

General Council Meeting

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

Wednesday, 8 July 2020
Commenced at 9.00am

COUNCIL MINUTES

CENTRAL HIGHLANDS REGIONAL COUNCIL

GENERAL MEETING OF COUNCIL

WEDNESDAY 8 JULY 2020

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MINUTES – GENERAL COUNCIL MEETING
HELD AT 9.00AM WEDNESDAY 8 JULY 2020 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL
CHAMBERS, EMERALD OFFICE

PRESENT

Councillors

Councillor (Crs) Kerry Hayes (Mayor), Christine Rolfe (Deputy Mayor)
Councillors (Crs) Charles Brimblecombe, Joseph Burns (attended via skype at 9.12am), Anne Carpenter,
Natalie Curtis, Megan Daniels, Janice Moriarty and Gai Sypher

Officers

Chief Executive Officer Scott Mason, General Manager Communities John McDougall, General Manager
Corporate Services Margaret Gatt, General Manager Infrastructure and Utilities Gerhard Joubert and
Minute Secretary Marnie Wills

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

Attendance

General Manager Infrastructure and Utilities G. Joubert attended the meeting at 9.04am

OPENING PRAYER

Pastor Stephen Gellatly from the Baptist Church delivered the opening prayer.

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: 24 June 2020

Resolution:

Cr Moriarty moved and seconded by Cr Carpenter “That the minutes of the previous General Council Meeting held on 24 June 2020 be confirmed.”

2020 / 07 / 08 / 001

Carried (8-0)

Attendance

Cr Burns attended the meeting at 9.12am (via skype)

Special Budget Meeting: 30 June 2020

Resolution:

Cr Sypher moved and seconded by Cr Rolfe “That the minutes of the Special Budget Meeting held on 30 June 2020 be confirmed subject to minor amendments.”

2020 / 07 / 08 / 002

Carried (9-0)

BUSINESS ARISING OUT OF MINUTES

Nil

OUTSTANDING MEETING ACTIONS

Councillors reviewed the resolution register (meeting actions) update

REVIEW OF UPCOMING AGENDA ITEMS

Discussions were held regarding upcoming agenda items.

MATERIAL PERSONAL INTEREST, CONFLICT OF INTEREST, PERSONAL GIFTS AND BENEFITS

Nil

PETITIONS (IF ANY)

Nil

Attendance

Coordinator Communications A. Ferris attended the meeting at 9.15am (via skype)

DECISION ACTION REPORTS

Communities

Updated Media Relations Policy


Purpose:

This report presents the updated Central Highlands Regional Council Media Relations Policy for adoption.

Resolution:

Cr Moriarty moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council:

1. Rescind the current Media Relations Policy (CHRC0008); and
2. Adopt the proposed new Media Relations Policy (CHRCP0021) subject to amendment.”

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|  Central Highlands Regional Council | CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY | |
| | TITLE: Media Relations | POLICY REF NO: CHRCP: 0021 |

1. Policy Purpose

- 1.1. To set out Central Highlands Regional Council’s position in relation to the management of media relations.
- 1.2. This policy applies to all councillors, employees and contractors working for council regardless of whether they are permanent, temporary, full-time, or casual. For the purpose of this policy, the term ‘contractor’ includes on-hired temporary labour services

(agency staff) and sub-contractors.

- 1.3. The policy applies to all corporate media relations conducted on behalf of council.
- 1.4. This Media Relations Policy provides a framework for councillors and employees to confidently interact with representatives of the media to promote a fair, accurate and reliable exchange of information.

2. Policy Statement

- 2.1. Central Highlands Regional Council will ensure that its profile and reputation is enriched through its interaction with representatives of the media and the media activities it generates.
- 2.2. Media releases will be prepared proactively and in response to media enquiries on various matters that will include, but are not limited to, approved policy, corporate decisions and clarification on corporate direction.

