



AGENDA

General Meeting

Tuesday 14 August 2018
commencing at 10.30am

Caboolture Chambers
2 Hasking Street, Caboolture

COUNCILLOR:

NOTICE IS HEREBY GIVEN, that a General Meeting of the Moreton Bay Regional Council will be held on Tuesday 14 August 2018 commencing at 10.30am in Caboolture Chambers, 2 Hasking Street, Caboolture to give consideration to the matters listed on this agenda.

Daryl Hitzman
Chief Executive Officer

9 August 2018

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| Unconfirmed Report and Recommendations – Audit Committee Meeting - 8 August 2018 | |

1. OPENING PRAYER

2. ATTENDANCE & APOLOGIES

Cr Mike Charlton (Acting Mayor & Chairperson)

Apologies

Cr Allan Sutherland (Mayor)

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 - 7 August 2018
(Pages 18/1649-18/1653)**

RESOLUTION that the minutes of the General Meeting held 7 August 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 - 8 August 2018
(Pages 18/1695 - 18/1704)

RESOLUTION that the report and recommendations of the Audit Committee meeting held 8 August 2018 be adopted.

12.2. Coordination Committee Meeting - 14 August 2018
(Pages TBA)

RESOLUTION that the report and recommendations of the Coordination Committee meeting held 14 August 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 - 7 August 2018

Unconfirmed Report and Recommendations – Audit Committee Meeting - 8 August 2018



MINUTES

General Meeting

Tuesday 7 August 2018
commencing at 10.36am

Redcliffe Chambers
Irene Street, Redcliffe

UNCONFIRMED

LIST OF ITEMS

| | |
|---|-------------|
| 1. OPENING PRAYER | 1649 |
| 2. ATTENDANCE & APOLOGIES | 1649 |
| 3. MEMORIALS OR CONDOLENCES | 1649 |
| 4. CONFIRMATION OF MINUTES | 1649 |
| 4.1. General Meeting - 31 July 2018 (Pages 18/1617 to 18/1620) | 1649 |
| 5. PRESENTATION OF PETITIONS | 1650 |
| (Addressed to the Council and tabled by Councillors) | |
| 5.1. Petition - Put a stop on the building of a 'granny flat' at 6 Eromba Crescent, Ferny Hills | 1650 |
| 5.2. Petition - Dog Trial for Queens Beach extended hours request | 1650 |
| 5.3. Petition - Proposed sub-division at 49/51 Bunya Crossing Road, Eatons Hill | 1651 |
| 6. CORRESPONDENCE | 1651 |
| 7. COMMUNITY COMMENT | 1651 |
| 8. NOTIFIED MOTIONS | 1651 |
| 9. NOTICES OF MOTION (Repeal or amendment of resolutions) | 1652 |
| (s262 of the Local Government Regulation 2012) | |
| 10. ADJOURN MEETING TO ENABLE CONDUCT OF COORDINATION COMMITTEE MEETING | 1652 |
| 11. RECONVENE GENERAL MEETING | 1652 |
| 12. ADOPTION OF COMMITTEE MEETING REPORTS & RECOMMENDATIONS | 1652 |
| 12.1. Coordination Committee Meeting - 7 August 2018 (Pages 18/1654 to 18/1694) | 1652 |
| 13. GENERAL BUSINESS OR RESPONSE TO QUESTIONS TAKEN ON NOTICE | 1652 |
| 14. SPECIAL GENERAL BUSINESS (Closed Session) | 1653 |
| (s275 of the Local Government Regulation 2012) | |
| 15. CLOSURE | 1653 |

1. OPENING PRAYER

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

2. ATTENDANCE & APOLOGIES

Cr Mike Charlton (Acting Mayor)
Cr Brooke Savige
Cr Adam Hain
Cr Julie Greer
Cr James Houghton
Cr Koliana Winchester
Cr Denise Sims
Cr Mick Gillam
Cr Matthew Constance
Cr Darren Grimwade
Cr Adrian Raedel

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) |
| Meeting Support | (Larissa Kerrisk) |

Apologies

Cr Allan Sutherland (Mayor)
Cr Peter Flannery

3. MEMORIALS OR CONDOLENCES

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

4. CONFIRMATION OF MINUTES

4.1. General Meeting - 31 July 2018
(Pages 18/1617 to 18/1620)

RESOLUTION

Moved by Cr Denise Sims

Seconded by Cr Koliana Winchester

CARRIED 11/0

That the minutes of the General Meeting held 31 July 2018 be confirmed.

