

General Council Meeting

Notice is hereby given pursuant to the provisions of the *Local Government Regulation 2012*, that the next Meeting of the Central Highlands Regional Council will be held in the **Council Chambers, 65 Egerton Street, Emerald** on

Tuesday, 25 July 2017
At 2.30 pm

For the purpose of considering the items included on the Agenda.

Michelle Webster
Acting Chief Executive Officer

COUNCIL AGENDA

OUR VISION

A progressive region creating opportunities for all

OUR MISSION

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities

OUR VALUES

Respect and Integrity
Accountability and Transparency
Providing Value
Commitment and Teamwork

OUR PRIORITIES

Strong, vibrant communities
Building and maintaining quality infrastructure
Supporting our local economy
Protecting our people and our environment
Leadership and governance
Our organisation



AGENDA CONTENTS

1 PRESENT	3
2 APOLOGIES	3
3 LEAVE OF ABSENCE	3
4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING	3
4.1 Minutes - General Council Meeting - 11 July 2017	3
5 BUSINESS ARISING OUT OF MINUTES	10
6 REVIEW OF OUTSTANDING MEETING ACTIONS	10
7 MATERIAL PERSONAL INTEREST, CONFLICT OF INTEREST, PERSONAL GIFTS AND BENEFITS	10
8 PETITION	10
9 COMMITTEE RECOMMENDATIONS / NOTES	10
9.1 Nil reports	10
10 INFRASTRUCTURE AND UTILITIES	11
10.1 Nil Reports	11
11 COMMUNITIES	12
11.1 Development Assessment Update - Development Applications and Decisionsapprox. 5 min.....	12
12 CORPORATE SERVICES	19
12.1 Consultation - Annual Valuation effective 30 June 2018.....approx. 5 min	19
12.2 Appointment of Authorised Persons approx. 5 min	21
12.3 Delegations Register - Council to Chief Executive Officer - July 2017 approx. 5 min	23
12.4 Works 4 Queensland Project Nominations approx. 5 min	41
12.5 Monthly Financial Report - June 2017 approx. 10 min	52
12.6 Work Health and Safety Annual Report.....approx. 15 min	66
13 COMMERCIAL SERVICES	71
13.1 Nil Reports	71
14 CENTRAL HIGHLANDS DEVELOPMENT CORPORATION	72
14.1 Central Highlands Development Corporation - Service Level Agreement - July 2017approx. 20 min	72
15 CHIEF EXECUTIVE OFFICER	75
15.1 Logo and Corporate Brand Refreshapprox. 5 min	75
16 GENERAL BUSINESS	87
17 CLOSED SESSION	87
17.1 Rates Concession Request - Assessment No 1615approx. 5 min	87
18 LATE AGENDA ITEMS	87
19 CLOSURE OF MEETING	87

1 PRESENT

2 APOLOGIES

3 LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Minutes - General Council Meeting - 11 July 2017



General Meeting of Council

MINUTES

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

Tuesday 11 July 2017

Commenced at 2.30pm

CENTRAL HIGHLANDS REGIONAL COUNCIL

GENERAL MEETING OF COUNCIL

TUESDAY 11 July 2017

MINUTES CONTENTS

PRESENT	3
APOLOGIES	3
LEAVE OF ABSENCE	3
CONFIRMATION OF MINUTES OF PREVIOUS MEETING	3
General Council Meeting: 27 June 2017	3
MATERIAL PERSONAL INTEREST, CONFLICT OF INTEREST, PERSONAL GIFTS AND BENEFITS	3
PETITIONS (IF ANY)	3
CHIEF EXECUTIVE OFFICER	4
Local Government of Queensland - 2017 Bush Councils Convention	4
GENERAL BUSINESS	4
CLOSED SESSION	4
Procurement Exception - Hall Logistics	5
LATE AGENDA ITEMS	5
Minutes of Meeting – Special Budget Meeting: 11 July 2017, Finance and Infrastructure Standing Committee Meeting: 11 July 2017, Communities Standing Committee Meeting: 11 July 2017 and Leadership and Governance Standing Committee Meeting 11 July 2017	5
CLOSURE OF MEETING	6

MINUTES – GENERAL MEETING

HELD AT 2.30PM TUESDAY 11 JULY 2017 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, D. Lacey, A. McIndoe, G. Nixon and C. Rolfe

Officers

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

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

Opening Prayer

Pastor Steven Jaensch from the Emerald Lutheran Church delivered the opening prayer.

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

General Council Meeting: 27 June 2017

Resolution:

Cr Godwin-Smith moved and seconded by Cr Brimblecombe "That the minutes of the previous General Council Meeting held on 27 June 2017 be confirmed."

2017 / 07 / 11 / 001

Carried (9-0)

Business Arising Out Of Minutes

Nil

Outstanding Meeting Actions

Six monthly review of Council Resolutions Register outstanding items was undertaken by Council.

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

Nil

PETITIONS (IF ANY)

Nil

CHIEF EXECUTIVE OFFICER

Local Government of Queensland - 2017 Bush Councils Convention

Executive summary:

The Local Government Association of Queensland (LGAQ) Bush Council's Convention is being held at Charters Towers from 9 – 11 August 2017.

The Bush Council's Convention will provide Councils the opportunity to share and discuss current challenges and issues affecting communities across the vast and remote landscape. Bush Councils are integral in supporting communities harness their potential, not only as providers of essential infrastructure, but facilitators of vital business connections.

Resolution:

Cr Nixon moved and seconded by Cr Lacey "That Central Highlands Regional Council authorises the Mayor, Councillor Rolfe, Councillor Brimblecombe and the Chief Executive Officer to attend the Local Government Association of Queensland Bush Councils Convention at Charters Towers from 9 – 11 August 2017 as Council's representatives."

2017 / 07 / 11 / 002

Carried (9-0)

GENERAL BUSINESS

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

Nil

CLOSED SESSION

Into Closed Session

Resolution:

Cr Nixon moved and seconded by Cr McIndoe "That Council close its meeting to the public in accordance with Section 275 (1) (e) of the Local Government Regulation 2012 and that Council staff involved in the closed discussions remain in the room."

2017 / 07 / 11 / 003

Carried (9-0)

Attendance

General Manager Community Services D. Fletcher, General Manager Corporate Services J. Bradshaw, General Manager Commercial Services M. Webster, Coordinator Communications A. Ferris, Minute Secretary M Wills left the meeting at 3.09pm

The meeting was closed at 3.09pm

Out of Closed Session

Resolution:

Cr Brimblecombe moved and seconded by Cr Lacey "That the meeting now be re-opened to the public."

2017 / 07 / 11 / 004

Carried (9-0)

The meeting was opened at 3.30pm

Attendance

General Manager Community Services D. Fletcher and Minute Secretary M Wills attended the meeting at 3.30pm

Procurement Exception - Hall Logistics

Executive summary:

The *Local Government Act 2009* (The Act) and the *Local Government Regulation 2012* (The Regulation) requires that Council must invite at least three written quotes prior to entering into a contractual arrangement with a value great than \$15,000 and must invite written tenders prior to entering into a contractual arrangement with a value greater than \$200,000.

The *Local Government Regulation 2012* provides for an exception to the requirements to invite quotes or tenders where the local government resolves that there is only one supplier reasonably available or where it would be impractical or disadvantageous to request quotes because of the specialised or confidential nature of the services.

Council is proposing to engage Hall Logistics (t/f The Hall Family Trust) to undertake the haulage of quarry product, owned by Council, from Deep Creek quarry to the Mulcahy's Road stockpile pad. The original Shepton Quarry (Council), Quarrying Licence over Deep Creek expired on 16 November 2016. Council has negotiated both the transfer of the Licence and the removal of existing Council owned stockpiles of quarry product from the property through agreement dated 25 May 2017.

Resolution:

Cr Lacey moved and seconded by Cr McIndoe "That Central Highlands Regional Council approve the action to enter into a contract under Section 235(b) of the Local Government Regulation 2012 without first inviting written quotes or tenders, as it is satisfied that Mr Hall (Hall Logistics) is competent to undertake the necessary works and that should he carry out this activity it relieves Council of further obligations should Council undertake the works ourselves."

2017 / 07 / 11 / 005

Carried (8-1)

LATE AGENDA ITEMS

Minutes of Meeting – Special Budget Meeting: 11 July 2017, Finance and Infrastructure Standing Committee Meeting: 11 July 2017, Communities Standing Committee Meeting: 11 July 2017 and Leadership and Governance Standing Committee Meeting 11 July 2017

Resolution:

Cr Brimblecombe moved and seconded by Cr Godwin-Smith "That the minutes of the

1. Special Budget Meeting held on 11 July 2017;
2. Finance and Infrastructure Standing Committee Meeting held on 11 July 2017;
3. Communities Standing Committee Meeting held on 11 July 2017; and
4. Leadership and Governance Standing Committee Meeting held on 11 July 2017

be confirmed."

2017 / 07 / 11 / 006

Carried (9-0)

CLOSURE OF MEETING

There being no further business, the Mayor closed the meeting at 3.32pm.

CONFIRMED

MAYOR

DATE

Unconfirmed

5 BUSINESS ARISING OUT OF MINUTES

6 REVIEW OF OUTSTANDING MEETING ACTIONS

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

8 PETITION

8.1 To be tabled (if any)

9 COMMITTEE RECOMMENDATIONS / NOTES

9.1 Nil reports

10 INFRASTRUCTURE AND UTILITIES

10.1 Nil Reports

11 COMMUNITIES

11.1 Development Assessment Update - Development Applications and Decisionsapprox. 5 min

INFORMATION REPORT

Author: Michaela Lehman, Coordinator Development and Planning

Authorising Officer: Daniel Fletcher, General Manager Communities

EXECUTIVE SUMMARY:

This report provides a monthly update on development activities currently before the Council for assessment and decision within the Development and Planning Team. This update will be presented at the second General Council Meeting of the month. This regular update provides an opportunity for the Councillors to ask any questions and seek further information on any development applications or decisions.

REPORT:

A current list of development applications, limited to Material Change of Use, Reconfiguring a Lot and Combined, pending assessment and decision by Council can be found on Council's website at the following link:

<http://www.centralhighlands.qld.gov.au/wp-content/uploads/2016/10/Development-Planning-Current-Applications-4.pdf>

This list is manually updated by officers of the Development and Planning Team in a template stored in Council's Corporate Records System ECM and manually uploaded to the Council website on a regular basis. The most up-to-date list is append to this report for your review.

When an application is decided the application is removed from the current list of development applications made available on Council's website and manually recorded in a Development Application Register via SmartSheet and Microsoft Excel. The table below provides a list of development applications decided this month.

Table 1 Development Applications decided this Month

Attributes	Application Details
Council reference: Application: Day application was made: Level of assessment: Public Notification required: Applicant: Status: Location:	401.2017.12 Reconfiguring a Lot (1 Lot into 2 Lots and Access Easement) 02/05/2017 Code No Russell Janke C/- Murray & Associates (Qld) Pty Ltd Decision Notice Issued on 07/07/2017 10 Caringal Road, Emerald
Council reference: Application: Day application was made: Level of assessment: Public Notification required: Applicant: Status: Location:	403.2017.22 Building Work Assessable Against the Planning Scheme: Shed 05/06/2017 Code No Emerald Home Improvements C/- Wendy Rackley Decision Notice Issued on 14/07/2017 33 Slack Drive, Emerald

ATTACHMENTS:

1. Development Planning - Current Applications 17 July 2017 **[11.1.1]**

– END OF REPORT –

CURRENT DEVELOPMENT APPLICATIONS 17 JULY 2017

Council reference:	4002/14
Application:	Material Change of Use: Indoor Recreation, Food Premises & Showroom Request for Negotiated Decision Notice
Property Description:	Corner Pilot Farm Road, Ballard Street & Halferty Street, Emerald described as Lot 20 & Lot 21 on SP261412
Day application was made:	21/10/2014
Level of assessment:	Impact
Public Notification required:	Yes
Applicant:	Pitman Properties C/- Murray & Associates (Qld) Pty Ltd
Status:	Negotiated Decision – On Hold
Council reference:	4017/15
Application:	Material Change of Use: Extractive Industry (Quarry)
Property Description:	1443 Montrose Road, Capella described as Lot 2 on SP252456
Day application was made:	04/06/2015
Level of assessment:	Impact
Public Notification required:	Yes
Applicant:	Central Highlands Regional Council
Status:	Decision Period
Council reference:	401.2016.1
Application:	Reconfiguring a Lot: 1 into 5 Lots and Access Easement
Property Description:	Capricorn Highway, Emerald described as Lot 12 on SP178418
Day application was made:	08/01/2016
Level of assessment:	Impact
Public Notification required:	Yes
Applicant:	CQ Commodities Pty Ltd C/- Murray & Associates (Qld) Pty Ltd
Status:	Decision Period - On Hold
Council reference:	403.2016.2
Application:	Material Change of Use: Expansion of Free Range Piggery (1216 SPU)
Property Description:	664 Woorabinda Road, Baralaba described as Lot 10 on KM45
Day application was made:	05/02/2016
Level of assessment:	Impact
Public Notification required:	Yes
Applicant:	Kim & Lucy House C/- Farming & Beyond
Status:	Decision Period – On Hold
Council reference:	4043/11
Application:	Request to Extend – Material Change of Use: Accommodation Building (46 units and restaurant)
Property Description:	Dundas Street, Emerald described as Lots 10 & 14 E216104
Day application was made:	19/08/2016
Level of assessment:	Impact
Public Notification required:	No
Applicant:	Cliff Tucker Plumbing Pty Ltd
Status:	Decision Period – On Hold

Council reference: 403.2016.19
Application: Material Change of Use: Intensive Animal Husbandry (10,000 SCU Feedlot)
Property Description: 1732 Coreen Road, Mackenzie described as Lot 4 on LR123
Day application was made: 03/11/2016
Level of assessment: Impact
Public Notification required: Yes
Applicant: Mr G J & Ms R Bethel C-/ FSA Consulting
Status: Information request

Council reference: 403.2016.21
Application: Material Change of Use: Indoor Sport & Recreation (Gym) and Caretaker's Accommodation
Property Description: 31 Peak Downs Street, Capella described as Lot 206 on C2551
Day application was made: 02/12/2016
Level of assessment: Code
Public Notification required: No
Applicant: D & M Lewis C/- Des Skinner Design
Status: Decision Period

Council reference: 4174/12
Application: Request for Permissible Change (s369): Material Change of Use: GP Super Clinic and Reconfiguring a Lot: 1 into 3 Lots and Long Term Lease over 1 Lot
Property Description: Pilot Farm Road, Emerald described as Lot 1 on SP248546
Day application was made: 10/01/2017
Level of assessment: Impact
Public Notification required: No
Applicant: Central Highlands Regional Council
Status: Decision Period

Council reference: 403.2017.1
Application: Material Change of Use: Expansion of Existing 'Goonoo' Feedlot: from 20,000 SCU to 27,800 SCU
Property Description: Comet River Road, Comet described as Lot 9, 10, 11 on RP867919 and Lot 2 on RP805007 and Lot 5 on HT57
Day application was made: 20/01/2017
Level of assessment: Impact
Public Notification required: Yes
Applicant: Australian Agricultural Co. Ltd. C/- FSA Consulting
Status: Information Request

Council reference: 403.2017.9
Application: Material Change of Use: Expansion of existing feedlot to 17,600 SCU
Property Description: Retro Corry Road described as Lot 15 on CLM296, Lot 10 on CLM298 and Lot 20 & 21 on CLM299
Day application was made: 02/03/2017
Level of assessment: Impact
Public Notification required: Yes
Applicant: Paringa Pastoral Co. Pty Ltd C/- FSA Consulting
Status: Referral