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|----------------------------|---------------------------------------------------------------------------------------------|
| Strategic Link | Central Highlands Regional Council Corporate Plan 2017-2022 Local Government Act 2009 |
| Category | Organisational Elected Members |
| Lead Business Unit | Communications |
| Public Consultation | No |
| Adoption Date | 8 July 2020 |
| Next Review Due | Every two years |
| Document Number | 946990 |
| Record Keeping | ECM, Vine and Council Website |
| Related Documents | Media Relations Guidelines (ECM1509576) |

2020 / 07 / 08 / 003

Carried (9-0)

Attendance

Coordinator Communications A. Ferris left the meeting at 9.35am
 Manager Governance J. Ngoroyemoto attended the meeting at 9.35am

Corporate Services

Office of the Chief Executive Officer Policy Review


Purpose:

To present policies for review and adoption in accordance with the Central Highlands Regional Council Policy Framework review schedule.

Resolution:

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

1. Adopt the proposed Councillors Confidentiality Policy (CHCRP0030) dated 8 July 2020; and
2. Adopt the proposed Councillors Briefing Sessions and Workshops Policy (CHCRP00023) dated 8 July 2020 subject to minor amendment.”

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|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------|
|  <p>Central Highlands Regional Council</p> | CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY | |
| | TITLE: Councillors Confidentiality Policy | POLICY REF NO <i>CHRCP: 0030</i> |

1.0 Policy Purpose

- 1.1 This policy provides guidance to councillors in complying with section 171(3) of the Local Government Act 2009 (LGA) regarding the proper handling of confidential information. The policy aims to assist Council in determining what might be considered confidential information and how this information should be handled.
- 1.2 This policy applies to confidential information held by Council and councillors.
- 1.3 Section 171 (3) of the LGA sets out provisions relating to the release of confidential information by councillors. It states:

A councillor must not release information that the councillor knows, or should reasonably know, is information that is confidential to the local government.

Note: a contravention of subsection (3) is misconduct.

2.0 Policy Statement

- 2.1 Councillors must use Council information in a way that promotes and maintains the public’s trust and confidence in the integrity of the local government.
- 2.2 This policy aims to support councillors in balancing the right and duty to inform the public and consult with constituents about Council business with the interest Council has in preventing disclosure of confidential information.
- 2.3 This policy does not override an individual councillor’s statutory obligations in respect of the use of information, nor does it override Council’s obligations under the LGA or any other legislation or subordinate legislation to disclose or publish information where this is required by law.

- 2.4 Council operates in an environment of public accountability in which it seeks to inform the public of issues under consideration and the nature of decisions made by Council and its committees. Therefore, information should ordinarily be released to the public unless there are compelling reasons which indicate that this is not in the public interest.
- 2.5 At the same time, Council is conscious of the need to handle Council information in a way that promotes and maintains the public's trust and confidence in the integrity of the local government.
- 2.6 It is accepted that councillors will be in receipt of confidential information that may or may not be part of a formal Council meeting. It is Council's responsibility to ensure that such information is treated confidentially, so as not to harm, prejudice or compromise the interests of Council or any individual or organisation, or enable any individual or organisation to gain a financial advantage.
- 2.7 Whilst endeavouring in the interests of public accountability to limit the number of matters which are considered in confidential sessions, Council acknowledges that it is appropriate to consider certain matters in closed meetings.

Confidential Information

- 2.8 The following types of information shall be deemed to be confidential to Council unless or until Council resolves to the contrary in a particular instance:
 - 2.8.1 Commercial in confidence information – including where the release of information would affect a third party's competitive advantage; this is particularly relevant in a competitive tender situation;
 - 2.8.2 Information obtained from government departments or ministers that has been classified as confidential;
 - 2.8.3 Information of a personal nature or about personal affairs, for example the personal details of citizens, councillors or council staff;
 - 2.8.4 Information relating to a property disposal or acquisition process where release of the information may prejudice Council (see also section 171(1) and section 171A of the Local Government Act);
 - 2.8.5 Financial and legal analysis where the disclosure of that information may compromise Council or someone else or waive legal professional privilege;
 - 2.8.6 Information that could result in action being taken against Council for defamation;
 - 2.8.7 Information involving the provision of legal advice to Council or about a legal issue or a matter before a court, commission or tribunal;
 - 2.8.8 Information that is expressly given to councillors in confidence;
 - 2.8.9 Information that is given to Council or a Council employee in circumstances where the giver of the information imposes an obligation of confidence on Council or the employee;
 - 2.8.10 Information subject to a contractual obligation requiring Council to maintain confidentiality

over the information;

