



AGENDA

General Meeting

Tuesday 9 October 2018
commencing at 10.30am

Strathpine Chambers
220 Gympie Road, Strathpine

COUNCILLOR:

NOTICE IS HEREBY GIVEN, that a General Meeting of the Moreton Bay Regional Council will be held on Tuesday 9 October 2018 commencing at 10.30am in Strathpine Chambers, 220 Gympie Road, Strathpine to give consideration to the matters listed on this agenda.

Daryl Hitzman
Chief Executive Officer

4 October 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 - 25 September 2018
(Pages 18/1982 to 18/1984)**

RESOLUTION that the minutes of the General Meeting held 25 September 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 - 26 September 2018
(Pages 18/2012 to 18/2023)**

RESOLUTION that the report and recommendations of the Audit Committee meeting held 26 September 2018 be adopted.

**12.2. Coordination Committee Meeting - 9 October 2018
(Pages TBC)**

RESOLUTION that the report and recommendations of the Coordination Committee meeting held 9 October 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 25 September 2018

Unconfirmed Report and Recommendations - Audit Committee Meeting 26 September 2018



MINUTES

General Meeting

Tuesday 25 September 2018
commencing at 10.33am

Caboolture Chambers
2 Hasking Street, Caboolture

UNCONFIRMED

LIST OF ITEMS

1. OPENING PRAYER	1982
2. ATTENDANCE & APOLOGIES	1982
3. MEMORIALS OR CONDOLENCES	1982
4. CONFIRMATION OF MINUTES	1982
4.1. General Meeting - 18 September 2018 (Pages 18/1951 to 18/1954)	1982
5. PRESENTATION OF PETITIONS (Addressed to the Council and tabled by Councillors)	1982
6. CORRESPONDENCE	1983
7. COMMUNITY COMMENT	1983
8. NOTIFIED MOTIONS	1983
9. NOTICES OF MOTION (Repeal or amendment of resolutions) (s262 of the Local Government Regulation 2012)	1983
10. ADJOURN MEETING TO ENABLE CONDUCT OF COORDINATION COMMITTEE MEETING	1983
11. RECONVENE GENERAL MEETING	1983
12. ADOPTION OF COMMITTEE MEETING REPORTS & RECOMMENDATIONS	1984
12.1. Coordination Committee Meeting - 25 September 2018 (Pages 18/1985 to 18/2011)	1984
13. GENERAL BUSINESS OR RESPONSE TO QUESTIONS TAKEN ON NOTICE	1984
14. SPECIAL GENERAL BUSINESS (Closed Session) (s275 of the Local Government Regulation 2012)	1984
15. CLOSURE	1984

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 James Houghton
Cr Koliana Winchester
Cr Denise Sims
Cr Mick Gillam
Cr Mike Charlton (Deputy Mayor)
Cr Matthew Constance
Cr Darren Grimwade
Cr Adrian Raedel

Chief Executive Officer	(Mr Daryl Hitzman)
Director Community & Environmental Services	(Mr Bill Halpin)
Director Planning & Economic Development	(Mr Stewart Pentland)
A/Director Engineering, Construction & Maintenance	(Mr David Meyer)
Team Leader Meeting Support	(Kathrine Crocker)

3. MEMORIALS OR CONDOLENCES

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

4. CONFIRMATION OF MINUTES

4.1. **General Meeting - 18 September 2018**
(Pages 18/1951 to 18/1954)

RESOLUTION

Moved by Cr Adrian Raedel
Seconded by Cr Mick Gillam

CARRIED 13/0

That the minutes of the General Meeting held 18 September 2018 be confirmed.

5. PRESENTATION OF PETITIONS

(Addressed to the Council and tabled by Councillors)

There were no petitions for tabling by Councillors.

6. CORRESPONDENCE

There was no correspondence.

7. COMMUNITY COMMENT

There were no participants in the Community Comment session.

8. NOTIFIED MOTIONS

There were no Notified Motions for consideration.

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

There were no Notices of Motion for consideration.

