



General Meeting of Council

MINUTES

Meeting held in the Central Highlands Regional Council Chambers, Emerald Office

Monday 1st December 2008

Commenced at 9.00am

CENTRAL HIGHLANDS REGIONAL COUNCIL

GENERAL MEETING OF COUNCIL

MONDAY 1 DECEMBER 2008

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MINUTES – GENERAL MEETING

HELD AT 9.00AM MONDAY 1 DECEMBER 2008 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL CHAMBERS, EMERALD OFFICE

PRESENT

Councillors

Cr P. Maguire (Mayor).

Cr P. Bell AM, D. Brimblecombe, P. Bulger, K. Hayes, P. Haylock, G. Nixon, R. Rolfe & P. Schwarz.

Officers

CEO B. Ottone, D/CEO G. Frangos, GM Comm Serv C. Dziewicki, GM E&P P. Day, GM G&CS P. Brumley, GM Civil Ops B. Turner, GM Corp Services A. Brown, AEM – Capella K. Downey, AEM – Springsure A. Shaw, AEM – Blackwater D. Carroll, Manager Development Services L. Lankowski.

APOLOGY/LEAVE OF ABSENCE

Nil.

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

General Meeting : 24 November 2008

Resolution:

Cr Hayes moved and Cr Haylock seconded 'That the minutes of the above meeting, as printed and circulated to members, be adopted.'

Carried

Attendance

MEH C. Fraser entered the meeting at 9.06am.

Business Arising out of Minutes

Waste Management Contract

Resolution:

Cr Brimblecombe moved and Cr Haylock seconded 'That as part of the negotiations towards the waste management contract that the townships of Springsure and Rolleston which were not part of the original tender be now included and that appropriate arrangements and discussions be held with the current staff.'

Carried

Attendance

MES C. Fraser left the meeting at 9.14am.

MATERIAL PERSONAL INTEREST, GIFTS & BENEFITS

Nil.

COMMITTEE RECOMMENDATIONS/NOTES

Notes on the Arcadia Valley Community Consultation Meeting : 30 September 2008

Resolution:

Cr Hayes moved and Cr Nixon seconded 'That the notes of the above meeting, as printed and circulated to members, be received.'

Carried

Attendance

AEM – Blackwater D. Carroll entered the meeting at 9.15am.

Notes on the Toprain Community Consultation Meeting : 30 September 2008

Amendments:

It was requested that the following amendments to the above notes be recorded:

- Mr Ken Pickersgill should be **Mr Kevin Pickersgill**.
- Subject of “Kemare Quarry” should be “**Kenmare Quarry**”.
- Subject of “Kenmare Quarry” was introduced by **Mr Don Hutton**, not Mr Des Priddle.

Resolution:

Cr Brimblecombe moved and Cr Rolfe seconded ‘That the notes of the above meeting, as printed and circulated to members and with the above amendments recorded, be received.’

Carried

Notes on the Dingo Community Consultation Meeting : 27 October 2008

Resolution:

Cr Schwarz moved and Cr Hayes seconded ‘That the notes of the above meeting, as printed and circulated to members, be received.’

Carried

Notes on the Bluff Community Consultation Meeting : 27 October 2008

Resolution:

Cr Brimblecombe moved and Cr Nixon seconded ‘That the notes of the above meeting, as printed and circulated to members, be received.’

Carried

Notes on the Karramarra Community Consultation Meeting : 27 October 2008

Resolution:

Cr Nixon moved and Cr Rolfe seconded ‘That the notes of the above meeting, as printed and circulated to members, be received.’

Carried

Notes on the Bauhinia Community Consultation Meeting : 17 November 2008

Resolution:

Cr Bulger moved and Cr Hayes seconded ‘That the notes of the above meeting, as printed and circulated to members, be received.’

Carried

Notes on the Coomingleh Community Consultation Meeting : 17 November 2008

Resolution:

Cr Hayes moved and Cr Rolfe seconded ‘That the notes of the above meeting, as printed and circulated to members, be received.’

Carried

ENVIRONMENT & PLANNING SEGMENT

DEVELOPMENT MATTERS

Delegated & Permitted Development Applications

Resolution:

Cr Hayes moved and Cr Haylock seconded 'That the following Delegated Applications (6) and Permitted Development Application (1) be received:

Delegated Applications

Superseded Planning Scheme for the Shire of Emerald

D303/06 – Pilot Farm Holdings Pty Ltd – Pilot Farm Road, Emerald – ROL MOD – four (4) lots
TP026/08E – Des Skinner Plan Design & Drafting – Braeside Road, Emerald – MCU & ERA – Motor Vehicle Workshop

