

## **General Council Meeting**

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

**Wednesday, 11 May 2022**  
**Commenced at 9.00am**

**COUNCIL MINUTES**

**CENTRAL HIGHLANDS REGIONAL COUNCIL**

**GENERAL MEETING OF COUNCIL**

**WEDNESDAY 11 MAY 2022**

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**MINUTES – GENERAL COUNCIL MEETING**  
**HELD AT 9.00AM WEDNESDAY 11 MAY 2022 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, Anne Carpenter, Natalie Curtis, Megan Daniels, Janice Moriarty

**Officers**

Chief Executive Officer Sharon Houlihan, General Manager Communities John McDougall, General Manager Corporate Services Margaret Gatt, General Manager Customer and Commercial Services Michelle Webster, General Manager Infrastructure and Utilities Jason Hoolihan and Minute Secretary Marnie Wills

**APOLOGIES**

Cr Gai Sypher

***Resolution:***

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

**2022 / 05 / 11 / 001**

Carried (8-0)

**LEAVE OF ABSENCE**

***Resolution:***

Cr Moriarty moved and seconded by Cr Burns “That a leave of absence be granted for Councillor Natalie Curtis for the General Council Meetings scheduled for 25 May 2022 and 15 June 2022.”

**2022 / 05 / 11 / 002**

Carried (8-0)

**Attendance**

General Manager Customer and Commercial Services M. Webster attended the meeting at 9.02am

**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.

**OPENING PRAYER**

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

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**General Council Meeting: 27 April 2022**

***Resolution:***

Cr Brimblecombe moved and seconded by Cr Curtis “That the minutes of the previous General Council Meeting held on 27 April 2022 be confirmed, subject to a minor amendment (vote count for resolution 2022/04/27/012 was recorded incorrectly as 4-2 and was actually 5-2).”

**2022 / 05 / 11 / 003**

Carried (8-0)

Attendance

Manager Planning and Environment K. Byrne and Senior Planner Strategic Land Use S. Ronnfeldt attended the meeting at 9.10am

**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.

**PETITIONS (IF ANY)**

Nil

**CONFLICT OF INTEREST**

No conflicts of interest were declared.

**DECISION ACTION REPORTS**

**Communities**

**Regional Economic Development Incentive (REDI) Application - Ivy Anderson Home - 30 Woodbine Street, Springsure**

**Purpose:**

This report evaluates an application under the Regional Economic Development Incentive lodged by the Ivy Anderson Home Committee Incorporated for an approved retirement and residential care facility at 30 Woodbine Street, Springsure more accurately described as Lot 2 on RP604210 and seeks council approval of a total incentive refund amount of \$78,912.50 which includes a 70% reduction of infrastructure charges (\$78,186.50) and a Development Compliance Certificate valued at \$726.00.

**Resolution:**

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

1. Approves the Regional Economic Development Incentive application associated with development application MCU014.2-2015 for a Material Change of Use – Retirement facility and Residential care facility (nine units and ancillary facilities) for Ivy Anderson Home Committee Incorporated over Lot 2 on RP604210 for a total incentive refund amount of \$78,912.50 which includes a 70% reduction of infrastructure charges at 78,186.50 and a Development Compliance Certificate valued at \$726.00.
2. Requires that the applicant must claim the payment by 30 June 2024.”

**2022 / 05 / 11 / 004**

**Carried (8-0)**

Attendance

Senior Planner Strategic Land Use S. Ronnfeldt left the meeting at 9.22am  
Principal Project Advisor M. Bradley-Woods attended the meeting at 9.22am

Attendance

General Manager Corporate Services M. Gatt left the meeting at 9.33am and returned at 9.35am

**Central Highlands Regional Council Gemfields Planning Study - Next steps**

**Purpose:**

The Gemfields planning study is a project that has public commitment from council and from the Queensland Government. The purpose of this report is to seek council's endorsement to establish two project groups to contribute to an appropriate governance framework to support the planning study and to ensure appropriate councillor representation on the proposed groups.

