

## **General Council Meeting**

Meeting of the Central Highlands Regional Council held  
in the **Council Chambers, 65 Egerton Street, Emerald**  
on

**Wednesday, 28 September 2022**  
**Commenced at 9.00am**

# **COUNCIL MINUTES**

UNCONFIRMED

**CENTRAL HIGHLANDS REGIONAL COUNCIL**

**GENERAL MEETING OF COUNCIL**

**WEDNESDAY 28 SEPTEMBER 2022**

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**MINUTES – GENERAL COUNCIL MEETING**  
**HELD AT 9.00AM WEDNESDAY 28 SEPTEMBER 2022 IN THE CENTRAL HIGHLANDS REGIONAL**  
**COUNCIL CHAMBERS, EMERALD OFFICE**

**PRESENT**

**Councillors**

Councillor (Cr) Kerry Hayes (Mayor), Christine Rolfe (Deputy Mayor)  
Councillors (Cr) Charles Brimblecombe, Joseph Burns, Anne Carpenter, Natalie Curtis, Janice Moriarty and Gai Sypher

**Officers**

Chief Executive Officer Sharon Houlihan, Chief Financial Officer Arun Dias, General Manager Commercial and Corporate Services Carolyn Knudson, General Manager Communities John McDougall, General Manager Infrastructure and Utilities Jason Hoolihan and Minute Secretary Liesa Pugh and Executive Assistant (Mayor and Councillors) Marnie Wills

**APOLOGIES**

Cr Joseph Burns and Cr Megan Daniels

***Resolution:***

Cr Curtis moved and seconded by Cr Carpenter “That a leave of absence as previously granted for Councillor Joseph Burns for today’s meeting be recorded.”

**2022 / 09 / 28 / 001**

Carried (7-0)

***Resolution:***

Cr Carpenter moved and seconded by Cr Moriarty “That a leave of absence be granted for Councillor Megan Daniels for today’s meeting.”

**2022 / 09 / 28 / 002**

Carried (7-0)

**Attendance**

Councillor Burns attended the meeting at 9.06am

***Resolution:***

Cr Sypher moved and seconded by Cr Curtis “That the motion approving the leave of absence for Councillor Joseph Burns for general council meeting 28 September 2022 be rescinded.”

**2022 / 09 / 28 / 003**

Carried (8-0)

**LEAVE OF ABSENCE**

***Resolution:***

Cr Rolfe moved and seconded by Cr Brimblecombe “That a leave of absence be granted for Councillor Natalie Curtis for the general council meeting scheduled for 12 October 2022.”

**2022 / 09 / 28 / 004**

Carried (8-0)

***Resolution:***

Cr Burns moved and seconded by Cr Carpenter “That a leave of absence be granted for Councillor Janice Moriarty for the general council meeting scheduled for 26 October 2022.”

**2022 / 09 / 28 / 005**

Carried (8-0)

### **ACKNOWLEDGEMENT OF COUNTRY**

Mayor Hayes acknowledged the traditional custodians of the land on which we meet today and he paid our respects to the elders, past, present and emerging.

### **CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

#### **General Council Meeting: 14 September 2022**

#### **Resolution:**

Cr Carpenter moved and seconded by Cr Moriarty “That the minutes of the previous general council meeting held on 14 September 2022 be confirmed.”

**2022 / 09 / 28 / 006**

Carried (8-0)

### **BUSINESS ARISING OUT OF MINUTES**

Nil

### **OUTSTANDING MEETING ACTIONS**

Councillors reviewed the resolution register (meeting actions) update.

### **UPCOMING AGENDA ITEMS**

Councillors reviewed the upcoming agenda items.

### **CONFLICT OF INTEREST**

No conflicts of interests were declared.

### **PETITIONS (IF ANY)**

Nil

### **Attendance**

Manager Finance H. Kirby attended the meeting at 9.11am.

## **DECISION ACTION REPORTS**

### **Chief Financial Officer Office**

#### **Monthly Finance Report**

#### **Purpose:**

In accordance with section 204 of the Local Government Regulation 2012 (LG Regulation), a local government must prepare and present a financial report at a meeting of the local government once a month. The report must state the progress that has been made in relation to the budget for the relevant period of the financial year.

In complying with this legislative requirement, the report provided presents the financial performance of the Central Highlands Regional Council (council) for the period ended 31 August 2022, measured against the original adopted budget.

**Resolution:**

Cr Rolfe moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council adopt the monthly financial report, for the period ended 31 August 2022.”

2022 / 09 / 28 / 007

Carried (8-0)

**Attendance**

Manager Finance H. Kirby left the meeting at 9.23am.

