



**Leadership and Governance Standing Committee Meeting**

# **MINUTES**

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

**Wednesday 11 May 2016**

**Commenced at 9.00am**

**CENTRAL HIGHLANDS REGIONAL COUNCIL**

**LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING**

**WEDNESDAY 11 MAY 2016**

**MINUTES CONTENTS**

<b>PRESENT .....</b>	<b>3</b>
<b>APOLOGIES .....</b>	<b>3</b>
<b>LEAVE OF ABSENCE .....</b>	<b>3</b>
<b>CONFLICT OF INTEREST, PERSONAL GIFTS AND BENEFITS .....</b>	<b>3</b>
<b>GOVERNANCE SECTION .....</b>	<b>3</b>
Fraud and Corruption Management Framework Progress Report.....	3
<b>CHIEF EXECUTIVE OFFICER'S REPORT .....</b>	<b>5</b>
Council Meetings - Regional Offices .....	5
<b>GENERAL BUSINESS .....</b>	<b>6</b>
<b>CLOSURE OF MEETING .....</b>	<b>6</b>

**MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING  
HELD AT 9.00AM WEDNESDAY 11 MAY 2016 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL  
CHAMBERS, EMERALD OFFICE**

**PRESENT**

**Councillors**

Councillor (Cr) K. Hayes (Mayor),  
Councillors (Cr) C. Brimblecombe, A. McIndoe, G. Nixon and C. Rolfe

**Officers**

Chief Executive Officer S. Mason, Executive Manager Governance M. Uren, Coordinator Communications A. Ferris, Minute Secretary M. Wills

**Observers**

Nil

**APOLOGIES**

Cr D. Lacey

**LEAVE OF ABSENCE**

***Resolution:***

Cr Rolfe moved and seconded by Cr McIndoe “That the Central Highlands Regional Council Leadership and Governance Standing Committee recommend to Council that a leave of absence be granted for Cr Brimblecombe for the Leadership and Governance Standing Committee Meeting that is scheduled for 8 June 2016.”

**LGSC 2016 / 05 / 11 / 001**

**Carried (5-0)**

**CONFLICT OF INTEREST, PERSONAL GIFTS AND BENEFITS**

Nil

**Attendance**

Cr Nixon left the meeting at 9.29am

**GOVERNANCE SECTION**

**Fraud and Corruption Management Framework Progress Report**

**Executive summary:**

The Auditor-General’s Fraud Management in Local Government Report was tabled in Queensland Parliament in June 2015 and recommendations made for improvements to mitigate the risk of fraud and corruption across Local Government.


These recommendations were presented to Council’s Audit Committee with a commitment by the Governance department to develop and implement a Fraud Risk Management Framework by June 2016.

The Fraud and Corruption Control Policy and Fraud and Corruption Control Plan was presented to the Audit Committee on the 17 November 2015 and 23 February 2016 respectively as partial completion of the Fraud Risk Management Framework.

The Fraud and Corruption Risk Register has been developed and will be presented to the Audit Committee on 15 June 2016.

**Resolution:**

Cr Rolfe moved and seconded by Cr Brimblecombe “That the Central Highlands Regional Council Leadership and Governance Standing Committee recommend to Council that it adopts the Fraud and Corruption Control Policy and Fraud and Corruption Control Plan in principle. The Committee notes that the policy and plan constitute partial completion of Council’s Fraud Risk Management Framework. Further, that Council investigate a process for providing anonymity of disclosers (employees or community members) of suspected inappropriate conduct.”

	<b>COUNCIL POLICY</b>	
	Fraud and Corruption Control Policy	
POLICY NUMBER:	DEPARTMENT:	Governance
EFFECTIVE DATE:	UNIT:	Governance

**1.0 Purpose and Scope**

This policy outlines Council’s commitment to fraud and corruption prevention and management. This policy is intended to facilitate a Council wide approach to fraud and corruption and applies to all areas of the Council.

**2.0 Reference**

AS 8001:2008, Fraud and Corruption Control  
 Crime and Corruption Act 2001

**3.0 Definitions**

**Corruption** means: Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.

**Fraud** means: Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys and other property by employees or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position.

**Council** means: Central Highlands Regional Council

**4.0 Policy Statement**

Council will create an environment where management and employees take responsibility for fraud and corruption control.

Council will create this environment by implementing a fraud and corruption framework which will provide guidance on:

- the assessment of fraud and corruption risk within the Enterprise Risk Management Framework;
- the development of a Fraud and Corruption Prevention and Control Plan that includes provision for anonymity of disclosers (employees or community members) of suspected inappropriate conduct;
- the development of skills within the Council to assist employees and management understand and identify fraud and corruption;
- undertaking analysis and reporting of fraud and corruption events.

## 5.0 Policy Review

All policies will be reviewed annually or when any of the following evaluations 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 or through a resolution of Council.”

**LGSC 2016 / 05 / 11 / 002**

Carried (4-0)

### Attendance

Chief Executive Officer S. Mason left the meeting at 9.50am

Chief Executive Officer S. Mason left the meeting at 9.51am

Cr Rolfe left the meeting at 9.52am

### Adjournment

The meeting was adjourned at 9.52am

The meeting resumed at 10.01am

Cr Nixon returned to the meeting at 10.01am

## **CHIEF EXECUTIVE OFFICER'S REPORT**

### **Council Meetings - Regional Offices**

#### **Executive summary:**

In 2014 and 2015, Council resolved to trial holding general meetings in towns outside of Emerald. This report provides an overview of the meetings that were held and recommendations for future meetings in the regional offices.

#### **Resolution:**

Cr Brimblecombe moved and seconded by Cr McIndoe “That the Central Highlands Regional Council Leadership and Governance Standing Committee recommend to Council that it conducts three of its General Meetings every year outside of Emerald, to be held in Blackwater, Capella and Springsure around the following dates subject to liaising with local schools:

Blackwater	Tuesday, September 13, 2016
Springsure	Tuesday, November 22, 2016
Capella	Tuesday, February 28, 2017

Further that, the Standing Committee Meeting scheduled on the General Council Meeting day above, be held in the Regional Office on that day.

Further again, that these General Council meetings are complemented by an event in the evening for engagement with the community.”

**LGSC 2016 / 05 / 11 / 003**

Carried (5-0)

## **GENERAL BUSINESS**

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

Cr Nixon requested for Council to send a letter to all of the local State Emergency Services (SES) groups in the Central Highlands region to thank them for all the work that they do in the community.

## **CLOSURE OF MEETING**

There being no further business, the Mayor closed the meeting at 10.13am

CONFIRMED

MAYOR

DATE