



Minutes of a meeting of the Governance, Communications and  
Engagement Committee conducted electronically  
on Wednesday 8 September 2021 at 1PM

**Membership**

Cr Michael Deaker *(Co-Chair)*  
Cr Michael Laws *(Co-Chair)*  
Cr Hilary Calvert  
Cr Alexa Forbes  
Hon Cr Marian Hobbs  
Cr Carmen Hope  
Cr Gary Kelliher  
Cr Kevin Malcolm  
Cr Andrew Noone  
Cr Gretchen Robertson  
Cr Bryan Scott  
Cr Kate Wilson

**Welcome**

Co-Chair Michael Deaker welcomed Councillors and staff to the meeting at 01:03 pm. Staff present included Sarah Gardner (Chief Executive), Nick Donnelly (GM Corporate Services), Gwyneth Elsum (GM Strategy, Policy and Science), Gavin Palmer (GM Operations), Richard Saunders (GM Regulatory and Communications), Amanda Vercoe (GM Governance, Culture and Customer), and Liz Spector (Governance Support).

## 1. APOLOGIES

There were no apologies.

## 2. CONFIRMATION OF AGENDA

The agenda was confirmed as published.

## 3. CONFLICT OF INTEREST

No conflicts of interest were advised.

## 4. NOTICES OF MOTION

### 4.1. Notice of Motion - Request for Job Descriptions for Chair and Deputy Chair

In accordance with Standing Order 27.1, a Notice of Motion was submitted by Cr Bryan Scott for inclusion on the agenda of this meeting which requested job descriptions for the Chair and Deputy Chair to be provided for consideration by staff at an upcoming meeting.

Cr Scott spoke to his motion. Cr Wilson enquired what was the process for the request if the motion passed. Cr Deaker said Amanda Vercoe (GM Governance, Culture and Customer) would draft job descriptions with input from a variety of sources and would present them to the Committee for consideration at future meeting. There were no further questions and Cr Deaker put the motion.

#### **Resolution GCE21-107: Cr Scott Moved, Cr Robertson Seconded**

*That the General Manager Governance, Culture and Customer after studying standing orders and what exists at other regional councils, draft job descriptions for the chair and deputy chair positions and present them to the Governance, Comms and Engagement committee for consideration. The drafting to be in consultation with the CE, Chair and Deputy Chair.*

#### **MOTION CARRIED**

## 5. CLOSURE

There was no further business and Co-Chair Deaker declared the meeting closed at 01:09 pm.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date