



Minutes

Audit Committee

Monday, 29 January 2018

Council Chambers, 1 Omrah Avenue, Caloundra

AUDIT COMMITTEE MEMBERS

Councillor T Dwyer	Division 2
Councillor C Dickson	Division 6
Mr P Dowling AM	Independent Member (Chair)
Mr L Scanlan	Independent Member

AUDIT COMMITTEE MINUTES

29 JANUARY 2018

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Please Note: The resolutions as shown in italics throughout these minutes are the resolutions carried by the Audit Committee.

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1 DECLARATION OF OPENING

The Chair declared the meeting open at 9:03am.

2 RECORD OF ATTENDANCE AND LEAVE OF ABSENCE

AUDIT COMMITTEE MEMBERS

Councillor C Dickson	Division 6
Mr P Dowling AM	Independent Member (Chair)
Mr L Scanlan	Independent Member

BOARD OF MANAGEMENT

Chief Executive Officer
Group Executive Built Infrastructure
A/Group Executive Business Performance
Group Executive Customer Engagement and Planning Services
Group Executive Economic and Community Development
Group Executive Liveability and Natural Assets
Chief Strategy Officer

APOLOGIES

Councillor T Dwyer	Division 2
Group Executive Business Performance	

ATTENDEES

Engagement Leader	Queensland Audit Office
Team Leader	Queensland Audit Office
Principal	O'Connor Marsden & Associates Brisbane
Senior Associate	O'Connor Marsden & Associates Brisbane

COUNCIL OFFICERS

Manager Finance
Coordinator Financial Accounting
Manager Audit and Assurance
Chief Information Officer
Coordinator Workplace Relations
Manager Corporate Governance
Coordinator Corporate Plan Reporting and Risk

The Chair welcomed the new members of the Board of Management and invited all attendees to introduce themselves for the benefit of the committee.

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3 RECEIPT AND CONFIRMATION OF MINUTES

Committee Recommendation (AC18/1)

Moved: L Scanlan
Seconded: Councillor C Dickson

That the Minutes of the Audit Committee held on 9 October 2017 be received and confirmed.

Carried unanimously.

4 OBLIGATIONS OF MEMBERS

4.1 DECLARATION OF MATERIAL PERSONAL INTEREST ON ANY ITEM OF BUSINESS

Pursuant to the *Local Government Act 2009*, no declarations of material personal interest were made during this meeting.

4.2 DECLARATION OF CONFLICT OF INTEREST ON ANY ITEM OF BUSINESS

Pursuant to the *Local Government Act 2009*, no declarations of conflict of interest were made during this meeting.

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5 REPORTS

5.1 CHIEF EXECUTIVE OFFICER'S UPDATE

5.1.1 CHIEF EXECUTIVE OFFICER UPDATE

File No: Council meetings
Author: Chief Executive Officer
Office of the CEO

AUDIT COMMITTEE DISCUSSION POINTS

- Financial Performance
- Sunshine Coast Airport
- International Broadband Network
- Parking Management Plan
- Maroochy River groyne field
- Environment and Liveability Strategy
- Council's finances remain on track
- An Outstanding Organisation – The Next Steps
- Certified Agreement

Committee Recommendation (AC18/2)

Moved: L Scanlan
Seconded: Councillor C Dickson

*That the Audit Committee receive and note the report titled "**Chief Executive Officer Update**".*

Carried unanimously.

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5.2 EXTERNAL AUDIT

5.2.1 FINALISATION OF COUNCIL'S 2016/17 AUDITED FINANCIAL STATEMENT PROCESS AND 2017/18 PLANNING FOR FINANCIAL STATEMENTS

File No: Council Meetings
Author: Coordinator Financial Accounting
Business Performance Group
Attachments: Att 1 - Queensland Audit Office Final Management Report 2017
Att 2 - SunCentral Maroochydore Pty Ltd Annual Report 2017
Att 3 - The Events Centre Caloundra Annual Report 2016-2017
Att 4 - Queensland Audit Office 2018 External Audit Plan (Draft)
Att 5 - Update on new accounting standards
Att 6 - Queensland Audit Office - Briefing Note and Insights Publication

EXECUTIVE SUMMARY

Finalisation of Council's 2016/17 Audited Financial Statement Process

The Queensland Audit Office (QAO) has carried out its audit of Council's financial statements including its controlled entities for the year ended 30 June 2017, and has issued an unmodified audit opinion.