IPA Planning Scheme for the Shire of Emerald

D052/07 – Focused Property Group – Baker Street, Emerald – ROL MOD – fourteen (14) lots
TP048/08E – Mrs Tracey Geddes – 11 Douglas Street, Emerald – ROL – four (4) lots
TP050/08E – Keith Schelberg Family Super Fund – Cnr Capricorn Highway & Beezley Street, Emerald – MCU – Cabinet Making

IPA Planning Scheme for the Shire of Peak Downs

TP108/08C – Murray & Associates (QLD) Pty Ltd – 93 Burns Street, Capella – ROL – two (2) lots

Permitted Development

Superseded Planning Scheme for the Shire of Emerald

TP099/08E – Archie Lee – 28 Cunningham Drive, Emerald – MCU – Dual Occupancy'
Carried

Flood Levels

Resolution:

Cr Bell moved and Cr Nixon seconded 'That Council seeks legal advice in regards to development standards for flood levels for town planning and engineering purposes following the 2008 event.'

Carried

Penalty Unit Increase

Resolution:

Cr Bell moved and Cr Schwarz seconded 'That the Central Highlands Regional Council increases the monetary value of a "Penalty Unit" from seventy-five dollars (\$75.00) to one hundred dollars (\$100.00), for all offences against all Local Laws, within Council's jurisdiction.'

Carried

Acceptance of the General Manager – Environment & Planning's Report

Resolution:

Cr Haylock moved and Cr Hayes seconded 'That the General Manager – Environment & Planning's Report be received.'

Carried

Attendance

MDS Luke Lankowski left the meeting at 10.15am.

LATE AGENDA ITEM

GM Comm Serv C. Dziewicki declared an interest in this item in that a family member is employed by one of the Firms offering this service.

Policy – Employee Assistance Program

Resolution:

Cr Bell moved and Cr Brimblecombe seconded 'That Council adopts the attached Employee Assistance Program Policy.'

Carried

POLICY STATEMENT

- NUMBER:** Draft October 2008
- TITLE:** Employee Assistance Program
- SECTION AND POSITION:** Employee Services Department
- RELEVANT LEGISLATION:** None
- PURPOSE:** To provide staff and their families with access to counselling services.
- SCOPE:** All staff (subject to limitations in the Definitions section following)
- PREAMBLE:** Council recognises that staff may, from time to time, experience personal pressures at work or in private circumstances, which may adversely impact on their personal life and work performance. Examples of matters that may affect individuals include:
- Marital and family relationship problems
 - Interpersonal relationship difficulties
 - Emotional stress
 - Depression
 - Grief
 - Financial difficulties
 - Alcohol and drug misuse
 - Work related problems
 - Critical incidents
 - Medical conditions
- These problems may impact on the workplace in the following ways:
- Absenteeism
 - Lateness for work
 - Poor productivity
 - High staff turnover
 - Friction between employees
 - Accidents at the workplace

In recognition of Council's concern and responsibilities to its employees and to the community, Council has established an Employee Assistance Program (EAP).

This Program involves having available to employees and their immediate families a private organisation that is able to provide specialist counselling and advisory services on a totally confidential basis.

This service is not only to assist employees having problems but also to encourage those facing difficulties to seek support in order to avoid or minimise problems.

DEFINITIONS:

Employees of the Central Highlands Regional Council for the purpose of this policy include:

- All permanent staff including those employed part-time
- Casual and temporary staff who have either been working regularly or are expected to be working regularly for three (3) months or more.
- Trainees and apprentices who are employed or expected to be employed continuously by Council for three months or more.

Immediate family members for the purposes of this policy are the employee's spouse/partner and any children living under one roof with the employee or are fully dependent on the employee.

Senior Management Team shall mean the executive management team and area executive management team as determined by the Chief Executive Officer.

Employee Services Representative shall include the Manager Employee Services and Workplace Health and Safety Officers.

Authorised Representative shall mean any member of the Senior Management Team or Employee Services Representative.

POLICY:

Employee Assistance Program Provider

Council will contract with a private professional organisation to provide counselling services to staff and their immediate family members. If Council cannot obtain a satisfactory service and/or contract terms within the Central Highlands area, it will do its best to provide an alternative service.

The organisation contracted to provide this service may change from year to year depending on factors such as employee need, benefits, cost, availability, any feedback from staff and other Council requirements.

Council will seek advice from the EAP Provider annually and more frequently if appropriate, on any actions Council should undertake to reduce or eliminate any causes of employee problems in the workplace (without seeking to identify any individuals involved).

Assistance Available

The Employee Assistance Program is:

- Free to employees and members of their immediate family (as defined above and subject to limitations detailed below)
- Provided by a professional and competent organisation with qualified counsellors
- Able to assist with a range of personal and work related problems.
- Confidential

Council will pay for up to four (4) sessions for staff and/or immediate family members who require counselling to assist in resolving personal issues which are affecting or likely to affect employee work performance, health and well-being.

