

CONFIRMED MINUTES

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

HELD ON
TUESDAY, 9 FEBRUARY 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 9 FEBRUARY 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 9 FEBRUARY 2021 COMMENCING AT 1:00PM

ATTENDANCE Cr Jane Pickels, Division Seven (Chair)
Mayor Anne Baker
Cr Sandy Moffat, Division Two
Cr Lyn Jones, Division Six
Cr Viv Coleman, Division Eight

OFFICERS PRESENT Mr Gary Stevenson PSM, Chief Executive Officer
Mr Darren Fettell, Director Corporate Governance and Financial Services
Ms Liza Perrett, Manager Governance and Corporate Services
Mr Michael Krulic, Manager Financial Services
Mr Robert Kane, Chief Information Officer
Mr John Squire, Manager Contracts and Procurement
Ms Carenda Jenkin, Acting Manager Brand, Media and Communication
Mrs Nicole Money, Executive Assistant

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.

The Mayor was not present at the commencement of the meeting.

2. APOLOGIES

No apologies this meeting.

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest declared at this meeting.

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 1 December 2020.

Resolution No.: CGFS0589

Moved: Cr Viv Coleman

Seconded: Cr Lyn Jones

That the minutes from the Corporate, Governance and Financial Services Standing Committee meeting held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 1 December 2020 are confirmed.

Carried

5. OFFICERS REPORTS

ATTENDANCE

Mayor Anne Baker entered the meeting room at 1.05pm

Mr Jeff Stewart-Harris, Director Planning, Environment and Community Services entered the meeting room at 1.09pm and left the meeting room at 1.09pm

Ms Liza Perrett left the meeting room at 1.09pm

5.1

Isaac Regional Council Monthly Financial Report as at 31 January 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 January 2021 pursuant to and in accordance with the Local Government Regulation 2012 (s204).***

Resolution No.: CGFS0590

Moved: Cr Sandy Moffat

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

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

Carried

ATTENDANCE

Mr Jeff Stewart-Harris left the meeting room at 1.12pm

Ms Liza Perrett returned to the meeting room at 1.12pm

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.: CGFS0591

Moved: Cr Sandy Moffat

Seconded: Cr Lyn Jones

That the Committee recommends that Council:

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

Carried

Note: Director Corporate, Governance and Financial Services tabled an updated attachment for the Work, Health and Safety Update

5.3 Not-for-Profit - Rates Concession - Register

EXECUTIVE SUMMARY

As per Resolution No. 5444, Council adopted a 'Rates Concession – Not for Profit' Policy that came into effect on the 1st of July 2018. This report outlines subsequent organisations that have submitted the appropriate documentation as at 30 December 2020 and outlines the concession entitlements as per the adopted Policy, along with the updated register.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Adopt the Updated Rates Concession Register for Not-For-Profit organisations as per the 'Rates Concession – Not-for-Profit' Policy (CORP-POL-025).***

Resolution No.: CGFS0592

Moved: Cr Lyn Jones

Seconded: Cr Sandy Moffat

That the Committee recommends that Council:

1. **Adopt the Updated Rates Concession Register for Not-For-Profit organisations as per the 'Rates Concession – Not-for-Profit' Policy (CORP-POL-025).**

Carried

5.4 Policy Update - Lobbying and Lobbyist Activity

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider the updated Policy - Lobbying and Lobbyist Activity Policy and new supporting documents.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

1. ***Repeal the Lobbying and Lobbyist Activity Policy (IRC/STAT-014)***
2. ***Adopt the updated 'Lobbying and Lobbyist Activity' Policy (CORP-POL-109)***
3. ***Endorse the 'Lobbying and Lobbyist Activity' Procedure (CORP-PRO-103)***

Resolution No.: CGFS0593

Moved: Cr Viv Coleman

Seconded: Cr Sandy Moffat

That the Committee recommends that Council:

- 1. Repeal the Lobbying and Lobbyist Activity Policy (IRC/STAT-014)**
- 2. Adopt the updated 'Lobbying and Lobbyist Activity' Policy (CORP-POL-109)**
- 3. Endorse the 'Lobbying and Lobbyist Activity' Procedure (CORP-PRO-103)**

Carried

5.5 Policy Update - Record Keeping Policy

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider the updated Record Keeping Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

- 1. Repeal the 'Record Keeping' Policy (CGFS-095)**
- 2. Adopt the updated 'Record Keeping' Policy (CORP-POL-026)**

