



General Meeting of Council

MINUTES

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

Tuesday 27 September 2016

Commenced at 2.00pm

CENTRAL HIGHLANDS REGIONAL COUNCIL

GENERAL MEETING OF COUNCIL

TUESDAY 27 SEPTEMBER 2016

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MINUTES – GENERAL MEETING

HELD AT 2.00PM TUESDAY 27 SEPTEMBER 2016 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL CHAMBERS, EMERALD OFFICE

PRESENT

Councillors

Councillor (Crs) K. Hayes (Mayor), G. Godwin-Smith (Deputy Mayor)

Councillors (Crs) P. Bell AM, C. Brimblecombe, M. Daniels, A. McIndoe, 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, Coordinator Communications, A Ferris, Senior Advisor M Grunsell, Minute Secretary S Cooper

APOLOGIES

Cr D Lacey

LEAVE OF ABSENCE

Resolution:

Cr Nixon moved and seconded by Cr Rolfe “That a leave of absence be granted for Cr D Lacey.

2016 / 09 / 27 / 001

Carried (8-0)

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

General Council Meeting: 13 September 2016

Resolution:

Cr Brimblecombe moved and seconded by Cr Godwin-Smith “That the minutes of the previous General Meeting held on 13 September 2016 be confirmed.”

2016 / 09 / 27 / 002

Carried (8-0)

Business Arising Out Of Minutes

Nil

Outstanding Meeting Actions

Cr Godwin Smith requested that the matter of Dingo Water Supply be followed up.

Conflict of Interest, Personal Gifts and Benefits

Nil

Petitions (if Any)

Nil

COMMITTEE RECOMMENDATIONS / NOTES

Minutes of Audit Committee Meeting – 5 September 2016

Resolution:

Cr Rolfe moved and seconded by Cr Brimblecombe “That the minutes of the Audit Committee Meeting held on 5 September 2016 be endorsed”.

2016 / 09 / 27 / 003

Carried (8-0)

Minutes of the Leadership and Government Standing Committee Meeting – 12 September 2016

Resolution:

Cr Godwin-Smith moved and seconded by Cr McIndoe “That the minutes of the Leadership and Governance Standing Committee Meeting held on 12 September 2016 be endorsed”.

2016 / 09 / 27 / 004

Carried (8-0)

Minutes of the Finance and Infrastructure Standing Committee Meeting – 13 September 2016

Resolution:

Cr Daniels moved and seconded by Cr Godwin-Smith “That the minutes of the Finance and Infrastructure Standing Committee Meeting held on 13 September 2016 be endorsed”.

2016 / 09 / 27 / 005

Carried (8-0)

COMMUNITIES' SECTION

Acceptance of Land Donation

Executive Summary:

The Central Highlands Development Corporation Board resolved at its Board Meeting of July 27, 2016 to present a report to the Central Highlands Regional Council regarding a land donation by Mr Carl Morawitz.

The parcel is described as Lot 6 on Registered Plan 895593, bordering the Capricorn Highway immediately East of the Emerald Township and the donor has offered to Council a portion of this land. In line with the donors' vision, the site has potential for the development and construction of a multi-purpose facility for the purposes of an Entertainment, Events and Evacuation Centre to service the Central Highlands region.

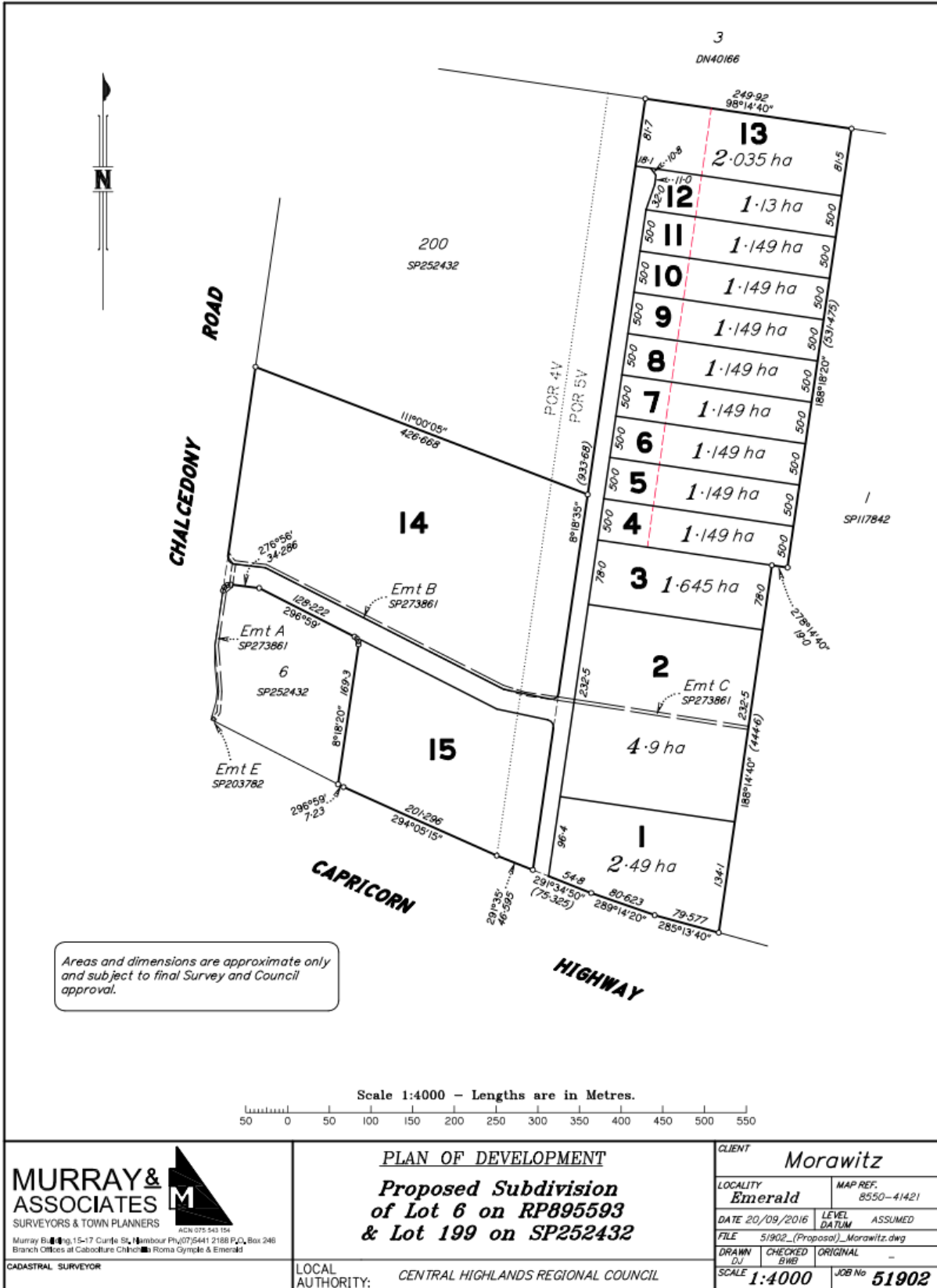
A previous report, concept sketches and preliminary design brief developed by Beat Architects was presented to Councils Strategy Forum held July 5, 2016.

