



General Meeting of Council

MINUTES

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

Tuesday 30 August 2016

Commenced at 2.00pm

CENTRAL HIGHLANDS REGIONAL COUNCIL

GENERAL MEETING OF COUNCIL

TUESDAY 30 AUGUST 2016

MINUTES CONTENTS

PRESENT	3
APOLOGIES	3
CONFIRMATION OF MINUTES OF PREVIOUS MEETING	3
LEAVE OF ABSENCE	3
Conflict of Interest, Personal Gifts and Benefits	4
Petitions (if Any)	4
COMMITTEE RECOMMENDATIONS / NOTES	4
Minutes of Meeting – Leadership and Governance Standing Committee Meeting: 10 August 2016	4
Minutes of Meeting – Finance and Infrastructure Standing Committee Meeting: 15 August 2016	4
Minutes of Meeting – Audit Committee Meeting: 8 August 2016	4
COMMUNITIES’ SECTION	5
Development Application - 4008/11 - Citricorp C/- Coyle Planning - Pilot Farm Road, Emerald.....	5
Report on the Planning Act 2016, Planning and Environment Court Act 2016 and Planning (Consequential) and Other Legislation Act 2016	9
CORPORATE SERVICES’ SECTION	10
July 2016 Financial Report	10
GOVERNANCE SECTION	10
Operational Plan 2015-2016 - Fourth Quarter Performance Report.....	10
CENTRAL HIGHLANDS DEVELOPMENT CORPORATIONS’ SECTION	10
Service Level Agreement - August Update.....	10
CHIEF EXECUTIVE OFFICER’ REPORT	11
Local Government Association of Queensland – 120th Annual Conference	11
Amended Meeting Date - December 2016	11
Christmas / New Year Office Closure	12
Australian Local Government Association - National Local Roads and Transport Congress 2016.....	12
LATE REPORTS	13
Application for New Liquor Licence - CQ Catering Services (Collis) Unit 1, 89 Clermont Street, Emerald- Edison’s Burgers	13
GENERAL BUSINESS	13
CLOSED SESSION	13
Blackwater Mine Worker’s Club Administration - Update	14
Blueprint for Efficiency Update	14
CLOSURE OF MEETING	15

MINUTES – GENERAL MEETING
HELD AT 2.00PM TUESDAY 30 AUGUST 2016 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL
CHAMBERS, EMERALD OFFICE

PRESENT

Councillors

Councillor (Crs) K. Hayes (Mayor), G. Godwin-Smith (Deputy Mayor)
Councillors (Crs) C. Brimblecombe, M. Daniels, D. Lacey, G. Nixon and C. Rolfe

Officers

Chief Executive Officer S. Mason, General Manager Communities B. Duke, General Manager Corporate Services J. Bradshaw, General Manager Infrastructure and Utilities G. Joubert, General Manager Commercial Services M. Webster, Executive Manager Governance M. Uren, Coordinator Communications A. Ferris, Minute Secretary M. Wills

APOLOGIES

Cr P. Bell AM (as previously granted)
Cr A. McIndoe

Resolution:

Cr Nixon moved and seconded by Cr Lacey “That an apology from Cr McIndoe be granted for today’s meeting.”

2016 / 08 / 30 / 001

Carried (7-0)

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

General Council Meeting: 15 August 2016

Resolution:

Cr Nixon moved and seconded by Cr Daniels “That the minutes of the previous General Meeting held on 15 August 2016 be confirmed.”

2016 / 08 / 30 / 002

Carried (7-0)

LEAVE OF ABSENCE

Resolution:

Cr Godwin-Smith moved and seconded by Cr Rolfe “That a leave of absence be granted for Cr Lacey for the meeting on 27 September 2016.”

2016 / 08 / 30 / 003

Carried (7-0)

Attendance

Senior Planning Officer J. Webster and Coordinator Planning and Development M. Huelin attended the meeting at 2.08pm.

