



AGENDA

General Meeting

Tuesday 13 March 2018
commencing at 10.30am

Redcliffe Chambers
Irene Street, Redcliffe

COUNCILLOR:

NOTICE IS HEREBY GIVEN, that a General Meeting of the Moreton Bay Regional Council will be held on Tuesday 13 March 2018 commencing at 10.30am in Redcliffe Chambers, Irene Street, Redcliffe to give consideration to the matters listed on this agenda.

Daryl Hitzman
Chief Executive Officer

8 March 2018

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1. OPENING PRAYER

2. ATTENDANCE & APOLOGIES

Cr Allan Sutherland (Mayor & Chairperson)

3. MEMORIALS OR CONDOLENCES

Council to observe a moment's silence for residents who have passed away.

4. CONFIRMATION OF MINUTES

**4.1. General Meeting - 6 March 2018
(Pages 18/431 - 18/434)**

RESOLUTION that the minutes of the General Meeting held 6 March 2018 be confirmed.

5. PRESENTATION OF PETITIONS

(Addressed to the Council and tabled by Councillors)

6. CORRESPONDENCE

7. COMMUNITY COMMENT

8. NOTIFIED MOTIONS

9. NOTICES OF MOTION (Repeal or amendment of resolutions)

(s262 of the Local Government Regulation 2012)

10. ADJOURN MEETING TO ENABLE CONDUCT OF COORDINATION
COMMITTEE MEETING

RESOLUTION to adjourn meeting to enable the conduct of the Coordination Committee meeting.

11. RECONVENE GENERAL MEETING

RESOLUTION that the General Meeting be reconvened.

12. ADOPTION OF COMMITTEE MEETING REPORTS & RECOMMENDATIONS

12.1. Audit Committee Meeting - 7 March 2018
(Pages 18/537 - 18/543)

RESOLUTION that the report and recommendations of the Audit Committee meeting held 7 March 2018 be adopted.

12.2. Coordination Committee Meeting - 13 March 2018
(Pages TBC)

RESOLUTION that the report and recommendations of the Coordination Committee meeting held 13 March 2018 be adopted.

13. GENERAL BUSINESS OR RESPONSE TO QUESTIONS TAKEN ON NOTICE

14. SPECIAL GENERAL BUSINESS (Closed Session)
(s275 of the Local Government Regulation 2012)

ATTACHMENTS

Unconfirmed Minutes – General Meeting 6 March 2018

Unconfirmed Minutes – Audit Committee Meeting 7 March 2018



MINUTES

General Meeting

Tuesday 6 March 2018
commencing at 10.32am

Strathpine Chambers
220 Gympie Road, Strathpine

UNCONFIRMED

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1. OPENING PRAYER

The Mayor recited the Opening Prayer and invited Councillors to join him in the recitation of the Lord's Prayer.

2. ATTENDANCE & APOLOGIES

Cr Allan Sutherland (Mayor) (Chairperson)
Cr Brooke Savige
Cr Peter Flannery
Cr Adam Hain
Cr Julie Greer
Cr Koliana Winchester
Cr James Houghton
Cr Denise Sims
Cr Mick Gillam
Cr Mike Charlton (Deputy Mayor)
Cr Matthew Constance
Cr Darren Grimwade
Cr Adrian Raedel

Apologies

Nil

Officers

Chief Executive Officer	(Mr Daryl Hitzman)
Director Community & Environmental Services	(Mr Bill Halpin)
Director Planning & Economic Development	(Mr Stewart Pentland)
Director Engineering, Construction & Maintenance	(Mr Tony Martini)
Director Executive & Property Services	(Ms Anne Moffat)
Meeting Support	(Ms Judy Henry)

3. MEMORIALS OR CONDOLENCES

Cr James Houghton made special mention of the late **Mr Neville (Nev) J Pask** who recently passed away at the age of 89.

