



# **AUDIT AND BUSINESS IMPROVEMENT COMMITTEE MEETING**

## **MINUTES**

**29 FEBRUARY 2016**

The Committee Recommendations contained within these Minutes are due to be adopted at the next Council meeting on 8 March 2016.

These Minutes are due to be confirmed at the next Audit and Business Improvement Committee meeting on 27 May 2016.

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**TABLE OF CONTENTS**

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| <b>ITEM</b> | <b>SUBJECT</b>   | <b>PAGE NO</b> |
|-------------|--|----------------|
| 1           | OPENING.....   | 1              |
| 2           | PRESENT .....  | 1              |
| 3           | APOLOGIES AND LEAVE OF ABSENCE .....                             | 1              |
| 4           | CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....                | 1              |
| 5           | DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA.....           | 2              |
| 6           | BUSINESS OUTSTANDING .....                                       | 3              |
|             | NIL .....  | 3              |
| 7           | OFFICERS' REPORTS.....   | 4              |
| 7.1         | 2016 EXTERNAL AUDIT PLAN .....                                   | 4              |
| 7.2         | UPDATE ON VARIOUS OPEN AUDIT MATTERS.....                        | 5              |
| 7.3         | FINANCIAL SERVICES UPDATE - ASSET ITEMS OUTSTANDING.....         | 6              |
| 7.4         | ANNUAL AUDIT PLAN UPDATE .....                                   | 7              |
| 7.5         | INTERNAL AUDIT PLAN - PROGRESS.....                              | 8              |
| 7.6         | PAVERS TENDER - COMPLIANCE REVIEW.....                           | 9              |
| 7.7         | COMMITTEE MEETING DATE(S).....                                   | 10             |
| 7.8         | CEO DISCUSSION (PLACEHOLDER) - FOR ANY MATTERS OF INTEREST ..... | 11             |
| 8           | URGENT BUSINESS\QUESTIONS .....                                  | 12             |
| 9           | CLOSURE OF MEETING .....   | 13             |

**REPORT OF THE AUDIT AND BUSINESS IMPROVEMENT COMMITTEE MEETING  
HELD VIA TELECONFERENCE ON MONDAY, 29 FEBRUARY 2016  
COMMENCING AT 2:02PM**

## **1 OPENING**

## **2 PRESENT**

Members Present:

The Mayor, Councillor M F Strelow (Chairperson)  
Deputy Mayor, Councillor A P Williams  
Professor D Low – via teleconference  
Mr A MacLeod – via teleconference  
Mr M Parkinson – via teleconference

Observers:

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

In Attendance:

Mr J Wallace – Chief Audit Executive (Executive Officer)  
Mr E Pardon – Chief Executive Officer  
Mr R Cheesman – General Manager Corporate Services  
Ms A Cutler – Manager Finance  
Mr D Stevenson – Manager Corporate and Technology Services  
Mr J Maree – Coordinator Assets and GIS  
Ms K Hind – Coordinator Revenue and Accounting  
Ms K Gemmell – Senior Asset Accountant  
Ms K Ramm – Risk Management Officer  
Ms L Leeder – Senior Governance Support Officer

## **3 APOLOGIES AND LEAVE OF ABSENCE**

### **COMMITTEE RESOLUTION**

THAT the apologies tendered for the absence of Councillor Ellen Smith be received.

**Moved by:** Mr Parkinson

**Seconded by:** Mr MacLeod

**MOTION CARRIED**

## **4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

### **COMMITTEE RESOLUTION**

THAT the minutes of the Audit and Business Improvement Committee held on 24 November 2015 be as taken and adopted as a correct record.

**Moved by:** Professor Low

**Seconded by:** Mr Parkinson

**MOTION CARRIED**

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

SUBJECT TO ADOPTION  
BY ORDINARY COUNCIL

**6 BUSINESS OUTSTANDING**

Nil

SUBJECT TO ADOPTION  
BY ORDINARY COUNCIL

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## 7 OFFICERS' REPORTS

### 7.1 2016 EXTERNAL AUDIT PLAN

**File No:** 8151  
**Attachments:** 1. External Audit Plan - RRC 2015-16  
**Authorising Officer:** Ross Cheesman - General Manager Corporate Services  
**Author:** Alicia Cutler - Manager Finance

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#### SUMMARY

*The External Audit Plan has been provided by Deloitte Touche Tohmatsu for the audit of the 2015/16 Financial Statements.*

#### COMMITTEE RECOMMENDATION

THAT the 2016 External Audit Plan be 'received'.