2.8.11 Information subject to an obligation in the Crime and Corruption Act 2001 to maintain confidentiality over the information;

2.8.12 Information subject to an obligation in the Public Interest Disclosure Act 2010 to maintain confidentiality over the information;

2.8.13 Information examined or discussed at councillor briefing sessions, unless the Chief Executive Officer declares that such information (or part thereof) is not confidential;

2.8.14 Information about:

2.8.14.1 The appointment, dismissal or discipline of employees;

2.8.14.2 Industrial matters affecting employees;

2.8.14.3 Council's budget;

2.8.14.4 Rating concessions;

2.8.14.5 Contracts proposed to be made by Council;

2.8.14.6 Starting or defending legal proceedings involving Council; and

2.8.14.7 Any action to be taken by the local government under the Planning Act 2016, including deciding an application made to it under that Act.

2.9 It is acknowledged that some of the above classes of information may need to be disclosed from time to time for legal proceedings, pursuant to a legislative requirement to make the information or document available for inspection and/or purchase (for example Schedule 22 of the Planning Regulation 2017 contains a list of material that local governments, assessment managers and referral agencies must keep available for inspection and/or purchase) or in accordance with the Right to Information Act 2009.

Release of Confidential Information

2.10 Any release of confidential information for any purpose to any person or organisation (other than those who are entitled to the information, such as other councillors or council staff) is a breach of section 171(3) of the LGA. Release includes:

2.10.1 Orally telling any person about the information or any part of the information;

2.10.2 Providing the original or a copy of documentation or any part of the documentation that is marked confidential; and


2.10.3 Paraphrasing – putting into your own words – any confidential information and providing that in writing or orally.

Breach of this Policy

2.11 A person may make a complaint about a breach by a councillor of section 171(3) by giving notice of the complaint to the Council's Chief Executive Officer. A breach of section 171(3) is "misconduct".

- 2.12 Allegations of misconduct must be referred to the Office of Independent Assessor by the Chief Executive Officer or by a councillor who becomes aware of the misconduct.
- 2.13 If the assessor decides that a councillor has breached section 171(3) of the Act, the assessor may make any one or more of the following orders or recommendations:
 - 2.13.1 Dismiss the complaint about the conduct of the councillor;
 - 2.13.2 If the assessor reasonably suspects the councillor's conduct is inappropriate conduct – refer the suspected inappropriate conduct to the local government to deal with; or
 - 2.13.3 If the assessor is reasonably satisfied the councillor's conduct is misconduct – make an application to the Councillor Conduct Tribunal about the conduct; or
 - 2.13.4 If the assessor is reasonably satisfied the councillor's conduct is inappropriate conduct and the conduct is connected to conduct of the councillor that the assessor is reasonably satisfied is misconduct—make an application to the Councillor Conduct Tribunal about the alleged misconduct and inappropriate conduct;
 - 2.13.5 Take no further action in relation to the conduct.
- 2.14 If the Councillor Conduct Tribunal decides that a councillor has breached section 171(3) of the Act, the Tribunal may make any one or more of the following orders or recommendations:
 - 2.14.1 Order that the councillor make a public admission that the councillor has engaged in misconduct or inappropriate conduct;
 - 2.14.2 An order reprimanding the councillor;
 - 2.14.3 An order that the councillor attend training or counselling to address the councillor's conduct;
 - 2.14.4 Order that the councillor pay to the local government an amount that is not more than the monetary value of 50 penalty units;
 - 2.14.5 Order that the councillor reimburse the local government for all or some of the costs arising from the councillor's misconduct or inappropriate conduct (or both);
 - 2.14.6 Order that the councillor is not to attend a stated number of local government meetings, up to a maximum of 3 meetings;
 - 2.14.7 Order that the councillor is not to act as the deputy mayor or a chair person of a committee of the local government for the remainder of the councillor's term
 - 2.14.8 Order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor;
 - 2.14.9 Order that the councillor forfeit an allowance, benefit, payment or privilege paid or provided to the councillor by the local government;
 - 2.14.10 Order that the councillor is to forfeit, for a stated period, access to equipment or a facility provided to the councillor by the local government; or
 - 2.14.11 A recommendation to the Minister that the councillor be suspended from office for a stated period or from performing particular functions of the office.

