- The provision for doubtful debts (Sundry) as at 30 June 2023 is currently \$72,472.

STRATEGIC SUSTAINABILITY IMPLICATIONS

The following section/sections of the Town's Strategic Community Plan 2018-2028 are/is applicable in the consideration of this item:

Our Leadership:

4.2.2 Transparent and regular financial reporting and communication to the community is undertaken.

There are no significant identifiable environmental, social or economic impacts relating to this item

Access and Inclusion

The following outcome/outcomes of the Town’s Access and Inclusion Plan 2023-2026 apply in relation to this item:

Nil.

Corporate Business Plan

The following action/actions of the Town’s Corporate Business Plan 2018-2022 apply in relation to this item:

Our Corporate Services:

Financial Management and Rates - Financial management services compliant with legislation to enable the Town to sustainably provide services to the community
 Audit and Risk Management - Committed to organisation wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Financial
Cause	Non-recovery of debts
Effect	Increased spending in legal and collection costs
Risk Treatment	Adhering to Policy 2/005 to ensure timelines are met and the debtor is provided opportunity to settle their debt
<p>There is a financial risk associated with this item caused by potential non-recovery of debts leading to increased spending in legal and collection costs.</p> <p>The risk rating is considered to be high (15) which is determined by a likelihood of almost certain (5) and a consequence of moderate (3).</p> <p>This risk will be reduced by adhering to Policy 2/005 to ensure timelines are met and the debtor is provided opportunity to settle their debt and maintaining an appropriate amount for provision of doubtful debts.</p>	

OPTIONS

- Option 1 – Adopt officer’s recommendation
- Option 2 – Amend officer’s recommendation
- Option 3 – Do not adopt officer’s recommendation

CONCLUSION

In conclusion, this report serves the purpose of updating the ARC Committee on the Town's progress in addressing Aged Sundry and Rates Debt. The detailed overview of Sundry Debtors and Rates Debt, along with the established procedures and actions, reflects the Town's commitment to responsible financial management. The diligent approach, from invoicing to debt recovery, demonstrates adherence to best practice principles. The inclusion of a Financial Hardship Policy demonstrates the Town's recognition of genuine financial challenges, highlighting a balanced and compassionate approach to outstanding rates. This comprehensive report, in accordance with the *Local Government Act 1995*, demonstrates the Town's commitment to financial responsibility and ethical debt management.

ATTACHMENTS

1. CONFIDENTIAL - Aged Outstanding Debts - Rates - October 2023 [**12.4.1** - 2 pages]
2. CONFIDENTIAL - Sundry Debtors October 2023 Redacted [**12.4.2** - 5 pages]
3. CONFIDENTIAL - Sundry Debtors Monthly Statement of Financial Activity for the Period Ended 31 October 2023 [**12.4.3** - 2 pages]

12.5	FY 2023-24 Quarter 1 Procurement Report on Panels Usage
-------------	--

Author: Senior Procurement & Contracting Advisor
Authorising Officer: Manager Governance
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That the Audit, Risk and Compliance Committee note ‘Nil’ identified non-compliance with Policy 2/022 Panels of Pre-Qualified Suppliers for Quarter 1 Financial Year 2023-24.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

As part of Panels of Pre-Qualified Suppliers Policy 2/022, Section 3 Compliance and Reporting the Town shall on a quarterly basis report to the Town's Audit, Risk and Compliance Committee any identified non-compliance with the Policy.

DETAIL

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, the Town has established the following Panels of Pre-Qualified Suppliers:

1 July 2023 to 25 October 2023 Technology One

PANEL NO	PANEL	MEMBERS	PO’S	TOTAL \$
RFT1920-48	Trades Panel	22	366	\$1,565,654.69
RFT2021-02	Engineering Consultants	30	32	\$429,688.00
RFT2021-04	Waste Consulting	5	1	\$14,596.24
RFT2122-12	Concrete Placement	5	5	\$572,741.38
RFT2122-17	Plant Equipment	15	44	\$1,878,410.00
RFT2122-25	Report Writing	3	4	\$105,875.00

As part of Panels of Pre-Qualified Suppliers Policy 2/022, Section 3 Compliance and Reporting the Town shall on a quarterly basis report to the Town's Audit, Risk and Compliance Committee any identified non-compliance with the Policy.

As per section 2.2 of Policy 2/022 Panels of Pre-Qualified Suppliers, the Town exercises one of the following options for the distribution of work:

- a) The Town will obtain quotations from each pre-qualified supplier on the panel with respect to all purchases.

Or

- b) The Town will purchase goods and services exclusively from any prequalified supplier appointed to that panel.

The quotes obtained are authorised in accordance with the Town's Delegation Register. In every instance, a contract for an item of work with a prequalified supplier is not to exceed 12 months or include any options to renew or extend.

