

CONFIRMED MINUTES

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

HELD ON
TUESDAY, 9 SEPTEMBER 2025
COMMENCING AT 9.30AM

ISAAC REGIONAL COUNCIL
CONFIRMED MINUTES OF THE
CORPORATE, GOVERNANCE AND FINANCIAL SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY 9 SEPTEMBER 2025

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ISAAC REGIONAL COUNCIL
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CORPORATE, GOVERNANCE AND FINANCIAL SERVICES
STANDING COMMITTEE MEETING
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ON TUESDAY 9 SEPTEMBER 2025

ATTENDANCE	Cr Melissa Westcott, Division Three (<i>Chair</i>) Cr Terry O'Neill, Division One
COMMITTEE APOLOGIES/ LEAVE OF ABSENCE	Mayor Kelly Vea Vea Cr Jane Pickels, Deputy Mayor, Division Six Cr Vern Russell, Division Two
OBSERVERS	Nil
OFFICERS PRESENT	Mr Darren Fettell, Director Corporate Governance and Financial Services Mr Jason Rivett, Manager Financial Services Ms Emma Wyhoon, Manager Safety and Resilience Mr John Squire, Manager Contracts and Procurement Mr Graham Bebington, Strategic Asset Manager (<i>by Video Conference</i>) Mrs Trudi Liekefett, Manager People and Capability (<i>by Video Conference</i>) Mrs Maria Borg, Senior Disaster and Emergency Resilience Partner Ms Kyi Nairn, Senior Governance Officer Mrs Tricia Hughes, Coordinator Executive Support, Office of the Mayor and Chief Executive Officer Ms Gemma Hayes, Executive Assistant, Corporate, Governance and Financial Services

1. OPENING

The Chair, Cr Melissa Westcott welcomed all in attendance, declared the meeting open at 9:31am and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

Resolution No.: CGFS1011

Moved: Cr Melissa Westcott

Seconded: Cr Terry O'Neill

That the Corporate, Governance and Financial Services Standing Committee appoint Cr Viv Coleman as alternate member for the September 2025 Corporate, Governance and Financial Services Standing Committee Meeting.

Carried

2. APOLOGIES AND LEAVE OF ABSENCES

A leave of absence has been received from Mayor Kelly Vea Vea as she is out of the Region attending meetings on behalf of Council.

Resolution No.: CGFS1012

Moved: Cr Terry O'Neill

Seconded: Cr Viv Coleman

That the Corporate, Governance and Financial Services Standing Committee grants a leave of absence for Mayor Kelly Vea Vea.

Carried

Leave of absences have been received from Cr Jane Pickels and Cr Vern Russell due to annual leave commitments.

Resolution No.: CGFS1013

Moved: Cr Viv Coleman

Seconded: Cr Terry O'Neill

That the Corporate, Governance and Financial Services Standing Committee grant a leave of absence for Cr Jane Pickels and Cr Vern Russell.

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

DECLARABLE CONFLICT OF INTEREST

Cr Melissa Westcott declared a declarable conflict of interest for Report 5.6 Audit and Risk Committee External Representative Appointment as one of the applicants is a close family friend of Cr Westcott's.

I, Councillor Melissa Westcott, inform the meeting that I have a declarable conflict of interest for Report 5.6 Audit and Risk Committee External Representative Appointment as one of the applicants is a close family friend of mine.

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 9.30am on Tuesday 12 August 2025.

Resolution No.: CGFS1014

Moved: Cr Terry O'Neill

Seconded: Cr Viv Coleman

That the minutes from the Corporate, Governance and Financial Services Standing Committee meeting held at Council Chambers, Moranbah, commencing at 9.30am on Tuesday 12 August 2025 are confirmed.

