



AUDIT AND BUSINESS IMPROVEMENT COMMITTEE MEETING

MINUTES

20 MARCH 2015

The Committee Recommendations contained within these Minutes were adopted at the Council meeting on 14 April 2015.

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**REPORT OF THE AUDIT AND BUSINESS IMPROVEMENT COMMITTEE MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON
ON FRIDAY 20 MARCH 2015 COMMENCING AT 10:12AM**

1 OPENING

2 PRESENT

Members Present:

The Mayor, Councillor M F Strelow (Chairperson)
Councillor C E Smith
Professor D Low
Mr A MacLeod
Mr M Parkinson

Observers:

Mr H Maguma (Deloitte)
Ms M Rajdev (Deloitte) – via teleconference
Mr D Byram (Queensland Audit Office) – via teleconference

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr J Wallace – Chief Audit Executive
Mr R Cheesman – General Manager Corporate Services
Mr D Stevenson – Manager Corporate and Technology Services
Ms T Sweeney – Manager Workforce and Strategy
Ms A Cutler – Manager Finance
Mr M Clerc – Management and Treasury Supervisor
Mr T Hauenschild – Coordinator Safety and Training
Ms K Ramm – Risk Management Officer
Ms L Leeder – Senior Governance Support Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COMMITTEE RESOLUTION

THAT the minutes of the Audit and Business Improvement Committee held on 10 September 2014 be taken as read and adopted as a correct record, with an amendment noting that Patrick Flemming is from Queensland Audit Office (QAO) not Deloitte.

Moved by: Councillor Smith

Seconded by: Mr Parkinson

MOTION CARRIED

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 SAFEPLAN AUDIT CONDUCTED BY LGW

File No: 5207
Attachments: Nil
Authorising Officer: Tracy Sweeney - Manager Workforce and Strategy
Ross Cheesman - General Manager Corporate Services
Author: Tony Hauenschild - Coordinator Safety and Training

SUMMARY

Presentation of results from the External Safeplan2 Audit that was conducted in 2014 by Local Government Workcare.

COMMITTEE RECOMMENDATION

THAT the report on External Safeplan2 Audit be received.

Moved by: Mr MacLeod
Seconded by: Professor Low

MOTION CARRIED

8.2 AUDIT & BUSINESS IMPROVEMENT COMMITTEE TRAINING ATTENDED

File No: 5207
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

A brief commentary is provided in relation to Audit & Business Improvement Committee professional development activities.

COMMITTEE RECOMMENDATION

THAT the report on professional development activities be received.

Moved by: Mr Parkinson
Seconded by: Councillor Smith

MOTION CARRIED

8.3 FRAUD AND CORRUPTION CONTROL**File No:** 2562**Attachments:**

1. Fraud and Corruption Control Policy
2. Fraud and Corruption Risk Checklist
3. Fraud and Corruption Control Plan

Authorising Officer: Drew Stevenson - Manager Corporate and Technology
Ross Cheesman - General Manager Corporate Services**Author:** Kisane Ramm - Risk Management Officer

SUMMARY

Presenting the proposed Fraud and Corruption Control Policy, Guide to Fraud and Corruption Control (The Plan), and Fraud and Corruption Risk Checklists.

COMMITTEE RECOMMENDATION

THAT the Committee receive the report and Council adopt the Fraud and Corruption Control Policy and the Fraud and Corruption Risk Checklists, as attached to this report.

Moved by: Mr MacLeod**Seconded by:** Mr Parkinson**MOTION CARRIED**

9 STRATEGIC REPORTS

9.1 RISK REGISTERS - QUARTERLY UPDATE AS AT 30 JANUARY 2015

File No: 8780

Attachments:

1. Corporate Risk Register including Quarterly Update as at 30 January 2015
2. Office of the CEO Risk Register - Quarterly Update as at 30 January 2015
3. Community Services Risk Register - Quarterly Update as at 30 January 2015
4. Corporate Services Risk Register - Quarterly Update as at 30 January 2015
5. Regional Services Risk Register - Quarterly Update as at 30 January 2015

Authorising Officer: Drew Stevenson - Manager Corporate and Technology
Ross Cheesman - General Manager Corporate Services

Author: Kisane Ramm - Risk Management Officer

SUMMARY

Presenting the quarterly departmental risk register updates as at 30 January 2015 and the Corporate Risk Register, which is being presented to this Committee for the first time post Council adoption.

COMMITTEE RECOMMENDATION

THAT the quarterly risk register updates as at 30 January 2015 and the Corporate Risk Register, as presented in the attachments to this report, be received.

Moved by: Mr Parkinson
Seconded by: Councillor Smith

MOTION CARRIED

10 NOTICES OF MOTION

Nil

11 URGENT BUSINESS QUESTIONS

12 CLOSED SESSION

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

COMMITTEE RESOLUTION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 275 of the *Local Government Regulation 2012*, for the reasons indicated.

