

# CONFIRMED MINUTES

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## SPECIAL MEETING OF ISAAC REGIONAL COUNCIL

HELD ON  
**THURSDAY, 26 MARCH 2020**  
COMMENCING AT 9.30AM  
COUNCIL CHAMBERS, MORANBAH

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# CONFIRMED MINUTES

## ISAAC REGIONAL COUNCIL

### CONFIRMED MINUTES OF THE SPECIAL MEETING

#### HELD IN COUNCIL CHAMBERS, MORANBAH

#### ON THURSDAY 26 MARCH 2020

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# CONFIRMED MINUTES

## ISAAC REGIONAL COUNCIL

### CONFIRMED MINUTES OF THE SPECIAL MEETING

#### HELD IN COUNCIL CHAMBERS, MORANBAH

#### ON THURSDAY 26 MARCH 2020

#### COMMENCING AT 9.30AM

#### **ATTENDANCE**

Cr Anne Baker, Mayor  
Cr Greg Austen, Division One (*via teleconference*)  
Cr Nick Wheeler, Division Two (*via video conference*)  
Cr Simon West, Division Four (*via teleconference*)  
Cr Kelly Veale, Division Five  
Cr Lyn Jones, Division Six  
Cr Jane Pickels, Division Seven (*via video conference*)  
Cr Geoff Bethel, Division Eight

#### **OFFICERS PRESENT**

Mr Gary Stevenson PSM, Chief Executive Officer  
Mr Jeff Stewart-Harris, Director Planning, Environment and Community Services  
Mr Darren Fettell, Director Corporate Governance and Financial Services  
Mr Gary Murphy, Director Water and Waste  
Mr Sean Robinson, Manager Galilee and Bowen Basin Operations  
Mr Alex Staines, Manager Brand Media and Communications  
Mrs Tricia Hughes, Coordinator Executive Support

### **1. OPENING**

The Mayor welcomed all in attendance and declared the meeting open at 9.30am.

**Resolution No.:** 6546

**Moved:** Cr Veale

**Seconded:** Cr Jones

**That Council approve Cr Greg Austen and Cr Simon West participation in the meeting by teleconference and Cr Nick Wheeler and Cr Jane Pickels participation in the meeting by video conference.**

**Carried**

# CONFIRMED MINUTES

## 2. APOLOGIES

An apology has been received from Cr Gina Lacey.

**Resolution No.:** 6547

**Moved:** Cr Pickels

**Seconded:** Cr Jones

**That Council accepts the apology received from Cr Gina Lacey.**

**Carried**

## 3. CONDOLENCES

No condolences this meeting.

## 4. DECLARATION OF CONFLICTS OF INTEREST

### CONFLICT OF INTEREST

Mr Gary Stevenson declared a conflict of interest for report 11.7 Chief Executive Officer Succession Plan as the report is regarding a request from Mr Stevenson relating to his previous request of transition to retirement and succession planning arrangements. Mr Stevenson left the meeting room at 10.54am and did not participate in any discussions regarding report 11.7.

### CONFLICT OF INTEREST

Mr Jeff Stewart-Harris, Director Planning, Environment and Community Services declared a conflict of interest for report 11.7 Chief Executive Officer Succession Plan as he is a direct report of the Chief Executive Officer and the matters to be discussed and voted on could have an impact on his role. Mr Stewart-Harris left the meeting room at 10.54am and did not participate in any discussions regarding report 11.7.

### CONFLICT OF INTEREST

Mr Darren Fettell, Director Corporate, Governance and Financial Services declared a conflict of interest for report 11.7 Chief Executive Officer Succession Plan as he is a direct report of the Chief Executive Officer and the matters to be discussed and voted on could have an impact on his role.

# CONFIRMED MINUTES

Mr Fettell left the meeting room at 10.54am and did not participate in any discussions regarding report 11.7.

## CONFLICT OF INTEREST

Mr Gary Murphy, Director Water and Waste declared a conflict of interest for report 11.7 Chief Executive Officer Succession Plan as this is a confidential report relating to the employment conditions of the Chief Executive Officer and the matters to be discussed and voted on could have an impact on his role. Mr Murphy left the meeting room at 10.54am and did not participate in any discussions regarding report 11.7.

## CONFLICT OF INTEREST

Mr Alex Staines, Manager Brand Media and Communications declared a conflict of interest for report 11.7 Chief Executive Officer Succession Plan as this is a confidential report relating to the employment conditions of the Chief Executive Officer and the matters to be discussed and voted on could have an impact on his role. Mr Staines left the meeting room at 10.54am and did not participate in any discussions regarding report 11.7.