Council reference: 400.2017.3
Application: Material Change of Use: Renewable Energy Facility (Solar Farm) & Reconfiguring a Lot: 1 Lot into 3 Lots
Day application was made: 27/03/2017
Level of assessment: Code & Impact
Public Notification required: Yes
Applicant: Blackwater Solar Farm Pty Ltd C/- NGH Environmental
Status: Decision Period

Council reference: 403.2017.14
Application: Material Change of Use: Extension to a Hotel
Day application was made: 28/03/2017
Level of assessment: Code
Public Notification required: No
Applicant: Sapphirejest Pty Ltd C/- Cardno
Status: Decision Period

Council reference: 403.2017.16 (4159/11)
Application: Request to Extend the Relevant Period: Material Change of Use: Multiple Dwelling (16 Units)
Day application was made: 29/03/2017
Level of assessment: Code
Public Notification required: No
Applicant: Trevor Roebig
Status: Decision Period

Council reference: 400.2017.4
Application: Material Change of Use: Renewable Energy Facility (Solar Farm), Reconfiguring a Lot (2 Lots into 4 Lots), Subdivision by Lease Agreement (2 Lots) and Access Easement
Day application was made: 13/04/2017
Level of assessment: Impact
Public Notification required: Yes
Applicant: Bluff Solar Farm Pty Ltd C/- Environmental Resources Management
Status: Referral

Council reference: 401.2017.11
Application: Reconfiguring a Lot (1 Lot into 2 Lots)
Day application was made: 27/04/2017
Level of assessment: Code
Public Notification required: No
Applicant: Covepoint Pty Ltd C/- Murray & Associates (Qld) Pty Ltd
Status: Referral

Council reference: 403.2017.19
Application: Material Change of Use: Industrial Shed
Day application was made: 30/05/2017
Level of assessment: Code
Public Notification required: No
Applicant: Matthew James Burgess
Status: Decision Period

Council reference: 403.2017.20
Application: Material Change of Use: Mixed Use – Relocatable Home Park and Tourist Park
Day application was made: 30/05/2017
Level of assessment: Impact
Public Notification required: Yes
Applicant: DP & EL Kiely C/- Des Skinner Design
Status: Referral

Council reference: 403.2017.21
Application: Material Change of Use: Mechanical Workshop
Day application was made: 31/05/2017
Level of assessment: Code
Public Notification required: No
Applicant: VJ & GH Mabin C/- Des Skinner Design
Status: Properly made

Council reference: 403.2017.23
Application: Material Change of Use: Renewable Energy Facility (Solar PV Farm)
Day application was made: 02/06/2017
Level of assessment: Code
Public Notification required: No
Applicant: Comet Solar Farm Pty Ltd C/- RPS Australia East Pty Ltd
Status: Referral

Council reference: 403.2017.24
Application: Material Change of Use: Commercial Business (Gym)
Day application was made: 06/06/2017
Level of assessment: Impact
Public Notification required: Yes
Applicant: Agood Health & Fitness C/- Alena Bidgood
Status: Not properly made

Council reference: 403.2017.26
Application: Material Change of Use: Renewable Energy Facility (Solar Farm)
Day application was made: 27/06/2017
Level of assessment: Code
Public Notification required: No
Applicant: ESCO Pacific C/- RPS Australia East Pty Ltd
Status: Information Request

Council reference: 403.2017.13
Application: Reconfiguring a Lot (Long Term Lease)
Day application was made: 27/06/2017
Level of assessment: Impact
Public Notification required: Yes
Applicant: ESCO Pacific C/- RPS Australia East Pty Ltd
Status: Properly Made

Council reference: 400.2017.6
Application: Reconfiguring a Lot (Long Term Lease) and Material Change of Use – Renewable Energy Facility (Solar Farm)
Day application was made: 30/06/2017
Level of assessment: ROL – Impact & MCU - Code
Public Notification required: ROL - Yes
Applicant: Renewable Energy Developments C/- NGH Environmental
Status: Acknowledgement Notice

Council reference: 4053/14
Application: Generally in Accordance – Transmission Line
Day application was made: 22/06/2017
Level of assessment:
Public Notification required: No
Applicant: FRV Services Australia C/- Aecom
Status: Decision Period

12 CORPORATE SERVICES

12.1 Consultation - Annual Valuation effective 30 June 2018.....approx. 5 min

DECISION ACTION REPORT

Author / Authorising Officer: Jason Bradshaw, General Manager Corporate Services

EXECUTIVE SUMMARY:

The Department of Natural Resources and Mines maintains the property valuation database used by Council for rating purposes. From time to time the Department will undertake a process to revise these valuations to ensure they remain current, taking into account market movements. There is a requirement under the Land Valuation Act 2010 for the Department to consult Council in this process and to this end a formal request has been made for Council to provide its input into the decision making process.

A revaluation was completed last financial year with the last valuation having an effective date of 30 June 2017 for the purpose of calculating rates and charges.

OFFICER RECOMMENDATION

That Central Highlands Regional Council advise the Valuer-General that it supports the completion of a valuation of land in the Central Highlands Regional Council area with date of effect being 30 June 2018.

REPORT:

The *Land Valuation Act 2010* requires that the Valuer-General undertake an annual statutory valuation of all rateable land in Queensland except in unusual circumstances or after consideration of certain processes.

One of Council's main sources of income is general rates, and in accordance with the *Local Government Act 2009*, this rate must be calculated using the land valuation issued by the Department of Natural Resources and Mines ('The Department').

The Department will generally undertake a valuation once in each 12 month period unless unusual circumstances exist and in making its decision it will consider the following:-

1. A market survey report of the area which reviews sales of land in the area since the last valuation and the probable impact of the sales on the value of land since the last annual valuation; and
2. The results of consultation with the Local Government for the area, and appropriate local and industry groups.

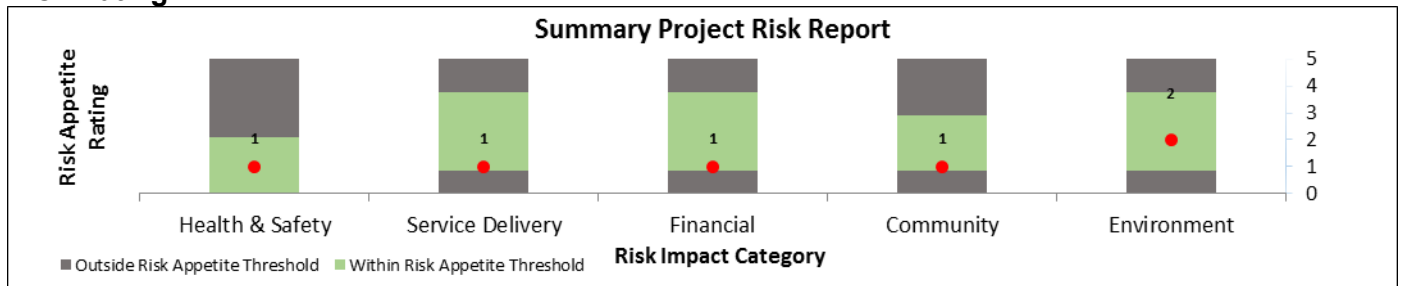
The Valuer-General is now seeking Council's view as to whether an annual review should be undertaken in the Central Highlands Region. Should a land valuation be undertaken, such valuations will be effective for rating purposes from the 30 June 2018.

There are effectively two options available to Council:-

1. Confirm agreement to conducting an annual valuation to take effect from the 30 June 2018;
2. Express the view that Council does not foresee any advantage in an annual land valuation being undertaken at this time.

CONSIDERATIONS / IMPLICATIONS:

Risk Rating



Risk:

Risk can be managed within the existing ranges.

Corporate/Operational Plan Reference:

5. Leadership and Governance

Financial:

If a valuation is completed this will form the basis of the 2018/2019 budget for rating purposes.

Statutory/Policy/Delegations:

This is a statutory provision under the *Land Valuation Act 2010*.

The Department of Natural Resources and Mines will determine if a valuation will be completed this financial year.

Communication/Engagement:

A letter of response will be sent to the Department of Natural Resources and Mines accepting the offer for a re-valuation of the Council area to reflect the most current valuations given recent sales activity.

ATTACHMENTS:

Nil

– END OF REPORT –

12.2 Appointment of Authorised Persons approx. 5 min

DECISION ACTION REPORT

Author: Scott Greensill, Governance Manager (Fixed Term)

Authorising Officer: Jason Bradshaw, General Manager Corporate Services

EXECUTIVE SUMMARY:

The recent introduction of the Development Assessment Rules and Planning Regulations 2017 and substantial changes to the Planning Act 2016 has necessitated the need to review existing delegations given by the Chief Executive Officer to Council Officers in order for them to legally undertake the various aspects of their roles and responsibilities.

Due to the significant volume of legislation in which Council has authority, King and Company Solicitors were engaged to review the Chief Executive Officer's delegations instrument. This review identified some inconsistencies with the some legislation in regards to the Chief Executive Officer's authority to delegate and in order to address this issue the following recommendation was provide by King and Company Solicitors for Council's consideration and adoption.

OFFICER RECOMMENDATION

That pursuant to section 257 of the *Local Government Act 2009*, Central Highlands Regional Council delegates to the Chief Executive Officer of Council the power to:-

- a. appoint authorised persons of Council to exercise 1 or more or all of the powers given to an authorised person pursuant to each of:
 - i. the *Public Health (Infection Control for Personal Appearance Services) Act 2003*; and
 - ii. the *Waste Reduction and Recycling Act 2011*; and
 - iii. the *Water Supply (Safety and Reliability) Act 2008*; and
- b. issue an identity card to each authorised person appointed under paragraph (a); and
- c. authorise employees and agents of Council to exercise the powers of a local government worker under the *Local Government Act 2009*, chapter 5, part 2, division 2; and
- d. give an identity card to each person authorised to exercise the powers of a local government worker under paragraph (c); and
- e. appoint inspectors of Council under section 107 of the *Plumbing and Drainage Act 2002* to exercise 1 or more or all of the powers given to an inspector pursuant to the *Plumbing and Drainage Act 2002*; and
- f. issue an identity card to each inspector appointed under paragraph (e).

REPORT:

The recent introduction of the Development Assessment Rules and Planning Regulations 2017 and substantial changes to the Planning Act 2016 has necessitated the need to review existing delegations given by the Chief Executive Officer to Council Officers in order for them to legally undertake the various aspects of their roles and responsibilities.

Due to the significant volume of legislation in which Council has authority, King and Company were engaged to review the Chief Executive Officer's delegations instrument. This review identified some inconsistencies with the various legalisation in regards to the Chief Executive Officer's authority to delegate and in order to address this issue King and Company prepared a recommendation for Council's consideration and adoption.

Whilst the delegation process from the Chief Executive Officer to employees is an operational matter, it has been identified that for reason unknown certain Acts specifically give the delegation authority to the local government and not the Chief Executive Officer. If this were to be specifically applied any changes in

delegations or employees fulfilling the delegated roles would require a separate Council resolution. In order to address this issue and as recommended by King and Company, it is proposed that Council give the Chief Executive Officer the necessary delegated authority under these identified Acts. The Chief Executive Officer will then be free to on-delegate his authority as he sees fit and in the same manner as already occurs with other legislation.

CONSIDERATIONS / IMPLICATIONS:

Risk Rating



Risk:

- The existing Delegations Register does not contain updates to legislation – this could restrict the decision-making process at an operational level;
- The existing process for Appointment of Authorised Persons needs to be updated to bring in line with current legislations;
- Council activities are conducted under the appropriate delegation of powers;
- Ensure compliance with legislative requirements under the Local Government Act 2009.

Corporate/Operational Plan Reference:

5. Leadership and Governance;

5.1.1 - Clearly define the functions, services, roles and responsibilities of council.

5.3.1 - Maintain high standards of corporate governance.

Financial:

Managed within existing budget allocations.

Statutory/Policy/Delegations:

Local Government Act 2009

Communication/Engagement:

The update to the Appointment of Authorised Persons process has been prepared in consultation with Council's legal advisors King and Company.

ATTACHMENTS:

Nil

– END OF REPORT –

12.3 Delegations Register - Council to Chief Executive Officer - July 2017 approx. 5 min

DECISION ACTION REPORT

Author: Scott Greensill, Manager Governance (Fixed Term)

Authorising Officer: Jason Bradshaw, General Manager Corporate Services

EXECUTIVE SUMMARY:

Recent legislation changes and updates has necessitated a review of existing delegation of powers. The review has been undertaken following receipt of information received from the Local Government Association of Queensland (LGAQ) who provide a service in relation to delegations to Council. The recommendation relates to delegations from Council to the Chief Executive Officer under various legislation.

OFFICER RECOMMENDATION

That in accordance with Section 257 of the Local Government Act 2009, Central Highlands Regional Council delegates to the Chief Executive Officer the exercise of its powers under the following legislation:

- a) New to Authorisations and Council Resolutions:
 - i) Appointment of Authorised Persons (as per item 13.2 of this agenda)
- b) New to Register:
 - i) Development Assessment Rules
 - ii) Planning Regulation 2017
- c) Amended Delegations:
 - i) Planning Act 2016

And further, that all other delegations relating to other legislation that currently are in place from Council to the Standing Committees remain unchanged.

REPORT:

The purpose of this report is to provide for delegation of powers to the Chief Executive Officer in accordance with the updates and changes to Council resolutions and to legislation provided by Local Government Association of Queensland (LGAQ) as set out in Attachment 1.

Frequent changes to legislation requires a review of Delegations from Council to Chief Executive Officer. This review is based on information provided by the Local Government Association of Queensland throughout the year. The information provided by LGAQ contains both new and updated legislations which are required to be adopted by Council to ensure that the Chief Executive Officer is delegated the exercise of powers.

The Council resolves to delegate to the Chief Executive Officer, the exercise of its powers under the Local Government Act 2009 contained in Attachment 1. The Local Government Act 2009 is subject to the terms of any applicable Instruments of Delegation and to the conditions below:

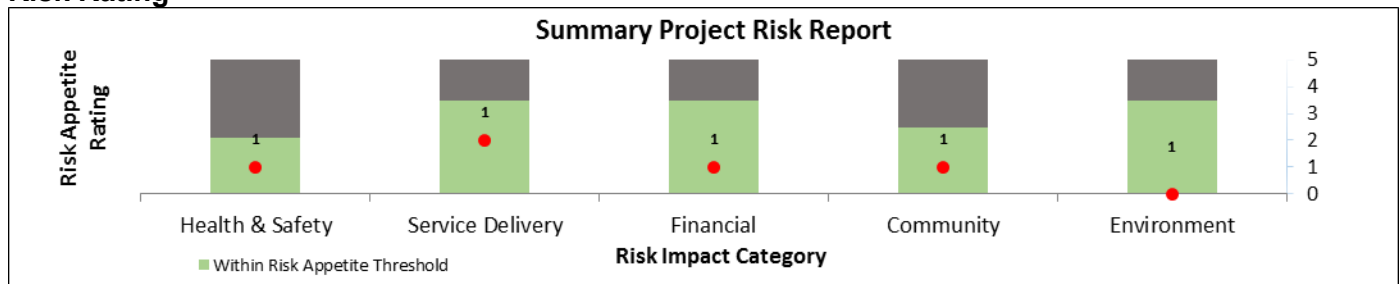
1. Where Council in its budget or by resolution allocates an amount for the expenditure of council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the council to reasonably foreseeable expenditure up to the amount allocated;

2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large;
3. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter);
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure;
5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme/s and any exercise of power which involves a departure or variation of those requirements will only be undertaken by Council;
6. The delegate will not exercise any power which cannot lawfully be the subject of the delegation by Council.