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|----------------------------|------------------------------------------------------------|
| Strategic Link | Local Government Act 2009 Right to Information Act 2009 |
| Category | Chief Executive Officer |
| Lead Business Unit | Governance |
| Public Consultation | No |
| Adoption Date | 8 July 2020 |
| Next Review Due | TBA |
| Document Number | ECM |
| Record Keeping | CHRC Website ECM Policies |
| Related Documents | Councillors Code of Conduct |

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|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------|
|  <p>Central Highlands Regional Council</p> | CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY | |
| | TITLE: Councillor Briefing Sessions and Workshops | POLICY REF NO <i>CHRCP: 00023</i> |

1.0 Policy Purpose

- 1.1 The purpose of this policy is to establish guidelines for the conduct of non-decision-making discussion forums, which creates an opportunity for:
- 1.1.1 Councillors and officers to discuss matters and obtain and exchange information; and
 - 1.1.2 Councillors to otherwise better inform themselves about:
 - (a) the implementation of previous decisions of Council;
 - (b) the ongoing operations of Council;
 - (c) matters raised which may be the subject of consideration at a Council meeting.

2.0 Policy Statement

- 2.1 The Councillor Briefing Sessions and Workshops Policy applies to all Councillors and employees of Council and is to be applied during all Council Briefing Sessions.
- 2.2 Transparent meeting procedures underpin representative democracy and ensure public confidence in Council's decision-making process. Councillor Briefing Sessions and workshops

are intended to provide a valuable opportunity to enhance the decision-making process by providing an opportunity for Councillors to ask questions and seek clarification of information prior to formal meetings.

- 2.3 This policy provides direction and leadership to Councillors and Council officers on the conduct and value of Councillor Briefing Sessions and Workshops.
- 2.4 This policy aligns with the State Government *Guidelines for the conduct of informal briefing sessions by local governments* and is consistent with the Local Government Principles identified in section 4 of the *Local Government Act 2009*.

3.0 Principles

- 3.1 The principle functions of Briefings Sessions are to:
 - 3.1.1 Share information (rather than for the purpose of debating issues or otherwise discharging Council's deliberative and decision-making functions);
 - 3.1.2 Provide officers with the opportunity to advise Councillors of their professional opinion on matters, including available options and recommendations;
 - 3.1.3 Provide Councillors with the opportunity to seek clarification on matters;
 - 3.1.4 Provide updates prior to a formal Council meeting;
 - 3.1.5 Provide an opportunity for the CEO and senior council officers to address any Councillor questions and provide additional background;
 - 3.1.6 Receive deputations from members of the community if the deputation is for an information session or to brief Councillors on a matter that does not require a decision to be made; and
 - 3.1.7 Receive presentations from external parties assisting Council.
- 3.2 Briefing Sessions provide the necessary background information to enable Councillors to more effectively discuss and debate complex issues during subsequent formal meetings.
- 3.3 A formal decision, or implied decision, must not be made at a Briefing Session.
- 3.4 Debate or discussion between Councillors which, directly or indirectly, results in consensus building must not to be conducted at a Briefing Session.
- 3.5 Councillors need to be aware of their responsibilities with regard to the *Local Government Act 2009* and its associated regulations and must refrain from consensus building or participating in the formation of decisions at Briefing Sessions.
- 3.6 Any matter requiring a Council decision that is canvassed in a Councillor Briefing Session or Workshop with Councillors must be reported by the responsible officer to a meeting of Council for determination.
- 3.7 The Briefing Sessions are not formal meetings of Council and are not open to the public unless otherwise invited.
- 3.8 Paragraph 3.9 applies if:
 - 3.8.1 a matter is to be considered or discussed at a Briefing Session; and
 - 3.8.2 the matter is not an ordinary business matter; and

- 3.8.3 a Councillor at the Briefing Session:
- (a) has a conflict of interest in the matter; or
 - (b) has a material personal interest in the matter.

