

21/08/2012

REFER DISCLAIMER

1.1.1: GOVERNANCE COMMITTEE

Proponent : City of Albany
Attachments : Minutes of Governance Committee meeting held on 7 June 2012
Responsible Officer(s) : Acting Chief Executive Officer (L Hill)

**ITEM 1.1.1: COMMITTEE RECOMMENDATION 1
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the confirmed minutes of the Governance Committee Meeting held on 7 June 2012 be RECEIVED.



SPECIAL GOVERNANCE COMMITTEE

MINUTES

Held immediately following the Special Audit and Finance Committee Meeting on Thursday 7 June 2012, in the Margaret Coates Boardroom, City Office, North Road, Albany

(File Ref: CM.MEE.6)

Terms of Reference: *The Committee is established under section 7.1A of the Local Government Act 1995 (the Act) and its Regulations. The Committee does not have any delegated authority from Council.*

1.0 ATTENDANCE

| | |
|---|---------------------|
| Mayor | D Wellington(Chair) |
| Councillors: | |
| R Hammond | Member |
| Y Attwell | Member |
| D Bostock | Member |
| S Bowles | Member |
| V Calleja | Member |
| G Gregson | Member |
| G Stocks | Member |
| R Sutton | Member |
| C Holden | Member |
| Staff: | |
| Chief Executive Officer | F James |
| Manager Compliance and Community Safety | S Jamieson |
| Minutes | J Williamson |
| Apologies/Leave of Absence: | |
| A Hortin | Member |
| C Dowling | Member |
| D Dufty | Member |

2.0 ITEMS FOR DISCUSSION

- 3.1 Delegations-Updated Master Delegations Sheet attached. Please refer to Delegation Paper distributed at previous Governance Committee meeting.
Reporting Officer: Verbal Briefing by Manager Compliance and Community Safety
- 3.2 Policy-Handling of Complaints By or Against Elected Members-Possible rescission of Policy.
- 3.3 Councillor Hammond's Motion of 17/04/2012-the CEO understands that WALGA have informed the City that this resolution is ultra vires. The Governance Committee should consider rescission of this resolution of Council.

ITEM 16.4: MOTION BY COUNCILLOR HAMMOND

**MOVED: COUNCILLOR HAMMOND
SECONDED: COUNCILLOR SUTTON**

THAT the Governance Committee establish a Complaints Panel as soon as practicable prior to the next Ordinary Council Meeting in order to facilitate and specifically consider any behavioural issues arising in the workplace that may be characterised as discriminatory, harassment or bullying.

CARRIED 13-0

The Committee discussed the rescission of Councillor Hammond's motion. The Committee did not feel that rescission was warranted at this time.

- 3.4 City of Albany Policy and Procedure-Grievance Management

ITEM 3.4: RECOMMENDATION

That the City of Albany Policy and Procedure-Grievance Management, as presented to the last Governance Committee meeting, be endorsed by Council.

The Committee discussed the Grievance Policy. Councillor Bowles requested that a timeline for dealing with grievances be included in the draft Policy. The motion was not moved or seconded, no decision was made.

- 3.5 Succession Planning for Executive Director Community Services.
Reporting Officer: Chief Executive Officer. Please refer to the paper distributed at previous Governance Committee Meeting.

All Staff left the meeting to allow discussion among Councillors.

CEO Faileen James and Minute Secretary returned to the meeting at the conclusion of discussion.

- 3.1 CEO pay increase

ITEM 3.1: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR HOLDEN
SECONDED: COUNCILLOR GREGSON**

THAT Council ENDORSE a 3% pay increase to the Chief Executive Officer backdated to 7 February 2012.

CARRIED 10-0

3.0 GENERAL DISCUSSION (in the absence of staff).

4.0 DATE OF NEXT MEETING: 25 June 2012

5.0 CLOSURE OF MEETING