



# **Leadership and Governance Standing Committee Meeting**

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

**Tuesday, 15 May 2018**  
**Commenced at 12.00pm**

**COUNCIL MINUTES**

# CENTRAL HIGHLANDS REGIONAL COUNCIL

## GENERAL MEETING OF COUNCIL

TUESDAY 15 MAY 2018

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**MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING  
HELD AT 12.00PM TUESDAY 15 MAY 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 and G. Nixon

**Officers**

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

**Observers**

Councillors (Crs) G. Godwin-Smith (Deputy Mayor) and M. Daniels

**APOLOGIES**

***Resolution:***

Cr Nixon moved and seconded by Cr Brimblecombe “That an apology be received from Cr Sypher as previously granted for today’s meeting be recorded.”

**LGSC 2018 / 05 / 15 / 001**

Carried (4-0)

***Attendance***

Cr. Bell attended the meeting at 12.01 pm.

**LEAVE OF ABSENCE**

Nil

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**4.1 Minutes - Leadership and Governance Standing Committee Meeting – 10 April 2018**

***Resolution:***

Cr Nixon moved and seconded by Cr Brimblecombe “That the minutes of the previous Leadership and Governance Standing Committee Meeting held on 10 April 2018 be confirmed.”

**LGSC 2018 / 05 / 15 / 002**

Carried (5-0)

**BUSINESS ARISING OUT OF MINUTES**

Nil

**REVIEW OF OUTSTANDING MEETING ACTIONS**

Nil

**REVIEW OF UPCOMING AGENDA ITEMS**

Nil

**PETITIONS**

Nil

**COMMITTEE RECOMMENDATIONS / NOTES**

Nil

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

Nil

Attendance

Manager Governance (Fixed Term) C. Dendle and Governance Officer F. Rofo attended the meeting at 12.06pm.

**COMMERCIAL SERVICES**

**11.1 Council Document Development Framework**

**Executive Summary:**

As part of the Policy Review Project, a review of the Council Document Development Framework (framework) which was adopted by council on 20 January 2016 was undertaken. The framework was developed to ensure council's document development processes, a roadmap for our day-to-day operations and an essential part of our organisation, would be managed in a consistent manner.


The framework has been amended, which will assist with future policy work, simplifying work practices and providing confidence to our employees when developing document processes.

The framework has been considered and approved by the Executive Leadership Team.

**Resolution:**

Cr Brimblecombe moved and seconded by Cr Bell "That Central Highlands Regional Council adopt the Document Development Framework policy (CHRC0004) as amended, noting the following two (2) fundamental changes:

1. All policies are now to be adopted by Council resolution.
2. The standard review period for all policies has been extended from two (2) years to four (4) years to coincide with the quadrennial local government electoral cycle."

 <b>Central Highlands</b> Regional Council	<b>POLICY</b>	
	<b>Council Document Development Framework</b>	
POLICY NUMBER: CHRC0004	DEPARTMENT: Corporate Services	
EFFECTIVE DATE:	UNIT: Governance	

### 1.0 Purpose and Scope

This framework has been developed to ensure that council’s document development process is managed in a consistent manner.

This framework provides the process within which all other policy documents such as policies and procedures for council will be developed, adopted, maintained and reviewed. This framework does not cover work processes used within a select work group, work method statements used in work health and safety or standard operating procedures and manuals.

### 2.0 Reference

- Local Government Act 2009*
- Local Government Regulation 2012*
- Document Development (Policy and Procedure) Quick Reference Guide

### 3.0 Definitions

**Council** means Central Highlands Regional Council.

**Document** refers to a policy or a procedure.

### 4.0 Policy Statement

#### Policy Type

A policy is a statement of intent or a deliberate system of principles to guide decisions or actions. A policy sets out council’s position and assists in decision-making relating to a particular area of activity or issue. Policies outline “**what**” we will do and “**why**”.

#### Council Policies

Council policies are documents that:

- are required by legislation to be approved and implemented by council eg; Revenue Policy
- assist council in managing its strategic processes eg; Asset Management Policy
- set goals or visions on a specific issue eg; Environmental Policy

All policies are considered by the Executive Leadership Team and adopted by a resolution of council.

