



Leadership and Governance Standing Committee Meeting

MINUTES

Meeting held in the Blackwater Civic Centre, Blain Street Blackwater

Monday 12 September 2016

Commenced at 2.00pm

CENTRAL HIGHLANDS REGIONAL COUNCIL
LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING

MONDAY 12 SEPTEMBER 2016

MINUTES CONTENTS

PRESENT	3
APOLOGIES	3
LEAVE OF ABSENCE	3
CONFIRMATION OF MINUTES OF PREVIOUS MEETING	3
Leadership and Governance Standing Committee Meeting: 10 August 2016	3
Conflict of Interest, Personal Gifts and Benefits	3
Petitions	3
GOVERNANCE SECTION	4
Amendment Of Non Smoking Policy.....	4
Review Of Councillor Complaints Process.....	4
GENERAL BUSINESS.....	5
Review Of Strategic Document Register.....	5
CLOSURE OF MEETING	5

**MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING
HELD AT 2.00PM MONDAY 12 SEPTEMBER 2016 IN THE BLACKWATER CIVIC CENTRE, BLAIN
STREET BLACKWATER**

PRESENT

Councillors

Councillor (Crs) K. Hayes (Mayor) (Chair) G. Godwin-Smith (Deputy Mayor)
Councillors (Crs) C. Brimblecombe, A. McIndoe and C. Rolfe

Officers

Chief Executive Officer S. Mason, General Manager Corporate Services J. Bradshaw, Executive Manager Governance M. Uren, Senior Advisor to CEO M. Grunsell, Coordinator Communications A. Ferris, Minute Secretary S. Tomelty

APOLOGIES

Cr D. Lacey
Cr G. Nixon

Resolution:

Cr Brimblecombe moved and seconded by Cr Rolfe “That an apology from Cr Lacey and Cr Nixon be granted for today’s meeting.”

LGSC 2016 / 09 / 12 / 001

Carried (5-0)

LEAVE OF ABSENCE

Nil

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Leadership and Governance Standing Committee Meeting: 10 August 2016

Resolution:

Cr Rolfe moved and seconded by Cr McIndoe “That the minutes of the previous Leadership and Governance Standing Committee Meeting held on 10 August 2016 be confirmed.”

LGSC 2016 / 09 / 12 / 002

Carried (5-0)

Business Arising Out Of Minutes

Nil

Outstanding Meeting Actions

Nil

Conflict of Interest, Personal Gifts and Benefits

Nil

Petitions

Nil

GOVERNANCE SECTION

Amendment Of Non Smoking Policy

Executive summary:

A review has been undertaken of the Non Smoking Policy which was adopted by Council on 24 September 2014. The purpose of the Non Smoking Policy was to document Central Highland Regional Council's approach towards smoking in the workplace and to preserve the health of employees, visitors, customers and the work environment generally.

Resolution:

Cr Brimblecombe moved and seconded by Cr Rolfe "That Council amend the Non Smoking Policy to become an Administrative Policy on the basis that this will be managed by the organisation and the Chief Executive Officer."

LGSC 2016 / 09 / 12 / 003

Carried (5-0)

Review Of Councillor Complaints Process

Executive summary:

The State Government has appointed an independent panel to review the current arrangements for dealing with complaints about the conduct of local government councillors. A discussion paper has been released that provides a summary of the current arrangements, areas of concern, and several approaches for handling complaints into the future. The panel has no fixed view or preferred direction at this time, and is seeking feedback and fresh ideas about how the system can and should be improved.

Council should consider making a submission if there are strong views for or against the current arrangements.

Discussion on feedback for the submission was focussed on:

- The current process for lodging a complaint (specifically lack of prescribed format/supporting evidence).
- The absence of defined timeframes for complaint processing. Timeframes in line with Administrative Action Complaints or Ombudsman Complaints were discussed as comparable benchmarks.
- Consideration of an independent third party assessor to undertake preliminary assessments to ensure effective management of relationships between elected members and CEOs.
- A more clearly defined role of the Department of Local Government in the process.
- Cost and resourcing matters in managing an investigation need to be better understood to allow budgetary and resource planning.
- Development of clearer definitions for the matters of misconduct and inappropriate behaviour.
- No judicial underpinning of the process is seen as an issue which needs rectification.

It was noted that council officers would proceed under the direction of the Chief Executive Officer to provide a submission by the due date.

A number of council policies and guidelines related to the complaint processes will be reviewed to ensure preliminary stages provide opportunities for amended behaviour rather than instigation of formal process.

Attendance

Cr Nixon attended the meeting at 2.58pm.

GENERAL BUSINESS

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

Review Of Strategic Document Register

It was noted that the Leadership and Governance Standing Committee selected the following Strategic Documents from the Strategic Document Register for initial review:

- Compliance Register (scheduled for LGSC Meeting 12 October 2016).
- Ten Point Plan (scheduled for LGSC Meeting 14 December 2016).
- Councillor Induction Process (scheduled for LGSC Meeting 14 December 2016).
- Enterprise Risk Management (scheduled for LGSC Meeting 9 November 2016).

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 3.13pm

CONFIRMED

CHAIR

DATE