Minutes

Wodonga Council minutes for the Special meeting of the council held in the Council Chamber – 104 Hovell St, Wodonga on November 26, 2018.

Present

Cr A Speedie (Mayor, from item 6.2 onwards)
Cr K Bennett
Cr L Hall
Cr D Lowe
Cr R Mildren
Cr T Quilty
Cr J Watson

In attendance

Ms P Harrington Chief Executive Officer
Ms N Klein Director Business Services
Ms D Mudra Director Community Development
Mr L Schultz Director Planning and Infrastructure
1. **Calling to order**

The meeting was called to order at 6pm by the Chief Executive Officer (CEO), Patience Harrington.

It was noted that:

- The *Local Government Act* requires council to elect a Mayor after the last Saturday in October and before November 30.

- The Local Law provides for the CEO to act as a temporary chair until such time as the Mayor has been elected.

- The election of the Mayor will occur at item 6.1 on the agenda.

2. **Statement of acknowledgement**

The CEO read the following:

*We acknowledge the traditional owners of the land on which we are meeting. We pay our respects to their Elders and to Elders from other communities who may be here today.*

3. **Apologies and requests for leave of absence**

There were no apologies or requests for leave of absence.

4. **Declaration under Acts, Regulations, Codes or Local Laws**

**Recording of council meeting**

The CEO advised that the council’s Meeting Procedure Local Law states that audio, video, or still image recording devices are not to be used, unless prior approval has been given by the chairperson or by council. Members of the public gallery were requested to observe this requirement.

5. **Declaration by councillors of any conflict of interest**

There were no conflict of interest disclosures.

6. **Officers reports for determination**

- 6.1 Election of the Mayor
- 6.2 Election of a Deputy Mayor
- 6.3 Appointments to committees
- 6.4 Process for the appointment of a new Chief Executive Officer
7. Urgent business

8. Confidential urgent business

9. Close of meeting

Note on agenda items

Items 6.1, 6.2, and 6.3 are included on this agenda as a result of a written notice from three councillors and a council resolution at its meeting of 17 September 2018.

A public notice for the above agenda items was published on Saturday, 10 November 2018.

Item 6.4 is included on the agenda as a result of a written notice from the Mayor of 14 November 2018.

A new public notice was published on Saturday, 17 November 2018, and this notice included the additional item 6.4.
Live streaming and video recording of meeting

The council meeting will be live streamed on the internet and video recorded.

The video recording of the meeting will be uploaded online within 48 hours of the conclusion of the meeting, and be capable of repeated viewing.

The voices and images of those participating in the meeting, and in the gallery, may be captured as part of this recording.

Every care is taken to maintain the privacy of persons in the public gallery with the camera focussed on the Mayor, Councillors and Executive Officers.

However persons in attendance at a public council meeting are advised that incidental capture of an image or sound of persons in the public gallery may occur. By remaining at the meeting persons give their consent to being filmed and the possible use of images and sound recordings in a live streaming or published video of the public council meeting.
### Risk Matrix

<table>
<thead>
<tr>
<th>Environment</th>
<th>Minor (4)</th>
<th>Moderate (3)</th>
<th>Major (2)</th>
<th>Catastrophic (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Brief, non-hazardous, or contained temporary pollution</td>
<td>Residual pollution requiring cleanup</td>
<td>Significant harm to the environment requiring restorative work</td>
<td>Irreversible damage to the environment</td>
</tr>
<tr>
<td>Financial</td>
<td>Little to no impact on revenue or expenditure</td>
<td>Moderate impact on revenue or expenditure</td>
<td>Major impact on revenue or expenditure that will result in a council budget revision</td>
<td>Total impact on revenue or expenditure that may lead to the organisation being placed into administration</td>
</tr>
<tr>
<td>Service Delivery</td>
<td>Disruption to program, project or service with no downtime. May be dealt with by routine operations or management action and have limited impact on objectives</td>
<td>Require management initiated review and have some impact on the business unit’s program, project, or service, or on the strategic objectives. Temporary loss of key data.</td>
<td>Would threaten the continuation of a business unit’s program, project, or critical service. Impact adversely on the Business Units strategic objectives. Unrecoverable loss of key data.</td>
<td>Would threaten the organisation’s viability or would not allow the organisation to achieve its objectives</td>
</tr>
<tr>
<td>Reputation</td>
<td>Limited political/community sensitivity. No reputational damage. Resolved in normal operational management</td>
<td>Some political/community sensitivity and local media scrutiny and/or requires external audit</td>
<td>Results in significant political community sensitivity and media scrutiny and/or parliamentary questions.</td>
<td>Results in extreme political/community sensitivity and media scrutiny or may result in a commission of inquiry or request for external audit.</td>
</tr>
<tr>
<td>Safety</td>
<td>May result in minor injury or reversible health damage which may be dealt with through primary First Aid</td>
<td>Result in injury or health impacts that are reversible, but may require medical attention but limited ongoing treatment</td>
<td>Results in life-threatening or serious injury which is irreversible requiring medical attention and on-going treatment</td>
<td>Results in death or permanent disability of one or more people</td>
</tr>
<tr>
<td>Legislative Compliance</td>
<td>Minor technical breach but no damages</td>
<td>Minor technical non-compliance and breaches of regulations or law with potential for minor damage or monetary penalty.</td>
<td>Major compliance breach with potential exposure to large damages or awards.</td>
<td>Sanctionable compliance breach with potential prosecution with maximum penalty imposed.</td>
</tr>
</tbody>
</table>

#### Consequence

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Almost Certain (A)</th>
<th>Likely (B)</th>
<th>Possible (C)</th>
<th>Unlikely (D)</th>
<th>Rare (E)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Significant</td>
<td>Medium</td>
<td>Medium</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>High</td>
<td>Significant</td>
<td>Significant</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>Extreme</td>
<td>High</td>
<td>High</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td>Extreme</td>
<td>High</td>
<td>High</td>
<td>Significant</td>
<td>Significant</td>
</tr>
</tbody>
</table>

**Response based on risk score**

- **Extreme** - Council/CEO’s attention immediately required. Possibly avoid undertaking the activity OR implement new controls
- **High** - Director’s attention required. Consider suspend or end activity OR implement additional controls
- **Significant** - Manager’s attention required. Ensure that controls are in place and operating and management responsibility is spread
- **Moderate** - Manage through usual procedures and accounts
- **Low** - Add treatments where appropriate
6.1 - Election of the Mayor

Purpose of report

This report outlines the process for the election of the Mayor.