#### Procedures

Electronic version current – uncontrolled copy valid only at time of printing		
Adoption Date:	Amended Date: 9 April 2018	Council Document Development Framework
Replaces: Council Document Development Framework – Approved 6 April 2017	Review Date: 9 April 2020	Page 1 of 2
Version: 2		

Procedures are instructions for “**how**” we will execute policy.

Some policies may refer to, or require procedures to assist in identifying and documenting the processes required to implement the policy. All procedures developed to complement policies must adhere to the policy intent and requirements.

Procedures are either:

1. Approved by the Executive Leadership Team where they have organisation-wide application; or
2. Approved by the Departmental General Manager where the procedure relates to a single department only.

## 5.0 Policy Review

This policy will be reviewed when any of the following occur:

1. As required by Legislation
2. The related documents are amended or replaced.
3. Other circumstances as determined from time to time by the Chief Executive Officer.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than four (4) years.

Electronic version current – uncontrolled copy valid only at time of printing		
Adoption Date:	Amended Date: 9 April 2018	Council Document Development Framework
Revolves: Council Document Development Framework – Approved 6 April 2017	Review Date: 9 April 2020	Page 2 of 2
Version: 2		

Attendance

Manager Governance (Fixed Term) C. Dendle and Governance Officer F. Rofe left the meeting at 12.11pm.  
Finance Consultant W. Jensen attended the meeting at 12.12pm.

## **CORPORATE SERVICES**

### **12.1 Organisational Overheads - Benchmarking Admin Costs**

**Executive Summary:**

Whilst no specific benchmarking exercise has been undertaken for local government in Queensland on administration costs, from work done in New South Wales, a target range of between 10% and 15% is considered reasonable.

Central Highlands Regional Council gross overheads were 17.4% for 2016/17, with increases forecast as Council seeks to build capacity across Human Resources Management and to address specific issues with Workplace Health & Safety. Further, overheads associated with Information Systems are anticipated to increase in the short term during the transition to new technology.

Considered by Council

Attendance

W. Jensen left the meeting at 12.19 pm.

C. Dendle and Supervisor Information Management V. Langtry attended the meeting 12.20pm.

### **12.2 Assistance for Councillors with Public Record Keeping**

**Executive Summary:**

This report is responding to the request from Leadership and Governance Committee from 10 April 2018 regarding compliance obligations for councillor record-keeping and technology solutions available to assist in maintaining these obligations.

Considered by Council

Attendance

M. Webster left the meeting at 12.37pm and returned to the meeting at 12.41pm.

V. Langtry left the meeting at 12.47pm.

## **DEPARTMENTAL UPDATES**

### **13.1 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. CCC Guidelines Update
2. Embedding of Values – Merchandise Update

❖ **Chief Executive Officer**

1. Elected Member Update

Considered by Council

Attendance

C. Dendle left the meeting at 12.53pm.

## **GENERAL BUSINESS**

Cr Rolfe requested a report, to review the governance of advisory committees, be presented to a future Leadership and Governance Standing Committee Meeting

## **CLOSED SESSION**

### **Into Closed Session**

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

Cr Nixon moved and seconded by Cr Brimblecombe “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 only Council staff involved in the closed discussions remain in the room.”

**LGSC 2018 / 05 / 15 / 004**

Carried (5-0)

The meeting was closed at 12.54 pm.

#### ***Attendance***

A. Ferris left the meeting at 12.54pm.

Manager Safety and Wellness S. Schofield attended the meeting at 12.58 pm.

### **15.1 Life App - Survey Results and Trends**

### **15.2 WHS Bi-Monthly Information Report**

#### ***Attendance***

S. Schofield left the meeting at 1.19pm.

### **15.3 Departmental Updates**

### **Out of Closed Session**

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

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

**LGSC 2018 / 05 / 15 / 005**

Carried (5-0)

The meeting was opened at 1.22 pm.



### **15.1 Life App - Survey Results and Trends**

#### **Executive Summary:**

As part of our ongoing commitment to hear the 'voices' of our people the Human Resource Team issue a monthly survey through the "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 and transparent workplace where we can all share our thoughts and work together to improve our working life.

Considered by Council

### **15.2 WHS Bi-Monthly Information Report**

#### **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.

Considered by Council

### **15.3 Departmental Updates**

#### **Executive Summary:**

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

❖ Native Title

Considered by Council

## **CLOSURE OF MEETING**

There being no further business, the Chair closed the meeting at 1.23 pm.

CONFIRMED

CHAIR

DATE