Business Arising Out Of Minutes

Nil

Attendance

Senior Planning Officer J. Webster and Coordinator Planning and Development M. Huelin left the meeting at 2.09pm.

Outstanding Meeting Actions

Nil

Conflict of Interest, Personal Gifts and Benefits

Nil

Petitions (if Any)

Chief Executive Officer S. Mason tabled the following petitions:

1. Petition for Caravaners at the Gemseekers Caravan Park to have the free parking at Sapphire policed to 48 hours because it is in the middle of five caravan parks.
2. Petition for Caravaners at the Gemseekers Caravan Park to have get television reception.
3. We want TV reception at the Rubyvale Caravan Park.

Resolution

Cr Nixon moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council receive the petitions.”

2016 / 08 / 30 / 004

Carried (7-0)

COMMITTEE RECOMMENDATIONS / NOTES

Minutes of Meeting – Leadership and Governance Standing Committee Meeting: 10 August 2016

Resolution:

Cr Rolfe moved and seconded by Cr Lacey “That the minutes of the Leadership and Governance Standing Committee Meeting held on 10 August 2016 be endorsed.”

2016 / 08 / 30 / 005

Carried (7-0)

Minutes of Meeting – Finance and Infrastructure Standing Committee Meeting: 15 August 2016

Resolution:

Cr Rolfe moved and seconded by Cr Godwin-Smith “That the minutes of the Finance and Infrastructure Standing Committee Meeting held on 15 August 2016 be endorsed.”

2016 / 08 / 30 / 006

Carried (7-0)

Attendance

Coordinator Planning and Development M. Huelin and Senior Planning Officer J. Webster and attended the meeting at 2.14pm.

Minutes of Meeting – Audit Committee Meeting: 8 August 2016

Resolution:

Cr Brimblecombe moved and seconded by Cr Rolfe “That the minutes of the Audit Committee Meeting held on 8 August 2016 be endorsed.”

2016 / 08 / 30 / 007

Carried (7-0)

COMMUNITIES' SECTION

Development Application - 4008/11 - Citricorp C/- Coyle Planning - Pilot Farm Road, Emerald

Executive summary:

A request has been submitted to extend the relevant period of an approval for a Development Permit to Reconfigure a Lot: One (1) lot into one hundred and three (103) Lots and a Preliminary approval to Reconfigure a Lot into nine hundred and ninety four (994) Lots as part of a master planned residential community and six (6) Lots as parkland to be developed over 10 stages, this development is known as Highfields Estate. The applicant has requested an extension for a further ten (10) years.

Resolution:

Cr Brimblecombe moved and seconded by Cr Daniels "That the application for a Request to extend the relevant period of an approval for a Development Permit to Reconfigure a Lot: One (1) lot into one hundred and three (103) Lots and a Preliminary approval to Reconfigure a Lot into nine hundred and ninety four (994) Lots as part of a master planned residential community and six (6) Lots as parkland to be developed over 10 stages on land at Pilot Farm Road, Emerald described as Lot 2 on SP208196, is a dual request to extend the relevant period and change to the development approval and the request be **approved** on the basis of the following alterations to the development approval:

Omit condition 2 as detailed in Decision Notice dated 13 December 2012, which presently states:

2. AMENDED APPROVED PLAN

(Amendment 1 – 12 December 2012 – the Council acknowledges the Applicant's comments and amendments have been made to limit the review of the subdivision design with respect to battle axe allotments to Stage 3 only, as well as provide a more suitable timeframe for the Applicant to provide the amended plans to Council for review and endorsement).