Background

The Local Government Act 1989 (the Act) and the council’s Meeting Procedure Local Law – no. 1 of 2009 (the Local Law) make provision for the election of the Mayor.

Office of Mayor

The office of Mayor became vacant at 6am on the day of the election of the Mayor [s72(1)(a) of the Act]. Any councillor is eligible for election or re-election to the office of Mayor [s72(3) of the Act].

Meeting to be open to the public

Councillors must elect a councillor to be the Mayor at a meeting of the council that is open to the public [s71(1) of the Act].

Timing of meeting

The Mayor is to be elected after the fourth Saturday in October but not later than November 30 in each year (or every second year where the Mayor is elected for a two year term) [s71(3)(a) and s71(3)(ab) of the Act].

Term of office

Council may resolve to elect a Mayor for a term of two years. This decision must be made before the Mayor is elected [s71(2) of the Act]. If no decision is made, the term of the Mayor remains as one year.

Conflict of interest

A councillor does not have a conflict of interest if the matter relates to the election of the Mayor [s79C(1)(b)].

Voting

Voting at a meeting that is open to members of the public must not be in secret [s90(1)(ca)]. Therefore the election of the Mayor must not be done by secret ballot. Voting will be by show of hands [s90(1)(c) of the Act and cl.7 of the Local Law].

The process for determining the election of the Mayor is stated in clause 8.1 of the Local Law:

8.1 In determining the election of the Mayor, the following process will apply:
   a. The Chief Executive Officer or delegate must invite nominations for the office of Mayor.
   b. All nominations must be seconded, and the nominee must consent to his or her nomination.
   c. If there is only one nomination, the candidate nominated is deemed to be elected.
   d. If there is more than one nomination, the councillors present at the meeting must vote for one of the candidates.
6 - Officers reports for determination

6.1 - Election of the Mayor (cont’d)

e. In the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected.

f. In the event that no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The councillors present at the meeting must then vote for one of the remaining candidates.

g. If one of the remaining candidates receives an absolute majority of the votes, he or she is duly elected. If none of the remaining candidates receives an absolute majority of the defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected.

h. In the event of two or more candidates having an equality of votes and one of them having to be declared:
   i) a defeated candidate; or
   ii) duly elected
   the declaration will be determined by lot.

i) If a lot is conducted, the Chief Executive Officer will have the conduct of the lot and the following provisions will apply:
   i) each candidate will draw one lot;
   ii) the order of drawing lots will be determined by the alphabetical order of the surnames of the councillors who received an equal number of votes except that if two or more such councillors’ surnames are identical, the order will be determined by the alphabetical order of the councillors’ first names; and
   iii) as many identical pieces of paper as there are councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine which is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates). If the lot is being conducted to determine which candidate is to be duly elected, the word "Elected" must be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Elected" written on it must be declared to have been duly elected.

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide strong leadership and governance, demonstrating excellence in the way we do business by being innovative, responsive and transparent. We will be accountable and steward the organisation with the highest regard.</td>
<td>Good governance and customer experience</td>
</tr>
</tbody>
</table>

*Since the Local Law was gazetted in 2009 the Act has been amended to remove the requirement that councillors must vote on any question before a meeting. To the extent that there is any inconsistency between the Act and a local law, the Act prevails.*
Council policy / strategy implications

As specified in section 3.1 of the Councillor Code of Code section 73AA of the Act describes the functions of the Mayor as including:

a) providing guidance to councillors about what is expected of a councillor including in relation to the role of a councillor under section 65, and the observation of the councillor conduct principles and the Councillor Code of Conduct by councillors under sections 76B, 76BA and 76C; and

b) acting as the principal spokesperson for the council; and

c) supporting good working relations between councillors; and

d) carrying out the civic and ceremonial duties of the office of Mayor.

The Mayor is the leader of the council and the main spokesperson on strategic issues.

Risk and opportunity management implications

The Act requires that a Mayor be elected. Council would be in breach of the Act if a Mayor was not elected.

Financial implications

There are financial implications for the office of Mayor, which have been budgeted for and reported to the community through the 2018-2019 budget process.

Environmental implications

There are no environmental implications associated with this report.

Social / cultural implications

There are no social / cultural implications associated with this report.

Legislative implications

- Local Government Act 1989
- Meeting Procedure Local Law (no. 1 of 2009)

Community engagement and internal consultation

The results of the election will be reported to the community through general media releases, social media feeds, the council’s CityLife newsletter, and on council’s web site.

Options for consideration

The council must elect a councillor as Mayor and any councillor may be nominated for the position.
6.1 - Election of the Mayor (cont’d)

The Act allows for a term of two years, but the council must decide this before voting for the Mayor. In the absence of a resolution that the term be two years, the Mayor will be elected for a one year term.

Conclusion

This report outlines the process for the election of the Mayor.

Attachments

Nil

Tabled papers

Nil

Declaration of conflict of interests

Under section 80C of the Local Government Act 1989 officers providing advice to the council must disclose any interests, including the type of interest.

Director Business Services - Narelle Klein
In providing this advice, I have no interests to disclose in this report.

Governance Officer - Kevin Scully
In providing this advice as the report author, I have no interests to disclose in this report.

Election process

As outlined in this report the CEO, as temporary chair, will conduct the election.

1. Prior to the vote the councillors will first be asked if anyone wishes to put a motion that the term of office for the Mayor be two years. In the absence of a council resolution that the term be two years, the Mayor will be elected for a one year term, i.e.: there is no need for a council resolution if the term of office is for one year. Any motion that the term be for two years must be carried prior to the election of the Mayor.