## CONFLICT OF INTEREST

Mr Sean Robinson, Manager Galilee and Bowen Basin Operations declared a conflict of interest for report 11.7 Chief Executive Officer Succession Plan as this is a confidential report relating to the employment conditions of the Chief Executive Officer and the matters to be discussed and voted on could have an impact on his role. Mr Robinson left the meeting room at 10.54am and did not participate in any discussions regarding report 11.7.

## 5. DEPUTATIONS

No deputations this meeting.

## 6. CONSIDERATION OF NOTICE OF MOTIONS

No items this meeting.



# CONFIRMED MINUTES

## 7. CONFIRMATION OF MINUTES

No confirmation of minutes this meeting.

## 8. BUSINESS ARISING FROM PREVIOUS MEETING

No business this meeting.

## 9. STANDING COMMITTEE REPORTS

No Standing Committee Reports.

## 10. OFFICER REPORTS

No Officer Reports.

## 11. CONFIDENTIAL REPORTS

### **PROCEDURAL MOTION:**

**Resolution No.:** 6548

**Moved:** Cr Ve'a Ve'a

**Seconded:** Cr Bethel

**That Council closes the meeting to the public at 9.31am under *Local Government Regulations 2012 Section 275 (1) (h)* to deliberate on Confidential Reports 11.1, 11.2, 11.3, 11.4, 11.5 and 11.6 and Confidential Report 11.7.**

**Carried**

### ATTENDANCE

Mrs Mary-Anne Uren, Senior Advisor teleconferenced into the meeting at 9.32am.

# CONFIRMED MINUTES

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# CONFIRMED MINUTES

## **PROCEDURAL MOTION:**

**Resolution No.: 6549**

**Moved: Cr Bethel**

**Seconded: Cr Jones**

**That Council open the meeting to the public at 10.55am.**

**Carried**

## **PROCEDURAL MOTION:**

**Resolution No.: 6550**

**Moved: Cr Vea Vea**

**Seconded: Cr Jones**

**That Council bring forward Confidential Report 11.7 Chief Executive Officer Succession Plan for consideration.**

**Carried**

## **CONFIDENTIAL REPORT**

Closed under s275(1) (a) the appointment, dismissal or discipline of employees;

### **11.7 Chief Executive Officer Succession Plan**

#### **EXECUTIVE SUMMARY**

Council is requested to consider revised succession planning arrangements for the Chief Executive Officer arising from uncertainty created by pandemic and likely recession.

**Resolution No.: 6551**

**Moved: Cr Bethel**

**Seconded: Cr Jones**

**That Council:**

- 1. Acknowledges Mr Stevenson's notice of revised transition to retirement with a later final date of employment being 30 June 2021.**
- 2. Acknowledges that the process to facilitate the recruitment and selection for the position of Deputy Chief Executive Officer will be delayed until late 2020.**

**Carried**



# CONFIRMED MINUTES

## ATTENDANCE

Mr Gary Stevenson, Mr Jeff Stewart-Harris, Mr Darren Fettell, Mr Gary Murphy, Mr Alex Stains and Mr Sean Robinson entered the meeting room at 10.56am.

## CONFIDENTIAL REPORT

Closed under s275 (1) (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage

### 11.1 Business Continuity

#### EXECUTIVE SUMMARY

Council is requested to endorse the results of an organisation-wide risk evaluation and associated contingency plans for high risks arising from the pandemic disaster.

**Resolution No.: 6552**

**Moved: Cr Jones**

**Seconded: Cr Pickels**

#### That Council:

- 1. Endorses the organisation-wide risk evaluation.**
- 2. Endorses the contingency plans for high risks arising from the pandemic disaster.**
- 3. Authorises the Chief Executive Officer to take all necessary steps to implement the contingency plans.**

**Carried**

## CONFIDENTIAL REPORT

Closed under s275 (1) (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage

### 11.2 Pandemic and Recession Strategic and Tactical Response Framework

#### EXECUTIVE SUMMARY

Council is requested to consider a draft framework setting direction strategically and tactically to respond to the pandemic and recession disaster.

