

# MINUTES

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## Finance and Governance Committee

Monday, 08 April 2024

6:00 PM

Waratah Room

Georges River Civic Centre

Hurstville



## **PRESENT**

### **COUNCIL MEMBERS**

Councillor Christina Jamieson (Chairperson), Councillor Elise Borg, Councillor Veronica Ficarra, Councillor Nick Katris, Councillor Peter Mahoney and Councillor Colleen Symington.

### **COUNCIL STAFF**

Director Business and Corporate Services - Danielle Parker, Chief Finance Officer – Scott Henwood, Head of Corporate Governance and Risk – Renata Sala, Executive Manager City Futures – Simon Massey, Integrated Planning and Reporting Officer – Rachel Teariki, Executive Services Officer – Marisa Severino (Minutes), Acting Executive Assistant to Director Business and Corporate Services – Ally Chand, Personal Assistant Chief People Officer – Barb Presti, Chief Information Officer - Brendan Scott, and Team Leader Technology Business Support – Mark Tadros.

## **OPENING**

The Chairperson, Councillor Jamieson, opened the meeting at 6.03pm.

## **ACKNOWLEDGEMENT OF COUNTRY**

The Chairperson, Councillor Jamieson acknowledged the Bidjigal people of the Eora Nation, who are the Traditional Custodians of all lands, waters and sky in the Georges River area. I pay my respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples who live, work and meet on these lands.

## **REQUEST TO ATTEND VIA AUDIO VISUAL LINK**

There were no requests to attend via Audio Visual Link.

## **APOLOGIES/LEAVE OF ABSENCE**

There were no apologies.

## **NOTICE OF WEBCASTING**

The Chairperson, Councillor Jamieson advised staff and the public that the meeting is being recorded for minute-taking purposes and is also webcast live on Council's website, in accordance with section 5 of Council's Code of Meeting Practice. This recording will be made available on Council's Website.

## **CODE OF MEETING PRACTICE**

Council's Code of Meeting Practice prohibits the electronic recording of meetings without the express permission of Council.

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest made.

## **PUBLIC FORUM**

There were no registered speakers.

**CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**FIN010-24 Confirmation of the Minutes of the Finance and Governance Committee Meeting held on 11 March 2024**  
(Report by Executive Services Officer)

**RECOMMENDATION:** Deputy Mayor, Councillor Borg, Councillor Ficarra

That the Minutes of the Finance and Governance Committee Meeting held on 11 March 2024, be confirmed.

**Record of Voting**

For the Motion: Deputy Mayor, Councillor Borg, Councillor Jamieson, Councillor Ficarra, Councillor Katris, Councillor Mahoney, Councillor Symington

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

**COMMITTEE REPORTS**

**FIN011-24 Investment Report as at 29 February 2024**  
(Report by Senior Financial Accountant - Reporting)

**Recommendation:** Councillor Ficarra, Councillor Katris

That the Investment Report as at 29 February 2024 be received and noted by Council.

**Record of Voting**

For the Motion: Deputy Mayor, Councillor Borg, Councillor Jamieson, Councillor Ficarra, Councillor Katris, Councillor Mahoney, Councillor Symington

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

**FIN012-24 Draft Fraud and Corruption Control Policy and System**  
(Report by Head of Corporate Governance and Risk)

**RECOMMENDATION:** Councillor Mahoney, Deputy Mayor, Councillor Borg

- (a) That Council approve the Fraud and Corruption Control System (Attachment 1) and Policy (Attachment 2) to be placed on public exhibition for a period of no less than 28 days and for the Independent Commission Against Corruption (ICAC) to be provided an opportunity to review and comment.
- (b) That Council endorse for the Fraud and Corruption Control System (Attachment 1) and Policy (Attachment 2) to become effective after public exhibition if no submissions have been received.
- (c) That the General Manager be delegated authority to make minor administrative changes, if required.

**Record of Voting**

For the Motion: Deputy Mayor, Councillor Borg, Councillor Jamieson, Councillor Ficarra, Councillor Katris, Councillor Mahoney, Councillor Symington

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

**FIN013-24 2023/24 Half Yearly Progress Report for Quarter Ending 31 December 2023**  
(Report by Integrated Planning and Reporting Officer)

**Recommendation:** Councillor Katris, Councillor Symington

- (a) That Council receive and note the half yearly progress report July 2023 - December 2023.
- (b) That Council endorse the delivery program and operational plan items recommended for cancellation, being placed on hold, or altered as detailed in Attachment 1.
- (c) That a copy of the half yearly progress report July 2023 – December 2023 be published on Council's website.
- (d) That the General Manager be delegated authority to make minor editorial changes to the Half Yearly Progress Report prior to publishing on Council's website.