13.1 Investigation and Legal Matters

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

13.2 Loss/Theft Items reported to Auditor General - May 2014 to February 2015

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

13.3 Business Improvement Activity - Action Progress Report

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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 .

13.4 Update from Chief Executive Officer

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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 .

13.5 Committee Annual Self-Assessment

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

13.6 C3 - Separation of Duties - Summary Report

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

13.7 C2 - Risk Register Content

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

13.8 E3 - Compliance Review of Internal Audit Function

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

13.9 Internal Audit Progress Report against Annual Audit Plan

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

13.10 2013/2014 Financial Results

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

13.11 Finance Section Update

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

13.12 Rockhampton Regional Council - Credit Review

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

13.13 External Audit Client Strategy for the Year Ending 30 June 2015

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

Moved by: Professor Low

Seconded by: Mr MacLeod

MOTION CARRIED

COMMITTEE RESOLUTION

10:44AM

THAT pursuant to s34(1)(k) and s44 *Council Meeting Procedures* the meeting moves into Closed Session and be closed to the public.

Moved by: Mr Parkinson

Seconded by: Councillor Smith

MOTION CARRIED

11:22AM Mr MacLeod left the meeting
11:25AM Mr MacLeod returned to the meeting
11:31AM Chief Executive Officer left the meeting
11:32AM Chief Executive Officer returned to the meeting
12:08PM Mr Low left the meeting
12:10PM Mr Low returned to the meeting

COMMITTEE RESOLUTION

12:34PM

THAT pursuant to s34(1)(k) and s44 *Council Meeting Procedures* the meeting moves out of Closed Session and be opened to the public.

Moved by: **Mr MacLeod**

Seconded by: **Mr Parkinson**

MOTION CARRIED

13 CONFIDENTIAL REPORTS

13.1 INVESTIGATION AND LEGAL MATTERS

File No: 5207

Attachments: 1. Legal Matters - November 2014 to 31 January 2015

Authorising Officer: Ross Cheesman - General Manager Corporate Services

Author: Tracy Sweeney - Manager Workforce and Strategy

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

SUMMARY

Manager Workforce and Strategy presenting an update of year to date Investigative Matters and the current Legal Matters as at 31 January 2015.

COMMITTEE RECOMMENDATION

THAT the update of investigative and legal matters for Rockhampton Regional Council be received.

Moved by: Professor Low

Seconded by: Councillor Smith

MOTION CARRIED

13.2 LOSS/THEFT ITEMS REPORTED TO AUDITOR GENERAL - MAY 2014 TO FEBRUARY 2015

File No: 3911

Attachments: 1. **Loss/Theft Report - 1 May 2014 to 28 February 2015**

Authorising Officer: **Drew Stevenson - Manager Corporate and Technology**
Ross Cheesman - General Manager Corporate Services

Author: **Kellie Anderson - Coordinator Property and Insurance**

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

SUMMARY

Coordinator Property & Insurance reporting on Loss/Theft items including those reported to the Auditor General for the period 1 May 2014 to 28 February 2015.

COMMITTEE RECOMMENDATION

THAT the committee 'receives' the Loss/Theft Report for the period 1 May 2014 to 28 February 2015.

Moved by: Mr MacLeod
Seconded by: Mr Parkinson
MOTION CARRIED

13.3 BUSINESS IMPROVEMENT ACTIVITY - ACTION PROGRESS REPORT

File No: 5207
Attachments: 1. **Business Improvement Activity - Action Progress Report**
Authorising Officer: **Evan Pardon - Chief Executive Officer**
Author: **John Wallace - Chief Audit Executive**

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

SUMMARY

The Business Improvement Activity report is a requirement of the Local Government Regulation and the Internal Audit Standards and is provided for the information and action by the Committee.

COMMITTEE RECOMMENDATION

THAT the Business Improvement Activity Report – Action Progress Report be received.

Moved by: Mr Parkinson
Seconded by: Professor Low

MOTION CARRIED

13.4 UPDATE FROM CHIEF EXECUTIVE OFFICER

File No: 5207
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

SUMMARY

The Chief Executive Officer will provide a verbal update on matters of importance.

COMMITTEE RECOMMENDATION

That the Chief Executive Officer's update be received.

Moved by: Councillor Smith

Seconded by: Professor Low

MOTION CARRIED

13.5 COMMITTEE ANNUAL SELF-ASSESSMENT

File No: 5207
Attachments: 1. Assessment Questionnaire
2. Customer Needs Survey 2015
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

SUMMARY

The Committee is required to self-assess annually.

COMMITTEE RECOMMENDATION

- (1) THAT the committee considers the short 2-page template attached to this report for completion of its 2014 self-assessment. This is the same template used previously for this purpose; and
- (2) THAT the Key Customer Needs Survey attached to the report be completed for feedback to IA of the Committee's priorities, as input to the 2015 (next) Annual Audit Planning process.