**Resolution:**

Cr Burns moved and seconded by Cr Brimblecombe "That Central Highlands Regional Council:

1. Endorses the establishment of the Central Highlands Gemfields Planning Study Project Steering Group.
2. Endorses the establishment of the Central Highlands Gemfields Planning Study Community and Stakeholder Project Reference Group.
3. Notes the draft terms of reference for the following:
  - a. Central Highlands Gemfields Planning Study Project Steering Group
  - b. Central Highlands Community and Stakeholder Project Reference Group
4. Delegates authority to the chief executive officer to finalise and approve the terms of reference following engagement with the committees' memberships, once established.
5. Appoints up to three councillors, Mayor Hayes, Councillors Daniels and Moriarty to the Central Highlands Gemfields Planning Study Project Steering Group.
6. Appoints up to two councillors, Councillors Sypher and Rolfe to the Central Highlands Gemfields Planning Study Community and Stakeholder Project Reference Group.
7. Endorses to prepare and release a formal expression of interest campaign seeking nominations from community and stakeholder representatives to form part of the Central Highlands Gemfields Planning Study Community and Stakeholder Project Reference Group."

**2022 / 05 / 11 / 005**

Carried (8-0)

Attendance

Principal Project Advisor M. Bradley-Woods left the meeting at 9.43am

Principal Planner Development and Assessment R. McDonald attended the meeting at 9.43am

**DA012-2022 - Reconfiguring a Lot: Subdivision (1 Lot into 2 Lots) - Lot 2 SP314257 - 1 Mulga Street Blackwater**

**Purpose:**

This application seeks approval for a Priority Development Area (PDA) Development Permit for Reconfiguring a Lot for Subdivision (1 into 2 Lots) at 1 Mulga Street, Blackwater, properly described as Lot 2 SP314257. The lot is located in the Blackwater Priority Development Area (PDA) Open Space Zone and contains the Blackwater Golf Course.

The proposal seeks to subdivide the allotment into two whereby existing built form associated with the golf course will be within Lot 3 and the remainder of open space and course itself will be within Lot 2.

The land is owned by council and accordingly, under our planning decision-making framework, is required to be brought to council for approval of the development permit.

The application is PDA Assessable Development which does not require public notification and, following a comprehensive assessment detailed in this report, is recommended to be approved subject to reasonable and relevant conditions.

**Resolution:**

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

1. Approves the development application within a Priority Development Area for a Development Permit for Reconfiguring a Lot for Subdivision (1 into 2 Lots) on land located 1 Mulga Street, Blackwater, more accurately described as Lot 2 SP314257, subject to the conditions of approval.
2. Levies a charges notice in accordance with section 116G of the *Economic Development Act 2012*.
3. The conditions of approval are as follows:

Approved Plan

Document Name	Version	Date	Prepared by
Proposed Subdivision Lot 2 on SP314257	-	31/3/22	Murray & Associates
Proposed Subdivision Lot 2 on SP314257 (Lot 3 detail)	-	10/02/22	Murray & Associates

Conditions

**PLANNING PARAMETERS**

**1.1 Compliance with Approval**

- a) The Applicant is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Applicant.

**Timing:** At all times.

**1.2 Works – Applicants Expense**

- a) The cost of all works associated with the development and construction of the development including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider.

**Timing:** At all times.

**1.3 Damage to Council Assets and Services**

- a) The Applicant is required to have repaired any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may have occurred during any works carried out associated with the development. To the extent the damage is deemed to create a hazard to the community, it must be repaired immediately.

**Timing:** Prior to endorsement of the survey plan and at all times thereafter.

**1.4 Works – Design, Construction and Maintenance**

- a) Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.

