



ORDINARY MEETING

MINUTES

6 MARCH 2018

The resolutions contained within these minutes were confirmed at Council Meeting
on 20 March 2018.

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MINUTES OF THE ORDINARY MEETING HELD AT COUNCIL CHAMBERS, 4 LAGOON PLACE, YEPPON ON TUESDAY, 6 MARCH 2018 COMMENCING AT 9:15AM

1 OPENING

2 PRESENT

Members Present:

Mayor, Councillor Bill Ludwig (Chairperson)
Deputy Mayor, Councillor Nigel Hutton
Councillor Adam Belot
Councillor Jan Kelly
Councillor Glenda Mather
Councillor Tom Wyatt

In Attendance:

Mrs Chris Murdoch – Chief Executive Officer
Mrs Andrea Ellis – Acting Director Corporate Services
Mr Brett Bacon – Director Community and Planning Services
Mr Dan Toon – Director Infrastructure Services
Ms Debra Howe – Director Strategic Growth and Development
Miss Sue Schluter – Executive Assistant to Mayor
Mr Russell Clause - Coordinator Development Assessment, Community & Planning Services
Mr Scott Williams - Internal Auditor, Office of the CEO and Mayor

3 LEAVE OF ABSENCE / APOLOGIES

L.1 LEAVE OF ABSENCE FOR COUNCILLOR GLENDA MATHER - 20 MARCH 2018

File No: GV13.4.1
Attachments: Nil
Responsible Officer: Chris Murdoch - Chief Executive Officer

SUMMARY

Councillor Glenda Mather has requested leave of absence for the next Council Meeting on 20 March 2018.

COUNCIL RESOLUTION

THAT leave of absence be granted to Councillor Glenda Mather for 20 March 2018.

Moved by: Councillor Kelly
Seconded by: Councillor Wyatt
MOTION CARRIED

4 PUBLIC FORUMS/DEPUTATIONS

Nil

5 MAYORAL MINUTE

Nil

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDATION

THAT the minutes of the Ordinary Meeting held on 20 February 2018 be taken as read and adopted as a correct record.

This item was held over until the next meeting.

**7 DECLARATIONS OF INTEREST IN MATTERS ON THE
 AGENDA**

8 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

Nil

9 PRESENTATION OF PETITIONS

Nil

**10 AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE
 REPORTS**

Nil

11 COUNCILLOR/DELEGATE REPORTS

Nil

12 REPORTS

12.1 TERMS OF REFERENCE FOR CAPRICORN COAST REGION PLACE MAKING REFERENCE GROUP

File No: ED8.5.22

Attachments: 1. **Place Making Reference Group Terms of Reference** [↗](#)

Responsible Officer: Debra Howe - Director Strategic Growth and Development

Author: Russell Claus - Urban Strategist

SUMMARY

The purpose of this report is to seek Council approval for the Terms of Reference for the Capricorn Coast Place Making Reference Group (externally focused), refer Attachment 1.

COUNCIL RESOLUTION

THAT Council approve the Terms of Reference for the Capricorn Coast Region Place Making Reference Group with the amendments discussed for the composition of the group.

Moved by: Councillor Kelly
Seconded by: Deputy Mayor, Councillor Hutton

MOTION CARRIED

12.2 AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MEETING - 26 FEBRUARY 2018

File No:	GV13.4.2
Attachments:	1. ARaBIC Minutes Unconfirmed - 26 February 2018 ⇒
Responsible Officer:	Andrea Ellis - Acting Director Corporate Services
Author:	Robyn Black - Executive Assistant to the Director Corporate Services

SUMMARY

The Audit, Risk and Business Improvement committee met on 26 February 2018 and this report provides the recommendations from the committee for consideration and adoption by Council. The reports from the meeting are available for viewing by Councillors on the Councillor Portal.

COUNCIL RESOLUTION

THAT the unconfirmed minutes of the Audit, Risk and Business Improvement Committee meeting held on 26 February 2018 be received and the following recommendations contained within those minutes be adopted.

1 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

THAT the minutes of the Audit, Risk and Business Improvement Committee held on 16 January 2018 be taken as read and adopted as a correct record.

6.1 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

THAT the Business Outstanding Table for the Audit, Risk and Business Improvement Committee meeting be received.

7.1 COMMITTEE WORK PROGRAM STATUS

THAT the Committee receives the status of the Annual Work Program.

7.2 EXECUTIVE LEADERSHIP TEAM UPDATE TO THE COMMITTEE

THAT the Committee receives the verbal updates provided by the leadership team on key activities or issues.

7.3 MONTHLY FINANCIAL REPORT FOR PERIOD ENDING 31 JANUARY 2018

THAT the Committee receive the Monthly Financial Report for period ending 31 January 2018 for information.

7.4 2017/18 SECOND QUARTER BUDGET REVIEW

THAT the Committee receive the 2017/18 Second Quarter Budget Review for information.

7.5 REPORTABLE LOSSES

THAT the loss reported be noted.

7.6 FINANCIAL STATEMENTS TIMETABLE

THAT table of milestone dates be noted by the Committee.