10. ADJOURN MEETING TO ENABLE CONDUCT OF COORDINATION
COMMITTEE MEETING

RESOLUTION

Moved by Cr Koliana Winchester

Seconded by Cr Julie Greer

CARRIED 13/0

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

The meeting adjourned at 10.39am.

11. RECONVENE GENERAL MEETING

RESOLUTION

Moved by Cr James Houghton

Seconded by Cr Peter Flannery

CARRIED 13/0

That the General Meeting be reconvened.

The meeting reconvened at 3.30pm

12. ADOPTION OF COMMITTEE MEETING REPORTS & RECOMMENDATIONS

12.1. Coordination Committee Meeting - 25 September 2018
(Pages 18/1985 to 18/2011)

RESOLUTION

Moved by Cr Mick Gillam

Seconded by Cr Adrian Raedel

CARRIED 13/0

That the report and recommendations of the Coordination Committee meeting held 25 September 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 3.31pm.

CHIEF EXECUTIVE OFFICER'S CERTIFICATE

I certify that minute pages numbered 18/1982 to 18/2011 constitute the minutes of the General Meeting of the Moreton Bay Regional Council held 25 September 2018

Daryl Hitzman
Chief Executive Officer

CONFIRMATION CERTIFICATE

The foregoing minutes were confirmed by resolution of Council at its meeting held Tuesday 9 October 2018

Daryl Hitzman
Chief Executive Officer

Councillor Allan Sutherland
Mayor



Moreton Bay
Regional Council

REPORT

Audit Committee Meeting

Wednesday 26 September 2018

commencing at 2.13pm

Strathpine Chambers
220 Gympie Road, Strathpine

UNCONFINED

CHAIRPERSON'S REPORT

The recommendations contained within this report of the Audit Committee meeting held 26 September 2018 are recommended to the Council for adoption.

COUNCILLOR ADRIAN RAEDEL
CHAIRPERSON
AUDIT COMMITTEE

Membership = 4

Councillor Adrian Raedel (Chairperson)

Mr Patrick McCallum

Councillor Matt Constance

Cr Mike Charlton (Deputy Mayor) (*alternate member*)

Q

(Chairperson and one external member)

SCHEDULE OF ITEMS

1 POTENTIAL CONFLICT OF INTEREST DECLARATIONS

CLOSED SESSION

COMMITTEE RECOMMENDATION

RESUME IN OPEN SESSION

COMMITTEE RECOMMENDATION

2 SIGNIFICANT ORGANISATION & SYSTEM MATTERS

ITEM 2.1 2015

ANNUAL LEAVE ENTITLEMENTS

COMMITTEE RECOMMENDATION

ITEM 2.2 2016

REGULATORY SERVICES

COMMITTEE RECOMMENDATION

3 ENTERPRISE RISK MANAGEMENT ACTIVITIES UPDATE

ITEM 3.1 2017

ENTERPRISE RISK MANAGEMENT ACTIVITIES UPDATE

COMMITTEE RECOMMENDATION

4 FINANCIAL REPORTING

ITEM 4.1 2018

MONTHLY FINANCIAL REPORT

COMMITTEE RECOMMENDATION

ITEM 4.2 2019

2017/18 FINANCIAL STATEMENTS AND SUSTAINABILITY STATEMENTS - REGIONAL

COMMITTEE RECOMMENDATION

5 EXTERNAL AUDITOR REPORT

ITEM 5.1 2020

QUEENSLAND AUDIT OFFICE CLOSING REPORT FOR YEAR ENDING 30 JUNE 2018

COMMITTEE RECOMMENDATION

6 INTERNAL AUDIT OVERVIEW, REPORTS & FOLLOW-UP ACTIONS

ITEM 6.1 2021

HSE & WELLBEING STATISTICAL REPORT ON INCIDENTS AND TRENDS

COMMITTEE RECOMMENDATION

ITEM 6.2 2022

INTERNAL AUDIT OVERVIEW - REGIONAL

COMMITTEE RECOMMENDATION

7 GENERAL BUSINESS

Moreton Bay Regional Council

AUDIT COMMITTEE MEETING
26 September 2018

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Report

ITEM 7.1
THANKS TO QUEENSLAND AUDIT OFFICE

2023

8 NEXT AUDIT COMMITTEE MEETING

CLOSURE

ATTENDANCE & APOLOGIES

Attendance:

