



# **Leadership and Governance Standing Committee Meeting**

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

**Tuesday, 10 April 2018**  
**Commenced at 12.00pm**

**COUNCIL MINUTES**

**CENTRAL HIGHLANDS REGIONAL COUNCIL**

**LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING**

**TUESDAY 10 APRIL 2018**

**MINUTES CONTENTS**

<b>PRESENT .....</b>	<b>2</b>
<b>APOLOGIES .....</b>	<b>2</b>
<b>LEAVE OF ABSENCE .....</b>	<b>2</b>
<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....</b>	<b>2</b>
4.1 Minutes - Leadership and Governance Standing Committee Meeting – 13 March 2018 .....	2
<b>BUSINESS ARISING OUT OF MINUTES .....</b>	<b>2</b>
<b>REVIEW OF OUTSTANDING MEETING ACTIONS .....</b>	<b>2</b>
<b>REVIEW OF UPCOMING AGENDA ITEMS.....</b>	<b>2</b>
<b>PETITIONS .....</b>	<b>3</b>
<b>MATERIAL PERSONAL INTEREST, CONFLICT OF INTEREST, PERSONAL GIFTS AND BENEFITS....</b>	<b>3</b>
<b>CORPORATE SERVICES.....</b>	<b>3</b>
TOTO Project – Update .....	3
<b>CHIEF EXECUTIVE OFFICER.....</b>	<b>3</b>
Corporate Communications Monthly Report – March 2018.....	3
<b>DEPARTMENTAL UPDATES .....</b>	<b>3</b>
Departmental Updates.....	3
<b>GENERAL BUSINESS.....</b>	<b>4</b>
<b>CLOSED SESSION.....</b>	<b>4</b>
Workforce Statistics - Bi-Monthly Report .....	4
Woorabinda Aboriginal Shire Council Government Champion Meeting .....	5
Departmental Updates.....	5
<b>CLOSURE OF MEETING.....</b>	<b>5</b>

**MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING  
HELD AT 12.00PM TUESDAY 10 APRIL 2018 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL  
CHAMBERS, EMERALD OFFICE**

**PRESENT**

**Councillors**

Councillor (Crs) C. Rolfe (Chair),  
Councillors (Crs) K. Hayes (Mayor), P. Bell AM, C. Brimblecombe, G. Nixon and G. Sypher.

**Officers**

General Manager Corporate Services J. Bradshaw and Minute Secretary T. Wheeler.

**Observers**

Nil

**Attendance**

Coordinator Business Systems, C. Nicol-Dickson attended the meeting at 12.00pm.

**APOLOGIES**

Nil

**LEAVE OF ABSENCE**

**Resolution:**

Cr Hayes- moved and seconded by Cr Brimblecombe “That a leave of absence be granted for Councillor G. Sypher for the Leadership and Governance Standing Committee Meeting of Tuesday 15 May 2018.”

**LGSC 2018 / 04 / 10 / 001**

**Carried (6-0)**

**Attendance**

Coordinator Communications A. Ferris attended the meeting at 12.01pm.

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**4.1 Minutes - Leadership and Governance Standing Committee Meeting – 13 March 2018**

**Resolution:**

Cr Sypher- moved and seconded by Cr Brimblecombe- “That the minutes of the previous Leadership and Governance Standing Committee Meeting held on 13 March 2018 be confirmed.”

**LGSC 2018 / 04 / 10 / 002**

**Carried (6-0)**

**BUSINESS ARISING OUT OF MINUTES**

Nil

**Attendance**

General Manager Commercial Services, M. Webster attended the meeting at 12.03pm.

**REVIEW OF OUTSTANDING MEETING ACTIONS**

Nil

**REVIEW OF UPCOMING AGENDA ITEMS**

Nil

**PETITIONS**

Nil

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

Nil

**CORPORATE SERVICES**

**TOTO Project – Update**

**Executive Summary:**

The Corporate Software Project remains on time and on budget, and this report provides a snapshot of the progress being made and forecast activity over the coming months. A presentation will be provided to the Committee on the details of the progress being realised.

Considered by Council

**Attendance**

Coordinator Business Systems, C. Nicol-Dickson left the meeting at 12.37pm.

**CHIEF EXECUTIVE OFFICER**

**Corporate Communications Monthly Report – March 2018**

**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.

Considered by Council

**DEPARTMENTAL UPDATES**

**Departmental Updates**

**Executive Summary:**

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

**Corporate Services**

1. Cyber Resilience - Building Staff Awareness
2. Asset Management Update
3. Governance and Risk

**Chief Executive Officer**

1. Central Queensland Regional Organisation of Councils - 1 March 2018
2. LGAQ ROC
3. Economic Futures Forum 19 March 2018
4. Sandstone Regions Round Table held at Emerald – 19 March 2018

Considered by Council

## **GENERAL BUSINESS**

Councillor P. Bell AM raised the following topics for follow up:

1. Council values being embedded into the organisation;
2. Managing Local Government information and councillor obligations;
3. Expense Reimbursement and Provision of Facilities for Mayor Councillors Policy.

## **CLOSED SESSION**

### **Into Closed Session**

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

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

**LGSC 2018 / 04 / 10 / 003**

Carried (6-0)

#### **Attendance**

A. Ferris left the meeting at 1.03pm.

M. Webster remained in the room.

Acting Manager Organisational Development, T. Rouse attended the meeting at 1.03pm.

The meeting was closed at 1.03pm.

### **Workforce Statistics - Bi-Monthly Report**

#### **Attendance**

Acting Manager Organisational Development, T. Rouse left the meeting at 1.22pm.

### **Woorabinda Aboriginal Shire Council Government Champion Meeting**

#### **Departmental Updates**

### **Out of Closed Session**

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

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

**LGSC 2018 / 04 / 10 / 004**

Carried (6-0)

The meeting was opened at 1.26pm.

### **Workforce Statistics - Bi-Monthly Report**

#### **Executive Summary:**

This report provides an overview of workforce information for the end of March 2018. This data provides an insight into the workforce make-up and is used to inform management and the organisation of any trends and potential actions required to manage any identified risks.

Considered by Council

**Woorabinda Aboriginal Shire Council Government Champion Meeting**

**Executive Summary:**

This report relates to the Woorabinda Aboriginal Shire Council Government Champions meeting held on 16 March 2018.

Considered by Council

**Departmental Updates**

**Executive Summary:**

The following information provides an update on key activities for the Commercial Services Department:

1. Native Title

Considered by Council

**CLOSURE OF MEETING**

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

CONFIRMED

CHAIR

DATE