



AGENDA

General Meeting

Tuesday 5 March 2019
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 5 March 2019 commencing at 10.30am in Caboolture Chambers, 2 Hasking Street, Caboolture to give consideration to the matters listed on this agenda.

Anthony Martini
Acting Chief Executive Officer

28 February 2019

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1. OPENING PRAYER

2. ATTENDANCE & APOLOGIES

Cr Allan Sutherland (Mayor & Chairperson)

Apologies:

Cr Peter Flannery who is representing Council at the Australian Coastal Councils Conference.
Cr Denise Sims

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 - 26 February 2019
(Pages 19/195 - 19/198)**

RESOLUTION that the minutes of the General Meeting held 26 February 2019 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 - 27 February 2019
(Pages 19/224 - 19/234)

RESOLUTION that the report and recommendations of the Audit Committee meeting held 27 February 2019 be adopted.

12.2. Coordination Committee Meeting - 5 March 2019
(Pages TBA)

RESOLUTION that the report and recommendations of the Coordination Committee meeting held 5 March 2019 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 26 February 2019

Unconfirmed Report & Recommendations - Audit Committee Meeting 27 February 2019



MINUTES

General Meeting

Tuesday 26 February 2019
commencing at 10.31am

Strathpine Chambers
220 Gympie Road, Strathpine

UNCONFIRMED

Moreton Bay Regional Council

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

A/Chief Executive Officer and
Director Engineering, Construction & Maintenance (Mr Tony Martini)
Director Community & Environmental Services (Mr Bill Halpin)
Director Infrastructure Planning (Mr Andrew Ryan)

Meeting Support (Kim Reid)
Team Leader Meeting Support (Kathrine Crocker)

Apologies:

Cr Matthew Constance who is representing Council at the Local Government Finance and Strategic Leadership Summit.

3. MEMORIALS OR CONDOLENCES

Cr Koliana Winchester made special mention of the late **Mrs Doris Christiansen** who passed away on 15 February 2019 at the age of 108. At the time of her death, Doris was one of the oldest people in Australia.

Mrs Christiansen was born in London on 12 June 1910, and together with her mother and brother, followed her father to Australia in 1915. In 1927, she married Mr Henry "Bluey" Christiansen and in 1949 they moved from North Queensland to Brisbane, where Doris - an accomplished dress-maker - used her skills to make bridal gowns to help support her young family. Mr and Mrs Christiansen later retired to Redcliffe where they were active members of the Pensioners Club, and following Mr Christiansen's passing in 1989, Doris became a resident at the Blue Care Nazarene aged care facility at Rothwell.

Mrs Christiansen had four children, although she outlived her eldest son, Jack who passed away last year. Mrs Christiansen was a much-loved matriarch of a large and extended Queensland family that included 15 grandchildren, 26 great-grandchildren, 15 great-great grandchildren and 3 great-great-great-grandchildren.

Council observed a moment's silence for residents who have passed away and gave a thought to the terrible tragedy which had unfolded in Townsville this morning with the drowning of two young boys.

4. CONFIRMATION OF MINUTES

4.1. **General Meeting - 19 February 2019**
(Pages 19/165 to 19/168)

RESOLUTION

Moved by Cr Julie Greer

Seconded by Cr Mike Charlton (Deputy Mayor)

CARRIED 12/0

That the minutes of the General Meeting held 19 February 2019 be confirmed.

5. PRESENTATION OF PETITIONS

(Addressed to the Council and tabled by Councillors)

There were no petitions for tabling by the Councillors.

6. CORRESPONDENCE

There was no correspondence for tabling.

7. COMMUNITY COMMENT

7.1. **Community Comment - Ms Fiona Edmonds - Trial dog off-leash area at Queens Beach North, Scarborough (A18213577)**

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

Ms Edmonds' presentation was in relation to the trial dog off-leash area situated at Queens Beach North, Scarborough, and raised the following points:

- There were a number of risks to both adults and children from having off-leash dogs on this beach;
- Dogs are frequently off-leash going in and around near parked cars next to the road, which could cause car accidents, collision with cyclists and people walking on the footpath;
- Dog faeces on the beach can leave behind parasites that can infect humans;
- The risks mentioned are high and could have serious consequences.