To remove any doubt, the conditions above must be applied to all sub-delegations from the Chief Executive Officer to other employees, including contractors.

CONSIDERATIONS / IMPLICATIONS:

Risk Rating



Risk:

- The existing Delegations Register does not contain updates to legislation – this could restrict the decision-making process at an operational level;
- Council activities are conducted under the appropriate delegation of powers;
- Ensure compliance with legislative requirements under the Local Government Act 2009.

Corporate/Operational Plan Reference:

- 5. Leadership and Governance;
- 5.1.1 - Clearly define the functions, services, roles and responsibilities of council.
- 5.3.1 - Maintain high standards of corporate governance.

Financial:

Managed within existing budget allocations.

Statutory/Policy/Delegations:

Local Government Act 2009

Communication/Engagement:

The update to the Council to Chief Executive Officer Delegations Register has been prepared to incorporate changes to legislation from the Local Government Association of Queensland (LGAQ) for the registers required for Council. Council is required to pass a resolution to delegate the powers in the prepared register (as attached), to the Chief Executive Officer. The register has been reviewed by relevant management and content approved.

A review of the Chief Executive Officer to Employee or Contractor Delegations register is being conducted to reflect the changes in legislation that are suitable for on-delegation from the Chief Executive Officer.

ATTACHMENTS:

1. Update Overview - including Appendix A, B and C **[12.3.1]**

– END OF REPORT –

ATTACHMENT 1

COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATIONS REGISTER UPDATES

New to Authorisations and Council Resolutions

Resolution as passed by Council 26 May 2017 to 25 July 2017 – See Attachment 1 Appendix A

New to Registers

Development Assessment Rules – See Attachment 1 Appendix B
Planning Regulation 2017 – See Attachment 1 Appendix C

Amended Delegations

Existing registers that have been amended:

- **Planning Act 2016 – Council to Chief Executive Officer**

Date Reviewed:	25/5/2017
Reprint No:	25/5/2016
Updated Items:	Sections 19, 46, 75, 115
New Items:	Section 37, 41, 51, 64, 84, 86, 93, 105, 175, 181, 229
Removed Items:	

These updates are current as at 13 June 2017 as per Local Government Association Queensland advice.

APPENDIX A**NEW TO AUTHORISATIONS AND COUNCIL RESOLUTIONS**

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	<p>RESOLUTION PURSUANT TO SECTION 257 OF THE LOCAL GOVERNMENT ACT 2009 DELEGATING FROM COUNCIL TO THE CHIEF EXECUTIVE OFFICER THE POWER TO APPOINT A PERSON AS AN AUTHORISED PERSON/INSPECTOR AND AUTHORISE A LOCAL GOVERNMENT WORKER PURSUANT TO VARIOUS STATE LEGISLATION</p> <p>Pursuant to section 257 of the <i>Local Government Act 2009</i>, Council delegates to the chief executive officer of Council the power to:-</p> <p>(a) appoint authorised persons of Council to exercise 1 or more or all of the powers given to an authorised person pursuant to each of:</p> <p>(i) the <i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i>; and</p> <p>(ii) the <i>Waste Reduction and Recycling Act 2011</i>; and</p>	<i>Section 257 of the Local Government Act 2009</i>	25/07/2017	Delegation is in accordance with Council meeting resolution for meeting held on 25/07/2017

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
		<p>(iii) the <i>Water Supply (Safety and Reliability) Act 2008</i>; and</p> <p>(b) issue an identity card to each authorised person appointed under paragraph (a); and</p> <p>(c) authorise employees and agents of Council to exercise the powers of a local government worker under the <i>Local Government Act 2009</i>, chapter 5, part 2, division 2; and</p> <p>(d) give an identity card to each person authorised to exercise the powers of a local government worker under paragraph (c); and</p> <p>(e) appoint inspectors of Council under section 107 of the <i>Plumbing and Drainage Act 2002</i> to exercise 1 or more or all of the powers given to an inspector pursuant to the <i>Plumbing and Drainage Act 2002</i>; and</p> <p>(f) issue an identity card to each inspector appointed under paragraph (e).</p>			

APPENDIX B

NEW TO REGISTER

Development Assessment Rules

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as an assessment manager, to determine if the application is a properly made application.	Section 1.2 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as an assessment manager, to give a confirmation notice.	Section 2.3 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as an assessment manager, to give an action notice.	Section 3.1 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as an assessment manager, to agree to a further period for the applicant to comply with all actions in the action notice and give notice to the assessment manager that it has complied.	Section 3.2 <i>Development Assessment Rules</i>		

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as an assessment manager, to give a confirmation notice if the applicant has complied with the action notice.	Section 3.4 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as an assessment manager, to accept the application as a properly made application after giving an action notice.	Section 3.5 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as an assessment manager, to agree on a further period for giving a confirmation notice.	Section 3.6(b) <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as an assessment manager, to agree to a further period for the applicant to give a copy of the application to a referral agency.	Section 5.1 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as a referral agency, to determine if the application is a properly referred application.	Section 6.2 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as a referral agency, to give a confirmation notice.	Section 7.1 <i>Development Assessment Rules</i>		

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a referral agency, to give the applicant an action notice	Section 8.1(a) <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as a referral agency, to give a copy of the action notice to the assessment manager.	Section 8.1(b) <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as a referral agency, to agree to a further period for the applicant to comply with all the actions in the action notice.	Section 8.2 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as a referral agency, where the applicant has complied with all the actions in the action notice, to give a referral confirmation notice to the applicant and a copy to the assessment manager.	Section 8.2(b) <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as a referral agency, to give the assessment manager notice that the application is taken to have not been referred.	Section 8.3(b) <i>Development Assessment Rules</i>		

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a referral agency, to agree to a further period for the referral agency assessment period.	Sections 9.2(a) and (b) <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as an assessing authority, to agree to receive further information from the applicant during the development assessment process.	Section 11.2 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as an assessing authority, to make an information request.	Section 12.1 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as an assessment manager, to agree to a further period in which to make the information request.	Section 12.2 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as a referral agency, to agree to a further period in which to make the information request.	Section 12.4 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as an assessing authority, to give the applicant advice about an information request or any other matter, including how the applicant may change the application.	Section 12.5 <i>Development Assessment Rules</i>		

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as an assessing authority, to agree to a further period for the applicant to respond to the information request.	Section 13.1 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as an assessment manager acting under section 53(10) of the Act to comply with the public notice requirements.	Sections 17.1, 17.3 and 17.4 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as an assessment manager, to agree to a further period for the applicant to give notice of compliance with the public notice requirements.	Section 18.1 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as an assessment manager, to accept properly made submissions and not properly made submissions.	Section 19.1 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as the assessment manager, to agree to a further period to assess and decide the application.	Section 22.1(a) <i>Development Assessment Rules</i>		

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as the assessment manager, to:- (a) give a copy of the notice to each referral agency for the original application and any other referral agency required to be given referral; and (b) advise each referral agency, with a copy to the applicant, of the effect of the change on the development assessment process.	Section 25.1 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as the assessment manager, to determine whether the change:- (a) only deals with a matter raised in a properly made submission for the application; or (b) is in response to an information request for the application; or (c) is in response to further advice provided by an assessing authority about the application.	Section 26.1 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as the assessment manager, to give the applicant a confirmation notice where part 4 applies to the changed application and part 4 did not apply to the original application.	Section 26.2(a)(i) <i>Development Assessment Rules</i>		

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as the assessment manager, to determine whether the change:- (a) would be likely to attract a submission objecting to the thing comprising the change if public notification were to apply to the change; (b) only addresses a matter raised in a properly made submission.	Section 26.2(b) <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as the assessment manager, to give notice to the applicant that public notification is required under section 26.2(b) and that it must be carried out in accordance with section 16.4.	Section 26.2(c) <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as a referral agency, despite section 11.1, to make an information request as a result of a referral under section 26.	Section 26.5 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as an assessing authority, despite section 11.1, to make an information request about the change.	Section 27.2 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as the assessment manager, to determine whether the change would be likely to attract a submission objecting to the thing comprising the change, if public notification were to apply to the change.	Section 27.3 <i>Development Assessment Rules</i>		

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a concurrence agency, after the referral agency assessment period and any further periods has ended, to change its referral agency response or give a late referral agency response before the application is decided.	Section 28.1 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as a concurrence agency, to give notice of its intention to change its referral agency response to the assessment manager and the applicant.	Section 28.4(a) <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as a concurrence agency, to agree to a further period for the giving of an amended referral agency response.	Section 28.4(b) <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as a party to the application, to give notice to each other party that the applicant has not referred the application in accordance with section 54(1) of the Act.	Section 29.2 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as a referral agency, despite section 11.1, to make an information request as a result of a referral under section 29.	Section 29.6 <i>Development Assessment Rules</i>		

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a party who initiated an extension under the DA rules, to give a copy of the agreement to any other party to the application.	Section 33.1 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as an assessment manager or as a concurrence agency for the application, to ask any third party for third party advice.	Section 34.1 <i>Development Assessment Rules</i>		
	Chief Executive Officer	Power, as an assessment manager or as a concurrence agency for the application, to give further advice about the application to the applicant, including how the applicant may change the application.	Sections 35.1 and 35.2 <i>Development Assessment Rules</i>		

APPENDIX C

NEW TO REGISTER

Planning Regulation 2017

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to extend the period mentioned in subparagraph (a).	Section 12(b) <i>Planning Regulation 2017</i>		
	Chief Executive Officer	Power, as an assessment manager, to make the requested decision.	Schedule 11, Section 10(1) <i>Planning Regulation 2017</i>		
	Chief Executive Officer	Power, as an assessment manager, to give notice of the decision.	Schedule 11, Section 10(2) <i>Planning Regulation 2017</i>		
	Chief Executive Officer	Power, as an assessment manager, to give notice of the decision, including the reasons for the decision.	Schedule 11 , Section 10(3) <i>Planning Regulation 2017</i>		
	Chief Executive Officer	Power, where the request complies with the criteria stated in section 2, to approve the request.	Schedule 18, Section 3(1) <i>Planning Regulation 2017</i>		

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to give notice of the approval to the person making the request.	Schedule 18, Section 3(2) <i>Planning Regulation 2017</i>		
	Chief Executive Officer	Power to keep the documents listed in subsection (1) available for inspection and purchase.	Schedule 22, Section 1 <i>Planning Regulation 2017</i>		
	Chief Executive Officer	Power to keep the documents listed in subsection (1) available for inspection only.	Schedule 22, Section 2 <i>Planning Regulation 2017</i>		
	Chief Executive Officer	Power to publish the documents listed in subsections (1) and (4) on Council's website.	Schedule 22, Section 3 <i>Planning Regulation 2017</i>		
	Chief Executive Officer	Power, as an assessment manager, to keep the documents listed in subsections (1) and (2) available for inspection and purchase.	Schedule 22, Section 5 <i>Planning Regulation 2017</i>		
	Chief Executive Officer	Power, as an assessment manager, to keep the documents listed in subsection (1) available for inspection only.	Schedule 22, Section 6 <i>Planning Regulation 2017</i>		
	Chief Executive Officer	Power, as an assessment manager, to publish the documents listed in subsections (1) and (4) on Council's website.	Schedule 22, Section 7 <i>Planning Regulation 2017</i>		

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a referral agency, to keep the documents listed in subsections (a) to (d) available for inspection and purchase.	Schedule 22, Section 8 <i>Planning Regulation 2017</i>		
	Chief Executive Officer	Power, as a referral agency, to keep a register for all development applications and change applications given to the referral agency under section 54 of the Act and to make it available for inspection only.	Schedule 22, Section 9 <i>Planning Regulation 2017</i>		
	Chief Executive Officer	Power, as a referral agency, to publish the documents listed in subsections (a) to (d) on Council's website.	Schedule 22, Section 10 <i>Planning Regulation 2017</i>		

12.4 Works 4 Queensland Project Nominations approx. 5 min**DECISION ACTION REPORT**

Author: Ian Stevenson, Acting Manager Finance

Authorising Officer: Jason Bradshaw, General Manager Corporate Services

EXECUTIVE SUMMARY:

The 2017-19 Works for Queensland (W4Q) program is a \$200 million over two years Queensland government funding program to support local governments outside of South East Queensland to undertake job-creating maintenance and minor infrastructure works.

This initiative is delivered by the Department of Infrastructure, Local Government and Planning and funded under the State Infrastructure Fund. This program funding as announced and made available for Central Highlands Regional Council is \$2,550,000. Council is encouraged to submit one (1) list of projects which is due by 28 July 2017.

OFFICER RECOMMENDATION

That Central Highlands Regional Council endorse the submission of the following projects for funding under the 2017-19 Works for Queensland Program:

Project No#	Project Title	W4Q Project Cost \$
1.	Community Oval Rolleston – Upgrade new canteen and kitchen	100,000
2.	Bauhinia Memorial Hall – Upgrade hall facility	150,000
3.	Blackwater Civic Centre – Upgrade lighting, sound equipment in the Auditorium, upgrade the cold-room, stove and dishwasher	55,000
4.	Emerald Town Hall – Repaint supper room and replace existing flooring	55,000
5.	Springsure Showgrounds – Dining hall access upgrade	20,000
6.	Rolleston Community Centre/Pool - Electrical upgrade	30,000
7.	Rolleston Transaction Centre – Upgrade irrigation and landscaping	15,000
8.	Duaringa McKenzie Park – Replacement of water feature, garden and new interpretive signage	120,000
9.	Emerald Botanical Gardens – Eastside pathway improvements	300,000
10.	Capella Bridgeman Park – Replacement of disability access to the main sports pavilion	40,000
11.	Sapphire Pool – Carpark area sealing	50,000
12.	Retaining walls on approaches to Vince Lester Bridge	300,000
13.	Clermont Street & Borilla Street – Footpath rehabilitation Stage 2	250,000
14.	Emerald town entrance beautification	200,000
15.	Springsure – Eclipse Street – Footpath rehabilitation	200,000
16.	Springsure Showgrounds - Carpark and bus bay seal/pavement works	30,000
17.	Rolleston School – Bus shelter	10,000
18.	Comet – Upgrade drainage Ballard Street	140,000
19.	Emerald – Concrete infill at Edmonston Street roundabout	60,000

20.	Central Highlands rural addressing signage installation	250,000
21.	Anakie – New bore emergency generator	25,000
22.	Emerald Saleyards – concrete extensions	100,000
23.	Emerald Airport – enhance entrance statement	50,000
	TOTAL PROJECTS COST	\$2,550,000

REPORT:

The 2017-19 Works for Queensland (W4Q) program is a \$200 million over two years, Queensland government funding program to support local governments outside of South East Queensland to undertake job-creating maintenance and minor infrastructure works. An amount of \$2.55 million has been made available for this Council. The funding allocation is comprised of a base of \$1 million plus an amount of \$1.55 million that reflects unemployment levels in the Central Highlands region.

This W4Q Program funded under the State Infrastructure Fund, delivered and administered by the Department of Infrastructure, Local Government and Planning may be used for maintenance and minor works to improve the condition, quality or lifespan of an asset, or for maintaining a community asset, or for disaster resilience and preparedness. The funds may also be spent on enhancing the scope of projects already committed to by the Council.

Funding Allocation

The allocation will be paid to Council \$1,275,000 – 50% upon endorsement of the projects by the Department, \$1,020,000 – 40% upon Council expending of \$1,275,000 and \$255,000 – 10% upon finalisation/acquittal, as per the Funding Deed of Agreement, of all projects.