Planning for the 2017/18 Financial Statements

QAO were on site during November 2017 for their 2017/18 Planning Audit and have issued their draft External Audit Plan for Audit Committee feedback. An update on Council's progress with implementation of new accounting standards is provided for information.

AUDIT COMMITTEE DISCUSSION POINTS

- QAO Final Management Report
- QAO Audit Plan and associated risks
- Impacts associated with new accounting standards
- Management input to the Draft QAO Audit Plan

Committee Recommendation (AC18/3)

Moved: L Scanlan
Seconded: Councillor C Dickson

That the Audit Committee

- receive and note the report titled "Finalisation of Council's 2016/17 Audited Financial Statement process and 2017/18 planning for Financial Statements" and*
- provide feedback on the Queensland Audit Office 2018 External Audit Plan (Draft).*

Carried unanimously.

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5.3 AUDIT AND ASSURANCE

5.3.1 VISIT SUNSHINE COAST FUNDING AND PERFORMANCE DEED

File No: Council Meetings
Author: Manager Audit and Assurance
Office of the CEO
Attachments: Att 1 - Detailed VSC Funding and Performance Deed Report

EXECUTIVE SUMMARY

Internal Control and Performance Assessment

Impact / Criticality of Operation to Council	Critical	Significant	Low
Recommendations by Risk Ratings Risk Management Standard ISO 31000	Extreme 0	High 0	Medium/Low 4M/2L
Audit Opinion	Strong	Adequate	Weak

Key Issues Identified

O'Connor Marsden & Associates (Brisbane) were engaged to undertake a review of the Visit Sunshine Coast Funding and Performance Deed and the results confirm the sound control framework established and recognise further initiatives planned by management to strengthen control processes. Improvement opportunities relate to:

- Ensure the implementation of a finalised annual project/outcomes report template to be used by Visit Sunshine Coast (VSC) and monitor/review the implementation and use of the annual project/outcomes report template
- Ensure that industry endorsement of the Tourism Program is clear in the planning approval process and formally document the pre-planning process
- Monitor and review implementation and use of the quarterly reporting template
- Consider the development and implementation of a service logic model to monitor performance and outcomes

Comments by Group Executive – Economic and Community Development, Greg Lavery

The review and improvement opportunities that have been identified are welcomed and supported.

The tourism sector is one of the 7 high value industries identified in the Regional Economic Development Strategy and the performance of Visit Sunshine Coast is therefore very important.

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The funding of Visit Sunshine Coast from the Tourism and Major Events Levy and the planning and reporting improvements identified in the review will strengthen the existing governance arrangements

AUDIT COMMITTEE DISCUSSION POINTS

- O'Connor Marsden presented the findings of this review

Committee Recommendation (AC18/4)

Moved: L Scanlan
Seconded: Councillor C Dickson

That the Audit Committee receive and note the report titled "Visit Sunshine Coast Funding and Performance Deed".

Carried unanimously.

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5.3.2 SUNSHINE COAST HOLIDAY PARKS

File No: Council Meetings
Author: Manager Audit and Assurance
Office of the CEO
Attachments: Att 1 - Detailed Sunshine Coast Holiday Parks Report

EXECUTIVE SUMMARY

Internal Control and Performance Assessment

Impact / Criticality of Operation to Council	Critical	Significant	Low
Recommendations by Risk Ratings Risk Management Standard ISO 31000	Extreme 0	High 0	Medium/Low 2M/4L
Audit Opinion	Strong	Adequate	Weak

Key Issues Identified

O'Connor Marsden & Associates (Brisbane) were engaged to undertake the Sunshine Coast Holiday Parks review and the results confirm the sound financial management and fraud control framework established to manage holiday park operations. Improvement opportunities relate to the:

- staff within the business unit have extensive knowledge of holiday park operations and this knowledge should be documented in formal operating procedures
- regular review of user access to the holiday park booking system (Reservations Management System)

Comments by Group Executive – Economic and Community Development, Greg Laverty

The Holiday Parks business is an important source of non-rate revenue to Council as well as an important part of the accommodation offering to tourists. The performance of the business has continued to improve with infrastructure improvements and continued attention to marketing and promotion of their offering.

