

CONFIRMED MINUTES

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

HELD ON
TUESDAY, 10 OCTOBER 2023
COMMENCING AT 9.00AM

ISAAC REGIONAL COUNCIL
CONFIRMED MINUTES OF THE
CORPORATE, GOVERNANCE AND FINANCIAL SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY, 10 OCTOBER 2023

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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 10 OCTOBER 2023

ATTENDANCE

Cr Jane Pickels, Division Seven (Chair) *(by Video Conference)*
Cr Sandy Moffat, Division Two *(by Video Conference)*
Cr Viv Coleman, Division Eight

OFFICERS PRESENT

Mr Darren Fettell, Acting Chief Executive Officer
Mr Alexis Coutts, Acting Director Corporate Governance and Financial Services
Mr Paul Simonds, Head of People and Capability
Mrs Susan Martin, Acting Manager Financial Services
Mr John Nyawo, Manager Governance and Corporate Services
Mr John Squire, Manager Contracts and Procurement
Mrs Maria Borg, Acting Manager Safety and Resilience
Mrs Tricia Hughes, Coordinator Executive Support
Ms Gemma Gooding, Executive Assistant
Ms Jarrah Butler, Senior People and Capability Business Partner

1. OPENING

The Chair declared the meeting open at 9.00am 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

A leave of absence be granted for Mayor Anne Baker for this meeting as she is attending the Greater Whitsunday Alliance Delegation meeting with Queensland Parliament in Brisbane on behalf of Council.

A leave of absence be granted for Cr Carolyn Franzmann for this meeting as she is attending the Community Builders Session being held in Illfracombe on behalf of Council.

Resolution No.: CGFS0848

Moved: Cr Coleman

Seconded: Cr Moffat

That the Corporate, Governance and Financial Services Standing Committee grants a leave of absence for Mayor Anne Baker as she is attending to official Council duties in Brisbane on behalf of Council.

That the Corporate, Governance and Financial Services Standing Committee grants a leave of absence for Cr Franzmann as she is attending the Community Builders Session being held in Illfracombe on behalf of Council.

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

No conflict of interests declared 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 9.00am on Tuesday 12 September 2023.

Resolution No.: CGFS0849

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 9.00am on Tuesday 12 September 2023 are confirmed.

Carried

5. OFFICERS REPORTS

5.1 Isaac Regional Council Monthly Financial Report as at 30 September 2023

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 the 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 September 2023 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204).**

Resolution No.: CGFS0850

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

- 1. Receive the financial statements for the period ended 30 September 2023 pursuant to, and**

in accordance with, the *Local Government Regulation 2012 (s204)*.

Carried

5.2 Safety And Resilience Update

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Notes the Safety and Resilience Report provided on the current status of the Health, Safety and Wellbeing Management System.***

Resolution No.: CGFS0851

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee recommends that Council:

- Notes the Safety and Resilience Report provided on the current status of the Health, Safety and Wellbeing Management System.**

Carried

5.3 Audit And Risk Committee Meeting Minutes – Tuesday 26 September 2023

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Audit and Risk Committee Meeting held on Tuesday, 26 September 2023.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council that:

1. *The Minutes of the Audit and Risk Committee Meeting held on 26 September 2023 be received and noted.*
2. *The recommendations of the Audit and Risk Committee meeting held on 26 September 2023 be adopted:*
 - a. *The Committee requested copies of relevant Emergency Management Committee (EMC) minutes that discussed protocols, dated during Cyber Security Incident, to be shared with Audit and Risk Committee.*
 - b. *Committee questioned and discussed progression of Business Continuity Plans (BCP's) and contingency plans post cyber security incident.*
 - c. *Chair requested Manager Governance to provide a review and report on future framework delivery rather than development.*
 - d. *The Committee enquired on timeframes of when the workshop with Councillors be conducted and reported back to the Committee on Council's risk appetite, as need to progress.*
 - e. *Mayor requested the Chair to have oversight of the tender of internal audit provider.*
3. *The Committee discussed importance of progressing internal audit provider to enable continued services through caretaker period.*

