



AGENDA

Policy and Planning Standing Committee Meeting

1 August 2018

Please be advised that the Policy and Planning Standing Committee Meeting of the North Burnett Regional Council will be held at the Mundubbera Boardroom on:

Wednesday, 1 August 2018 commencing at

Order Of Business

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Ray Burton PSM
Interim Chief Executive Officer

- 1 ATTENDEES**
- 2 WELCOME/HOUSEKEEPING**
- 3 APOLOGIES**
- 4 DECLARATION OF INTEREST**

5 GOVERNANCE REPORTS

5.1 CONFIRMATION OF POLICY AND PLANNING STANDING COMMITTEE MINUTES 04 JULY 2018

Doc Id: 885128

Author: Natalie Zillman, Information Coordinator

Authoriser: Ray Burton, Interim Chief Executive Officer

Attachments: 1. Policy and Planning Standing Committee Meeting 2018-07-04 [880907].DOCX [880907] [↓](#) 

INTRODUCTION/BACKGROUND

Policy and Planning Standing Committee minutes attached for confirmation.

OFFICER COMMENTS/CONCLUSION

Nil

RECOMMENDATION

That the Policy and Planning Standing Committee minutes from the 04 July 2018 be confirmed.



MINUTES

Policy and Planning Standing Committee Meeting

4 July 2018

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL
POLICY AND PLANNING STANDING COMMITTEE MEETING
HELD AT THE MT PERRY BOARDROOM
ON WEDNESDAY, 4 JULY 2018 AT 9:21AM**

1 ATTENDEES

COUNCILLORS: Mayor Cr Rachel Chambers, Deputy Mayor Cr Faye Whelan, Cr John Bowen, Cr Paul Lobegeier, Cr Peter Webster, Cr John Zahl and Cr Robert Radel

OFFICERS: Brad Duke (Acting Chief Executive Officer), Trevor Harvey (General Manager of Strategy, Innovation and Assets), Michael Pickering (Acting General Manager Works), Simon Johnson (Graduate Engineer) and Natalie Zillman (Information Coordinator).

2 WELCOME/HOUSEKEEPING

The Mayor declared the meeting open and welcomed all attendees.

3 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION PP/2018/37

Moved: Cr Robert Radel

Seconded: Cr John Zahl

That the apology received from the Interim Chief Executive Officer Ray Burton PSM, be accepted and leave of absence granted. **CARRIED**

4 DECLARATION OF INTEREST

Nil

5 GOVERNANCE REPORTS

5.1 CONFIRMATION OF MINUTES 06 JUNE 2018

COMMITTEE RESOLUTION PP/2018/38

Moved: Cr John Bowen
Seconded: Cr Faye Whelan

That the Policy and Planning Standing Committee Minutes held in Eidsvold, 06 June 2018 be confirmed with the following amendment included:

SECTION 7.1 COMMUNITY GRANTS REPORT – APRIL AND MAY 2018

COMMITTEE RESOLUTION PP/2018/34

The Deputy Mayor Cr Faye Whelan provided additional comments to clarify her objection so the Minutes will now read:

“Cr Faye Whelan requested that her objection to the approval of the Heartland Festival application be noted on the grounds that she believed that the other towns were not approached to hold the event that was originally intended to be rotated.” **CARRIED**

6 ECONOMIC REPORTS

6.1 DEVELOPMENT STATISTICS REPORT

COMMITTEE RESOLUTION PP/2018/39

Moved: Cr John Zahl
Seconded: Cr Robert Radel

That the Development Services Statistics for the month of May 2018 as presented be ‘received’ and the contents noted. **CARRIED**

7 GENERAL BUSINESS

The General Business items submitted by Cr Lobegeier were briefly discussed at the meeting. The Mayor advised that each item is to be tasked to the relevant Council officers for attention.

8 CLOSURE OF MEETING

The Meeting closed at 9:28am.

The minutes of this meeting were confirmed at the Policy and Planning Standing Committee Meeting held on 1 August 2018.