Resolution:

Cr Bell moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council accept the donation of land by Mr Carl Morawitz described as Lot 2 and depicted on the map appearing below, which is a proposed subdivision of existing Lot 6 on Registered Plan 895593, located adjacent the Capricorn Highway East of the Emerald Township, for the purposes of constructing a multi-purpose facility for use as an events, entertainment and evacuation centre to service the Central Highlands region.

Further, that Council progress the transfer of title and the subdivision of identified land to its ownership; and that Council, in cooperation with its economic development agency, the Central Highlands Development Corporation, progress the facility planning and development in liaison with donor, Mr Morawitz.

Further again, that Council formally express its gratitude and thanks to Mr Morawitz for this most generous philanthropic donation and congratulate him for his foresight and concern for the future economic performance, cultural development and wellbeing of the Central Highlands region and its peoples.”



MURRAY & ASSOCIATES
SURVEYORS & TOWN PLANNERS
Murray Bldg, 15-17 Currie St, Nambour Ph: (07) 5441 2188 F.O. Box 248
Branch Offices at Caboolture Chinchilla Roma Gympie & Emerald
ACN 075 543 154
CADASTRAL SURVEYOR

PLAN OF DEVELOPMENT
Proposed Subdivision
of Lot 6 on RP895593
& Lot 199 on SP252432
LOCAL AUTHORITY: CENTRAL HIGHLANDS REGIONAL COUNCIL

CLIENT Morawitz	
LOCALITY Emerald	MAP REF. 8550-41421
DATE 20/09/2016	LEVEL DATUM ASSUMED
FILE 51902_(Proposal)_Morawitz.dwg	
DRAWN DJ	CHECKED BWB
SCALE 1:4000	ORIGINAL -
	JOB No 51902

Development Application - 4030/15 - Ausco Modular Pty Ltd C/- Flanagan Consulting

Executive Summary

Ausco Modular Pty Ltd seeks a Development Permit to establish a Non-resident Workforce Accommodation facility comprising of a total of two hundred and twelve (212) units, ancillary uses, car parking and bus stop, onsite sewerage treatment plant and water treatment (including water storage facilities). The proposed development is located at 568 Williamson Road, Jellinbah adjacent to Jellinbah Open Cut Coal Mine and south-west of Yarrabee Open Cut Coal Mine. The site comprises a total area of 6,164 hectares, while the proposed development will be limited to an area of 12 hectares and is accessed by Boonal Haul Road. The application and accompanying information was required to undertake a statutory period of public notification in accordance with the provisions of the *Sustainable Planning Act 2009* for a period of fifteen (15) business days from 14 March 2016 to 7 April 2016. As a result of the notification process six (6) submissions were received of which two (2) were identified as properly made and therefore, afforded appeal rights. The report is hereby presented to Council for consideration.

Resolution

Cr Nixon moved and seconded by Cr Godwin-Smith 'That the application for a Material Change of Use for Workers Accommodation comprising of a total of two hundred and twelve (212) units on land located at 568 Williamson Road, Jellinbah and described as Lot 50 on SP257934, Lot 43 on HT499, Lot 44 on HT517, Lot 47 on HT518, Lot 48 on HT519, Lot 42 on HT578, Lot 11 on LR103, Lot 12 on LR104, Lot 16 on LR124, Lot 17 on LR124, Lot 18 on LR124, Lot 14 on LR125, Lot 15 on LR125 and Lot 14 on SP156184, is **refused** on the following grounds:

1. The proposed development is inconsistent with the stated purpose of the Rural Zone, as outlined in the Rural Zone Code of the *Duaringa Shire Planning Scheme (Amendment No. 1) 2011*, specifically:

4.1.2(2)(c) Rural character, including rural and agricultural landscapes, is protected

- a. Council considers the development of the Workers Accommodation will detract from the established rural character of the Jellinbah area through the establishment of a land use of a size and nature that is incompatible with the existing rural development in this area, thereby conflicting with the intent of Overall Outcome (c) of the Rural Zone Code. The use is considered to impact on the existing rural character due to its scale, hours and days of operation, traffic generation, lighting and noise impacts.

4.1.2(2)(g) Non-rural uses such as recreational based uses, home based businesses, home host accommodation, educational or tourism related uses of a low intensity and scale, and extractive industry uses occur within the Zone only as appropriate to the character and amenity of surrounding land uses and areas and need for infrastructure where the Specific Outcomes are met.

- b. The proposed development is not a use considered to be appropriate for location within the Rural Zone, being of a scale and nature inconsistent with the Overall Outcome (h) of the Rural Zone Code and having potential to adversely impact upon local amenity due to its hours and days of operation, traffic generation, lighting and noise impacts. The proposed use is not appropriate considering the surrounding land uses in that it locates a large sensitive receptor in close proximity to two active coal mines and approved mining lease areas. The proposed development has not substantiated a demonstrated need for this type of infrastructure in the proposed location in that a total of 2,771 workers accommodation rooms are existing and an additional 1,693 rooms approved in the vicinity of the Blackwater area and as close as 31 kilometres from the proposed site. This proposed type of infrastructure, for an operational workforce, is best located in an urban area.
2. The proposed development is inconsistent with the stated purpose of the Caravan Park and Workers Accommodation Code of the *Duaringa Shire Planning Scheme (Amendment No.1) 2011*, specifically:

(2)(b)i. is provided in a manner that is of a high standard of health, safety and amenity for residents;

- a. The proposed development does not adequately:
- quantify or consider the offsite impacts of the two existing lawfully established Open Cut Coal Mines, operating 24 hours a day, 7 days a week, on the proposed development including but not limited to the effect of blasting, vibrations, dust, noise and lighting.
 - address the amenity of the occupants of the workers accommodation facility being protected from the adjacent transport haulage corridor associated with the Boonal Haul Road, a private road used primarily by the Coal Mines to transport coal from the Mine Site to the Coal Loading Facility;
 - address the safety of traffic generated by the proposed development on the Boonal Haul Road;
 - demonstrate offsite impacts of the adjacent Jellinbah Mine on the access to the workers accommodation. It is acknowledged that the Jellinbah Mine Lease Area is located over two sections of the Boonal Haul Road, which is the only access for the proposed development to the Capricorn Highway.

ii. is located where they best serve the accommodation needs of residents;

- b. Council considers this location inappropriate due to the offsite impacts of the existing lawful open cut coal Mines and major haulage route, with more suitable approved and existing workers accommodation in the Priority Development Area of Blackwater and the wider Blackwater area having high levels of servicing and amenity which have been supported by Yarrabee Coal Company Pty Ltd.

iii. is located and designed to be compatible with the locality in which they are situated; and

- c. The proposed development is defined as a residential use class and considered a sensitive receptor under the Planning Scheme. The proposal has not adequately demonstrated how the development will integrate with the existing lawful open cut coal Mines in the immediate locale without jeopardising the ongoing safe operations and future Mine expansions.

iv. does not adversely impact on the amenity of the area due to residential densities, traffic generation, hours of operation, built form, or associated on-site facilities.

- d. Council considers the development of the Workers Accommodation will detract from the established rural character of the Jellinbah area through the establishment of a land use of a size and nature that is incompatible with the existing rural development in this area, thereby conflicting with the intent of Overall Outcome (b)(iv) of the Caravan Park and Workers Accommodation Code. The use is considered to impact on the existing rural character due to its scale, hours and days of operation, traffic generation, lighting and noise impacts.

