

CONFIRMED MINUTES

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES STANDING
COMMITTEE MEETING OF
ISAAC REGIONAL COUNCIL

HELD ON
TUESDAY, 10 AUGUST 2021
COMMENCING AT 1.00PM

ISAAC REGIONAL COUNCIL
CONFIRMED MINUTES OF THE
CORPORATE, GOVERNANCE AND FINANCIAL SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY 10 AUGUST 2021

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ISAAC REGIONAL COUNCIL
CONFIRMED MINUTES OF THE
CORPORATE, GOVERNANCE AND FINANCIAL SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY 11 MAY 2021 COMMENCING AT 1:00PM

ATTENDANCE Cr Jane Pickels, Division Seven (Chair)
Cr Sandy Moffat, Division Two
Cr Viv Coleman, Division Eight

OFFICERS PRESENT Mr Darren Fettell, Director Corporate, Governance and Financial Services
Ms Liza Perrett, Manager Governance and Corporate Services
Mr Michael Krulic, Manager Financial Services (*by video conference*)
Mrs Alexis Coutts, Manager Organisational Safety
Mr John Squire, Manager Contracts and Procurement
Mr Beau Jackson, Manager Brand, Media and Communications
Mr Warren Clough, Senior Safety Business Advisor
Mrs Tricia Hughes, Coordinator Executive Support

1. OPENING

The Chair declared the meeting open at 1.01pm and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

2. APOLOGIES

The Committee received an apology from Mayor Anne Baker

Resolution No.: CGFS0649

Moved: Cr Moffat

Seconded: Cr Coleman

That the Corporate, Governance and Financial Services Standing Committee accepts the apologies received from Mayor Anne Baker.

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest declared.

NOTE:

Council acknowledges that Chapter 5B Councillors' Conflicts of Interest of the Local Government Act 2009 does not apply to a Councillor if the matter to be resolved relates to a corporation or association that arises solely because of a nomination or appointment of the councillor by the local government to be a member of the board of the corporation or association.

4. CONFIRMATION OF MINUTES

Corporate, Governance and Financial Services Standing Committee Meeting of Isaac Regional Council held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 8 June 2021.

Resolution No.: CGFS0650

Moved: Cr Moffat

Seconded: Cr Coleman

That the minutes from the Corporate, Governance and Financial Services Standing Committee meeting held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 8 June 2021 are confirmed.

Carried

Corporate, Governance and Financial Services Standing Committee Meeting of Isaac Regional Council held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 13 July 2021.

Resolution No.: CGFS0651

Moved: Cr Coleman **Seconded:** Cr Moffat

That the minutes from the Corporate, Governance and Financial Services Standing Committee meeting held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 13 July 2021 are confirmed.

Carried

5. OFFICERS REPORTS

5.1 Isaac Regional Council Monthly Financial Report as at 31 July 2021

EXECUTIVE SUMMARY

In accordance with the *Local Government Regulation 2012* (s204) a monthly financial report is required to be presented to Council stating the progress made in relation to the budget for the period of the financial year as near as practicable to the end of month before the meeting is held.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Receive the financial statements for the period ended 31 July 2021 pursuant to and in accordance with the Local Government Regulation 2012 (s204).*

Resolution No.: CGFS0652

Moved: Cr Moffat **Seconded:** Cr Coleman

That the Committee recommends that Council:

1. **Receive the financial statements for the period ended 31 July 2021 pursuant to and in accordance with the Local Government Regulation 2012 (s204).**

Carried

5.2 Work, Health and Safety Update

EXECUTIVE SUMMARY

This report is provided as an update to Council on the current status of Work Health and Safety Management System (WHSMS).

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Note the Work Health and Safety report.*

Resolution No.: CGFS0653

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

1. Receive and note the Work Health and Safety report.

Carried

5.3 2020-2021 Annual Operational Plan - 4th and Final Quarter Performance Report

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the 4th and final quarterly performance report, for period ending 30 June 2021, on the progress towards implementing the 2020-2021 Annual Operational Plan.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Receive and note the 4th and final quarterly performance report on the 2020-2021 Annual Operational Plan, for period ending 30 June 2021.*

Resolution No.: CGFS0654

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee recommends that Council:

1. Receive and note the 4th and final quarterly performance report on the 2020-2021 Annual Operational Plan, for period ending 30 June 2021.

Carried

5.4 Policy Update - ANZ Online Transactive Policy

EXECUTIVE SUMMARY

This report seeks Council's consideration on amendments and updates to the ANZ Online Transactive Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Repeal the ANZ Online Transactive Policy (FS-035).
2. Adopt the ANZ Transactive Online Policy (CORP-POL-125).