.....
CHAIRPERSON

5.2 REVIEW OF STATUTORY POLICY AND TERMS OF REFERENCE - AUDIT AND RISK COMMITTEE

Doc Id: 884160

Author: Brad Duke, General Manager Corporate and Community

Authoriser: Ray Burton, Interim Chief Executive Officer

Attachments: 1. 109 Audit and Risk Committee.pdf [885437]  

INTRODUCTION/BACKGROUND

At the Audit and Risk Committee meeting held on 28 May 2018, it resolved, as a result of governance improvements recommended in the Interim Management Report prepared by Council's external auditors, Pitcher Partners, that a review of Statutory Policy 109 "Appointment of Audit and Risk Committee" and Terms of Reference (Charter) occur and report back to Council.

It is proposed that this report also be presented to the next meeting of the Audit and Risk Committee to be held on 6 August 2018 for consideration.

CORPORATE/OPERATIONAL PLAN

Theme 5: Our efficient and effective Council

- 5.6: Good Governance

POLICY IMPLICATIONS

Consistent with Corporate Plan and previous decision of the Audit and Risk Committee. A revised Statutory Policy 109 is being proposed.

STATUTORY REQUIREMENTS

Consistent with expectations of the *Local Government Act 2009* and *Local Government Regulation 2012*

FINANCIAL REQUIREMENTS

Nil

RISK MANAGEMENT

A revision of the Terms of Reference as and when required demonstrates good governance and probity and reduces Council risks

CONSULTATION

Internal consultation and Queensland local government (policy) benchmarking.

RECOMMENDATION

That:

1. Council adopt revised Statutory Policy 109 "Appointment of Audit and Risk Committee" including the Terms of Reference (TOR); and
2. From Tuesday 7 August 2018, Council resolves to abolish the existing Audit and Risk Committee and that all committee members and officers be thanked for their participation and involvement in the business of the Committee; and
3. Council resolves to establish a new Audit and Risk Committee consistent with the *Local Government Act 2012*, Statutory Policy 109, and the 2017-18 Interim Management Report prepared by Pitchers Partners (on behalf of the Qld Audit Office); and
4. Council resolves to appoint the following two (2) Councillors to the new Audit and Risk Committee, Councillor and Councillor; and
5. Public advertising to occur for the following (independent) roles:
 - Chair, North Burnett Regional Council Audit and Risk Committee
 - Committee Member, North Burnett Regional Council Audit and Risk Committee; and
6. All applications received for the above positions be considered with the subsequent appointments being determined by Council resolution; and
7. The Chief Executive Officer be given delegated authority to conclude all terms, conditions and remuneration applicable for independent members on the Audit and Risk Committee.

109 Audit and Risk Committee

Statutory Policy



PURPOSE

The Local Government Act 2009 requires the establishment of an efficient and effective internal audit function. To meet this requirement, Council has decided to institute the establishment of an Audit and Risk Committee (the Committee).

The purpose of these Terms of Reference is to outline the role, responsibilities, composition and operating guidelines of the committee, in accordance with the Local Government Act 2009 and the Local Government Regulation 2012.

SCOPE

The main purpose of the Committee is to provide advisory services to Council in the effective performance of its responsibilities related to internal audit and risk management as prescribed under the Local Government Act 2009, the Local Government Regulation 2012 and other relevant legislation, standards and requirement.

POLICY STATEMENT

1. AUTHORITY AND INDEPENDENCE

The Committee has no executive powers. The Committee is a committee of North Burnett Regional Council (NBRC) and is directly responsible to NBRC in discharging its responsibilities. The Committee has the authority to:

- Conduct or authorise investigations into matters within its scope of responsibility;
- Access information, records and personnel of NBRC for such purpose;
- Request the attendance of any employee, including executive staff, at committee meetings;
- Conduct meetings with NBRC internal and external auditors, as necessary;
- Seek advice from external parties, as necessary

2. DUTIES AND RESPONSIBILITIES

The Audit and Risk Committee's primary duties are.