**Timing:** Prior to endorsement of the survey plan and at all times thereafter.

**1.5 Endorsing or Release of Survey Plan**

- a) Undertake all below actions prior to Council endorsing or releasing the Survey Plan for this development:

- (i) All conditions attached to this development approval have been fulfilled;
- (ii) All outstanding rates and charges relating to the site have been paid;
- (iii) Where a condition requiring infrastructure upgrades or works has not been carried out to Council’s satisfaction, Council may accept a bond for the incomplete works. The bond must be 150% of the value of the works to be completed; and
- (iv) A statement demonstrating compliance with all conditions has been submitted to Council.

**Timing:** As specified within the wording of this condition.

**1.6 Plan Certification**

- a) Submit to Council certification from a Cadastral Surveyor that the lots have been created generally in accordance with the approved plans.

**Timing:** Prior to endorsement of Survey Plan.

## APPROVED PLANS AND DOCUMENTS

### 1.7 Approved Plans

- a) Undertake the approved development generally in accordance with the approved plans and supporting documents.

**Timing:** Prior to endorsement of the survey plan and at all times thereafter.

### 1.8 Conditions of Approval/Approved Plans

- a) Where there is a conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.

**Timing:** At all times.

## ENGINEERING WORK

### 1.9 Water and Sewerage

- a) Maintain the water supply connection and sewerage connection to proposed Lot 3.

**Timing:** At all times.

### 1.10 Crossovers

- a) Provide Lot 3 with a vehicular crossover in the crossover location shown on the approved plans, constructed in accordance with the *Capricorn Municipal Development Guidelines* Standard Drawing CMDG-R-042.

**Timing:** Prior to survey plan endorsement.

**Advisory Note:** An ‘Application to Carry Out Works in a Road Reserve’ must be submitted and approved by Council prior to the commencement of any access works.”

2022 / 05 / 11 / 006

Carried (7-1)

*Cr Moriarty requested that her vote be recorded against this motion*

### Attendance

Manager Planning and Environment K. Byrne and Principal Planner Development and Assessment R.

McDonald left the meeting at 9.56am

Manager Parks and Recreation L. Donlan attended the meeting at 9.56am

## Central Highlands Natural Spaces Advisory Group - Terms of Reference

### **Purpose:**

The purpose of this report is to propose the formation of the Central Highlands Natural Spaces Advisory Group in line with the attached terms of reference and to appoint three councillors to the advisory group.

### **Resolution:**

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

1. Endorses the establishment of the Central Highlands Natural Spaces Advisory Group and the proposed terms of reference.
2. Appoints up to three councillors, Councillors Daniels, Moriarty (chair) and Brimblecombe to the Central Highlands Natural Spaces Advisory Group.
3. Endorses a formal expression of interest campaign seeking nominations from community and stakeholder representatives to form part of the Central Highlands Natural Spaces Advisory Group.”

2022 / 05 / 11 / 007

Carried (8-0)

### Attendance

Manager Parks and Recreation L. Donlan left the meeting at 10.06am

Manager Governance M. Hoekstra attended the meeting at 10.07am

## Corporate Services

### Minutes - Audit Committee Meeting - 11 March 2022

#### **Purpose:**

This report provides a copy of the unconfirmed minutes of the Central Highlands Regional Council Audit Committee meeting held on 11 March 2022; and recommends that council receive the unconfirmed minutes of the meeting and note the recommendations and actions contained within the minutes. The minutes also include the results of a self-evaluation undertaken by the Audit Committee in accordance with the Committee’s Charter.

#### **Resolution:**

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

1. Receive the unconfirmed minutes of the Central Highlands Regional Council Audit Committee meeting held on 11 March 2022.
2. Note the recommendations and actions contained within the minutes, including the results of a self-evaluation undertaken by the Audit Committee in accordance with the Committee’s Charter.”

