

## 2019 - 2020 Internal Audit Work Plan

Built Infrastructure	Council Service as per Corp Plan	General Scope	Rationale for Selection
Infrastructure Agreements/Register	Development Services / Network Mgt / Digital Information Services	<p>Infrastructure agreements negotiated with developers secure mutually beneficial outcomes. Infrastructure agreements establish legal obligations that may endure &gt; 20 years and involve cash, land, and infrastructure including smart technology assets. In addition there can be a wide range of non-financial conditions.</p> <p>Focus area includes:</p> <ul style="list-style-type: none"> <li>• Management of the Infrastructure Agreement and associated deliverables</li> <li>• Monitoring and reporting</li> <li>• Infrastructure Agreement Register controls</li> </ul>	<p>Requested by Built Infrastructure</p> <p>Infrastructure register records:</p> <ul style="list-style-type: none"> <li>• \$30m Infrastructure charges</li> <li>• \$60m other cash deliverables</li> </ul> <p>Last review February 2014</p>
Transport Levy	Road Network Mgt	<p>A separate Public Transport Levy was introduced to fund services and infrastructure outside normal council operations.</p> <p>Proposed scope includes</p> <ul style="list-style-type: none"> <li>• Establishment and approval of programs and initiatives</li> <li>• Verification of revenue, expenditure and restricted cash balances</li> <li>• Monitoring and reporting.</li> </ul>	<p>Annual transport revenue \$6.2 million</p> <p>Restricted cash \$10 million</p> <p>Last review May 2014</p>

Business Performance	Council Service as per Corp Plan	General Scope	Rationale for Selection
General Rates & Separate Levies	Financial & Procurement	Proposed scope includes: <ul style="list-style-type: none"> <li>• Confirm Dept Natural Resources rateable land valuation reconciliation</li> <li>• Confirm accuracy of charges</li> <li>• Confirm accuracy of separate levies</li> <li>• Confirm financial reconciliation</li> </ul>	Total rates revenue of \$321 million comprised of: <ul style="list-style-type: none"> <li>• General rates \$245 million</li> <li>• Separate levies \$19 million (Transport \$6.2 million, Heritage \$1.9 million, Environment \$10.9 million)</li> </ul> Elements of rates revenue reviewed annually over 3 cycle. Last review January 2017
Property Management – Lease Management	Property Mgt	Focus areas include lease management systems and processes including revenue and expenditure.	Request by Property Management Other Revenue \$1.4 million, Materials and Services \$10 million Last reviews: <ul style="list-style-type: none"> <li>• Property Procurement May 2015</li> <li>• Commercial property leases May 2013</li> </ul>
Corporate Purchase Cards & Payment Requests	Financial & Procurement	Corporate Purchase Card expenditure, usage and monitoring controls	Estimated \$3.6 million expenditure Last review May 2016
Payroll	People & Culture / Digital Information Services	Payroll controls including exception reporting. QAO annually reviews cover: <ul style="list-style-type: none"> <li>• New Starters (for probity - ghosts/correct payrates)</li> <li>• Terminations (correct calculation of payouts)</li> <li>• Pay Rate Changes (correct upload)</li> </ul>	Payroll operating expenditure of \$140 million peopleHub is a new system which replaces existing system in July 2019 Last internal audit reviews <ul style="list-style-type: none"> <li>• Corporate payroll review May 2014</li> <li>• Overtime and Allowances May 2019</li> </ul>

<b>Customer Engagement and Planning Services</b>	<b>Council Service as per Corp Plan</b>	<b>General Scope</b>	<b>Rationale for Selection</b>
Landfill Waste Disposal & Weighbridge	Waste & Resource Mgt	The focus areas include financial / contract management and weighbridge operational controls.	Revenue Tip Fees \$6.8 million Landfill management and resource recovery contract expenditure \$25 million Last reviews: <ul style="list-style-type: none"> <li>• Landfill Waste Disposal Operations and Weighbridge February 2014</li> <li>• Buderim Waste Resource Recovery Contract January 2017</li> </ul>
<b>Economic and Community Development</b>	<b>Council Service as per Corp Plan</b>	<b>General Scope</b>	<b>Rationale for Selection</b>
Nil			
<b>Liveability and Natural Assets</b>	<b>Service</b>	<b>General Scope</b>	<b>Rationale for Selection</b>
Asset Recognition and Capital Works Project Finalisation Processes	Roads / Stormwater / Recreation Parks / Digital Information Services	Review of Palm Woods Town Centre project managed by Project Delivery Branch. Focus areas around the CW handover, the asset recognition processes including aspects of the Gateway Process for Project Delivery. Covers all asset types including smart technology assets.	Continuous improvement around critical asset recognition processes. QAO key focus area Total Capital Works Program Budget \$370 million.

OMCEO	Council Service as per Corp Plan	General Scope	Rationale for Selection
Fraud Risk Assessment	Governance / Digital Information Services	<p>Assessment of specific fraud and corruption risks.</p> <p>Likely focus areas include:</p> <ul style="list-style-type: none"> <li>• Payroll (new system commences July 2019)</li> <li>• Procurement and Accounts Payable</li> <li>• Grant Funding and Councillor Discretionary Funding</li> </ul>	<p>As recommended by QAO Fraud Risk Assessments to be undertaken every two years.</p> <p>Previous reviews are as follows with associated costs of \$106,000:</p> <ul style="list-style-type: none"> <li>• May 2016 Council Wide Risk Assessment</li> <li>• January 2017 Rates, Procurement and Accounts Payable</li> <li>• May 2017 Planning and Environment</li> <li>• May 2017 Information Technology Cyber Security Review</li> </ul>
Governance Framework Assessment	Governance	Assessment of Council's Governance Framework including the Crime and Corruption Commission reports and Legislative changes.	<p>Crime and Corruption Commission (CCC) recently reported on a number of Council's governance and provided insights to improvement opportunities.</p> <p>Subsequent to the CCC reports Legislation has been passed affecting Local Government.</p>