Eligible Project Requirement

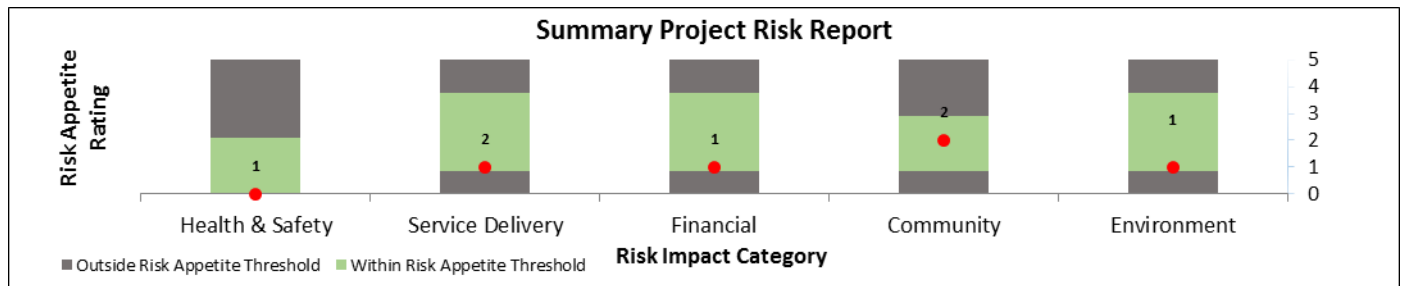
All eligible projects under the program need or create, support or sustain jobs in a local community or across a region. This could support new jobs created to deliver on commitments, sustaining jobs that might otherwise have been lost, or jobs relating to an existing work program that can be expanded.

Eligible projects are those that:

- improve the condition (maintenance), quality or lifespan of a local government-owned capital asset such as, but not limited to, footpaths, kerb and channel works, roads, car parks, sewer, water and stormwater systems and networks, shade structures, playgrounds, community and sport facilities, halls, swimming pools and water play infrastructure;
- are new maintenance or minor infrastructure works for disaster resilience and preparedness such as works that protect existing essential public infrastructure and/or build resilience to future natural disaster events;
- are not already proposed for funding in the applicant's 2017–18 and 2018-19 budgets;
- are new minor infrastructure works that meet the required timeframe and program objectives;
- clearly demonstrate they will create or sustain jobs.
- an enhanced scope for existing maintenance projects that are already underway may also be considered under the program.

The 2017-19 Works for Queensland Program funding will close on 28 July 2017 and Council is encouraged to submit one (1) list of projects.

Projects must be delivered by 30 June 2019.

CONSIDERATIONS / IMPLICATIONS:**Risk Rating****Risk:**

There is a positive impact as a result of these funding applications as they present an opportunity to advance infrastructure projects that would otherwise need to be funded from Council revenue. All projects are subject to regulatory compliance and are well advanced in design with delivery expected within the required funding timeline.

Corporate/Operational Plan Reference:

1. Strong Vibrant Communities;
2. Building and Maintaining Quality Infrastructure;
- 2.1.4 - Plan and deliver essential infrastructure that supports a sustainable future.

Financial:

There is a positive impact as a result of these funding applications as they present an opportunity to advance infrastructure projects that would otherwise need to be funded from Council revenue. All projects are subject to regulatory compliance and are well advance in design with delivery expected within required funding guidelines. There is a positive impact for Council's reputation if funding can be secured and projects completed.

The economic environment at a local level will be supported through local spend on these projects during delivery.

Statutory/Policy/Delegations:

The *Local Government Act 2009* and *Local Government Regulation 2012*, provide the direction in relation to the procurement activities of Council. Council's Procurement, Local Preference and Budget Policies are applicable and remain relevant for this report.

Communication/Engagement:


Internal consultation has been ongoing regarding the shortlisting of projects and works to be undertaken and completed by the due dates.

W4Q Program requires the monthly reporting and updating progress of all endorsed projects, including delivery risk and information on project completion.

ATTACHMENTS:

1. 2017-19 Works for Queensland Program Guideline **[12.4.1]**

– END OF REPORT –



2017-19 Works for Queensland Program Guidelines

June 2017

© State of Queensland, June 2017. Published by the Department of Infrastructure, Local Government and Planning,
1 William Street, Brisbane Qld 4000, Australia.



Licence: This work is licensed under the Creative Commons CC BY 4.0 Australia Licence. In essence, you are free to copy and distribute this material in any format, as long as you attribute the work to the State of Queensland (Department of Infrastructure, Local Government and Planning) and indicate if any changes have been made. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>.

Attribution: The State of Queensland, Department of Infrastructure, Local Government and Planning.

The Queensland Government supports and encourages the dissemination and exchange of information. However, copyright protects this publication. The State of Queensland has no objection to this material being reproduced, made available online or electronically but only if it is recognised as the owner of the copyright and this material remains unaltered.



The Queensland Government is committed to providing accessible services to Queenslanders of all cultural and linguistic backgrounds. If you have difficulty understanding this publication and need a translator, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone the Queensland Department of Infrastructure, Local Government and Planning on 13 QGOV (13 74 68).

Disclaimer: While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not take into account individual circumstances or situations. Where appropriate, independent legal advice should be sought.

An electronic copy of this report is available on the Department of Infrastructure, Local Government and Planning's website at www.dilgp.qld.gov.au.

Contents

Introduction	4
Objective.....	4
Eligible applicants	4
Eligible projects	4
Ineligible projects	4
Funding.....	5
How to apply	6
Key dates	6
Confidentiality	6
Further information.....	6
Appendix 1	7

Introduction

The 2017-19 Works for Queensland (W4Q) program is a \$200 million over two years Queensland Government funding program to support local governments outside of the South East Queensland to undertake job-creating maintenance and minor infrastructure works.

This initiative is delivered by the Department of Infrastructure, Local Government and Planning and funded under the State Infrastructure Fund.

Objective

The objective of the 2017-19 W4Q program is to support job-creating maintenance and minor infrastructure works relating to assets owned or controlled by eligible applicants.

Eligible applicants

Eligible applicants are local government bodies constituted under the *Local Government Act 2009* that are outside of South East Queensland. The eligible applicants are listed in appendix 1.

Eligible projects

To be considered under the program, projects need to create, support or sustain jobs in a local community or across a region. For example, this could mean new jobs created to deliver on commitments, sustaining jobs that might otherwise have been lost, or jobs relating to an existing work program that can be expanded.

Projects must be delivered by 30 June 2019.

Eligible projects are those that:

- improve the condition (maintenance), quality or lifespan of a local government-owned capital asset such as, but not limited to, footpaths, kerb and channel works, roads, car parks, sewer, water and stormwater systems and networks, shade structures, playgrounds, community and sport facilities, halls, swimming pools and water play infrastructure;
- are new maintenance or minor infrastructure works for disaster resilience and preparedness such as works that protect existing essential public infrastructure and/or build resilience to future natural disaster events;
- are not already proposed for funding in the applicant's 2017–18 and 2018-19 budgets;
- are new minor infrastructure works that meet the required timeframe and program objectives;
- clearly demonstrate they will create or sustain jobs.

An enhanced scope for existing maintenance projects that are already underway may also be considered under the program.

Ineligible projects

Ineligible projects under the 2017-19 W4Q include, but are not limited to:

- purchase of an asset or works to an asset that will not be owned and/or controlled by the applicant
- purchase or leasing of plant, vehicles and equipment
- purchase of land (e.g. land buy-back schemes)
- works constructed on land not owned or controlled by the applicant, except where it has permission to construct on Queensland Government-owned land
- works requiring complex development applications
- works involving planning and design only
- works that cannot be delivered by the 30 June 2019 deadline

- projects within South East Queensland.

Funding Deed of Agreement

Council's approved funding under the 2017-19 W4Q programs are required to adhere to all conditions contained in its signed Funding Deed of Agreement between the Department of Infrastructure, Local Government and Planning and itself.

Formal Advice of Funding Approval

Councils who have approved funding under the 2017-19 W4Q programs will receive a 'Formal Advice of Funding Approval'. [I.e. letter from the Minister] This documentation will provide the amount of approved funding allocation the council is to receive under the 2017-19 W4Q funding rounds.

Funding allocation

The allocation will comprise \$1,000,000 plus an amount that reflects unemployment levels in the region relevant to the applicant. The funding provided by the Queensland Government will be capped and advised to each recipient.

Local governments are expected to cost projects accurately and may choose to contribute to the projects but are not obligated. Local governments can include additional or complementary funding if available. Application to the program will require appropriate sign-off that projects can meet nominated timelines and are in accordance with the W4Q Guidelines and the Funding Deed of Agreement.

The allocation will be disbursed on the following basis:

- 50 per cent upon endorsement of the projects by the department.
- A further 40 per cent upon the applicant expending 50 per cent of allocation.
- A final 10 per cent upon finalisation/acquittal, as per the Funding Deed of Agreement, of all projects.

Applicants should ensure that in delivery normal procurement and value for money practices apply.

Applicants will be required to report monthly on all endorsed projects, including delivery risks and information on project completion.

Acquittal will involve an applicant completing a certification form verifying it has expended the allocated funds in accordance with the 2017-19 W4Q Guidelines and the Funding Deed of Agreement, including validation of jobs sustained or created.

As per clause 4.2.2 of the Funding Deed of Agreement, the applicant may be required to return unspent funding.

The Minister has discretion in funding decisions and is under no obligation to consider applications made after the program has closed.

Signage for approved projects

As per clause 6.1 of the Funding Deed of Agreement, the applicant must adhere to the Acknowledgement Guidelines issued by the department to recognise Queensland Government funding and the W4Q program in all media and other communications.

How to apply

Eligible applicants are requested to submit a 2017-19 W4Q list of projects form, which can be found online at <http://dilgp.qld.gov.au/local-government/grants/works-for-queensland>.

Submit only one [1] list of projects form detailing all the projects that can be delivered by the 30 June 2019 deadline, in accordance with these guidelines and the funding allocation. Submit the form electronically via email to: 2017-19W4Q@dilgp.qld.gov.au.

Departmental regional officers are available to assist applicants prepare and submit the list of projects. The department may seek further information from applicants.

Should the list of projects be endorsed, the applicant will receive advice from the department of the endorsed projects, along with the release of funds.

Key dates

A 2017-19 W4Q list of projects must be provided by **28 July 2017** to be considered for funding.

- 3 July – 28 July 2017 Councils submit one [1] list of projects

Confidentiality

The department will treat the information provided in the project proposal form as confidential.

Should the department be required to consult with other government agencies or bodies and other organisations and/or individuals, it will make every reasonable effort to ensure the parties who are consulted are aware of the need to treat the information as confidential.

Further information

For more information contact the department:

Email: 2017-19W4Q@dilgp.qld.gov.au

Brisbane grant program office
Phone: **3452 6730**

Northern region
Townsville office
Phone: **4758 3472**

Southern region
Brisbane office
Phone: **3452 6762**

Appendix 1

Northern region			
<ul style="list-style-type: none"> • Aurukun Shire Council • Banana Shire Council • Burdekin Shire Council • Burke Shire Council • Cairns Regional Council • Carpentaria Shire Council • Cassowary Coast Regional Council • Central Highlands Regional Council • Charters Towers Regional Council • Cloncurry Shire Council 	<ul style="list-style-type: none"> • Cook Shire Council • Croydon Shire Council • Douglas Shire Council • Doomadgee Aboriginal Shire Council • Etheridge Shire Council • Flinders Shire Council • Gladstone Regional Council • Hinchinbrook Shire Council • Hope Vale Aboriginal Shire Council • Isaac Regional Council • Kowanyama Aboriginal Shire Council 	<ul style="list-style-type: none"> • Livingstone Shire Council • Lockhart River Aboriginal Shire Council • Mackay Regional Council • Mapoon Aboriginal Shire Council • Mareeba Shire Council • McKinlay Shire Council • Mornington Shire Council • Mount Isa City Council • Napranum Aboriginal Shire Council • Northern Peninsula Area Regional Council • Palm Island Aboriginal Shire Council 	<ul style="list-style-type: none"> • Pormpuraaw Aboriginal Shire Council • Richmond Shire Council • Rockhampton Regional Council • Tablelands Regional Council • Torres Shire Council • Torres Strait Island Regional Council • Townsville City Council • Whitsunday Regional Council • Woorabinda Aboriginal Shire Council • Wujal Wujal Aboriginal Shire Council • Yarrabah Aboriginal Shire Council

Southern region			
<ul style="list-style-type: none"> • Balonne Shire Council • Barcaldine Regional Council • Barcoo Shire Council • Blackall-Tambo Regional Council • Boulia Shire Council • Bulloo Shire Council • Bundaberg Regional Council • Cherbourg Aboriginal Shire Council 	<ul style="list-style-type: none"> • Diamantina Shire Council • Fraser Coast Regional Council • Goondiwindi Regional Council • Gympie Regional Council • Longreach Regional Council 	<ul style="list-style-type: none"> • Maranoa Regional Council • Murweh Shire Council • North Burnett Regional Council • Paroo Shire Council • Quilpie Shire Council 	<ul style="list-style-type: none"> • South Burnett Regional Council • Southern Downs Regional Council • Western Downs Regional Council • Winton Shire Council

Department of Infrastructure, Local Government and Planning
Level 12, 1 William Street, Brisbane QLD 4000
tel 13 QGOV (13 74 68)

www.dilgp.qld.gov.au

12.5 Monthly Financial Report - June 2017 approx. 10 min**DECISION ACTION REPORT****Author:** Shelly Fogg, Manager Finance**Authorising Officer:** Jason Bradshaw, General Manager Corporate Services**EXECUTIVE SUMMARY:**

A Financial Report which summarises the financial performance and position of the Central Highlands Regional Council is presented 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.

OFFICER RECOMMENDATION

That Central Highlands Regional Council receive the Monthly Financial Report for the period ended 30 June 2017.

REPORT:

The purpose of this report is to provide a monthly update on Council's overall financial position in accordance with *Section 204 of the Local Government Regulation 2012*.

The Financial Report compares actual performance to date with Council's adopted Budget Review 3 (as at 23 May 2017) for 2016/2017 and identifies, for Councillors information, significant variances or areas of concern. It also provides information about additional areas of financial interest to Council, and reinforces sound financial management practices throughout the organisation. This information is provided through three key statements that explain the operating position, financial position and cash flows.

Statement of Comprehensive Income for the period 30 June 2017

The Statement of Comprehensive Income shows an operating surplus of \$9.037 million at the end of June 2017 (refer to Attachment 1). The summary Operating Statement below compares this year to date operating surplus to the year to date budgeted surplus of \$3.012 million.

This result is subject to change due to additional end of financial year adjustments, which will be processed during July & August, as part of the preparation of Council's 2016/17 financial statements.