5. PRESENTATION OF PETITIONS

(Addressed to the Council and tabled by Councillors)

5.1. Petition - Put a stop on the building of a 'granny flat' at 6 Eromba Crescent, Ferny Hills (A17328015, A17328016, A17328017, A17328018 A17328019)

Cr Matt Constance tabled a petition containing 12 signatures, received from Joanne Holliman, reading as follows:

"We, the undersigned residents of Moreton Bay Regional Council, request that Council:

put a stop on the building of a 'granny flat' at 6 Eromba Crescent, Ferny Hills, until the residents that will be affected by this development are fully consulted and informed of the impact such a separate dwelling will have on their enjoyment of their homes, their privacy, and to the surrounding environment and planning of the Ferny Hills district."

It was resolved:

1. That the petition regarding to put the building of a 'granny flat' at 6 Eromba Crescent, Ferny Hills be received.
2. That the matters raised be referred to Director Planning & Economic Development for investigation and report to Council, if required.
3. That the Principal Petitioner be advised accordingly and forwarded a copy of the petition.
4. That the Principal Petitioner and Divisional Councillor be kept informed of any action taken in relation to this petition.

5.2. Petition - Dog Trial for Queens Beach extended hours request (A17331488, A17331489, A17331501, A17331502, A17331503)

Cr James Houghton tabled a petition containing 75 signatures, received from Deborah Gavin, reading as follows:

"We, the undersigned residents of Moreton Bay Regional Council, request that Council:

Dog trail for Queens Beach - extended hours request to open the beach to all hours.

Our reasons for this request include,

- *the growing number of dogs enjoying this beach during restricted times*
- *approaching cooler weather*
- *absence of incidents relating to dogs on this beach"*

It was resolved:

1. That the petition regarding the dog trail for Queens Beach extended hours request, be received.
2. That the matters raised be referred to Director Community & Environmental Services for investigation and report to Council, if required.
3. That the Principal Petitioner be advised accordingly and forwarded a copy of the petition.
4. That the Principal Petitioner and Divisional Councillor be kept informed of any action taken in relation to this petition.

5.3. Petition - Proposed sub-division at 49/51 Bunya Crossing Road, Eatons Hill (A17331071)

Cr Mike Charlton (Acting Mayor) tabled a petition containing 41 signatures, received from Bev Downey, reading as follows:

"We, the undersigned residents of Moreton Bay Regional Council, request that Council:

Make changes as below to proposed sub division at 49/51 Bunya Crossing Road, Eatons Hill

- 1. Proposed lots sizes to respect the 600sqm minimum specified by council. The density of the proposed development is largely out of character with the adjoining River Edge stage 1 and 2 block sizes.*
- 2. Retention of at least some of the existing established native trees that currently provide a habit to native wildlife.*
- 3. Rivergum Drive be widened to full 16.5 metres for the whole length of the development to give access for traffic, parked cars and pedestrians.*
- 4. A change to the proposed driveway to lot 12, 13, 14 to ensure there isn't chaos and gives a continuous pedestrian path.*
- 5. Provision of a pedestrian access from the end of the existing Delta St cul-de-sac to Rivergum park - Propose a 10 metre width driveway and separate pedestrian walkway.*
- 6. Notify us the residents or advertise or put up a board so that we know what is being proposed for our area in the future.*

It was resolved:

- 1. That the petition regarding the proposed sub-division at 49/51 Bunya Crossing Road, Eatons Hill, be received.**
- 2. That the matters raised be referred to Director Planning & Economic Development for investigation and report to Council, if required.**
- 3. That the Principal Petitioner be advised accordingly and forwarded a copy of the petition.**
- 4. That the Principal Petitioner and Divisional Councillor be kept informed of any action taken in relation to this petition.**

6. CORRESPONDENCE

There was no correspondence for tabling.

7. COMMUNITY COMMENT

There were no participants in the Community Comment session.

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 Julie Greer

Seconded by Cr Adrian Raedel

CARRIED 11/0

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

The meeting adjourned at 10.40am.

11. RECONVENE GENERAL MEETING

RESOLUTION

Moved by Cr Koliانا Winchester

Seconded by Cr Matt Constance

CARRIED 11/0

That the General Meeting be reconvened.

The meeting reconvened at 12.20pm.

12. ADOPTION OF COMMITTEE MEETING REPORTS & RECOMMENDATIONS

12.1. Coordination Committee Meeting - 7 August 2018
(Pages 18/1654 to 18/1694)

RESOLUTION

Moved by Cr Julie Greer

Seconded by Cr Adrian Raedel

CARRIED 11/0

That the report and recommendations of the Coordination Committee meeting held 7 August 2018 be adopted.

13. GENERAL BUSINESS OR RESPONSE TO QUESTIONS TAKEN ON NOTICE

There was no General Business or response to questions taken on notice.