2022 / 05 / 11 / 008

Carried (8-0)

#### Attendance

Manager Governance M. Hoekstra left the meeting at 10.14am

Manager Customer Service R. Brosnan attended the meeting at 10.14am

General Manager Corporate Services M. Gatt left the meeting at 10.14am and returned at 10.19am

## Customer and Commercial Services

### Amended Community Consultation Schedule 2022

#### **Purpose:**

This report provides suggested amendments to the Community Consultation schedule 2022 for Comet and Orion forums.

#### **Resolution:**

Cr Moriarty moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council endorse the proposed amended dates for Comet and Orion community consultation forums as per the schedule:

#### Community Consultation dates

Area (date order)	Location	Day	Time	Date
Bauhinia Duaringa	Bauhinia Community Hall Duaringa Old Library	Tuesday	1.00pm 5.00pm	1 March 2022
Buckland/Tresswell	Buckland Recreation Hall	Wednesday	9.30am	16 March 2022
Blackwater	Blackwater Civic Centre	Wednesday	5.00pm	25 May 2022
Dingo Bluff	Dingo Community Hall Bluff Lions Hall	Thursday	10.00am 3.00pm	9 June 2022
Willows Bogantungan Anakie	Willows Recreation Hall Bogantungan Railway Anakie School of Arts Hall	Tuesday	9.30am 12.30pm 4.00pm	19 July 2022
Gindie	Gindie Tennis Club	Wednesday	4.00pm	20 July 2022
Sapphire Clermont/Rubyvale Road	Sapphire Multi-Purpose Centre Clermont/Rubyvale Road	Tuesday	9.30am 1.30pm	2 August 2022
Lochington	Lochington Recreation Centre	Thursday	12.30pm	4 August 2022
Rolleston/Toprain/Carnarvon	Rolleston Community Hall	Wednesday	9.00am	17 August 2022



Arcadia Valley	Arcadia Valley Recreation Hall		1.30pm	
Capella	Capella Cultural Centre	Wednesday	5.00pm	24 August 2022
Orion	Orion Recreation Hall	Tuesday	5.00pm	6 September 2022
Emerald	Emerald Town Hall	Wednesday	5.30pm	14 September 2022
Comet	Comet School of Arts Hall	Wednesday	5.30pm	21 September 2022
Springsure	Bauhinia Memorial Hall	Wednesday	5.00pm	26 October 2022”

2022 / 05 / 11 / 009

Carried (8-0)

Attendance

Manager Customer Service R. Brosnan left the meeting at 10.21am

**Chief Executive Officer**

**Developing Northern Australia Conference - 6 to 8 July 2022**

**Purpose:**

The 2022 Developing Northern Australia Conference is being held in Mackay from 6 to 8 July 2022.

This report is to determine councillors’ attendance at this conference.

**Resolution:**

Cr Curtis moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council be represented at the 2022 Developing Northern Australia Conference being held in Mackay from 6 to 8 July 2022 by Councillors Mayor Hayes, Rolfe, Carpenter and Sypher (to be confirmed).”

2022 / 05 / 11 / 010

Carried (8-0)

Attendance

Chief Executive Officer Central Highlands Development Corporation A. Bloemer attended the meeting at 10.25am

**INFORMATION REPORTS**

**Central Highlands Development Corporation**

**Central Highlands Development Corporation - Service Level Agreement - Quarter Three Update**

**Purpose:**

The purpose of this report is for Central Highlands Development Corporation to provide a quarterly update to Central Highlands Regional Council for the period of January 2022 to March 2022 in accordance with the service level agreement between Central Highlands Development Corporation and Central Highlands Regional Council.

**Resolution:**

Cr Moriarty moved and seconded by Cr Burns “That council receives Central Highlands Development Corporation’s quarterly update for the period of January 2022 to March 2022 in accordance with the service level agreement between Central Highlands Regional Council and Central Highlands Development Corporation.”