2. Once the term of office has been determined under point one above, the CEO will conduct the election in accordance with clause 8.1 of the Meeting Procedure Local Law.
Motion

Crs John Watson / Kat Bennett

That the term of office for the position of Mayor be two years. Carried

Division

A division was requested.

Crs Lowe, Speedie, Watson and Bennett voted for the motion.
Crs Hall, Mildren and Quilty voted against the motion. Carried

The CEO, as temporary Chairperson, called for nominations for the position of Mayor.

Cr Speedie was nominated by Cr Watson and seconded by Cr Lowe.
Cr Speedie accepted the nomination.

Cr Mildren was nominated by Cr Quilty and seconded by Cr Hall.
Cr Mildren declined the nomination.

There were no other nominations.

There being no other nominations the CEO declared Cr Speedie elected as Mayor for a two year term.

Cr Speedie assumed the Chair.
Purpose of report

The purpose of this report is for the council to determine whether an appointment will be made for the position of Deputy Mayor and, if it so determines, to elect a councillor to the position.

Background

The council may elect a Deputy Mayor although there is no legislative requirement for this position.

Although the Local Government Act 1989 (the Act) is silent on the matter, there is nothing that precludes the council from having a Deputy Mayor.

The process for determining the election of a Deputy Mayor is stated in the Meeting Procedure Local Law (the Local Law):

8.2 Any election for the appointment of a Deputy Mayor or an acting Chairperson of a meeting of the Council or of a Chairperson of a Special committee will follow the same procedure as that for an election of Mayor with such adaptations as necessary.

As noted in the previous report the process for electing the Mayor (and which is to be adapted for the position of Deputy Mayor) is:

8.1 In determining the election of the Mayor, the following process will apply:

a. The Chief Executive Officer or delegate must invite nominations for the office of Mayor.

b. All nominations must be seconded, and the nominee must consent to his or her nomination.

c. If there is only one nomination, the candidate nominated is deemed to be elected.

d. If there is more than one nomination, the councillors present at the meeting must vote for one of the candidates.

e. In the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected.

f. In the event that no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The councillors present at the meeting must then vote for one of the remaining candidates.

* Since the Local Law was gazetted in 2009 the Act has been amended to remove the requirement that councillors must vote on any question before a meeting. To the extent that there is any inconsistency between the Act and a local law, the Act prevails.
6.2 - Election of a Deputy Mayor (cont’d)

g. If one of the remaining candidates receives an absolute majority of the votes, he or she is duly elected. If none of the remaining candidates receives an absolute majority of the defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected.

h. In the event of two or more candidates having an equality of votes and one of them having to be declared:
   i) a defeated candidate; or
   ii) duly elected
   the declaration will be determined by lot.

i) If a lot is conducted, the Chief Executive Officer will have the conduct of the lot and the following provisions will apply:
   i) each candidate will draw one lot;
   ii) the order of drawing lots will be determined by the alphabetical order of the surnames of the councillors who received an equal number of votes except that if two or more such councillors’ surnames are identical, the order will be determined by the alphabetical order of the councillors’ first names; and
   iii) as many identical pieces of paper as there are councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine which is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates). If the lot is being conducted to determine which candidate is to be duly elected, the word "Elected" must be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Elected" written on it must be declared to have been duly elected.

Conflict of interest
As noted in item 8.1 councillors do not have a conflict of interest with the election of the Mayor. Since the Act does not mention the position of Deputy Mayor, there is no similar provision within the Act for that position. Nonetheless, it involves an appointment to a similar civic role, with no additional remuneration, and officers’ advice is that councillors would not have a conflict of interest in this matter.

Council Plan

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</table>
6.2 - Election of a Deputy Mayor (cont’d)

Council policy / strategy implications

The CEO has previously issued guidelines for the position of Deputy Mayor and this report is framed around those guidelines.

Risk and opportunity management implications

There are no risk management implications associated with this report.

Financial implications

Allowances for the mayor and councillors were set in June 2017 for four years and are subject to Ministerial review each year. Allowances are currently funded in annual budgets. No additional allowance is paid to a Deputy Mayor.

Environmental implications

There are no environmental implications associated with this report.

Social / cultural implications

There are no social / cultural implications associated with this report.

Legislative implications

The Local Government Act 1989
The council’s Meeting Procedure Local Law (no. 1 of 2009).

The Deputy Mayor could act as Mayor if the Mayor has been granted leave of absence, and act as Chairperson at a council meeting when the Mayor is absent.

Community engagement and internal consultation

The results of any election would be reported to the community through general media releases, social media feeds, the CityLife newsletter, and on council’s web site.

Options for consideration

1. Option one

In line with the current practice for this council do not appoint a Deputy Mayor.
6.2 - Election of a Deputy Mayor (cont’d)

2. Option two

Appoint a councillor as Deputy Mayor for either a one year or two year term.

Conclusion

This report explains that the council has the option to appoint a Deputy Mayor, and outlines the process for the election.

Attachments

Nil

Tabled papers

Nil

Declaration of conflict of interests

Under section 80C of the Local Government Act 1989 officers providing advice to the council must disclose any interests, including the type of interest.

Director Business Services - Narelle Klein
In providing this advice, I have no interests to disclose in this report.

Governance Officer - Kevin Scully
In providing this advice as the report author, I have no interests to disclose in this report.
6.2 - Election of a Deputy Mayor (cont’d)

The process for dealing with this item

**Option one:**

If councillors wish to continue with the current practice the following motion could be put:

*That the position of Deputy Mayor not be filled.*
*Nb: no motion would have the same effect.*

**Option two:**

If councillors support the position of Deputy Mayor the following motion could be put:

*That the council elect a Deputy Mayor for one year / two years,*
*and that the Deputy Mayor:*

1. *Act as Mayor if the Mayor has been granted leave of absence; and*

2. *Act as Chairperson at a council meeting if the Mayor is unable to attend or remain at a Council Meeting for any reason, or is required to declare a conflict of interest. If the Deputy Mayor is not present a temporary Chairperson would be elected in accordance with the local law.*

In the event of a council resolution to elect a Deputy Mayor, the election would be conducted in accordance with clauses 8.1 and 8.2 of the *Meeting Procedure Local Law.*

**Motion**

Crs Danny Lowe / Kat Bennett

That the position of Deputy Mayor be filled.  