3. The proposed development is inconsistent with the stated purpose of the Economic Resources – Mining Resources Overlay Code of the *Duaringa Shire Planning Scheme (Amendment No.1) 2011*, specifically:

5.1.2(2)(b)(ii) Uses and works in the vicinity of mining tenements and within designated Key Resource Areas are compatible with, or incorporate mitigation from the impacts of, the extraction operations and haulage associated with the mineral resource; and

5.1.2(2)(b)(iii) Uses and works in the vicinity of mining tenements and designated Key Resource Areas do not compromise haulage routes or access routes servicing mining tenements and designated Key Resource Areas.

The proposed development does not adequately:

- quantify or considers the offsite impacts of the two existing lawfully established Open Cut Coal Mines, operating 24 hours a day, 7 days a week, on the proposed development including but not limited to the effect of blasting, vibrations, dust, noise and lighting.
- address the amenity of the occupants of the workers accommodation facility being protected from the adjacent transport haulage corridor associated with the Boonal Haul Road, a private road used primarily by the Coal Mines to transport coal from the Mine Site to the Coal Loading Facility;
- address the safety of traffic generated by the proposed development on the Boonal Haul Road;
- demonstrate offsite impacts of the adjacent Jellinbah Mine on the access to the workers accommodation. It is acknowledged that the Jellinbah Mine Lease Area is located over two sections of the Boonal Haul Road, which is the only access for the proposed development to the Capricorn Highway.

Council considers the development of the subject site for workers accommodation will negatively impact on the future and orderly development of the Key Resource Areas. The proposed development is considered a sensitive land use and will jeopardise the Overall Outcomes of the Economic Resources Overlay contained in section 5.1.2(2)(b) of the *Duaringa Shire Planning Scheme (Amendment No.1) 2011*.

4. The site proposed by the applicant for a workers accommodation village is inconsistent with the *Central Highlands Strategic Framework 2031*. The proposed site is removed from the preferred locations identified in this document for non-resident workforce accommodation on land located in or nearby existing townships such as Emerald, Comet, Springsure, Capella and Blackwater and it is considered that insufficient grounds for this deviation has been provided.
5. The proposed development is inconsistent with the *Central Highlands Regional Council Planning Scheme 2016* the proposed development cannot be supported without undermining the integrity of this Scheme.
6. Council considers that these conflicts cannot be adequately addressed through conditioning to mitigate the detrimental impacts to the rural character and amenity of properties in the Jellinbah area.
7. Council considers the most appropriate location for uses of this scale and nature is within close proximity of urban services, and not in a rural environment with minimal services.
8. Council considers that sufficient lands are available within the Priority Development Area of Blackwater to accommodate the proposed use, without impacting on the Rural character and amenity, or jeopardising the future and orderly development of key resource areas, and thus questions the need to locate this development on the subject land.
9. Council believes that this development fails to adequately meet all requirements of “Statutory Guideline 05/09 – Sufficient grounds for decisions that conflict with a relevant interest” to justify an approval, and considers that there is no urgent need that cannot be met within appropriately zoned lands such as the Blackwater Priority Development Area.
10. Council considers that the development is not in the public interest based on submissions received, individual and group representations and community concerns expressed with respect to the location of a workers accommodation village in the Jellinbah area.
11. This development if approved will jeopardise the future and orderly development of the large-scale non-resident workers accommodation precinct in the Blackwater Township.”

Development Application - 4130/12 - Orica Australia Pty Ltd C/- Groundwork Plus - Capricorn Highway, Goowarra

Executive Summary

A request has been submitted by Groundwork Plus on behalf of Orica Australia Pty Ltd to extend the relevant period of (and a subsequent request to change) an existing development approval for Material Change of Use: Workers Accommodation Facility (80 units); High Impact Industry (Major Hazard Facility) and associated Environmentally Relevant Activities on land located at Capricorn Highway, Dingo, described as Lot 1 on SP110093.

The applicant has requested a four (4) year extension to the relevant period. It is stated that Orica remains committed to the development however due to the number and cost of subsequent permits requiring to be obtained prior to commencement of the use and the downturn in the mining industry, additional time is required. The original approval was given a relevant period of four (4) years which allows the approval to remain in force until 10 April 2017.

An assessment of the request has been made against the *Sustainable Planning Act 2009* and the current laws and policies and it is considered appropriate to support an extension to the relevant period of the development approval.

Resolution:

Cr Bell moved and seconded by Cr Godwin-Smith "That the application for a Request to Extend the Relevant Period and a subsequent Request to Change an Existing Approval for Material Change of Use: Workers Accommodation Facility (80 units); High Impact Industry (Major Hazard Facility) including Environmentally Relevant Activity ERA No. 8(3)(a) and ERA No. 8(4) - Chemical Storage and ERA No. 63(1) - Sewage Treatment on land at "Hopevale" Capricorn Highway, Goowarra described as Lot 1 on SP110093, is **approved** subject to the following amended conditions:

Omit Condition 2 as detailed in the Decision Notice:

2. APPROVED USE

The use permitted as part of this approval is Workers Accommodation Facility (80 units) and High Impact Industry (Major Hazard Facility).

This approval has a currency period of four (4) years and will remain in force until 10 April 2017.

Should the development not be completed within this timeframe, this approval will lapse. A new application will need to be made to Council, unless an approval has been obtained for an extension of this period.

Timing:

Prior to commencement of use and to be maintained at all times thereafter.

Replace Condition 2 with:

2. APPROVED USE – AMENDMENT 1 – 27 SEPTEMBER 2016

The use permitted as part of this approval is Workers Accommodation Facility (80 units) and High Impact Industry (Major Hazard Facility).

This approval has a currency period of ~~four (4)~~ eight (8) years and will remain in force until ~~10 April 2017~~ 10 April 2021.

Should the development not be completed within this timeframe, this approval will lapse. A new application will need to be made to Council, unless an approval has been obtained for an extension of this period.

Timing:

Prior to commencement of use and to be maintained at all times thereafter”

2016 / 09 / 27 / 008

Carried on the Mayor's casting vote (5-4)

Development Application - 403.2016.7 - Travis Pty Ltd And Inplace Pty Ltd - Material Change Of Use: Accommodation Building And Worker's Accommodation - 21 Peak Downs Street, Capella

Executive Summary

The Capella Coach Inn has been operating as a motel with 83 units, a restaurant and manager's residence since 2007. It covers two (2) lots with the main building fronting the Gregory Highway and vehicular access via Slider and Abor Streets. The complex currently provides accommodation to holiday makers, tourists and business travellers. The owner seeks to include a non-resident workforce component into the facility to cater for persons requiring longer stays whilst working in the region across a range of sectors.

The existing use is defined under the *Peak Downs Shire Planning Scheme (Amendment 1 – 2011)* as Accommodation Building. Because an additional or alternate land use cannot be introduced to an existing approval, a new application is required in order to be able to offer accommodation under the definition of Worker's Accommodation.

It is proposed that 20% of rooms be made permanently available to the travelling public on any given night. No additional accommodation units are proposed, no new building works will be required and there will be no changes to the existing built form and scale in order to support the proposed use arrangements.