## CONFIRMED MINUTES

**Resolution No.: 6553**

**Moved: Cr Vea Vea**

**Seconded: Cr Bethel**

**That Council:**

- 1. Endorses the Pandemic and Recession Strategic and Tactical Response Framework.**
- 2. Authorises the Chief Executive Officer to implement the initiatives with a sense of urgency.**
- 3. Include an initiative that contains costs of Councillor Remuneration to current levels for the foreseeable future.**
- 4. Include an initiative that provides rate concessions for clubs and organisations.**

**Carried**

### CONFIDENTIAL REPORT

Closed under s275 (1) (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage

#### **11.3 Rating Consideration - COVID-19**

##### **EXECUTIVE SUMMARY**

The outbreak of COVID-19 is unprecedented, and while the true impacts of the pandemic are still unknown, Council is committed to assisting our community and local business partners in these uncertain economic times. Council will therefore undertake ongoing reviews to both manage resources within the current budget and promote any assistance, however small, to support the local community in response to the COVID-19 Pandemic.

**Resolution No.: 6554**

**Moved: Cr Jones**

**Seconded: Cr Pickels**

**That Council, pursuant to section 9(1) of the *Local Government Act 2009*:**

- 1. Cease any debt collection activities for outstanding rates and charges until further review after 30 June 2020.**
- 2. Grant a concession on any interest accruing on outstanding rates and charges from 11 March 2020 until 30 June 2020.**

## CONFIRMED MINUTES

3. Provide 100% rates concession to any eligible Not for Profit Organisation for the 2019/2020 financial year under the Rates Concession – Not for Profit Policy, where the organisation was not already receiving 100% concession, and refund to eligible organisations.
4. Request the Chief Executive Officer to continue to identify and report to Council on any other measures to be implemented that may reduce the financial impact on residents, businesses and the community as affected by the COVID-19 Pandemic up to 30 June 2020, including where appropriate to apply the existing Exceptional Circumstances Policy.

Carried

### CONFIDENTIAL REPORT

Closed under s275 (1) (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage

#### **11.4 Business and Community Support Compliance Response Package**

##### **EXECUTIVE SUMMARY**

This report seeks Council's adoption of an initial Business and Community Support Compliance Response Package in the face of the COVID-19 pandemic and its expected imminent recessionary consequences.

**Resolution No.: 6555**

**Moved: Cr Wheeler**

**Seconded: Cr Jones**

**That Council:**

1. Adopts the attached Business and Community Support Compliance Response Package dated 26 March 2020.
2. Approves a waiver of the 2019/20 Backflow Prevention Device Annual Registration fees and Trade Waste Annual Registration fees which apply to small to medium businesses in Isaac Region

Carried

# CONFIRMED MINUTES

## CONFIDENTIAL REPORT

Closed under s275 (1) (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage

### **11.5 Community and Business Support and Stimulus Packages**

#### **EXECUTIVE SUMMARY**

This report seeks Council's adoption of initial support and stimulus packages for Community and Business in the face of the COVID-19 pandemic and imminent recessionary consequence.

**Resolution No.: 6556**

**Moved: Cr Vea Vea**

**Seconded: Cr Bethel**

**That Council:**

- 1. Adopts the attached Business Support and Stimulus Package dated 26 March 2020.**
- 2. Adopts the attached Community Support and Wellbeing Package dated 26 March 2020.**
- 3. Suspends the remainder of Major (Round 15) and minor Community Grants for FY2019/20 and redirects those funds (approximately \$125,000) to provide targeted critical support for community organisations at genuine risk of collapse due to the inability to deliver programmed functions and fundraising activities, through Special Emergency Community Grants; and**
- 4. Authorises the Chief Executive Officer to develop and adopt, following consultation with the Mayor and Councillors, guidelines for these Special Emergency Community Grants to allow financial supplement to be paid to qualifying community organisations to assist with critical recurrent operating costs, to expedite implementation.**

**Carried**

## CONFIDENTIAL REPORT

Closed under s275 (1) (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage

### **11.6 Pandemic and Recession - Proposed Community Chest**

#### **EXECUTIVE SUMMARY**

Council is requested to consider a preliminary proposal to establish a Community Chest funding arrangement to facilitate support local small-medium businesses.

**Resolution No.: 6557**

# CONFIRMED MINUTES

**Moved: Cr Jones**

**Seconded: Cr Vea Vea**

**That Council:**

- 1. Endorses the Community Chest proposal in principle.**
- 2. Requests the development of guidelines for raising and distributing funds**
- 3. Authorises the Chief Executive Officer to seek preliminary interest for contributions from major corporate businesses.**

**Carried**

## 12. COUNCILLOR QUESTION TIME

No Councillor Question Time this meeting.

## 13. CONCLUSION

There being no further business, the Deputy Mayor declared the meeting closed at 10.58am.

These minutes were confirmed by Council at the Ordinary Meeting held on 28 April 2020 in Moranbah.

.....  
MAYOR

..... / ..... / .....  
DATE