Summary Operating Statement - For the Period Ended June 2017

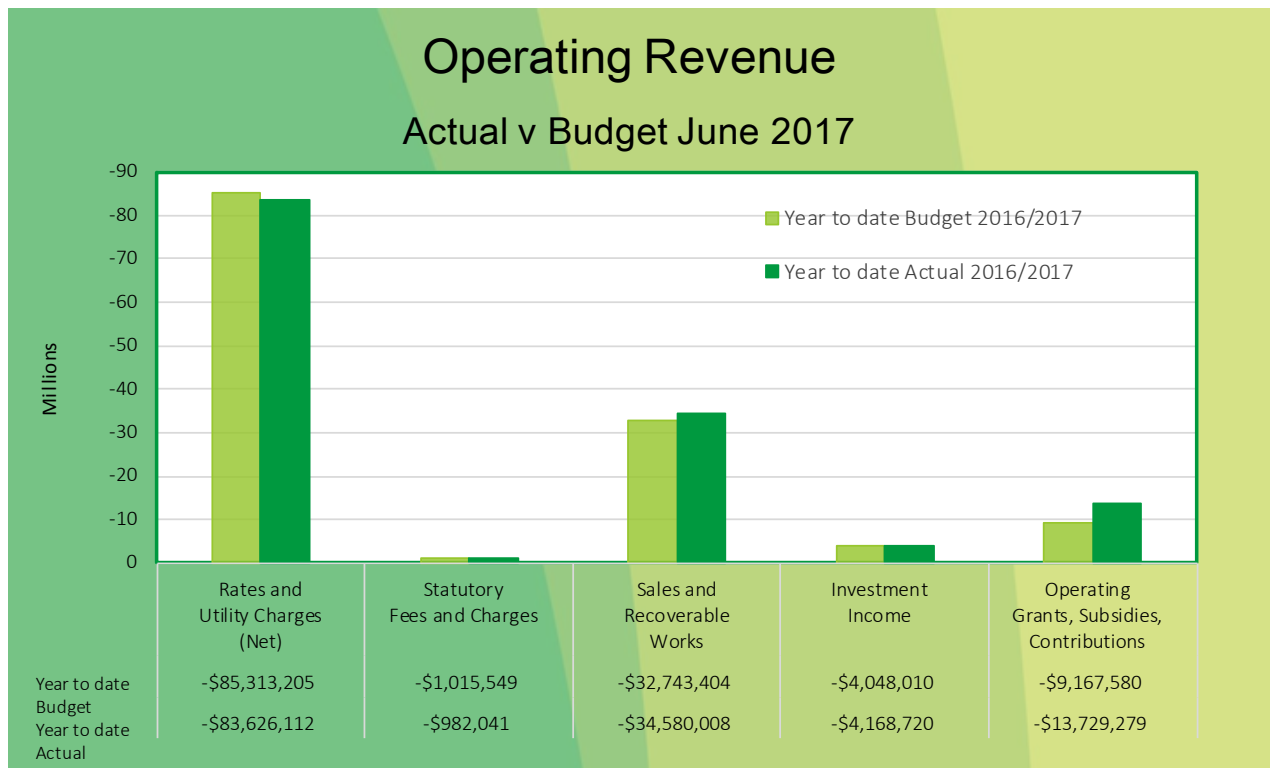
	YTD Actual \$000's	YTD Current Budget \$000's	Variance \$000's	Variance %
Operating Revenue	137,086	132,287	4,799	3.62%
Operating Expenses	(93,860)	(95,134)	(1,274)	-1.33%
Earnings before Interest, Tax and Depreciation(EBITD)	43,226	37,153	6,073	16.34%
Interest Expense	(3,675)	(3,645)	(30)	-0.82%
Depreciation	(30,514)	(30,496)	(18)	-0.06%
Operating Result (excluding Capital revenue and expenditure)	9,037	3,012	6,025	200.03%

*Current Budget refers to Adopted Budget Review 3 2016/17

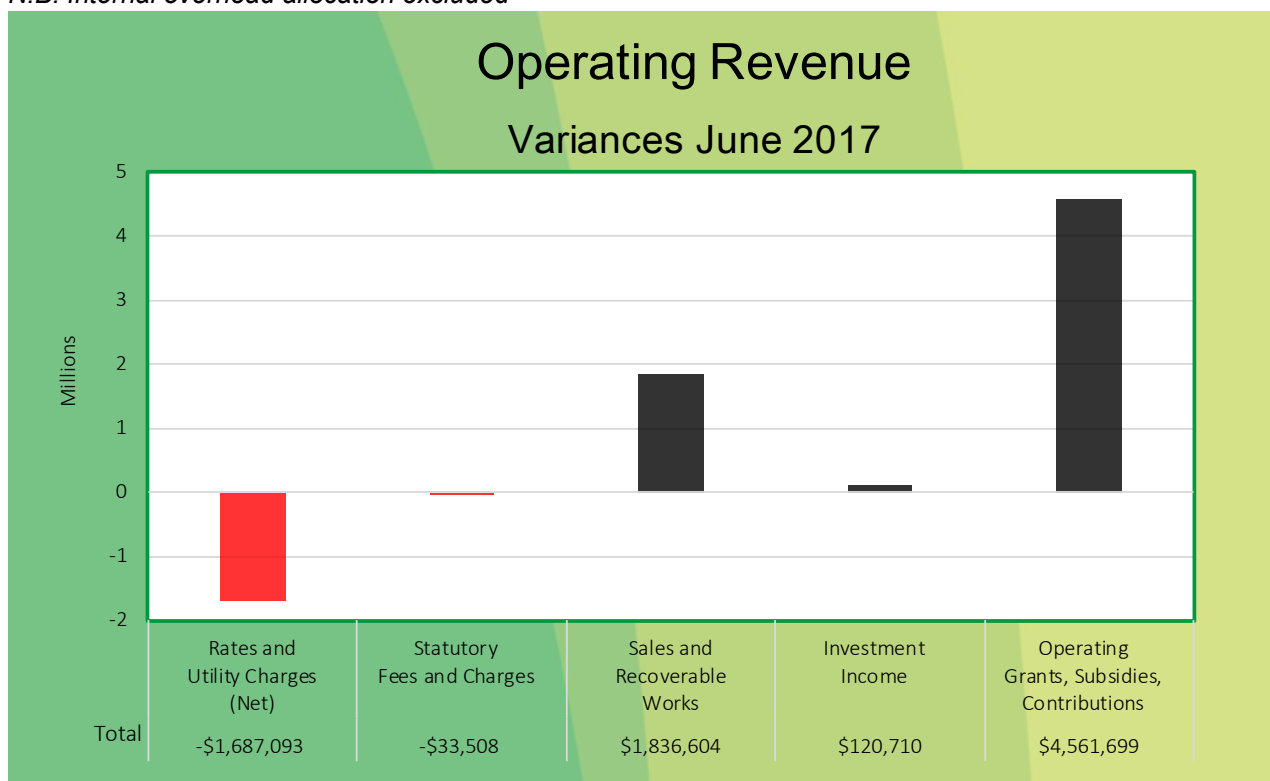
Operating Revenue

The year to date Operating Revenue has a variance of \$4.799 million (above budget). The graphs below show operating revenue by major category of actuals to budget variances by group. Rates variances (\$1,687,093) relates to a number of factors including (a) higher amount of discount provided, (b) higher than usual adjustments for changes in property circumstances or inconsistencies discovered and (c) lower than anticipated water consumption in the second half of the year, which comprises the bulk of the

variance. The variance has previously been partially offset by rates interest income being above budget now classified as interest received. Recoverable works is above budget by \$1.8 million, due to receiving additional RPC works post BR3 review. Additional sales and recoverable works received over budget is in relation to sale proceeds of unrecorded assets (\$226k), Emerald Aquatic Centre operating lease revenue of water slides (\$124k) and aged and employee housing user charges revenue (\$191k). Operating grants, subsidies, and contributions is \$4.5 million received over budget, this is due to 50% of FAG Grant being received in advance in June (\$4.4 million).



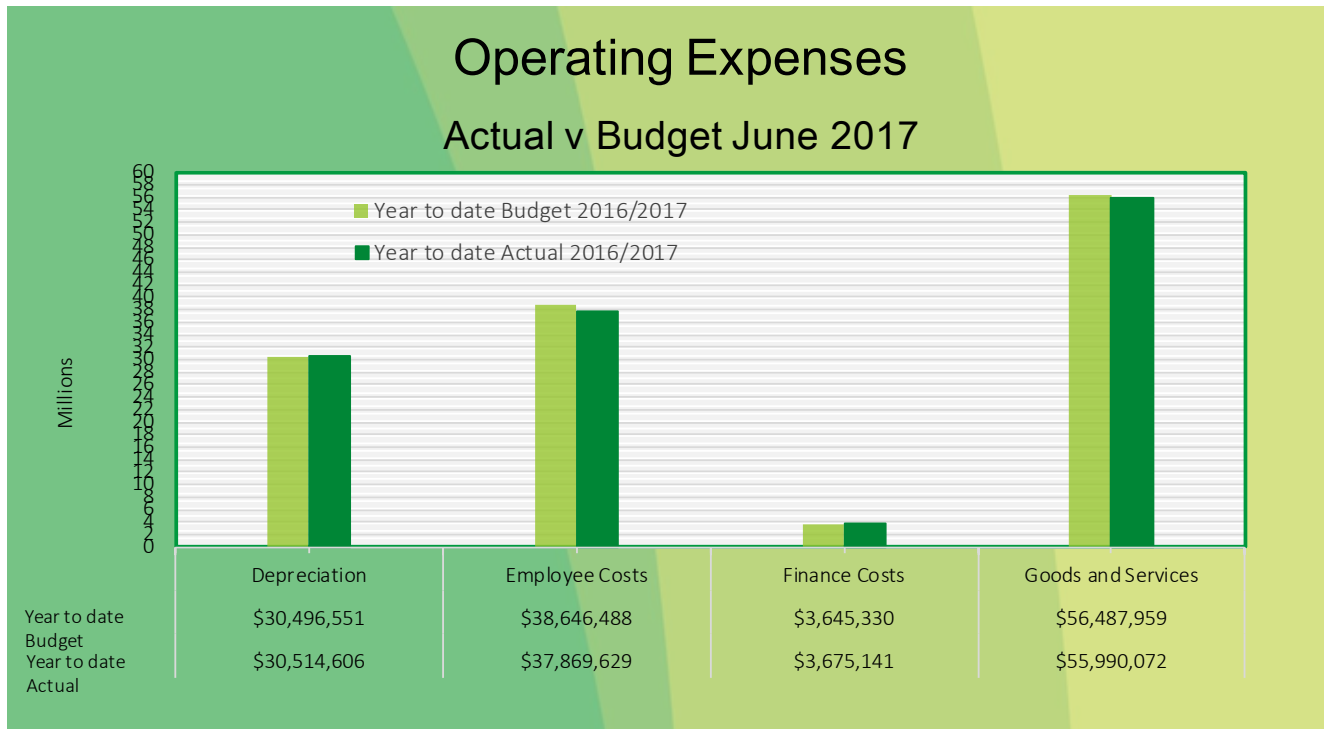
N.B. Internal overhead allocation excluded



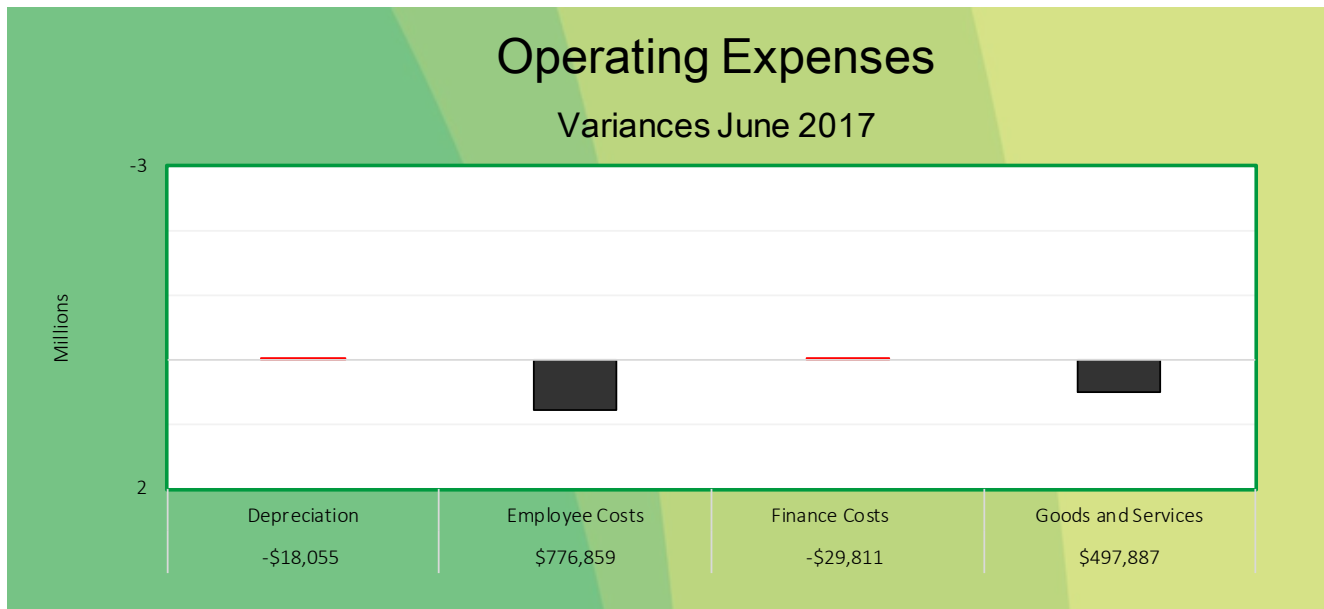
Operating Expenses

The year to date operating expenditure before interest and depreciation as at 30 June 2017 is below budget by \$1.274 million.

Wages and salaries actuals is below the year to date budget by \$776,859, of which approximately \$600k is yet to be accrued. Goods and services expenditure is under year to date budget by \$497,887. An underspend at this point in time is expected as total expenditure has not been accrued as yet.



N.B. Internal overhead allocation excluded



Statement of Financial Position as at 30 June

A detailed balance sheet is provided in the attached Statement of Financial Position as at 30 June 2017. The budgeted balance sheet reflects the estimated position at the completion of budget review 3.

The balance sheet shows a low level of liabilities consisting predominantly of trade and other payables, and indicates that Council is currently in a sound financial position.

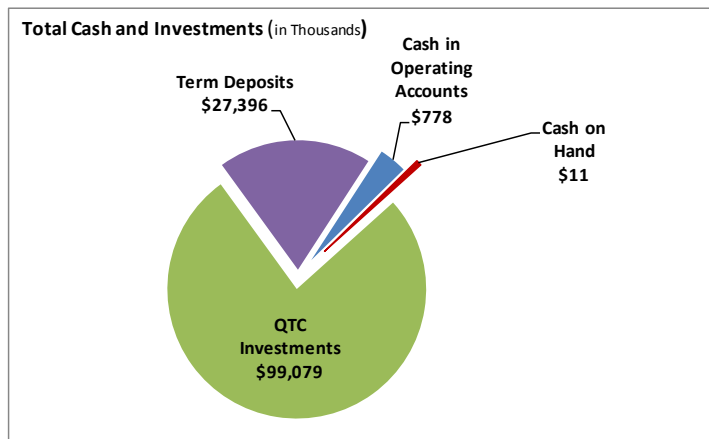
Council's total loan balances are \$62.1 million with three quarterly payments of interest and redemption paid for the year. The final loan repayment for the year is scheduled and paid in June 2017. No further borrowings are budgeted for the 2016/2017 financial year.

Cash Flow

The statement of cash flow provided in attachment 3 shows Council's expected cash flows for the financial year and the actual cash flow to the end of June 2017. The cash position remains sound with cash totalling \$127.265 million at the end of June 2017.

The allocation of this cash balance is shown graphically in Figure 1.

Figure 1



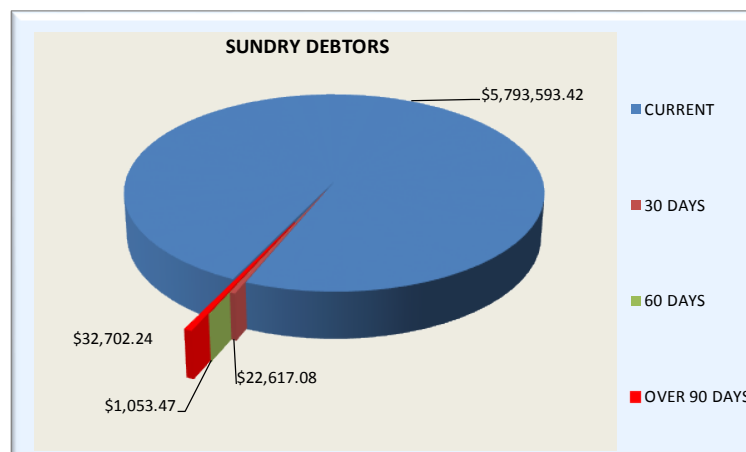
The interim Cash Flow Statement shows a sound surplus from operating activities. This surplus from operating activities is being utilised to fund Council's investment activities, predominantly for investment into Council's assets.