The Procurement Team diligently collaborated with the ERP team to address gaps discovered in the ERP system, which had hindered the compilation of the last quarter's report. The process of obtaining the required data proved to be challenging; however, valuable suggestions have been proposed to the ERP Team to streamline the procedure and ensure accurate data compilation in the future.

During this period, Procurement successfully identified the list of projects awarded to Pre-Qualified Panel Suppliers on VendorPanel and TechOne for the duration of 01 July 2023 to 25 October 2023. However, it is essential to acknowledge that the data, though diligently obtained, has been produced through a manual process. Internal Buyers use VendorPanel for purchases under \$100,000.00.

Based on the available data, the Procurement Team reports no instances of non-compliance with the Panels Policy, indicating a satisfactory level of adherence.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, due to likely consequences arising from non-compliance, potential to impact the Town's ability to deliver services, impact the Town's reputation and general interest by the community in the compliance capability of the business operations of the Town of Port Hedland.

CONSULTATION

Internal

- Procurement Advisor

External Agencies

- Nil.

Community

- Nil.

LEGISLATION AND POLICY CONSIDERATIONS

- Policy 2/022 - Panels of Pre-Qualified Suppliers.
- Policy 2/007 - Procurement Policy
- *Regulation 24AC of the Local Government (Functions and General) Regulations 1996*

FINANCE AND RESOURCE IMPLICATIONS

Nil.

STRATEGIC SUSTAINABILITY IMPLICATIONS

The following section/sections of the Town’s Strategic Community Plan 2018-2028 are/is applicable in the consideration of this item:

Our Leadership:

4.2.3 Transparent and regular governance reporting and communication to the community is undertaken.

There are no significant identifiable environmental, social or economic impacts relating to this item

Access and Inclusion

The following outcome/outcomes of the Town’s Access and Inclusion Plan 2023-2026 apply in relation to this item:

Nil.

Corporate Business Plan

The following action/actions of the Town’s Corporate Business Plan 2018-2022 apply in relation to this item:

Our Corporate Services:

Governance and Procurement - Provide high standards of governance and leadership

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Failure to implement the right procedure
Effect	Non-compliance with industry best practice
Risk Treatment	Ensuring officers follow the procedures as per the procurement requirements in accordance with the Town’s Policy documents.

There is a compliance risk associated with this item because failure to implement the right procedure will result in non-compliance with industry best practice.

The risk rating is considered to be medium (6), which is determined by a likelihood of possible (3) and a consequence of minor (2).

The risk will be mitigated by ensuring officers follow the procedures as per the procurement requirements in accordance with the Town's Policy documents.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

In accordance with the Panels of Pre-Qualified Suppliers Policy 2/022, Section 3, Compliance and Reporting, this report presents the Audit, Risk and Compliance Committee with an overview of the Procurement findings for non-compliance with the Panels Policy for the quarter 01 July 2023 to 25 October 2023.

ATTACHMENTS

1. Panel Report (Technology One and VendorPanel)

13 Motions of Which Previous Notice have been given

Nil.

14 New Business of an Urgent Nature (Late Items)

Nil.

15 Matters for Which Meeting May be Closed (Confidential Matters)

Nil.

16 Closure

16.1 Date of Next Meeting

The next Audit, Risk and Compliance Committee Meeting will be held on Tuesday 12 March 2024 commencing at 5:30pm.

16.2 Closure

There being no further business, the Presiding Member declared the meeting closed.

17 Terms of Reference

TERMS OF REFERENCE

1. Purpose of the Terms of Reference

The purpose of the terms of reference is to facilitate the operation of the Audit, Risk and Compliance Committee.

2. Introduction

The Audit, Risk and Compliance Committee has been established in accordance with Part 7 of the *Local Government Act 1995*.

The Audit, Risk and Compliance Committee is an advisory committee formally appointed by the Council and is to provide guidance and assistance to Council on matters relevant to its terms of reference. The Audit, Risk and Compliance Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any financial responsibility. The Audit, Risk and Compliance Committee does not have any management functions and is therefore independent of management.

The Audit, Risk and Compliance Committee will primarily focus on relevant matters relating to Audit (internal and external), Risk and Compliance.

The Audit, Risk and Compliance Committee objective is to assist the Town of Port Hedland Council in liaising with the auditors and overseeing the external audit function and promoting the transparency and accountability of the Town's financial management systems and reporting. The role of the Audit, Risk and Compliance Committee is to report to the Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.

3. Objectives

The objectives of the Audit, Risk and Compliance Committee are to oversee:

- 3.1 The integrity of internal and external financial reporting, including accounting policies.
- 3.2 The scope of work, objectivity, performance and independence of the external auditor.
- 3.3 The establishment, effectiveness and maintenance of controls and systems to safeguard the Town's financial and physical resources.