Should more than four (4) counselling sessions be required, the EAP Providers will be required to seek Council approval on a case-by-case basis. Approval will normally be expected to be given providing the counsellor confirms that extra sessions will be of benefit. If approval is not given then the employee will meet the cost for future sessions.

This approval process will not involve Council being informed of any names or details of cases.

If the nature of the problem is such that specialist professional help is considered desirable, the Program Provider's counsellor may refer persons seeking assistance to an appropriate resource. The cost of any secondary treatment is borne by the person seeking assistance.

Notwithstanding the above, the Chief Executive Officer may approve further counselling if he is convinced that this is necessary and is likely to resolve the difficulties. Payment for further case sessions to be negotiated between the Chief Executive Officer and the employee.

How to Obtain Counselling

Employees requiring this assistance (whether for them or their family members):

- Must advise either an Authorised Representative (Note that this is simply for authorisation of expenditure. No further information needs to be provided to these staff).
- Can either contact the EAP Provider direct and arrange counselling or, alternatively, may request an Authorised Representative to arrange counselling on their behalf.

The Authorised Representative must advise the Manager Employee Services of the request as soon as reasonably possible.

It is considered that all counselling is to take place in the staff member's own time (i.e. outside work hours, while on leave or taking a RDO). However, if appointments cannot be scheduled during this time frame then other appointments may be scheduled at the discretion of the CEO after consultation with the provider.

Where the staff member makes an appointment and does not attend the appointment, and the service provider still charges Council, it will count as one visit. Two (2) missed appointments may result in the withdrawal of the service to the employee/staff member or their direct family member as determined by the Chief Executive Officer or his delegate.

Confidentiality

Apart from the need for an Authorised Representative being aware of who is seeking counselling or any extension beyond four (4) sessions (in order to authorise expenditure), no information is required or kept by Council on the cause or nature of problems, number of sessions or the results.

The EAP Provider will not disclose any information to the Council other than:

- The name of the authorising officer, for payment purposes

- A report on the number of staff who have attended counselling

Feedback may be necessary regarding any areas of concern within the Council that may need to be addressed to prevent further problems, providing this does not identify individuals.

ADOPTED:

AMENDED:

DUE FOR REVISION:

Acceptance of the Deputy Chief Executive Officer's Report

Resolution:

Cr Haylock moved and Cr Nixon seconded 'That the Deputy Chief Executive Officer's Report be received.'

Carried

Adjournment

The meeting adjourned at 10.35am for morning tea with Debbie Gibson who celebrated her 20 years of service to Local Government on Sunday 30 November 2008. The meeting resumed at 11.10am.

GENERAL BUSINESS

Petition – Mining Lease ML70253

Resolution:

Cr Bulger moved and Cr Hayes seconded 'That Council is aware of the Willows Gemfields Progress Association Petition and it seeks clarification on all the issues raised by the Willows Gemfields community. Until such time as the Council and community receive appropriate advice and the community is given the opportunity to participate in a consultation process, Council objects to the further development of this mining lease.'

Carried

Affordable Housing Forum

Resolution:

Cr Bulger moved and Cr Nixon seconded 'That Council requests of Mike Myers his assistance with the preparation of a master plan for affordable housing in this Council area.'

Carried

Cr Brimblecombe:

- Wednesday 10/12/08 Capella State School Awards function, 6.30pm, Cr Hayes will attend.

Cr Schwarz:

- Possibility of town water being connected to residents of Codenwarra Road. Officers advised that this may happen when future development takes place in this area.

Cr Haylock:

- Signs required for exiting traffic from Caltex Roadhouse as vehicles are pulling out into Codenwarra Road without looking for oncoming traffic.

Cr Brimblecombe:

- Dust problems being experienced by Gindie State School from Graincorp grain depot. School and local growers will be contacting Council asking for letters of support.

Procurement

GM Corp Services Andrew Brown gave an update on the community seminar sessions which he & his staff have been conducting on “doing business with Council”.

Presentation by Santos

At 12.05pm Emma Hicks from Santos attended the meeting and provided a briefing on the Santos LNG Project Impact Statement.

Adjournment

The meeting adjourned for lunch at 1.27pm and resumed at 1.57pm.

CLOSED SESSION

Into Closed Session

Resolution:

Cr Haylock moved and Cr Rolfe seconded ‘That Council **moves into** Closed Session to discuss staff matters.’

Carried

Out of Closed Session

Resolution:

Cr Brimblecombe moved and Cr Schwarz seconded ‘That Council **moves out** of Closed Session.’

Carried

CLOSURE OF MEETING

There being no further business, the Mayor closed the meeting at 3.48pm.

CONFIRMED:

MAYOR

DATE