



Leadership and Governance Standing Committee Meeting

MINUTES

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

Wednesday 27 July 2016

Commenced at 9.00am

CENTRAL HIGHLANDS REGIONAL COUNCIL

LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING

WEDNESDAY 27 JULY 2016

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**MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING
HELD AT 9.00AM WEDNESDAY 27 JULY 2016 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL
CHAMBERS, EMERALD OFFICE**

PRESENT

Councillors

Councillor (Crs) K. Hayes (Mayor), D. Lacey (Chair)
Councillors (Crs) C. Brimblecombe, A. McIndoe, G. Nixon

Officers

Chief Executive Officer S. Mason, Executive Manager Governance M. Uren, General Manager
Communities B. Duke, General Manager Infrastructure and Utilities G. Joubert, Coordinator Governance
L. Fry, Coordinator Communications A. Ferris, Minute Secretaries M. Wills and S. Tomelty

APOLOGIES

Cr C Rolfe

Resolution:

Cr Nixon moved and seconded by Cr Brimblecombe “That an apology be accepted for Cr Rolfe for today’s meeting.”

LGSC 2016 / 07 / 27 / 001

Carried (5-0)

LEAVE OF ABSENCE

Nil

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Leadership and Governance Standing Committee Meeting - 15 June 2016

Resolution:

Cr Hayes moved and seconded by Cr Brimblecombe “That the minutes of the previous Leadership and Governance Standing Committee Meeting held on 15 June 2016 be confirmed.”

LGSC 2016 / 07 / 27 / 002

Carried (5-0)

Business Arising Out Of Minutes

Nil

Outstanding Meeting Actions

Nil

Conflict of Interest, Personal Gifts and Benefits

Nil

Attendance

Manager Water Utilities P. Manning and Manager Planning and Environment P. Jeston attended the meeting at 9.05am

COMMUNITIES

Status of Non Compliance Issues with Department of Environment Heritage Protection

Executive Summary:

This briefing note outlines actions being taken for Council's Sewage Treatment Plants and Waste Disposal Facilities that are currently not complying their Environmental Authority conditions. Transitional Environment Programs (TEP) are currently in place for (4) four of the sewage treatment plants and two have been prepared for the Emerald and Blackwater landfills. The TEPs establish a legal agreement with the Department of Environment and Heritage Protection for Council to achieve compliance over a few years through an approved program of improvement works.

Resolution:

Cr McIndoe moved and seconded by Cr Nixon "That the Leadership and Governance Standing Committee be provided with an overall status report on Council's statutory compliance including environmental compliance."

LGSC 2016 / 07 / 27 / 003

Carried (5-0)

Attendance

Manager Water Utilities P. Manning and Manager Planning and Environment P. Jeston left the meeting at 9.55am

Manager Community and Customer Service L. Lankowski and Coordinator Customer Service R. Brosnan attended the meeting at 9.55am

General Manager Infrastructure and Utilities G. Joubert left the meeting at 9.56am

Customer Service Framework

Executive Summary:

Central Highlands Regional Council is committed to providing quality customer service. This report provides information with respect to Council's Customer Service Framework which reflects the processes utilised by Council staff in managing customer service interactions.

Considered by Council.

Attendance

Manager Community and Customer Service L. Lankowski and Coordinator Customer Service R. Brosnan left the meeting at 10.36am

Adjournment

Meeting adjourned at 10.36am for morning tea

Meeting resumed at 10.52am

General Manager Communities B. Duke did not return to the meeting.

GOVERNANCE

Council Policies for Adoption

Executive Summary:

The Local Government Act 2009 sets out the role of Council and gives local governments flexibility in how they make decisions and deliver services.

Developing, adopting and reviewing policies is a prime responsibility of the Council under the Local Government Act 2009. The role includes setting local laws and the adoption of policies in the interest of public within the Local Government Area.