Ms Edmonds suggested a more suitable beach be chosen for a designated dog off-leash area.

The Mayor thanked Ms Edmonds for her presentation and advised that the outcome of the review of the trial period will be provided to her in due course.

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 Julie Greer

CARRIED 12/0

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

The meeting adjourned at 10.43am.

11. RECONVENE GENERAL MEETING

RESOLUTION

Moved by Cr Koliana Winchester

Seconded by Cr Darren Grimwade

CARRIED 12/0

That the General Meeting be reconvened.

The meeting reconvened at 11.58am.

12. ADOPTION OF COMMITTEE MEETING REPORTS & RECOMMENDATIONS

12.1. Coordination Committee Meeting - 26 February 2019
(Pages 19/199 - 19/223)

RESOLUTION

Moved by Cr Adrian Raedel

Seconded by Cr James Houghton

CARRIED 12/0

That the report and recommendations of the Coordination Committee meeting held 26 February 2019 be adopted.

13. GENERAL BUSINESS OR RESPONSE TO QUESTIONS TAKEN ON NOTICE

There was no General Business of 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 11.59am.

CHIEF EXECUTIVE OFFICER'S CERTIFICATE

I certify that minute pages numbered 19/195 to 19/223 constitute the minutes of the General Meeting of the Moreton Bay Regional Council held 26 February 2019.

Anthony Martini
Acting Chief Executive Officer

CONFIRMATION CERTIFICATE

The foregoing minutes were confirmed by resolution of Council at its meeting held 5 March 2019.

Anthony Martini
Acting Chief Executive Officer

Councillor Allan Sutherland
Mayor



REPORT

Audit Committee Meeting

Wednesday 27 February 2019
commencing at 12.31pm

Strathpine Chambers
220 Gympie Road, Strathpine

UNCONFINED

CHAIRPERSON'S REPORT

The recommendations contained within this report of the Audit Committee meeting held 27 February 2019 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 Stephen Coates

Councillor Matt Constance

Mr Patrick McCallum

Cr Mike Charlton (Deputy Mayor) (alternate member)

SCHEDULE OF ITEMS

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8 NEXT AUDIT COMMITTEE MEETING

CLOSURE

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 Stephen Coates

Seconded by Patrick 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 12.32pm.

IN CAMERA SESSION (ITEM 6.1)

Pursuant to the Audit Committee Terms of Reference, the Audit Committee and Principal Internal Auditor met in camera (closed session to Committee Members only) to discuss Item 6.1.

In camera session commenced at 12.32pm with only Committee members and the Principal Internal Auditor in attendance.

Cr Mike Charlton (Deputy mayor and alternate member) attended the meeting at 12.33pm during in camera session.

The meeting reconvened in closed session at 1.30pm.

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.

1.32pm - 1.50pm MBRC Project Manager (Loretta Libke)

Item 3.1 Enterprise Risk Management Activities Update

Mr Anthony Martini, Acting Chief Executive Officer attended the meeting at 1.37pm during discussion on Item 3.1.

1.52pm - 2.28pm (representatives from Vincents - Tim Cronin and Jessica Katsikalis)

Item 6.2 Internal Audit Reports

2 (b) #4 - #7

2.30pm - 2.39pm (representatives from Grant Thornton - Ian Brooks and Kate Wilkie)

Item 6.2 Internal Audit Reports

2 (b) #8

2.39pm - 3.04pm Manager Waste Services (Angelika Hesse)

Item 2.1 Waste Services

RESUME IN OPEN SESSION

COMMITTEE RECOMMENDATION

Moved by Patrick McCallum

Seconded by Cr Mike Charlton (Deputy Mayor)

CARRIED

That Committee resume in open session.

The open session resumed 3.58pm.

COMMITTEE RECOMMENDATION

Moved by Patrick McCallum

Seconded by Stephen Coates

CARRIED

That the following recommendations be adopted.