Cr Houghton advised that Mr Pask grew up on a farm near Cooroy before moving to Sydney when he was 15. After four years of hard work he had enough capital to buy his first piece of land in the Lithgow area and after selling it for a profit started his search along the east coast of NSW and Queensland where he purchased rundown properties and businesses, built them up before reselling them.

Nev and his family moved to Redcliffe in 1965 where he bought a real estate agency. Property development soon followed and he built the first estate of brick homes in the Redcliffe area, the figure now stands at around 2000 residential parcels and houses.

Cr Houghton noted that Nev had a keen interest in the Redcliffe Police-Citizens' Youth Club and was a major instigator and donor in the building of the PCYC's clubhouse. He was also a significant donor to the Redcliffe Museum.

Council observed a moment's silence for residents who have passed away, noting Council's sympathy.

4. CONFIRMATION OF MINUTES

4.1. General Meeting - 27 February 2018
(Pages 18/321 - 18/324)

RESOLUTION

Moved by Cr Adrian Raedel

Seconded by Cr Koliana Winchester

CARRIED 13/0

That the minutes of the General Meeting held 27 February 2018 be confirmed.

5. PRESENTATION OF PETITIONS

(Addressed to the Council and tabled by Councillors)

There were no Petitions for tabling.

6. CORRESPONDENCE

There was no Correspondence for tabling.

7. COMMUNITY COMMENT

Cr Allan Sutherland (Mayor) opened the Community Comment session, making the required statement regarding the conduct of the Session, and invited Mr Erwin Hecht to address Council.

7.1. Mr Erwin Hecht - MBRC Corporate Plan and Community Engagement Policy

As part of the Community Comment session, Mr Erwin Hecht addressed the Council in respect of Council's Corporate Plan, Community Engagement Policy and Community Engagement Tool Kit and in his opinion Council's refusal to implement these.

Mr Hecht stated he and his family have been affected by Council's future road corridor planning causing them stress and financial hardship. Mr Hecht stated that in his opinion the following key commitments have not been implemented by Council:

- a) To provide the public with balanced and objective information on decisions, policies, plans and strategies
- b) To obtain public feedback on analysis and alternatives to inform a decision
- c) To work directly with the public so that community concerns are consistently understood and considered
- d) To partner with the public in each aspect of the decision process - including the development of alternatives and identification of a solution.
- e) To place a final decision in the hands of the community

Mr Hecht stated that the community's trust and confidence in Council was at an all-time low and questioned Council asking what they were going to do to regain trust and rebuild damaged relationships with residents.

The Mayor (Cr Allan Sutherland) thanked Mr Hecht for his comments.

8. NOTIFIED MOTIONS

There were no Notified Motions.

9. NOTICES OF MOTION (Repeal or amendment of resolutions)
(s262 of the Local Government Regulation 2012)

There were no Notices of Motion.

10. ADJOURN MEETING TO ENABLE CONDUCT OF COORDINATION
COMMITTEE MEETING

RESOLUTION

Moved by Cr Denise Sims

Seconded by Cr Mike Charlton (Deputy Mayor)

CARRIED 13/0

That the meeting be adjourned to enable the conduct of the Coordination Committee meeting.

The meeting adjourned at 10.49am.

11. RECONVENE GENERAL MEETING

RESOLUTION

Moved by Cr Adrian Raedel

Seconded by Cr Julie Greer

CARRIED 13/0

That the General Meeting be reconvened.

The meeting reconvened at 4.14pm.

12. ADOPTION OF COMMITTEE MEETING REPORTS & RECOMMENDATIONS

**12.1. Coordination Committee Meeting - 6 March 2018
(Pages 18/435 - 18/536)**

RESOLUTION

Moved by Cr Brooke Savige

Seconded by Cr Denise Sims

CARRIED 13/0

That the report and recommendations of the Coordination Committee meeting held 6 March 2018 be adopted.