- 3.4 The systems or procedures that are designed to ensure that the Town and its subsidiaries comply with relevant statutory and regulatory requirements.
- 3.5 The process for recognising risks arising from the Town's operations and strategies and consider the adequacy of measures taken to manage those risks.
- 3.6 The process and systems which protect the Council against fraud and irregularities.
- 3.7 Compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance.
- 3.8 Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.

The Audit, Risk and Compliance Committee must also add to the credibility of Council by promoting ethical standards through its work.

4. Authority

The Audit, Risk and Compliance Committee has the authority to:

- 4.1 Review and suggest improvements to the internal and external auditor's annual audit plans and the outcomes/results of all audits undertaken.
- 4.2 Monitor and advise the Chief Executive Officer in reviews conducted under regulation 17(1) of the *Local Government (Audit) Regulations 1996* and regulation 5(2)(c) of *the Local Government (Financial Management) Regulations 1996*.
- 4.3 Formally meet with the Town's appointed external auditor as necessary.
- 4.4 Seek resolution on any disagreements between management and the external auditors on financial reporting.
- 4.5 Advise Council on any or all of the above as deemed necessary.

5. Composition of Committee Members

- 5.1 The Audit, Risk and Compliance Committee will comprise of three Elected Members.
- 5.2 The Council will appoint Audit, Risk and Compliance Committee members.

- 5.3 The Presiding Member and Deputy Presiding Member will be appointed by the Audit, Risk and Compliance Committee Members after an Election.
- 5.4 The members, taken collectively, will have a broad range of skills and experience in accounting or related financial management, with an understanding of accounting and auditing standards in a public sector environment.
- 5.5 Members may seek advice from an external independent advisor. The independent advisor will have a Certified Practising Accountant (CPA), Chartered Accountancy (CA) qualification or relevant discipline or experience in a similar position. The independent advisor must be able to demonstrate expertise and knowledge in at least one of the disciplines of financial risk management, corporate governance, risk management or auditing. The independent advisor will also have demonstrated understanding and/or experience in:
- Accounting Standards (AASB)
 - Tax Legislation
 - *Local Government Act 1995*
 - *Local Government* experience and/or Band 1 Council
- 5.6 As prescribed by Section 5.19 of the Act, the quorum for Committee meetings shall be at least 50% of the number of offices of the Committee (whether vacant or not).
- 5.7 Audit, Risk and Compliance Committee members are required by the Local Government Act and Code of Conduct in observing the requirements of declaring any proximity, financial or impartiality interests that relate to any matter to be considered at each meeting.
- 5.8 New members will receive relevant information and briefings on their appointment to assist them to meet their committee responsibilities.
- 5.9 The Chief Executive Officer and employees are not members of the Committee.

6. Meetings

- 6.1 Meetings may be called by the Presiding Member of the Audit, Risk and Compliance Committee, or at the request of the Mayor or Chief Executive Officer.
- 6.2 The Audit, Risk and Compliance Committee meetings are generally open to the public unless the Presiding Member or Chief Executive Officer deem it necessary to proceed behind closed doors pursuant to Section 5.23 of the *Local Government Act 1995*.
- 6.3 All Elected Members are invited to attend each Audit, Risk and Compliance Committee meeting, but will not be eligible to vote on any items presented at the meeting.

- 6.4 All Audit, Risk and Compliance Committee members are expected to attend each meeting in person.
- 6.5 The Chief Executive Officer will facilitate the meetings of the Audit, Risk and Compliance Committee and invite members of management, internal and external auditors or others to attend meetings as observers and to provide pertinent information, as necessary.
- 6.6 The Audit, Risk and Compliance Committee will develop a forward meeting schedule that includes the dates, location, and proposed work plan for each meeting for the forthcoming year, that cover all the responsibilities outlined in these terms of reference.
- 6.7 Meeting agendas will be prepared and provided at least 72 hours in advance to members, along with appropriate briefing materials.
- 6.8 Minutes will be taken at each meeting and presented to the subsequent meeting for confirmation.
- 6.9 Pursuant to regulation 13 of the *Local Government (Administration) Regulations 1996*, unconfirmed minutes will be made available for inspection by members of the public, within 5 (five) business days after the meeting.
- 6.10 Voting is in accordance with Section 5.21 of the Act.

7. Responsibilities

The Audit, Risk and Compliance Committee will carry out the following responsibilities:

7.1 Risk Management

- 7.1.1 Review and suggest improvements to whether management has in place a current and comprehensive enterprise risk management framework and associated procedures for effective identification and management of the Town's business and financial risks, including fraud.
- 7.1.2 Determine whether a sound and effective approach has been followed in managing the Town's major risks including those associated with individual projects, program implementation, and activities.
- 7.1.3 Assess the impact of the Town's enterprise risk management framework on its control environment and insurance arrangements.
- 7.1.4 Review and suggest improvements to the process of developing and implementing the Town's fraud control arrangements and satisfy itself the

Town has appropriate processes and systems in place to detect, capture and effectively respond to fraud-related information.

