



ORDINARY MEETING

AGENDA

6 MARCH 2018

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 4 Lagoon Place, Yeppoon on 6 March 2018 commencing at 9:00am for transaction of the enclosed business.

A handwritten signature in dark ink, appearing to read "Alan Davis", is positioned above the title of the Chief Executive Officer.

CHIEF EXECUTIVE OFFICER
1 March 2018

Next Meeting Date: 20.03.18

Please note:

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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1 OPENING

2 ATTENDANCE

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:

Ms Chris Murdoch – Chief Executive Officer
Ms 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

3 LEAVE OF ABSENCE / APOLOGIES

Nil

4 PUBLIC FORUMS/DEPUTATIONS

Nil

5 MAYORAL MINUTE

Nil

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Ordinary Meeting held 2 March 2018.

7 DECLARATION 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.

OFFICER'S RECOMMENDATION

THAT Council approve the Terms of Reference for the Capricorn Coast Region Place Making Reference Group.

BACKGROUND

The Terms of Reference were discussed at the Council workshop and it was agreed that the Reference Group membership should reflect the intent for place making to encompass the whole of the Capricorn Coast region, beginning with Yeppoon Place Making Strategy and as additional place making strategies are adopted.

The Term of Reference membership for the Place Making Reference Group has been expanded to enable up to 10 community members to express interest to be involved.

COMMENTARY

The Place Making Reference Group will provide a vital link with the community in facilitating execution and implementation of the region's Place Making Strategies, in the first instance the Yeppoon Place Making Strategy.

PREVIOUS DECISIONS

12/12/17 Council reviewed the results of community engagement and adopted the Yeppoon Placemaking Strategy.

BUDGET IMPLICATIONS

\$500,000 allocated in FY17/18 budget, including \$150,000 in operations and \$350,000 in capital.

LEGISLATIVE CONTEXT

Not applicable in this instance

LEGAL IMPLICATIONS

Not applicable in this instance

STAFFING IMPLICATIONS

The Urban Strategist position managing place making has been budgeted for.

RISK ASSESSMENT

Risks are addressed in accordance with conditions associated with each project.

CORPORATE/OPERATIONAL PLAN

Corporate Plan Reference: **Strategy CO2: Facilitate programs and support local social, cultural, artistic and community building initiatives.**

CONCLUSION

The establishment of the Place Making Reference Group will assist in implementation of Place Making Strategies making a positive difference in the way the community and visitors perceive the region.

The Terms of Reference will guide the future operations of the Place Making Reference Group.

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

Place Making Reference Group Terms of Reference

Meeting Date: 6 March 2018

Attachment No: 1



Capricorn Coast Region

Place Making Reference Group

Terms of Reference

Version 3

March 2018



1. Background/Context

The Place Making program seeks to revitalise existing public spaces and create new opportunities for activation and visitor attraction in the Capricorn Coast region, beginning with Yeppoon. In this way place making makes a major contribution to the social, cultural and economic wellbeing of the community.

The Capricorn Coast Region Place Making Reference Group (PRG) supports and guides implementation of the Yeppoon Place Making Strategy adopted in December 2017 with input provided by the community. The PRG will play an equivalent role in the implementation of additional place making strategies as these are adopted.

The PRG is intended to provide an avenue for ongoing community input into the delivery of Council place making initiatives by providing a forum for community members to provide advice to the Council regarding priorities and directions. The PRG will also assist in identifying partnerships with property owners and community organisations willing to participate in place making initiatives, either singularly or in collaboration with the Council.

The PRG shall include members drawn from both the Council and community and shall encourage public-private collaboration to deliver optimal outcomes for the community.

The PRG shall also ensure that place making activities do not adversely impact the community or private property.

2. Roles and Functions of the Place Making Reference Group

The Place Making Reference Group is externally focussed and provides advice to Council and Officers regarding the execution of place making strategies. In this respect the PRG shall:

- Provide advice to Council to facilitate delivery of place making strategies.
- Serve as a conduit for vetting of ideas, prioritisation and coordination of place making initiatives, particularly as these initiatives impact the community.
- Enable and promote public-private collaboration in the delivery of place making initiatives.
- Ensure place making initiatives are diverse, equitably distributed around the region, context appropriate and deliver a high return on investment for the community.

