

CONFIRMED MINUTES

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

HELD ON
TUESDAY, 11 MAY 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 11 MAY 2021

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ISAAC REGIONAL COUNCIL
CONFIRMED MINUTES OF THE
CORPORATE, GOVERNANCE AND FINANCIAL SERVICES
STANDING COMMITTEE MEETING
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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 (*via video Conference*)

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
Mrs Alexis Coutts, Manager Organisational Safety
Mr John Squire, Manager Contracts and Procurement
Mr Bilal Akhtar, Strategic Asset Manager
Ms Rebeca Molineaux, Manger People and Performance
Mr Beau Jackson, Manager Brand, Media and Communications
Mrs Nicole Money, Executive Assistant
Ms Peata Munro, Executive Assistant
Mrs Susan Martin, Manager Budget and Statutory Recording

1. OPENING

The Chair declared the meeting open at 1.00pm and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

Resolution No.: CGFS0623

Moved: Cr Jane Pickels

Seconded: Cr Sandy Moffat

That the Corporate, Governance and Financial Services Standing Committee accepts Cr Viv Coleman's participation in the meeting by video conference.

Carried

2. APOLOGIES

The Committee received apologies from Mayor Anne Baker and Cr Lyn Jones.

Resolution No.: CGFS0624

Moved: Cr Sandy Moffat

Seconded: Cr Viv Coleman

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

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

DECLARABLE CONFLICT OF INTEREST

Cr Jane Pickels declared a declarable conflict of interest for Report 5.8 Update COVID-19 - Special Leave Policy as her husband is an employee of Isaac Regional Council.

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 14 April 2021.

Resolution No.: CGFS0625

Moved: Cr Viv Coleman

Seconded: Cr Sandy 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 14 April 2021 are confirmed with the correction to the incorrect spelling of Cr Viv Coleman's name on Resolution CGFS0616.

Carried

5. OFFICERS REPORTS

5.1 Isaac Regional Council Monthly Financial Report as at 30 April 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 30 April 2021 pursuant to and in accordance with the Local Government Regulation 2012 (s204).*

Resolution No.: CGFS0626

Moved: Cr Sandy Moffat

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

- 1. Receive the financial statements for the period ended 30 April 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 monthly report.*

Resolution No.: CGFS0627

Moved: Cr Viv Coleman

Seconded: Cr Sandy Moffat

That the Committee recommends that Council:

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

Carried

5.3 2020-2021 Annual Operational Plan - 3rd Quarter Performance Report

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the 3rd quarterly performance report, for period ending 31 March 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 3rd quarterly performance report on the 2020-2021 Annual Operational Plan, for period ending 31 March 2021.***

Resolution No.: CGFS0628

Moved: Cr Sandy Moffat

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

1. **Receive and note the 3rd quarterly performance report on the 2020-2021 Annual Operational Plan, for period ending 31 March 2021.**

Carried

5.4 Fraud and Corruption Control Framework and Plan

EXECUTIVE SUMMARY

The purpose of this report is to consider the endorsement of an updated suite of documents relating to Fraud and Corruption Control.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Adopt the draft Fraud and Corruption Control Framework and Fraud and Corruption Control Plan.***
- 2. Note the action to review following receipt of the Internal Audit report relating to Awareness and Conflict of Interest, which will also inform the development of an appropriate training program.***
- 3. Delegate authority to the Chief Executive Officer to approve administrative amendments to the Fraud and Corruption Control Framework and Fraud and Corruption Control Plan, following the review as per clause 2. above, including enhancements relating to the training/awareness program.***

Resolution No.: CGFS0629

Moved: Cr Viv Coleman

Seconded: Cr Sandy Moffat

That the Committee recommends that Council:

- 1. Receive and adopt the updated draft Fraud and Corruption Control Framework and Fraud and Corruption Control Plan tabled to the Committee at the meeting.**
- 2. Note the action to review following receipt of the Internal Audit report relating to Awareness and Conflict of Interest, which will also inform the development of an appropriate training program.**
- 3. Delegate authority to the Chief Executive Officer to approve administrative amendments to the Fraud and Corruption Control Framework and Fraud and Corruption Control Plan, following the review as per clause 2. above, including enhancements relating to the training/awareness program.**

Carried

5.5 Fees and Charges 2021/2022

EXECUTIVE SUMMARY

Pursuant to section 97 of the *Local Government Act 2009*, Council may impose a charge for a service, facility or activity that is supplied or undertaken by Council or someone on behalf of Council or, under a local law or a resolution, fix a cost-recovery fee.

OFFICER'S RECOMMENDATION

That the Committee recommends Council to:

1. **Adopt the Fees and Charges for 2021/2022.**

Resolution No.: CGFS0630

Moved: Cr Sandy Moffat

Seconded: Cr Viv Coleman

That the Committee recommends Council to:

1. **Adopt the Fees and Charges for 2021/2022.**

Carried

5.6 Bad Debts - Write Off Report 2021

EXECUTIVE SUMMARY

Council currently has several outstanding debts that are deemed unrecoverable. Consequently, it is proposed that Council write off \$2,267.97 in Accounts Receivable as bad debts.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. **Receive the report and endorse the write-off of \$2,267.97 in bad debts.**

Resolution No.: CGFS0631

Moved: Cr Sandy Moffat

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

1. **Receive the report and endorse the write-off of \$2,267.97 in bad debts.**

Carried

5.7 Women in Local Government Advisory Committee Meeting Minutes 15 April 2021 and Updated Terms of Reference

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Women in Local Government Advisory Committee (WILGAC) meeting held on Thursday 15 April 2021 and to seek endorsement of the proposed amendments to the Women in Local Government Advisory Committee Terms of Reference