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 12.22pm.

CHIEF EXECUTIVE OFFICER'S CERTIFICATE

I certify that minute pages numbered 18/1649 to 18/1694 constitute the minutes of the General Meeting of the Moreton Bay Regional Council held 7 August 2018.

Daryl Hitzman
Chief Executive Officer

CONFIRMATION CERTIFICATE

The foregoing minutes were confirmed by resolution of Council at its meeting held Tuesday 14 August 2018.

Daryl Hitzman
Chief Executive Officer

Councillor Mike Charlton
Acting Mayor

REPORT

Audit Committee Meeting

Wednesday 8 August 2018

commencing at 2.02pm

Strathpine Chambers
220 Gympie Road, Strathpine

UNCONFIRMED

CHAIRPERSON'S REPORT

The recommendations contained within this report of the Coordination Committee meeting held on 8 August 2018 are recommended to the Council for adoption.

COUNCILLOR ADRIAN RAEDEL
CHAIRPERSON
AUDIT COMMITTEE

Membership = 4

Q
(Chairperson and one external member)

Councillor Adrian Raedel (Chairperson)

Mr Peter Dowling AM

Councillor Matt Constance

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

2 SIGNIFICANT ORGANISATION & SYSTEM MATTERS

| | |
|------------------------|-------------|
| ITEM 2.1 | 1698 |
| TECHONE PROJECT UPDATE | |

3 ENTERPRISE RISK MANAGEMENT ACTIVITIES UPDATE

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| ITEM 3.1 | 1699 |
| ENTERPRISE RISK MANAGEMENT ACTIVITIES UPDATE | |

4 FINANCIAL REPORTING

| | |
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| ITEM 4.1 | 1700 |
| MONTHLY FINANCIAL REPORT | |

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| ITEM 4.2 | 1701 |
| ASSET CLASS RE-VALUATIONS FOR 2018/19 - REGIONAL | |

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| ITEM 4.3 | 1702 |
| DRAFT FINANCIAL STATEMENTS FOR 2017/18 AND DRAFT MEASURES OF FINANCIAL SUSTAINABILITY - REGIONAL | |

5 EXTERNAL AUDITOR REPORT

| | |
|--------------------------------|-------------|
| ITEM 5.1 | 1703 |
| QUEENSLAND AUDIT OFFICE UPDATE | |

6 INTERNAL AUDIT OVERVIEW, REPORTS & FOLLOW-UP ACTIONS

| | |
|------------------------------------|-------------|
| ITEM 6.1 | 1704 |
| INTERNAL AUDIT OVERVIEW - REGIONAL | |

7 GENERAL BUSINESS

8 NEXT AUDIT COMMITTEE MEETING

CLOSURE

ATTENDANCE & APOLOGIES

Attendance:

Committee Members:

Cr Adrian Raedel (Chairperson)
Cr Matt Constance
Mr Patrick McCallum

Invited External Representatives:

Mr Michael Keane (Queensland Audit Office)
Ms Carolyn Dougherty (Queensland Audit Office)

Officers:

| | |
|--------------------------------------|-----------------|
| Chief Executive Officer | Daryl Hitzman |
| Manager Financial & Project Services | Keith Pattinson |
| Accounting Services Manager | Denis Crowe |
| Principal Internal Auditor | Shara Reid |
| Senior Internal Auditor | Arun Varghese |
| Meeting Support | Hayley Kenzler |

Apologies:

Mr Peter Dowling AM

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 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.

Mr McCallum advised that his previous declaration 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 **is no longer relevant**.

New - Conflict of Interest

Mr Pat McCallum declared that OCM has been engaged to provide project assurance services to the University of the Sunshine Coast in relation to the Moreton Bay University Precinct Program (UP). These services are to be provided on a continuing basis to 30 June 2020. Mr McCallum is on the engagement team to provide these services. Mr McCallum recognises that MBRC has its separate interests in the UP - his role as an external member of the MBRC Audit Committee and his role in the engagement team of the UP Assurance may give rise to potential for conflicts.

To address any potential conflicts of interest, Mr McCallum agreed to the following:

- (a) To adhere to his confidentiality obligations as per Confidentiality Agreement dated 11 May 2016 - Principal Internal Auditor (**PIA**) to send a copy to Mr McCallum
- (b) To remove himself if any UP information comes before the Audit Committee
- (c) UP information to be removed from Mr McCallum's Audit Committee papers - PIA to review Mr McCallum's Audit Committee papers before they are sent to him
- (d) To declare potential conflict of interest at Audit Committee Meeting
- (e) PIA to send email to Human Resources to advise of the potential conflicts of interest, and the measures taken to manage the issue.