*Carried*

**Division**

A division was requested.

Crs Lowe, Speedie, Watson and Bennett voted for the motion.

Crs Hall, Mildren and Quilty voted against the motion.

*Carried*
Motion

Crs Danny Lowe / John Watson

That the Deputy Mayor:

1. Act as Mayor if the Mayor has been granted leave of absence; and

2. Act as Chairperson at a council meeting if the Mayor is unable to attend or remain at a Council Meeting for any reason, or is required to declare a conflict of interest. If the Deputy Mayor is not present a temporary Chairperson would be elected in accordance with the local law.

Carried

The Mayor called for nominations for the position of Deputy Mayor.

Cr Lowe was nominated by Cr Mildren and seconded by Cr Quilty.

Cr Lowe declined the nomination.

Cr Bennett was nominated by Cr Watson and seconded by Cr Lowe.

Cr Bennett accepted the nomination.

Cr Hall was nominated by Cr Quilty and seconded by Cr Mildren.

Cr Hall accepted the nomination.

The Mayor called for a show of hands for each candidate. The votes recorded for each were:

Cr Bennett: four votes

Cr Hall: three votes

The Mayor declared Cr Bennett elected as Deputy Mayor.
6.3 - Appointments to committees

Purpose of report

The purpose of this report is for the council to determine its nominations to the various statutory, advisory, and representative committees.

Background

There are a number of statutory, advisory and external committees and organisations where the constituted membership includes representation from Wodonga Council.

The council annually nominates representatives to these various committees and this is usually undertaken to coincide with the mayoral election.

While the majority of these committees tend to be ongoing they may also be subject to evolutionary change and in some cases may be established for a specific project i.e.; with “sunset” provisions.

For some of these committees, members of the council staff are already members and / or may attend to assist a councillor representative.

These committees serve a range of purposes including:
- Being involved in developing the strategic direction for the city;
- Providing advice and feedback to the council;
- Statutory requirements for the organisation concerned; and
- Demonstrating the council’s interest and involvement in the community.

The recommended appointments for the next 12 months are shown at option two below.

Conflict of interest

Section 79C(1)(a) of the Local Government Act 1989 (the Act) states that a councillor is taken to not have a conflict of interest if the matter only relates to “the nomination or appointment by the Council of the Councillor to a position for which the Councillor will not be remunerated”.

Council Plan

<table>
<thead>
<tr>
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<td>Good governance and customer experience</td>
</tr>
</tbody>
</table>
6.3 - Appointments to committees (cont’d)

Council policy / strategy implications

The work of these committees is integral to many of the policies and strategies that direct the operations of the council.

Risk and opportunity management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointments are not updated for 2018-2019.</td>
<td>M</td>
<td>C</td>
<td>3</td>
<td>Resolve to make appointments as recommended in this report.</td>
</tr>
</tbody>
</table>

Financial implications

The council’s budget provides for travel and expenses associated with councillors’ participation on committees

Environmental implications

There are no environmental implications associated with this report.

Social / cultural implications

There are no social / cultural implications associated with this report.

Legislative implications

There are a number of statutory committees (ie: established under legislation) on the appointment list.

Community engagement and internal consultation

Appointments to these committees will provide a mechanism for the council to receive input from the community and to also act as an advocate on behalf of the community.

Options for consideration

Option one - do nothing. This is not recommended as council representation on these committees is considered important.

Option two - adopt the recommended list of nominees to committees as shown below:
## 6.3 - Appointments to committees (cont’d)

### Statutory committees

<table>
<thead>
<tr>
<th>Organisation / Committee</th>
<th>Councillor representative/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Committee</td>
<td>Cr Tim Quilty</td>
</tr>
<tr>
<td>Municipal Association of Victoria</td>
<td>Cr Anna Speedie</td>
</tr>
<tr>
<td>Municipal Emergency Planning Committee</td>
<td>Substitute: Cr Danny Lowe</td>
</tr>
<tr>
<td>Municipal Fire Management Committee</td>
<td>Cr John Watson</td>
</tr>
<tr>
<td>North East Waste Resource Recovery Group (NEWRRG)</td>
<td>Cr Libby Hall</td>
</tr>
</tbody>
</table>

### Advisory committees to council

<table>
<thead>
<tr>
<th>Organisation / Committee</th>
<th>Councillor representative/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia Day Committee</td>
<td>Cr Danny Lowe</td>
</tr>
<tr>
<td>Place Names Advisory Committee</td>
<td>Cr Kat Bennett</td>
</tr>
<tr>
<td>Rating Strategy Reference Group</td>
<td>Cr Tim Quilty (Chair)</td>
</tr>
<tr>
<td>Traffic Liaison and Road Safety Advisory Committee</td>
<td>Cr Ron Mildren</td>
</tr>
</tbody>
</table>

### Representative committees

<table>
<thead>
<tr>
<th>Organisation / Committee</th>
<th>Councillor representative/s</th>
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</thead>
<tbody>
<tr>
<td>Alliance of the Councils and Shires of the Upper Murray</td>
<td>Cr Anna Speedie</td>
</tr>
<tr>
<td>Goulburn Broken Greenhouse Alliance</td>
<td>Cr Kat Bennett</td>
</tr>
<tr>
<td>Lake Hume Land &amp; On-Water Plan Community Reference Group</td>
<td>Cr John Watson</td>
</tr>
<tr>
<td>Murray Darling Association Inc – Region 1 Committee</td>
<td>Cr Ron Mildren</td>
</tr>
<tr>
<td>Rail Freight Alliance</td>
<td>Cr Anna Speedie</td>
</tr>
<tr>
<td>Two Cities One Community Working Group</td>
<td>Mayor</td>
</tr>
<tr>
<td></td>
<td>Cr Danny Lowe</td>
</tr>
<tr>
<td></td>
<td>Cr John Watson</td>
</tr>
</tbody>
</table>

### External Committees – Officers

<table>
<thead>
<tr>
<th>Organisation / Committee</th>
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</thead>
<tbody>
<tr>
<td>Municipal Emergency Planning Committee</td>
<td>Municipal Emergency Resource Officers, and the Municipal Recovery Manager</td>
</tr>
<tr>
<td>Country Fire Authority - Municipal Fire Management Committee</td>
<td>Municipal Fire Prevention Officer</td>
</tr>
<tr>
<td>Regional Emergency Planning Committee</td>
<td>Municipal Emergency Resource Officers</td>
</tr>
</tbody>
</table>

Option three - revise the above list of nominees to committees.

