



Leadership and Governance Standing Committee Meeting

MINUTES

Meeting held in the Central Highlands Regional Council Chambers, Emerald Office

Wednesday 15 June 2016

Commenced at 9.00am

CENTRAL HIGHLANDS REGIONAL COUNCIL
LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING

WEDNESDAY 15 JUNE 2016

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**MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING
HELD AT 9.00AM WEDNESDAY 15 JUNE 2016 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL
CHAMBERS, EMERALD OFFICE**

PRESENT

Councillors

Councillor (Crs) K. Hayes (Mayor), D. Lacey (Chair)

Councillors (Crs) A. McIndoe, G. Nixon

Officers

Chief Executive Officer S. Mason, Executive Manager Governance M. Uren, General Manager Communities B. Duke, Coordinator Communications A. Ferris, manager Organisational Development A. Grant, Coordinator Governance and Safety L. Fry, Manager Communities L. Lankowski, Coordinator Customer Service R. Brosnan and Minute Secretaries M. Wills and S. Tomelty

Observers

Nil

APOLOGIES

Councillors (Crs) C Brimblecombe, C Rolfe

Resolution:

Cr Nixon moved and seconded by Cr McIndoe “That an apology for Cr Brimblecombe and Cr Rolfe for today’s meeting as previously granted.”

LGSC 2016 / 06 / 15 / 001

Carried (4-0)

LEAVE OF ABSENCE

Nil

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Leadership and Governance Standing Meeting: 11 May 2016

Resolution:

Cr Nixon moved and seconded by Cr McIndoe “That the minutes of the previous Leadership and Governance Standing Committee Meeting held on 11 May 2016 be confirmed.”

LGSC 2016 / 06 / 15 / 002

Carried (4-0)

Business Arising Out Of Minutes

Nil

Outstanding Meeting Actions

Nil

Conflict of Interest, Personal Gifts and Benefits

Nil

COMMUNITIES

Customer Service Performance Report

Executive summary:

Central Highlands Regional Council is committed to providing quality customer service in accordance with Council's Customer Service Charter. This report provides information with respect to Council's Customer Service Charter, Council's performance to date and the progress of projects aimed at improving this performance.

Considered by Council.

Attendance

General Manager Communities B. Duke, Manager Communities L. Lankowski and Coordinator Customer Service R. Brosnan left the meeting at 9.48am.

GOVERNANCE SECTION

Review of the Attendance Policy and Standing Orders

Executive summary:

Standing Orders supplement the statutory requirements prescribed in Chapter 8, Part 2 of the *Local Government Regulation 2012* by providing standard processes to be observed at local government meetings and are able to be suspended at any time by council resolution. Standing Orders provide a comprehensive guide for the conduct of meetings of the local government and the committees of the local government.

The Standing Orders attached to this report have been amended to include the content of the current Attendance Policy of Elected Members and Terms of Reference to clarify the role of the Standing Committees. Additionally, a request to amend the Standing Orders in relation to mobile phone usage has been incorporated to include mobile phones being switched to silent during Council meetings.

Resolution:

Cr Hayes moved and seconded by Cr McIndoe "The Central Highlands Regional Council Leadership and Governance Standing Committee recommend to Council:

1. That the Standing Orders Policy be adopted, as amended incorporating content from the Attendance Policy of Elected Members and the Terms of Reference of the Standing Committees; and
2. That the "Attendance Policy of Elected Members" shall be repealed. "

LGSC 2016 / 06 / 15 / 003

Carried (4-0)

Adjournment

The meeting was adjourned at 10.37 for morning tea.

The meeting resumed at 10.53am.

Chief Executive officer S. Mason and Coordinator Communications A. Ferris did not return to the meeting.

GENERAL BUSINESS

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

Nil

CLOSED SESSION

Into Closed Session

Resolution

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

LGSC 2016 / 06 / 15 / 004

Carried (4-0)

The meeting was closed at 10.54am

Organisational Development Strategic Plan
Seechange proposal for Councillor Workshops

Attendance

Cr Nixon left the meeting at 11.46am and did not return.

Status on Drug and Alcohol Policy

Out of Closed Session

Resolution

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

LGSC 2016 / 06 / 15 / 005

Carried (3-0)

The meeting was opened at 12.17pm

Organisational Development Strategic Plan

Executive summary:

The inaugural Organisational Development Strategic Plan 2016-2020 (Draft) is attached for consideration, direction and feedback by the Leadership and Governance Standing Committee.

A long term strategic plan covering all aspects of workforce management has not been previously prepared by the organisation and this plan attempts to put in place a focused approach in connecting values, culture, people, and organisational planning and performance across Council.

This plan is also intended to guide the development of a more flexible and highly skilled workforce and commits Council to a workplace environment that supports, affirms and equips employees as they prepare to meet the service delivery challenges and changes that lie ahead. It will assist Council in opening up new opportunities for all staff, both in customer facing, service delivery and support functions.

Considered by Council.

Seechange Proposal for Councillor Workshops

Executive summary:

The proposed 2016 Councillor Induction Program, First Quarter Timetable at a Glance, tentatively scheduled a 2 x 2 day Councillor and Executive Leadership Team workshop towards the end of the induction program to work with SeeChange Consulting on building a high performance team.

The objectives set out in the Councillor Induction Program were to provide Council and the Executive Leadership Team with:

- a personal insight into team preferences in the context of the individual and combined teams;
- an appreciation of the unique offerings each team member can make while working together; and
- a process for achievement while working together on strategic issues.

This report provides information on SeeChange Consulting, the proposed program and costs associated with delivery of the program for consideration by the Committee for inclusion in the Councillor Induction Program.

Resolution:

Cr Hayes moved and seconded by Cr McIndoe “The Central Highlands Regional Council Leadership and Governance Standing Committee requested that two further proposals are sourced for the Councillor and Executive Leadership Team workshops for Councils consideration.”

LGSC 2016 / 06 / 15 / 006

Carried (3-0)

Status on Drug and Alcohol Policy

Executive summary:

Council is committed to a process of continuous improvement which includes the ongoing review of all policy documents. To ensure ongoing compliance with relevant legislations, the Fitness for Work Policy and Procedure documents have been reviewed to ensure that they are valid, current and support Council’s operational goals.

Resolution:

Cr Hayes moved and seconded by Cr McIndoe “The Central Highlands Regional Council Leadership and Governance Standing Committee refer to Council the Fitness for Work Policy for consideration.”

LGSC 2016 / 06 / 15 / 007

Carried (3-0)

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 12.20pm

CONFIRMED

CHAIR

DATE