2022 / 05 / 11 / 011

Carried (8-0)

Attendance

Chief Executive Officer Central Highlands Development Corporation A. Bloemer left the meeting at 10.48am

**LATE AGENDA ITEMS**

**GENERAL BUSINESS**

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

Cr Rolfe

- Advised that due to the current wet weather, that the Royal Flying Doctor Service Buckland Day on Saturday 14 May 2022 may be postponed.

**CLOSURE OF MEETING**

There being no further business, the Mayor closed the meeting at 10.50am.

CONFIRMED

MAYOR

DATE

## Central Highlands Natural Spaces Advisory Group (CHNSAG)

### DRAFT Terms of Reference

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#### **1. PURPOSE**

The Central Highlands Natural Spaces Advisory Group (CHNSAG) promotes the involvement, engagement and collaboration of nature scientists, researchers, reserve users, stakeholders and the community in the management of the Central Highlands Regional Council's (council) nature reserves, refuges and parks of significance in the region including:

- Rifle Range Road Nature Refuge, Emerald
- Botanic Gardens, Emerald
- Gemfields Wetlands Reserve, Sapphire
- McKenzie Park, Duaringa
- Japanese Gardens, Blackwater
- Regional Significant Tree Register
- Any future parks of significance decided by CHRC from time to time.

This collaborative approach to park management is desirable in achieving council's vision of healthy, resilient and well-managed natural spaces that deliver benefits for local communities and regional visitors.

#### **2. OBJECTIVES**

The group brings together highly qualified and specialist individuals with diverse areas of expertise who are able to provide advice and guidance to council in responding to the challenges of council managing nature reserves, refuges and parks of significance, including:

- Providing advice and strategies on proper management using emerging best practices.
- Assessing the impact of housing and waste on the borders of reserves; building relationships with tertiary institutions to encourage and support formal studies;
- Continually monitoring the use of the spaces by various species;
- Providing advice on emerging environmental management practices (E.g., carbon and sewer mining); and
- Considering the impact of tourism and local use of the nature reserves, refuges and significant parks.

Group members will perform an advisory role engaging with Parks and Recreation staff to shape and guide the management of nature reserves, refuges and parks of significance, providing advice on relevant issues at a local and regional level and strengthening council's understanding of users interests and challenges.

#### **3. PRINCIPLES AND PROTOCOLS**

In order to develop and deliver on council's strategic objectives the group members must work in a collaborative manner in raising issues, concerns, agreeing on tasks and actioning tasks. Members recognise shared accountability and shared responsibility for success of the Group's objectives.

Attendance of at least three of the four meetings held (either in person or virtually) per year is mandatory for all members of the advisory group. When unable to attend, alternative arrangements such as apologies

and reports must be submitted prior to the meetings. Alternatively for absences over longer periods the Chairperson may grant a leave of absence. CHNSAG members shall share information to be discussed on the agenda, 7 days prior to the meeting thereby allowing fellow members time to consider the information.

#### **4. MEMBERSHIP, CHAIRPERSON, APPOINTMENTS AND VOTING**

Membership of CHNSAG shall consist of:

**Chairperson (voting rights):**

- Councillor, Central Highlands Regional Council (to be determined by council resolution)\*

**Core Members (voting rights):**

- Councillor, Central Highlands Regional Council (to be determined by council resolution) \*
- Councillor, Central Highlands Regional Council (to be determined by council resolution) \*
- General Manager Communities, Central Highlands Regional Council
- Manager Parks and Recreation, Central Highlands Regional Council
- Representative Infrastructure and Utilities, Central Highlands Regional Council
- Queensland State Government Representative (E.g., Department of Environment and Science)
- Indigenous Land Management Representative
- Maximum of four scientists, naturalists, representatives or other qualified specialists with experience relating to nature reserves.
- Maximum of two community members.

All other councillors are Ex-Officio members of the group, however, do not possess voting rights in the CHNSAG meetings

*\*All councillor Core Members present at the meeting or briefed following a missed meeting, must vote on any recommendations being made to council before they are submitted to council for consideration.*

Prospective representatives will be required to register an Expression of Interest (EOI) through a formal process led by council. Representatives will be required to answer questions and address selection criteria as part of the process. In December of each year, expressions of interest for two positions of a two-year term, beginning in January will be called for.

