



AGENDA

Meeting No.	1
Meeting	DWQMP External Audits
Date	26 March 2021
Time	10 am
Venue	Cairns Regional Council- Committee Room - Level 3 Note: Please allow time for security sign in at reception

1. Welcome and Introductions

2. Audit Plan, covering the following items:

- Audit Objectives
- Audit Scope
- Audit Criteria
- Audit Schedule – dates, locations, activities, interviews, logistics etc
- Audit Method – including sampling
- Roles and Responsibilities
- Required Resources
- Confidentiality

3. Information Requests

- All Councils should have received an information request prior to the meeting (refer Water Futures briefing note: *Overview and Briefing for Regular Audit of Drinking Water Quality Management Plan 2020-21*)

4. Audit Date Confirmation

- Re-confirm audit dates for each Council

5. Health and safety

- Are there any special safety requirements for specific audit sites? For example: safety boots, hi-vis, hard hats, site inductions to be undertaken prior to visit etc

6. Communication

- Throughout the course of the project, what communications are required?

7. Reporting and audit findings:

- Timing (eg draft reports issued one week after on-site audit; what Councils should do if a non-conformance issue is identified)
- Audit report structure
- Audit report submission
- Audit Program Report

8. Other business

- Deadline for invoices to be issued to Councils
- Regional close-out meeting, date and purpose

9. Close