## Conclusion

The council annually appoints councillor and / or staff representatives to various committees and local organisations. The process outlined in this report continues that practice and helps ensure the council contributes appropriately to other representative bodies and that the views of the council are made known.
Special meeting – November 26, 2018

6 - Officers reports for determination

6.3 - Appointments to committees (cont’d)

Attachments
Nil

Tabled papers
Nil

Declaration of conflict of interests
Under section 80C of the Local Government Act 1989 officers providing advice to
the council must disclose any interests, including the type of interest.

Director Business Services - Narelle Klein
In providing this advice, I have no interests to disclose in this report.

Governance Officer - Kevin Scully
In providing this advice as the report author, I have no interests to disclose in this
report.

Recommendation
That councillor and staff appointments to committees, as listed at option two in this
report, be approved.

Motion
Crs Tim Quilty / John Watson
That councillor and staff appointments to committees, as listed at option two in this
report, but with the removal of the Traffic Liaison and Road Safety Advisory
Committee, be adopted.

Carried
6.4 - Process for the appointment of a new Chief Executive Officer

**Purpose of report**

This report has been written on November 23, 2018 and authorised by Cr Speedie, Mayor at the time that this report has been written.

The purpose of this report is to appoint a business to undertake the recruitment process for a new Chief Executive Officer (CEO), to approve any budgetary requirements associated with the recruitment, and outline the process to select a new CEO.

**Background**

The CEO, Patience Harrington has tendered her resignation, effective from January 1, 2019. A report on an acting CEO will be submitted to the ordinary meeting of the council scheduled for December 10, 2018.

Quotes were sought from seven companies, and four quotes were received.

The four quotes were received from and are attached to this report (confidential attachments):

1. Davidson Executive and Boards
2. McArthur Executive Recruitment
3. Page Executive
4. SHK

A confidential matrix is also attached, providing an informative comparative view of each quote.

Also attached to this report are:

- CEO position description
- Wodonga Council Leadership Competency Framework

**Council Plan**

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide strong leadership and governance, demonstrating excellence in the way we do business by being innovative, responsive and transparent. We will be accountable and steward the organisation with the highest regard.</td>
<td>Good governance and customer experience</td>
</tr>
</tbody>
</table>
Council policy / strategy implications

The CEO is the only position appointed by the council. The appointment of a new CEO will ensure legislative compliance, including implementation of the Council Plan and all budget provisions.

Risk management implications

<table>
<thead>
<tr>
<th>Risks</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Rating</th>
<th>Mitigation Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>A CEO is not appointed.</td>
<td>C</td>
<td>4</td>
<td>Medium</td>
<td>Appoint a CEO as required under the Act.</td>
</tr>
</tbody>
</table>

Financial implications

There is no budget provision for the recruitment of a new CEO. Depending upon which quote is accepted there will need to be a budget variation.

Environmental implications

No environmental implications are associated with the content or recommendation in this report.

Social / cultural implications

No social / cultural implications are associated with the content or recommendation in this report.

Legislative implications

Section 94(1A) of the Local Government Act 1989 (the Act) requires the Council to make a permanent appointment to the position of CEO as soon as is reasonably practicable after a vacancy in the position occurs.

Community engagement and internal consultation

Not applicable.

Options for consideration

1. The council could choose to seek additional quotes.

2. It is recommended that the council choose between one of the four quotes received.
Conclusion

Section 94 of the Local Government Act requires that the council appointment a person to the position of CEO. This report commences that process following the resignation of Ms Harrington.

Attachments

The following documents are attached to this report:
- Attachment A: CEO position description
- Attachment B: Leadership Competency Framework

Tabled papers

The following documents will be tabled at the meeting:
- Document A: Quote from Davidson Executive and Boards (Confidential)
- Document B: Quote from Page Executive (Confidential)
- Document C: Quote from Macarthur Executive Recruitment (Confidential)
- Document D: Quote from SHK (Confidential)

Declaration of conflict of interests

Under section 80C of the Local Government Act 1989 officers providing advice to the council must disclose any interests, including the type of interest.

Director Business Services - Narelle Klein
In providing this advice, I have no interests to disclose in this report.

Manager People and Workplace - Marni Jones
In providing this advice as the report author, I have no interests to disclose in this report.

Governance Officer - Kevin Scully
In providing this advice as the report author, I have no interests to disclose in this report.
Recommendation

That:

1. The quote from {insert name of company} for the recruitment of the Chief Executive Officer be accepted.

2. A budget variation of $\{insert amount\}$ be approved for the recruitment process (this amount includes a sum of $6,000 for advertising, being the minimum anticipated cost).

3. A sub-committee comprising Crs Speedie, Bennett and Watson be appointed to:
   
   a) review the first shortlist of applicants recommended by {insert name of company}; and
   
   b) finalise a shortlist with {insert name of company} of between three to five candidates for subsequent interview by the full council.

4. A report on the interview process, along with referee checks, be presented by the Mayor to a future council meeting.

Motion

Crs John Watson / Kat Bennett

That:

1. The quote from SHK for the recruitment of the Chief Executive Officer be accepted.

2. A budget variation of $65,000 be approved for the recruitment process (this amount includes a sum of $10,000 for advertising, being the minimum anticipated cost).