Although no submissions were received during the public notification period the proposal is presented for the consideration of Council in accordance with Policy Statement: Non-Resident Workforce Accommodation Policy (rescinded) and Council delegations.

This application was made and assessed under a superseded planning scheme in accordance with section 99 of the *Sustainable Planning Act 2009*.

Resolution:

Cr Brimblecombe moved and seconded Cr Bell That the application for Material Change of Use for an Accommodation Building (Motel – 83 units) and Worker's Accommodation from Cardno HRP c/- Travis Pty Ltd and Inpace Pty Ltd on land located at 21 Peak Downs Street and 4 Slider Street, Capella described as Lot 3 on SP203807 and Lot 4 on RP612634, be **approved** subject to the following conditions:

1. PARAMETERS OF APPROVAL

The development of the premises must comply with the provisions of the Council's Planning Scheme and Local Laws to the extent that they are not varied by this approval.

Timing: At all times.

2. APPROVED USE AND PLANS

The use permitted as part of this approval is Accommodation Building and Worker's Accommodation. The development is limited to a maximum of eighty three (83) units; 80% of which may be made available for Worker's Accommodation on any given night.

The use shall be carried out in accordance with the stamped approved plans and documentation as detailed in the following schedule and any amendments arising through conditions to this approval:

Document Name	Version	Date	Prepared by
Site Plan	A	25/06/07	James Riddell Architect
First Floor Plan	A	31/05/06	James Riddell Architect

3. RELEVANT PERIOD

The relevant period of this approval will expire on 27 September 2020.

Timing: As specified in the wording of the condition.

4. DECISION NOTICE AND APPROVED PLANS TO BE RETAINED ON-SITE

A copy of this decision notice and stamped approved plans/drawings must be retained on site at all times. This decision notice must be read in conjunction with the stamped approved plans to ensure consistency in construction, establishment and maintenance of approved works.

Timing: At all times

5. AMENITY – DRYING FACILITIES

Provision will be made for each unit to have access to a clothes drying facility that is screened from public view.

Timing: Prior to commencement of use and at all times once use has commenced.

6. AMENITY – SERVICE EQUIPMENT

All service equipment, including air conditioning units and pool pumps, must be located so as not to cause a nuisance to the occupants of adjoining and neighbouring premises. All mechanical plant must comply with the noise criteria below:

Mechanical Plant Noise Limits

Period	Time	Maximum noise limits at noise sensitive receiver (measured as LA90)
Day	7am – 6pm	51dB(A) + 5dB(A) = 56dB(A)
Evening	6pm-10pm	46 dB(A) + 5dB(A) = 51dB(A)
Night	10pm – 7am	42 dB(A) + 3dB(A) = 45dB(A)

Source: Section 440U of the *Environmental Protection Act 1994*.

Timing: To be maintained at all times after commencement of use.

7. AMENITY – LANDSCAPING

The landscaped areas are to be maintained at all times and to be kept free of parked vehicles, stored goods, garbage and waste materials.

Timing: Prior to commencement of use and at all times thereafter

8. AMENITY – LIGHTING

Angle or shade lighting is to be used to illuminate the premises, so that light does not directly illuminate or cause any environmental nuisance (e.g. glare) to nearby premises or roads. Lighting is to be provided in accordance with the relevant Australian Standard and *CPTED (Crime Prevention Through Environmental Design) Guidelines*.

Timing: Prior to commencement of use and at all times thereafter

9. AMENITY – HOURS OF CONSTRUCTION

Construction work that makes or causes audible noise must only be carried out on site on Mondays through to Saturdays between the hours of 6:30 am and 6:30 pm.

Any construction work outside of these hours, including Sundays and public holidays must have the prior written approval of the Chief Executive Officer, or delegate.

Timing: To be maintained at all times during construction works

10. WASTE MANAGEMENT

The waste container areas and containers must be situated and maintained in a way so as not to cause visual or odour nuisance to adjoining or surrounding properties.

Timing: Prior to commencement of use and at all times thereafter.

11. CAR PARKING PROVISION

Ninety two (92) car parking spaces are to be provided on site in accordance with the approved plan. All car parking spaces are to be designed and line marked in accordance with *AS 2890.1: Parking Facilities – Off-Street Parking* except that the minimum width of a car space must be 2.75m.

Timing: Prior to commencement of use and at all times thereafter.

12. VEHICULAR ACCESS

Adequate vehicle manoeuvring areas are to be provided so that all vehicles are able to enter and exit the site in a forward direction. No direct access from the proposed units is permitted to and from the Gregory Highway (Peak Downs Street). All vehicular access must be via the development internal roads.

Timing: Prior to commencement of use and at all times thereafter.

13. ACCESS DRIVEWAYS

The concrete driveways as detailed on the approved plans are to be constructed and maintained between the road pavements and the property boundaries in accordance with the Capricorn Municipal Development Guidelines Standard Drawing SD-R-042, Revision C.

Timing: Prior to commencement of use and at all times thereafter.

14. PAVEMENT CONSTRUCTION

Car parking bays and access ways are to be paved and sealed. Pavements are to be designed by a suitably qualified professional.

Timing: Prior to commencement of use and at all times thereafter.

15. PROVISION OF UTILITIES

Documentary evidence to the Chief Executive Officer or delegate must be provided from relevant electrical and telecommunication service providers confirming that satisfactory arrangements have been made for the provision of such services.

Timing: Prior to commencement of use.

16. STORMWATER DRAINAGE – DISCHARGE & DISPOSAL

All stormwater, with the exception of rainwater captured onsite in rainwater tanks, is to be drained from the site and carried without causing annoyance or nuisance to any person. The lawful point of discharge for stormwater is the existing infrastructure on Slider, Abor and Peak Downs Streets.

All works must be designed in accordance with the Capricorn Municipal Development Guidelines (CMDG) and the Queensland Urban Drainage Manual (QUDM) and Water Sensitive Urban Design (WSUD).

Timing: Prior to commencement of use.

17. SEWERAGE SYSTEM – CONNECTION

The development's sewer layout including connection branches must be in accordance with Council's current standards. The development must connect to Council's reticulated sewerage system at no cost to Council.

Timing: Prior to the commencement of use.

18. WATER SUPPLY SYSTEM – CONNECTION

The development's water supply layout including provision for main cocks, envelope pipes at cross street services, meter assessable and metre box to the front property boundary and valve and hydrant markers must be in accordance with Council's current standards. The development must connect to Council's reticulated water supply system at no cost to Council.

Timing: Prior to commencement of use.

19. WORKS – APPLICANT'S EXPENSE

All works, services, facilities and/or public utility alterations required by this approval or stated condition/s, whether carried out by Council or otherwise, are to be at the developer's expense unless otherwise specified.

Timing: Prior to commencement of use.

2016 / 09 / 27 / 009

Carried (8-0)

Attendance

General Manager Communities, Brad Duke and General Manager Infrastructure and Utilities left the meeting at the conclusion of the Communities Section.

CORPORATE SERVICES' SECTION

Rates and Charges – Discount Period Extension for Period 1/7/2016 to 31/12/2016

Executive Summary:

Council has received a number of representations from accommodation providers (moteliere) to allow additional time for the payment of rates and charges given the introduction of a 30 day payment period, which has been a change from the previous year's 60 day payment period. The rate notices have been issued for the first half year and are due and payable by 28 September 2016. It is proposed that a concession will be granted to a class of ratepayers through a rebate of the early payment discount and a deferral of 30 days for the due date for payment.

