

## Leadership and Governance Standing Committee Meeting

Meeting of the Central Highlands Regional Council held  
in the **Council Chambers, 65 Egerton Street, Emerald**  
on

**Tuesday, 12 September 2017**  
**Commenced at 12.00pm**

# COUNCIL MINUTES

### CONFIRMATION

*I hereby confirm that I have read the minutes and they are a true  
and correct record of the proceedings of the meeting.  
I certify that these six (6) pages form the official copy of the*

**Central Highlands Regional Council  
Leadership and Governance Standing Committee Meeting  
Minutes of Tuesday the 12<sup>th</sup> September 2017.**

.....  
**Councillor Kerry Hayes**  
**(Mayor / Chair)**

Date ...../...../.....

**CENTRAL HIGHLANDS REGIONAL COUNCIL**

**GENERAL MEETING OF COUNCIL**

**TUESDAY 12 SEPTEMBER 2017**

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**MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING  
HELD AT 12.00PM TUESDAY 12 SEPTEMBER 2017 IN THE CENTRAL HIGHLANDS REGIONAL  
COUNCIL CHAMBERS, EMERALD OFFICE**

**PRESENT**

**Councillors**

Councillor (Crs) K. Hayes (Mayor / Chair)  
Councillors (Crs) A. McIndoe and C. Rolfe

**Officers**

Chief Executive Officer S. Mason, General Manager Corporate Services J. Bradshaw, General Manager Commercial Services M. Webster, Coordinator Communications A. Ferris, Minute Secretary T. Wheeler

**Observers**

Nil

**APOLOGIES**

Councillors (Crs) C. Brimblecombe and G. Nixon

***Resolution:***

Cr McIndoe moved and seconded by Cr Rolfe “That an apology be received from Cr Nixon and a leave of absence for Cr Brimblecombe as previously granted for today’s meeting be recorded.”

**2017 / 09 / 12 / 001**

Carried (3-0)

**LEAVE OF ABSENCE**

Nil

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**4.1 Minutes - Leadership and Governance Standing Committee Meeting - 8 August 2017**

***Resolution:***

Cr McIndoe moved and seconded by Cr Rolfe “That the minutes of the previous Leadership and Governance Standing Committee Meeting held on Tuesday 8 August 2017 be confirmed.”

**2017 / 09 / 12 / 002**

Carried (3-0)

**BUSINESS ARISING OUT OF MINUTES**

Nil

**REVIEW OF OUTSTANDING MEETING ACTIONS**

Nil

**REVIEW OF UPCOMING AGENDA ITEMS**

Nil

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

Nil

**PETITIONS**

Nil

## **CHIEF EXECUTIVE OFFICER**

### Attendance

Coordinator Communications, A. Ferris attended the meeting at 12.04pm.

### **9.1 Fred Rogers Memorial Trust 2017 Community Satisfaction Tracking Study**

#### **Executive Summary:**

The 2017 Fred Rogers Community Satisfaction Tracking Study was released on 1 September 2017. The independent survey is conducted every two years and this is the 11th in a series that analyses community satisfaction and determines benchmarks for council performance by canvassing the opinions of 700 households across Queensland.

The results suggest councils perform best on services to do with activities such as parks and garden maintenance, sporting facilities and heritage protection.

But the survey suggests, as it has in previous years, that councils need to do more work on customer service and communicating with the public.

This report gives a brief overview of the survey results by theme indicating the importance of a service, the performance of the service and followed by an indication of what actions might improve the result.

Considered by Council

## **DEPARTMENTAL UPDATES**

### Attendance

Safety Coordinator, S. Schofield and Acting Manager Organisational Development, T. Rouse attended the meeting at 12.16pm.

### **10.1 Departmental Updates**

#### **Executive Summary:**

The following information provides an update on key activities for the Chief Executive Officer and Corporate Services departments.

Considered by Council

## **CLOSED SESSION**

### **Into Closed Session**

#### ***Resolution:***

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

Attendance

General Manager Commercial Services M. Webster and Coordinator Communications A. Ferris left the meeting at 12.41pm.

Safety Coordinator S. Schofield and Acting Manager Organisational Development T. Rouse remained in the meeting to discuss items 12.1 to 12.3 and the Corporate Services items 1 and 2 of 12.4.

The meeting was closed at 12.41pm.

**12.1 Licensing/Qualifications - Audit Update**

**12.2 Life App - Survey Results and Trends**

**12.3 Mental Health Awareness - Update**

**12.4 Departmental Updates**

Attendance

Safety Coordinator S. Schofield and Acting Manager Organisational Development T. Rouse left the meeting at 1.16pm.

General Manager Commercial Services M. Webster returned to the meeting at 1.20pm.

**Out of Closed Session**

***Resolution:***

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

**2017 / 09 / 12 / 004**

Carried (3-0)

The meeting was opened at 1.23pm.

**12.1 Licensing/Qualifications - Audit Update**

**Executive Summary:**

Learning and Development in partnership the Safety team are working collaboratively to complete an in-depth Training Needs Analysis (TNA) and Skills Analysis (SA) across all areas of council. This work will help to mitigate the risks to Council through a structured program.

Considered by Council

**12.2 Life App - Survey Results and Trends**

**Executive Summary:**

As part of our ongoing commitment to hear the voice of our people we have collaborated with McArthur Talent Architects to launch the new “Local Government LIFE App”. This App allows employees to provide continuous feedback on seven key areas that we believe are important to individuals and us as an organisation. We are committed to encouraging an open workplace where we can all share our thoughts and work together to improve our performance and work/life balance.

Considered by Council

### **12.3 Mental Health Awareness - Update**

#### **Executive Summary:**

Organisational Development in partnership with the Safety Team are implementing initiatives to address and manage health and productivity issues across council – not just from the point of view of improving profitability or business performance; not just to embrace our social responsibilities and ‘duty of care’ to staff; but also in recognition of the real ongoing value which flows from creating a workplace culture where people are healthier, happier and enjoy a better work-life balance.

Considered by Council

### **12.4 Departmental Updates**

#### **Executive Summary:**

The following information provides an update on key activities for the Commercial Services and Corporate Services Departments.

Considered by Council

## **GENERAL BUSINESS**

Council remains concerned about the prevailing dry conditions noting that only 52 percent (or 343 of 650 millimetres) of its average rainfall has been received for 2017. Adjoining Council areas remain either fully or partially drought declared.

#### **Resolution:**

Cr Rolfe moved and seconded by Cr McIndoe “That Central Highlands Regional Council request that the Local Drought Committee give consideration to recommending a drought declaration status be applied to the Central Highlands Regional Council area.

Further, that Central Highlands Regional Council encourage rural landholders to pursue individual property drought declarations to strengthen the case for the Council area.”

**2017 / 09 / 12 / 005**

Carried (3-0)

## **CLOSURE OF MEETING**

There being no further business, the Chair closed the meeting at 1.27pm.