

# CONFIRMED MINUTES

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

HELD ON  
**TUESDAY, 7 FEBRUARY 2023**  
COMMENCING AT 1.00PM

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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 7 FEBRUARY 2023**

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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 7 FEBRUARY 2023**

**ATTENDANCE**

Cr Jane Pickels, Division Seven (Chair)  
Mayor Anne Baker  
Cr Sandy Moffat, Division Two (*by video conference*)  
Cr Carolyn Moriarty, Division Six (*by video conference*)

**OFFICERS PRESENT**

Mr Jeff Stewart-Harris, Chief Executive Officer  
Mr Darren Fettell, Director Corporate Governance and Financial Services  
Mrs Jodie Jenings, Acting Head of People and Capability (*by video conference*)  
Mr Michael Krulic, Manager Financial Services  
Mr Robert Kane, Chief Information Officer  
Mr John Squire, Manager Contracts and Procurement  
Mrs Tricia Hughes, Coordinator Executive Support  
Mrs Trudie Lamb, Executive Assistant

**1. OPENING**

The Chair declared the meeting open at 1.01pm 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**

An apology was received from Cr Viv Coleman.

**Resolution No.:** CGFS0802

**Moved:** Cr Sandy Moffat

**Seconded:** Cr Carolyn Moriarty

**That the Corporate, Governance and Financial Services Standing Committee accept the apology received from Cr Viv Coleman.**

**Carried**

### 3. DECLARATION OF CONFLICTS OF INTEREST

No conflict of interests declared this meeting.

### 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 November 2022.

**Resolution No.:** CGFS0803

**Moved:** Cr Sandy Moffat

**Seconded:** Cr Carolyn Moriarty

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 November 2022 are confirmed.

Carried

### 5. OFFICERS REPORTS

#### 5.1

#### Isaac Regional Council Monthly Financial Report as at 31 January 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. Receives the financial statements for the period ended 31 January 2023 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204).**

**Resolution No.: CGFS0804**

**Moved: Mayor Anne Baker**

**Seconded: Cr Carolyn Moriarty**

**That the Committee recommends that Council:**

- 1. Receives the financial statements for the period ended 31 January 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:*

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

**Resolution No.: CGFS0805**

**Moved: Mayor Anne Baker**

**Seconded: Cr Sandy Moffat**

**That the Committee recommends that Council:**

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

**Carried**

## 5.3 Procurement Policy Exemption – Quote or Tender Consideration Plan

### EXECUTIVE SUMMARY

The Chief Information Officer seeks a Council Resolution to prepare a Quote or Tender Consideration Plan for the ongoing procurement of services from TechnologyOne Limited, as an exception to the Default Contracting Procedures of the Local Government Regulation 2012 (refer to s230(1) (a)).

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- Approves by resolution to prepare a quote or tender consideration plan as an exemption under the Local Government Regulation 2012 Section 230 (1)(a) for the purpose of allowing Council to establish contractual arrangements for TechnologyOne Limited for the supply of goods and services associated with implementing, hosting and ongoing support and enhancement of computer systems to meet Isaac Regional Council's business needs.*

Resolution No.: CGFS0806

Moved: Cr Sandy Moffat

Seconded: Cr Carolyn Moriarty

**That the Committee recommends that Council:**

- Approves by resolution to prepare a quote or tender consideration plan as an exemption under the *Local Government Regulation 2012* Section 230 (1)(a) for the purpose of allowing Council to establish contractual arrangements for TechnologyOne Limited for the supply of goods and services associated with implementing, hosting and ongoing support and enhancement of computer systems to meet Isaac Regional Council's business needs.**

**Carried**

#### NOTE:

That the Committee had detailed discussions on the background to the recommendation, methodology applied and the resourcing of the future implementation plan.

## 5.4 Acceptable Use of the Internet Policy- Updated

### EXECUTIVE SUMMARY

This report seeks Council's consideration to review and adopt the updated Acceptable Use of the Internet policy.

### OFFICER'S RECOMMENDATION

*That the Committee recommend that Council:*

1. *Repeals current Acceptable Use of the Internet Policy (ICT-008).*
2. *Adopts the updated Acceptable Use of the Internet Policy (CORP-PRO-132).*

Resolution No.: CGFS0807

Moved: Cr Sandy Moffat

Seconded: Cr Carolyn Moriarty

That the Committee recommend that Council:

1. Repeals current Acceptable Use of the Internet Policy (ICT-008).
2. Adopts the updated Acceptable Use of the Internet Policy (CORP-PRO-132).