Resolution:

Cr Rolfe moved and seconded by Cr Brimblecombe "That Central Highlands Regional Council consider granting a concession under Section 121(a) and (b) of the Local Government Regulation 2012 to a ratepayer who is a member of a class of rate payer (the owners of land included in rating categories 33(a) to 33(c), 34(a) to 34(c), 35(a) to 35(c), 36(a) to 36(c) and 70(a) to 70(c)) as follows:

- a) Agree to defer payment until 28 October 2016 of the rates and charges levied for the period 1 July 2016 to 31 December 2016 on land included in the above stated rating categories; and
- b) Grant a rebate of part of the rates and charges levied on the relevant land for the period 1 July 2016 to 31 December 2016 equivalent to the early payment discount that would have applied if the rates and charges for that period had been paid by 28 September 2016.

That Central Highlands Regional Council consider granting this concession subject to the following conditions:

- 1) All rates and charges levied on the relevant land for the period ending 31 December 2016, including any overdue rates, must be paid in full by 28 October 2016; and
- 2) Each ratepayer who is a member of that stated class of ratepayer must provide the Central Highlands Regional Council with a written application for the concession by 28 October 2016, which demonstrates to the satisfaction of the Council, having regard to the criteria for granting a concession set out in Section 120 of the Local Government Regulation 2012, that they are eligible for the concession.

Further, that Council express its appreciation to the Moteliers and Hoteliers who took the time to meet with Council representatives as a delegation to discuss concerns on September 19, 2016. Council notes the issues raised and commits to providing a response to all issues formally tabled.”

2016 / 09 / 27 / 010

Carried (8-0)

August 2016 Monthly 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 Rolfe moved and seconded by Cr Daniels “That Central Highlands Regional Council receive the Monthly Financial Report for the month ended 31 August 2016”

2016 / 09 / 27 / 011

Carried (8-0)

GOVERNANCE SECTION

Delegations Register - Council to Chief Executive Officer

Executive Summary:

Recent updates and changes to legislation require the existing delegation of powers from Council to its Chief Executive Officer to be updated. Should Council support the recommendation, the Council to Chief Executive Officer Delegations Register will reflect these legislative additions and changes as presented.

Resolution:

Cr Nixon moved and seconded by Cr McIndoe “That under the power of Section 257 of the Local Government Act 2009, Council delegates to the Chief Executive Officer, the exercise of its powers under the following legislations.”

New Legislation:

Mining and Quarrying Safety & Health Act 1999 – Council to CEO

Mining and Quarrying Safety & Health Regulation 2001 – Council to CEO

Repealed Legislation:

Stock Act 1915

Amended Delegations:

Biosecurity Act 2014
Building Regulation 2006
Economic Development Act 2012 (refer Appendix A) While this is 'new' to LGAQ, Council had been forwarded specific sections relevant to CHRC direct from the Minister. These were updated at the last adoption.
Environmental Offsets Regulation 2014
Mineral Resources Act 1989
Stock Route Management Act 2002 previously Land Protection (Pest and Stock Route Management) Act 2002
Sustainable Planning Act 2009

Existing Delegations:

Aboriginal Cultural Heritage Act 2003
Acquisition of Land Act 1967
Animal Care and Protection Act 2001
Animal Management (Cats and Dogs) Act 2008
Body Corporate and Community Management (Accommodation Module) Regulation 2008
Body Corporate and Community Management (Commercial Module) Regulation 2008
Body Corporate and Community Management (Small Schemes Module) Regulation 2008
Body Corporate and Community Management (Specified Two-lots Schemes Module) Regulation 2008
Body Corporate and Community Management (Standard Module) Regulation 2008
Body Corporate and Community Management Act 1997
Building Act 1975
Disaster Management Act 2003
Disaster Management Regulation 2014
Electricity Act 1994
Electricity Regulation 2006
Environmental Offsets Act 2014
Environmental Protection (Water) Policy 2009
Environmental Protection Act 1994
Environmental Protection Regulation 2008
Fire and Emergency Services Act 1990
Food Act 2006
Food Production (Safety) Act 2000
Fossicking Regulation 2009
Heavy Vehicle (Mass, Dimension and Loading) National Regulation)
Heavy Vehicle National Law (Qld)
Heavy Vehicle National Law Regulation 2014
Information Privacy Act 2009
Land Act 1994
Land Valuation Act 2010
Liquor Act 1992
Local Government Act 2009
Local Government Regulation 2012
Local Law No. 1 (Administration) 2012
Local Law No. 2 (Animal Management) 2012
Local Law No. 3 (Community and Environmental Management) 2012
Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012
Nature Conservation (Administration) Regulation 2006
Nature Conservation (Wildlife Management) Regulation 2006
Nature Conservation Act 1992
Plumbing and Drainage Act 2002
Public Health (Infection Control for Personal Appearance Services) Act 2003
Public Health Act 2005
Public Health Regulation 2005
Public Interest Disclosure Act 2010

Public Records Act 2002
Public Sector Ethics Act 1994
Queensland Heritage Act 1992
Queensland Reconstruction Authority Act 2011
Residential Services (Accreditation) Act 2002
Residential Tenancies and Rooming Accommodation Act 2008
Right to Information Act 2009
River Improvement Trust Act 1940
Standard Plumbing and Drainage Regulation 2003
State Penalties Enforcement Act 1999
Statutory Bodies Financial Arrangements Act 1982
Summary Offences Act 2005
Summary Offences Regulation 2006
Survey and Mapping Infrastructure Act 2003
Sustainable Planning Regulation 2009
Tobacco and Other Smoking Products Act 1998
Transport Infrastructure Act 1994
Transport Operations (Road Use Management) Act 1995
Trust Act 1973
Waste Reduction and Recycling Act 2011
Waste Reduction and Recycling Regulation 2011
Water Act 2000
Water Fluoridation Act 2008
Water Supply (Safety and Reliability) Act 2008
Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
Workers' Compensation and Rehabilitation Act 2003
Workers' Compensation and Rehabilitation Regulation 2014"

2016 / 09 / 27 / 012

Carried (8-0)

Attendance

Communication Coordinator Andrea Ferris left the meeting at 3.16pm and returned at 3.20pm

Delegations Register - Council to Standing Committees

Executive Summary:

This report is presented to formalise the delegation of legislative decision-making power (Section 257 of the *Local Government Act 2009*), to the Standing Committees created by Council at its General Meeting on 26 April 2016.

Resolution:

Cr Brimblecombe moved and seconded by Cr Rolfe "That all powers referred to in the document titled "Central Highlands Regional Council, Council to Standing Committees Delegations Register Adopted by Council 27 September 2016" are hereby delegated to each of the:

- Finance and Infrastructure Standing Committee;
- Communities Standing Committee; and
- Leadership and Governance Standing Committee

to the extent that powers delegated to one committee have also been delegated to another committee, or have previously been delegated to the Chief Executive Officer, those powers can be exercised by each Committee and the Chief Executive Officer, severally".