Policy documents (policies, procedures, guidelines) will be reviewed according to scheduled review timetables. Changes to relevant legislation and or Council's goals or operations are examples of circumstances that can trigger a requirement to review a policy document prior to its normal review date.

Council's Governance Framework ensures policies:

- are developed in a consultative, comprehensive and consistent manner
- underpin and support Councils strategic objectives as articulated in the Corporate Plan/Community CH2022 Plan
- provide a clear understanding of the Council and management responsibilities in policy development and review
- ensure consistency with and meet the compliance requirements of legislation
- are consistent with Council's Vision, Mission and Values.

Resolution:

Cr Hayes moved and seconded by Cr Nixon "That Central Highlands Regional Council adopts the following policies:

- Workplace Bullying and Harassment Policy; and
- Community Donations, Grants and Sponsorships Policy

Subject to amendments"

	COUNCIL POLICY	
	Workplace Bullying and Harassment Policy	
POLICY NUMBER:	DEPARTMENT:	Corporate Services
EFFECTIVE DATE:	UNIT:	Organisational Development

1.0 Purpose and Scope

The purpose of this policy is to provide a safe and healthy work environment for all employees and contractors by detailing Council’s commitment to a workplace free of bullying and harassment.

The policy applies to all employees of the Council whether full-time, part-time or casual workers. The policy also applies to all contractors, consultants, volunteers or temporary staff that might be considered workers within the Council’s work environment.

The policy applies to all Council activities during normal work and after hours. It applies to all Council functions and Council sponsored functions. It also applies to conferences and client events where the Council employee or worker may be deemed to be representing or have a connection with the Council.

This policy does not form part of any employee’s contract of employment nor does it form part of a contract for service.

2.0 Reference

Work Health and Safety Act 2011
Grievance Procedure

3.0 Definitions

Council means Central Highlands Regional Council

Employee means an employee of the Central Highlands Regional Council

4.0 Policy Statement

Council is committed to ensuring a healthy and safe workplace that is free from bullying and harassment and affirms the rights of individuals to be treated fairly and with respect. Workplace harassment is unacceptable and will not be tolerated under any circumstances.

Bullying and all forms of personal harassment including those of a sexual or racial nature can seriously harm working conditions and have legal, ethical and financial implications for the Council. Any incidents of bullying and harassment will be regarded extremely seriously by Council and can be grounds for disciplinary action which may include dismissal.

Workplace bullying is repeated, unreasonable behaviour, directed towards a worker or a group of workers that creates a risk to health and safety. It includes both physical and psychological risks and abuse.

‘Repeated behaviour’ refers to the persistent nature of the behaviour and can refer to a range or pattern of behaviours over a period of time (for example, verbal abuse, unreasonable criticism, isolation and subsequently being denied opportunities – i.e. a pattern is being established from a series of events).

‘Unreasonable behaviour’ means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten another person.

Bullying behaviours can be direct or indirect. These include but are not limited to:

Direct Bullying	Indirect/Upward Bullying
<ul style="list-style-type: none"> • abusive, insulting or offensive language • spreading misinformation or malicious rumours • behaviour or language that frightens, humiliates, belittles or degrades, including over criticising, or criticism that is delivered with yelling or screaming • displaying offensive material • inappropriate comments about a person’s appearance, lifestyle, their family or sexual preferences • teasing or regularly making someone the brunt of pranks or practical jokes • interfering with a person’s personal property or work equipment, or • harmful or offensive initiation practices. 	<ul style="list-style-type: none"> • unreasonably overloading a person with work, or not providing enough work • setting timeframes that are difficult to achieve, or constantly changing them • deliberately excluding or isolating a person from normal work activities • withholding information that is necessary for effective work performance • not cooperating with other team members or not cooperating with directions by the manager. • obstructing a manager so that tasks or projects aren’t completed. • refusing to accept direction from the manager. • being rude or perhaps being obtuse, which may not be considered rude but might be considered an obstruction to listening to the manager

Appropriate management using reasonable management practices is not bullying. Examples of reasonable work practices include:

- setting reasonable performance goals, standards and deadlines in consultation with workers and after considering their respective skills and experience
- allocating work fairly
- fairly rostering and allocating working hours
- transferring a worker for legitimate and explained operational reasons
- deciding not to select a worker for promotion, following a fair and documented process
- informing a worker about unsatisfactory work performance in a constructive way and in accordance with any workplace policies or agreements
- informing a worker about inappropriate behaviour in an objective and confidential way
- implementing organisational changes or restructuring
- performance management processes.