Manager Sport and Recreation L. Donlan attended the meeting at 9.23am.

**Communities**

**Draft Terms of Reference and Nomination of Committee Member - CHRC Engagement Committee (Inmate Program) - Work Camp**

**Purpose:**

The purpose of this report is to provide information to council to inform a decision to adopt Central Highlands Regional Council Engagement Committee (Inmate Program) Terms of Reference 2022 (TOR) and to endorse nomination of a councillor for the Chair of the Engagement Committee, to be confirmed by Queensland Correctional Services.

**Recommendation:**

That Central Highlands Regional Council:

1. Adopts the Central Highlands Regional Council Engagement Committee (Inmate Program) Terms of Reference 2022.
2. Endorses Councillor (if identified) for the Chair of the Engagement Committee, to be confirmed by Queensland Correctional Services.

The Mayor called for nominations for two committee positions on the Engagement Committee (Inmate Program) under the TOR. Nominations were received from Councillors Rolfe, Carpenter and Sypher. As more than the required number of representatives nominated, a ballot was called for.

The General Manager Communities conducted the ballot, and the Chief Executive Officer was appointed scrutineer for the vote Councillors Rolfe and Carpenter were successful.

**Resolution:**

Cr Curtis moved and seconded by Cr Sypher “That Central Highlands Regional Council:

1. Adopts the Central Highlands Regional Council Engagement Committee (Inmate Program) Terms of Reference 2022.
2. Endorses two councillors, Councillor Anne Carpenter, and Councillor Christine Rolfe to represent on the CHRC Engagement Committee (Inmate Program).
3. Endorses Councillor Carpenter for the Chair of the Engagement Committee (Inmate Program), to be confirmed by Queensland Correctional Services.”

2022 / 09 / 28 / 008

Carried (8-0)

**Attendance**

Strategic Procurement and Contracts Manager M. Dunn attended the meeting at 9.34am

## **Expression of Interest - Tender for Springsure Aquatic Centre Renewal**

### **Purpose:**

This report presents to Central Highlands Regional Council (council) the request for an expression of interest for the Springsure Aquatic Centre Upgrades as a pre-cursor to a request for tender process in line with necessary procurement processes. Council approval is sought to call for expressions of interest and that an expression of interest process is in the public interest.

### **Resolution:**

Cr Rolfe moved and seconded by Cr Brimblecombe “That, pursuant to section 228 of the Local Government Regulation 2012, Central Highlands Regional Council invites expressions of interest from suitably qualified persons for construction of the Springsure Aquatic Centre including replacement of the 25m swimming pool, installation of a 17m program pool, a waterplay area, plant room, and cover structures.

Further, Central Highlands Regional Council resolves that this decision is in the public interest for the following reasons:

1. The design, construction, supervision and delivery of major public swimming pool infrastructure involve specialist expertise and experience. The expression of interest process under Local Government Regulation 2012 allows for negotiations between council and respondents on the required project and deliverables prior to the calling of tenders; and
2. The expression of interest process will allow respondents to provide a preliminary submission to the respective project without the workload associated with a full and detailed tender response initially; and
3. The expression of interest process will allow council to understand the current state of the market, the availability of prospective contractors and to prepare a short-list of respondents for further consideration and analysis; and
4. The expression of interest process allows council to receive feedback on proposed plans and staging from subject matter experts to ensure council’s proposed plans and staging will deliver the most cost-efficient solutions. This will inform changes to tender specifications before making a final decision on awarding the tender; and
5. The expression of interest process allows council to understand the final costs of the project including the project stages to assist in budgeting over the course of the project; and
6. Council has the authority to decide not to accept any tenders it receives.”

2022 / 09 / 28 / 009

Carried (8-0)

### **Attendance**

Manager Sport and Recreation L Donlan and Strategic Procurement and Contracts Manager M. Dunn left the meeting at 9.43am

Interim Manager Governance R. Higgins attended the meeting at 9.43am

## **Corporate Services**

### **Updating of the Central Highlands Development Corporation (CHDC) Constitution**

#### **Purpose:**

For Central Highlands Regional Council (council) to give consent to a process to be undertaken to review and amend the constitution of the Central Highlands Development Corporation (CHDC) to clarify the CHDC board make-up and voting processes, describe new meeting responsibilities and amend other inconsistencies within the constitution allowing the Central Highlands Regional Council Chief Executive Officer to resign as a CHDC board director and instead become an observer at CHDC board meetings.