The number of better practice items that were identified is noted and the improvement opportunities are welcomed and supported.

AUDIT COMMITTEE DISCUSSION POINTS

- O'Connor Marsden presented the findings of this review

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Committee Recommendation (AC18/5)

Moved: L Scanlan
Seconded: Councillor C Dickson

*That the Audit Committee receive and note the report titled "**Sunshine Coast Holiday Parks**".*

Carried unanimously.

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5.3.3 RATES - SPECIAL LEVIES, PAYMENT DISCOUNTS, INTEREST CHARGES, PENSIONER CONCESSIONS AND FIRE LEVIES

File No: Council meetings
Author: Manager Audit and Assurance
Office of the CEO

EXECUTIVE SUMMARY

Internal Control and Performance Assessment

Impact / Criticality of Operation to Council	Critical	Significant	Low
Recommendations by Risk Ratings Risk Management Standard ISO 31000	Extreme 0	High 0	Medium/Low 2M / 2L
Audit Opinion	Strong	Adequate	Weak

Key Issues Identified

An effective control framework was confirmed to be operating across the areas reviewed. Consideration be given to the following opportunities associated with the Tourism and Major Event Levy:

- funding Tourism and Major Event objectives via specific differential general rate categories which would enable the benefits of longer term contracts with Visit Sunshine Coast to be determined

Comments by Acting Group Executive – Business Performance, Paul Skillen

It is pleasing to see that another internal governance framework of Council has received a strong audit opinion. Very importantly however, this review has recommended the removal of the Tourism and Major Events Special Levy to better align with the intent of the legislation. Other larger Queensland Councils have taken similar action, or hold similar views, on this issue. The review proposes, and it is supported that, the Tourism and Major Events funding should be collected via specific differential general rate categories. This approach will better align with the legislation and provide security for Council and our strategic tourism partners.

Comments by Group Executive – Economic and Community Development, Greg Laverty

The tourism sector is one of the 7 high value industries identified in the Regional Economic Development Strategy and the performance of Visit Sunshine Coast is therefore very important.

The funding of Visit Sunshine Coast is from the Tourism and Major Events Levy and the proposal to change the rating structure is an important mitigation to reduce any risks with the current arrangements.

Therefore the review and improvement opportunities that have been identified are welcomed and supported

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AUDIT COMMITTEE DISCUSSION POINTS

- Inherent legislative compliance risks associated with special levies
- Overdue rates

Committee Recommendation (AC18/6)

Moved: L Scanlan

Seconded: Councillor C Dickson

*That the Audit Committee receive and note the report titled "**Rates - Special Levies, Payment Discounts, Interest Charges, Pensioner Concessions and Fire Levies**".*

Carried unanimously.

AUDIT COMMITTEE MINUTES

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5.3.4 TREASURY - SHORT TERM INVESTMENTS AND DAILY CASH MANAGEMENT

File No: Council meetings
Author: Manager Audit and Assurance
Office of the CEO

EXECUTIVE SUMMARY

Internal Control and Performance Assessment

Impact / Criticality of Operation to Council	Critical	Significant	Low
Recommendations by Risk Ratings Risk Management Standard ISO 31000	Extreme 0	High 0	Medium/Low 1M / 2L
Audit Opinion	Strong	Adequate	Weak

Key Issues Identified

The review confirmed the effectiveness of the internal control environment for the management of Short Term Investment and Daily Cash Management activities. Short term investments are compliant with Legislative and Council's Investment Policy requirements.

Improvement opportunities relate to our ability to demonstrate appropriate oversight of an activity that is considered inherently high risk due to the large payment transfers;

- Establish improved oversight of the CommBiz online transaction banking channel framework and undertake a formal risk assessment to confirm the risk profile Council is willing to accept
- All investments to be authorised by an authorised financial delegate and document the control framework

Comments by Acting Group Executive – Business Performance, Paul Skillen

This strong audit opinion is the result of Council's effective control environment for Short Term Investments and Daily Cash Management Functions. Recognition that the Short Term Investments are compliant with Legislation and Council's Investment Policy is another significant positive. The identified improvement opportunities are noted and will be incorporated into the Council processes; which will further strengthen the function.