Workplace harassment takes many forms. Basically, it is any behaviour which is unacceptable to the recipient and which creates an intimidating, hostile or offensive environment for work. This can be particularly serious if the harasser is in a position of organisational power in relation to the person harassed.

Any behaviour which shows lack of respect and which creates an atmosphere in which people feel uncomfortable and unwelcome can constitute harassment.

A single act of harassment is sufficient to give rise to a complaint.

Harassment in the workplace is an action obvious or indirect, physical or verbal that is aimed at another employee.

Types of harassment include:

- Teasing;
- Telling of racist jokes
- Intimidation of other workers
- Derogatory reference to another's country of origin
- Petty humiliation
- Impede or deride the efforts of a person with a disability within the workplace
- Unwelcome physical touching
- Sexual or suggestive comments, jokes or innuendo
- Unwelcome requests for sex
- Intrusive comments about a person's private life
- The display of sexually explicit material such as posters or pictures including on a computer screen
- Unwanted invitations (sexual or other inappropriate invitations)
- Staring or leering
- Sex based insults or taunts
- Offensive communications, including telephone calls, letters, faxes and email.

If a worker believes they are being harassed, or wishes to make a report about another employee being harassed they should contact the Manager Organisational Development. A copy of the Grievance Procedure, which will outline the processes available for the employee and management to follow, is available on Council's Intranet.

5.0 Policy Review

All policies will be reviewed annually or when any of the following occur:

- Relevant legislation, regulations, standards and policies are amended or replaced; and
- Other circumstances as determined from time to time by the Chief Executive Officer/Executive Leadership Team/Managers.

	COUNCIL POLICY	
	Community Donations, Grants and Sponsorships	
POLICY NUMBER:	DEPARTMENT:	Communities
EFFECTIVE DATE:	UNIT:	Community & Customer Services

1.0 Purpose and Scope

The purpose of the Council’s Community Grants Policy is to provide financial assistance to local community groups and organisations that make positive contributions to the quality of life in the local government area.

The policy covers all community donations, grants and sponsorships in relation to Council support for community groups and organisations. The policy also covers any budget allocations made in relation to discretionary funds.

2.0 Reference

Local Government Regulation 2012

3.0 Definitions

Council means Central Highlands Regional Council

Donation means a one off or reoccurring contribution, can be financial or in-kind support. The contribution is not subject to a delivery of a direct benefit for Council or community in exchange for the donation.

Grant means a one off or reoccurring contribution where the recipient is required to undertake some kind of deliverable that will benefit the community.

Sponsorship means a one off or reoccurring contribution, can be financial or in-kind support. Council expects negotiated benefits such as positive recognition in exchange.

4.0 Policy Statement

Council will provide donations, grants and sponsorships that assist in meeting the Corporate and Operational Plan objectives and deliverables. This includes building and strengthening, increased sharing and participation and the general well-being of the community and will therefore be in the public interest.

The main areas to be targeted by this policy are:

- Developing the capacity and sustainability of organisations or innovative programs to meet the needs of members and the community. Examples of programs in this area are but not limited to training programs for club committees, volunteer programs and initiatives to gain new members or sponsors.
- Support the acquisition or upgrading of facilities and equipment (excluding personal-use items). Examples of programs in this area are but not limited to storage sheds, extra lighting, upgraded amenities and shade.
- Providing donations towards services that deliver improved community services to the Council area or region.