2 SIGNIFICANT ORGANISATION & SYSTEM MATTERS

ITEM 2.1 WASTE SERVICES

Meeting / Session: AUDIT COMMITTEE
Responsible Officer: AH, Manager Waste Services (ECM, Waste Services)

As requested at the Audit Committee Meeting held 26 September 2018, the Manager Waste Services has been invited to attend Committee.

COMMITTEE RECOMMENDATION

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

ITEM 2.2

ACTING CHIEF EXECUTIVE OFFICER UPDATE - ORGANISATIONAL REVIEW

Meeting / Session: AUDIT COMMITTEE

Responsible Officer: AM, Acting Chief Executive Officer (CEO, CEO's Office)

The Acting Chief Executive Officer advised Committee that Council had awarded a contract to an external contractor to undertake an organisational review of Moreton Bay Regional Council, as endorsed by Council at its General Meeting held 19 February 2019.

COMMITTEE RECOMMENDATION

That an update be provided to the next Audit Committee Meeting on the Organisational Review.

3 ENTERPRISE RISK MANAGEMENT ACTIVITIES UPDATE

ITEM 3.1 CORPORATE SYSTEMS REVIEW

Meeting / Session: AUDIT COMMITTEE
Responsible Officer: KP, Manager Financial & Project Services.

Project Manager - Loretta Libke will attend 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 FINANCIAL REPORTS

Meeting / Session: AUDIT
Reference: **Refer Supporting Information (Extract of Actual Reports to Committee)
A18134830 & A18183548**
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) Quarter 2 Operational Plan Review for 2018/19, as adopted by Council at its meeting of 12 February 2019
- b) Monthly Financial Report for January 2019, as adopted by Council at its meeting of 19 February 2019

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

COMMITTEE RECOMMENDATION

That the Financial Reports be received and noted, as tabled.

ITEM 4.2
DRAFT PROFORMA FINANCIAL STATEMENTS FOR 2018/19 - REGIONAL

Meeting / Session: AUDIT
Reference: A18199708: 13 February 2019 - **Refer Supporting Information A18197016**
Responsible Officer: DC, Accounting Services Manager (CEO Accounting Services)

Executive Summary

The purpose of this report is to present the draft proforma financial statements for 2018/19.

COMMITTEE RECOMMENDATION

1. That the draft proforma financial statements for 2018/19 be received.
2. That any proposed changes to the draft proforma financial statements be reflected in the draft financial statements that will be submitted to the Audit Committee meeting scheduled for 7 August 2019.

5 EXTERNAL AUDITOR REPORT

ITEM 5.1 QUEENSLAND AUDIT OFFICE UPDATE

Meeting / Session: *AUDIT COMMITTEE*
Reference: *Refer Supporting Information A18227705& A18227706*

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 - **CONFIDENTIAL (AS CONSIDERED IN CAMERA SESSION)** AUDIT COMMITTEE SELF-EVALUATION - REGIONAL

Meeting / Session: *AUDIT*

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 item will discuss the results of the 2018 Audit Committee self-evaluation questionnaire distributed to members of the Audit Committee and key stakeholders.

COMMITTEE RECOMMENDATION

1. That the 2018 Audit Committee self-evaluation questionnaire, as tabled be received and noted.
2. That an internal audit factsheet including the role of the Audit Committee be distributed to staff and Councillors.

ITEM 6.2 INTERNAL AUDIT OVERVIEW - REGIONAL

Meeting / Session: **AUDIT**

Reference: A18201338: 27 February 2019 - Refer **Confidential Supporting Information A18201348; A18154007; A18167974; A18080840; A18081455; A18005398; A18005419 & A18080900**

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 26 September 2018 to 27 February 2019.

COMMITTEE RECOMMENDATION

1. That the Audit Committee note and endorse the report and associated supporting information and documents.
2. That Council review the mechanisms for outstanding internal audit recommendations to improve adherence to previously agreed response times and the quality of the information provided for outstanding items.

7 GENERAL BUSINESS

Nil.

8 NEXT AUDIT COMMITTEE MEETING

Wednesday 29 May 2019.

CLOSURE

There being no further business the Chairperson closed the meeting at 4.11pm.