3. A sub-committee comprising Crs Speedie, Bennett and Hall be appointed to:

   a) review the first shortlist of applicants recommended by SHK; and

   b) finalise a shortlist with SHK of between three to five candidates for subsequent interview by the full council.

4. A report on the interview process, along with referee checks, be presented by the Mayor to a future council meeting.

Carried
Position Description

Our values: Trust, Integrity, Learning and Respect
Our mission: We will strengthen the community in all that we do

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Chief Executive Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award and classification:</td>
<td>Chief Executive Officer in accordance with the <em>Local Government Act 1989</em></td>
</tr>
<tr>
<td>Reports to:</td>
<td>Council</td>
</tr>
<tr>
<td>Supervises:</td>
<td>All management and staff through the organisation structure</td>
</tr>
<tr>
<td>Employment status:</td>
<td>Full time – 5 year contract (maximum term)</td>
</tr>
<tr>
<td>Date:</td>
<td>October 2018</td>
</tr>
<tr>
<td>Employee name:</td>
<td>Vacant</td>
</tr>
</tbody>
</table>

ORGANISATIONAL CONTEXT

Wodonga Council’s vision is that Wodonga is a ‘progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship’. This vision will support us to realise our mission ‘to strengthen the community in all that we do’.

CORPORATE RESPONSIBILITY

The Chief Executive Officer has overall corporate responsibility for the organisation. It is a responsibility of the Chief Executive Officer to foster a customer service focus, a positive team culture, a cohesive relationship with the Council and the community, and a basis for efficient and effective service planning and delivery by the organisation in line with the Council Plan, Strategic Resource Plan and other organisational objectives.

POSITION OBJECTIVES

The Chief Executive Officer is responsible for providing ethical, astute, accurate, competent and timely advice to the Council as well as leadership and direction to Council management and staff to ensure that:

- the goals and objectives of the Council, as set out in the Council Plan, Strategic Resource Plan, corporate plans, budgets, capital works programs, asset management plans, and other relevant documents, are realised;

- the human, financial and physical resources of the Council are managed competently, efficiently and directed towards the achievement of Council’s objectives;
• a positive image of the Council is promoted and maintained;

• the staff and community remain informed about the policy and decision making processes of the Council;

• quality and timely customer response mechanisms are priorities for management and staff;

• the organisational structure remains appropriate for service planning and delivery;

• Council responds practically and reflects commercial best practice in a competitive service environment.

ACCOUNTABILITY AND EXTENT OF AUTHORITY INCLUDING DUTIES

Accountability

The Chief Executive Officer is subject to regular review of performance by the Council and is accountable for:

• the achievement of goals and objectives set down by Council in the Council Plan, Strategic Resource Plan, statutory and planning documentation;

• the level of public awareness of Council's Council Plan and Strategic Resource Plan goals and objectives;

• ensuring that the Council’s finances are managed efficiently in accordance with Council’s policies and budgets and meet all relevant statutory regulations and guidelines;

• developing policies and strategies for consideration and/or adoption by Council;

• providing regular reports to Council on the progress towards the achievement of its Council Plan and Strategic Resource Plan goals and objectives – both functional and financial reports;

• the efficiency and effectiveness of program and service planning and delivery;

• the legality of Council’s decisions and activities;

• the decisions made under delegated authority from Council;

• the effective performance of the organisation represented through the organisational structure; and

• effective and timely briefing of Council to enable proper decision making.
6.4 - Process for the appointment of a new Chief Executive Officer (cont’d)

Extent of Authority

Subject to the provisions of the Local Government Act, other relevant legislation and the delegations provided by Council, the Chief Executive Officer has the sole and exclusive authority to implement action to achieve the Council’s Council Plan and Strategic Resource Plan goals and objectives.

The authority of the Chief Executive Officer is extended to all decision making which does not require a direct decision of the Council, and without limiting the generality of this authority, the Chief Executive Officer can:

- appoint, direct, manage and dismiss staff;
- negotiate contracts to undertake functions;
- acquire resources, services, materials and equipment;
- delegate to any other employee the authority to make decisions and implement action; and
- negotiate employment contracts and terms and conditions of employment with staff.

All decisions made by the Chief Executive Officer must conform with, and be within the constraints of statutory obligations, the Council’s policies and procedures, approved delegations, and the agreed Strategic Resource Plan and budgeting frameworks.

Key Responsibility Areas

- Ensure that the Council’s policies, decisions and priorities are implemented in a timely and efficient manner consistent with the Council Plan and Strategic Resource Plan goals and objectives of the Council.

- Provide leadership, focus and direction for Council’s resources to ensure a continuous improvement approach to quality service provision and adherence to the highest standards of business practice and statutory requirements.

- Ensure that the Council complies with and achieves all of its statutory obligations and requirements.

- Develop and maintain a positive and professional image of the Council, its services and its community.
6.4 - Process for the appointment of a new Chief Executive Officer (cont’d)

- Develop and maintain relationships with all Councillors that are professional, respectful and inclusive.

- Actively foster productive relationships with the public, key community groups, businesses, relevant agencies and associations, and staff, based on Council’s values.

- Actively promote positive relationships between the Council and administration.

- Undertakes State/Commonwealth lobbying to achieve as necessary Council Plan and Strategic Resource Plan goals and objectives.

- Ensure that the Council’s policies, goals and objectives are effectively communicated and promoted to staff, the community, special interest groups, other governments and clients.

- Advise the Council on policy development and the implications of decisions which impact on the Council’s operations.

- Promote appropriate forums and an environment which encourages internal and external consultative mechanisms, communications and advocacy.

- Encourage, motivate and facilitate the personal development of all Council management and staff to work to and achieve their full potential, and advise on or act upon opportunities to achieve productivity gains, financial savings and/or service delivery improvements.

- Identify, pursue and promote opportunities for the development of the Wodonga regional catchment and community.

- Effectively and constructively implement changes to the organisation in a manner which is positive and stimulating for management and staff.

- Establish and foster positive relations with all levels of government, including all local government areas, relevant local government industry associations and organisations, and industry unions.

- Oversee the business undertakings and financial and strategic planning of the Council, ensuring that the results of such activities are viable and only expose the Council to an acceptable level of risk.

