



# **AUDIT AND BUSINESS IMPROVEMENT COMMITTEE MEETING**

## **AGENDA**

**10 SEPTEMBER 2014**

*Your attendance is required at a meeting of the Audit and Business Improvement Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 10 September 2014 commencing at 9.00am for transaction of the enclosed business.*

A handwritten signature in black ink, appearing to be the initials "C R" followed by a long horizontal stroke.

**CHIEF EXECUTIVE OFFICER**  
4 September 2014

**Please note:**

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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**1 OPENING**

**2 PRESENT**

Members Present:

Acting Mayor, Councillor A P Williams (Acting Chairperson)  
Councillor C E Smith  
Professor D Low  
Mr A MacLeod  
Mr M Parkinson

In Attendance:

Mr E Pardon – Chief Executive Officer  
Mr J Wallace – Chief Audit Executive

**3 APOLOGIES AND LEAVE OF ABSENCE**

Leave of Absence for the meeting was previously granted to Mayor Margaret Strelow.

**4 CONFIRMATION OF MINUTES**

Minutes of the Audit and Business Improvement Committee held 29 May 2014

**5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

## 6 BUSINESS OUTSTANDING

### 6.1 BUSINESS OUTSTANDING TABLE FOR AUDIT AND BUSINESS IMPROVEMENT COMMITTEE

**File No:** 10097

**Attachments:** 1. **Business Outstanding Table for Audit and Business Improvement Committee**

**Responsible Officer:** Evan Pardon - Chief Executive Officer

**Author:** Evan Pardon - Chief Executive Officer

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#### **SUMMARY**

*The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Audit and Business Improvement Committee is presented for Councillors' information.*

#### **OFFICER'S RECOMMENDATION**

THAT the Business Outstanding Table for the Audit and Business Improvement Committee be received.

# **BUSINESS OUTSTANDING TABLE FOR AUDIT AND BUSINESS IMPROVEMENT COMMITTEE**

## **Business Outstanding Table for Audit and Business Improvement Committee**

**Meeting Date: 10 September 2014**

**Attachment No: 1**

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
13 September 2013	Internal Audit Report on Review of Payroll	<p>THAT the Internal Audit Report on Review of Payroll be received and that the following question be answered:</p> <p>1. Is person doing payroll reconciliation doing it regularly and do they have access to bank payment file or superuser access in Aurion.</p>	Alicia Cutler	27/09/2013	
29 May 2014	2013-08: Engineering Records - Agreed Upon Procedures	<p>THAT the Report on Engineering Records be received and that an update be delivered before the end of this calendar year.</p>	John Wallace	12/06/2014	



**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

**8 OFFICERS' REPORTS**

Nil

## 9 STRATEGIC REPORTS

### 9.1 UPDATE REPORT - ENGINEERING RECORDS REVIEW

<b>File No:</b>	<b>5207</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Authorising Officer:</b>	<b>Evan Pardon - Chief Executive Officer</b>
<b>Author:</b>	<b>Ross Cheesman - General Manager Corporate Services</b>

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#### SUMMARY

*Update report on the Engineering Records Review as requested at the previous Audit and Business Improvement Committee meeting.*

#### OFFICER'S RECOMMENDATION

THAT the report on the progress of the Engineering Records Review be received.

#### COMMENTARY

As the recommendation for the Engineering Records Review was:

Whilst various sub-elements are in place for the management of Drawings and Plans, either formally or informally, there is no documented overall Business Process Management Framework for Plans/Drawings and related systems. A primary objective should be the improvement of As Constructed data quality, as these affect GIS and Financial systems, and most importantly, operational efficiency and effectiveness in the field – day-to-day operational works and work crews productivity. There would be potential benefits to Council, through reduced costs of operations, as a result of better quality of data available to all parties. Council's record-keeping obligations mandate that physical and electronic files (data) are appropriately managed.

Key components of a management framework would include:

- Policies
- Procedures/Guidelines
- Templates
- Service Level Agreements
- KPI's

At a whole of process level to support an overall effective process across the departments to a required measurable standard.

Australian Business Excellence Framework (ABEF) principles could be utilised to obtain improvements for key business processes, as part of a major project initiative across all departments.

As a result the recommended actions were across two departments hence this joint report.

#### **Corporate Services**

The action which related to Corporate Services was to progress the framework as recommended. To date limited work documenting the framework as occurred. Currently the team is testing processes to receive ADAC data electronically (ability to receive plans). An objective has been set to commence internal receipts of ADAC data on the same basis as external stakeholders from January 2015. With this improvement, redesigns of work practices will take place at which time will be appropriate to review procedures, guidelines, templates, SLA's and KPI's. There is however an element of policy development that can be undertaken in the meantime.