Moved by: Mr Parkinson

Seconded by: Mr MacLeod

MOTION CARRIED

13.6 C3 - SEPARATION OF DUTIES - SUMMARY REPORT

File No: 5207
Attachments: 1. Separation of Duties - Summary Report
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

SUMMARY

The Business Improvement Review for Separation of Duties (Pathway Systems Security) is presented for the information of the Committee.

COMMITTEE RECOMMENDATION

THAT the report Business Improvement Review for Separation of Duties (Pathway Systems Security) be received.

Moved by: Mr Parkinson
Seconded by: Professor Low

MOTION CARRIED

13.7 C2 - RISK REGISTER CONTENT

File No: 5207
Attachments: 1. C2 - Risk Register Content Report
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

SUMMARY

The planned business improvement review for Risk Register is provided for the information of the Committee.

COMMITTEE RECOMMENDATION

THAT the report on Risk Register Content - C2 be received.

Moved by: Mr MacLeod
Seconded by: Councillor Smith
MOTION CARRIED

13.8 E3 - COMPLIANCE REVIEW OF INTERNAL AUDIT FUNCTION

File No: 5207
Attachments: 1. Compliance Review - Internal Audit Function
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

SUMMARY

The attached Compliance Review of Internal Audit Function report is provided for the information of the Committee.

COMMITTEE RECOMMENDATION

THAT the Compliance Review of the Internal Audit Function (E3) be received.

Moved by: Mayor Strelow

Seconded by: Mr Parkinson

MOTION CARRIED

13.9 INTERNAL AUDIT PROGRESS REPORT AGAINST ANNUAL AUDIT PLAN

File No: 5207
Attachments: 1. Progress of Reviews at 9 March 2015
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

SUMMARY

The attached report is provided for the information of the Committee on the progress against the Annual Audit Plan. This report is a requirement of the Local Government Regulation.

COMMITTEE RECOMMENDATION

THAT the report on the progress of the planned Business Improvement Reviews be received.

Moved by: Mr MacLeod
Seconded by: Professor Low

MOTION CARRIED

13.10 2013/2014 FINANCIAL RESULTS**File No:** 9509, 8151**Attachments:**

1. 2013-2014 Financial Statements
2. Report to Audit & Business Improvement Committee for year ended 30 June 2014 - Deloitte

Authorising Officer: Ross Cheesman - General Manager Corporate Services**Author:** Alicia Cutler - Manager Finance

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

SUMMARY

Finance Manager presenting the Audited Financial Statements as at 30 June 2014 for Committee to be received. The Final Management Letter as well as a report to this Committee was circulated to members via email on 1^h December 2014 but is attached again for members to read in conjunction with the Final Statements.

COMMITTEE RECOMMENDATION

THAT the 2013/2014 Financial Result Report be received.

Moved by: Mr Parkinson**Seconded by:** Councillor Smith**MOTION CARRIED**

13.11 FINANCE SECTION UPDATE

File No: 8151
Attachments: Nil
Authorising Officer: Ross Cheesman - General Manager Corporate Services
Author: Alicia Cutler - Manager Finance

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

SUMMARY

Finance Manager providing information around the production of Audited Financial Statement preparation and other aspects of Financial Management.

COMMITTEE RECOMMENDATION

THAT the report containing an update on the Finance Section be received.

Moved by: Mayor Strelow

Seconded by: Mr MacLeod

MOTION CARRIED

13.12 ROCKHAMPTON REGIONAL COUNCIL - CREDIT REVIEW

File No: 2114
Attachments: 1. Rockhampton Regional Council Credit Review
Authorising Officer: Ross Cheesman - General Manager Corporate Services
Author: Alicia Cutler - Manager Finance

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

SUMMARY

The results of the Credit Review process by Queensland Treasury Corporation (QTC) on behalf of The Department of Local Government, Community Recovery and Resilience (DLGCRR) has been received and rated Council with a Moderate Rating (Neutral Outlook).

COMMITTEE RECOMMENDATION

THAT the Credit Review Report received from Queensland Treasury Corporation (QTC) be received.

Moved by: Mr Parkinson
Seconded by: Professor Low

MOTION CARRIED

13.13 EXTERNAL AUDIT CLIENT STRATEGY FOR THE YEAR ENDING 30 JUNE 2015

File No: 8151
Attachments: 1. **Client Strategy - Rockhampton Regional Council 2015**
Authorising Officer: **Ross Cheesman - General Manager Corporate Services**
Author: **Alicia Cutler - Manager Finance**

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating 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.

SUMMARY

The External Audit Strategy for the year ended 30 June 2015, as supplied by Deloitte's, is provided for Council's consideration.

COMMITTEE RECOMMENDATION

THAT the Client Strategy between Rockhampton Regional Council and Deloitte be received.

Moved by: Professor Low
Seconded by: Councillor Smith

MOTION CARRIED

14 CLOSURE OF MEETING

There being no further business the meeting closed at 12:42pm.

SIGNATURE

CHAIRPERSON

DATE