Resolution No.: CGFS0655

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

1. Repeal the ANZ Online Transactive Policy (FS-035).
2. Adopt the ANZ Transactive Online Policy (CORP-POL-125).

Carried

5.5 Policy Update - Purchasing Card Policy

EXECUTIVE SUMMARY

This report seeks Council's consideration on amendments and updates to the Purchasing Card Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Adopt the updated Purchasing Card Policy (CORP-POL-067).

Resolution No.: CGFS0656

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee recommends that Council:

1. Adopt the updated Purchasing Card Policy (CORP-POL-067).

Carried

5.6 Policy Repeal - Insurance and Claim Management Guideline

EXECUTIVE SUMMARY

This report seeks Council's consideration on repealing the existing Insurance and Claim Management Policy and replacing it with a guideline.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Repeal the Insurance and Claim Management Policy (CGFT-109).*
2. *Note that there is no requirement for a Policy, a guideline will be used to ensure adequate insurance coverage (CORP-GDS-203).*

Resolution No.: CGFS0657

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

1. Repeal the Insurance and Claim Management Policy (CGFT-109).
2. Note that there is no requirement for a Policy, a guideline will be used to ensure adequate insurance coverage (CORP-GDS-203).

Carried

5.7 Policy Update - Competitive Neutrality Complaints Policy

EXECUTIVE SUMMARY

This report seeks Council's consideration on amendments and updates to the Competitive Neutrality Complaints Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. **Repeal the Competitive Neutrality Policy (CGFS-113).**
2. **Adopt the Competitive Neutrality Complaints Policy (CORP-POL-127)**

Resolution No.: CGFS0658

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

1. **Repeal the Competitive Neutrality Policy (CGFS-113).**
2. **Adopt the Competitive Neutrality Complaints Policy (CORP-POL-127)**

Carried

5.8 Policy Update - Rates Concession - Not for Profit Policy

EXECUTIVE SUMMARY

This report seeks Council's consideration on amendments and updates to the Rates Concession – Not for Profit Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

1. **Adopt the updated Rates Concession – Not for Profit Policy (CORP-POL-025).**

Resolution No.: CGFS0659

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee recommends to Council:

1. Adopt the updated Rates Concession – Not for Profit Policy (CORP-POL-025).

Carried

5.9 Women in Local Government Advisory Committee Meeting Minutes - Tuesday 27 July 2021

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Women in Local Government Advisory Committee meeting held on Tuesday 27 July 2021 and to seek endorsement of the proposed actions from the Committee meeting.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Receive and note the minutes from the Women in Local Government Advisory Committee Meeting held on Tuesday 27 July 2021.*
2. *Appoint a small working group of Ms Rebecca Molineaux, Ms Liza Perrett and Ms Fiona Branch to make further refinements to the draft policy as discussed by the Women in Local Government Advisory Committee for endorsement at the next Women in Local Government Advisory Committee meeting.*
3. *Receive and note the Ending Domestic and Family Violence Report.*
4. *Endorses Recommendation 1 – Endorse the Launch of Isaac Regional Council's commitment to end domestic violence with the unveiling of the Pledge and Introducing the Training Framework*
5. *Endorses Recommendation 2 – Isaac Regional Council take the pledge to work toward a Queensland where everyone is equal and free from violence*
6. *Endorses Recommendation 3 – Commit to Isaac Regional Council participating in the Domestic and Family Violence Prevention Month each May*
7. *Endorses Recommendation 4 – Develop and Implement a Training Framework targeted towards ending Domestic and Family Violence*
8. *Endorses Recommendation 5 – Investigate partnership opportunities to directly support Domestic and Family Violence affected employees*
9. *Endorses Recommendation 6 – Ensure information and resources are readily available to anyone experiencing Domestic and Family Violence, including the Domestic Violence Policy, Flexible Work Arrangements Policy and the Employee Assistance Program via internal and external platforms*

10. *Receive and note the schedule of events for 2021/2022*
11. *Approve a minimum of two (2) scheduled events and/or training opportunities for 2021/2022*
12. *Receive and note the Local Government Professionals Australia and Australian Government Gender Balance Target – for Senior Leadership in Local Government Toolkit*
13. *Endorse a working group of Cr Vic Coleman, Ms Rebecca Molineaux and Ms Karen O'Connor to review the draft Workplan for Women in Local Government Advisory Committee which will be workshopped with the Committee by 30 September 2021.*