Available cash is either invested with the Queensland Treasury Corporation (QTC) Capital Guaranteed Cash Fund (77.85%) or held in fixed term deposits with the National Australia Bank (21.53%). The annual effective interest rate for the QTC at call deposits, at the end of June, was 2.61%. Interest rates for the three (3) term deposits, range between 2.51% and 2.73%, and reflect the fixed interest rate for the term of the investment (six months).

Interest earned on investments for the month of June is \$275,644 and year to date interest earned is \$3,442,125 which represents 99.77% of the Original Budget forecast of \$3.45 million. Interest received is very close to budget.

Outstanding Debtors

At 30 June 2017, outstanding Debtors stand at \$5.849 million. This balance is comprised primarily of current debts, which represents \$5.793 million, or 99% of this balance. Debts over 90 days, valued at \$32,702.24 represent only 0.56% of total outstanding debtors.



Current debtors includes \$4.3 million for Main Roads contract work including RMPC which represents approximately 75% of total debtors. An amount of \$16,622.52 was written off in June representing debts that were deemed unrecoverable. The majority of these debts were incurred by Companies in Administration and Liquidation and are now either deregistered or in the process of being deregistered. Council has been formally advised that there will be no distribution to creditors. These debts had been provided for in an Impairment Provision and were written off against this provision in accordance with the Credit Management and Debt Collection Procedure. Total debts written off for the financial year total \$120,183.93.

CATEGORY STATUS	90 DAY DEBTOR CATEGORIES as at 30 June 2017											Total 90 day Debtors balances by Status
	Airport	Quarry	Saleyards	Cemetery	Lochlees	Private Works	General	Staff	Environ & Food Licences	Wheelie Bins	Waste Disposal Levy	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
In Liquidation or Under Administration	24,143					1,210	23					25,376
Under Payment Plans							3,835					3,835
Referred (or to be) to Debt Collection			1,056		-			1,051	325			2,432
Identified for Potential Write-off		0					2,918					2,918
Invoices in Dispute	4,401	144	4		166		1,345.30		1,005			7,066
Further information prior to decision						1,601	2,210.00				-	3,811
Credit Balances		(12,736)	0									(12,736)
Total Category	28,544	(12,591)	1,060	-	166	2,811	10,331	1,051	1,330	-	-	32,702.00

Outstanding and Overdue Rates

The total rates debtor balance at 30 June 2017, stands at approximately \$7.1 million. After deducting rates of \$1.6 million that have been paid in advance by some ratepayers, this balance is reduced to \$5.5 million. As at the date of this report (14 July 2017) arrears, before deducting prepayments, has reduced to \$6.9 million.

The tables below analyse this overdue amount by classification, location, dollar range, number of assessments and age.

Analysis of Arrears Amount by Township as at 30 June 2017:

Township	Total Rate Arrears	Residential			Commercial		Other			
		Principal Place	Non- Principal Place	Multi Units	Commercial	Public Accom.	Rural	Mining	Workers Accom.	Other
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Emerald	2,487,900	866,868	1,228,921	91,060	201,617	64,381	35,053	-	-	-
Blackwater	1,326,481	509,482	632,394	16,452	107,817	60,337	-	-	-	-
Springsure	97,338	70,159	26,624	-	555	-	-	-	-	-
Capella	213,181	31,026	101,260	3,654	77,241	-	-	-	-	-
Small Towns	277,804	55,741	148,934	-	10,388	62,742	-	-	-	-
Tieri	535	-	535	-	-	-	-	-	-	-
Non Rateable	139,960	-	48,786	-	91,174	-	-	-	-	-
Mining	2,008,354	-	-	-	-	-	-	410,522	1,597,832	-
Rural	315,672	-	22,678	-	-	-	292,994	-	-	-
Other	244,236	-	-	-	-	-	-	-	-	244,236
Total Arrears (gross)	7,111,461	-	-	-	-	-	-	-	-	-
Rates Prepaid	- 1,623,187	-	-	-	-	-	-	-	-	-
Total Arrears (net)	5,488,274	1,533,275	2,210,133	111,165	488,790	187,460	328,048	410,522	1,597,832	244,236

Analysis of Number of Assessments in Arrears by Township as at 30 June 2017:

Township	Total Rate Arrears \$	Residential			Commercial		Other			
		Principal Place \$	Non- Principal Place \$	Multi Units \$	Commercial \$	Public Accom. \$	Rural \$	Mining \$	Workers Accom. \$	Other \$
Emerald	746	295	374	12	45	3	17	-	-	-
Blackwater	274	92	157	6	17	2	-	-	-	-
Springsure	42	17	20	-	5	-	-	-	-	-
Capella	57	15	32	1	9	-	-	-	-	-
Small Towns	68	30	28	-	7	3	-	-	-	-
Tieri	1	-	1	-	-	-	-	-	-	-
Non Rateable	10	-	2	-	8	-	-	-	-	-
Mining	264	-	-	-	-	-	-	148	116	-
Rural	147	-	1	-	-	-	146	-	-	-
Other	99	-	-	-	-	-	-	-	-	99
Total Arrears (gross)	1,708	-	-	-	-	-	-	-	-	-
Rates Prepaid	-	-	-	-	-	-	-	-	-	-
Total Arrears (net)	1,708	449	615	19	91	8	163	148	116	99

Assessments in Arrears by Amount Range:

	\$	\$	Number of Assessments
between	-	and 5	0
between	5	and 500	599
between	500	and 1,000	210
between	1,000	and 2,000	200
between	2,000	and 5,000	318
between	5,000	and 10,000	139
between	10,000	and 20,000	187
between	20,000	and 50,000	46
between	50,000	and 999,999	9
As at 30 June 2017			1708

Ageing of Arrears:

Ageing Period	Arrears Balance (before deducting prepaid rates)
<i>financial year</i>	<i>\$'000</i>
Current	3,365
1 Year	1,179
2 years	724
3 Years	413
4 Years	100
5 Years	51
6 Years	33
7 years	16
> 7 Years	7
Interest & Legals	1,223
As at 30 June 2017	7,111

Debt Collection - In line with the Rates and Charges Collection Policy, rates debts are referred to Council's debt collection agency if the overdue amount on an assessment is greater than \$1,000. Assessments under this threshold are managed in house.

Ratepayers always have the option to enter into a formal payment arrangement, which prevents legal action being progressed by Council's debt collection agency. Interest is applied at a rate of 11% per annum, compounding daily, on all overdue balances, including those under a formal payment arrangement.

Currently 623 assessments, which are under the referral threshold, are being managed in-house. The table below shows that 1,518 assessments, representing \$4.7 million, have been referred to Council's debt collection agency.

Debts Referred to Debt Collection Agency as at 30 June 2017:

Status of Debt Referred to Debt Collection Agency	Number of Assessments	Balance Outstanding * \$
a) Debts currently under an Active Payment Arrangement	259	617,915
b) Debts <u>Not</u> Under an Active Payment Arrangement - stage of debt collection process:		
- Reminder Letter sent	608	620,097
- Demand Letters sent	230	1,025,150
- Summons Issued	100	386,722
- Summons Served	81	366,414
- Pre Judgement warning Letters	18	215,564
- Judgement granted by Court	7	92,517
- Post Judgement warning letters	79	520,008
- Enforcement Hearings	2	8,556
- Statutory Demands	114	746,524
- Writs	20	95,672
	1259	4,077,223
TOTAL REFERRED TO DEBT COLLECTION AGENCY	1518	4,695,138
<p>* Notes:</p> <ul style="list-style-type: none"> - in some cases where a ratepayer has more than one assessment, the totals have been combined and the number of assessments is shown as one (1) only. - the balance outstanding represents arrears at time of referral to debt collection, less receipts. In some cases this will not include arrears accrued since the date of referral. - the balance outstanding includes legal costs. 		

Sale of Land for Arrears – Round 1: Settlement on the sale of the five (5) properties that went to auction occurred on 22 June 2017. **Round 2:** On the 11 April 2017, Council resolved to sell a further 37 properties to recover rate arrears totalling \$908,260.81. Council has issued pre-warning letters to the owners of these properties and to date payments totalling \$124,460.95 (excluding additional interest accrued), have been received in relation to four (4) of the properties. Notices of Intention to Sell, which is the next stage in the process, are due to be sent out at the end of July or early August.

Details of Legal Action – On 1 April 2017 Council resolved to proceed with further legal action against a ratepayer in an attempt to recover arrears of approximately \$721,650.32 (including legal costs), that have been referred to Councils' debt collection agency (R&R) since 31 December 2015. This amount relates to 111 assessments classified as Workers Accommodation, which have been outstanding for a period of up to three (3) years. The referred debt does not include rates levied since the original referral to R&R that remain unpaid and the total current arrears amount is \$1,254,849.63

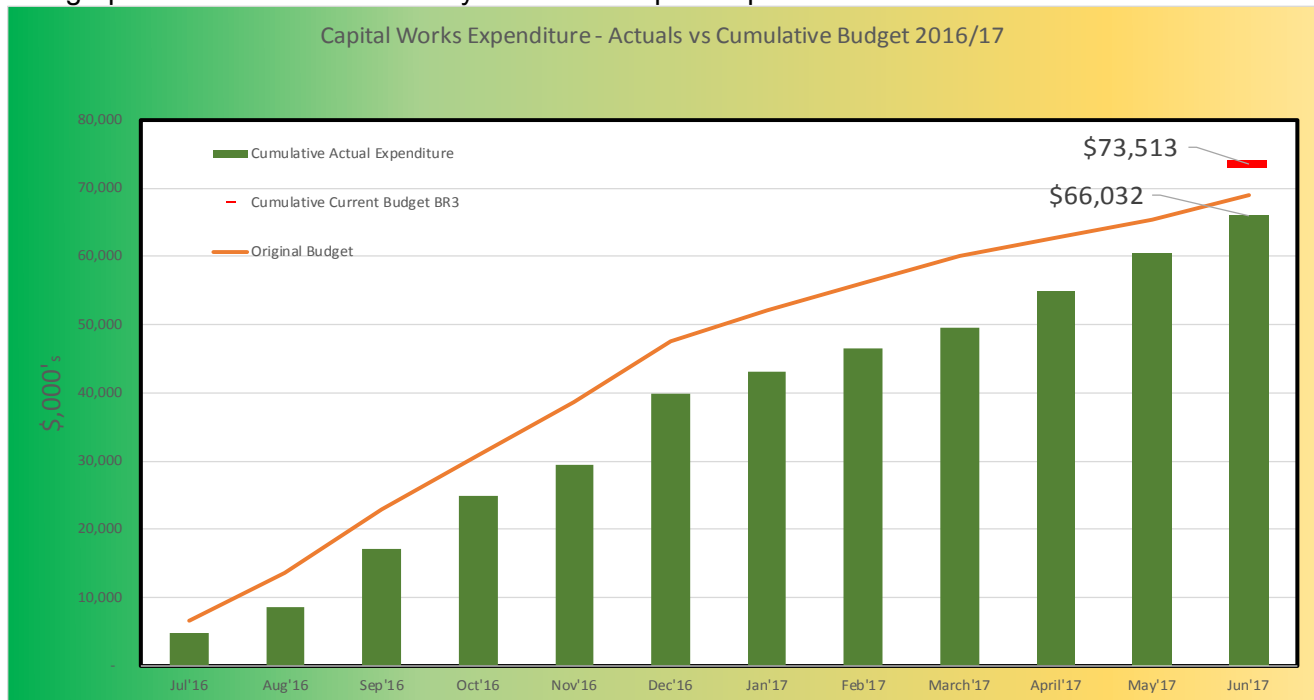
An Application to wind up the Company was submitted to the Federal Courts on 27 April 2017, and the matter went to Court on the 2 June 2017 and 7 July 2017. The Court agreed to an adjournment of the matter on both occasions and the next hearing is set for 4 August 2017. At the date of finalisation of this report (14 July) Council received an offer of settlement for part of the arrears with various conditions attached. The adequacy of this offer is currently being reviewed and assessed. Council will be provided with a further update of the progress and outcome of this matter in the July report or in a separate report at an earlier date.

Capital Projects

Capital expenditure incurred for the year to 30 June 2017, is shown by department in the summary below:

Summary of All Departments - June 2017						
Department	Current Budget (BR3)	Actual Expenses YTD	Committed Expenses YTD	Total YTD	% Budget Spent	% Budget Spent + Committed
Parks & Recreation	2,669,078	1,990,064	705,778	2,695,842	75%	101%
Community & Customer Service	13,798,930	13,643,968	230,533	13,874,501	99%	101%
Planning & Environment	2,207,779	2,020,190	436,581	2,456,771	92%	111%
Total Communities	18,675,787	17,654,222	1,372,892	19,027,114	95%	102%
Information Services	2,003,000	1,805,101	11,354	1,816,455	90%	91%
Plant & Fleet	3,651,847	3,489,011	52,641	3,541,652	96%	97%
Total Corporate Services	5,654,847	5,294,112	63,995	5,358,107	94%	95%
Emergency Management & Volunteer Services	647,690	478,430	34,596	513,026	74%	79%
Flood Mitigation	3,781,951	3,600,334	4,623	3,604,957	95%	95%
Bridges & Culverts	818,408	706,150	92,042	798,192	86%	98%
Water	2,242,123	1,767,585	195,401	1,962,986	79%	88%
Waste Water	4,388,743	2,546,753	17,508,948	20,055,701	58%	457%
Roads	31,803,716	28,894,997	858,442	29,753,439	91%	94%
Water	1,962,000	1,824,334	-	1,824,334	93%	93%
Workshop and Depots	294,800	213,530	-	213,530	72%	72%
Total Infrastructure & Utilities	45,939,431	40,032,113	18,694,052	58,726,165	87%	128%
Saleyards	408,094	380,677	221	380,898	93%	93%
Airport	2,404,755	2,404,755	32,408	2,437,163	100%	101%
Quarry	430,000	266,102	61,339	327,441	62%	76%
Total Commercial Services	3,242,849	3,051,534	93,968	3,145,502	94%	97%
Total	73,512,914	66,031,981	20,224,907	86,256,888	90%	117%

The graph below shows the actual year to date capital expenditure as the 30 June 2017.



Total budget after Budget Review 3 (BR3) for the current financial year is \$73.51million. The total Capital expenditure spend for the end of the financial year is \$66.03million. Further accruals are expected to be included as the financial statements are completed, with the total expected to exceed \$70million.

The following table highlights the top Capital works projects (by Budget) for the financial year and includes this year's budget and year to date spend to the end of June 2017.