The reconfiguration is to be carried out in accordance with an amended plan incorporating the following:

- The master plan and staging plan shall be amended to further reduce the number of allotments which utilise battle axe handles in Stage 3 only.
- The master plan and staging plan shall be amended to provide a road connection to Lot 32 on RP817499 to allow for possible development opportunity of the land.
- An appropriately designed truncation shall be provided (in accordance with Council's standards) at the right angled bend in Pilot Farm Road for the purpose of improving the alignment of the existing road and to accommodate the construction of the new road works. In this regard the layout of the subdivision must be amended to accommodate the proposed truncation. Details need to be provided for the Council's review and endorsement with the submission of the amended drawings.

Timing: Prior to the lodgement of Operational Works application for Stage 1.

Replace with:

2. AMENDED APPROVED PLAN

(Amendment 2 – 30 August 2016).

The reconfiguration is to be carried out in accordance with an amended plan incorporating the following:

- The master plan and staging plan shall be amended to further reduce the number of allotments which utilise battle axe handles in Stage 3 only.
- The master plan and staging plan shall be amended to provide a road connection to Lot 32 on RP817499 to allow for possible development opportunity of the land.
- An appropriately designed truncation shall be provided (in accordance with Council's standards) at the right angled bend in Pilot Farm Road for the purpose of improving the alignment of the existing

road and to accommodate the construction of the new road works. In this regard the layout of the subdivision must be amended to accommodate the proposed truncation. Details need to be provided for the Council's review and endorsement with the submission of the amended drawings.

- An amended lot layout for Stage 1 must be submitted whereby no lots achieve direct vehicle access to Pilot Farm Road.

Timing: Prior to the lodgement of Operational Works application for Stage 1.

Omit condition 3 as detailed in Decision Notice dated 13 December 2012, which presently states:

**3. GENERAL – CURRENCY PERIOD – DEVELOPMENT PERMIT STAGE 1 – 103 LOTS
(Amendment 1 – 12 December 2012 – date amended to reflect the time of decision for the
Negotiated Decision Notice).**

This approval has a currency period of four (4) years and will remain in force until 12 December 2016. Should the development not be completed within this timeframe this approval shall lapse and a new application will need to be made to Council, unless an approval has first been obtained for an extension of this period.

Timing: Prior to the release of Survey Plan.

Replace with:

**3. GENERAL – CURRENCY PERIOD – DEVELOPMENT PERMIT STAGE 1 – 103 LOTS
(Amendment 2 – 30 August 2016).**

~~This approval has a currency period of four (4) years and will remain in force until 12 December 2016. Should the development not be completed within this timeframe this approval shall lapse and a new application will need to be made to Council, unless an approval has first been obtained for an extension of this period.~~

The relevant period for this approval expires on 12 December 2021.

Timing: Prior to the release of Survey Plan.

Omit condition 19 as detailed in Decision Notice dated 13 December 2012, which presently states:

**19. INFRASTRUCTURE CHARGES
(Amendment 1 – 12 December 2012 – Revised wording of condition to provide a plain statement of
infrastructure charges and timing. The Adopted Infrastructure Charges Notice is to be updated to
reflect the changes made to Condition 19).**

(a) Development Permit Stage 1 – 103 lots

An infrastructure charge of \$1,322,932.00 for stage 1 must be paid. The rate has been calculated as follows:

AIC = C – D where:

AIC is the applicable infrastructure levied for the development

C is the applicable charge for trunk infrastructure networks to service the development; and

D is the discount for the trunk infrastructure networks servicing the premises.

Therefore:

C = \$12,844.00 per Lot x 103 Lots = \$1,322,932.00

D = \$0

AIC = \$1,322,932.00

Network	Charge	% of Total Charge
Sewer	\$617,176	43%
Water Supply	\$568,972	47%
Transport	\$136,784	10%
Public parks and community land	\$0	0%
Stormwater	\$0	0%
Discount	\$0	-
Total Calculated Charge	\$1,322,932	100%

Monetary contributions are subject to periodic review in line with Council's adopted construction price index and are payable at the rate calculated in the above tables but indexed in line with the adopted index at the date of payment.

Public Parks and Community Land network has not been charged as land for such purposes is to be dedicated to Council by the Developer.