Resolution No.: CGFS0852

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee recommends to Council that:

1. **The Minutes of the Audit and Risk Committee Meeting held on 26 September 2023 be received and noted.**
2. **The recommendations of the Audit and Risk Committee meeting held on 26 September 2023 be adopted:**
 - a. **The Committee requested copies of relevant Emergency Management Committee (EMC) minutes that discussed protocols, dated during Cyber Security Incident, to be shared with Audit and Risk Committee.**
 - b. **Committee questioned and discussed progression of Business Continuity Plans (BCP's) and contingency plans post cyber security incident.**
 - c. **Chair requested Manager Governance to provide a review and report on future framework delivery rather than development.**

MEETING MINUTES

- d. The Committee enquired on timeframes of when the workshop with Councillors be conducted and reported back to the Committee on Council's risk appetite, as need to progress.
 - e. Mayor requested the Chair to have oversight of the tender of internal audit provider.
3. The Committee discussed importance of progressing internal audit provider to enable continued services through caretaker period.

Carried

PROCEDURAL MOTION:

Resolution No.: CGFS0853

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee closes the meeting to the public at 9.32am under *Local Government Regulations 2012* Section 254J (3)(g) to deliberate on Confidential Report 5.4 Digital Strategy Business Case and Technology One Program Management Plan.

Carried

PROCEDURAL MOTION:

Resolution No.: CGFS0854

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee open the meeting at 9.55am.

Carried

CONFIDENTIAL REPORT

Closed under *Local Government Regulation 2012 s254J(3)(g)* negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

5.4 Digital Strategy Business Case and Technology One Program Management Plan

EXECUTIVE SUMMARY

The purpose of this report is to receive and endorse the Business Case for the Digital Strategy Implementation Program (DSP) to support the Isaac Regional Council Digital Strategy endorsed at the June 2023 Ordinary meeting and engagement of GWI Digital in July 2023.

The report also provides for the receiving and endorsement of the Program Management Plan for the TechnologyOne Implementation Program, noting continuing review through ongoing planning and implementation.

Resourcing implications, being both budget and internal staffing implications will be dealt with through separate reports and/or quarterly budget reviews as the implementation progresses.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council that:

- 1. Receives and endorses the Business Case – Digital Strategy Implementation Program.***
- 2. Receives and endorses the Program Management Plan – TechnologyOne Implementation Program.***

Resolution No.: CGFS0855

Moved: Cr Coleman

Seconded: Cr Moffat

The Committee recommends that Council:

- 1. Receives and endorses the Business Case – Digital Strategy Implementation Program.**
- 2. Receives and endorses the Program Management Plan – TechnologyOne Implementation Program.**

Carried

6. INFORMATION BULLETIN REPORTS

6.1 Corporate, Governance and Financial Services Information Bulletin – October 2023

EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Information Bulletin for October 2023 is provided for Council review.

OFFICER'S RECOMMENDATION

That the Committee:

- Notes the Corporate, Governance and Financial Services Information Bulletin for October 2023.*

Resolution No.: CGFS0854

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee:

- Notes the Corporate, Governance and Financial Services Information Bulletin for October 2023.**

Carried

7. GENERAL BUSINESS

7.1 Utilising Rates Mail Run

Cr Coleman asked why we did not use the issuing of rates notices by mail to share information (flyers) on our storm season and other important issues that we would like to inform community on.

ACTION: DIRECTOR CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

7.2 Television and Radio Reception on Coast

Cr Coleman advised that extremely high winds have been received on the coast over the last couple of weeks and the television reception has been very patchy this also includes the radio station (ABC). This is concerning with the upcoming storm season. Can this be investigated please.

ACTION: CHIEF INFORMATION OFFICER

7.3 World Mental Health Day 2023

Cr Pickels thanked the Acting Director Corporate, Governance and Community Services for the email received on World Mental Health Day 2023 and noted the importance of the focus on this important matter.

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 10.20am.

These minutes were confirmed by the Committee at the Corporate, Governance and Financial Services Committee Meeting held in Moranbah on Tuesday 7 November 2023.

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Chair

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DATE