AUDIT COMMITTEE DISCUSSION POINTS

- Nil

AUDIT COMMITTEE MINUTES

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Committee Recommendation (AC18/7)

Moved: L Scanlan
Seconded: Councillor C Dickson

That the Audit Committee receive and note the report titled "Treasury - Short Term Investments and Daily Cash Management".

Carried unanimously.

AUDIT COMMITTEE MINUTES

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5.3.5 CORPORATE ACCOUNTS RECEIVABLE OPERATIONS

File No: Council Meetings
Author: Manager Audit and Assurance
Office of the CEO
Attachments: Att 1 - Detailed Corporate Accounts Receivable Report

EXECUTIVE SUMMARY

Internal Control and Performance Assessment

Impact / Criticality of Operation to Council	Critical	Significant	Low
Recommendations by Risk Ratings Risk Management Standard ISO 31000	Extreme 0	High 0	Medium/Low 3M / 0L
Audit Opinion	Strong	Adequate	Weak

Key Issues Identified

BDO Audit Pty Ltd (Sunshine Coast) were engaged to undertake the Corporate Accounts Receivable review and the results confirm the sound financial management and fraud control framework established to manage operations. Minor improvement opportunities relate to:

- the reconciliation of input totals control does not enable the detection or prevention of errors and thus this control process should cease to be practised
- credit account application process be amended to suit the nature of debtor account applications being received and
- update policies and procedures to align protocols to the actual practices undertaken.

Comments by Acting Group Executive – Business Performance, Paul Skillen

The review has confirmed that Council has a mature and effective Corporate Accounts Receivable system, which contributes to Council's sound financial management and fraud control framework. The quality and effectiveness of the existing system, which has achieved the strong audit opinion, will be further enhanced when the recommended minor improvements are fully incorporated.

AUDIT COMMITTEE DISCUSSION POINTS

- Nil

AUDIT COMMITTEE MINUTES

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Committee Recommendation (AC18/8)

Moved: L Scanlan
Seconded: Councillor C Dickson

*That the Audit Committee receive and note the report titled "**Corporate Accounts Receivable Operations**".*

Carried unanimously.

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5.3.6 VOLUNTEER MANAGEMENT - ENVIRONMENTAL PROGRAMS

File No: Council Meetings
Author: Manager Audit and Assurance
Office of the CEO

EXECUTIVE SUMMARY

Internal Control and Performance Assessment

Impact / Criticality of Operation to Council	Critical	Significant	Low
Recommendations by Risk Ratings Risk Management Standard ISO 31000	Extreme 0	High 0	Medium/Low 4M / 2L
Audit Opinion	Strong	Adequate	Weak

Key Issues Identified

Although the volunteer management framework largely conforms with best practice, there are opportunities to rationalise procedures across all three programs and further utilise computer systems to improve the efficiency and effectiveness of volunteer management. In particular:

- Clarify with the insurer supervision requirements and align procedures and practices accordingly
- Induction and training requirements should be standardised and a single automated process utilised where possible
- A list of all plant and equipment should be updated to ensure that all certificates, risk assessments and safe operating procedures are up to date and valid

Comments by Group Executive – Liveability and Natural Assets, Warren Bunker

Report noted and recommendation supported.

Comments by Acting Group Executive – Business Performance, Paul Skillen

Council's framework for volunteer management largely aligns with best practice, although a number of improvement opportunities have been identified. Incorporation of these opportunities, which largely relate to rationalisation of Council's processes and procedures, will enhance the effectiveness of the existing system and provide greater protections for both Council and the volunteers who undertake these important community activities.

AUDIT COMMITTEE DISCUSSION POINTS

- Nil

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Committee Recommendation (AC18/9)

Moved: L Scanlan
Seconded: Councillor C Dickson

That the Audit Committee receive and note the report titled "Volunteer Management - Environmental Programs".