Offsets have not been identified as part of this condition.

(b) Preliminary Approval – Stages 2 – 10 – 891 lots

Charges for the preliminary approved development (stages 2 to 10) shall be as follows and are calculated utilising the above method previously used and shall remain at this rate till four (4) years after the date of this negotiated decision notice. If any of all of stages 2 to 10 remain unfinished 4 years from the date of the negotiated decision notice the Applicant may pay any or all of the contributions for all or any part of stages 2 – 10 in advance and prior to the expiration of the 4 year period from the negotiated decision. Any stages completed or contributions unpaid outside of this timeframe are payable at the rate to be determined at the time of payment or in accordance with a future agreement.

Therefore:

$C = \$12,844.00 \text{ per Lot} \times 891 \text{ Lots} = \$11,444,004.00$

$D = \$0$

$AIC = \$11,444,004.00$

Network	Charge	% of Total Charge
Sewer	\$5,338,872	47%
Water Supply	\$4,921,884	43%
Transport	\$1,183,248	10%
Public parks and community land	\$0	0%
Stormwater	\$0	0%
Discount	\$0	-
Total Calculated Charge	\$11,444,004	100%

Timing:

(a) Payment of Infrastructure Charges prior to release of Survey Plan.

(b) Infrastructure Agreement to be finalised as part of the Operational Works application.

Advisory Note:

An Infrastructure Agreement will be required between the Developer and the Central Highlands Regional Council. This agreement will be finalised as part of an operational works application and will form part of this condition.

Replace with:

19. INFRASTRUCTURE CHARGES
(Deleted – 30 August 2016).

(a) Development Permit Stage 1 – 103 lots

An infrastructure charge of \$1,322,932.00 for stage 1 must be paid. The rate has been calculated as follows:

AIC = C – D where:

AIC is the applicable infrastructure levied for the development

C is the applicable charge for trunk infrastructure networks to service the development; and

D is the discount for the trunk infrastructure networks servicing the premises.

Therefore:

$C = \$12,844.00 \text{ per Lot} \times 103 \text{ Lots} = \$1,322,932.00$

$D = \$0$

$AIC = \$1,322,932.00$

Network	Charge	% of Total Charge
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Transport	\$136,784	10%
Public parks and community land	\$0	0%
Stormwater	\$0	0%
Discount	\$0	-
Total Calculated Charge	\$1,322,932	100%

Monetary contributions are subject to periodic review in line with Council's adopted construction price index and are payable at the rate calculated in the above tables but indexed in line with the adopted index at the date of payment.

Public Parks and Community Land network has not been charged as land for such purposes is to be dedicated to Council by the Developer.

Offsets have not been identified as part of this condition.

(b) Preliminary Approval – Stages 2 – 10 – 891 lots

Charges for the preliminary approved development (stages 2 to 10) shall be as follows and are calculated utilising the above method previously used and shall remain at this rate till four (4) years after the date of this negotiated decision notice. If any of all of stages 2 to 10 remain unfinished 4 years from the date of the negotiated decision notice the Applicant may pay any or all of the contributions for all or any part of stages 2 – 10 in advance and prior to the expiration of the 4 year period from the negotiated decision. Any stages completed or contributions unpaid outside of this timeframe are payable at the rate to be determined at the time of payment or in accordance with a future agreement.

Therefore:

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Public parks and community land	\$0	0%

Stormwater	\$0	0%
Discount	\$0	-
Total Calculated Charge	\$11,444,004	100%

Timing:

- (a) Payment of Infrastructure Charges prior to release of Survey Plan.
 (b) ~~Infrastructure Agreement to be finalised as part of the Operational Works application.~~

Advisory Note:

~~An Infrastructure Agreement will be required between the Developer and the Central Highlands Regional Council. This agreement will be finalised as part of an operational works application and will form part of this condition.~~

(b) That future development applications for Development Permits for Reconfiguring a Lot to subdivide the balance area of the site remaining after the development of Stage 1, approved in Council reference 4008/11 over Lot 2 on SP208196, be afforded a 50% discount in application fees, as calculated in the adopted fees and charges in place at the time of lodgement.

