

UNCONFIRMED MINUTES

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

HELD ON
TUESDAY, 12 AUGUST 2025
COMMENCING AT 9.30AM

ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
CORPORATE, GOVERNANCE AND FINANCIAL SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY 12 AUGUST 2025

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ISAAC REGIONAL COUNCIL
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CORPORATE, GOVERNANCE AND FINANCIAL SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY 12 AUGUST 2025

ATTENDANCE

Cr Melissa Westcott, Division Three (*Chair*)
Cr Jane Pickels, Deputy Mayor, Division Six
Cr Terry O'Neill, Division One
Cr Vern Russell, Division Two

**COMMITTEE
APOLOGIES/
LEAVE OF ABSENCE**

Mayor Kelly Ve a Ve a

OBSERVERS

Nil

OFFICERS PRESENT

Mr Cale Dendle, Chief Executive Officer
Mr Darren Fettell, Director Corporate Governance and Financial Services
Mr Jason Rivett, Manager Financial Services
Ms Peta Eyschen, Manager Governance and Corporate Services
Ms Kyi Nairn, Senior Governance Officer
Ms Emma Wyhoon, Manager Safety and Resilience
Ms Marcelle King, Senior Wellbeing and Resilience Partner (*Via Video Conference*)
Mr Ryan Johnson, Chief Information Officer
Mr Graham Bebington, Strategic Asset Manager
Mrs Trudi Liekefett, Manager People and Capability
Ms Jarrah Butler, Senior People and Capability Business Partner (*Via Video Conference*)
Mr John Squire, Manager Contracts and Procurement
Ms Teika Kirkman, Executive Assistant, Office of the Mayor and Chief Executive Officer
Ms Gemma Hayes, Executive Assistant, Corporate, Governance and Financial Services

MEETING MINUTES

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.

2. APOLOGIES AND LEAVE OF ABSENCES

A leave of absence has been received from Mayor Kelly Vea Vea as she is attending an LGAQ Policy Executive Meeting and Tour.

Resolution No.: CGFS1000

Moved: Cr Vern Russell

Seconded: Cr Terry O'Neil

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

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts 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 9.30am on Tuesday 8 July 2025.

Resolution No.: CGFS1001

Moved: Cr Jane Pickels

Seconded: Cr Vern Russell

That the minutes from the Corporate, Governance and Financial Services Standing Committee meeting held at Council Chambers, Moranbah, commencing at 9.30am on Tuesday 8 July 2025 are confirmed.

Carried

5. OFFICERS REPORTS

5.1 Isaac Regional Council Interim Monthly Financial Report as at 31 July 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 July 2025 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204).**

MEETING MINUTES

Resolution No.: CGFS1002

Moved: Cr Jane Pickels

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

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

Carried

Note:

A verbal update provided on progression of 2024/25 financial statements. Manager Financial Services advised that in consultation with Queensland Audit Office there has been a change in opinion to no longer consolidate accounts with the Isaac Affordable Housing Trust and Moranbah Early Learning Centre. General discussions had around position and relevant accounting reasons.

A verbal update provided on proposed 2024/25 capital carry forward program and that is to be workshopped with council next week prior to a direct report going to the August Council meeting.

The Director Corporate, Governance and Financial Services (CGFS) gave an overview on the CGFS program.

A general discussion resulted in request for information around historical delivery to assist with the workshop.

ATTENDANCE

Mrs Tricia Hughes, Coordinator Executive Support entered the meeting room at 9:42am.

Ms Trudi Liekefett left the meeting room at 9:53am and come back at 9:55am.

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:

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

Resolution No.: CGFS1003

Moved: Cr Vern Russell

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

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

Carried

5.3

Policy Update – Disaster and Emergency Management

EXECUTIVE SUMMARY

This report is to present an updated Disaster and Emergency Management policy for consideration.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. **Adopts the updated Disaster and Emergency Management Policy (CORP-POL-036).**

Resolution No.: CGFS1004

Moved: Cr Jane Pickels

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

1. **Adopts the updated Disaster and Emergency Management Policy (CORP-POL-036).**

Carried

5.4

Annual Operational Plan 2024-2025 – Fourth Quarter Report

EXECUTIVE SUMMARY

This report provides a fourth and final quarter overview of Council's progress towards achieving the Annual Operational Plan 2024-2025 objectives. Council achieved 77% of its initiatives in the 2024-2025 financial year. Other than the 3 initiatives not proceeding, the remaining 22 are continuing into the new financial year.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Receive and note the Fourth Quarter Performance Report on the 2024-2025 Annual Operational Plan, for the period ending 30 June 2025.*

Resolution No.: CGFS1005

Moved: Cr Jane Pickels

Seconded: Cr Vern Russell

That the Committee recommends that Council:

1. **Receive and note the Fourth Quarter Performance Report on the 2024-2025 Annual Operational Plan, for the period ending 30 June 2025.**

Carried

Note:

A general discussion with Director providing verbal update on initiatives not completed for Corporate, Governance and Financial Services.

Discussion around intent for any initiatives not completed and not included in the 2025/26 AOP to be managed through business as usual and monitored through respective Standing Committees.

