

# Internal Audit Policy

Policy Identifier:	GOV-010-P
Approved by:	General Manager Organisational Services
Date of Approval:	12 June 2023
Effective Date:	12 June 2023
Review Date:	12 June 2026
Version:	10

## Head of Power

Council's Internal Audit function has been established in accordance with section 105 of the *Local Government Act 2009* and section 207 of the *Local Government Regulation 2012*.

## Policy Objective

To provide the scope of Council's Internal Audit function in accordance with the requirements of the *Local Government Act 2009* and *Local Government Regulation 2012*.

## Policy Statement

Redland City Council, through its Corporate Plan, is committed to providing services that deliver our community's shared vision and collective aspirations; *Naturally wonderful lifestyle. Connected community. Embracing opportunities*. We are a values led organisation and our organisational values encapsulate what we care about, influence how we operate and support our mission: Make a difference, make it count.

Council is committed to engaging Internal Audit to provide management and Council with independent advice on the following:

- Adequacy and effectiveness of the system of internal controls.
- Effectiveness of risk management, legal compliance and governance systems.
- Economy, efficiency and effectiveness of the use of resources.
- Systems established to ensure compliance with policies, plans, procedures, statutory requirements and regulations which could have a significant impact on operations.
- Relevance, reliability and integrity of management, financial and operating data and reports.
- Safeguarding of assets, including physical verification of assets where appropriate.
- Performance of programs and projects compared to established criteria.
- Fraud risks identification and development of fraud prevention and monitoring strategies.
- Special assignments and investigations on behalf of the Chief Executive Officer.

Internal auditors, in the course of their duties, have unrestricted access to all records, monies, assets and personnel and are permitted to review all transactions, policies and functions in Council.

## Definitions

Nil

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## Associated Documents

COV-011-P Audit & Risk Management Committee Policy ([A3156069](#))  
 GOV-011-SD Audit & Risk Management Committee Charter ([A4682081](#))  
 Internal Audit Charter ([A4682082](#))

## Document Control

Only Council can approve amendments to this document by resolution of a Council Meeting, with the exception of administrative amendments which can be approved by the relevant ELT member. Refer to *Policy Instrument Development Manual* for an explanation on administrative amendments ([A4063988](#)).

Any requests to change the content of this document must be forwarded to relevant Service Manager(s). Approved documents must be submitted to the Corporate Meetings and Registers Team for registration.

## Version Information

Version number	Date	Key Changes
5	August 2013	<ul style="list-style-type: none"> <li>Updated referrals made to the <i>Local Government Act 2009</i> and the <i>Local Government Regulation 2012</i> to incorporate any changes to the Act and Regulation.</li> <li>Removed the referral to the general complaints process being managed and co-ordinated by Internal Audit.</li> <li>Added changes to the structure of Internal Audit's resourcing.</li> <li>Added the formal exit meeting held with relevant management at the completion of an audit to discuss the draft report and audit findings and recommendations.</li> <li>Removed the need for a draft report to be issued in two stages – firstly to the Group Manager, then to the General Manager. Only one draft report to be issued to all management concerned for their comments and feedback.</li> <li>Removed the ability of management to request extensions to implementation dates of audit recommendations.</li> <li>Removed the requirement to report second and subsequent extensions of audit recommendations to the Audit Committee.</li> <li>Added General Managers' responsibility to present internal audit reports relating to their area of operations to the Audit Committee.</li> <li>Changes due to the new organisational structure.</li> <li>Minor formatting and wording changes.</li> </ul>
6	August 2016	<ul style="list-style-type: none"> <li>Added definition of internal auditing in accordance with the Institute of Internal Auditors.</li> <li>Removed structure of Internal Audit Unit.</li> <li>Added an objective to assist management to identify the risks of fraud and develop fraud prevention and monitoring strategies.</li> <li>Added confirmation and disclosure by Internal Audit of their independence to the Audit Committee on an annual basis.</li> <li>Removed the detailed responsibilities of manager and staff of Internal Audit through reference to individual position descriptions.</li> <li>Included guidance by the International Standards for the Professional Practice of Internal Audit and Code of Ethics of the Institute of Internal Auditors.</li> <li>Added a section on Quality Assurance.</li> <li>Added a section on Document Control.</li> </ul>

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Version number	Date	Key Changes
		<ul style="list-style-type: none"> <li>Minor formatting and wording changes.</li> </ul>
7	January 2019	<ul style="list-style-type: none"> <li>The Policy was updated in accordance with Council's templates and the Internal Audit Charter was separated from the Policy as a standalone document.</li> </ul>
8	October 2019	<ul style="list-style-type: none"> <li>Updates as required under policy framework review</li> </ul>
9	March 2022	<ul style="list-style-type: none"> <li>Administrative update to include reference to the new Corporate Plan</li> </ul>
10	July 2022	<ul style="list-style-type: none"> <li>Minor Administrative update to reflect change in title of Audit Committee to Audit &amp; Risk Management</li> </ul>
10	June 2023	<ul style="list-style-type: none"> <li>Reviewed – no changes</li> </ul>