3. Role of Individual Group Members

PRG members shall:

- Work collaboratively between the Council, community and other influential stakeholders on the development and delivery of place making initiatives in accordance with the objectives and principles outlined in the Yeppoon Place Making Strategy and subsequent strategies.
- Provide advice on place making directions, priorities and key initiatives to the Council and relevant community sectors, including parties interested or engaged in implementing place making ideas.
- Recommend place making ideas to the Place Making Working Group for consideration.
- Work collaboratively with businesses and other community interests on place making ideas.
- Provide advice to the Council to ensure delivery of quality, value-for-money outcomes.
- Assist in connecting resources with artists and owners, and artists with projects.
- Promote place making awareness and support within the wider community.

Responsibilities

- Attend meetings
- Represent the interests of the community in deliberations regarding place making projects and priorities
- Facilitate the delivery of place making outcomes that are beneficial to the community
- Ensure the goals and ambitions of the Yeppoon Place Making Strategy and subsequent strategies are faithfully executed
- Consult with and support relevant sectors of the community in identifying place making opportunities and, where appropriate, to assist in the design and delivery of such opportunities
- Seek advice when necessary to achieve optimal place making outcomes

4. Qualifications for serving on the Place Making Reference Group

(must meet at least one of the first three criteria)

- Experience as an artist, urban designer, arborist, place maker or related creative fields.
- Design skills and/or education and training in a creative field such as arts, urban design, planning, architecture, landscape architecture and placemaking.
- Experience managing and delivering place making, art projects, arts and cultural events and activities, streetscaping, commercial scale landscaping and other creative endeavours.

- Enthusiasm for improving the Capricorn Coast Region.
- Willingness to attend meetings before, during and after normal work hours.
- Willingness to publicly advocate for the role of place making in creating better communities.

5. General

5.1 Membership

The PRG membership will be comprised of:

- Mayor
- Deputy Mayor, Portfolio Councillor for Administration and Finance, Youth Development and the Arts
- Director Strategic Growth and Development
- Urban Strategist, representing the Place Making Working Group
- Minimum of five, maximum ten members from the design, arts and cultural community

Community members shall be secured through an Expressions of Interest process or by submittal of qualifications and interest statement. Community representatives shall serve alternating two year terms. Members should encompass a diversity of age, gender, locality and design interests.

Specialist participation can be sought as warranted for more complex or potentially controversial initiatives.

Members of the Executive Leadership Team shall act as ex-officio members of the PRG. Other Council Officers and community members may be invited to attend meetings for particular projects and when otherwise relevant to the responsibilities of the PRG.

5.2 Chair

The PRG Chair role shall alternate annually between the Deputy Mayor, Portfolio Councillor for Administration and Finance, Youth Development and the Arts and one of the PRG community representatives determined by PRG member majority vote.

5.3 Secretariat

The Secretariat support will be provided to the PRG by the Project Support Officer, Strategic Growth and Development who will arrange meetings, agendas and attend to record actions.

5.4 Agenda Items

All agenda items must be forwarded to the Secretariat one week prior to a scheduled meeting. Agendas will be provided to PRG members as soon as possible prior to scheduled meetings but no later than 48 hours prior.

5.5 Minutes and Meeting Papers

The minutes/actions of each PRG meeting will be prepared by the Secretariat in consultation with the Urban Strategist. Full copies of the minutes/actions, including attachments, will be provided to all PRG members no later than three days following each meeting.

5.6 Proxies to Meetings

Members of the PRG may nominate a proxy to attend a meeting if the member is unable to attend. The nominated proxy will provide relevant comments/feedback about the attended meeting to the PRG member they are representing.

5.7 Quorum requirements

A quorum will constitute half of the regular membership plus one.

5.8 Meeting

Meetings will be held approximately bi-monthly and shall be scheduled in accordance with need depending on the implementation plan and milestones.

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

File No: GV13.4.2
Attachments: 1. ARArBIC 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.

OFFICER'S RECOMMENDATION

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.

BACKGROUND

Not applicable

COMMENTARY

The chair determined that as no decisions were required, the resolutions for agenda items 11.2 and 11.3 did not need to be moved, seconded or voted upon. For clarity, the outcomes on the following items were:

11.2 – No CEO verbal update on emerging issues provided due to an apology tendered by the Chief Executive Officer.

11.3 – No member requested an additional members briefing session.

BUDGET IMPLICATIONS

There are no budget implications as a result of the committee meeting.

LEGISLATIVE CONTEXT

Section 209 of the *Local Government Regulation 2012* requires Council to have an audit committee.

LEGAL IMPLICATIONS

There are no legal implications that are related to the Audit, Risk and Business Improvement Committee

STAFFING IMPLICATIONS

There are no staffing implications as result of this report.

RISK ASSESSMENT

The Audit, Risk and Business Improvement Committee provides Council with independent assurance and assistance with regards to the risk, control and compliance framework and the external accountability responsibilities as prescribed by legislation.