3.9 The Councillor must inform the Briefing Session:

- 3.9.1 if the Councillor has a conflict of interest in the matter—about the Councillor’s conflict of interest in the matter; and
- 3.9.2. if the Councillor has a material personal interest in the matter—about the Councillor’s material personal interest in the matter.

3.10 If paragraph 3.9 applies to a matter to be considered or discussed at a Briefing Session or Workshop, the following information must be recorded by the CEO in respect of the Briefing Session:

- 3.10.1 the name of each Councillor who had a conflict of interest in the matter, including particulars of the conflict of interest of the Councillor in the matter;
- 3.10.2 the name of each Councillor who had a material personal interest in the matter, including particulars of the material personal interest of the Councillor in the matter.

3.11 Paragraphs 3.11.1 and 3.11.2 apply to a Councillor who has a material personal interest, real conflict of interest or perceived conflict of interest in a matter, other than an ordinary business matter.

- 3.11.1 the Councillor must not influence, or attempt to influence, either at a Briefing Session or otherwise, another Councillor to vote on the matter in a particular way at a meeting of Council or any of its committees.

- 3.11.2 the Councillor must not influence, or attempt to influence, a Council employee or a contractor of Council who is authorised to decide or otherwise deal with the matter to do so in a particular way.

4.0 Schedule

- 4.1 Briefing Sessions shall be held in accordance with the Council meeting calendar.
- 4.2 In the event of there being no business formally listed, the Briefing Session will not convene, and the Office of the CEO shall advise Councillors of the cancellation as soon as practicable.
- 4.3 The Mayor or CEO may call Briefing Sessions as necessary so that Councillors may be informed about emergent matters.
- 4.4 If a General Manager believes it is necessary to schedule a Briefing Session with Councillors outside of the scheduled Briefing Sessions, the General Manager shall inform the CEO who will liaise with the Mayor, to establish whether to call a Briefing Session.

5.0 Participants

- 5.1 Briefing Sessions are generally attended by all Councillors, the CEO (or a delegate of the CEO), the Executive Leadership Team, any managers or other officers who have an interest in an item on the agenda and any other relevant officers.
- 5.2 While no quorum is required for a Briefing Session, consideration should be given to the usefulness of holding the Briefing Session given the matters to be canvassed at the Session.
- 5.3 External persons may attend Briefing Sessions upon invitation from the Mayor or CEO. If an external person (for example a consultant, contractor or guest) is to be present at the Briefing Session, the person's name, title and company shall be included on the agenda.
- 5.4 An external person who will be attending a Briefing Session shall only be present at the Briefing Session during discussion of the agenda item for which their name appears next to on the agenda.

6.0 Chairperson

- 6.1 The Mayor shall chair the Briefing Sessions. In the event that the Mayor is not present, the Deputy Mayor shall chair the Briefing Session.
- 6.2 The Chairperson shall assume responsibility for the good governance and order of the meeting. The Chairperson is responsible for determining the order of business of the agenda.

