

CONFIRMED MINUTES

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

HELD ON
TUESDAY, 9 MARCH 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 MARCH 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 9 MARCH 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

OFFICERS PRESENT Mr Jeff Stewart-Harris, Acting Chief Executive Officer
Ms Liza Perrett, Manager Governance and Corporate Services
Mr Michael Krulic, Manager Financial Services
Mr John Squire, Manager Contracts and Procurement
Ms Carenda Jenkin, Acting Manager Brand, Media and Communications
Ms Peata Munro, Executive Assistant
Mrs Nicole Money, Executive Assistant
Ms Dannette Barfield, People and Performance Assistant
Mr Jason Semken, ICT Infrastructure Engineer

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.

2. APOLOGIES

The Committee received an apology from Cr Viv Coleman.

Resolution No.: CGFS0600

Moved: Mayor Anne Baker

Seconded: Cr Lyne Jones

The Corporate, Governance and Financial Services Standing Committee accepts the apology received from Cr Viv Coleman.

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest 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.

ATTENDANCE

Mr Jason Semken left the meeting room at 1.03pm

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 9 February 2021.

Resolution No.: CGFS0601

Moved: Cr Lyn Jones

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 9 February 2021 are confirmed.

Carried

Moved: Cr Sandy Moffat **Seconded:** Mayor Anne Baker

That the Committee recommends that Council:

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

Carried

5.3 Organisational Development Plan – Final Close Out Status

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a final update on the status of actions and priorities identified in the Chief Executive Officer's Organisational Development Plan, originally adopted in December 2016.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. *Receive and note the Organisational Development Plan Final Close Out Report.***

Resolution No.: CGFS604

Moved: Cr Sandy Moffat **Seconded:** Mayor Anne Baker

That the Committee recommends that Council:

- 1. Receive and note the Organisational Development Plan Final Close Out Report.**

Carried

ATTENDANCE

Cr Kelly Vea Vea entered the meeting room at 1.21pm and left at 1.21pm

5.4 2020/2021 2nd Quarter Budget Review

EXECUTIVE SUMMARY

A review of the current budget has been undertaken with each of the respective Departmental Managers and then reviewed by their respective Directors and Executive Leadership Team as at 31 December 2020, with consideration to the current January trends. The budget review recognises a \$2M decrease in operating revenue, a \$400K increase in operating expenses leading to the proposed \$2.4M decrease

to the budgeted operating surplus. In relation to capital, there is a proposed \$200K decrease to capital revenue and a \$1.86M decrease to the capital expenditure program.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

- 1. In accordance with section 170 (3) of the Local Government Regulation 2012, adopt the proposed revised budget for 2020/2021.***
- 2. Confirm the continuing adherence to the adopted frugal budget approach for the remainder of the financial year.***

Resolution No.: CGFS605

Moved: Cr Lyn Jones

Seconded: Mayor Anne Baker

That the Committee recommend that Council:

- 1. In accordance with section 170 (3) of the Local Government Regulation 2012, adopt the proposed revised budget for 2020/2021.**
- 2. Confirm the continuing adherence to the adopted frugal budget approach for the remainder of the financial year and that a further critical review be undertaken at the 3rd Quarter budget review to identify savings and improve Council's overall position.**

Carried

ATTENDANCE

Ms Tori Gordon, Administration Officer and Mr Zac Malone, ICT Officer entered the meeting room at 1.31pm and left the meeting room at 1.33pm

5.5 Local Government Workcare Mid Term Health and Safety Management System Audit Report

EXECUTIVE SUMMARY

Council has received the results of the recent audit conducted as part of the Self Insurance for Local Government Workcare (LGW).

The two primary objectives of the audit were:

1. To ascertain compliance with the required performance benchmark; and
2. To provide LGW and Isaac Regional Council's OHS and Executive Management Team's with a meaningful report to improve WHS performance.

The score achieved for Element 3 was 86.85% which is above the 70% required pass mark, indicating that Isaac Regional Council has suitably implemented and maintained its safety management system in compliance with the National Health and Safety Audit Tool. In addition to the 86.85% pass for element 3, there were no non-conformances raised subsequent to this audit.

OFFICER'S RECOMMENDATION

That the Committee recommends Council:

1. **Receive and note the Mid Term Health and Safety Management Systems Audit report.**

Resolution No.: CGFS606

Moved: Cr Lyn Jones

Seconded: Cr Sandy Moffat

That the Committee recommends that Council:

1. **Receive and note the Mid Term Health and Safety Management Systems Audit report.**

Carried

5.6 Policy Update – Exceptional Circumstances

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider the updated Exceptional Circumstances Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends Council:

1. **Repeal the 'Exceptional Circumstances' Policy (130)**
2. **Adopt the updated 'Exceptional Circumstances' Policy (CORP-POL-118)**

Resolution No.: CGFS607

Moved: Cr Lyn Jones

Seconded: Cr Sandy Moffat

That the Committee recommends that Council:

1. **Repeal the 'Exceptional Circumstances' Policy (130)**
2. **Adopt the updated 'Exceptional Circumstances' Policy (CORP-POL-118)**

Carried

ATTENDANCE

Ms Rebecca Molineaux, Manager People and Performance joined the meeting by video conference at 1.34pm

5.7 Policy Update – Frequent Flyer and Other Loyalty Reward Schemes

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider the updated Frequent Flyer and other Loyalty Reward Schemes Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends Council:

1. *Repeal the 'Frequent Flyer and other Loyalty Reward Schemes' Policy (CAP-007)*
2. *Adopt the updated 'Frequent Flyer and other Loyalty Reward Schemes' Policy (CORP-POL-119)*

Resolution No.: CGFS608

Moved: Cr Sandy Moffat

Seconded: Cr Lyn Jones

That the Committee recommends that Council:

1. **Repeal the 'Frequent Flyer and other Loyalty Reward Schemes' Policy (CAP-007)**
2. **Adopt the updated 'Frequent Flyer and other Loyalty Reward Schemes' Policy (CORP-POL-119) incorporating a definition for a Councillor.**

Carried

ATTENDANCE

Ms Tori Gordon entered the meeting room at 1.39pm

6. INFORMATION BULLETIN REPORTS

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

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee:

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

Resolution No.: CGFS0609

Moved: Cr Sandy Moffat

Seconded: Mayor Anne Baker

That the Committee:

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

Carried

6.2

People and Performance Information Bulletin – March 2021

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

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

Resolution No.: CGFS610

Moved: Cr Lyn Jones

Seconded: Cr Sandy Moffat

That the Committee:

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

Carried

7. GENERAL BUSINESS

No general business for this meeting.

MEETING MINUTES



8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 2.22pm.

These minutes were confirmed by the Committee at the Corporate, Governance and Financial Services Committee Meeting held in Moranbah on Tuesday 13 April 2021.

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Chair

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DATE