Meetings are conducted in accordance with the Internal Audit Charter.

CORPORATE/OPERATIONAL PLAN

Corporate Plan Reference: **Strategy GO4: Provide transparent and accountable decision making reflecting positive leadership to the community.**

CONCLUSION

Council is demonstrating strong governance responsibilities by enabling independent oversight to the management of risk, compliance with legislation and standards, internal audit function and its external audit and reporting requirements.

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

**ARaBIC Minutes Unconfirmed - 26
February 2018**

Meeting Date: 6 March 2018

Attachment No: 1



AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MEETING

MINUTES

26 FEBRUARY 2018

The resolutions contained within these minutes will be confirmed at the Audit, Risk and Business Improvement Committee Meeting on 14 May 2018.

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AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES

26 FEBRUARY 2018

**MINUTES OF THE AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE
MEETING HELD AT COUNCIL CHAMBERS, 4 LAGOON PLACE, YEPPON ON
MONDAY, 26 FEBRUARY 2018 COMMENCING AT 1.01PM**

1 OPENING

2 PRESENT

Members Present:

Councillor Nigel Hutton (Chairperson)
Councillor Jan Kelly
Mr Pat Connor
Mr Russell Bickford
Mr Tony Trace (teleconference)

In Attendance:

Ms Andrea Ellis, Acting Director Corporate Services
Ms Debra Howe, Director Strategic Growth and Development (2:12pm)
Mr Brett Bacon, Director Community and Planning Services
Mr Dan Toon, Director Infrastructure
Mr Scott Williams, Internal Audit
Mr Matthew McGoldrick, Interim Chief Financial Officer (1:30pm)
Mr Steve Stavrou, Deloitte (teleconference)
Ms Mayuri Rajdev, Deloitte (teleconference)
Mr Michael Keane, Queensland Audit Office (teleconference)
Mrs Robyn Black, EA Director Corporate Services (Minute Taker)

Apologies:

Mr Tony Edwards
Mrs Chris Murdoch, Chief Executive Officer

3 PUBLIC FORUMS/DEPUTATIONS

Nil

Unconfirmed

AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES

26 FEBRUARY 2018

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**COMMITTEE RECOMMENDATION**

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.

Moved by: Mr Connor

Seconded by: Mr Bickford

MOTION CARRIED

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

Unconfirmed

AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES

26 FEBRUARY 2018

6 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS**6.1 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS**

File No: GV13.4.2
Attachments: 1. Business Outstanding Table - Meeting 26 Feb 2018
Responsible Officer: Andrea Ellis - Acting Director Corporate Services
Author: Robyn Black - Executive Assistant to the Director Corporate Services

SUMMARY

The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Audit Risk and Business Improvement Committee meetings. The current Business Outstanding Table for the Audit Risk and Business Improvement Committee is presented for members' information.

COMMITTEE RECOMMENDATION

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

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

AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES

26 FEBRUARY 2018

7 REPORTS**7.1 COMMITTEE WORK PROGRAM STATUS**

File No: CM4.2.1
Attachments: 1. ARaBIC Annual Program of Work - Status for Feb 2018
2. Agenda Timing

Responsible Officer: Andrea Ellis - Acting Director Corporate Services
Author: Scott Williams - Internal Auditor

SUMMARY

The Audit, Risk and Business Improvement Committee operates with reference to an Annual Work Program to help ensure it effectively meets its responsibilities. The program identifies the planned agenda items for each meeting. This report summarises the status of the planned agenda items.

COMMITTEE RECOMMENDATION

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

Moved by: Mr Bickford

Seconded by: Mr Trace

MOTION CARRIED

AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES

26 FEBRUARY 2018

7.2 EXECUTIVE LEADERSHIP TEAM UPDATE TO THE COMMITTEE

File No: CM4.2.1
Attachments: Nil
Responsible Officer: Andrea Ellis - Acting Director Corporate Services
Author: Scott Williams - Internal Auditor

SUMMARY

Each member of the Executive Leadership Team will provide a verbal update on key activities or issues.

COMMITTEE RECOMMENDATION

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

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

AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES

26 FEBRUARY 2018

7.3 MONTHLY FINANCIAL REPORT FOR PERIOD ENDING 31 JANUARY 2018**File No:** FM12.14.1**Attachments:** 1. Monthly Financial Report January 2018**Responsible Officer:** Andrea Ellis - Acting Director Corporate Services**Author:** Matthew McGoldrick - Interim Chief Financial Officer**SUMMARY**

Presentation of the Livingstone Shire Council Monthly Financial Report for the period ended 31 January 2018 by the Interim Chief Financial Officer.