7.0 Administration

- 7.1 A Councillor wishing to place an item on the agenda for a future Briefing Session may do so through;
 - 7.1.1 raising a matter at a briefing session for a future briefing session, or
 - 7.1.2 applying in writing to the CEO outside the briefing meeting forum.
- 7.2 Items raised through 7.1.1 and 7.1.2 will generally be actioned by the CEO within fifteen (15) business days before the day of the Briefing Session. This timeframe is to enable officers to provide the necessary background information and context to allow Councillors to have all of the relevant information available to them relating to the matter.
- 7.3 The CEO will notify the Councillor in writing as to the date determined for the matter to be canvassed at a Briefing Session within five (5) days of the Briefing Session being conducted unless the matter has otherwise already been dealt with or is in the process of being dealt with operationally.
- 7.4 The CEO will review submitted items from Councillors and determine if it is to be included on the agenda. If the item is not included on the agenda, the CEO will advise the relevant Councillor as to the reason/s why the item has not been included in the agenda at least five (5) working days before the Council Briefing Session is scheduled.
- 7.5 Any reports relating to the requested agenda item (if determined to be included), will include the following:
 - 7.5.1 The Councillor who has requested the report;
 - 7.5.2 Request from Councillor;
 - 7.5.3 Recommendation from Officer;

- 7.5.4 Supporting documentation for recommendations.
- 7.6 The CEO will ensure that all Councillor requests to place an item on the agenda for a Briefing Session are noted at an general council meeting, regardless of whether a Council resolution is required about the item or not. The report will note the Councillor who raised the matter, and the manner in which the request is being managed. This will be a standalone report that will identify, since the last meeting, matters Councillors have raised for inclusion in upcoming agendas and for each matter it will state whether it is on the current agenda, will come to a future agenda, has already been actioned or is being dealt with operationally.
- 7.7 For each Briefing Session agenda item, the agenda shall state the title of the item, the name of the officer who will lead the discussion, the time allotted to each agenda item and whether a presentation is attached.
- 7.8 Where (due to urgency or timing of availability of information) no briefing or agenda has been circulated prior to a Briefing Session, the responsible General Manager or the Chief Executive Officer shall distribute through CHRC Hub for all Councillors.
- 7.9 The agenda for a Briefing Session will be distributed at least two (2) days prior to the Briefing Session, unless paragraph 7.8 applies.
- 7.10 Briefing Session summaries must have a clear statement identifying the aims of the briefing. Such as:
- 7.10.1 Option 1 – Operation Action**
- This report is for the briefing of Councillors prior to the matter being dealt with operationally.*
- 7.10.2 Option 2 – Council Resolution Required**
- This report is for the briefing of Councillors prior to consideration of the matter at a future Council meeting.*
- 7.10.3 Option 3 – Seeking input from Councillors**
- (a) *This report is seeking to canvass options on [_____] issue; or*
- (b) *This report is seeking feedback with regard to [_____] issue; or*
- (c) *This report is seeking to identify any further clarification Council may require with regard to [_____] agenda item.*
- 7.11 Minutes of matters canvassed at a Briefing Session will not be recorded as Briefing Sessions are an informal meeting and no decisions are taken. However, the CEO may prepare a record of matters canvassed at each Briefing Session and may present the record to a meeting of Council in closed session which is convened subsequent to the Briefing Session.
- 7.12 Some matters raised during Briefing Sessions may be appropriately identified as confidential, however it is unnecessary and not best practice to have a 'blanket' policy which identifies all canvassed issues as confidential.
- 7.13 Council has a number of policies that set out legislative obligations and functions dealing with confidential Information.

8.0 Definitions

- 8.1 **Briefing Session** is a non-decision making forum convened by the CEO or Mayor that creates an opportunity for Councillors and officers to be informed about, and canvass, matters of proposed policy or other strategic issues, as well as providing a forum for Councillors to be made aware of, and informed about, issues of significance. Each Briefing Session must be used solely for the purpose of information sharing and not for the purpose of debating issues, building consensus positions or otherwise discharging Council's deliberative and decision-making functions.
- 8.2 **conflict of interest** has the meaning given in the *Local Government Act 2009*, section 175D, and includes a perceived conflict of interest and a real conflict of interest.
- 8.3 **material personal interest** has the meaning given in the *Local Government Act 2009*, section 175B.
- 8.4 **ordinary business matter** has the meaning given in the *Local Government Act 2009*, schedule 4.
- 8.5 **perceived conflict of interest** has the meaning given in the *Local Government Act 2009*, section 175E.
- 8.6 **real conflict of interest** has the meaning given in the *Local Government Act 2009*, section 175E.
- 8.7 **Workshop** is a specific event organised and conducted by or on behalf of the council or Chief Executive Officer to which members of council, staff and third parties have been invited and involves information sharing, discussion of matters, relationship building and not to discharge council deliberative and decision making process.