2016 / 09 / 27 / 013

Carried (8-0)

Expenses Reimbursement and Provision of Facilities for Mayor and Councillors

Executive Summary:

Council is committed to ensuring that Councillors are provided with the facilities required to enable them to perform their duties. Councillors should not be financially disadvantaged when carrying out the requirements of the role of Councillor and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations.

The policy was presented and discussed at a Strategy Meeting on 6 September which provided comparable provisions against a number of Queensland Councils. Minor formatting changes have been made to the policy to ensure ease of application and use but not changing the intent. The changes suggested at the Strategy Meeting are clearly indicated in the attached policy.

Resolution:

Cr Rolfe moved and seconded by Cr McIndoe “That Central Highlands Regional Council adopt the Expense Reimbursement and Provision of Facilities for Mayor and Councillors Policy with the amendments as outlined within the body of this report and as appearing below.”

	COUNCIL POLICY	
	Expenses Reimbursement and Provision of Facilities for Mayor and Councillors	
POLICY NUMBER:	DEPARTMENT:	Chief Executive Officer
EFFECTIVE DATE:	UNIT:	Governance

1.0 Purpose and Scope

Council is committed to ensuring that Councillors are provided with the facilities required to enable them to perform their duties.

Councillors should not be financially disadvantaged when carrying out the requirements of their role and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations.

The payment and/or reimbursement of expenses and provision of facilities for Councillors:

- is to be open and transparent, prudent, responsible, acceptable to the community and in accordance with statutory requirements;
- based on ensuring economy and efficiency; and
- subject to budget provisions.

The purpose of this policy is to:

- ensure compliance with community expectations and statutory requirements relating to the payment or reimbursement of legitimate expenses and provision of facilities for Councillors while carrying out their duties and responsibilities as elected representatives of the Central Highlands Regional Council; and
- ensure that all Councillors have the facilities and other support necessary to perform their civic duties.

The scope of this policy provides for:

- payment of expenses incurred, or to be incurred, by the Councillors in the course of discharging their civic duties and responsibilities as Councillors; and
- the provision of facilities to the Councillors for that purpose.

This policy does not provide for salaries or other form of Councillor remuneration.

2.0 Reference

Local Government Act 2009 (as amended)
Local Government Regulations 2012 (as amended)
Procurement Policy
Local Preference Policy
Councillor Code of Conduct
Criminal Code Act 1899 (as amended)
Guidelines for Expenses Reimbursement and Provision of Facilities for Mayor and Councillors (Attachment A)

3.0 Definitions

Council business means official business conducted on behalf of, and/or approved by council, where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the council. Council business should result in a benefit being achieved either for council, the local government area or the community.

Council business includes functions that are a statutory requirement of the Councillor's role or are officially recorded in minutes or other public records.

This might also include, attending an event or function to perform official duties or as an official council representative, such as:

- ceremonial openings of buildings or facilities, fetes and carnivals, annual or presentation dinners, public meetings and functions and events sponsored by council;
- private meetings arranged through official council channels (i.e. documented in official records or diary) for the purpose of conducting bona fide discussions of business of council;
- attendance at seminars and conferences where Councillors are required to either deliver a paper and/or attend as a delegate of Council as per resolution;
- any other meeting, event or function described in the Local Government Act 2009 under Insurance of Councillors, for example attendance:
 - At the meetings of the local government or its committees that the Councillor is entitled or asked to attend, or at which the Councillor has business for a resident of the local government's area;
 - At inspections or deputations, conferences and meetings at which the Councillor's attendance is permitted by the local government;
 - At official functions organised for the local government; or
 - On behalf of residents of the area for the purpose of local government business.
- gathering of information by a Councillor necessary to inform him or her of an incident of interest to council or which properly falls within the responsibility of council and a Councillor.
- attendance at civic functions and ceremonies on behalf of the Mayor as delegated by the Mayor; or
- Other business as resolved by Council.

Section 12(4)(h) of the *Local Government Act 2009* states that the Mayor has the extra responsibility of representing the local government at ceremonial or civic functions.

Section 12(5) of the *Local Government Act 2009* states that a Councillor who is not the Mayor may perform the Mayor's extra responsibilities only if the Mayor delegates the responsibility to the Councillor.

Civic duties means council business.

Council means Central Highlands Regional Council.

Councillors include Councillors, the Mayor and Deputy Mayor.

Discretionary training is any training that is not determined by council as "mandatory".

Entertainment and Hospitality is as defined in Section 196 of the Local Government Regulation 2012:

- (1) A local government must prepare and adopt a policy about the local government's spending on entertainment or hospitality

Examples of entertainment or hospitality—

- entertaining members of the public in order to promote a local government project
- providing food or beverages to a person who is visiting the local government in an official capacity
- providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its councillors, local government employees or
- other persons
- paying for a councillor or local government employee to attend a function as part of the councillor's or employee's official duties or obligations as a councillor or local government employee

- (2) A local government may spend money on entertainment or hospitality only in a way that is consistent with its entertainment and hospitality policy.

Expenses refers to expenses described in the Guidelines.

Facilities refer to the facilities deemed necessary to assist Councillors in their role as shown in the Guidelines.

Mandatory training is any training that council resolves that Councillors must attend.

Meal allowance is the daily amount allowed for meals while travelling on council business.

Official capacity refers to activities undertaken while on council business.

Public record is any record created, received or kept in an official capacity.

Reasonable refers to what would be perceived as prudent, responsible and acceptable to the community. What the community would expect in terms of limits and council being able to demonstrate that there is no excessive use or abuse of public funds.

Representing council a Councillor is representing council when council resolves that the Councillor is to attend an event or function as a representative of council.

4.0 Policy Statement

The reimbursement of expenses and provision of facilities for Councillors will be for the actual cost of legitimate business use and in accordance with the Local Government Act 2009, Local Government Regulations 2012 and Attachment A: Guidelines for Expenses Reimbursement and Provision of Facilities for Mayor and Councillors.

Central Highlands Regional Council must provide for public accountability and transparency by:

- disclosure of overseas travel details in the Annual Report;
- council reports on international travel activities;
- resolutions made during the year authorising the payment or provision of remuneration;
- including expenses paid or facilities provided, to Councillors or members of committees of the local government; and
- particulars of the total remuneration paid or provided, including expenses paid or facilities provided, to each Councillor during the year and the total superannuation contributions paid for each Councillor during the year.

For details about entitlements in regard to the payment or reimbursement of Councillor expenses and the provision of facilities for Councillors, refer to Attachment A: Guidelines for Expenses Reimbursement and Provision of Facilities for Mayor and Councillors.

Council's Annual Report must contain a copy of the policy and a copy of any resolution made during the year authorising payment of expenses or provision of facilities to Councillors.

Spouses, partners and family members of Councillors are not entitled to reimbursement of expenses or to have access to facilities allocated to Councillors.

Failure to comply with this policy or misappropriation of expenses or facilities may be a breach of the Councillor Code of Conduct and/or an offence under the Criminal Code Act 1899.

Council will respond to Councillors who have special needs or who have an impairment by varying this policy as required.

5.0 Policy Review

All policies will be reviewed at least bi-annually or when any of the following evaluations occur:

- Relevant legislation, regulations, standards and policies are amended or replaced; and
- Other circumstances as determined from time to time by the Chief Executive Officer or through a resolution of Council.