- Provide reasonable assurance that NBRC's strategic objectives are realised and achieved through effective and efficient measures within the standard framework of internal control and risk management
- Oversee the internal audit and risk management functions to enhance NBRC's governance, internal control systems and decision making processes
- Monitor and review the integrity of financial documents
- Monitor the implementation of risk management plan and strategy to ascertain that control measures are adopted to manage significant operational risks
- Promote transparency, integrity and ethical conduct within NBRC
- Ensure that adequate resources are allocated for the efficient and effective performance of internal audit and risk management functions.

3. KEY RESPONSIBILITIES OF THE COMMITTEE RELATED TO:

External Audit to Monitor or review NBRC's compliance with legislation regarding financial reporting;

- Review the appropriateness of significant assumptions made by management in preparing the financial statements;
- Review with management and the external auditors the results of the external audit and any significant issues identified;
- Review of management response to external auditor's recommendations and extent of implementation
- Ensure that agreed improvements identified via external audit are implemented in timely fashion.

Financial Statements

- Satisfy itself that the financial statements are supported by management and audit sign-off;
- Review the draft audited financial statements prior to approval by NBRC with focus on any external audit comments related to significant changes in accounting policies and procedures, departure from accounting standards or major audit adjustments
- Review the financial statements, recommend and provide advice to NBRC on the adoption of the audited financial statements taking into account audit recommendations and adjustments;
- Ensure there is a proper explanation for any unusual transactions or trends or variations from budget;
- Ensure that assurance with respect to the accuracy and completeness of the financial statements is given by management.

Internal Control

- Review through the internal and external audit functions, the adequacy of the internal control structure and systems, including information technology security and control;
- Review through the internal and external audit function, whether relevant policies and procedures are in place and up to date, including those for the management and exercise of delegations, and whether they are complied with.

Internal Audit

- Review the budget, staffing and skills of the internal audit function;
- Review and approve the internal audit plan, its scope and progress, and any significant changes to it, including any difficulties or restrictions on scope of activities, or significant disagreements with management.
- Review the proposed internal audit plan for the coming year to ensure that it covers key risks and that there is coordination with the external auditor;

Risk Management

- Review the risk management framework for identifying, monitoring and managing significant business risks, including fraud;
- Satisfy itself that insurance arrangements are appropriate for the risk management framework;;
- Liaise with management to ensure there is a common understanding of the key risks to NBRC with these risks being clearly documented in a risk register which will be regularly reviewed to ensure it remains timely, and relevant;

- Assess and contribute to the audit planning processes relating to the risks and threats to NBRC;
- Review effectiveness of Council's processes for identifying and escalating risks, particularly strategic risks.

4. MEMBERSHIP

- Members, including the Chair, are appointed by NBRC;
- The Chair is to be independent from NBRC and possess sound financial and/or risk management skills, good communication skills and strong leadership skills;
- Membership of the Committee will consist of a minimum of three (3) and a maximum of six (6) as outlined in s210 of the Local Government Regulation 2012; • A minimum of one (1) member including the Chair will be external to Council.
- The Council will strive to increase the number of independent members over time;
- A maximum of two (2) members will be Councillors of NBRC;
- At least one (1) member is to have significant experience and skills in financial / audit / risk matters;
- The term of appointment is three (3) years and can be extended by Council for a further three (3) years subject to the composition and skill requirements of the Committee. The maximum term is six (6) years;
- Members are appointed on the basis of personal qualities and skills;
- Teleconferencing or Skype attendance at Committee meeting/s will only be permitted if a member request is made (verbal and or written) to the Chair three (3) days prior to the Committee meeting and that a resolution is passed in the majority of members present, immediately after the opening of the meeting;
- Proxies are not permitted if the member is unable to attend the meeting.
- Member terms and conditions (including expected remuneration) will be disclosed in the Letter of Appointment.
- The NBRC's Chief Executive Officer (CEO), General Manager Corporate & Community, Corporate Services Manager, and any other relevant officer as requested by the Chair be required to attend Audit and Risk Committee meetings. Officers have no voting rights.
- A sub-committee may be formed, via resolution, for the specific review and monitoring of particular internal audit or risk projects.