Carried

5. OFFICERS REPORTS

5.1 Isaac Regional Council Interim Monthly Financial Report as at 31 August 2025

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 interim financial statements for the period ended 31 August 2025 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204).***

Resolution No.: CGFS1015

Moved: Cr Terry O'Neill

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

- 1. Receives the interim financial statements for the period 31 August 2025 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 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 Health, Safety and Wellbeing Management System.**

Resolution No.: CGFS1016

Moved: Cr Viv Coleman

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

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

Carried

5.3

Local Disaster Management Group Minutes – 11 August 2025

EXECUTIVE SUMMARY

This report is to present the Local Disaster Management Group (LDMG) meeting minutes from 11 August 2025.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Receive and note the minutes from the Local Disaster Management Group meeting held 11 August 2025.**

Resolution No.: CGFS1017

Moved: Cr Terry O'Neill

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

1. Receive and note the minutes from the Local Disaster Management Group meeting held 11 August 2025.

Carried

5.4 Isaac Regional Council Local Disaster Management Plan 2025

EXECUTIVE SUMMARY

This report is to seek Council endorsement of the 2025 annual review of the Local Disaster Management Plan (LDMP). The LDMP is required to be endorsed by Council under the Queensland Disaster Management Arrangements (*Disaster Management Act 2003 (Qld), Part 5, Section 80, 1 (b)*).

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Endorse the Local Disaster Management Plan 2025.*

Resolution No.: CGFS1018

Moved: Cr Terry O'Neill

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

1. Endorses the Local Disaster Management Plan 2025.

Carried

ATTENDANCE

Mr Ryan Johnson, Chief Information Officer video conferenced into the meeting at 10.23am.

5.5

Audit and Risk Committee Meeting Minutes - 21 August 2025

EXECUTIVE SUMMARY

The purpose of this report is to present the unconfirmed minutes of the Audit and Risk Committee meeting held on Thursday, 21 August 2025 and propose that the recommendations are adopted.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Receives and notes the Minutes of the Audit and Risk Committee meeting held on 21 August 2025.*
2. *Adopts the recommendations of the Audit and Risk Committee on 21 August 2025, namely:*
 - a. *Remove consolidation from future financial statements in line with QAO advice, noting that while the draft statements currently include consolidation, this will be reversed moving forward.*
 - b. *CEO to follow up with Isaac Affordable Housing Trust & Moranbah Early Learning Centre Company Secretary's regarding Committee's request for clarification on the format and interpretation of the of reports, with a response to be provided to the Committee out of session.*
 - c. *That the Manager Governance and Corporate Services include summary data on outstanding actions relevant to the internal audit function in future Internal Audit reports.*
 - d. *That the Cyber Security Internal Audit be deferred until September meeting with additional work to be undertaken by Chief Information Officer around action plan for improvement opportunities going forward.*
 - e. *That items 16-19 be deferred until the September meeting and those reports which were deferred from the August meeting can be included in the September agenda without any updates, with the exception of the Internal Audit: Cyber Security.*

Resolution No.: CGFS1019

Moved: Cr Viv Coleman

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

1. **Receives and notes the Minutes of the Audit and Risk Committee meeting held on 21 August 2025.**

2. **Adopts the recommendations of the Audit and Risk Committee on 21 August 2025, namely:**
- a. **Remove consolidation from future financial statements in line with QAO advice, noting that while the draft statements currently include consolidation, this will be reversed moving forward.**
 - b. **Chief Executive Officer to follow up with Isaac Affordable Housing Trust and Moranbah Early Learning Centre Company Secretary's regarding Committee's request for clarification on the format and interpretation of the of reports, with a response to be provided to the Committee out of session.**
 - c. **That the Manager Governance and Corporate Services include summary data on outstanding actions relevant to the internal audit function in future Internal Audit reports.**
 - d. **That the Cyber Security Internal Audit be deferred until September meeting with additional work to be undertaken by Chief Information Officer around action plan for improvement opportunities going forward.**
 - e. **That items 16 to 19 be deferred until the September meeting and those reports which were deferred from the August meeting can be included in the September agenda without any updates, with the exception of the Internal Audit: Cyber Security.**

Carried

ATTENDANCE

Ms Tracy McElroy, Business Transformation Director entered the meeting room at 10.39am.
Mr Ryan Johnson ended his video conference with the meeting at 10.40am.

DECLARABLE CONFLICT OF INTEREST

Cr Melissa Westcott declared a declarable conflict of interest Report 5.6 Audit and Risk Committee External Representative Appointment as one of the applicants is a close family friend of Cr Westcott's.

