



# **Central Highlands** Regional Council

**Leadership and Governance Standing Committee Meeting**

## **MINUTES**

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

**Tuesday 8 August 2017**

**Commenced at 12.00pm**

**CENTRAL HIGHLANDS REGIONAL COUNCIL**

**LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING**

**TUESDAY 8 AUGUST 2017**

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**MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING  
HELD AT 12.00PM TUESDAY 8 AUGUST 2017 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL  
CHAMBERS, EMERALD OFFICE**

**PRESENT**

**Councillors**

Councillor (Crs) K. Hayes (Mayor / Acting Chair)

Councillors (Crs) C. Brimblecombe, A. McIndoe, G. Nixon and C. Rolfe

**Officers**

General Manager Corporate Services J. Bradshaw, Chief Executive Officer S. Mason,  
Minute Secretary M. Wills

**Observers**

Councillors (Crs) G. Godwin-Smith, M. Daniels

**APOLOGIES**

Nil

**LEAVE OF ABSENCE**

***Resolution:***

Cr McIndoe moved and seconded by Cr Rolfe “That a leave of absence be granted for Cr Brimblecombe for 12 September 2017.”

**LGSC 2017 / 08 / 08 / 001**

Carried (5-0)

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Leadership and Governance Standing Committee Meeting: 11 July 2017**

***Resolution:***

Cr Brimblecombe moved and seconded by Cr McIndoe “That the minutes of the previous Leadership and Governance Standing Committee held on 11 July 2017 be confirmed.”

**LGSC 2017 / 08 / 08 / 002**

Carried (5-0)

**BUSINESS ARISING OUT OF MINUTES**

Nil

**OUTSTANDING MEETING ACTIONS**

Nil

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

Nil

**PETITIONS (IF ANY)**

Nil

## **CORPORATE SERVICES**

### **9.1 Corporate Services - Department Update**

#### **Executive Summary:**

This report provides an update and overview of key issues of interest for the Corporate Services department activities of Council that report to this Committee.

Considered by Council.

#### **Attendance**

Cr Daniels attended the meeting at 12.12pm as an observer

Cr McIndoe left the meeting at 12.12pm

Safety Compliance Advisor C. Fitzgerald and J. Zimmerman attended the meeting at 12.13pm

Cr McIndoe returned to the meeting at 12.16pm

### **9.2 Workplace Health and Safety Update - July 2017**

#### **Executive Summary:**

This report provides a summary of Council's health and safety initiatives. The purpose of the information provided is to highlight to Council any issues, risks and opportunities impacting the safety and health of workers at Central Highlands Regional Council.

Considered by Council.

#### **Attendance**

Safety Compliance Advisor C. Fitzgerald and J. Zimmerman left the meeting at 12.19pm

## **CHIEF EXECUTIVE OFFICER**

### **10.1 Local Government Managers Association (LGMA) Annual Conference**

#### **Executive Summary:**

The Local Government Managers Association (LGMA) Annual Conference showcases the work of local governments, exploring the issues being tackled around the state in an effort to continuously improve service delivery in the community and performance within each local government. The annual conference provides opportunity to learn from colleagues, discuss challenges and pursue collaborative opportunities.

This report requests for the approval for Councillors and Scott Mason, Chief Executive Officer, to represent Central Highlands Regional Council at the Local Government Managers Association Annual Conference in September 2017.

#### **Resolution:**

Cr Nixon moved and seconded by Cr Brimblecombe "That Central Highlands Regional Council Leadership and Governance Standing Committee defer the matter for consideration to the General Council Meeting at 2.30pm today."

Attendance

Communications Officer H. Thomson attended the meeting at 12.21pm

**10.2 Corporate Communications Monthly Report – June 2017**

**Executive Summary:**

The Corporate Communications team compiles a report at the end of each month on the key statistics and analysis of its communications channels and the activities undertaken.

The report is used to inform the communications strategy and also to analyse the effectiveness of various corporate communications campaigns.

Considered by Council.

Attendance

Communications Officer H. Thomson left the meeting at 12.34pm

**10.3 Chief Executive Officer - Department Update**

**Executive Summary:**

This report is a monthly brief on the key activities from the Office of the Chief Executive Officer.

Considered by Council.

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

**LGSC 2017 / 08 / 08 / 004**

**Carried (6-0)**

The meeting was closed at 12.42pm

Attendance

Minute Secretary M. Wills left the meeting at 12.42pm

Safety Compliance Advisor C. Fitzgerald and J. Zimmerman attended the meeting at 12.42pm

### **12.1 Corporate Services - Department Update**

### **12.2 Workplace Health and Safety Update - July 2017**

#### **Attendance**

Safety Compliance Advisor C. Fitzgerald and J. Zimmerman left the meeting at 12.51pm

### **12.3 Chief Executive Officer - Department Update**

#### **Out of Closed Session**

##### **Resolution:**

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

**LGSC 2017 / 08 / 08 / 005**

**Carried (6-0)**

The meeting was opened at 1.17pm

#### **Attendance**

Minutes Secretary M Wills returned to the meeting at 1.17pm

### **12.1 Corporate Services - Department Update**

#### **Executive Summary:**

This report provides an update and overview of key activities of interest for the Corporate Services department activities of Council that report to this Committee.

Considered by Council.

### **12.2 Workplace Health and Safety Update - July 2017**

#### **Executive Summary:**

This report provides a summary of Council's health and safety initiatives. The purpose of the information provided is to highlight to Council any issues, risks and opportunities impacting the safety and health of workers at Central Highlands Regional Council.

Considered by Council.

### **12.3 Chief Executive Officer - Department Update**

#### **Executive Summary:**

This report is a monthly brief on the key activities from the Office of the Chief Executive Officer.

Considered by Council.

## **CLOSURE OF MEETING**

There being no further business, the Chair closed the meeting at 1.18pm

CONFIRMED

MAYOR

DATE