Resolution No.: CGFS0594

Moved: Cr Lyn Jones

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

- 1. Repeal the 'Record Keeping' Policy (CGFS-095)**
- 2. Adopt the updated 'Record Keeping' Policy (CORP-POL-026)**

Carried

5.6 2020-2021 Annual Operation Plan - 2nd Quarter Performance Report

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the 2nd quarterly performance report, for period ending 31 December 2020, 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 2nd quarterly performance report on the 2020-2021 Annual Operational Plan, for period ending 31 December 2020.**

Resolution No.: CGFS0595

Moved: Cr Sandy Moffat

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

1. **Receive and note the 2nd quarterly performance report on the 2020-2021 Annual Operational Plan, for period ending 31 December 2020.**

Carried

5.7 2021 Australian Local Government Association National General Assembly

EXECUTIVE SUMMARY

The Australian Local Government Association National General Assembly is Australia's largest and most influential gathering of Local Government Councillors, Mayors, Chairs and Officials.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. **Nominate Councillors [____] to attend the 2021 Australian Local Government Association National General Assembly to be held in Canberra from 20 to 23 June 2021.**
2. **Delegate to Councillors [____] voting rights on behalf of Isaac Regional Council at the 2021 Australian Local Government Association National General Assembly of Local Government.**

Resolution No.: CGFS0596

Moved: Cr Sandy Moffat

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

1. Nominate Councillors [] to attend the 2021 Australian Local Government Association National General Assembly to be held in Canberra from 20 to 23 June 2021.
2. Delegate to Councillors [] voting rights on behalf of Isaac Regional Council at the 2021 Australian Local Government Association National General Assembly of Local Government.

Carried

5.8 Isaac Regional Council – Participation in 2021 Keep Australia Beautiful Sustainable Communities Tidy Towns Awards Program

EXECUTIVE SUMMARY

This report is provided for discussion regarding participation by Isaac Regional Council in 2021 Keep Australia Beautiful Sustainable Communities Tidy Towns Awards Program.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

1. ***Endorses participation in the 2021 Keep Australia Beautiful Sustainable Communities Tidy Towns Awards Program as follows:***
 - a. ***Department Directors to facilitate potential applications in relevant categories for the Tidy Towns Awards;***
 - b. ***The Chief Executive Officer to report back to Council with recommendations on number of applications and categories at the Ordinary Council Meeting in March 2021.***

Resolution No.: CGFS0597

Moved: Cr Lyn Jones

Seconded: Cr Viv Coleman

That the Committee recommend that Council:

1. **Endorses participation in the 2021 Keep Australia Beautiful Sustainable Communities Tidy Towns Awards Program as follows:**
 - a. **Department Directors to facilitate potential applications in relevant categories for the Tidy Towns Awards;**
 - b. **The Chief Executive Officer to report back to Council with recommendations on number of applications and categories at the Ordinary Council Meeting in March 2021.**

Carried

ATTENDANCE

Mrs Tricia Hughes, Coordinator Executive Support entered the meeting room at 2.05pm and left the meeting room at 2.06pm

6. INFORMATION BULLETIN REPORTS

6.1 Corporate, Governance and Financial Services Information Bulletin – February 2021

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee:

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

Resolution No.: CGFS0598

Moved: Cr Sandy Moffat

Seconded: Cr Lyn Jones

That the Committee:

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

Carried

6.2 People and Performance Information Bulletin – February 2021

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

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

Resolution No.: CGFS0599

Moved: Cr Lyn Jones

Seconded: Cr Sandy Moffat

That the Committee:

1. Note the People and Performance Information Bulletin for February 2021.

Carried

Note: Manager People and Performance will issue an updated People and Performance Bulletin attachment to the Committee with amended graphs.

7. GENERAL BUSINESS

7.1 Conflict of Interest Process

The Chief Executive Officer provided an update to the Committee on the request from LGAQ for feedback regarding the updated Conflict of Interest legislation and welcomed input from the Committee.

7.2

On behalf of the Corporate, Governance and Financial Services Standing Committee, the Chair thanked and acknowledged the Brand, Media and Communications Team on the collateral and work contributed to making Australia Day successful.

Acting Manager Brand, Media and Communications acknowledged the contribution of Manager Engaged Communities and Manager Community Engagement, Programs and Events as well as the Brand, Media and Communications Team for all their efforts with the Australia Day planning for the Isaac Region.

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 2.39pm.

These minutes were confirmed by the Committee at the Corporate, Governance and Financial Services Committee Meeting held in Moranbah on Tuesday 9 March 2021.

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Chair

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DATE