I, Councillor Melissa Westcott, inform the meeting that I have a declarable conflict of interest for Report 5.6 Audit and Risk Committee External Representative Appointment as one of the applicants is a close family friend of mine.

Due to the meeting being inquorate if Cr Melissa Westcott was to leave the meeting room, the Committee decided to defer Report 5.6 to the September 2025 Ordinary Meeting of Council for decision.

5.6

Audit and Risk Committee External Representative Appointment

EXECUTIVE SUMMARY

Following a procurement process (EOI IRC-CGFS-0725-T440), this report seeks endorsement for the appointment of a replacement External Member in line with the existing Audit and Risk Committee Charter and Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Endorses the appointment of one (1) external member to replace the role vacated by the current chairperson based on the evaluation panel's recommendation.*
- 2. Authorises the Chief Executive Officer to negotiate and agree contractual terms with the successful candidate as required.*

Resolution No.: CGFS1020

Moved: Cr Terry O'Neill

Seconded: Cr Viv Coleman

That the Committee defer Report 5.6 Audit and Risk Committee External Representative Appointment to the September 2025 Ordinary Meeting of Council for a decision due to the Corporate, Governance and Financial Services being inquorate with Cr Melissa Westcott's Declarable Conflict of Interest.

Carried

5.7

Contracts and Procurement Quarterly Report

EXECUTIVE SUMMARY

The purpose of this report is to provide an overview and status update of the Contracts and Procurement Department's operations.

5.7 Digital Strategy Program Update

EXECUTIVE SUMMARY

This report is provided as an update to Council on the current status of the Digital Strategy Program.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Receives and notes the Digital Strategy update.*

Resolution No.: CGFS1024

Moved: Cr Viv Coleman

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

1. Receives and notes the Digital Strategy update.

Carried

5.9 People and Capability Monthly Report

EXECUTIVE SUMMARY

The purpose of this report is to provide information and highlights on the monthly activities of the People and Capability Department.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Receives and notes the People and Capability monthly report.*

Resolution No.: CGFS1025

Moved: Cr Viv Coleman

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

1. Receives and notes the People and Capability monthly report.

Carried

6. GENERAL BUSINESS

6.1 Concerns from Carmila Rural Fire Service

Cr Viv Coleman advised the Committee that she has received concerns from the Carmila Rural Fire Service about the recent boundary changes which has their lead agency now based in Emerald instead of Mackay, which is a huge concern for the local Carmila Rural Fire Service Team.

They have recently raised their concerns with the State Member, Mr Glen Kelly MP regarding the change in boundaries and lead agency now being based in Emerald rather than Mackay. They also raised concerns about the Local Emergency Levies which are collected by Council through rates and passed onto the Department. They fear is that the funding collected in Isaac will not be returned to the Isaac Region to support our local Rural Fire Service teams. A meeting is to be held to determine if they will continue to service the area as part of the Carmila Rural Fire Service.

ACTION: DIRECTOR CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

6.2 Funding for Removal of Derelict Council Buildings

Cr Melissa Westcott asked how Council funds or could fund the removal of derelict buildings. She had recently attended a leasing meeting and it was mentioned that there is no funding for the removal of derelict buildings. Can this please be confirmed.

ACTION: DIRECTOR CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

MEETING MINUTES

6.3 Annual Report Update

The Director Corporate Governance and Financial Services advised the Committee that the Annual Report is progressing well.

6.4 Consultation on Schedule of Standing Committee Meetings for 2026

The Coordinator Executive Supported consulted with the Committee on the schedule of Standing Committee Meetings for 2026. Consultation will occur with all Standing Committees and feedback considered in finalising the schedule for next year.

ACTION: COORDINATOR EXECUTIVE SUPPORT

7. CONCLUSION

There being no further business, the Chair declared the meeting closed at 12.08pm.

These minutes will be confirmed by the Committee at the Corporate, Governance and Financial Services Standing Committee Meeting to be held on Tuesday 7 October 2025 in Moranbah.

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Chair

..... / /
DATE