- Maintain a close relationship with and active participation in relevant professional and industry associations.
OUR VALUES AND ETHICAL BEHAVIOUR

Wodonga City Council recognises that great organisations are built on shared and demonstrated values. All council employees are expected to demonstrate commitment and act in accordance with these values. It is expected that the CEO will exemplify the practice of these values.

**Trust**
- Talk straight – Say what you mean and mean what you say
- Create transparency – Do not withhold information unnecessarily or inappropriately
- Right wrongs
- Practice accountability – Take responsibility for results without excuses
- Extend trust – Show a willingness to trust others, even when it involves a measure of risk

**Respect**
- Treat other people with courtesy, politeness and kindness, no matter what their position or opinion
- Listen first – Seek to understand others before trying to diagnose, influence or prescribe

**Integrity**
- Tell the truth in an appropriate and helpful manner that does not compromise the organisation’s objectives and values
- Keep confidences
- Do what you say you will do to the best of your ability
- Be open about mistakes
- Speak of those that are absent only in a positive way

**Learning**
- Work together and learn from each other
- Continuously improve and innovate
- Be open to change
- There is a high degree of responsibility for results – delivery without excuses

PERSONAL AND LEADERSHIP COMPETENCIES

For details of Leadership Competencies relating to your role, please see Attachment 1.

**Personal Competencies**

The Chief Executive Officer must:

- be motivated to succeed;
- be a committed team player;
- demonstrate strong and effective leadership;
- understand the needs of the community;
- be effective advocate for the community when required;
- be a lateral thinker;
- be dynamic in problem solving;
- display a keen political sensitivity and acumen;
6.4 - Process for the appointment of a new Chief Executive Officer (cont’d)

- be an innovator;
- accept the demands of a public profile;
- have a positive and professional demeanour;
- be comfortable and confident in a range of work environments;
- be flexible in skills application; and
- set an appropriate example for managerial standards in the organisation.

**JUDGEMENT AND DECISION MAKING SKILLS**

The Chief Executive Officer is responsible for making decisions and exercising judgement within a professional and ethics-based framework about:

- the most effective and efficient manner in which the Council’s Council Plan and Strategic Resource Plan goals, objectives and programs are delivered and achieved;
- how to communicate the Council’s Council Plan and Strategic Resource Plan goals, objectives and programs to the staff, community, business and other interest groups and all clients;
- how and when to report to the Council on functional, financial, and other matters;
- whether resources are being used efficiently and effectively and taking appropriate corrective action where necessary;
- the level of delegation to other people;
- the level of consultation within the workforce and the community appropriate to effective decision making;
- the human resources needs and developments of the Council comprising both elected members and its officers.

**SPECIALIST KNOWLEDGE AND SKILLS**

- Experienced in the use of IT systems and processes to foster Council objectives.
- Understanding of the importance of good record keeping and the ability to effectively use Council’s document management system.
- Well rounded knowledge of and / or experience in the field of business management, infrastructure and planning, community development, investment attraction / economic development and the
issues and trends confronting the community in general.

- A proven understanding of fiscally responsible management that demonstrates an ethical approach to organizational leadership.

**MANAGEMENT SKILLS**

The Chief Executive Officer must have superior management skills and provide leadership and direction in all areas of Council activities and to all Council staff. In particular, the Chief Executive Officer must be committed to:

- delivering quality, affordable services as agreed in the Council Plan and Strategic Resource Plan;
- creating and working with a proactive Executive Leadership Team;
- positive change management;
- competitive business planning and achieving industry best practice;
- creating a learning environment;
- creating a continuous improvement environment;
- a climate of consultation within Council and the community it serves.

The Chief Executive Officer must maintain his/her skills and qualifications through continuing personal and professional development to ensure contemporary management practices are implemented.

**INTERPERSONAL SKILLS**

The Chief Executive Officer must have outstanding communication skills, both oral and written, excellent negotiation skills including active listening skills, and conflict resolution skills, applied with empathy and integrity.

The Chief Executive Officer is required to regularly consult with, and to communicate effectively and constructively with the Mayor and Councillors, all staff, business and industry representatives, community representatives, special interest groups, union representatives, government departments, politicians, the media and all residents and ratepayers.

**INFORMATION TECHNOLOGY SKILLS**

Information technology, skills commensurate with the level of the position including the ability to use Council’s applications and systems to carry out the requirements of the role.
6.4 - Process for the appointment of a new Chief Executive Officer
(cont’d)

CUSTOMER CARE
Meet Council’s Customer Care expectations including:

- Being honest, ethical and professional.
- Being helpful and courteous.
- Listening with respect and understand the customer’s issues.
- Meeting commitments made.
- Keeping the customer informed.
- Ensuring that the customer clearly understands what is being said.
- Apologising if a mistake is made and attempt to make it right, and
- Assisting customers with physical, sensory or intellectual disabilities, to achieve equitable access to our services.

OHS/RISK MANAGEMENT
Wodonga City Council is committed to the highest level of health and safety and to ensuring effective risk management across all areas of Council. To contribute to upholding this commitment you must have the ability to:

- Understand, apply and ensure staff compliance with Occupational Health and Safety (OH&S) and risk systems of management;
- Review the OH&S and risk systems of management to ensure their effective operation and entrenchment within the Council’s practices;
- Contribute to the determination of Wodonga City Council’s OH&S and risk organisational performance indicators;
- Ensure appropriate resourcing is allocated to enable the effective management of OH&S and risk.
- Participate in the investigation of significant to extreme incidents and claims;
- Monitor the Council’s insurance portfolio to ensure appropriate and relevant coverage;
- Evaluate the Council’s business continuity testing program and plan; and
- Critically evaluate the Council’s performance against the OH&S and risk targets.