**Resolution:**

Cr Moriarty moved and seconded by Cr Carpenter “That Central Highlands Regional Council (CHRC) resolves that:

1. Council, as the sole member of the Central Highlands Development Corporation Limited ACN 078 752 048 (CHDC), consents to a process to review and amend the constitution of CHDC to clarify the board make-up and voting processes, describe new meeting responsibilities and amend other inconsistencies within the constitution allowing the Central Highlands Regional Council Chief Executive Officer to resign as a CHDC board director and instead become an observer at CHDC board meetings.
2. The Chief Executive Officer is authorised to give to CHDC a copy of this resolution of council as its written consent to a process to review and amend the constitution, as required by CHDC’s constitution clause 58.”

**2022 / 09 / 28 / 010**

Carried (8-0)

**Support extension of contract Internal Audit Services**

**Purpose:**

The purpose of this report is to request that council exercise the option to extend the contract with Crowe Australasia, for the provision of internal audit services, for a further 12 months.

**Resolution:**

Cr Rolfe moved and seconded by Cr Moriarty “That Central Highlands Regional Council exercise the option to extend the contract with Crowe Australasia, for the provision of internal audit services, for a further 12-month period being from 19 September 2022 to 18 September 2023.”

**2022 / 09 / 28 / 011**

Carried (8-0)

**Minutes - Audit Committee Meeting - 1 and 8 September 2022**

**Purpose:**

This report provides a copy of the unconfirmed minutes of the Central Highlands Regional Council Audit Committee meeting held on 1 September 2022 and the supplementary audit committee meeting held on 8 September 2022; and recommends that council receive the unconfirmed minutes of the meetings and notes the recommendations and actions contained within the minutes.

**Resolution:**

Cr Carpenter moved and seconded by Cr Curtis “That Central Highlands Regional Council:

1. Receives and notes the unconfirmed minutes of the audit committee meeting held on 1 September 2022, and the supplementary meeting held on 8 September 2022 for the purpose of considering council’s draft unaudited 2021-22 consolidated financial statement, *and*
2. Notes the recommendations and actions contained within the minutes.”

**2022 / 09 / 28 / 012**

Carried (8-0)

**Attendance**

Interim Manager Governance R. Higgins left the meeting at 9.58am

Manager Customer Service R. Brosnan attended the meeting at 9.58am



## **Customer and Commercial Services**

### **Christmas / New Year Office Closure**

#### **Purpose:**

Council has traditionally closed administration buildings and libraries during the Christmas and New Year period.

The report seeks council's determination regarding the Central Highlands Regional Council close-down period for 2022-23.

#### **Resolution:**

Cr Curtis moved and seconded by Cr Brimblecombe "That Central Highlands Regional Council close all administration buildings and libraries for the period from 12pm Friday 23 December 2022 up to and including Monday 2 January 2023, reopening on Tuesday 3 January 2023. Appropriate public notices and telephone answering service will be provided to ensure residents and customers have an avenue for any emergent matters to be attended to."

**2022 / 09 / 28 / 013**

Carried (8-0)

#### **Attendance**

Manager Customer Service R. Brosnan left the meeting at 10.01am

Coordinator Property Services A. Hewitt and Senior Property Officer M. Ellwood attended the meeting at 10.02am

### **Apply telecommunications exception - BMM Group on behalf of Amplitel Pty Limited**

#### **Purpose:**

To apply the telecommunication exception under section 236 (1)(c)(vi) of the Local Government Regulation 2012 for the disposal of land (by entering a lease) without first undertaking a tender or auction and delegate to the Chief Executive Officer to negotiate the terms and undertake due diligence.

#### **Resolution:**

Cr Sypher moved and seconded by Cr Rolfe "That Central Highlands Regional Council:

1. Approve the exception under section 236(1)(c)(vi) of the Local Government Regulation 2012 to progress with the proponent, a lease for the purposes of telecommunications on council owned or controlled land in Emerald.
2. Delegate to the Chief Executive Officer to undertake due diligence and negotiate the terms and conditions of the proposed agreement and subject to due diligence and negotiations, enter a lease agreement with the proponent, Amplitel Pty Limited."

**2022 / 09 / 28 / 014**

Carried (8-0)

#### **Attendance**

Coordinator Property Services A. Hewitt and Senior Property Officer M. Ellwood left the meeting at 10.17am



## **Chief Executive Officer**

### **Local Government Association of Queensland - Organics collection and processing tour**

**Purpose:**

The Local Government Association of Queensland (LGAQ) Organics collection and processing tour is being held in Melbourne from 8 to 10 November 2022.

This report is seeking support for Councillor Megan Daniels to attend the tour on behalf of council.