Carried unanimously.

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5.3.7 AUDIT AND ASSURANCE STATUS REPORT

File No: Council Meetings
Author: Manager Audit and Assurance
Office of the CEO
Attachments: Att 1 - Audit Committee Annual Work Plan with Standing Agenda
Items
Att 2 - Detailed Outstanding Audit Recommendations

EXECUTIVE SUMMARY

The report provides the Audit Committee with an update on the 2017/18 Audit Plan and the status on Audit Recommendations. As at January 2018, the Internal Audit Work Plan is progressing on schedule and outstanding and audit recommendations are being effectively managed.

AUDIT COMMITTEE DISCUSSION POINTS

- Nil

Committee Recommendation (AC18/10)

Moved: L Scanlan
Seconded: Councillor C Dickson

*That the Audit Committee receive and note the report titled "**Audit and Assurance Status Report**".*

Carried unanimously.

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5.3.8 AUDIT COMMITTEE AND INTERNAL AUDIT CHARTERS

File No: Council Meetings
Author: Manager Audit and Assurance
Office of the CEO
Attachments: Att 1 - Audit Committee Charter
Att 2 - Internal Audit Charter

EXECUTIVE SUMMARY

Annual review of Audit Committee and Internal Audit Charters to ensure legislative compliance and best practice is incorporated where applicable. The Charters were last reviewed 30 January 2017 by the Audit Committee and subsequently endorsed by Council 23 March 2017.

As a result of this annual review, both the Audit Committee Charter and the Internal Audit Charter remain unchanged.

AUDIT COMMITTEE DISCUSSION POINTS

- Nil

Committee Recommendation (AC18/11)

Moved: L Scanlan
Seconded: Councillor C Dickson

That the Audit Committee:

- receive and note the report titled "**Audit Committee and Internal Audit Charters**" and*
- recommend to Council that the attached Audit Committee Charter and the Internal Audit Charter be endorsed.*

Carried unanimously.

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5.3.9 EDRMS (EDDIE) SYSTEM - PERFORMANCE AND USABILITY

File No: Council Meetings
Author: Chief Information Officer
Business Performance Group
Attachments: Att 1 - Kapish Full EDRMS Eddie System Health Check Report
Att 2 - Eddie Health Check Items Implementation Status Report

EXECUTIVE SUMMARY

In order to address technical and usability concerns with the records management system implemented at amalgamation in 2010, including low levels of utilization and subsequent compliance, council selected and implemented the Hewlett Packard RM 8.2 document/records management system (formerly known as TRIM) through 2015 following an exhaustive analysis and market assessment process.

As part of an ongoing assurance program, an external health check was conducted by company, Kapish, who were selected through a competitive procurement process. The company a leader in the advice, support, and implementation of information/document management solutions. The company had no previous involvement in the system selection or implementation.

Their review primarily included:

- Configuration, System Performance and Usage Statistics.
- Recommendations on improving the overall solution in-line with current and future goals of the organisation.
- Aimed at maximizing the operational effectiveness of your HPRM (EDDIE) implementation and consider where the system is heading in the future.
- Assessment of configuration and technical environment.
- Analysis of statistics and comprehensive review are used to identify the overall health of the implementation.

The results of the health check report for the EDDIE System revealed that the system was in poor health. This was due to a number of serious issues and areas of concern being identified during the review. If left untreated, these issues could leave the system in an unusable state. In order to ensure our system remains stable and in Good Health a number of recommendations were made, many of them have been addressed, or are underway as per the attached status.

There were eighteen key issues and related recommended actions submitted by Kapish, relating to System performance, usability, standards and legislation, secure data and information, system maintenance, system structure. Five of these were deemed high priority items. The causes of the issues relate to a mixture of mistakes made by the external system integrator during implementation, configurations choice to support customized business user preferences or technical architecture requests, client usage practices (particularly during system migration), and implementation tasks yet to be completed.

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SCC agreed to the recommendations, and developed an action plan for their implementation. Many of these changes were either addressed or timed to occur before or during a planned upgrade of the system that occurred in the latter part of 2017. As a consequence over 60% of recommendations, including all high priority items, were completed prior or during the upgrade. The remainder now being due for completion during rest of FY 17/18.