EMERGENCY MANAGEMENT
As part of the responsibilities associated with this position, the Chief Executive Officer is expected, within reason, to assist Wodonga City Council in dealing with an emergency situation, should one arise, affecting the operation of Council and/or the wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE
The Chief Executive Officer must have a combination of skills, qualifications and experiences, and personal competencies to enable him/her to provide the leadership, motivation and support to ensure the sustained and continuing development of the Wodonga City Council and the Wodonga community. Tertiary level qualifications combined with professional development which provides an understanding
6.4 - Process for the appointment of a new Chief Executive Officer (cont’d)

of and demonstrable skills in contemporary management practices. A commitment to ongoing personal and professional development, especially in leadership and management, is required.

Proven senior management experience with a sound understanding of the social, financial, political and legal framework within which local government operates.

LICENCES AND MANDATORY REQUIREMENTS

- Clear Police Check
- Clear Working With Children’s Check
- Current driver’s license.

EQUAL OPPORTUNITY STATEMENT

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and nondiscriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

INHERENT ROLE REQUIREMENTS

- Capacity to work in an open plan office that requires sitting / standing at a desk and using a computer for extended periods.
- Ability to liaise with community groups often with competing demands, expectations and perceptions.
- Ability to navigate difficult conversations while maintaining professionalism.
- Ability to travel to meetings which may be out of the municipality.

___________________________
CEO signature

___________________________
Council signature
6.4 - Process for the appointment of a new Chief Executive Officer (cont’d)

KEY SELECTION CRITERIA

1. Tertiary qualifications in a relevant discipline, supported by senior executive management experience and further professional development.

2. Sound knowledge and demonstrated track record in leading a community based organisation.

3. Sound knowledge of issues, needs, policies, developments and trends in community and economic development that foster the success of the Wodonga community.

4. Ability to lead and motivate teams of staff to ensure achievement of council objectives in both the short and long term.

5. Advanced knowledge of business processes and responsible management of budgets for all of Council.

6. Exceptional verbal and written communication skills with the ability to develop and present high level professional and persuasive reports and documentation and to communicate and negotiate effectively with a broad range of stakeholders.

7. High level problem solving skills, the ability to think strategically and use judgement to make decisions on policy options, and to identify and analyse a range of options particularly in situations where the decision made may have community, political and financial consequences.
PERFORMANCE CRITERIA – CEO

Objective 1: The goals and objectives of the Council, as set out in the Council Plan, Strategic Resource Plan, budgets, capital works programs, asset management plans, and other relevant documents are realised:

<table>
<thead>
<tr>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completion of, and / or progress towards completion of, the Key Strategic Activities in the Council Plan and Strategic Resource Plan during the review period.</td>
</tr>
<tr>
<td>2. Presentation of monthly reports to Council on budget.</td>
</tr>
<tr>
<td>3. Presentation of quarterly reports to Council on Council Plan, Strategic Resource Plan and capital works program.</td>
</tr>
</tbody>
</table>

Objective 2: The human, financial and physical resources of the Council are managed completely and directed towards the achievement of Council’s objectives:

<table>
<thead>
<tr>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Capital works program delivered.</td>
</tr>
<tr>
<td>3. Asset Management Plan implemented</td>
</tr>
</tbody>
</table>

Objective 3: A positive image of Council is maintained:

<table>
<thead>
<tr>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Staff satisfaction rates.</td>
</tr>
</tbody>
</table>

Objective 4: The staff and community remain informed about policy and decision making processes of Council:

<table>
<thead>
<tr>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Number and variety of mechanisms used to communicate with staff and community.</td>
</tr>
<tr>
<td>3. Annual report published within required timeframes.</td>
</tr>
</tbody>
</table>

Objective 5: Quality customer response mechanisms are priorities for management and staff:

<table>
<thead>
<tr>
<th>Performance Measures</th>
</tr>
</thead>
</table>
Objective 6: The organizational structure remains appropriate for service planning and delivery:

<table>
<thead>
<tr>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Service planning, business planning and service reviews conducted regularly and in line with Council planning and priorities.</td>
</tr>
</tbody>
</table>

Objective 7: Council responds practically and entrepreneurially in a competitive service environment:

<table>
<thead>
<tr>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Successful advocacy and lobbying that delivers positive outcomes for the Wodonga Community.</td>
</tr>
</tbody>
</table>

Objective 8: Ethics, governance and organisational culture:

| 1. | Contributes to a positive organisational culture through *role modelling*, *communicating* and *reinforcing* ethical standards and behaviours to staff and others using the organisational ethical framework. Eg: undertaking appropriate training offered through the workplace (ELMO), code of conduct, policies, directives, delegations, audits and reviews. |
| 2. | Undertakes regular meetings with staff to keep them informed of organisational issues and to promote vision, mission and goals of the organisation. In addition, promote and encourage staff attendances at key council gatherings such as all staff forums, executive director briefings, celebrations etc. |
| 3. | Positive and strong staff engagement results, provided through formal survey feedback and related processes, which demonstrates strong leadership and management, team building, staff empowerment and development ability. |
| 4. | Staff issues are dealt with promptly and effectively. If performance management is required as an intervention then it is demonstrated that acceptable behaviours and work performance have been clearly articulated, documented and monitored. |
| 5. | Contributes to a workplace that is committed to inclusivity, diversity, gender equity and social justice through *role modelling*, *communicating* and *reinforcing behaviours and attitudes* that reflect these values and addressing promptly where these values are not evident. |
Leadership competency framework

Skills

All employees
- Demonstrate commitment to Wodonga Council through the organisational values and behaviours.

Team leaders, co-ordinators and supervisors
- Deliver operational performance;
- Identify and promote business opportunities; and,
- Promote a positive culture.

Manager
- Drive business performance;
- Identify, develop and recommend business opportunities;
- Drive strategic intent; and,
- Promote whole of business perspective and collaboration.

Executive
- Ensure business performance;
- Review, prioritise and resource business opportunities;
- Define and sponsor strategic intent; and,
- Partner with Councillors.

Organisational values: Trust, respect, integrity and learning
7 – Urgent business

There was no urgent business.
There was no confidential urgent business.
9 – Close of meeting

- Chairperson to close the meeting.

There being no further business the meeting closed at 9.30am.

Minutes confirmed this ...................... day of ................................. 2018.

.................................
Chairperson