Attachment A

Guidelines for Expenses Reimbursement and Provision of Facilities for Mayor and Councillors

Purpose of the Document

The purpose of this document is to provide information about the payment or reimbursement of expenses and the provision of facilities for Councillors of the Central Highlands Regional Council, including the Mayor.

Councillor remuneration is not covered by this document. Councillor remuneration is in accordance with the determination of the Local Government Remuneration Tribunal.

Approval and Authorisation

The payment or reimbursement of expenses and the provision of facilities for Councillors is subject to council approval where necessary (e.g. for travel), budget provisions and the authorisation of council's Chief Executive Officer or the officer delegated that authority by the Chief Executive Officer.

Wherever practicable, council officers will provide the specified facilities and manage the payment of expenses on behalf of Councillors. Any claims by Councillors for reimbursement of expenses are authorised by the Chief Executive Officer or delegated officer.

Where Councillors claim for reimbursement, this must be reconciled with actual costs, supported by receipts unless otherwise noted.

1. EXPENSES

The Mayor and Deputy Mayor will be provided with a council credit card for business use under the approved administrative process. All claims for reimbursement must be submitted on a monthly basis to the Chief Executive Officer. The following credit card limits will apply:

- Mayor and Deputy Mayor \$10,000

1.1 Council business

Where Councillors are attending to council business (refer to definitions) council will pay for the approved expenses associated with that activity.

The Mayor attends conferences as the primary Delegate, and may attend any other relevant Conference/Seminar/Workshop/Forums. The Mayor may be accompanied by the Deputy Mayor or other Councillors as appointed by council.

Council may approve travel for Councillors where council considers it appropriate to promote or represent Central Highlands Region for a local government purpose.

1.1.1 Representing Council at events

Councillors may be required to attend a range of events and functions as part of their role in attending to council business. Council will provide tickets to events for Councillors for the purpose of addressing council's advocacy strategy and to provide support for community social and economic development activities.

1.2 Professional development

The payment of expenses for professional development requires council approval.

There are two categories of professional development for Councillors – Mandatory Training and Discretionary Training.

1.2.1 Mandatory training

Where council resolves that Councillors are to attend mandatory training council will meet all costs.

Examples of mandatory training may include training for Councillor induction, code of conduct, meeting procedures and legislative obligations.

1.2.2 Discretionary training

Where council approves an individual Councillor to attend a conference, workshop or training, other than mandatory training, council will pay the expenses associated with attending the event.

The funding limit for discretionary training is \$5,000 (\$1,250 per annum) for each Councillor during their four (4) year term in office, with annual amounts approved to roll over.

1.3 Travel costs

Council will reimburse travel expenses deemed necessary to achieve the business of council where:

- a Councillor is an official representative of Council; and
- the activity/event and travel have been endorsed by resolution of council.

In general, the most direct route and cost effective form of travel must be used. For information on vehicle travel see Section 2.5 Vehicles, fuel and parking.

1.4 Accommodation

Councillor accommodation for Council business will be booked and paid for by council where possible. Council will take advantage of any costs savings available from any package provided by conference organisers and, therefore a booking for the recommended accommodation will be made unless prior approval has been granted by council.

Accommodation may also be made available for Councillors when attending to council business if it is impractical to return home for that evening. Where possible this must be authorised by council; or for unforeseen reasons, by the Mayor or Chief Executive Officer.

Councillors may claim a daily travel allowance of up to \$20.00 per day to cover incidental costs incurred while traveling and staying away from home overnight.

1.5 Meals

Councillors may claim for the reimbursement of each actual cost per meal (breakfast, lunch and dinner) when travelling on council business.

Where possible, any such reimbursement must be authorised by council; or for unforeseen reasons, by the Mayor or Chief Executive Officer.

Reasonable beverages, including alcohol, may be included as part of the meal reimbursement.

1.6 Entertainment and Hospitality Expenses

Where Councillors incur hospitality expenses when entertaining guests or dignitaries, the maximum amount that may be reimbursed is:

- \$500.00 per annum for each Councillor; and
- \$5,000.00 per annum for the Mayor.

Any amount in excess of these amounts will require the prior approval of the Chief Executive Officer.

1.7. Cab Charge and public transport

Councillors may use cab charge or claim reimbursement for taxi facilities, uber ride-sharing, public transport tickets (rail, bus, or ferry) when attending council business. Costs for incidental personal travel while attending an event must be met by the Councillor.

An approved function includes any function approved pursuant to sections 1.1 and 1.2 and as defined above.

2. FACILITIES

Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official capacity. In accordance with statutory provisions, council may provide Councillors with the facilities listed below.

Council determines the reasonable standard for facilities for Councillors. If a Councillor chooses a higher standard of facility than that prescribed by council, any difference in cost must be met by the Councillor personally.

All facilities provided to Councillors remain the property of council and must be accounted for during annual equipment audits. The facilities must be returned to council when the Councillor's term expires, unless council agrees to dispose of the facility in some other manner.

2.1. Administrative tools and office amenities

2.1.1 Office space and access to meeting rooms

The Mayor has an allocated office in the Emerald office.

Council provides access to occasional office accommodation and meeting rooms for Councillors to meet with constituents and the public. Such accommodation may be booked through the Executive Assistant in the office of the Mayor and Chief Executive Officer.

2.1.2 Secretarial support

The Mayor's office will be staffed with an Executive Assistant shared with the Chief Executive Officer.

Limited secretarial support will be provided to Councillors by the current secretarial support based in the office of the Mayor and Chief Executive Officer.

2.1.3 Computer and Printer for business use

Councillors are provided with a laptop computer, iPad and printer for council business use, at their choosing from the Information Services catalogue. The standard of computer shall be similar to that available to council managers.

Councillors will be reimbursed for any apps purchased which are required for official business use.

2.1.4 Photocopier and paper shredder

Councillors are entitled to access photocopiers and paper shredders for council business use at the various council offices.

2.1.5 Stationery

Councillors are provided stationery for official purposes only, including, but not limited to:

- Pens and pen sets
- Paper
- Note paper
- Letterhead
- Business cards
- Envelopes
- 'With Compliments' slips

Council stationery is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor.

Stationery does not include any form of advertising by council.

2.1.6 Publications

Councillors are provided access to copies of relevant legislation, books and journals considered necessary for undertaking their duties.

2.1.7 Other administrative necessities

Subject to council approval, Councillors may be provided with any other administrative necessities to meet the business of council.

2.1.8 Advertising

Council will not reimburse or provide funds, services or facilities for the purposes of advertising for Councillors.

2.1.9 Community consultation

Councillors may use facilities provided to correspond with community representatives for the purpose of clarifying issues that are relevant to Central Highlands Regional Council.

2.2 Home office

Councillors may be provided with a multipurpose unit (photocopier/scanner/fax) for council business used only within a home office environment, should they choose to. These items will be available to select from the Information Services catalogue.

Councillors who opt to use their own multipurpose unit (photocopier/scanner/fax) may be entitled to reimbursement for up to 50% of printer cartridges/toners.

Councillors may be provided with home internet access, which includes a monthly access fee and up to 50% of the package costs.

2.3 Maintenance costs of any council owned equipment

Council will cover all ongoing maintenance costs associated with fair wear and tear of council owned equipment to ensure it is operating for optimal professional use.