Carried

#### NOTE:

1. Check the following guidelines and policy for any amendments in line with the updated Policy:
  - Acceptable Request Guidelines
  - Administrative Support for Councillors
  - Councillor Support (Expenses Reimbursement) Policy

2. Amendment to Policy – Missing word:

Page 80 of Agenda – add the word “use” after the word “personal” and before the word “of”

#### PERSONAL USE

Internet access is provided for official IRC business however limited personal use is available to employees. Such personal access is covered by the provisions of this policy. A reasonable amount of personal **use** of the internet would be defined as no more than 30 minutes per working day. Personal use of the internet does not constitute work time and must not be included in timesheets. Personal use of the IRC network is a privilege that may be revoked at any time.



### 3. Amendment to Policy – Missing Words:

#### Page 80 of Agenda – add the words “for personal use” after the word “resources”

Accessing the following sites is regarded as inappropriate use of IRC resources **for personal use**:

- Social networking sites such as Facebook, Twitter, MySpace unless written approval provided by CEO
- Streaming media (radio stations, television, music downloads)
- Online chat groups such as Yahoo, AOL, MSN
- Peer to Peer File Sharing such as Lime Wire, Napster and Bit Torrent
- Online auction sites such as E Bay and Grays Online

## 5.5

### 2022-2023 Annual Operational 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 2022, on progress towards implementing the 2022-2023 Annual Operational Plan.

#### OFFICER’S RECOMMENDATION

*That the Committee recommends Council:*

1. ***Receives and notes the 2nd Quarterly Performance Report on the 2022-2023 Annual Operational Plan, for period ending 31 December 2022.***

Resolution No.: CGFS0808

Moved: Cr Carolyn Moriarty

Seconded: Cr Sandy Moffat

That the Committee recommends that Council:

1. **Receives and notes the 2nd Quarterly Performance Report on the 2022-2023 Annual Operational Plan, for period ending 31 December 2022.**

Carried



## 5.6 Review of Corporate, Governance and Financial Services Related Advisory Committees and Working Groups

### EXECUTIVE SUMMARY

This report provides recommendations to Council following a review of Council’s Advisory Committees and Working Groups as proposed following engagement with Councillors at a workshop to discuss the mid-term review of Councillor Memberships on all Boards and Committees.

### OFFICER’S RECOMMENDATION

*That the Committee recommend that Council:*

- Endorses the Councillor Membership for the following Isaac Regional Council Advisory Committees and Working Groups:**

Committee Name	Current Representation	New Representatives
<b>Advocacy Working Group</b>	<b>Mayor</b> <b>Deputy Mayor Cr Kelly Veve</b> <b>Cr Gina Lacey</b> <b>Cr Viv Coleman</b>  <b>With Assistance from CEO and relevant Officers</b>	
<b>Audit &amp; Risk Advisory Committee</b>	<b>1. Cr Sandy Moffat</b> <b>2. Cr Gina Lacey</b> <b>Alternate:</b> <b>3. Mayor Anne Baker</b> <b>4. Cr Simon West</b>  <b>External Chair</b> <b>External Member</b>	
<b>Isaac Local Disaster Management Group</b>	<b>1. Mayor Anne Baker (Chair)</b> <b>2. Deputy Mayor (Deputy Chair)</b>  <b>3. Local Disaster Coordinator</b>  <b>4. Deputy Local Disaster Coordinator</b>  <b>5. Local Recovery Coordinator</b>	

2. **Discontinues the following Isaac Regional Council Advisory Committees and Working Groups:**

<b>Committee Name</b>	<b>Committee Purpose</b>	<b>Reasons for not continuing</b>
<b>Women in Local Government Advisory Committee</b>	<p><b>The overall purpose of the Women in Local Government Advisory Committee (WILGAC) is to provide advice to Council in relation to the implementation of the recommendations of the Women in Local Government Working Group (WILGWG) adopted by Council on 26 June 2018 (Resolution No. 5439).</b></p> <p><b>Central to these recommendations is the National Framework for Women in Local Government and the Statement of Commitment: -</b></p> <p><b>“We will work towards increasing the representation of women in Local Government, both as elected members and as senior managers and professionals. We will undertake ongoing reviews of policies and practices to remove barriers to women’s participation and engender safe, supportive working and decision-making environments that encourage and value a wide range of views.”</b></p>	<p><b>The Terms of Reference state:</b></p> <p><b>That the WILGAC will have a fixed term until 30 June 2023, with a report to be presented to Council at this time, to close out the WILGAC or propose any extension or re-purposing. The Term may be influenced by the projects and timeframes of a Workplan, which will be monitored by the WILGAC.</b></p> <p><b>The Terms of Reference state:</b></p> <p><b>That the Advisory Committee will meet formally at least once every two months, or as determined by the Chairperson, ensuring recess does not exceed a four-month period. However in 2022 five meetings were scheduled with three being cancelled due to insufficient agenda items.</b></p> <p><b>Propose that the Committee is discontinued, and any outstanding Work Plan Actions and relevant future matters are referred to the Corporate Governance and Financial</b></p>