(c) That the site, Lot 2 on SP208196, remains in the General Residential Zone and the proposed zoning change to emerging community zone, as intended in the major amendment to the Central Highlands Regional Council Planning Scheme 2016, does not proceed.

2016 / 08 / 30 / 008Carried (7-0)Attendance

Senior Planning Officer J. Webster and left the meeting at 2.34pm.

Report on the Planning Act 2016, Planning and Environment Court Act 2016 and Planning (Consequential) and Other Legislation Act 2016

Executive summary:

This report provides an update on the State Government lead planning legislative reform which will commence on 3 July 2017 and an overview of the key changes under the new legislation with accompanying high level actions required to ensure that Council is ready for day one of the commencement of the new legislation.

Resolution:

Cr Nixon moved and seconded by Cr Lacey "That Central Highlands Regional Council proactively transition its strategic and operational functions, affecting the delivery of Planning Services, to be ready to operate on 'day one' of the *Planning Act 2016*. It is expected that this will include, but not be limited to the following:

- preparation of an Alignment Amendment to the latest version of the Planning Scheme;
- property and development online information system or equivalent available on Council's website;
- new internal systems and/or significant adaptation of the current systems with the view of innovation and improvement;
- application to the State government for access to the Innovation and Improvement Fund; and
- additional resources as required to competently undertake the transition."

2016 / 08 / 30 / 009Carried (7-0)Attendance

Coordinator Development and Planning M. Huelin left the meeting at 2.38pm
 Manager Finance S. Fogg attended the meeting at 2.38pm

CORPORATE SERVICES' SECTION

July 2016 Financial Report

Executive summary:

A Financial Report which summarises the financial performance and position of the Central Highlands Regional Council is presented to council each month to provide a snapshot on Council's financial performance. While this report complies with statutory obligations, it is also intended to provide additional information to keep Councillors informed in relation to relevant financial matters of Council.

Resolution:

Cr Godwin-Smith moved and seconded by Cr Lacey "That Central Highlands Regional Council receive the Monthly Financial Report for the month ended 31 July 2016."

2016 / 08 / 30 / 010

Carried (7-0)

Attendance

Manager Finance S. Fogg left the meeting at 2.53pm

General Manager Central Highlands Development Corporation attended the meeting at 3.01pm

General Manager Communities B. Duke left the meeting at 3.01pm

GOVERNANCE SECTION

Operational Plan 2015-2016 - Fourth Quarter Performance Report

Executive summary:

A local government must adopt a five year corporate plan and from that overarching document, create its annual budget and operational plan so that it is consistent with the corporate plan. Central Highlands Regional Council has done this and this report presents the Chief Executive Officers written assessment of the local government's progress towards implementing the annual operational plan for the period 2015/2016.

Resolution:

Cr Nixon moved and seconded by Cr Brimblecombe "That Central Highlands Regional Council adopt the Chief Executive Officers written assessment of Councils progress towards implementing the annual operational plan for the 2015/2016 period in accordance with section 174 of the Local Government Regulation 2012."

2016 / 08 / 30 / 011

Carried (7-0)

CENTRAL HIGHLANDS DEVELOPMENT CORPORATIONS' SECTION

Service Level Agreement - August Update

Executive summary:

The report provides an update on the Central Highlands Development Corporations activity for the month of August as required through the Service Level Agreement (SLA) performance requirements for the delivery of new and approved projects in addition to management and administration of the organisation.

Central Highlands Development Corporation (CHDC) works in collaboration with CHRC, stakeholders, businesses, the community and government to activate and accelerate sustainable and cohesive

responses through innovative and, entrepreneurial strategies that facilitate the opportunities to grow the regions potential and future sustainability.