PROJECT NAME	BUDGET	YTD	YTD	COMMENTS
		ACTUAL EXPENSE	COMMITTED EXPENSE	
Blackwater Aquatic Centre	\$11,255,140	14,204,829.17	40,909.09	Project finalisation works are still in progress to complete the project. The acquittal of Federal funding has been extended to August 2017.
Emerald Airport Runway overlay	\$300,000	478,590.42	30,135.66	Runway enrichment project Part A: 90% Complete. Remaining section to be completed late July 2017 but still awaiting confirmation on contractor availability. Runway enrichment project Part B: the pavement design is now complete and so are the geometric plans. Tender scope is being worked on and advertisement planned for August 2017. Tender to be awarded in late August /early September 2017 with work commencing late September / early October 2017.
NDRRA Restorations	\$9,582,000	8,932,813.00	-	Projects completed
NDRRA Betterment Boolburra Edungalba	\$1,125,000	1,159,857.19	-	Projects completed
Pave & Seal – Carnarvon Gorge Road	\$6,800,000	6,182,385.20	352,631.17	Pavement works completd. Additiona funding has been allocated in the 17/18 Budget to complete the creek structures and some stabilisation.
NDRRA Restorations Aroona Road	\$1,050,000	1093058	-	Projects completed
Resheeting Programme	\$3,789,189	3,862,230.00	10,690.00	Project completed
Emerald Flood Mitigation	\$3,781,951	3,600,334	4,623.00	
Wastewater – Blackgully WWTP	\$2,900,000	2,949,717.02	13,635,992.86	Excavation complete for the two clarifiers. Underslab pipework installed. Concrete works commenced for Clarifier 1. Mechanical procurement well progressed.
Wastewater – Park Avenue Inlet	\$1,692,728	545,806.32	2,860,224.49	Off site design and procurement progressing. Contractor establishing on site from 17 July.
Total	\$42,276,008	43,009,620.32	16,935,206.27	

Capital Expenditure Actuals reflect accruals which are yet to be finalised for June 2017

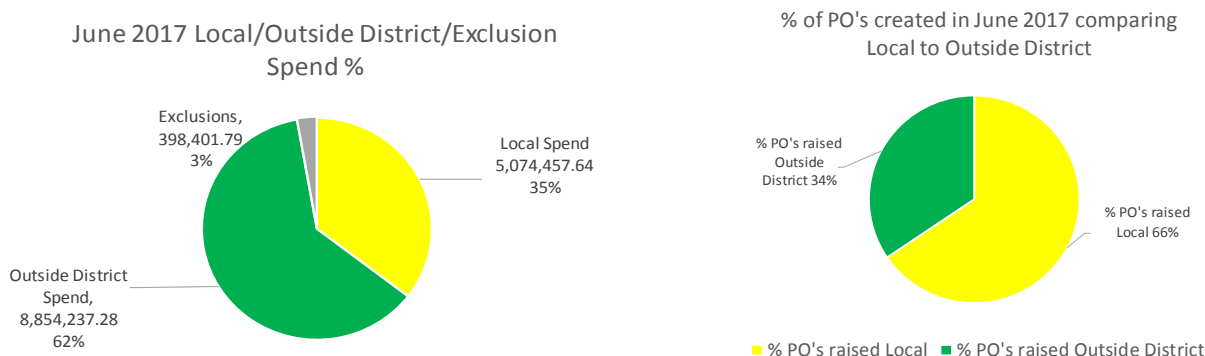
Impairment of Quarry Plant

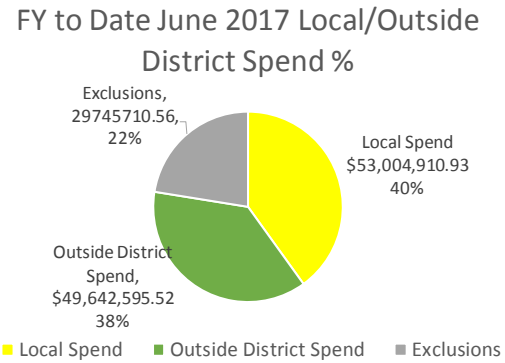
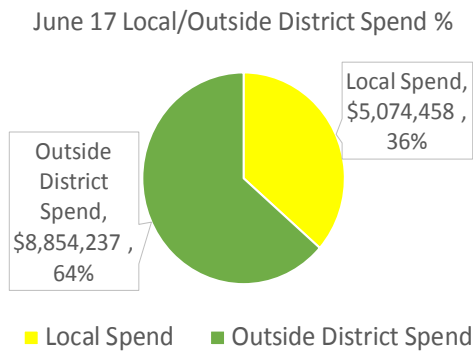
A continuing assessment is being conducted on the relative value of the plant and equipment in place at the Quarry. With production volumes falling well short of the plant's capacity and recognition that the current plant would not be replaced, it may be appropriate to reduce the value of the asset. The investment in the plant is a sunk cost and thus no future decision or change in market will change the whole of life cost to Council in relation to the value of the asset.

An impairment of the quarry plant will need to be determined in agreement with Council's External Auditors, however should an impairment be considered to be appropriate a significant component of the cost of the quarry plant will be allocated into the current financial year as a capital expense and reduce Council's net result. Initial calculations indicate that this amount could be as much as \$8 million however further analysis and consideration of options is required.

Procurement Activities

During June, local spend for the month was 35% or \$5.074 million. Local purchase orders raised in June represent 66% of the total number. The exclusions from the chart below total of \$398,401.79, the highest exclusion being for Browns Contractors (\$240,624.22). In June 2017, 23% of Local Purchase Orders were under \$1,000. The top 100 local spend was approximately \$500,000 more in June 2017 compared to May 2017, this is typical for June being the end of financial year.





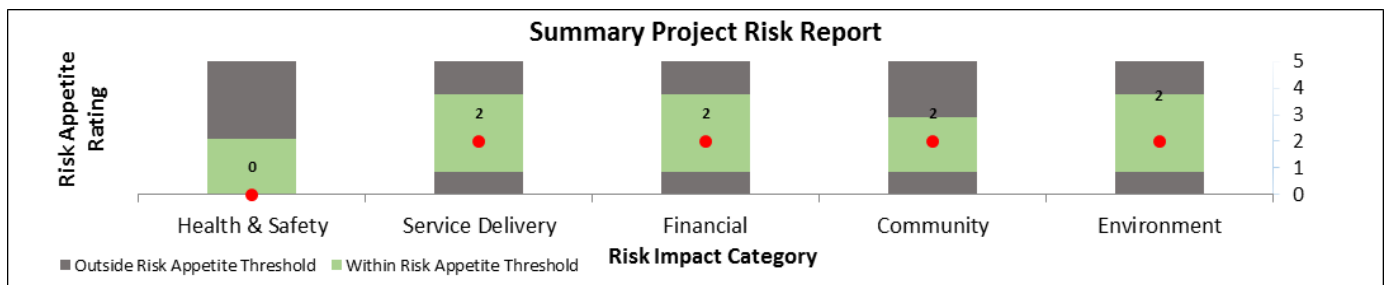
The Financial Report provides information about Council's financial performance and position for the month ending 30 June 2017 and shows Council's financial position generally in accordance with budget.

CONSIDERATIONS / IMPLICATIONS:

Risk Rating

The Risk Rating is a table that summarises in the context of the Council organisational structure those risks managed by the Finance team. These are the risks identified with this activity the detail of which is contained on the database supporting the Risk Register.

The summary position portrays the "risk appetite" of the team.



Risk:

Regular reporting and review of Council's financial position provides Council with the financial information needed to make sound financial decisions, and to monitor Council's financial performance.

Regular robust reporting of Council's financial results assists in creating a framework of financial responsibility within the Council and providing sound long term financial management of Council's operations.

Monthly financial reporting on Council's financial position strengthens Council's ability to develop and monitor budgets that are achievable and maintainable and supports the need to ensure financial performance is in alignment with Council's short term and long term goals by aligning actual performance with forecast performance.

Maintaining a high level of awareness of Council's financial performance assists in the reduction of possible political risks arising from unforeseen financial circumstances.

Council staff will continue to monitor the current economic conditions from the global to the local level to provide the best possible advice and information for decision making. Changes continue in the external operating environment around regulation which may impact on the timing and quality of information from time to time.

Corporate/Operational Plan Reference:

5. Leadership and Governance

5.3.2 - Ensure transparency and accountability through integrated performance management reporting.

Financial:

The monthly financial report shows Council's financial position in relation to the month of June 2017. The completion of the capital works program will require constant monitoring to ensure that the projects can be delivered in the current financial year, and project cash flows are being used to forecast the project completion based on current delivery.

Statutory/Policy/Delegations:

In accordance with Section 204 of the Local Government Regulation 2012, a financial report is to be presented to Council on at least a monthly basis.

Communication/Engagement:

The monthly financial report is prepared in consultation with members of the Management Team.

ATTACHMENTS:

Attachment 1 Statement of Comprehensive Income for the month ended 30 June 2017.

Attachment 2 Statement of Financial Position as at 30 June 2017.

Attachment 3 Statement of Cash Flows as at 30 June 2017.

– END OF REPORT –

Attachment 1

CENTRAL HIGHLANDS REGIONAL COUNCIL

Statement of Comprehensive Income

June 2017

	Total Council Actual YTD \$	Current* Budget Full Year \$	Full Year Budget Utilised (100% of full year) % age
Operating Income			
Rates & Levies	83,626,112	85,313,205	98%
Statutory Fees and Charges	982,041	1,015,549	97%
Interest received	4,168,720	4,048,010	103%
Sale of Goods and Major Services	14,271,758	14,407,250	99%
Sales of Contract and Recoverable Works and User Fees and Charges	19,425,718	17,709,984	110%
Other recurrent income	882,532	626,170	141%
Grants, Subsidies, Contributions and Donations	13,729,279	9,167,580	150%
Proceeds on Developed Land Sold	-	-	0%
Total Operating Income	137,086,159	132,287,748	104%
Operating Expenses			
Employee Benefits	(37,869,629)	(38,646,488)	98%
Materials and Services	(55,990,072)	(56,487,959)	99%
Current Cost of Developed Land Sold	-	-	0%
Finance Costs	(3,675,141)	(3,645,330)	101%
Depreciation	(30,514,606)	(30,496,551)	100%
Total Operating Expenses	(128,049,448)	(129,276,328)	99%
Operating Result of Council - surplus/(deficit)	9,036,711	3,011,420	300%
Capital Income and Expenditure:			
Capital Revenue			
Grants, Subsidies, Contributions and Donations	29,822,391	31,250,680	95%
Other Capital income	45,980	525,000	9%
Gain on Sale of property, plant and equipment	176,755	-	0%
	30,045,126	31,775,680	95%
Capital Expenditure			
Other Capital Expenses	(10,000)	(2,000,000)	1%
	(10,000)	(2,000,000)	1%
Net Capital Income	30,035,126	29,775,680	101%
Net Result for the Year - surplus/(deficit)	39,071,837	32,787,100	119%

*Current Budget refers to the Adopted Budget Review 3 2016/17

Attachment 2

Central Highlands Regional Council

Statement of Financial Position

June 2017

	YTD Actuals \$	Current Budget* (Full Year) \$
Current Assets		
Cash assets and cash equivalents	127,264,630	120,656,610
Trade and other receivables - includes Community Loans	19,304,202	21,080,510
Inventories - Quarry, Stores, Land Development	7,622,526	7,744,460
Other financial assets - Prepayments	-	-
	154,191,358	149,481,580
Non Current Assets		
Trade and other receivables	-	
Equity investments - Emerald Co-op Shares	14,328	19,000
Property, plant and equipment	1,158,127,980	1,261,794,910
Intangible Assets	-	-
Capital Works in Progress	59,415,825	-
	1,217,558,133	1,261,813,910
TOTAL ASSETS	1,371,749,491	1,411,295,490
Current Liabilities		
Trade and other payables	9,199,035	18,217,290
Provisions - Long Service Leave	3,228,683	3,000,000
Borrowings	3,631,710	3,677,370
Other	247,670	360,320
	16,307,098	25,254,980
Non Current Liabilities		
Trade and other payables	5,703	5,700
Provisions - LSL and Restoration Provisions	12,368,691	12,597,370
Borrowings	58,156,503	58,121,610
	70,530,897	70,724,680
TOTAL LIABILITIES	86,837,995	95,979,660
NET COMMUNITY ASSETS	1,284,911,496	1,315,315,830
Community Equity		
Asset Revaluation Surplus	290,971,977	290,971,980
Reserves	118,555,892	118,555,891
Retained surplus/(deficiency)	875,383,627	905,787,959
TOTAL COMMUNITY EQUITY	1,284,911,496	1,315,315,830

*Current Budget refers to Adopted Budget Review 3 2016/17

Attachment 3

CENTRAL HIGHLANDS REGIONAL COUNCIL

Statement of Cash Flows

For the period ended June 2017

	Total Council Actual YTD June \$	Current* Budget Full Year \$
Cash flows from operating activities:		
Receipts		
Receipts from Customers	131,672,726	124,378,070
Operating grants, subsidies and contributions	13,729,279	9,576,080
Interest received	4,168,720	4,048,010
Payments		
Payments to suppliers and employees	(106,318,024)	(93,549,740)
Interest expense	(3,417,586)	(3,428,330)
Net cash inflow (outflow) from operating activities	39,835,115	41,024,090
Cash flows from investing activities:		
Payments for property, plant and equipment	(66,492,964)	(73,512,917)
Grants, subsidies, contributions and donations	29,822,391	31,250,680
Equity Investments	4,667	-
Other cash flows from investing activities	736,418	(1,475,000)
Net cash inflow (outflow) from investing activities	(35,929,488)	(43,737,237)
Cash flows from financing activities:		
Proceeds from borrowings		-
Repayment of borrowings	(3,496,514)	(3,485,760)
Net cash inflow (outflow) from financing activities	(3,496,514)	(3,485,760)
Net increase (decrease) in cash and cash equivalents held	409,113	(6,198,907)
Cash and cash equivalents (including Investments) at beginning of the financial year	126,855,517	126,855,517
Cash and cash equivalents (including Investments) at end of the period	127,264,630	120,656,610

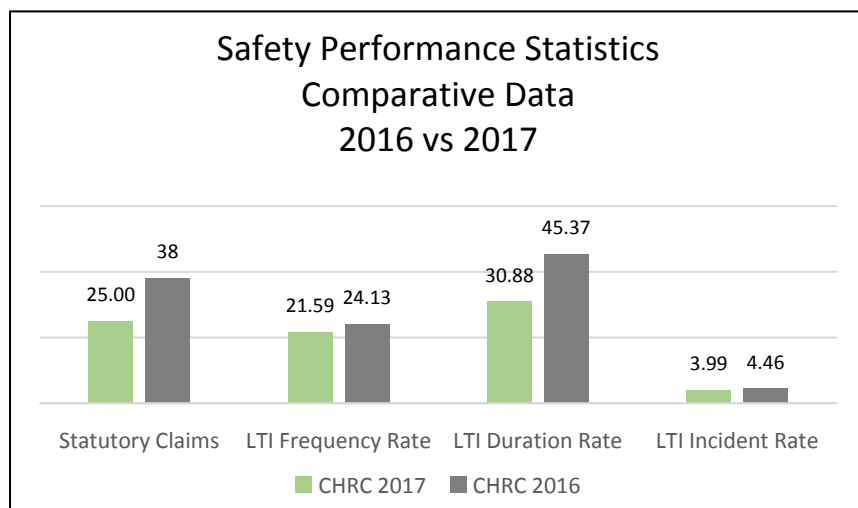
*Current Budget refers to the Adopted Budget Review 3 2016/17

12.6 Work Health and Safety Annual Report.....approx. 15 min**INFORMATION REPORT****Author:** Sandie Schofield, Co-ordinator Safety**Authorising Officer:** Jason Bradshaw, General Manager Corporate Services**EXECUTIVE SUMMARY:**

The work health and safety strategy for financial year 2017 was aimed at getting back to basics, discontinuing inefficient practices, removing bottlenecks and re-building the foundations of Council's Safety Management System. This report identifies key information and trends from the 2016/17 year.