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|----------------------------|---------------------------------------|
| Strategic Link | CHRC Governance Framework |
| Category | Elected Members Organisational |
| Lead Business Unit | Office of the Chief Executive Officer |
| Public Consultation | No |
| Adoption Date | 8 July 2020 |
| Next Review Due | TBA |
| Document Number | TBA |
| Record Keeping | ECM, Vine and Council website |
| Related Documents | Councillors Code of Conduct |

2020 / 07 / 08 / 004

Carried (9-0)

Attendance

Manager Governance J. Ngoroyemoto left the meeting at 10.11am

Manager Airport S. Kloppers attended the meeting at 10.12am

Customer and Commercial Services

Emerald Airport Advisory Committee Meeting Minutes – 15 June 2020

Purpose:

The Emerald Airport Advisory Committee held their quarterly meeting on 15 June 2020. Items discussed during the committee meeting included a review of the terms of reference, workplace health and safety, financial update, operational matters and capital works projects.

Resolution:

Cr Sypher moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council endorse the minutes of the Emerald Airport Advisory Committee meeting held on 15 June 2020.”

2020 / 07 / 08 / 005

Carried (9-0)

Attendance

Manager Airport S. Kloppers left the meeting at 10.27am

Adjournment

Meeting adjourned at 10.28am for morning tea

Meeting resumed at 11.00am

Attendance

Cr Carpenter attended the meeting at 11.01am

Manager Airport S. Kloppers attended the meeting at 11.02am

CEO S. Mason attended the meeting at 11.03am

Emerald Saleyards Coordination Committee Meeting Minutes – 15 June 2020

Purpose:

The Emerald Saleyards Coordination Committee held their quarterly meeting on 15 June 2020. Items discussed during the committee meeting included a review of the terms of reference, election of committee chair, workplace health and safety, financial update, operational matters and capital works projects.

Resolution:

Cr Carpenter moved and seconded by Cr Curtis “That Central Highlands Regional Council endorse the minutes of the Emerald Saleyards Coordination Committee meeting held on 15 June 2020.”

2020 / 07 / 08 / 006

Carried (9-0)

Attendance

Manager Airport S. Kloppers left the meeting at 11.12am

Infrastructure and Utilities

Queensland Resilience and Risk Reduction Funding

Purpose:

Applications for the Queensland Resilience and Risk Reduction Fund (QRRRF) are now open.

This report seeks Council endorsement of the prioritised list of eligible projects that will be submitted as applications to the QRRRF by the due date of 24 July 2020.

The first two projects listed are currently fully funded, mature (shovel ready) in the Central Highlands Regional Council adopted 2020-2021 Budget. The third is seeking funding to progress planning, survey, concept design and hydraulic modelling to define flood mitigation benefits.

The proposed upgrade to the existing SunWater Sirens will be by means of Council funding co-location of voice over communication activation capability on their (third party) assets, with well-defined benefits to Council's existing disaster management, incident control and response capability.

Resolution:

Cr Sypher moved and seconded by Cr Daniels "That Central Highlands Regional Council endorse the following eligible projects for applications under the Queensland Resilience and Risk Reduction Fund, with the commitment to 50% matching project funding if successful:

1. Emerald Early Warning Sirens - Upgrade existing SunWater Sirens through the co-location of voice over communication activation capability, on third-party infrastructure at an estimated project budget of \$150,000; and
2. Central Highlands Early Warning Network - ALERT Flood Network Improvements with an estimated project budget of \$266,000.

2020 / 07 / 08 / 007

Carried (9-0)

Resolution:

Cr Brimblecombe moved and seconded by Cr Daniels "That Council be provided with a report of regional flood mitigation project priorities."