CLOSED SESSION

COMMITTEE RECOMMENDATION

Moved by Cr Matt Constance

Seconded by Pat McCallum

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 2.06pm.

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.

2.06pm – 2.10pm - Peter Sheville (Vincent)

Item 6.1 Internal Audit Reports:

(b) *Management of Contracts (Parks, Roads and Drains)*

2.15pm - 2.32pm - MBRC Project Manager (Loretta Libke)

Item 3.1 Enterprise Risk Management Activities Update:

TechOne project.

RESUME IN OPEN SESSION

COMMITTEE RECOMMENDATION

Moved by Pat McCallum

Seconded by Matt Constance

CARRIED

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

The open session resumed at 3.05pm.

2 SIGNIFICANT ORGANISATION & SYSTEM MATTERS

ITEM 2.1 TECHONE PROJECT UPDATE

Chief Executive Officer spoke in relation to the TechOne Project.

3 ENTERPRISE RISK MANAGEMENT ACTIVITIES UPDATE

ITEM 3.1 ENTERPRISE RISK MANAGEMENT ACTIVITIES UPDATE

Project Manager - Loretta Libke provided an update on the TechOne project.

COMMITTEE RECOMMENDATION

That the update provided in relation to the TechOne project be noted.

4 FINANCIAL REPORTING

ITEM 4.1 MONTHLY FINANCIAL REPORT

Meeting / Session: AUDIT
Reference: COPY FROM ACTUAL REPORTS TO COUNCIL **Refer Supporting Information A17067554 & A17265106**
Responsible Officer: DW, Coordinator Accounting Services (CEO Accounting Services)

In accordance with the adopted Audit Plan a copy of the most recent financial reporting documents are provided as follows:

- a) Monthly Financial Report for May 2018
as adopted by Council at its meeting of 26 June 2018 (refer supporting information #1).
- b) Quarter 4 Operational Plan Review 2017/18
as adopted by Council at its meeting of 31 July 2018 (refer supporting information #2).

It is noted that the supporting information comprises an extract of the Committee Report and Recommendations and relevant supporting information from the respective Coordination Committee meeting at which it was adopted.

COMMITTEE RECOMMENDATION

That the financial reports be noted, as tabled.

ATTENDANCE

Mr Daryl Hitzman left the meeting at 2.38pm during discussion on Item 4.1.

ITEM 4.2
ASSET CLASS RE-VALUATIONS FOR 2018/19 - REGIONAL

Meeting / Session: AUDIT
Reference: A17280723 : 25 July 2018
Responsible Officer: DC, Accounting Services Manager (CEO Accounting Services)

Executive Summary

The purpose of this report is to outline which financial asset classes of Council are to be re-valued in 2018/19 in accordance with Australian Accounting Standard AASB116 Property, Plant and Equipment.

COMMITTEE RECOMMENDATION

That the information be noted.

**ITEM 4.3
DRAFT FINANCIAL STATEMENTS FOR 2017/18 AND DRAFT MEASURES OF
FINANCIAL SUSTAINABILITY - REGIONAL**

Meeting / Session: AUDIT
Reference: A17237557 : 25 July 2018 - **Refer Supporting Information A17320462**
Responsible Officer: DC, Accounting Services Manager (CEO Accounting Services)

Executive Summary

The purpose of this report is to present the Draft Financial Statements for 2017/18, the current year Financial Sustainability Statement and the Long Term Financial Sustainability Statement.

COMMITTEE RECOMMENDATION

1. That the Draft Financial Statements for 2017/18 together with the Current-Year Financial Sustainability Statement and the Long-Term Financial Sustainability Statement be received.
2. That any changes identified by the Audit Committee during the review of the Draft Financial Statements, be incorporated into the Financial Statements prior to submission to the Auditor General for audit.

5 EXTERNAL AUDITOR REPORT

ITEM 5.1 QUEENSLAND AUDIT OFFICE UPDATE

Meeting / Session: *AUDIT COMMITTEE*
Reference: *25 July 2018 - Refer Supporting Information A17306620 & A17247302 & A17247301*

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: A16979699: 8 August 2018 - Refer **Confidential** Supporting Information
A16979703, A17192944 & A17256614
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 30 May 2018 to 8 August 2018.

COMMITTEE RECOMMENDATION

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

7 GENERAL BUSINESS

Nil.

8 NEXT AUDIT COMMITTEE MEETING

The next Audit Committee meeting is scheduled for Wednesday 26 September 2018 commencing at 2.00pm.

CLOSURE

There being no further business the Chairperson closed the meeting at 3.06pm.