- Providing sponsorships to events and activities that provide opportunities for community participation and sharing.

4.1 Mayor’s Discretionary Fund

The Council will make an annual budget allocation to the Mayor’s Discretionary Fund in relation to community donations, grants and sponsorships. That fund must be administered in accordance with the legislated requirements, this policy and any related procedure.

4.2 Types of Applications

The program will cover:

Donation, Grants or Sponsorships to Community, Sport and Recreation Groups and Organisations.

4.3 Program Limits

The following limits are applied per application:

Donation, Grants, Sponsorships	\$5000.00
Mayor’s Discretionary Fund	\$ 500.00

4.4 Assessment Criteria

4.4.1 Donations, Grants and Sponsorships Criteria

The application must:

- contribute to the target are set out in this policy; and
- directly support a demonstrated need within the community;
- provide a direct or indirect benefit for residents in the community;

The applicant must:

- demonstrate the ability to meet current financial obligations and include quotes, budget and financial statements;
- demonstrate that attempts have been made to raise funds from other sources;
- must make at least a 10% monetary or in-kind contribution towards the cost.

The following criteria may exclude an application:

- where the organisation owes a debt to Council or has not adequately acquitted previous funding

The following criteria will exclude an application:

- where the organisation has access to funds generated internally from permanently licensed premises or onsite gaming machines;
- where an organisation is of a political nature.

4.4.2 Mayor’s Discretionary Fund Criteria

The application must:

- contribute to the target are set out in this policy; and
- directly support a demonstrated need within the community;
- provide a direct or indirect benefit for residents in the community;
- demonstrate that attempts have been made to raise funds from other sources.

Weighting may be set for each of the criteria in respect to contribution to delivering the Corporate and Operational Plan objectives.

Implementation Procedure

Council will apply this policy through an implementation procedure which will provide set out the:

- Committee assessment process
- Timing of funding rounds
- Eligibility requirements
- Reporting requirements
- Time frames for the deliverable required under any approved applications.

5.0 Policy Review

All policies will be reviewed annually or when any of the following occur:

- Relevant legislation, regulations, standards and policies are amended or replaced; and
- Other circumstances as determined from time to time by the Chief Executive Officer / Executive Leadership Team / Managers.

GENERAL BUSINESS

(Verbal matters raised by Councillors either as a question, acknowledgement and or additional follow-up by officers)

Nil

CLOSED SESSION

Into Closed Session

Resolution

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

LGSC 2016 / 07 / 27 / 005

Carried (5-0)

Attendance

Coordinator Communications A. Ferris and Coordinator Governance L. Fry left the meeting

The meeting was closed at 11.05am

Out of Closed Session

Resolution

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

LGSC 2016 / 07 / 27 / 006

Carried (5-0)

The meeting was opened at 11.40am

Proposed Councillor and Executive Leadership Team Workshops

Executive Summary:

At the Leadership and Governance Committee Meeting of 15 June 2016, a report to the Committee recommended that the Seechange proposal be accepted for conducting Councillor and Executive Leadership Team workshops which were originally recommended as part of the Councillor Induction Program. A copy of the Leadership and Governance Standing Committee Meeting Report of 15 June is included as Attachment 1.

After considering the Report and accompanying Seechange proposal, the Committee requested officers to obtain two additional quotes from other consulting organisations to undertake the workshops along similar lines and scope as the Seechange proposal.

Two further quotes have been sourced by the Acting Executive Manager Governance (Adrian Grant):

Resolution:

Cr Brimblecombe moved and seconded by Cr Nixon “That Central Highlands Regional Council engage Winners at Work to deliver training to the Councillors and Executive Leadership Team on the foundations for a united and cohesive team to enable delivery of successful outcomes for the quoted price of \$15,691.50 including goods and services tax, plus flights and accommodation.”

LGSC 2016 / 07 / 27 / 007

Carried (5-0)

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 11.43am

CONFIRMED

CHAIR

DATE