**Regional Services**

The actions which pertain to Regional Services are:

- 2.1 Quality Control- If there are changes to designs input by xyz, there will be a weekly report produced so these changes can be checked.
- 2.2 Work Method Statements- regarding the above. Highlight / include as a responsibility to ensure changes are noted (and staff understand what they need to do).
- 2.3 Engage in awareness of responsibilities for Team Leaders.
- 2.4 Implement paperwork checking.
- 2.5 Design Team will further review process for additional efficiencies.
- 2.6 FRW will include requirements in Job Meetings.

All of the above matters have been implemented in the respective operational areas of Regional Services. Reinforcement of the requirements also occurs at the monthly Toolbox meetings held for the various work units across Regional Services.

**10 NOTICES OF MOTION**

Nil

## **11 URGENT BUSINESS/QUESTIONS**

*Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting*

## 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.

### RECOMMENDATION

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 Proposed Department Risk Registers Submitted for Adoption

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 Overtime 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.

#### 13.3 2013/14 Draft Annual Financial Statements

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 Business Improvement - 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.

#### 13.5 Risk Based Annual & Strategic Audit Plan 2014-2017

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 IA 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.

#### 13.7 Local Laws Fees & Infringements Collection Business Improvement Review Stages I & II Final 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 CONFIDENTIAL REPORTS

### 13.1 PROPOSED DEPARTMENT RISK REGISTERS SUBMITTED FOR ADOPTION

**File No:** 8780

**Attachments:**

1. **Community Services proposed Risk Register 2014**
2. **Corporate Services proposed Risk Register 2014**
3. **Office of the CEO proposed Risk Register 2014**
4. **Regional Services proposed Risk Register 2014**

**Authorising Officer:** Ross Cheesman - General Manager Corporate Services

**Author:** Kisane Ramm - Risk Management 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.

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#### **SUMMARY**

*The purpose of this report is to present the proposed Departmental Risk Registers to Audit and Business Improvement Advisory Committee for consideration prior to adoption by Council.*



**13.2 OVERTIME REVIEW****File No: 5207****Attachments: Nil****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.

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**SUMMARY**

*The Overtime Review report is presented for Councillors' information.*

**13.3 2013/14 DRAFT ANNUAL FINANCIAL STATEMENTS****File No:** 8151**Attachments:**

1. **Draft Financial Statements 2013/14**
2. **Position Paper - Provision for Restoration of Landfills and Quarries**

**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.

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**SUMMARY**

*The Draft Annual Financial Statements as at 30 June 2014 are attached for review by the Audit Committee prior to certification and forwarding to the Auditor-General. A commentary on the Statements is also provided for members.*

**13.4 BUSINESS IMPROVEMENT - PROGRESS REPORT**

**File No:** 5207  
**Attachments:** 1. 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.

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**SUMMARY**

*A report is submitted in compliance with the requirements of the Local Government Regulation 2012, S207. This is a new report inclusive of all known consulting activity across Council.*

**13.5 RISK BASED ANNUAL & STRATEGIC AUDIT PLAN 2014-2017****File No:** 5207**Attachments:** 1. Whole of Organisation Business Process Improvement Plan 2014-17**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.

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**SUMMARY**

*The organisation-wide Business Process Improvement Plan for 2014-2017 is provided for the information of the committee as requested. This document is the risk-based Annual and Strategic Audit Plan for this 3 year period. Internal Audit Plans are required in compliance with the Local Government Regulation 2012 S 207, (2).*

**13.6 IA PROGRESS REPORT**

**File No:** 5207  
**Attachments:** 1. IA Progress report: As at 28-8-2014  
**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.

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**SUMMARY**

*The progress report to committee is provided as per the Local Government Regulation 2012, S207.*

**13.7 LOCAL LAWS FEES & INFRINGEMENTS COLLECTION BUSINESS IMPROVEMENT REVIEW STAGES I & II FINAL REPORT**

**File No:** 5207  
**Attachments:** 1. Local Laws Fees & Infringements Collection Business Improvement Review Stage I & II  
**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.

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**SUMMARY**

*The final report relating to Animal Management Stage I & II (now renamed Local Laws Fees & Infringements Collection Business Improvement Review – Stage I & II), is attached for the information of and review by the committee.*

**14 CLOSURE OF MEETING**