**Record of Voting**

For the Motion: Deputy Mayor, Councillor Borg, Councillor Jamieson, Councillor Ficarra, Councillor Katris, Councillor Mahoney, Councillor Symington

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

**FIN014-24 Enhance the Reporting and Logging of Community Requests**  
(Report by Chief Information Officer)

Note: This item was copied and voted on later in the meeting.

**RECOMMENDATION:** Deputy Mayor, Councillor Borg, Councillor Mahoney

- (a) That Council continue the use and promotion of 'Log It / Fix It' system as the primary method to lodge service requests with Council, incorporating customer feedback to:
  - (i) Develop additional user guides to be added to the 'Log It / Fix It' portal to improve customer ease in lodgement of enquiries.
  - (ii) Review placement of the 'Log It / Fix It' on Council websites to increase usage of this primary method by customers.
  - (iii) Better manage customer expectations in reporting issues to Council, in reviewing the current terminology and branding of the 'Log It / Fix It' to 'Report It' or similar.
- (b) That Council evaluate the benefits and efficiencies associated with a customer response management system as part of the Enterprise System Review and includes the above improvements in the relevant scoping documents when it market tests.

**PROCEDURAL MOTION**

**CONFIDENTIAL ITEMS (CLOSED SESSION)**

**MOTION:** Deputy Mayor, Councillor Borg, Councillor Symington

At this stage of the meeting being 6.16pm the Chair, Councillor Jamieson advised that the meeting would move into a Committee of the Whole to allow consideration of a matter in Closed Session in accordance with Section 10A of The Local Government Act 1993. Accordingly, members of the press and public are excluded from the closed session and access to the correspondence and reports relating to the items considered during the course of the closed session will be withheld.

This action was taken to allow discussion of the following item(s):

**FIN014-24 Enhance the Reporting and Logging of Community Requests**

**(Confidential Attachment)**

*THAT in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993, the matters dealt with in this report be considered in closed Council Meeting at which the press and public are excluded. In accordance with Section 10A(2) (e) it is considered the matter contains information that would, if disclosed, prejudice the maintenance of law.*

*THAT in accordance with Section 10D(ii) it is considered that if the matter were discussed in an open Committee Meeting, disclose commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the council*

Councillor Jamieson asked the Director of Business and Corporate Services if any representations had been received from the public that the item should not be discussed in closed session.

The Director of Business and Corporate Services replied that no representations had been received to the item in closed session.

Councillor Jamieson asked if there were any members of the public gallery who would like to speak on the reasons Council proposes to consider the items in closed session.

There were none.

**Record of Voting**

For the Motion: Deputy Mayor, Councillor Borg, Councillor Jamieson, Councillor Ficarra, Councillor Katris, Councillor Mahoney, Councillor Symington

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

**PROCEDURAL MOTION****OPEN SESSION**

**MOTION:** Deputy Mayor, Councillor Borg

That the meeting revert to Open Session, the time being 6.38pm.

**Record of Voting**

For the Motion: Deputy Mayor, Councillor Borg, Councillor Jamieson, Councillor Ficarra, Councillor Katris, Councillor Mahoney, Councillor Symington

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

**FIN014-24 Enhance the Reporting and Logging of Community Requests**  
(Report by Chief Information Officer)

**RECOMMENDATION:** Deputy Mayor, Councillor Borg, Councillor Mahoney

- (a) That Council continue the use and promotion of 'Log It / Fix It' system as the primary method to lodge service requests with Council, incorporating customer feedback to:
- (i) Develop additional user guides to be added to the 'Log It / Fix It' portal to improve customer ease in lodgement of enquiries.
  - (ii) Review placement of the 'Log It / Fix It' on Council websites to increase usage of this primary method by customers.
  - (iii) Better manage customer expectations in reporting issues to Council, in reviewing the

current terminology and branding of the 'Log It / Fix It' to 'Report It' or similar.

- (iv) Assess and improve the usability of the Logit/Fix It on the Council website.
  - (v) Test the functionality of the user experience on a mobile device to ensure the interface is mobile friendly.
  - (vi) Improve multi lingual accessibility.
- (b) That Council evaluate the benefits and efficiencies associated with a customer response management system as part of the Enterprise System Review and includes the above improvements in the relevant scoping documents when it market tests.

### **Record of Voting**

For the Motion: Deputy Mayor, Councillor Borg, Councillor Jamieson, Councillor Ficarra, Councillor Katris, Councillor Mahoney, Councillor Symington

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

### **CONCLUSION**

The Meeting was closed at 6.44pm

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Chairperson