



Central Highlands

Regional Council

Finance and Infrastructure Standing Committee Meeting

MINUTES

Meeting held in the Central Highlands Regional Council Chambers, Emerald Office

Tuesday 14 November 2017

Commenced at 8.30am

CENTRAL HIGHLANDS REGIONAL COUNCIL
FINANCE AND INFRASTRUCTURE STANDING COMMITTEE MEETING

TUESDAY 14 NOVEMBER 2017

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**MINUTES – FINANCE AND INFRASTRUCTURE STANDING COMMITTEE MEETING
HELD AT 8.30AM TUESDAY 14 NOVEMBER 2017 IN THE CENTRAL HIGHLANDS REGIONAL
COUNCIL CHAMBERS, EMERALD OFFICE**

PRESENT

Councillors

Councillor (Crs) K. Hayes (Mayor), G. Godwin-Smith (Deputy Mayor / Chair)
Councillors (Crs) M. Daniels, C Brimblecombe, Cr Nixon and C. Rolfe

Officers

Chief Executive Officer S. Mason, General Manager Corporate Services J. Bradshaw, General Manager Infrastructure and Utilities G. Joubert, Minute Secretary Susan Cooper

Observers

Cr Sypher and Cr McIndoe and Cr Bell (from 10.18am)

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Finance and Infrastructure Standing Committee Meeting: 10 October 2017

Resolution:

Cr Rolfe moved and seconded Cr Brimblecombe “That the minutes of the previous Finance and Infrastructure Standing Committee Meeting held on 10 October 2017 be confirmed.”

FISC 2017 / 11 / 14 / 001

Carried (5-0)

Business Arising Out Of Minutes

Nil

Outstanding Meeting Actions

Upcoming Agenda Items

Conflict of Interest, Personal Gifts and Benefits

Nil

Petitions (if any)

Nil

CORPORATE SERVICES

Attendance

Finance Manager, Shelly Fogg attended the meeting at 8.34am

Audit of Financial Statements Closing Report

Executive Summary:

At the completion of the external audit of the Financial Statements for the year ended 30 June 2017, Council's contracted auditors and the Queensland Audit Office (QAO) provide a Closing Report to the Audit Committee, with observations and recommendations in relation to the annual financial statements.

This closing report has previously been provided to the Audit Committee and is now provided for Council's information in line with legislative obligations. The report lists issues identified through the entire audit process including the interim audit and the final year-end audit. The issues noted were formally reported to Management at the interim audit stage in the interim management letter. There were no new additional internal control or financial reporting issues raised as part of the final year-end audit.

Resolution:

Cr Rolfe moved and seconded by Cr Brimblecombe "That Central Highlands Regional Council, in accordance with section 213 of the Local Government Regulation 2012 receive the Final Financial Audit Management Report for the financial year ended 30 June 2017."

FISC 2017 / 11 / 14 / 002

Carried (5-0)

Attendance

Manager Finance, Shelly Fogg left the meeting at 8.54am

DEPARTMENTAL UPDATES

Attendance

Manager Asset Management, Margaret Gatt and Manager Information Services, Aaron Jurd attended the meeting at 8.58am.

Departmental Updates

Executive summary:

The following information provides an update on key activities for the Commercial Services, Corporate Services and Infrastructure and Utilities Departments.

Cr Nixon requested that Council write a letter of thanks to Ms Carol Vertigan, Project Officer for the Blackwater Aquatic Centre, which won an Award of Excellence for Public Works Projects over \$10 million at the recent Institute of Public Works Engineers Australasia Queensland State Conference held at Townsville from 24 – 26 October 2017.

Attendance

Manager Information Services, Aaron Jurd and Manager Asset Management, Margaret Gatt left the meeting and Manager Finance, Shelly Fogg attended the meeting at 9.17am.

Attendance

Manager Finance, Shelly Fogg left the meeting at 9.19am

Attendance

Manager Water Utilities, Peter Manning attended the meeting at 9.20am

Attendance

Cr Sypher left the meeting at 9.45 am

Attendance

Cr Sypher attended the meeting at 9.49am

Public Flood Mapping

Resolution:

Cr Rolfe moved and seconded Cr Daniels “That Council prioritise the availability of flood and floor height data to the public via Council’s website and further, that a report be presented to Council by the General Manager Infrastructure and Utilities in relation to timeframes for this to occur.”

FISC 2017 / 11 / 14 / 003

Carried (5-0)

Attendance

General Manager Communities, Daniel Fletcher entered the meeting at 9.52am

Willows Water Situation

Resolution:

Cr Daniels moved and seconded Cr Rolfe “That Council request the General Manager Infrastructure and Utilities to develop a business case to present to the State Government supporting investment in securing a long term resolution of water supply to the Willows community.

And further, that Council seek a commitment from the State Government for reimbursement of costs associated with supplying essential water to the Willows community during periods of drought declaration.”

FISC 2017 / 11 / 14 / 004

Carried (5-0)

Attendance

Cr McIndoe and General Manager Communities left the meeting and Manager Finance, Shelly Fogg and Manager Water Utilities, Peter Manning attended the meeting at 10.13am.

GENERAL BUSINESS

Nil

CLOSED SESSION

Into Closed Session

Resolution:

Cr Rolfe moved and seconded by Cr Daniels “That Council close its meeting to the public in accordance with Section 275 (1) (e) and (h) of the Local Government Regulation 2012 that only Council staff involved in the closed discussions remain in the room.”

FISC 2017 / 11 / 14 / 005

Carried (5-0)

The meeting was closed at 10.14 am

Debt Collection Agency Performance

Departmental Update

Attendance

Cr Bell attended the meeting at 10.18am

Attendance

Manager Finance, Shelly Fogg left the meeting at 10.20am

Out of Closed Session

Resolution:

Cr Rolfe moved and seconded by Cr Brimblecombe “That the meeting now be re-opened to the public.”

FISC 2017 / 11 / 14 / 006

Carried (5-0)

The meeting reopened to the public at 10.24am

Debt Collection Agency Performance

Executive Summary:

Council has been utilising the services of an external debt collection agency for the management of overdue rates and charges since amalgamation in 2008. Recoveries and Reconstruction (R&R), a firm specialising in government debt recovery, has been contracted by Council since 2013 to provide this service. In accordance with Council’s policy, *Rates and Charges Collection*, all debts greater than \$1,000 are referred to R&R, while debts under this threshold are managed in house by staff in the rates department.

Considered by Council

Departmental Update

Executive summary:

The following information provides an update on key activities for the Commercial Services, Corporate Services and Infrastructure and Utilities Department.

Considered by Council

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 10.25am

CONFIRMED

CHAIR

DATE