7.7 EXTERNAL AUDIT PLAN 2017-18

THAT the Committee receive the draft 2017-18 External Audit Plan.

7.8 EXTERNAL AUDITOR'S UPDATE

THAT the Committee receive the External Auditor's Update from the external auditors.

7.9 REVIEW OF INTERNAL AUDIT POLICY AND CHARTER

THAT the Committee endorse the proposed changes to the Internal Audit Charter. This report is to be brought back to Council as a separate agenda item for consideration.

7.10 INTERNAL AUDIT REPORT ON COUNCILLOR EXPENSE CLAIMS PROCESS

THAT the Committee endorse the Internal Audit Report on Councillor Expense Claims Process. This report is to be presented to Council as a separate agenda item for their consideration.

7.11 INTERNAL AUDIT UPDATE

THAT the Committee receive the report on Internal Audit.

7.12 RISK MANAGEMENT FRAMEWORK

THAT the Committee receive this report on Council's Risk Management Framework.

7.13 REVIEW OF OPERATIONAL RISK REGISTER - COMMUNITY AND PLANNING SERVICES

THAT the verbal update of the overview of Enterprise Risk Management provided by the Director of Community and Planning Services be received.

11.1 RISK MANAGEMENT

THAT the Committee receive the Risk Management Report for information.

Moved by: Deputy Mayor, Councillor Hutton

Seconded by: Councillor Kelly

MOTION CARRIED

**13 QUESTIONS/STATEMENT/MOTIONS ON NOTICE FROM
COUNCILLORS**

Nil

14 CLOSED SESSION

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

COUNCIL RESOLUTION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 275 of the *Local Government Regulation 2012*, for the reasons indicated.

14.1 Internal Audit Report - Councillor Expense Claims Process

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage .

14.2 Livingstone Façade Improvement Scheme Round 2

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage .

Moved by: Councillor Kelly

Seconded by: Councillor Mather

MOTION CARRIED 9.47am

COUNCIL RESOLUTION

THAT the meeting moves out of closed session and be opened to the public.

Moved by: Deputy Mayor, Councillor Hutton

Seconded by: Councillor Kelly

MOTION CARRIED 10.24am

15 CONFIDENTIAL REPORTS

15.1 INTERNAL AUDIT REPORT - COUNCILLOR EXPENSE CLAIMS PROCESS

File No: CM4.2.3

Attachments: 1. Internal Audit Report - Councillor Expense Claims Process

Responsible Officer: Chris Murdoch - Chief Executive Officer

Author: Scott Williams - Internal Auditor

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage .

SUMMARY

Internal Audit performed a review of the Councillor Expense Claims Process. This was an addition to the Annual Internal Audit Plan in recognition of emerging risks. The review has concluded that the controls are satisfactory, with a number of recommendations made where risks can be reduced and controls improved.

COUNCIL RESOLUTION

THAT the Internal Audit Report on the Review of Councillor Expense Claims Process be accepted.

Moved by: Deputy Mayor, Councillor Hutton

Seconded by: Councillor Kelly

MOTION CARRIED

15.2 LIVINGSTONE FAÇADE IMPROVEMENT SCHEME ROUND 2

File No:	ED8.5.23
Attachments:	1. Façade Improvement Scheme Application Guidelines - Round 2 2. Round 1 - Completed and Approved Projects
Responsible Officer:	Debra Howe - Director Strategic Growth and Development
Author:	Elle Wallin - Projects Officer Marcus Vycke - Manager Growth and Economic Development
Previous Items:	12.4 - Livingstone Façade Improvement Scheme - Ordinary Council - 16 Oct 2017 9:00am 12.5 - Livingstone Façade Improvement Scheme - Revised Guidelines - Ordinary Council - 07 Nov 2017 9.00am

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage .

SUMMARY

Strategic Growth and Development have approved a number of applications within the Round 1 Pilot of the Livingstone Façade Improvement Scheme and would like to extend the Scheme to undertake Round 2.

Round 2 will broaden its focus and be made available to property owners within the Yeppoon Town Centre and Foreshore to encourage property owners to invest in revitalising their building facades and storefronts.

The establishment of this initiative ensures that Council's contribution of funding available under the Scheme offers successful applicants 25% of the project cost (minimum spend \$1,000) and up to a maximum subsidy of \$3,000 per applicant (excluding GST), subject to terms and conditions.

The Guidelines have been amended, Refer Attachment 1 to reflect Round 2 of the Scheme which could run from 19 March 2018 until 1 June 2018, or until the available funding is expended.

COUNCIL RESOLUTION

That Council adopt the Livingstone Façade Improvement Scheme Application Guidelines to reflect Round 2 and approve Round 2 of the Scheme from 19 March 2018 until 1 June 2018, or until the available funding is expended.

Moved by: Councillor Kelly
Seconded by: Deputy Mayor, Councillor Hutton
MOTION CARRIED

16 URGENT BUSINESS QUESTIONS

17 CLOSURE OF MEETING

There being no further business the meeting closed at 10.28am.

<Insert Chairperson Name>
CHAIRPERSON

DATE