13. GENERAL BUSINESS OR RESPONSE TO QUESTIONS TAKEN ON NOTICE

There was no General Business.

14. SPECIAL GENERAL BUSINESS (Closed Session)

(s275 of the Local Government Regulation 2012)

There was no Special General Business.

15. CLOSURE

There being no further business the meeting closed at 4.14pm.

CHIEF EXECUTIVE OFFICER'S CERTIFICATE

I certify that minute pages numbered 18/431 to 18/536 constitute the minutes of the General Meeting of the Moreton Bay Regional Council held 6 March 2018.

Daryl Hitzman
Chief Executive Officer

CONFIRMATION CERTIFICATE

The foregoing minutes were confirmed by resolution of Council at its meeting held Tuesday 13 March 2018.

Daryl Hitzman
Chief Executive Officer

Councillor Allan Sutherland
Mayor



REPORT

Audit Committee Meeting

Wednesday 7 March 2018
commencing at 12.35pm

Strathpine Chambers
220 Gympie Road, Strathpine

UNCONFIRMED

CHAIRPERSON'S REPORT

The recommendations contained within this report of the Audit Committee meeting held 7 March 2018 are recommended to the Council for adoption.

COUNCILLOR ADRIAN RAEDEL
CHAIRPERSON
AUDIT COMMITTEE

Membership = 4

(Chairperson and one ext

Councillor Adrian Raedel (Chairperson)

Mr Peter Dowling AM

Councillor Denise Sims

Mr Patrick McCallum

Cr Mike Charlton (Deputy Mayor) (alternate member)

SCHEDULE OF ITEMS

1 POTENTIAL CONFLICT OF INTEREST DECLARATIONS

CLOSED SESSION

RESUME IN OPEN SESSION

COMMITTEE RECOMMENDATION

2 SIGNIFICANT ORGANISATION & SYSTEM MATTERS

ITEM 2.1 539

CORPORATE SYSTEMS REVIEW

COMMITTEE RECOMMENDATION

3 ENTERPRISE RISK MANAGEMENT ACTIVITIES UPDATE

ITEM 3.1 539

ENTERPRISE RISK MANAGEMENT ACTIVITIES UPDATE

4 FINANCIAL REPORTING

ITEM 4.1 540

DRAFT PROFORMA FINANCIAL STATEMENTS 2017/18 - REGIONAL

COMMITTEE RECOMMENDATION

ITEM 4.2 540

MONTHLY FINANCIAL REPORT

COMMITTEE RECOMMENDATION

5 EXTERNAL AUDITOR REPORT

ITEM 5.1 541

2018 EXTERNAL AUDIT PLAN - QAO

COMMITTEE RECOMMENDATION

ITEM 5.2 541

QUEENSLAND AUDIT OFFICE UPDATE

COMMITTEE RECOMMENDATION

6 INTERNAL AUDIT OVERVIEW, REPORTS & FOLLOW-UP ACTIONS

ITEM 6.1 542

INTERNAL AUDIT OVERVIEW - REGIONAL

COMMITTEE RECOMMENDATION

7 GENERAL BUSINESS

ITEM 7.1

AMENDMENT - AUDIT COMMITTEE MEMBERSHIP - REGIONAL

543

8 NEXT AUDIT COMMITTEE MEETING

CLOSURE

ATTENDANCE & APOLOGIES

Attendance:

Committee Members:

Cr Adrian Raedel (Chairperson)
Cr Denise Sims
Mr Peter Dowling AM
Mr Patrick McCallum

Invited External Representatives:

Mr Michael Keane (Queensland Audit Office)
Mr Charles Strickland (Queensland Audit Office)

Officers:

Manager Financial & Project Services	Keith Pattinson
Accounting Services Manager	Denis Crowe
Principal Internal Auditor	Shara Reid
Director Executive & Property Services	Anne Moffat
Team Leader Meeting Support	Kathrine Crocker

Apologies:

Nil

1 POTENTIAL CONFLICT OF INTEREST DECLARATIONS

Previously noted Perceived Conflict of Interest - Declarations

Mr Peter Dowling declared a possible future conflict of interest could exist as various family members had positions within consulting firms on the Queensland Government Standing Offer Arrangement QGCPO878-13 for Professional Services including Internal Audit.