Committee Members:

Cr Adrian Raedel (Chairperson)
Cr Matt Constance
Mr Patrick McCallum
Cr Mike Charlton (Deputy Mayor) (Alternate Member)

Invited External Representatives:

Mr Michael Keane (Queensland Audit Office)
Mr 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
Meeting Support	Hayley Kenzler

Apologies:

1 POTENTIAL CONFLICT OF INTEREST DECLARATIONS

Committee members are required to provide written declarations declaring any potential or actual conflicts of interest they may have in relation to their responsibilities.

As they arise between meetings, or at the beginning of each Committee meeting, members are required to declare any new or changed potential or actual conflicts of interest that may apply to specific matters on the meeting agenda.

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 Pat McCallum also 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 Pat McCallum

Seconded by Matt Constance

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 2.13pm.

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.

2.15pm - 2.42pm Peter Sheville (representative from Vincents)

2.29pm - 2.42pm Human Resources Manager (Geoff Owen-Turner)

Item 6.2 2(b) (1)

2.42pm - 2.46pm - Human Resources Manager (Geoff Owen-Turner)

Item 2.1 Annual Leave Entitlements

2.46pm - 2.50pm - Human Resources Manager (Geoff Owen-Turner)

Item 2.2 Regulatory Services

2.50pm - 2.56pm - Human Resources Manager (Geoff Owen-Turner) and WH&S Manager (Bryan Marshall)

Item 6.1 HSE & Wellbeing Statistical Report on Incidents and Trend

2.58pm - 3.14pm - MBRC Project Manager (Loretta Libke)

Item 3.1 Enterprise Risk Management Activities Update

Loretta Libke will attend Committee to provide an update on the TechOne project.

3.50pm - 4.25pm Director Community & Environmental Services (Bill Halpin)

Item 6.2 2(b) (2)

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 4.32pm.

Cr Adrian Raedel - Chairperson informed committee of Mr Peter Dowling's recent resignation of his position as external member of the Audit Committee.

2 SIGNIFICANT ORGANISATION & SYSTEM MATTERS

ITEM 2.1 ANNUAL LEAVE ENTITLEMENTS

Meeting / Session: AUDIT COMMITTEE : **Refer Supporting Information A17628822**
Responsible Officer: GOT, Manager Human Resources

At the Audit Committee meeting of 19 November 2014, and in line with the external auditor's recommendation, and further at the Audit Committee meeting of 16 November 2016, Committee requested that a current status report on excess annual leave be provided to the Audit Committee on an annual basis. In this regard, a comparison for the period October 2017 to September 2018 was considered.

COMMITTEE RECOMMENDATION

That the status report detailing annual leave balances be received and noted.

ITEM 2.2
REGULATORY SERVICES

Meeting / Session: *AUDIT COMMITTEE*
Responsible Officer: *MW, Manager Regulatory Services*

As requested at the Audit Committee Meeting held 8 August 2018, the Manager Regulatory Services has been invited to attend Committee.

COMMITTEE RECOMMENDATION

That the update provided in relation to Regulatory Services be noted.

3 ENTERPRISE RISK MANAGEMENT ACTIVITIES UPDATE

ITEM 3.1 ENTERPRISE RISK MANAGEMENT ACTIVITIES UPDATE

Project Manager - Loretta Libke attended Audit Committee to provide 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 REPORT TO COUNCIL **Refer Supporting Information A17546509**
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 August 2018, as adopted by Council at its meeting of 18 September 2018, is attached for Committee's information (refer supporting information #1).