Considered by Council

Attendance

General Manager Central Highlands Development Corporation left the meeting at 3.12pm

CHIEF EXECUTIVE OFFICER' REPORT

Local Government Association of Queensland – 120th Annual Conference

Executive summary:

The Local Government Association of Queensland (LGAQ) is the peak body for local government in Queensland. It is a not-for-profit association established solely to serve the state's 77 councils of which Central Highlands Regional Council is a member. Each year the LGAQ hold a conference that focuses on providing the most contemporary and forward-thinking information to its members with special content for regions of councils that face particular challenges.

The Conference rightly focuses on policy and opportunities to strategically influence and lobby both the Queensland and Australian Governments on issues such as regulatory devolution, grant programmes and funding initiatives. It's an opportunity to hear from our political leaders, learn about the latest innovative practices and most of all, to connect with other councils, large and small. This report recommends our continued support for this event.

Resolution:

Cr Nixon moved and seconded by Cr Godwin-Smith "That Central Highlands Regional Council be represented at the 120th Local Government Association of Queensland Annual Conference to be held at the Gold Coast from October 18 to 20, 2016 by its Mayor, Cr Kerry Hayes (delegate) and available Councillors along with Chief Executive Officer Scott Mason."

2016 / 08 / 30 / 012

Carried (7-0)

Community Consultation – Amended Meeting Date – Willows Gemfields and Bogantungan

Resolution:

Cr Lacey moved and seconded by Cr Brimblecombe "That the community Consultation Meeting at the Willows Gemfields and Bogantungan be moved from 18 October 2016 to 13 October 2016."

2016 / 08 / 30 / 013

Carried (7-0)

Amended Meeting Date - December 2016

Executive summary:

General Council Meetings and Standing Committee Meetings (Finance and Infrastructure Standing Committee and Communities Standing Committee) are conducted on the second and fourth Tuesday of the month and the Leadership and Governance Standing Committee Meeting is held on the second Wednesday of the month.

Traditionally there is only one Council Meeting session held in December. This report seeks approval to amend the meeting date for the Communities Standing Committee Meeting from Tuesday 27 December 2016 to Wednesday 14 December 2016.

Resolution:

Cr Nixon moved and seconded by Cr Rolfe “That Central Highlands Regional Council transfer the Communities Standing Committee meeting from Tuesday 27 December 2016 to Wednesday 14 December 2016 commencing at 2.00pm.”

2016 / 08 / 30 / 014

Carried (7-0)

Christmas / New Year Office Closure

Executive summary:

Council has traditionally closed its offices during the Christmas and New Year period. This reports seeks Council’s determination in regards to the close down period for 2016 / 2017.

Resolution:

Cr Brimblecombe moved and seconded by Cr Lacey “That all Council offices of the Central Highlands Regional Council be closed for the period Wednesday 28 December 2016 up to and including Monday 2 January 2017, reopening on Tuesday 3 January 2017, with the appropriate public notice and telephone answering service be provided ensuring residents and customers have an avenue for any emergent matters to be attended to.”

2016 / 08 / 30 / 015

Carried (7-0)

Australian Local Government Association - National Local Roads and Transport Congress 2016

Executive summary:

The Australian Local Government Association (ALGA) is the peak body for all local governments in Australia. It is a non profit organisation established solely to serve the 560 local government bodies in Australia. Each year the ALGA holds an annual conference that focuses on the local roads and transport networks.

The Roads Congress is an important opportunity to engage with the Government on how its policies will impact on the provision and maintenance of local roads, as well as the broader infrastructure and transport agenda. The Congress will feature national and international speakers and invitations have been extended to the Minister for Infrastructure and Transport, the Hon Darren Chester MP, the Minister for Local Government and Territories, Senator the Hon Fiona Nash, the Shadow Minister for Infrastructure, Transport, Cities and Regional Development, the Hon Anthony Albanese MP, as well as the Shadow Minister for Regional Services, Territories and Local Government, Mr Stephen Jones MP.