COMMITTEE RECOMMENDATION

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

Moved by: Mr Connor**Seconded by:** Mr Trace**MOTION CARRIED**

AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES

26 FEBRUARY 2018

7.4 2017/18 SECOND QUARTER BUDGET REVIEW

File No: FM12.5.2
Attachments: 1. 2nd Quarter Budgeted Statements showing variances
Responsible Officer: Andrea Ellis - Acting Director Corporate Services
Author: Matthew McGoldrick - Interim Chief Financial Officer

SUMMARY

The original budget adopted by Council on the 27th June 2017 has been reviewed by Council officers responsible for their section of the budget. The budget review results and the revised capital program has been checked by Finance and reviewed by the Executive Leadership Team. The amended budget for 2017/18 has been input into the Long Term Financial Plan. Impacts on this and future financial years have been reviewed and some of the forecast settings been amended.

COMMITTEE RECOMMENDATION

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

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

MOTION CARRIED

AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES

26 FEBRUARY 2018

7.5 REPORTABLE LOSSES

File No: FM12.3.1
Attachments: Nil
Responsible Officer: Andrea Ellis - Acting Director Corporate Services
Author: Matthew McGoldrick - Interim Chief Financial Officer

SUMMARY

It has been the process within Council and a measure of good governance to report all losses to the committee on a semi-annual basis.

COMMITTEE RECOMMENDATION

THAT the loss reported be noted.

Moved by: Mr Bickford
Seconded by: Councillor Kelly
MOTION CARRIED

AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES

26 FEBRUARY 2018

7.6 FINANCIAL STATEMENTS TIMETABLE

File No: CM4.2.1
Attachments: Nil
Responsible Officer: Andrea Ellis - Acting Director Corporate Services
Author: Matthew McGoldrick - Interim Chief Financial Officer

SUMMARY

Council is required to provide key dates to the External Auditors of when information will be available for Audit.

COMMITTEE RECOMMENDATION

THAT table of milestone dates be noted by the Committee.

Moved by: Mr Connor

Seconded by: Mr Trace

MOTION CARRIED

AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES

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7.7 EXTERNAL AUDIT PLAN 2017-18

File No: CM4.2.1
Attachments: 1. 2018 LSC External Audit Plan
Responsible Officer: Andrea Ellis - Acting Director Corporate Services
Author: Scott Williams - Internal Auditor

SUMMARY

The External Auditors prepare an audit plan at the commencement of the financial audit each financial year. This report presents that draft plan for discussion and comment.

COMMITTEE RECOMMENDATION

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

Moved by: Mr Bickford
Seconded by: Councillor Kelly

MOTION CARRIED

AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES

26 FEBRUARY 2018

7.8 EXTERNAL AUDITOR'S UPDATE

File No: CM4.2.1
Attachments: 1. QAO Deloitte LSC ARABIC Briefing Paper
2. QAO Insights Newsletter - Summer 2017

Responsible Officer: Andrea Ellis - Acting Director Corporate Services
Author: Scott Williams - Internal Auditor

SUMMARY

The External Auditors will provide an update on their audit activities and any other matters.

COMMITTEE RECOMMENDATION

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

Moved by: Mr Bickford
Seconded by: Councillor Kelly
MOTION CARRIED

AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES

26 FEBRUARY 2018

7.9 REVIEW OF INTERNAL AUDIT POLICY AND CHARTER

File No: CM4.2.2

Attachments:

1. Internal Audit Policy v1
2. Internal Audit Charter (v2.1) - Proposed Version
3. Internal Audit Charter (v2.1) - Track Changes

Responsible Officer: Andrea Ellis - Acting Director Corporate Services

Author: Scott Williams - Internal Auditor

SUMMARY

On an annual basis the Internal Audit Policy and Internal Audit Charter are reviewed. No change to the policy is proposed. Some changes are proposed to update the charter that will increase alignment with the Institute of Internal Auditor standards.

COMMITTEE RECOMMENDATION

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.

Moved by: Mr Connor

Seconded by: Councillor Kelly

MOTION CARRIED

AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES

26 FEBRUARY 2018

7.10 INTERNAL AUDIT REPORT ON COUNCILLOR EXPENSE CLAIMS PROCESS

File No: CM4.2.3
Attachments: 1. Internal Audit Report - Councillor Expense Claims Process
Responsible Officer: Andrea Ellis - Acting Director Corporate Services
Author: Scott Williams - Internal Auditor

SUMMARY

The Internal Audit reviewing the Councillor Expense Claims Process has been completed. On the basis of the review work performed and the findings of this report it is concluded that the effectiveness of the control environment within the scope of the area reviewed is Satisfactory. The majority of findings of the review are associated with a medium risk.