Mr Dowling advised that those family members would exclude themselves from any audits for Council while he was on the Audit Committee unless specific prior approval was obtained from the Committee.

Mr Patrick McCallum declared that he is currently chair of the Queensland Ombudsman's Audit and Advisory Committee and that this should be assessed for the potential for any perceived impact on confidentiality should a matter arise for MBRC.

Mr McCallum also disclosed that he performs services for the firm O'Connor Marsden & Associates (OCM) which is one of the consulting firms on the Queensland Government Standing Offer Arrangement QGCPO878-13 for Professional Services including Internal Audit and from which Moreton Bay Regional Council selects its contracted internal auditors. Mr McCallum is employed by and does not have an ownership interest in OCM. Mr McCallum stated he would take the Audit Committee Chair's advice to avoid any perception of a possible conflict arising from OCM's participation in the whole of government standing offer arrangement.

CLOSED SESSION

(Resolution the meeting be closed under s275 of the Local Government Regulation 2012)

CLOSED SESSION

COMMITTEE RECOMMENDATION

Moved by Mr Peter Dowling
Seconded by Cr Denise Sims

CARRIED

That the meeting be closed pursuant to s275 (1) of the Local Government Regulation 2012, clause (h) as the matter involves other business for which a public discussion would be likely to prejudice the interests of the Council or someone else, or enable a person to gain a financial advantage.

The closed session commenced at 2.00pm.

ATTENDANCE

The following representatives attended the meeting for discussion on respective Internal Audits undertaken and/or as requested by Committee, leaving the meeting after discussion on those specific matters.

12:30pm - Peter Sheville (Vincents)

Item 6.1 - 2b) - Internal Audit Reports:

- (a) **#3 & #4 Payroll: Overtime Data Analysis** (Manager HR also attended for this item)
- (b) **#5 Contract Management, Governance and Administration**

1:00pm - 1:45pm - Robyn Cooper and Natasha Dreier (Crowe Horwath)

Item 6.1 - 2b) - Internal Audit Reports:

- (a) **#6 Right to Information and Privacy**
- (b) **#7 Not for Profits using Council-managed Infrastructure**
- (c) **#8 Caboolture Hub - Learning Business Centre, Art Gallery and Creative Studios**

1:45pm - 2:00pm - Marco Alberti, Team Leader Planning - Development Services (MBRC)

Item 6.1 - 2a) - Implementation of Recommendations - Progress Report:

RESUME IN OPEN SESSION

COMMITTEE RECOMMENDATION

Moved by Mr Peter Dowling
Seconded by Mr Patrick McCallum

CARRIED

That Committee resume in open session and the following recommendations be adopted.

The open session resumed at 3.15pm.

2 SIGNIFICANT ORGANISATION & SYSTEM MATTERS

ITEM 2.1 CORPORATE SYSTEMS REVIEW

The Manager Financial & Project Services provided an update on the status and progress of the Corporate Systems Review, for the Committee's information.

COMMITTEE RECOMMENDATION

That a progress report on the implementation of the Technology One platform be provided to future meetings of the Audit Committee, for information.

3 ENTERPRISE RISK MANAGEMENT ACTIVITIES UPDATE

ITEM 3.1 ENTERPRISE RISK MANAGEMENT ACTIVITIES UPDATE

No items for consideration.

4 FINANCIAL REPORTING

ITEM 4.1 DRAFT PROFORMA FINANCIAL STATEMENTS 2017/18 - REGIONAL

Meeting / Session: AUDIT
Reference: A16521562 : 27 February 2018 - **Refer Supporting Information A16521562**
Responsible Officer: DC, Accounting Services Manager (CEO Financial & Project Services)

Executive Summary

The purpose of this report is to present the draft proforma financial statements for 2017/18.