# MEETING MINUTES

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		<b>Services Standing Committee for consideration.</b>
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**Resolution No.:** CGFS0809

**Moved:** Cr Sandy Moffat

**Seconded:** Cr Carolyn Moriarty

**That the Committee recommend that Council:**

- Endorses the Councillor Membership for the following Isaac Regional Council Advisory Committees and Working Groups:**

<b>Committee Name</b>	<b>Current Representation</b>	<b>New Representatives</b>
<b>Advocacy Working Group</b>	<b>Mayor Deputy Mayor Cr Kelly Vevea Cr Gina Lacey Cr Viv Coleman  With Assistance from CEO and relevant Officers</b>	
<b>Audit &amp; Risk Advisory Committee</b>	<b>1. Cr Sandy Moffat 2. Cr Gina Lacey Alternate: 3. Mayor Anne Baker 4. Cr Simon West  External Chair External Member</b>	
<b>Isaac Local Disaster Management Group</b>	<b>1. Mayor Anne Baker (Chair) 2. Deputy Mayor (Deputy Chair) 3. Local Disaster Coordinator 4. Deputy Local Disaster Coordinator 5. Local Recovery Coordinator</b>	

**2. Discontinues the following Isaac Regional Council Advisory Committees and Working Groups:**

Committee Name	Committee Purpose	Reasons for not continuing
<p><b>Women in Local Government Advisory Committee</b></p>	<p>The overall purpose of the Women in Local Government Advisory Committee (WILGAC) is to provide advice to Council in relation to the implementation of the recommendations of the Women in Local Government Working Group (WILGWG) adopted by Council on 26 June 2018 (Resolution No. 5439). Central to these recommendations is the National Framework for Women in Local Government and the Statement of Commitment: - “We will work towards increasing the representation of women in Local Government, both as elected members and as senior managers and professionals. We will undertake ongoing reviews of policies and practices to remove barriers to women’s participation and engender safe, supportive working and decision-making environments that encourage and value a wide range of views.”</p>	<p>The Terms of Reference state: That the WILGAC will have a fixed term until 30 June 2023, with a report to be presented to Council at this time, to close out the WILGAC or propose any extension or re-purposing. The Term may be influenced by the projects and timeframes of a Workplan, which will be monitored by the WILGAC.</p> <p>The Terms of Reference state: That the Advisory Committee will meet formally at least once every two months, or as determined by the Chairperson, ensuring recess does not exceed a four-month period. However, in 2022 five meetings were scheduled with three being cancelled due to insufficient agenda items.</p> <p>Propose that the Committee is discontinued due to workload pressures and value for time, and any outstanding Work Plan Actions and relevant future matters are referred to the Corporate Governance and Financial</p>

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		<b>Services Standing Committee for consideration.</b>
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**Carried**

**NOTE:**

**Additional wording to be added to the table of rationale that includes why the committee is being discontinued and how the work will be managed moving forward (i.e., work plan finalisation or work plan to be elevated to a higher level of Standing Committee oversight).**

**The Committee has requested an opportunity to celebrate the success of the Woman in Local Government Advisory Committee and consideration of further advancement of higher order issues such as diversity, inclusion, and equity.**

## ATTENDANCE

Mr Jeff Stewart-Harris left the meeting room at 2.56pm.

## 6. INFORMATION BULLETIN REPORTS

### 6.1 Corporate, Governance and Financial Services Information Bulletin – January 2023

#### EXECUTIVE SUMMARY

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

#### OFFICER'S RECOMMENDATION

*That the Committee:*

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

Resolution No.: CGFS0809

Moved: Mayor Anne Baker

Seconded: Cr Carolyn Moriarty

That the Committee:

1. Notes the Corporate, Governance and Financial Services Information Bulletin for January 2023.

Carried

## 7. GENERAL BUSINESS

### 7.1 Changes to Standing Committee Times

Cr Jane Pickels enquired about discussions held last year regarding the changing of times for the Planning, Environment and Community Services Standing Committee and Corporate, Governance and Financial Services Standing Committee to allow for additional time for the Planning, Environment and Community Services Standing Committee due to the heavy workload of this Committee.

General consensus that discussions to be finalised with whole of Council along with review of Advisory Committees and Working Groups.

**ACTION: OFFICE OF THE CEO and DIRECTOR CORPORATE, GOVERNANCE AND FINANCIAL SERVICES**

## 8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 3.40pm.

These minutes were confirmed by the Committee at the Corporate, Governance and Financial Services Committee Meeting held in Moranbah on Tuesday 14 March 2023.

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Chair

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DATE