Resolution No.: CGFS0660

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

1. **Receive and note the minutes from the Women in Local Government Advisory Committee Meeting held on Tuesday 27 July 2021.**
2. **Appoint a small working group of Ms Rebecca Molineaux, Ms Liza Perrett and Ms Fiona Branch to make further refinements to the draft policy as discussed by the Women in Local Government Advisory Committee for endorsement at the next Women in Local Government Advisory Committee meeting.**
3. **Receive and note the Ending Domestic and Family Violence Report.**
4. **Endorses Recommendation 1 – Endorse the Launch of Isaac Regional Council's commitment to end domestic violence with the unveiling of the Pledge and Introducing the Training Framework**
5. **Endorses Recommendation 2 – Isaac Regional Council take the pledge to work toward a Queensland where everyone is equal and free from violence**
6. **Endorses Recommendation 3 – Commit to Isaac Regional Council participating in the Domestic and Family Violence Prevention Month each May**
7. **Endorses Recommendation 4 – Develop and Implement a Training Framework targeted towards ending Domestic and Family Violence**
8. **Endorses Recommendation 5 – Investigate partnership opportunities to directly support Domestic and Family Violence affected employees**
9. **Endorses Recommendation 6 – Ensure information and resources are readily available to anyone experiencing Domestic and Family Violence, including the Domestic Violence Policy, Flexible Work Arrangements Policy and the Employee Assistance Program via internal and external platforms**
10. **Receive and note the schedule of events for 2021/2022**

11. Approve a minimum of two (2) scheduled events and/or training opportunities for 2021/2022
12. Receive and note the Local Government Professionals Australia and Australian Government Gender Balance Target – for Senior Leadership in Local Government Toolkit
13. Endorse a working group of Cr Viv Coleman, Ms Rebecca Molineaux and Ms Karen O'Connor to review the draft Workplan for Women in Local Government Advisory Committee which will be workshopped with the Committee by 30 September 2021.

Carried

6. INFORMATION BULLETIN REPORTS

6.1

Corporate, Governance and Financial Services Information Bulletin – July and August 2021

EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Information Bulletins for July and August 2021 are provided for Committee review.

OFFICER'S RECOMMENDATION

That the Committee:

1. *Note the Corporate, Governance and Financial Services Information Bulletin for July and August 2021.*

Resolution No.: CGFS0661

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee:

1. Note the Corporate, Governance and Financial Services Information Bulletins for July and August 2021.

Carried

6.2 People and Performance Information Bulletin – July and August 2021

EXECUTIVE SUMMARY

The People and Performance Information Bulletins for July and August 2021 are provided for Committee review.

OFFICER'S RECOMMENDATION

That the Committee:

- Notes the People and Performance Information Bulletins for July and August 2021.**

Resolution No.: CGFS0662

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee:

- Notes the People and Performance Information Bulletins for July and August 2021.**

Carried

7. GENERAL BUSINESS

7.1 FIRE HAZARDS – COASTAL AREA

Cr Coleman highlighted some fire hazards in the St Lawrence area especially with low water levels this is an increased risk. In particular the wetlands area is of concern. Cr Coleman will provide list of locations.

ACTION: DIRECTOR CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

7.2 ABANDONED VEHICLES AND MISSING SPEED SIGNPOSTS

Cr Coleman has advised that there are increased levels of abandoned vehicles across the region, and some have been on the side of roads for a long time – these are potentially a risk in particular with potential impact and fire hazards. What can be done to reduce this risk? Cr Coleman to provide location of the abandoned vehicles.

Cr Coleman also advised that there are quite a few speed signs (Council roads) that are missing on roads in the Isaac Region which also poses a risk.

ACTION: DIRECTOR CORPORATE, GOVERNANCE AND FINANCIAL SERVICES / DIRECTOR ENGINEERING AND INFRASTRUCTURE

7.3 THANK YOU TO PEATA MUNRO

Cr Pickels acknowledged the contribution of Ms Peata Munro during her time as the Corporate, Governance and Financial Services (CGFS) Directorate Executive Assistant. The Committee thanked Peata for her contribution to CGFS and the Committee and wished her well in her new role with Council.

7.4 CONGRATULATIONS TO LITIA PITT

Cr Pickels congratulated Ms Litia Pitt on her success at the Central Queensland Training Awards on being named the Regional Winner for Aboriginal and Torres Strait Islander Student of the Year. Cr Pickels on behalf of the committee wished Litia all the best for the State Awards.

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 2.38pm.

These minutes were confirmed by the Committee at the Corporate, Governance and Financial Services Committee Meeting held in Moranbah on Tuesday 14 September 2021.

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Chair

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DATE