COMMITTEE RECOMMENDATION

1. That the draft proforma financial statements for 2017/18 be received.
2. That any proposed changes to the draft proforma financial statements is reflected in the draft financial statements that will be submitted to the Audit Committee meeting scheduled for the 8 August 2017.

ITEM 4.2 MONTHLY FINANCIAL REPORT

Meeting / Session: AUDIT
Reference: A16548651 : 7 February 2018 - **Refer Supporting Information A16548647**
Responsible Officer: DW, Coordinator Accounting Services (CEO Accounting Services)

In accordance with the adopted Audit Plan a copy of the most recent Monthly Financial Report for January 2018, as adopted by Council at its meeting of 13 February 2018, is attached for Committee's information (refer supporting information #1).

It is noted that the attachment is an extract of the report and supporting information from that meeting.

COMMITTEE RECOMMENDATION

That the Monthly Financial Report for January 2018, be received and noted.

5 EXTERNAL AUDITOR REPORT

ITEM 5.1 2018 EXTERNAL AUDIT PLAN - QAO

Meeting / Session: AUDIT
Reference: 2 February 2018 - Refer Supporting Information A16556028

By correspondence dated 2 February 2018, addressed to the Mayor, the Queensland Audit Office presents its external audit plan for the financial year ending 30 June 2018 which includes an analysis of key audit risks, its audit strategy, reporting timetable and other matters.

The purpose of the audit is to express an opinion on the 2018 financial statements.

A copy of the 2018 External Audit Plan is contained within the supporting information to this item.

COMMITTEE RECOMMENDATION

That the Queensland Audit Office 2018 External Audit Plan for the year ended 30 June 2018 be received and noted.

ITEM 5.2 QUEENSLAND AUDIT OFFICE UPDATE

Meeting / Session: AUDIT COMMITTEE
Reference: 28 February 2018 - Refer Supporting Information A16641233

Queensland Audit Office will provide an update to the Audit Committee.

COMMITTEE RECOMMENDATION

That the Queensland Audit Office update be received and noted.

6 INTERNAL AUDIT OVERVIEW, REPORTS & FOLLOW-UP ACTIONS

ITEM 6.1 INTERNAL AUDIT OVERVIEW - REGIONAL

Meeting / Session: **AUDIT**

Reference: A16052200 : 7 March 2018 - Refer **Confidential Supporting Information**
A16052199; A16588404; A16338561; A16588412; A16447942; A16447937;
A16595404; A16632684

Responsible Officer: SR, Principal Internal Auditor (CEOs Office)

Basis of Confidentiality

Pursuant to s275 (1) of the Local Government Regulation 2012, clause (h), as the matter involves other business for which a public discussion would be likely to prejudice the interests of the Council or someone else, or enable a person to gain a financial advantage.

Executive Summary

This report provides information to the Audit Committee on the activities of the Internal Audit function for the period from 4 October 2017 to 7 March 2018.

COMMITTEE RECOMMENDATION

That the Audit Committee note and endorse the report and associated supporting information and documents.

7 GENERAL BUSINESS

ITEM 7.1 AMENDMENT - AUDIT COMMITTEE MEMBERSHIP - REGIONAL

Cr Adrian Raedel (Chairperson) informed Committee of an upcoming change to Committee membership, in particular Council's elected member appointments, that has been considered as part of a review of Council's Portfolios and Spokespersons' roles.

The change in membership will be considered by the Coordination Committee on Tuesday 13 March 2018.

8 NEXT AUDIT COMMITTEE MEETING

The next Audit Committee meeting is scheduled for Wednesday 30 May 2018 commencing at 2.00pm.

CLOSURE

There being no further business the Chairperson closed the meeting at 3.18pm.