5. MEETINGS

- The Committee will meet at least four (4) times each financial year;
- The date, time and venue of the meeting will be set by the CEO in consultation with the Chair;
- The agenda will be prepared by Council's Corporate Services Section, under the guidance of the Corporate Services Manager and circulated to all Committee members and attendees at least three (3) days before the meeting.
- A special meeting may be called by the CEO if requested to do so by any Committee Member, the External Auditor or the Internal Auditor;
- The terms of reference also provide the opportunity for Committee Members to meet with Internal and/or External Auditors without management involvement.
- In the event the Chair is absent from a meeting of the Committee, Committee members shall appoint a member as Chair.

Quorum

- A quorum shall consist of three (3) members.

Administration

- The Office of the CEO Section shall provide secretarial support to the Committee.
- The Corporate Services Section will co-ordinate any written report/s about the matters reviewed during the meeting and corresponding committee recommendations; This report will be provided to the Committee during its next meeting;
- Minutes of the Committee meetings will be referred to the next meeting of the NBRC for information and action as required.

6. ETHICAL CONDUCT

- Committee members must exercise transparency, integrity, honesty, objectivity and ethical conduct in the fulfilment of their duties and responsibilities;
- Committee members must ensure confidentiality, exercise prudence, care and due diligence in the handling of NBRC information acquired in the course of their duties;
- Committee members must immediately declare to the Chair any interest that may represent a real, potential or apparent conflict of interest related to their committee membership. In case of a conflict of interest involving the Chair, declaration to the CEO is required;
- The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting and be updated as necessary.

7. TRAINING

- The Committee members will be provided formal and/or informal training necessary for the effective performance of their duties and responsibilities. Familiarisation of Council's operational environment, organisational practices and culture shall form part of members' training.

8. COMMITTEE EVALUATION

The Committee will conduct an annual self-assessment to evaluate its performance and ensure the efficient and effective achievement of objectives;

- The assessment will confirm that all duties and responsibilities indicated in these terms of reference have been performed.
- The Chair will take necessary action to ensure that enhancements and recommendations highlighted in the assessment are properly implemented.

RELEVANT LAW

- *Local Government Act 2009*
- *Financial Accountability Act 2009*
- *Local Government Regulation 2012*

RELATED POLICIES AND PROCEDURES

109 - Appointment of Audit Committee
 110 - Internal Audit Function
 213 - Risk Management Policy

Doc ID 123456
 Doc ID 123456

RELATED FORMS

Internal Audit Terms of Reference

Doc ID 123456

DEFINITIONS

Term	Definition
<i>Term</i>	<i>Definition</i>

APPROVAL

The Audit and Risk Committee approved this Policy and Terms of Reference (TOR) on 6 August 2018

REVIEW

These Terms of Reference will be reviewed every two years (2) by Corporate Service Manager and is due for review in 2020.

REVISION HISTORY

Approval Date	Reference
1 April 2008	General Meeting — New Policy
1 June 2011	Policy & Strategy Meeting - Review
October 2012	Policy & Planning Meeting - Review
December 2015	General Meeting - Review

6 ECONOMIC REPORTS

6.1 MOUNTAIN VIEW CARAVAN PARK

Doc Id: 885085

Author: Melinda Jones, Community Development Officer

Authoriser: Trevor Harvey, General Manager of Strategy, Innovation and Assets

Attachments: Nil

INTRODUCTION/BACKGROUND

The caretakers contract at Mountain View Caravan Park in Biggenden expired on the 9th of July 2018. The current Caretaker Phill Russo has accepted an extended caretaker contract for 5 months until the 8th December 2018 whilst Council considers its options to lease or contract.

CORPORATE/OPERATIONAL PLAN

1.5 Implementation of Tourism Strategy

1.5.3 Undertake Council owned caravan parks with appropriate business and entrepreneurial acumen

POLICY IMPLICATIONS

Nil

STATUTORY REQUIREMENTS

Nil

FINANCIAL REQUIREMENTS

Caravan Parks are funded through Council's Adopted Budget which is reconciled on a monthly basis.

RISK MANAGEMENT

Risk assessments are conducted on a regular basis to ensure that facilities provided comply with Council's Workplace Health and Safety standards.