2.4 Name badge and Personal Protective Equipment

Councillors will be provided with a name badge and any safety equipment such as safety helmets or glasses, as required, in their role.

2.5 Vehicles, fuel and parking

2.5.1 Vehicles

In carrying out council business, councillors may elect to either:

1. Use their personal vehicle for Council business and claim an allowance for the kilometres travelled. Such allowance will be the rate set by the Australian Taxation Office for vehicle usage and based on a log book kept by the Councillor that records the purpose of each trip for business purposes; or
2. Use a council provided vehicle including for reasonable personal use.

Council vehicles should not be driven by unauthorised persons unless:

- required for safety reasons (e.g. fatigue); or
- in the event of an emergency; or
- in such other circumstances as would reasonably require another driver; and
- the driver holds the requisite licence required.

It should be noted that Council insurance does not cover private vehicles used for Council business.

2.5.2 Fuel

Council will meet the fuel costs of vehicles provided by council.

2.5.3 Parking

Council will reimburse parking costs paid by Councillors while attending to council business.

2.5.4 Fines

Any fines incurred while travelling in Council owned vehicles or privately owned vehicles when attending council business will be the responsibility of the Councillor incurring the fine.

2.6 Telecommunication needs

Council will provide the Mayor and Councillors with a mobile telephone and pay all costs associated with council business use. Councillors will be required to reimburse calls of a personal nature to council.

If a Councillor uses a personally owned mobile device, council may reimburse up to 50% of the costs incurred (maximum \$500 per annum).

2.7. Legal costs and insurance cover

Councillors will be covered under council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillor's liability, personal accident and/or workers' compensation, international and domestic travel insurance.

Council may decide, pursuant to the Local Government Act, to cover costs incurred through any inquiry, investigation, hearing or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillor's performance of his/her civic functions.

Council shall resolve on this matter on each and every occasion specifically.

3. COUNCILLOR ACCOMMODATION AND TRAVEL

3.1 General conditions – Councillor accommodation and travel

All Councillor air travel requires prior approval, where possible, by council and authorisation by the Chief Executive Officer or delegate.

All Councillor accommodation requirements will be coordinated through the office of the Chief Executive Officer, and where possible requires prior approval by council and authorisation by the Chief Executive Officer.

All requests for travel (including associated registrations) should be made in sufficient time to take advantage of discounts and gain access to the widest range of accommodation and flights. Failure to do so will limit flight and accommodation options.

3.2 Responsibilities

Councillors are required to:

- process all travel related requests in a timely manner through the Chief Executive Officer's office so that available discounts are taken;
- make bookings in a timely manner so that available discounts are taken;
- complete necessary reimbursement processes for valid out of pocket expenses charged to their credit card each month following completion of the journey; and
- complete all necessary registration and travel request forms.

The Chief Executive Officer must:

- ensure applications comply with policy provisions;
- approve travel requests in a timely manner; and
- implement systems of risk management to ensure that expenditure on travel is efficient, economic and appropriate.

The Officer coordinating the travel is responsible for:

- identifying 'best deals' and negotiating special rates with Council's preferred travel providers;
- providing advice to Councillors in relation to travel services, policies and procedures;
- coordinating all travel requests to ensure bookings are made in a timely manner and that all requests are processed in accordance with council's policy; and
- maintain information on issues such as accommodation, airfares, car hire and other related costs for the purpose of reporting to council, as required.

3.3 Approval

All travel requests from a Councillor must be submitted to council and should identify the relevance of such event to the council and as far as practicable indicate the cost of attendance.

Where time does not permit the presentation of a report to council and Councillor's travel has been approved by the Mayor and Chief Executive Officer, a report of the delegated approval and the circumstances should be submitted to the next available council meeting.

3.4 Air travel

The most cost effective form of air travel will be used and therefore flights requested may not always be offered.

3.5 Frequent Flyer or Reward Programs

Points from loyalty programs accumulated by Councillors on their personal rewards program, whilst travelling on official council business, must not be used for personal gain. Accumulated points should be redeemed, where possible, for travel on official council business. The use of points should not override the council's 'best fare' available policy.

3.6 Class of travel

The standard of air travel for Councillors travelling on council business shall be economy. Councillors may upgrade to a higher class of travel if there is no additional cost to council.

3.7 Flexible tickets

Where flexibility is required for return times or connecting flights, a suitably flexible ticket may be purchased with the approval of the council.

3.8 Accommodation

Accommodation arrangements for Councillors must comply with the provisions of section 1.4 of this guideline.

3.9 Hire cars

The requirement for a hire car should be identified at the time of seeking council approval for attendance.

3.10 International travel

For approved international travel, actual council business related costs will be reimbursed. Councillors may claim up to \$110.00 per day to cover breakfast, lunch and dinner and the incidental allowance per day.

3.11 In-room internet connection for council business purposes

Where in-room internet connection is required for undertaking council business, reasonable connection costs may be claimed on completion of travel. However, it is preferred that Councillors will use hotspot internet from their provided ipad and/or iphone.

3.12 Other travel expenses

Hospitality expenses may only be paid in accordance with section 1.6.

Expenses will not be reimbursed for personal items or costs unrelated to council business; e.g.:

- Babysitting fees;
- Kennel fees;
- Occasional Airline club fees;
- Toiletries;
- Barber or hair stylist;
- Traffic infringements;
- In flight and in house movies;
- Food related items only for mini bar purchases;
- Social events; and
- Reading materials.

As a guide, expenses not normally reimbursed at home, will not be reimbursed when travelling.

3.13 Expenses reimbursement process

Where practical, council will pay all travel and accommodation expenses before departure, however, any claim for allowable expenses not covered should be made at the completion of travel.

Councillors must ensure that all expenses are recorded and that the correct claim for expenses form is completed.

3.14 Accompanying partners and personal travel arrangements

All travel and accommodation for partners of Councillors must be arranged and paid for by the Councillor. Council will not pay for any private travel expenses. In the event costs have been incurred by council for a Councillor's partner, the Councillor will reimburse council.

Council will not arrange private travel for Councillors or their partners except where the partner is travelling as an official delegate of council.

3.15 Cancellation of travel and accommodation

If a Councillor cancels travel previously planned and booked by the council as part of official business for council, then Council will make every attempt to recoup all costs from travel and accommodation providers. Subject to council approval, authorisation may be given to waiver reimbursement of any unrecovered costs.

CENTRAL HIGHLANDS DEVELOPMENT CORPORATION

CHDC Service Level Agreement August Update

Executive Summary:

The report provides an update on the Central Highlands Development Corporation's activity for the month of September 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.

Council considered the report.

GENERAL BUSINESS

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

Cr Bell brought up the opportunity of a North Queensland alliance of councils for those north of the tropic of Capricorn and asked that the subject be raised with Senator Matthew Canavan during his visit to Emerald on 7 October. The CEO said a paper on this was discussed briefly at the last CQROC meeting at Woorabinda and he would circulate it to the councillors.

Cr Rolfe – asked about road condition reports and was advised that all the road reports are now being channelled through the 131940 [qld traffic] website.

Cr Brimblecombe gave an overview of this morning's Communities Standing Committee Meeting

CLOSURE OF MEETING

There being no further business, the Mayor closed the meeting at 3.54pm

CONFIRMED

MAYOR

DATE