**Moved by:** Mr MacLeod

**Seconded by:** Mr Parkinson

**MOTION CARRIED**

SUBJECT TO ADOPTION  
BY ORDINARY COUNCIL

**7.2 UPDATE ON VARIOUS OPEN AUDIT MATTERS**

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

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**SUMMARY**

*Finance Manager providing an update on progress on various open Audit Matters.*

**COMMITTEE RECOMMENDATION**

THAT the Update on Various Open Audit Matters Report be 'received'.

**Moved by:** Professor Low  
**Seconded by:** Councillor Williams  
**MOTION CARRIED**

SUBJECT TO ADOPTION  
BY ORDINARY COUNCIL

**7.3 FINANCIAL SERVICES UPDATE - ASSET ITEMS OUTSTANDING****File No:** 8151**Attachments:**

1. Valuation Methodology used for Airport & Bridges Valuation
2. Proposed Decision Tool to aid the Indexation of Assets

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

*Update from Finance Manager in regards to asset items from the 2014-15 Final Management Report.*

**COMMITTEE RECOMMENDATION**

THAT the Financial Services Update – Asset Items Outstanding report be received.

**Moved by:** Mr Parkinson  
**Seconded by:** Mayor Strelow

**MOTION CARRIED**

SUBJECT TO ADOPTION  
BY ORDINARY COUNCIL



**7.4 ANNUAL AUDIT PLAN UPDATE**

**File No:** 5207  
**Attachments:** 1. AAP Updated Jan 2016  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** John Wallace - Chief Audit Executive

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**SUMMARY**

*An update to the Annual Audit Plan is presented for the information of the Committee. Significant changes to the plan should be brought to the attention of the Committee.*

**COMMITTEE RECOMMENDATION**

THAT the Annual Audit Plan report be received.

**Moved by:** Councillor Williams

**Seconded by:** Mr MacLeod

**MOTION CARRIED**

SUBJECT TO ADOPTION  
BY ORDINARY COUNCIL

**7.5 INTERNAL AUDIT PLAN - PROGRESS**

**File No:** 5207  
**Attachments:** 1. Annual Audit Plan Progress  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** John Wallace - Chief Audit Executive

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**SUMMARY**

*The progress of work against the Annual Internal Audit Plan is presented for the information of the Committee.*

**COMMITTEE RECOMMENDATION**

THAT the Internal Audit Plan – Progress report be received.

**Moved by:** Mayor Strelow

**Seconded by:** Professor Low

**MOTION CARRIED**

SUBJECT TO ADOPTION  
BY ORDINARY COUNCIL

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**7.6 PAVERS TENDER - COMPLIANCE REVIEW**

**File No:** 5207  
**Attachments:** 1. Pavers Tender TEN11854 - Compliance Review Report  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** John Wallace - Chief Audit Executive

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**SUMMARY**

*This review has been completed as a CEO requested adjustment to the approved annual audit plan.*

**COMMITTEE RECOMMENDATION**

THAT the Pavers Tender – Compliance Review report be received.

**Moved by:** Councillor Williams

**Seconded by:** Mr Parkinson

**MOTION CARRIED**

SUBJECT TO ADOPTION  
BY ORDINARY COUNCIL

**7.7 COMMITTEE MEETING DATE(S)**

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

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**SUMMARY**

*The Committee should consider and formally decide any date(s) for the next meeting.*

**COMMITTEE RECOMMENDATION**

THAT the report be received and the next Audit and Business Improvement Committee Meeting be held onsite at 10.00am on Friday 27 May 2016.

**Moved by:** Councillor Williams

**Seconded by:** Mayor Strelow

**MOTION CARRIED**

SUBJECT TO ADOPTION  
BY ORDINARY COUNCIL

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**7.8 CEO DISCUSSION (PLACEHOLDER) - FOR ANY MATTERS OF INTEREST**

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

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**SUMMARY**

*The Chief Executive Officer will update the Committee on any matters of importance.*

**COMMITTEE RECOMMENDATION**

THAT the Chief Executive Officer's update be received and noted where relevant.

**Moved by:** Councillor Williams

**Seconded by:** Professor Low

**MOTION CARRIED**

SUBJECT TO ADOPTION  
BY ORDINARY COUNCIL

**8 URGENT BUSINESS QUESTIONS**

SUBJECT TO ADOPTION  
BY ORDINARY COUNCIL

**9 CLOSURE OF MEETING**

There being no further business the meeting closed at 3:15pm.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DATE

SUBJECT TO ADOPTION  
BY ORDINARY COUNCIL