



ATTACHMENTS

**Under Separate Cover
Council Meeting**

6.00pm Tuesday 28 September 2021

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7.12	Audit and Risk Committee - Annual Performance Review	
	Attachment 1 Audit and Risk Committee Self Assessment 2020/21	4

ID	Questions	Ratings (Tick boxes as appropriate)						Percentages				
		1	2	3	4	5	N/A	1	2	3	4	5
A. Audit Committee Charter												
1	The Charter clearly articulates the Committee's roles and responsibilities and provides it with the necessary authority to discharge them				2	3		0%	0%	0%	40%	60%
2	The Charter facilitates and supports the effective operation of the Committee				1	4		0%	0%	0%	20%	80%
3	During the past year, the Committee has adequately addressed all of its responsibilities as detailed in the Charter				2	3		0%	0%	0%	40%	60%
4	The Charter ensures the Committee is sufficiently independent from the management of Council				1	4		0%	0%	0%	20%	80%
	Totals	0	0	0	6	14		0%	0%	0%	30%	70%
Comments / Suggestions for Improvement												
•												
B. Skills and Experience												
5	The Committee has the desired mix of skills to allow it to effectively discharge its responsibilities				2	3		0%	0%	0%	40%	60%
6	The Committee has been able to analyse and critically evaluate information presented to it by management				1	4		0%	0%	0%	20%	80%
7	There is a clear process that Committee members can follow to access advice and/or training to improve their skills and knowledge	1			1	3		0%	20%	0%	20%	60%
8	The Committee's collective skills are adequate in light of its responsibilities				1	4		0%	0%	0%	20%	80%
9	The Committee has responded appropriately where significant risks and/or control breakdowns have been brought to its attention			1		4		0%	0%	20%	0%	80%
10	The Committee has shown an openness to new ideas and different views in its deliberations				1	4		0%	0%	0%	20%	80%
11	The Committee has been sufficiently probing and challenging in its deliberations			1		4		0%	0%	20%	0%	80%
	Totals	0	1	2	6	26		0%	3%	6%	17%	74%
Comments / Suggestions for Improvement												
•												
C. Understanding the Business												
12	The Committee has an adequate understanding of Council's:							0%	0%	0%	60%	40%
	- Risk management framework and risk profile				3	2		0%	0%	0%	80%	20%
	- Internal control framework to mitigate significant risks				4	1		0%	0%	0%	80%	20%
	- Financial and statutory reporting requirements				1	4		0%	0%	0%	20%	80%
13	The Committee receives appropriate briefings on:				2	3		0%	0%	0%	40%	60%
	- Current and emerging business risks				2	3		0%	0%	0%	40%	60%
	- Changes in financial reporting requirements				1	4		0%	0%	0%	20%	80%
	- Changes in performance reporting requirements			1	1	3		0%	0%	20%	20%	60%
	- Integrity Body reports				2	3		0%	0%	0%	40%	60%
	- Changes in the business/regulatory environment				1	4		0%	0%	0%	20%	80%
	Totals	0	0	1	17	27		0%	0%	2%	38%	60%
Comments / Suggestions for Improvement												
•												
D. Meeting Administration and Conduct												
14	The Committee has had an appropriate number of meetings to properly discharge its responsibilities				2	3		0%	0%	0%	40%	60%
15	Agendas are structured to allow sufficient time to discuss all critical issues				1	4		0%	0%	0%	20%	80%
16	The Committee receives agendas and supporting papers in sufficient time prior to meetings				1	4		0%	0%	0%	20%	80%
17	Agendas and supporting papers are of sufficient clarity and quality to enable the Committee to make informed decisions				1	4		0%	0%	0%	20%	80%
18	Committee meetings are well run and productive					5		0%	0%	0%	0%	100%
19	Committee minutes are appropriately maintained and provided to Council on a timely basis				1	4		0%	0%	0%	20%	80%
	Totals	0	0	0	6	24		0%	0%	0%	20%	80%
Comments / Suggestions for Improvement												
•												
E. Communications with Council												
20	Committee communications to Council about its deliberations and decisions are appropriate				1	4		0%	0%	0%	20%	80%
21	Committee reports to Council on its activities are appropriate				2	3		0%	0%	0%	40%	60%
	Totals	0	0	0	3	7		0%	0%	0%	30%	70%
Comments / Suggestions for Improvement												
•												
F. Management Commitment & Support												
22	Information and briefing papers presented by management meet the Committee's expectations in respect of:							0%	0%	0%	40%	60%
	- Council's risk profile and mitigating actions for key risks				2	3		0%	0%	0%	40%	60%
	- Maintenance of a strong internal control environment that is effective in mitigating key risks				3	2		0%	0%	0%	60%	40%
	- Management of Council's compliance and regulatory obligations				1	4		0%	0%	0%	20%	80%
	- Council's external reporting requirements			1		4		0%	0%	20%	0%	80%
	The Committee has a positive attitude to continuous improvement in its dealings with management					5		0%	0%	0%	0%	100%
	Totals	0	0	1	6	18		0%	0%	4%	24%	72%
Comments / Suggestions for Improvement												
•												
G. Internal Audit												
24	The Committee reviewed and approved the internal audit plan			1	1	3		0%	0%	20%	20%	60%
25	The Committee considered the adequacy of internal audit resources			1	2	2		0%	0%	20%	40%	40%
26	The Committee reviewed and approved any significant changes to the internal audit plan			1	1	3		0%	0%	20%	20%	60%
27	The Committee considered the performance of the internal audit function			1	2	2		0%	0%	20%	40%	40%
28	The Committee reviewed all internal audit reports and monitored management responses to recommendations			1		4		0%	0%	20%	0%	80%
29	The Committee reviewed the Internal Audit Charter to ensure that appropriate structures, authority, access and reporting arrangements are in place for the internal audit function			1		4		0%	0%	20%	0%	80%
	Totals	0	0	6	6	18		0%	0%	20%	20%	60%
Comments / Suggestions for Improvement												
•												
H. External Audit												
30	The Committee reviewed and approved the external audit plan			1	1	3		0%	0%	20%	20%	60%
31	The Committee reviewed external audit reports and management letters and monitored management responses to findings and recommendations made by external audit			1		4		0%	0%	20%	0%	80%
32	The Committee provided feedback on the performance of external audit			2	2	1		0%	0%	40%	40%	20%
	Totals	0	0	4	3	8		0%	0%	27%	20%	53%
Grand Totals for all Responses												
		0	1	14	53	142		0%	0.5%	7%	25%	68%

Audit and Risk Self Assessment - Consolidated.xlsx/08/2021