

20/11/2012

\*\*REFER DISCLAIMER\*\*

**1.1.1: GOVERNANCE COMMITTEE**

**Proponent** : City of Albany  
**Attachments** : Minutes of Governance Committee meeting held on 24  
September 2012  
**Responsible Officer** : Acting Chief Executive Officer (L Hill)

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

**MOVED: COUNCILLOR CALLEJA  
SECONDED: COUNCILLOR DUFTY**

**THAT the confirmed minutes of the Governance Committee Meeting held on 24 September  
2012 be RECEIVED.**

**CARRIED 11-0**



## GOVERNANCE COMMITTEE

### MINUTES

for the meeting to be held on Monday 24 September 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

<b>Mayor</b>	D Wellington(Chair)
<b>Councillors:</b>	
Y Attwell	Member
D Bostock	Member
G Gregson	Member
C Holden	Member
V Calleja	Member
D Dufty	Member
C Dowling	Member
G Stocks	Member
<b>Staff:</b>	
Acting Chief Executive Officer	L Hill
Minutes	J Williamson
Personal Assistant to Executive Director Corporate Services	A Dwyer
<b>Apologies/Leave of Absence:</b>	
R Hammond	Member
S Bowles	Member
A Hortin	Member
R Sutton	Member

**2.0 CONFIRMATION OF MINUTES**

**ITEM 2.0: RESOLUTION**

**MOVED: COUNCILLOR HOLDEN  
SECONDED: COUNCILLOR DOWLING**

**THAT the minutes of the Governance Committee Meeting held on 27 August 2012, as previously distributed, be accepted as a true and accurate record of proceedings.**

**CARRIED 9-0**

**3.0 STANDING ITEMS**

3.1 Staff Movements

**ITEM 3.0: RESOLUTION**

**MOVED: COUNCILLOR ATTWELL  
SECONDED: COUNCILLOR CALLEJA**

**THAT the Staff Movements Report for August 2012 be NOTED.**

**CARRIED 9-0**

**4.0 ITEMS FOR DISCUSSION**

**4.1: Councillor Bostock: Role and responsibility for management and employment of staff with relation to Council's statutory obligations and responsibilities under the *Western Australian Occupational Safety and Health Act 1985*.**

Councillor Bostock stated that in his opinion there could be serious consequences if the City does not take responsibility for the welfare of staff. Councillor Bostock stated that in his opinion a specialist employment lawyer would be required to give advice on this matter and requested that Clayton Utz would be appropriate.

**Action required:** Acting CEO Ms Linda Hill to approach Clayton Utz on behalf of the Committee to seek clarification.

**4.2: Governance Committee-Scheduling of meetings and Committee requirements regarding staff attendance.**

Acting CEO Ms Linda Hill proposed a restructure of meeting day/time for the Governance Committee, given that the Audit and Finance Committee secretariat has now been transferred to Corporate Services.

It was suggested that a morning meeting time for the Governance Committee may be appropriate.

The Committee have requested that staff provide several options to the Committee for their consideration.

A confidential briefing to Council was suggested, and this would be held prior to the Agenda Briefing Session to allow discussion between Council and key staff members.

**5.0 ITEMS TO BE DISCUSSED AT NEXT MEETING**

**6.0 GENERAL DISCUSSION** (in the absence of staff).

**7.0 DATE OF NEXT MEETING:** 22 October 2012

**8.0 CLOSURE OF MEETING**