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

COMMITTEE RECOMMENDATION

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

**ITEM 4.2
2017/18 FINANCIAL STATEMENTS AND SUSTAINABILITY STATEMENTS -
REGIONAL**

Meeting / Session: AUDIT
Reference: A17577611 : 17 September 2018 - **Refer Supporting Information A17595556**
Responsible Officer: DC, Accounting Services Manager (CEO Accounting Services)

Executive Summary

The purpose of this report is to present the proposed Financial Statements for 2017/18 prior to management certification and subsequent auditor-general sign off.

COMMITTEE RECOMMENDATION

1. That the proposed Financial Statements for 2017/18, Current year Financial Sustainability Statement and Long Term Sustainability Statement be received.
2. That the Financial Statements for 2017/18 and the Sustainability Statements as presented be certified by management and forwarded to QAO for signing by the Auditor-General.
3. That Council acknowledge the cooperation and assistance of the Queensland Audit Office during the 2017/18 audit.

5 EXTERNAL AUDITOR REPORT

ITEM 5.1 QUEENSLAND AUDIT OFFICE CLOSING REPORT FOR YEAR ENDING 30 JUNE 2018

Meeting / Session: *AUDIT COMMITTEE*
Reference: *Refer Supporting Information A17619829*

The Queensland Audit Office attended committee to consider its closing report for year ending 30 June 2018.

COMMITTEE RECOMMENDATION

That the Queensland Audit Office closing report for year ending 30 June 2018 be received and noted.

6 INTERNAL AUDIT OVERVIEW, REPORTS & FOLLOW-UP ACTIONS

ITEM 6.1

HSE & WELLBEING STATISTICAL REPORT ON INCIDENTS AND TRENDS

Meeting / Session: AUDIT COMMITTEE
Reference: A17593403 : 19 September 2018 **Refer Supporting Information A17593403**
Responsible Officer: BM, Workplace Health & Safety Manager (CEO, Human Resources)

In accordance with Committee's previous request (29 August 2012) a statistical report on incidents and trends for the past year is submitted for Committee's information.

The main aims of the program are:

- To increase HSE awareness and understanding across council to help embed a Safety First (risk based) culture thereby reducing injuries and near misses in the workplace creating a safer work environment.
- To drive reporting and discussion of safety issues so resolution can occur swiftly and efficiently
- Drive risk awareness across all levels of the business to reduce risk exposures and injuries

COMMITTEE RECOMMENDATION

That the information be noted.

ITEM 6.2
INTERNAL AUDIT OVERVIEW - REGIONAL

Meeting / Session: **AUDIT**

Reference: A17423073: 26 September 2018 - Refer **Confidential** Supporting Information
A17355529, A17522857, A17423061, A17585728, A17534684, A17541314,
A17604961, A16072001, A17548630, A17510233, A17510258, A17534569,
A17540189, A15680845 & A17554240

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 8 August 2018 to 26 September 2018.

COMMITTEE RECOMMENDATION

1. That the Audit Committee note and endorse the report and associated supporting information and documents.
2. That an alternative response to recommendation 3 of the Internal Audit Report - Fleet Management be provided to the next Audit Committee meeting.

7 GENERAL BUSINESS

ITEM 7.1 THANKS TO QUEENSLAND AUDIT OFFICE (CEO)

Chief Executive Officer, Mr Daryl Hitzman extended his sincere appreciation to the Queensland Audit Office on the external audit conducted this year. Mr Hitzman conveyed his thanks to the representatives for their hard work , professionalism and noted that this allowed Council to get the results it needed.

Mr Hitzman also provided his congratulations to Council's Manager Financial & Project Services, Mr Keith Pattinson and Accounting Services Manager, Mr Denis Crowe on their efforts and substantial throughout the course of the year.

8 NEXT AUDIT COMMITTEE MEETING

The meeting schedule for January - December 2019 is yet to be determined by Council.

Committee members will be contacted with proposed key dates when drafted.

CLOSURE

There being no further business the Chairperson closed the meeting at 4.33pm.