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 Thursday 15 April 2021.*
- 2. Note the new appointments of new committee members Women in Local Government Advisory Committee.*
- 3. Receive and note the Women in Local Government Advisory Committee Progress Report 8.*
- 4. Receive and note the overview and update on the activities of LG Professionals Australia's National Local Government Women's Advisory Group.*
- 5. Note the intent to develop a Workplan for Women in Local Government Advisory Committee.*
- 6. Support the review of Council's approach to Domestic Violence, including updating the relevant policy and development of a toolkit for staff.*
- 7. Adopt the updated Terms of Reference for the Women in Local Government Advisory Committee.*

Resolution No.: CGFS0632

Moved: Cr Sandy Moffat

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

- 1. Receive and note the minutes from the Women in Local Government Advisory Committee Meeting held on Thursday 15 April 2021.**
- 2. Note the new appointments of new committee members Women in Local Government Advisory Committee.**
- 3. Receive and note the Women in Local Government Advisory Committee Progress Report 8.**

4. Receive and note the overview and update on the activities of LG Professionals Australia's National Local Government Women's Advisory Group.
5. Note the intent to develop a Workplan for Women in Local Government Advisory Committee.
6. Support the review of Council's approach to Domestic Violence, including updating the relevant policy and development of a toolkit for staff.
7. Adopt the updated Terms of Reference for the Women in Local Government Advisory Committee.

Carried

DECLARABLE CONFLICT OF INTEREST

Cr Jane Pickels declared a declarable conflict of interest for Report 5.8 Update COVID-19 - Special Leave Policy as her husband is an employee of Isaac Regional Council.

Councillors sought further insight from Cr Pickels.

Resolution No.: CGFS0633

Moved: Cr Viv Coleman

Seconded: Cr Sandy Moffat

That the Committee determines that Cr Jane Pickels has a declarable conflict of interest for Report 5.8 Update COVID-19 - Special Leave Policy but should participate in the discussions and vote for this matter.

Carried

5.8 Update COVID-19 - Special Leave Policy

EXECUTIVE SUMMARY

The purpose of this report is to consider the updated COVID-19 – Special Leave Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Adopts the updated Covid-19 – Special Leave Policy (CORP-POL-080)*

MEETING MINUTES

Resolution No.: CGFS0634

Moved: Cr Sandy Moffat

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

- 1. Adopts the updated Covid-19 – Special Leave Policy (CORP-POL-080)**

Carried

ATTENDANCE

Mr Jeff Stewart-Harris, Chief Executive Officer entered the meeting room at 1.42pm

6. INFORMATION BULLETIN REPORTS

6.1

Corporate, Governance and Financial Services Information Bulletin – May 2021

EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Information Bulletin for May 2021 is provided for Committee review

OFFICER'S RECOMMENDATION

That the Committee:

- 1. Note the Corporate, Governance and Financial Services Information Bulletin for May 2021.**

Resolution No.: CGFS0635

Moved: Cr Viv Coleman

Seconded: Cr Sandy Moffat

That the Committee:

- 1. Note the Corporate, Governance and Financial Services Information Bulletin for May 2021.**

Carried

6.2 People and Performance Information Bulletin – May 2021

EXECUTIVE SUMMARY

The People and Performance Information Bulletin for May 2021 is provided for Committee review.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Note the People and Performance Information Bulletin for May 2021.***

Resolution No.: CGFS0636

Moved: Cr Viv Coleman

Seconded: Cr Sandy Moffat

That the Committee:

- Note the People and Performance Information Bulletin for May 2021.**

Carried

7. GENERAL BUSINESS

7.1 Isaac Regional Council Website

Cr Sandy Moffat enquired as to whether there are any opportunities to re-develop the Isaac Regional Council website providing a more streamline process for community access.

Manager Brand, Media and Communications advised that the upgrade of the website is currently being investigated, including costs implications, with current provider. Whilst current focus is on transition for intranet site to new platform, acknowledge that short term review of usability to be considered.

ACTION: DIRECTOR CORPORATE, GOVERNANCE AND FINANCIAL SERVICES AND MANAGER BRAND, MEDIA AND COMMUNICATION

7.2 SES Workshop - Carmila

Cr Viv Coleman provided positive feedback on the recent SES Workshop held at Carmila and requested that any future workshops are communicated to Cr Coleman to provide an opportunity to attend. Manager Organisational Safety clarified that workshop was an internal training workshop arranged by QFES and not a public engagement event.

Cr Sandy Moffat requested consideration be given in the way Isaac Regional Council delivers communication and method of delivery to ensure broader reach to the public.

ACTION: MANAGER ORGANISATIONAL SAFETY AND MANAGER BRAND, MEDIA AND COMMUNICATION

7.3 Work, Health and Safety Policy Statement

The Chief Executive Officer advised the Committee of the Work, Health and Safety Policy Statement recently endorsed by the Executive Leadership Team which will be the policy document in the work place

7.4 Do it for Dolly Day

Cr Viv Coleman reminded the Committee and Officers of 'Do it for Dolly Day' which is being held on Friday 14 May

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 2.09pm.

These minutes were confirmed by the Committee at the Corporate, Governance and Financial Services Committee Meeting held in Moranbah on Tuesday 8 June 2021.

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Chair

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DATE