Resolution:

Cr Rolfe moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council be represented at the Australian Local Government Association National Local Roads and Transport Congress to be held at Toowoomba from 9 – 11 November 2016 by its Mayor Cr Kerry Hayes, Cr Rolfe, Cr Nixon and other Councillors should they express interest along with Chief Executive Officer Scott Mason.”

2016 / 08 / 30 / 016

Carried (7-0)

Attendance

Principal Planner S. Ronnfeldt attended the meeting at 3.31pm

LATE REPORTS

Application for New Liquor Licence - CQ Catering Services (Collis) Unit 1, 89 Clermont Street, Emerald- Edison's Burgers

Executive summary:

CQ Catering Services has made an application to allow liquor to be served at its premises at 89 Clermont Street, Emerald – also known as Edison's Burgers. If this licence is granted it would enable the holder to sell liquor for consumption on the where the principal activity is the provision of meals prepared and served to be eaten on the premises. Liquor may also be sold to patrons who are non-diners. The applicant has also indicated their intension to include a footpath dining area as part of their proposed licence area. They have requested a trading hour bracket of 10:00am to 12:00am Monday to Sunday. Council is given the opportunity to provide comment to the Office of Liquor and Gaming by 7 September 2016.

Resolution:

Cr Lacey moved and seconded by Cr Brimblecombe "That Central Highlands Regional Council endorse the application for a new liquor licence at Unit 1, 89 Clermont Street by not opposing the proposal."

2016 / 08 / 30 / 017

Carried (7-0)

Attendance

Principal Planner S. Ronnfeldt left the meeting at 3.34pm

GENERAL BUSINESS

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

Cr Lacey

Raised concerns with the way that Council communicates its discount on the rates notices and requested that Council reword our rates notices and the way that it is communicated improve incentives to pay.

Cr Brimblecombe

Provided an overview of the Communities Standing Committee Meeting that was held earlier today.

Attendance

Coordinator Communications A. Ferris left the meeting at 3.42pm
Coordinator Communications A. Ferris returned to the meeting at 3.43pm
Manager Water Utilities P. Manning attended the meeting at 3.46pm

CLOSED SESSION

Into Closed Session

Resolution:

Cr Nixon moved and seconded by Cr Daniels "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."

2016 / 08 / 30 / 018

Carried (7-0)

The meeting was closed at 3.47pm

Blackwater Mine Worker's Club Administration - Update

Attendance

Cr Godwin-Smith left the meeting at 4.59pm

Cr Godwin-Smith returned to the meeting at 5.06pm

Blueprint for Efficiency Update

Out of Closed Session

Resolution:

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

2016 / 08 / 30 / 019

Carried (7-0)

The meeting was opened at 5.37pm

Blackwater Mine Worker's Club Administration - Update

Executive summary:

The Administrators have handed responsibility back to the 'Board' of the Club under the Deed of Company Arrangement, and engagement and discussions are ongoing.

This information report is provided as an update as Council continues discussions with the Board and Administrators on progressing the recycled water project to the Blackwater Golf Club.

Considered by Council.

Blueprint for Efficiency Update

Executive summary:

With a new council elected in April 2016, and after a period of induction and on-boarding the new council an opportunity exists after the adoption of the initial budget to build a strong alignment between the organisation and the Council (Board) to ensure that outcomes can be optimised for the region. There has been a focus on efficiency and innovation for the organisation in recent communications and this report provides an outline on the benefits of developing a culture for the organisation that embeds these principles into 'the way the we do business' to ensure that service delivery is 'the best it can be' with the resources and constraints in our community.

Considered by Council.

CLOSURE OF MEETING

There being no further business, the Mayor closed the meeting at 5.37pm.

CONFIRMED

MAYOR

DATE