- 7.1.5 Determine whether the Town has a sound and effective approach for business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically reviewed and tested.

7.2 Internal Control and Internal Audit

- 7.2.1 Ensure adequate systems of internal control are in place to mitigate key business risks and promote the effectiveness and efficiency of operations.
- 7.2.2 Approve, review and suggest improvements to the Internal Audit Plan and ensure the Internal Audit function is operating effectively, independently and in accordance with the Institute of Internal Auditor's International Standards for the Professional Practice of Internal Auditing.
- 7.2.3 Receive and review all audit reports and provide advice to the Council on significant issues identified in audit reports and action to be taken on issues raised, including identification and dissemination of good practice.
- 7.2.4 Monitor management's implementation of internal audit recommendations, processes and practices to ensure that the independence of the audit function is maintained.
- 7.2.5 Oversee the coordination of planned activities between the 4 lines of defence, which outlines the ownership, accountabilities, resources, and governance of risk management activities within the Town.

7.3 Financial Report

- 7.3.1 Review and suggest improvements to significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the financial report.
- 7.3.2 Review with management and the external auditors the results of the audit, including any difficulties encountered, and suggest improvements if required.
- 7.3.3 Review and suggest improvements to the process for the consolidation of financial information of the Town related entities into the financial reports of the Town.
- 7.3.4 Review with management and the external auditors all matters required to be communicated to the Audit, Risk and Compliance Committee under the Australian Auditing Standards, and suggest improvements if required.

- 7.3.5 Review and suggest improvements (subject to legislation) to the draft Annual Financial Statements (subject to legislation) and recommend the adoption of the Annual Financial Statements to Council.

7.4 Compliance

- 7.4.1 Review and suggest improvements to the systems and processes to monitor effectiveness of the system for monitoring compliance with legislation and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of non-compliance.
- 7.4.2 Keep informed of the findings of any examinations by regulatory agencies and any auditor (internal or external) observations and monitor management's response to these findings.
- 7.4.3 Obtain regular updates from management about compliance matters.
- 7.4.4 Review and suggest improvements to the annual Compliance Audit Return and report to the Council the results of the review.

7.5 External Audit

- 7.5.1 Meet with the Office of the Auditor General to discuss the audit plan (audit entrance meeting) and the results of the financial audit (audit exit meeting)
- 7.5.2 Consider the findings and recommendations of relevant Performance Audits undertaken by the external auditor and ensure the Town implements relevant recommendations.
- 7.5.3 Provide an opportunity for the Audit, Risk and Compliance Committee to meet with the external auditors to discuss any matters that the Audit, Risk and Compliance Committee or the external auditors believe should be discussed privately.
- 7.5.4 Annually review and suggest improvements to the performance of external audit including the level of satisfaction with external audit function.
- 7.5.5 Monitor management's implementation of external audit recommendations.
- 7.5.6 Monitor the relationship between internal auditors and the Office of the Auditor General.

7.6 Reporting Responsibilities

- 7.6.1 Report regularly to the Council Audit, Risk and Compliance Committee activities, issues, and related recommendations through circulation of minutes.

- 7.6.2 Monitor that open communication between the internal auditor, the external auditors, and the Town's management occurs.

8 Other Responsibilities

- 8.1 Perform other activities related to these terms of reference as requested by the Council.
- 8.2 Request that the Chief Executive Officer perform a review after an Election, suggest improvements to and assess the adequacy of the Audit, Risk and Compliance Committee terms of reference, request Council approval for proposed changes, and ensure appropriate disclosure as might be required by legislation or regulation.

9 Version Control

- V1. Adopted by Council at its Ordinary Meeting held 16 November 2011.
V2. *Amended by Council at its Ordinary Meeting held 23 October 2013.*
V3. *Amended by Council at its Ordinary Meeting held on 11 December 2013.*
V4. *Amended by Council at its Ordinary Meeting held on 27 May 2015.*
V5. *Amended by Council at its Ordinary Meeting held on 28 October 2015.*
V6. *Amended by Council at its Ordinary Meeting held on 22 June 2016.*
V7. *Amended by Council at its Ordinary Meeting held on 24 May 2017.*
V8. *Re-Adopted by Council at its Ordinary Meeting held on 1 November 2017.*
V9. *Re-Adopted by Council at its Ordinary Meeting held on 19 December 2019.*
V10. *Amended by Council at its Ordinary Meeting held on 23 September 2020.*
V11. *Re-Adopted by Council at its Ordinary Meeting held on 7 September 2022.*