5.5

Enterprise Risk Management – Strategic Risk Register, Risk Appetite and Tolerance Statement 2025/26

EXECUTIVE SUMMARY

This report presents Council's Strategic Risk Register and Risk Appetite and Tolerance Statement 2025/26 for endorsement.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Receive and endorse the Strategic Risk Register and Risk Appetite and Tolerance Statement as Council's current position on Enterprise Risk Management.***

Resolution No.: CGFS1006

Moved: Cr Jane Pickels

Seconded: Cr Vern Russell

That the Committee recommends that Council:

1. **Receive and endorse the Strategic Risk Register and Risk Appetite and Tolerance Statement as Council's current position on Enterprise Risk Management.**

Carried

5.6

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.***

MEETING MINUTES

Resolution No.: CGFS1007

Moved: Cr Vern Russell

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

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

Carried

5.7

Isaac Regional Council 2025 Annual Christmas and New Year Closure

EXECUTIVE SUMMARY

Isaac Regional Council proposes to close for the annual shut down over the Christmas and New Year Period from close of business, Friday 20 December 2024 to Friday 3 January 2025, reopening for business on Monday 5 January 2025.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approves the annual closure of Isaac Regional Council for the Christmas and New Year period from close of business, Friday 20 December 2025 to Friday 2 January 2026, reopening for business on Monday 5 January 2026.**

Resolution No.: CGFS1008

Moved: Cr Vern Russell

Seconded: Cr Jane Pickels

That the Committee recommends that Council:

- 1. Approves the annual closure of Isaac Regional Council for the Christmas and New Year period from close of business, Friday 19 December 2025 to Friday 2 January 2026, reopening for business on Monday 5 January 2026.**

Carried

5.8

2025 Special and Show Holiday's Nominations

EXECUTIVE SUMMARY

Council is required to submit nominations of Special and Show Holiday dates to the State Government Office of Industrial Relations.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Authorises the Chief Executive Officer (or delegate) to complete the on-line form, nominating Wednesday 27 May 2026 as a special agricultural show holiday for Moranbah, Clermont, Middlemount, Dysart, Kilcummin and rural areas for the purpose of Isaac Regional Council's Annual Clermont Agricultural Show Day.*
- 2. Authorises the Chief Executive Officer (or delegate) to complete the on-line form, nominating Thursday 11 June 2026 as a special agricultural show holiday for St Lawrence, south of Clairview and rural areas for the purpose of the annual Rockhampton Agricultural Show Day.*
- 3. Authorises the Chief Executive Officer (or delegate) to complete the on-line form, nominating Thursday 18 June 2026 as a special agricultural show holiday for Nebo, Glenden, Coppabella, Coastal Region, Clairview and Clairview North for the purpose of the annual Mackay Agricultural Show Day.*

Resolution No.: CGFS1009

Moved: Cr Terry O'Neill

Seconded: Cr Vern Russell

That the Committee recommends that Council:

- 1. Authorises the Chief Executive Officer (or delegate) to complete the on-line form, nominating Wednesday 27 May 2026 as a special agricultural show holiday for Moranbah, Clermont, Middlemount, Dysart, Kilcummin and rural areas for the purpose of Isaac Regional Council's Annual Clermont Agricultural Show Day.**
- 2. Authorises the Chief Executive Officer (or delegate) to complete the on-line form, nominating Thursday 11 June 2026 as a special agricultural show holiday for St Lawrence,**

south of Clairview and rural areas for the purpose of the annual Rockhampton Agricultural Show Day.

3. Authorises the Chief Executive Officer (or delegate) to complete the on-line form, nominating Thursday 18 June 2026 as a special agricultural show holiday for Nebo, Glenden, Coppabella, Coastal Region, Clairview and Clairview North for the purpose of the annual Mackay Agricultural Show Day.

Carried

ATTENDANCE

Mrs Tricia Hughes left the meeting room at 11:06am.

5.9 Major Projects Update Report

EXECUTIVE SUMMARY

This report is provided to update Council on the status of major projects across Isaac.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Note the updates to major projects across Isaac*
2. *Receive the in-progress Major Projects Summary Sheet on the status of all known projects in the region.*

Resolution No.: CGFS1010

Moved: Cr Jane Pickels

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

1. Note the updates to major projects across Isaac
2. Receive the in-progress Major Projects Summary Sheet on the status of all known projects in the region.

Carried

6. GENERAL BUSINESS

6.1 Country Universities Centre (CUC)

Councillor Melissa Westcott advised the committee that the newly established Country Universities Centre in Moranbah is now operational and is available to support any Isaac Regional Council employee who is undertaking studies at Certificate III or higher.

6.2 Request for Development Update on Anne Street, Nebo

Councillor Melissa Westcott requested an update on the Anne Street development in Nebo, including a historical overview and details regarding future plans for the site. Councillor Westcott further requested that, once this information becomes available, it be circulated to all Councillors for their awareness and consideration.

ACTION: DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

6.3 Audit and Risk Committee

Director Corporate Governance and Financial Services (CGFS) provided a verbal update on key agenda items for information.

Strategic Risk and Risk Appetite – Updates document from Council workshop (report 5.5) presented to meeting with any further advice is to be considered when presented to Council for endorsement.

Digital Strategy – Project progressing along with assurance proposal from Internal Auditors for reporting to Audit and Risk Committee and Council.

Cyber Security Internal Audit - Director CGFS provided a verbal update on Internal Audit findings to be presented with 1 High, 5 Medium and 1 Low improvement findings. The new Chief Information Officer provided an overview of progress made since previous cyber incident, but further work is to be done with initial ideas for 6 – 18 month program, noting that this includes business improvement opportunities. It was also noted that understanding Councils risk appetite will also assist with the program going forward.

7. CONCLUSION

There being no further business, the Chair declared the meeting closed at 11:28am.

MEETING MINUTES

These minutes will be confirmed by the Committee at the Corporate, Governance and Financial Services Standing Committee Meeting to be held on Tuesday 9 September 2025 in Moranbah.

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Chair

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DATE