



# **COMMUNITY & CUSTOMER COMMITTEE MEETING**

**14 February 2019**

## **MINUTES**

Cr Mark Nolan	Chairman
Cr John Kremastos	Mayor
Cr Glenn Raleigh	Division 1
Cr Rick Taylor	Division 2
Cr Wayne Kimberley	Division 3
Cr Jeff Baines	Division 5
Cr Ben Heath	Division 6

Please find attached, Minutes for the Community & Customer Committee Meeting held in the Innisfail Council Chambers - Level 2, Shire Hall - 70 Rankin Street, Innisfail commencing at 11:45am.

**James Gott**  
**CHIEF EXECUTIVE OFFICER**

## MINUTES

9:00am	Welcome & Apologies
	Declaration of Material Personal Interest or Conflicts of Interest (including perceptions of Conflicts of Interest)
10:00am – 10:30am	Morning Tea
12:15pm – 1:00pm	Lunch

<b>1.</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>2</b>
<b>2.</b>	<b>GENERAL BUSINESS .....</b>	<b>2</b>
<b>3.</b>	<b>CONFIDENTIAL .....</b>	<b>4</b>
3.1	Confidential Report - Application of One Off Payment - Resolution Number LG00446 - Local Government Meeting - 6 December 2018.....	4
3.2	CCRC Structure Alignment - Library Positions .....	5

**PRESENT:**

Crs M Nolan (Chairman), W Kimberley (Deputy Mayor), G Raleigh, J Baines and B Heath, Mr J Gott (Chief Executive Officer), Mr R Higgins (Acting Executive Manager), Mr D Goodman (Director Infrastructure Services), Mr A Sadler (Director Delivery Services), Mr M Boldy (Director Planning & Regional Development), Mr G Singh (Chief Financial Officer), Ms L Bradley (Manager Finance), Mr T Sanders (Manager Asset Maintenance), Mr D Horton (Manager Planning Services), Mr D Bradford (Acting Manager Customer Service & Libraries), Ms K Vick (Coordinator Rates), Ms L Trott (Acting Media & Communications Officer), Mrs J Sands (Minutes Clerk) and Ms D Daniels (Acting Executive Assistant)

Cr M Nolan welcomed everyone and opened the Community & Customer Committee Meeting at 11:45am.

**APOLOGIES:**

Crs J Kremastos (Mayor) and R Taylor

**COUNCILLORS & STAFF**

**Material Personal Interests**

**Conflicts of Interest (including perceptions of COI)**

Those present were invited to use this opportunity to make public any Material Personal Interests and/or Conflicts of Interest (real or perceived) in respect of the Items in the Agenda.

Councillors should use this opportunity to disclose and/or comment on other Councillors and/or Staff interests in accordance with the Act and Regulations.

**1. CONFIRMATION OF MINUTES**

Nil.

**2. GENERAL BUSINESS**

Nil.

**Conflict of Interest - 11.46am**

Cr M Nolan declared that he has a conflict of interest in the following matter (as defined in s173 of the *Local Government Act 2009*) due to his personal relationship with certain Council staff and he left the meeting room and took no part in the discussion or vote.

11:46am      Cr W Kimberley acted as the Chairman of the Community & Customer Committee Meeting due to Cr M Nolan leaving the meeting.

**MOVE INTO COMMITTEE - 11:46am**

---

**Moved Cr G Raleigh**

**Seconded Cr B Heath**

**Resolution Number CC0030**

**"That in relation to Agenda Items 3.1 and 3.2, I move, pursuant to Section 275(1)(b) and (a) of the Local Government Regulation 2012, that the meeting be closed to the public so that Council can discuss industrial matters affecting employees and the appointment, dismissal or discipline of employees."**

**FOR - Unanimous**

**CARRIED**

11:53am Cr M Nolan re-entered the meeting

Cr W Kimberley vacated as Acting Chairman on the return of Cr M Nolan to the meeting

**MOVE OUT OF COMMITTEE - 12:08pm**

---

**Moved Cr B Heath**

**Seconded Cr W Kimberley**

**Resolution Number CC0031**

**"That the meeting be re-opened to the public."**

**FOR - Unanimous**

**CARRIED**

12:08pm Cr M Nolan left the meeting for the vote of Item 3.1 due to his prior advised Conflict of Interest

12:08pm Mr D Horton and Mr B Jones re-entered the meeting

**3. CONFIDENTIAL**

**3.1 CONFIDENTIAL REPORT - APPLICATION OF ONE OFF PAYMENT -  
RESOLUTION NUMBER LG00446 - LOCAL GOVERNMENT MEETING - 6  
DECEMBER 2018**

**Executive Summary:**

An administrative decision was made at the 6 December 2018 Local Government meeting to issue a one off payment of \$500 to employees effective 3 December. It was intended that the payment was an opportunity to recognise and reward our employees for their efforts over what had been a year involving change and improvements to the manner in which work is performed and delivered and also to assist employees with the expenses of the holiday season, considering they had not received a pay increase within the last year due to the certified agreement being unresolved.

Unions have queried the detailed application of the payment given that the resolution (number LG0446) recorded in simple terms *'That a single one off gross payment of \$500 be provided before Christmas to each current Award employee adjusted on a pro rata basis for casual and part time employees.'*

**Recommendation:**

**"That Council clarify through an additional resolution that:**

**The application of the \$500 one off payment referred to in resolution LG0446, be applied on a pro rata basis to full-time, part time and casual employees where they have been engaged with Council for less than 12 months, based on the full time equivalent hours they have worked during the 12 month period preceding 3 December 2018.**

**This reflects Council's intention to provide appropriate recognition of the degree of contribution over the preceding twelve month period and not provide an unintended benefit to full or part time employees who may have only commenced days, weeks or a limited number of months during the preceding 12 month period."**

---

**Moved Cr G Raleigh**

**Seconded Cr J Baines**

**Resolution Number CC0032**

**"That the Recommendation be adopted."**

**FOR: Unanimous**

**CARRIED**

12:09pm Cr M Nolan re-entered the meeting

### **3.2 CCRC STRUCTURE ALIGNMENT - LIBRARY POSITIONS**

#### **Executive Summary:**

As the organisational structure approved in March 2017 settles into full operational execution, it is appropriate from time to time to examine issues of alignment in the structure particularly where there is opportunity to find efficiencies. The Library Services team has operated relatively unchanged since prior to the organisational structure. The changes recommended will provide for a regional approach to the library service and offer stability through additional permanent positions.

#### **Recommendation:**

**“That subject to feedback from the Unions, that Council:**

**1. Approve the following additional positions:**

- **2x Library Administrators**
- **2x Library Assistants (part time)**

**2. That the position Library & Customer Service Administration Officer be reclassified to Library Administrator.”**

---

**Moved Cr W Kimberley**

**Seconded Cr B Heath**

**Resolution Number CC0033**

**"That the Recommendation be adopted."**

**FOR: Unanimous**

**CARRIED**

**12:09pm      There being no further business, the Chairman declared the meeting closed.**

**CONFIRMED AS A TRUE AND CORRECT RECORD THIS 14<sup>TH</sup> DAY OF MARCH 2019**

---

**Cr M Nolan, Chairman**