It is the intention to have a diversified and skilled advisory group. Applications received for positions other than the councillors, will be assessed according to the criteria. If sufficient EOI's are not received, positions will remain vacant (casual vacancy) for the remainder of the term. The group members may appoint a candidate to a casual vacancy at any time until the completion of the term of the vacant position. Councillor appointments will be determined through a general council meeting resolution.

#### **5. POWERS OF ADVISORY GROUP**

1. CHNSAG does not have the power to incur expenditure, instruct staff or carry out works.
2. CHNSAG makes recommendations to Council for their consideration.
3. Responsibility for day-to-day operational matters relating to the nature reserves, refuges and parks of significance resides with CHRC as per the management structure of council.

## **6. QUORUM**

The Quorum for CHNSAG will be 50% + 1 of the Core Members. If the Chair is unable to attend a meeting, another Councillor who is a Core Member will stand in.

## **7. MEETING FREQUENCY**

The frequency of these meetings shall be quarterly (every three months), unless otherwise determined by the Manager Parks and Recreation in consultation with the Chairperson. Meetings will be available through technology if required, however personal attendance is preferred.

## **8. AGENDA**

Discussion at CHNSAG meetings will be controlled through an agenda. Agenda items can be submitted for consideration by any member and should be submitted seven days before the meeting. After approval by the Chair, the agenda will be circulated to all members five days prior to the meeting.

## **9. CONDUCT OF MEETINGS**

CHNSAG will formulate and make recommendations in a majority decision-making approach to inform the decision-making framework of council and for strategic development.

## **10. RECORDING OF PROCEEDINGS**

Accurate and concise records of proceedings will be recorded at each meeting and all agreed actions should include the responsible person's name and action by date. The records of proceedings will be distributed to each member prior to the next meeting where they will be accepted as a true and accurate record at that meeting.

## **11. REPORTING**

Records of proceedings will be reported to the council's general council meeting by Manager Parks and Recreation and then made available to the public through council's website.

## **12. RESPONSIBILITIES OF GROUP CORE MEMBERS**

The responsibilities of the group Members are:

- Attend meetings in person or online where appropriate;
- Prepare and present reports as requested by the Chairperson;
- Assist with the development/review of strategies/policies to improve the sustainability and development of Nature Reserves; and
- Actively promote discussion within the community and source feedback.

## **13. ADMINISTRATIVE SUPPORT**

Central Highlands Regional Council will provide administrative support to the function of CHNSAG through:

- Preparation and distribution of agenda for meetings;
- Administrative arrangements for meetings;
- Ensures all records are maintained in council's record keeping systems;

- Ensures information is accessible to all group members;
- Records of proceedings of proceedings taken and distributed in a timely manner; and
- Ensure relevant information is placed on council's website in a timely manner and kept up to date.

## **14. CONDUCT PROTOCOLS FOR PARTICIPANTS**

All CHNSAG members are required to observe the provisions of council's:

1. Code of Conduct - Councillors
2. Code of Conduct – Staff, Volunteers and Community Representatives.

CHNSAG members, as well as other participants, are expected to observe the following protocols:

1. Be courteous to other participants, council staff and councillors
2. Help to create an environment that is free of harassment and discrimination
3. Protect the health, safety and welfare of yourself and others at meetings and related activities
4. Actively participate with the region's best outcomes in mind.

## **15. MODIFICATION OF TERMS OF REFERENCE**

The Terms of Reference may be altered by including the proposed modification on the agenda for a meeting.

In order for the modification to occur there needs to be an agreement between the CHNSAG members and approval to the change by Central Highlands Regional Council.

The Terms of Reference will be reviewed annually during the January to March quarter.