CONSULTATION

The Economic Development Team held a consultative workshop on the 30th of May 2018 with Councillors. Caravan Park contracts, facilities and future management options of Councils owned Caravan Parks were tabled for discussion.

An action of this workshop was to investigate the leasing potential of Council owned caravan and camping grounds as and when contracts come up for renewal.

RECOMMENDATION

1. That the Economic Development Team commence leasing arrangements for Mountain View Caravan Park, in consultation with Councils legal advisors.
2. That Mountain View Caravan Park be leased for a total of ten years (5 years with the option to renew for a further 5 years).

7 SOCIAL REPORTS

7.1 APPROVAL TO PAINT A MURAL ON THE MUNDUBBERA LIBRARY WALL EASEMENT TO THE ART GALLERY TO COMMEMORATE THE 10TH ANNIVERSARY OF THE GALLERY.

Doc Id: 883141

Author: Suzie Keune, Stream Leader Community Development

Authoriser: Brad Duke, General Manager Corporate and Community

Attachments: 1. Whelan F - Mural Letter.pdf [883073] [↓](#) 

INTRODUCTION/BACKGROUND

The Mundubbera Art Gallery is celebrating their 10th Anniversary. The Art Gallery Committee wish to recognise this at a community event held on Saturday 8 September 2018 in Pioneer Park. The Art Gallery Committee will extend invitations to all previous exhibiting artists, the public, with a special invitation to the Berthelsen family, as the late Councillor Roslyn Berthelsen was an integral part of the establishment of the Regional Gallery.

The Mundubbera Regional Art Gallery Committee is seeking approval for a mural to commemorate the 10th Anniversary of the Gallery to be painted on the Mundubbera Library Wall, which is part of the easement that leads to the main gallery entry.

North Burnett renowned artists will design and paint the mural, with previous exhibiting artists assisting to complete the mural on the day.

This mural will be funded by the Mundubbera Regional Art Gallery.

OFFICER COMMENTS/CONCLUSION

This mural will add to the existing murals in Mundubbera, and become a tourist attraction to the area while also encouraging visitors into the central business district and the Regional Art Gallery.

It is suggested that Council review the content of the proposed mural before it is commenced.

RECOMMENDATION

That subject to approving the final design, Council:

1. Will allow the painting of a mural on the library wall (opposite the former Council Chambers), which is located in the easement that leads to the main entry of the Mundubbera Art Gallery; and
2. Forwards a letter to the Mundubbera Art Gallery Committee congratulating them on their initiative here and their ongoing commitment to arts and culture in the North Burnett Region.



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**Office of Councillor Faye Whelan
Deputy Mayor**

28th June, 2018

To Acting CEO
North Burnett Regional Council
P.O. Box 390
GAYNDAH. Q. 4625

Dear Ray,

At the recent Mundubbera Regional Art Gallery Advisory Committee meeting which I chair the 10th Anniversary Celebration of the Gallery was discussed. The Committee want to recognise this milestone with a community event Saturday 8th September, 2018 in Pioneer Park which adjoins the Mundubbera Library and Art Gallery complex.

An invitation will be extended to all previous exhibiting artists and the general public to join with the Gallery volunteers both past and present to recognise the achievements of the past 10 years. A special invitation will be sent to the Berthelsen family to be part of the day recognising the contribution of the late Councillor Roslyn Berthelsen who played such a big part in the establishment of the Regional Gallery.

My committee is seeking Council's approval to put a Mural on the Mundubbera Library wall adjacent to Mundubbera Council Meeting Room entry as a lasting legacy of the 10 years. This easement pathway leads to the Main Gallery Entry.

Mundubbera already has quality artistic murals that are tourist attractions so the Committee also desires to add to the tourism appeal of the town.

Prize winning artist Mrs. Sue Lederhose with the help of other North Burnett reknown artists will design the mural and previous exhibiting artists will play a part in completing the artwork on the day.

Councils decision would be greatly appreciated as soon as possible to allow planning.

Kind regards,

Cr. Faye Whelan
Deputy Mayor
Chair Mundubbera Regional Art Gallery.

Address all correspondence to the Chief Executive Officer

8 GENERAL BUSINESS

9 CLOSURE OF MEETING