Of the 18 recommendations 5 were rated High priority, 8 Medium, and 5 Low. Having now completed 11 of the recommendation there are 5 Medium, and 2 Low priorities items remaining to be actioned. A status report on the implementation of the actions is attached.

Benefits from implementing these recommendations, and the upgrade include(d):

- Improve performance of the system from a technical and user perspective.
- Improve the accuracy of search results.
- Improve system usability and reports, making it easier to complete tasks.
- Increase records and information management compliance.
- Improvements to security and access to Councils records and information.
- Ensure system stability and business continuity.
- Improve web client based access with increased functionality, supporting improved mobility
- Integration with SharePoint Online (used for councils Project Management Solution, and the soon to be launched upgraded Intranet)
- Improved Microsoft Office Integration.
- Ability to apply Geographical Information System (GIS) data to locations

A critical component of the eDRMS Project was improving the document and records management culture of the organization. During the EDDIE roll out it was recognized that the Information Maturity of the organization was low and also that this would need to be improved over time. Working with a stakeholder group (Business Champions) was helping in this regard because it provided a regular avenue to educate representatives of the business in the need to keep records in a certain way as well as providing them with support from Account Managers that helped them use EDDIE effectively.

The support that was, and still is, being provided is designed after getting feedback from the business at the beginning of the project. At that time the business urged the Project to understand that one size was not going to fit all their needs, therefore Account Managers structured their assistance according to the individual requests from the business.

A reduction in the budget of the eDRMS project to the change management program did impact the level of success in terms of user acceptance and culture improvement in information management. However, it is recognized that improving the organization's information management maturity goes beyond the lifetime of the particular project, and is a medium to long terms goal. Therefore together with seeking ongoing senior executive support for improvement to document management by staff, we have continued to improve this part of the program through:

- The formation of the Customer Experience Team – this brings the IT Service Desk and the Account Managers;
- Development of a new Training & Communication Officer role;

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- The forming of a new Stakeholder group which incorporates the best of IT Liaison Officers and Business Champions;
- The formation the Data and Information Management Team – to improve the overall management and governance of information in the organisation; and,
- Continued strong working relationships – with DIS Account Managers, Support Desk and Strategy Advisors.

AUDIT COMMITTEE DISCUSSION POINTS

- Document and Digital System Strategies

Committee Recommendation (AC18/12)

Moved: L Scanlan
Seconded: Councillor C Dickson

That the Audit Committee:

- receive and note the report titled “eDRMS (Eddie) System - Performance and Usability”*
- recommend that the Chief Executive Officer be requested to consider the implementation of the external Health Check report recommendations in the context of the outcomes of the review of the Digital and Information Services Branch completed 31 March 2018 and report back to the May 2018 Audit Committee.*

Carried unanimously.

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5.4 GOVERNANCE REPORTING

5.4.1 WORK HEALTH AND SAFETY REPORT

File No: Council Meetings
Author: Manager People & Culture
Business Performance Group

EXECUTIVE SUMMARY

Efforts across all areas of Council 2017 has seen a shift in the focus of work health and safety from compliance to one of demonstrated safety leadership.

The Annual Safety Symposium in November, heard from guest speaker Major General John Cantwell who shared his philosophy on leadership, courage, and taking personal responsibility for your actions as critical aspects of staying safe when operating under extreme levels of risk. Council staff also heard from Superintendent Darryl Johnson, District Officer from Sunshine Coast Region Queensland Police speak about Family and Domestic Violence and our capacity as an organisation, and as individuals, to create a positive change in our community by speaking up and challenging behaviors that are unacceptable.

Forty three frontline managers from Civil Asset Management and Parks and Gardens participated in Safety Leadership training, empowering them with the knowledge and understanding of how to influence others in developing a positive safety culture.

Thirty two employees have completed a Certificate IV Work Health & Safety. This training has been offered to frontline leaders and Safety Representatives as a key strategy in enhancing the technical capability and situational awareness in relation to Health & Safety matters.

