

Leadership and Governance Standing Committee Meeting

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

Tuesday 11 December 2018
Commenced at 12.00pm

COUNCIL MINUTES

Unconfirmed

CENTRAL HIGHLANDS REGIONAL COUNCIL

LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING OF COUNCIL

TUESDAY 11 DECEMBER 2018

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**MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING
HELD AT 12.00PM TUESDAY 11 DECEMBER 2018 IN THE CENTRAL HIGHLANDS REGIONAL
COUNCIL CHAMBERS, EMERALD OFFICE**

PRESENT

Councillors

Councillor (Crs) C. Rolfe (Chair),

Councillors (Crs) K. Hayes (Mayor), C. Brimblecombe, G. Nixon and G. Sypher

Officers

General Manager Corporate Services J. Bradshaw, General Manager Customer and Commercial Services M. Webster, Corporate Communications Officer J. Lorenzen and Minute Secretary T. Wheeler.

Observers

Nil

APOLOGIES

Cr Nixon moved and seconded by Cr Sypher “That an apology be received for Councillor Bell for the Leadership and Governance Standing Committee Meeting on 11 December 2018.”

LGSC 2018 / 12 / 11 / 001

Carried (5-0)

LEAVE OF ABSENCE

Resolution:

Cr Sypher moved and seconded by Cr Brimblecombe “That a leave of absence be granted for Councillor Rolfe for the Leadership and Governance Standing Committee Meeting scheduled on 22 January 2019 pursuant to section 162 (1)(e) of the Local Government Act 2009.”

LGSC 2018 / 12 / 11 / 002

Carried (5-0)

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Minutes – Leadership and Governance Standing Committee Meeting – 13 November 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 November 2018 be confirmed.”

LGSC 2018 / 12 / 11 / 003

Carried (5-0)

BUSINESS ARISING OUT OF MINUTES

Nil

REVIEW OF OUTSTANDING MEETING ACTIONS

Updates provided by General Manager Corporate Services.

REVIEW OF UPCOMING AGENDA ITEMS

Updates provided by General Manager Corporate Services.

PETITIONS

Nil

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

Nil

Attendance

Tanya Rouse, Manager Human Resources and Sheree Chant, Administration Officer attended the meeting at 12.05pm.

CORPORATE SERVICES

10.1 Bi-Monthly Workforce Status

Executive summary:

This report provides a basic overview of our current workforce metrics as at 30 November 2018.

Resolution:

Cr Nixon moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council receive the Bi-Monthly Workforce Status report for October to November 2018.”

LGSC 2018 / 12 / 11 / 004

Carried (5-0)

Attendance

Tanya Rouse and Sheree Chant left the meeting at 12.20pm.

Chris Joosen, Manager Governance (Fixed Term) attended the meeting at 12.21pm.

10.2 Councillor Reimbursement of Expenses Policy

Executive summary:

At its meeting held on 27 September 2016, council adopted an ‘Expense Reimbursement and Provision of Facilities for Mayor and Councillors’ Policy. Following subsequent discussions, it was proposed to amend provisions to clearly state certain discretionary aspects and provide additional clarity regarding travel expenses.

Resolution:

Cr Sypher moved and seconded by Cr Nixon “That the Central Highlands Regional Council adopt the proposed Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy and Guidelines.”

LGSC 2018 / 12 / 11 / 005

Carried (5-0)

Attendance

Chris Joosen left the meeting at 12.23pm

Scott Mason, Chief Executive Officer attended the meeting at 12.23pm.

Peter Manning, Manager Water Utilities attended at 12.44pm

DEPARTMENTAL UPDATES

11.1 Chief Executive Officer

Executive summary:

The following report provides an update on key activities for the Office of the Chief Executive Officer.

Resolution:

Cr Sypher moved and seconded by Cr Nixon “That Central Highlands Regional Council receive the Office of the Chief Executive Officer departmental update report, highlighting key activities for the month of November 2018.”

LGSC 2018 / 12 / 11 / 006

Carried (5-0)

Attendance

Peter Manning left the meeting at 12.46pm.

Scott Mason left the meeting at 1.00pm.

GENERAL BUSINESS

Nil

CLOSED SESSION

Into Closed Session

Resolution:

Cr Sypher moved and seconded by Cr Nixon “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 / 12 / 11 / 007

Carried (5-0)

The meeting was closed at 1.00pm.

Attendance

General Manager Corporate Services J. Bradshaw, General Manager Customer and Commercial Services M. Webster remained in the room.

Steven Williams, Coordinator Property Services and Fran Rofe, Governance Officer attended the meeting at 1.00pm.

13.1 Customer and Commercial Services (Departmental Updates)

Attendance

Steven Williams and Fran Rofe left the meeting at 1.10pm.

Out of Closed Session

Resolution:

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

LGSC 2018 / 12 / 11 / 008

Carried (5-0)

The meeting was opened at 1.10pm.

13.1 Customer and Commercial Services (Departmental Updates)

Executive Summary:

This report provides a summary of council’s health and safety performance. 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.

Resolution:

Cr Nixon moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council receive the Customer and Commercial Services departmental update report, highlighting the key activities for the month of November 2018.”

LGSC 2018 / 12 / 11 / 009

Carried (5-0)

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 1.11pm.

CONFIRMED

CHAIR

DATE

Unconfirmed