



Leadership and Governance Standing Committee Meeting

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

Tuesday, 14 November 2017
Commenced at 12.00pm

COUNCIL MINUTES

CENTRAL HIGHLANDS REGIONAL COUNCIL

LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING

TUESDAY 14 NOVEMBER 2017

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**MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING
HELD AT 12.00PM TUESDAY 14 NOVEMBER 2017 IN THE CENTRAL HIGHLANDS REGIONAL
COUNCIL CHAMBERS, EMERALD OFFICE**

PRESENT

Councillors

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

Officers

Chief Executive Officer S. Mason, General Manager Corporate Services J. Bradshaw, General Manager Communities D. Fletcher, Coordinator Communications A. Ferris and Minute Secretary M. Wills

Observers

Councillors (Crs) M. Daniels, A. McIndoe

Cr Rolfe and Cr Hayes acknowledged the attendance of students and teachers from the Capricorn School of Distance Education.

Attendance

Cr Bell attended the meeting at 12.04pm

APOLOGIES

Nil

LEAVE OF ABSENCE

Resolution:

Cr Brimblecombe moved and seconded by Cr Nixon “That a leave of absence be granted for Cr Bell for the meeting of 12 December 2017.”

LGSC 2017 / 11 / 14 / 001

Carried (6-0)

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes - Leadership and Governance Standing Committee Meeting – 10 October 2017

Resolution:

Cr Brimblecombe moved and seconded by Cr Nixon “That the minutes of the previous Leadership and Governance Standing Committee Meeting held on 10 October 2017 be confirmed.”

LGSC 2017 / 11 / 14 / 002

Carried (6-0)

BUSINESS ARISING OUT OF MINUTES

Nil

REVIEW OF OUTSTANDING MEETING ACTIONS

Nil

REVIEW OF UPCOMING AGENDA ITEMS

Item 556 – Recurring report for productivity and efficiency gains will be provided to Council is currently being prepared and should be ready for the next meeting.

Item 690 – Councillor complaints review key findings from the Crime Corruption Commission will be brought to Council at the December 2017 meeting for consideration.

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

Nil

PETITIONS

Nil

COMMUNITIES

Customer Service Charter

Executive summary:

Development of the CHRC Customer Service Charter has progressed to a draft stage. The purpose of this report is to provide Council with the opportunity to review the Charter's contents and to invite feedback to subsequently incorporate recommended improvements into the development of the final product.

Considered by Council.

Feedback provided:

- Review of process for acknowledgement advices;
- Automation adoption and reduction in processing times; and
- Realised efficiencies from TechnologyOne implementation.

Attendance

Manager Safety and Wellness S. Schofield attended the meeting at 12.19pm

CORPORATE SERVICES

WHS Information Report

Executive summary:

This report provides a summary of Council's health and safety initiatives for the month of October 2017. 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

Manager Safety and Wellness S. Schofield left the meeting at 12.32pm

CHIEF EXECUTIVE OFFICER

Livestreaming of Council Meetings Statistics

Executive summary:

A report on the data from livestreaming the council meetings from April to September 2017.

Considered by Council.

Corporate Communications Monthly Report – September 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.

Considered by Council.

Attendance

General Manager Communities D Fletcher left the meeting at 12.39pm

DEPARTMENTAL UPDATES

Departmental Updates

Executive Summary:

The following information provides an update on key activities for the Infrastructure and Utilities Department and the Office of the Chief Executive Officer.

Considered by Council.

Attendance

Students of the Capricorn School of Distance Education left the meeting at 12.50pm

CLOSED SESSION

Into Closed Session

Resolution:

Cr Nixon 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 2017 / 11 / 14 / 003

Carried (6-0)

The meeting was closed at 12.58pm

Attendance

Coordinator Communications A. Ferris and Minute Secretary M Wills left the meeting at 12.58pm

Manager Finance S. Fogg attended the meeting 12.58pm

Trust Fund Status Update

CQROC Meeting – Briefing

Department Updates

Out of Closed Session

Resolution:

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

LGSC 2017 / 11 / 14 / 004

Carried (6-0)

The meeting was opened at 1.16pm

Attendance

Manager Finance S. Fogg left the meeting at 1.17pm

Minute Secretary M Wills attended the meeting at 1.17pm

Trust Fund Status Report

Executive summary:

In March 2008 when the four former Councils amalgamated, all trust balances were combined and accounted for using a trust register and ledger that sits outside of Council’s main accounting records. Council performs only a custodian role in respect of funds held in the Trust Account and because the monies cannot be used for Council purposes, they are not considered revenue or reflected in the financial statements.

Audits and reviews have recently been performed of all balances in the trust account, with further audits currently being conducted. Based on the results of the work completed to date, draft recommendations have been developed as to what action to take in respect of the monies currently held in the Trust account.

Resolution:

Cr Brimblecombe moved and seconded by Cr Nixon “That Central Highlands Regional Council in accordance with section 200 (6) of the *Local Government Act Regulation 2012* request a report on a quarterly basis of the reconciled trust fund balances.”

LGSC 2017 / 11 / 14 / 005

Carried (6-0)

CQROC Meeting - Briefing

Executive summary:

This report provides an update on the last CQROC meeting held in September and the actions currently outstanding and requiring confirmation at the December 2017 Meeting.

Resolution:

Cr Nixon moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council receive and note the update from the September Meeting and confirm its support for the proposed Central Queensland Regional Organisation of Council (CQROC) charter.”

LGSC 2017 / 11 / 14 / 006

Carried (6-0)

Departmental Updates

Executive summary:

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

Considered by Council.

GENERAL BUSINESS

Nil

CLOSURE OF MEETING

There being no further business the Chair closed the meeting at 1.20pm.

CONFIRMED

CHAIR

DATE