The Work Safe: Live Well message has been further enhanced, with the development of a staff video presentation that features some passionate team members sharing their view on what safety means to them, the importance of following the 7 Safety Essentials and the significance of working safely so that we can live well. This presentation was launched at the Safety Symposium and will be incorporated into Council's key marketing initiatives to ensure safety remains front of mind for all workers.

There were five (5) notifiable incidents for the reporting period. These related to a:

- worker receiving an electrical shock from a light switch;
- laceration to the forearm from a utility knife while cutting barrier mesh;
- vehicle incident involving the hospitalisation of two workers;
- scaffolding contractor that was hospitalised with a penetration wound after slipping and falling on a shifting spanner; and
- contractor that was hospitalised after drilling through his finger with an electric drill.

These incidents were fully investigated using the ICAM methodology and the employees and contractors are all back at work in their substantive positions. In some cases, such as the injury with the utility knife, organisation wide changes were made in supply and recall of products to prevent future occurrences.

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Council has also received an Improvement Notice during the reporting period from Workplace Health and Safety Queensland for failure to ensure, so far as is reasonably practicable, a safe system of work. The notice related to delivering spoil materials to other properties. The practice has now been discontinued with WH&S accepting the actions.

AUDIT COMMITTEE DISCUSSION POINTS

- Nil

Committee Recommendation (AC18/13)

Moved: L Scanlan
Seconded: Councillor C Dickson

That the Audit Committee receive and note the report titled "Work Health and Safety Report".

Carried unanimously.

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5.4.2 GOVERNANCE AND RISK REPORT

File No: Council Meetings
Author: Manager Corporate Governance
Office of the CEO
Attachments: Att 1 - DILG&P Policies, Processes and Other Statutory
Requirements Checklist

EXECUTIVE SUMMARY

The Governance in Action program continues to focus on raising awareness in all areas of governance to ensure that Council continues to achieve the Corporate Plan goal of being 'an outstanding organisation'. Emphasis has been placed on building awareness and developing proactive strategies and governance tools to assist the organisation in their everyday tasks, activities and obligations.

Strategic and Operational Risks continued to be monitored and this report provides information on the 241 risks rated from 'low to extreme'. Strategic risks were revised to align with the Corporate Plan 2018-2022.

As part of our Integrity Management Program, complaint matters elevated to the Corporate Governance Branch continue to be managed within timeframes. Analysis is done to assess the cause of each complaint and what management or system improvements can be implemented to ensure continuous improvement growth.

AUDIT COMMITTEE DISCUSSION POINTS

- New delegated authorities and accountabilities

Committee Recommendation (AC18/14)

Moved: L Scanlan
Seconded: Councillor C Dickson

*That the Audit Committee receive and note the report titled "**Governance and Risk Report**".*

Carried unanimously.

AUDIT COMMITTEE MINUTES

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5.4.3 STRATEGIC RISKS ALIGNED TO CORPORATE PLAN 2018-2022

File No: F2017/91894
Author: Coordinator Corporate Plan Reporting and Risk
Office of the CEO

EXECUTIVE SUMMARY

Strategic risks – are high level risks likely to impact on the delivery of Council’s vision as set out in the Corporate Plan 2018-2022. Strategic risks are reported to council and the Audit Committee.

The twenty strategic risks identified for management in 2018 are based on the five goals of the Corporate Plan 2018-2022.

The strategic risks were developed in consultation with Portfolio Councillors following the adoption of the Corporate Plan 2018-2022 and reviewed by the Board of Management.

AUDIT COMMITTEE DISCUSSION POINTS

- Nil

Committee Recommendation (AC18/15)

Moved: L Scanlan
Seconded: Councillor C Dickson

That the Audit Committee:

- receive and note the report titled “**Strategic risks aligned to Corporate Plan 2018-2022**” and*
- note the strategic risks for inclusion in the corporate risk register.*

Carried unanimously.

AUDIT COMMITTEE MINUTES

29 JANUARY 2018

6 GENERAL BUSINESS

7 NEXT MEETING

The next Ordinary Meeting will be held on 28 May 2018 in the Council Chambers, Corner Currie and Bury Streets, Nambour.

8 MEETING CLOSURE

The meeting closed at 11:10am .

Confirmed 28 May 2018.

CHAIR