2020 / 07 / 08 / 008

Carried (9-0)

Attendance

Manager Safety and Wellness G. Westerberg attended the meeting at 11.32am
Minute Secretary M. Wills left the meeting at 11.44am

INFORMATION REPORTS

Chief Executive Officer

Bimonthly Safety and Wellness Update

Purpose:

This report provides a summary of Central Highlands Regional Council's health and safety performance. The purpose of the information provided is to highlight to council any issues, risks and opportunities impacting the safety and health of workers at council.

Resolution:

Cr Curtis moved and seconded by Cr Carpenter "That Central Highlands Regional Council receive the Bi-Monthly Safety and Wellness report for the period ending 30 June 2020."

2020 / 07 / 08 / 009

Carried (9-0)

Attendance

Manager Safety and Wellness G. Westerberg left the meeting at 11.45am
Minute Secretary M. Wills returned to the meeting at 11.46am

CLOSED SESSION

Into Closed Session

Resolution:

Cr Daniels moved and seconded by Cr Rolfe “That Council close its meeting to the public in accordance with Section 275 (1) (h) of the Local Government Regulation 2012 and that Council staff involved in the closed discussions remain in the room.”

2020 / 07 / 08 / 010

Carried (9-0)

The meeting was closed at 11.47am

Attendance

Manager Planning and Environment K. Byrne and Coordinator Environmental Health G. Atherfold attended the meeting at 11.47am

Environmental Quarterly Compliance Update

Attendance

Coordinator Environmental Health G. Atherfold left the meeting at 12.01pm
Manager Planning and Environment K. Byrne left the meeting at 12.13pm
General Manager Corporate Services M. Gatt left the meeting at 12.32pm
General Manager Corporate Services M. Gatt returned to the meeting at 12.34pm

Meeting with Department of Transport and Main Roads - 22 June 2020

Out of Closed Session

Resolution:

Cr Rolfe moved and seconded by Cr Brimblecombe “That the meeting now be re-opened to the public.”

2020 / 07 / 08 / 011

Carried (9-0)

The meeting was opened at 1.15pm

Environmental Quarterly Compliance Update

Purpose:

This report provides Council with a status update on current compliance related matters associated with Central Highland Regional Council’s major Environmentally Relevant Activities (ERA).

Resolution:

Cr Curtis moved and seconded by Cr Moriarty “That Central Highlands Regional Council receive the Environmental Quarterly Compliance Update report.”

2020 / 07 / 08 / 012

Carried (9-0)

Meeting with Department of Transport and Main Roads - 22 June 2020

Purpose:

The purpose of this report is to provide Council with an update a recent meeting held between Central Highlands Regional Council (CHRC) and Department of Transport and Main Roads (DTMR) on 22 June 2020.

Resolution:

Cr Burns moved and seconded by Cr Rolfe “That Central Highlands Regional Council receive and note the report.”

2020 / 07 / 08 / 013

Carried (9-0)

GENERAL BUSINESS

(Verbal matters raised by Councillors either as a question, acknowledgement and or additional follow-up by officers)

Cr Rolfe

- Raised concerns regarding the telstra signal strength and reliability of service within the region, and confirmed that this is not about communications blackspot.

Telstra Telecommunication Concerns

Resolution:

Cr Rolfe moved and seconded by Cr Curtis “That Central Highlands Regional Council register its concerns with Telstra regarding telecommunication service reliability and signal strength, which is impacting our region, inhibiting business, education, safety and liveability.”

2020 / 07 / 08 / 014

Carried (9-0)

Cr Daniels

- Requested an update on the dump point and standpipe project between Rubyvale and Sapphire

Cr Moriarty

- Enquired on the status on the recruitment of the economic recovery position and if there could be regular updates to Councillors
 - *Mayor provided a verbal update to Councillors to this advising that CHDC are progressing this initiative*

Cr Brimblecombe

- Enquired on roads maintenance and the impact from the drought. Is there any other way that roads maintenance can be completed to ensure that there are no emergent road safety conditions concerns?

CLOSURE OF MEETING

There being no further business, the Mayor closed the meeting at 1.25pm.

CONFIRMED

MAYOR

DATE