**Resolution:**

Cr Sypher moved and seconded by Cr Curtis “That Central Highlands Regional Council be represented at the Local Government Association of Queensland Organics collection and processing tour to be held in Melbourne from 8 to 10 November 2022 by Councillor Megan Daniels.”

**2022 / 09 / 28 / 015**

Carried (8-0)

### **Council Meeting Dates 2023**

**Purpose:**

To allow for planning for meetings and adherence with the statutory requirements of the Local Government Regulation 2012, this report provides a suggested schedule of meeting dates for 2023 for the general council meetings.

**Resolution:**

Cr Brimblecombe moved and seconded by Cr Sypher “That Central Highlands Regional Council adopt the general council meeting dates for 2023 as follows:

January	Wednesday 25 January 2023
February	Wednesday 8 February 2023 Wednesday 22 February 2023 (to be held in Capella)
March	Wednesday 8 March 2023 Wednesday 22 March 2023
April	Wednesday 12 April 2023 Wednesday 26 April 2023
May	Wednesday 10 May 2023 Wednesday 24 May 2023 (to be held in Blackwater)
June	Wednesday 14 June 2023 Wednesday 28 June 2023
July	Wednesday 12 July 2023 Wednesday 26 July 2023
August	Wednesday 9 August 2023 Wednesday 23 August 2023
September	Wednesday 13 September 2023 Wednesday 27 September 2023
October	Wednesday 11 October 2023 Wednesday 25 October 2023 (to be held in Springsure)

November	Wednesday 8 November 2023 Wednesday 22 November 2023
December	Wednesday 13 December 2023
January	Wednesday 24 January 2024.”

**2022 / 09 / 28 / 016**

Carried (8-0)

**Adjournment**

Meeting adjourned at 10.28am.  
Meeting resumed at 11.04am.

**Attendance**

Coordinator Community Relationships L. Connell and Community Development Officer L. Spackman attended the meeting at 11.04am

**INFORMATION REPORTS**

**Communities**

**"Reflect" Reconciliation Action Plan - Progress Report - July 2021 to June 2022**

**Purpose:**

This report informs councillors of progress made on the "Reflect" Reconciliation Action Plan 2020-2021 during the period between 1 July 2021 to 30 June 2022.

**Resolution:**

Cr Moriarty moved and seconded by Cr Carpenter "That Central Highlands Regional Council receives the "Reflect" Reconciliation Action Plan 2020-2021 update for the period between 1 July 2021 to 30 June 2022."

**2022 / 09 / 28 / 017**

Carried (8-0)

**Attendance**

Coordinator Community Relationships L. Connell and Community Development Officer L. Spackman left the meeting at 11.31am  
Manager Customer Service R. Brosnan attended the meeting at 11.31am

**Customer and Commercial Services**

**Record of Proceedings - Community Consultation - Orion - 6 September 2022**

**Purpose:**

This report provides a record of proceedings from the Orion community consultation forum held at Orion Hall on 6 September 2022.

**Resolution:**

Cr Carpenter moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council receives the record of proceedings from the Orion community consultation forum held at Orion Hall on 6 September 2022 (subject to amendment to item two rates update and the capping) noting the following actions have been logged as a customer request (CRM):

1. Council to prioritise gravel resheeting for the summer grain harvest on Three Chain, Maxmoor and Yandina Roads. CRM 2022/152193.
2. Council to prioritise gravel resheeting for the summer grain harvest on Toonba Road. CRM 2022/152196.”

**2022 / 09 / 28 / 018**

Carried (8-0)

**Attendance**

Manager Customer Service R. Brosnan left the meeting at 11.43am.

**Chief Executive Officer**

**Local Government Association of Queensland Bush Councils Convention - Conference Report**

**Purpose:**

This report provides a summary of the Local Government Association of Queensland (LGAQ) 2022 Bush Councils Convention held in Barcardine, Queensland from 25 to 28 July 2022.

**Resolution:**

Cr Rolfe moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council receives the Chief Executive Officer’s report of the Local Government Association of Queensland 2022 Bush Councils Convention held in Barcardine, Queensland from 25 to 28 July 2022.”

**2022 / 09 / 28 / 019**

Carried (8-0)

**LATE AGENDA ITEMS**

Nil

**GENERAL BUSINESS**

*(Verbal matters raised by Councillors either as a question, acknowledgement)*

Cr Moriarty

- Congratulated the Yumba Bimbi staff and their talented team for the art exhibition that opened on Friday 23 September 2022. This exhibition will be open until 14 October 2022 in the Emerald Art Gallery.

**CLOSURE OF MEETING**

There being no further business, the Mayor closed the meeting at 11.57am.

CONFIRMED

MAYOR

DATE

UNCONFIRMED