COMMITTEE RECOMMENDATION

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.

Moved by: Councillor Kelly

Seconded by: Mr Trace

MOTION CARRIED

AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES

26 FEBRUARY 2018

7.11 INTERNAL AUDIT UPDATE

File No: CM4.2.3

Attachments:

1. Budget vs Actual as at 16 Feb 2018
2. Audit Response Action Plan Feb 2018
3. PTP Status Report Feb 2018

Responsible Officer: Andrea Ellis - Acting Director Corporate Services

Author: Scott Williams - Internal Auditor

SUMMARY

This report documents the status of the Annual Internal Audit Plan and provides further information on the Internal Audit Function.

COMMITTEE RECOMMENDATION

THAT the Committee receive the report on Internal Audit.

Moved by: Mr Trace

Seconded by: Councillor Kelly

MOTION CARRIED

AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES

26 FEBRUARY 2018

7.12 RISK MANAGEMENT FRAMEWORK

File No: RM27.3.1
Attachments: Nil
Responsible Officer: Rodney Chapman - Acting Coordinator Corporate Governance
Shane Weir - Acting Manager HR & Governance
Andrea Ellis - Acting Director Corporate Services
Author: Prue Kelly - Enterprise Risk Management Officer

SUMMARY

This report provides an overview of changes that have occurred within Council's Risk Management Framework over the previous twelve (12) months.

COMMITTEE RECOMMENDATION

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

Moved by: Mr Bickford
Seconded by: Councillor Kelly
MOTION CARRIED

AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES

26 FEBRUARY 2018

7.13 REVIEW OF OPERATIONAL RISK REGISTER - COMMUNITY AND PLANNING SERVICES

File No: RM27.4.1
Attachments: Nil
Responsible Officer: Chris Murdoch - Chief Executive Officer
Author: Brett Bacon - Director Community & Planning Services

SUMMARY

The Director of Community and Planning Services will provide an update of Enterprise Risk Management as applied to Community and Planning Services.

COMMITTEE RECOMMENDATION

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

Moved by: Mr Connor

Seconded by: Mr Trace

MOTION CARRIED

8 STRATEGIC REPORTS

Nil

Unconfirmed

9 QUESTIONS/STATEMENT/MOTIONS ON NOTICE FROM COUNCILLORS

Nil

Unconfirmed

10 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.

RECOMMENDATION

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.

11.1 Risk Management

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 .

11.2 CEO Update on Emerging Issues

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 .

11.3 Confirm Whether Members' Briefing Session is Required

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 .

11 CONFIDENTIAL REPORTS

11.1 RISK MANAGEMENT

File No: CM4.2.1

Attachments: Nil

Responsible Officer: Shane Weir - Acting Manager HR & Governance
Andrea Ellis - Acting Director Corporate Services

Author: Suzanne Pambid - Governance Officer

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

The Risk Management Report encompasses a number of reports previously provided separately to ARaBIC. The report is for ARaBIC information only unless otherwise noted.

COMMITTEE RECOMMENDATION

THAT the Committee receive the Risk Management Report for information.

Moved by: Councillor Kelly

Seconded by: Mr Bickford

MOTION CARRIED

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11.2 CEO UPDATE ON EMERGING ISSUES

File No: CM4.2.1
Attachments: Nil
Responsible Officer: Andrea Ellis - Acting Director Corporate Services
Author: Scott Williams - Internal Auditor

SUMMARY

The Chief Executive Officer will provide a verbal update on confidential emerging issues.

COMMITTEE RECOMMENDATION

THAT the Committee receives the verbal update provided by the Chief Executive Officer on emerging issues.

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11.3 CONFIRM WHETHER MEMBERS' BRIEFING SESSION IS REQUIRED

File No: CM4.2.1

Attachments: Nil

Responsible Officer: Andrea Ellis - Acting Director Corporate Services

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

A Members' Briefing Session may be required if any of the Committee members want to discuss any item on the agenda or raise another matter for discussion confidentially with a selected group.

COMMITTEE RECOMMENDATION

THAT it is confirmed that there is no requirement for a Members' Briefing.

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12 URGENT BUSINESS\QUESTIONS

Unconfirmed

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13 CLOSURE OF MEETING

There being no further business the meeting closed at 2:14pm.

Cr Nigel Hutton
CHAIRPERSON

DATE

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

Nil

14 URGENT BUSINESS/QUESTIONS

Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting.

15 CLOSURE OF MEETING