REPORT:**Safety Performance Statistics**

Lagging indicators such as lost time injury frequency rate, duration rate and incident rate are standardised to compare statistically safety performance. These metrics are indications only of past performance and are not indications of what will happen in future performance. Council has performed well with a reduction in all areas when compared against data from financial year 2016.



**All statistics cover all open and finalised claims where date of injury falls with the financial year.*

Summary of safety performance measures:

- 35% reduction in statutory worker's compensation claims
- 10% reduction in *lost time injury frequency rate
- 32 % reduction in #lost time duration rate
- 10% reduction in ^incident rate
- 92% of injured workers rehabilitated and returned to pre-injury duties
- 17% of workforce selected for random drug and alcohol testing (since implementation of the program in February 2017)

* + Frequency Rate = $LTI \text{ Claims} / (\text{Hours Worked}) * 1,000,000$

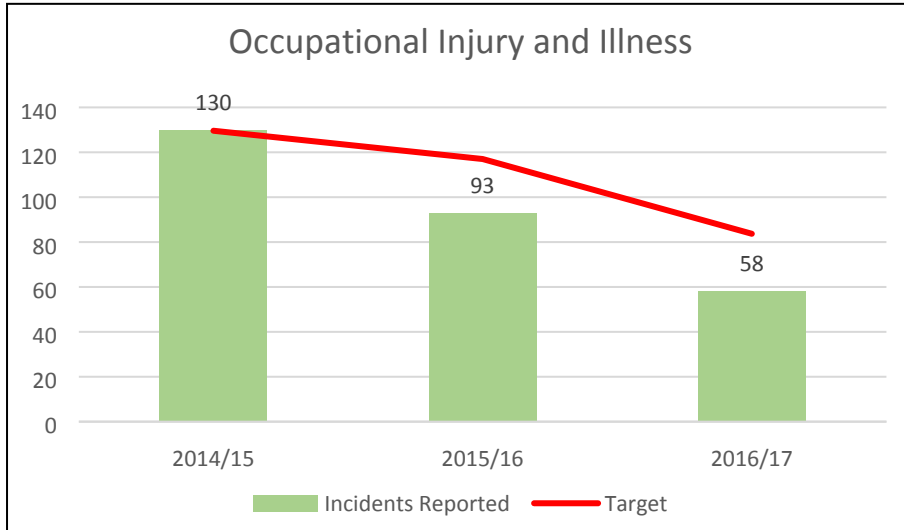
Duration is defined as the average days lost per lost time injury

^ Incident Rate is the number of lost time injuries and illnesses for 100 workers employed

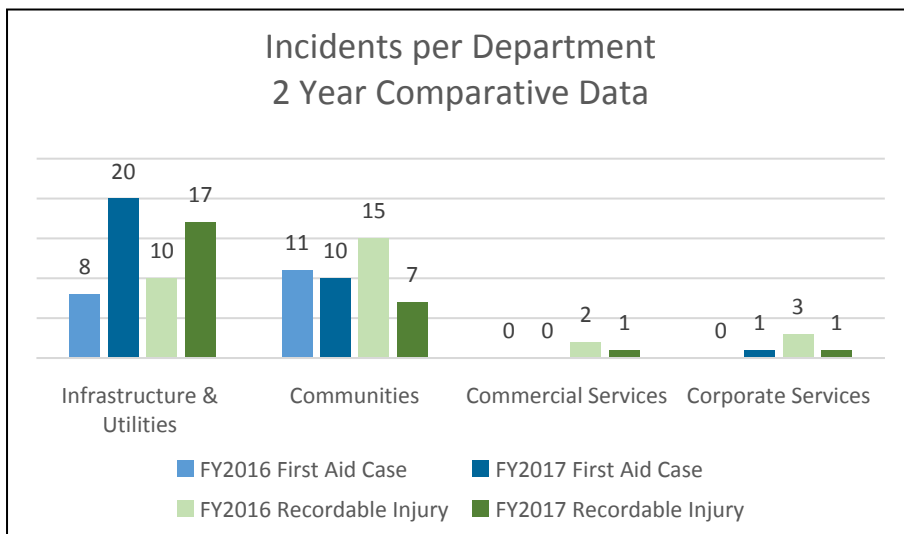
Occupational Injuries and Illnesses

The number of occupational injuries and illnesses for financial year 2017 is significantly lower than the previous two years and well below target numbers.

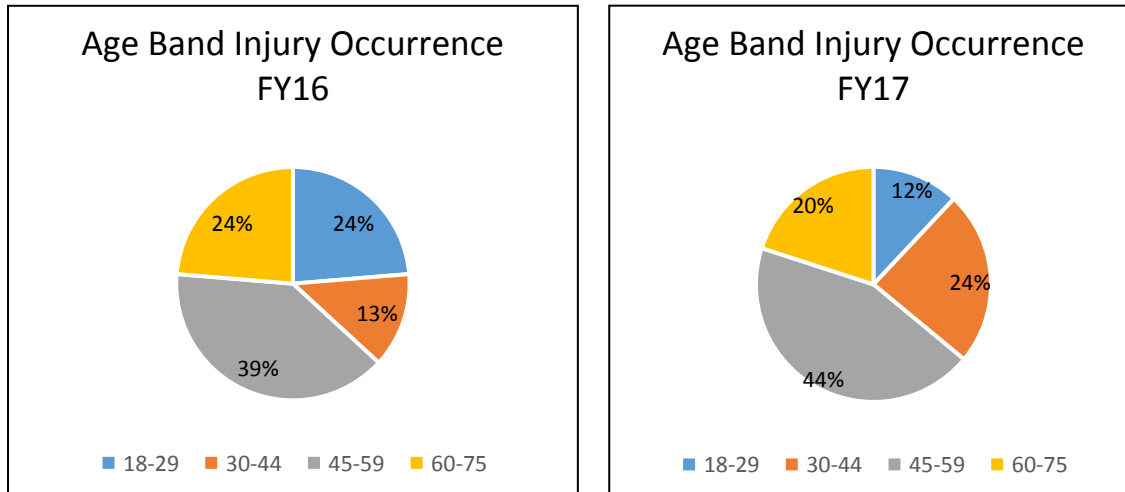
Council has recorded a 55% reduction in occupational injuries and illnesses since financial year 2015.



The Infrastructure and Utilities department experienced the largest number of incidents for the year with an increase in both first aid cases and recordable injuries. This data is useful for developing targeted safety programs and future management strategies.



Age Band Injury Occurrence



Workers between the ages of 45 to 59 sustained the largest number of injuries for previous two years.

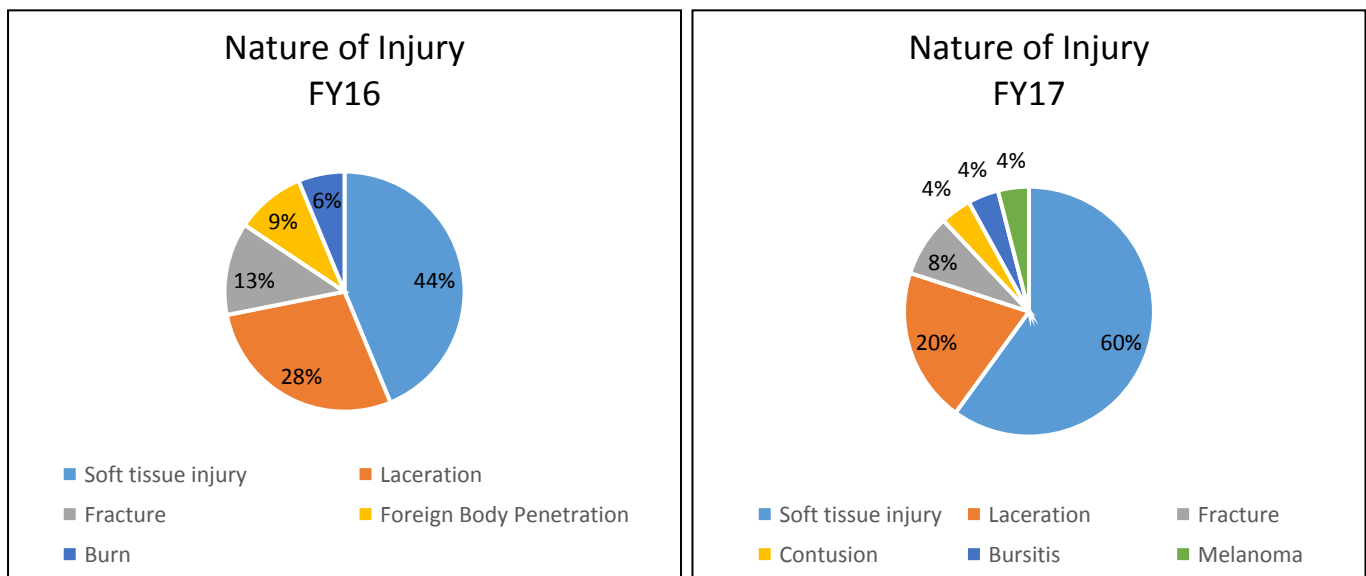
Council's preventative health program will include targeted strategies at managing degenerative illness with a specific focus on musculoskeletal disorders.

Nature of Injury

44% of all injuries in FY2016 were soft tissue injuries compared to 60% in FY2017. The main body areas impacted included shoulder, back, knees and ankles.

28% of all injuries in FY2016 were lacerations and cuts compared to 20% in FY2017. The main body area impacted included hands and lower leg.

13% of all injuries in FY2016 were fractures compared to only 8% in FY2017. The main body area impacted were ankles and finger.



Mechanism of Injury vs Nature of Injury

Soft tissue injury caused by muscular stress incurred the greatest cost of \$214,414 for financial year 2017 compared to Fracture injury caused by vehicle accident in financial year 2016, which incurred a cost of \$246,041.

		Mechanism of Injury									
		Muscular Stress		Falls		Striking or Hit by Object		Environmental Exposure (Heat & Sound)		Vehicle Accident	
		FY16	FY17	FY16	FY17	FY16	FY17	FY16	FY17	FY16	FY17
Nature of Injury	Soft Tissue Injury	\$ 108,960	\$ 214,414		\$ 45,116		\$ 1,004				
	Bursitis		\$ 881		\$ 38,964		\$ 10,228				
	Fracture					\$ 2,568	\$ 2,454			\$ 246,041	
	Laceration / Contusion			\$ 27,402							
	Melanoma								\$ 6,277		
	Deafness							\$ 12,998			

Average Injury Claim Cost

Financial Year	Total Incurred	Average Incurred	Total Claims
2017	\$ 319,340	\$ 12,774	25
2016	\$ 442,065	\$ 11,633	36
2015	\$ 244,228	\$ 7,878	31

Two serious vehicle accidents occurred in 2016 directly impacting the total cost incurred. A reduction in incident rate and duration rate has seen a reduction in total costs for FY2017. Further reduction in costs is expected for FY2018 if safety performance follows the current trends.

A total of 25 worker's compensation claims were approved for the year resulting in \$319,340 direct costs incurred.

The average cost of injury or illness was \$12,774 per claim. The value does not include:

- Investigation costs, including time to cease production and investigate the incident
- Damage costs, including assessment, repair and clean-up time
- Replacement costs, including locating, hiring and training a replacement worker
- Productivity costs, including disruption and claim management time

These indirect costs have been calculated to be approximately \$113,709 per injury for the construction industry (*Workcover statistics report for 2012 financial year*).

The actual cost of a claim is likely to be much greater than predicted if a dispute occurs; a late lodgement of claim; legal action; a prolonged compensation claim or if there is low back pain. Cost of an injury can be contained through rehabilitation and return to work.

Research highlights the impacts on health and wellbeing when people are not engaged in work either through injury, illness or unemployment. Work plays a crucial factor during the rehabilitation process because 'doing' promotes recovery. It shows that the longer a person is off work the less the chance of ever getting back to work. Council has successfully rehabilitated 92% of workers to pre-injury duties for financial year 2017.

Council's lost time injury duration rate is approximately 30 days per lost time injury which is significantly lower than statistics from financial year 2016 where the duration rate was approximately 45 days for each lost time injury.

Strategic Focus for Financial Year 2018

The health and safety team are committed to actively engage with our employees and contract partners to integrate safety practices into day to day operations with an aim to reduce incident and injury. A three year strategic plan has been developed and will commence this financial year with a focus on the following programs:

- Building a positive safety culture and visible leadership
- Improving risk management practices
- Contractor management system
- Managing asbestos in the workplace
- Fitness for work, including pre-employment medicals and ongoing preventative health strategies
- Verification of Competence Program to ensure all workers are trained, assessed and authorised to prior to operating plant and equipment.
- Establishing a young and inexperienced worker program

ATTACHMENTS:

Nil

– END OF REPORT –

13 COMMERCIAL SERVICES

13.1 Nil Reports

14 CENTRAL HIGHLANDS DEVELOPMENT CORPORATION

14.1 Central Highlands Development Corporation - Service Level Agreement - July 2017approx. 20 min

INFORMATION REPORT

Author: Sandra Hobbs
General Manager Central Highlands Development Corporation

Authorising Officer: Cr Kerry Hayes, Chair / Mayor

EXECUTIVE SUMMARY:

The report provides an update on the Central Highlands Development Corporations activity for July, 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.

REPORT:

Service Level Agreement Deliverable Outcomes

Business Development and Support

- 42 Business Visits for Central Highlands Business Excellence Awards nominations.
- Focal point Coaching Workshops 8th round of coaching in action.
- Provided assistance to 4 businesses to develop Capability Statements.
- Assistance provided to local businesses to apply for Isaac Regional Council Tenders.
- CH Business Excellence Awards - 102 Nominations from 51 business have been received.
- Direct assistance provided to businesses for the Adani portal supplier registrations.

Events

- Central Highlands Business Excellence Awards 2017 – 28 October, 2017, Steve Baxter from Transition Level Investments and Shark Tank confirmed as dinner speaker in a “Fire Side Chat” model.
- Gigs & Digs Festival, 5 August 2017 – Planning on track in partnership with CHRC.
 - The Koi Boys, King Social & Mick Lindsay & band confirmed entertainment, Anna Farquhar, Tameaka Powell, Angus Dunbar and AFM Buskers confirmed local acts.
 - Food Stall Coordinator, Bar Management Team all confirmed.
 - 12 food stall holders confirmed. Meeting Wed 12th July including Perry and Sandie from council – going over all WH&S and food safety matters.
 - Marketing & media strategy finalised with Kirsty Appleton and Hayden Thomson heading up social media campaign for CHRC. Corflutes to be put up around town, banners to be placed strategically around town, more newspaper articles to come, 4HI update – bands plug to be played, channel 7 ads to start next week.
 - Online ticket sales are open.
- Remplan Training – Thursday 13 July 2017, McIndoe Function completed
 - 9.00am – 12.00pm – CHDC/CHRC training
 - 1.00pm – 2.30pm – Community/Business training
- Industry Forum – 85 Registrations - Friday 14 July 2017, McIndoe Function Centre - completed Speakers

- Jan Paul Van Moort, ACIL Allen, Ben Hughes, Adani, Ian Gordon and Paul Stapleton, GravelRoad, - Rebecca Meek, ALS Australia Emerald Solar Farm, Teresa Bullock-Smith, Remplan James Matthews, KPMG
- Farm to Fine Dining - 15 August 2017
 - 3 course menu with canapes incorporating local produce from Chef Francesco - confirmed
- AgTeCH17: Build it, Use it, Profit - 8 November 2016
- Alison Alexander 'Seasonal Pursuits' tour event 28 September – 31 September 2017, Emerald, Gindie, Comet.

Funding applications:

- Peter Dowling, Acting Manager Community BHP, Liz Alexander & Rane Parsons provided a ½ hour 'pitch' on July 6 for the Advancing Regional Innovation Program (ARIP) "Building and Bridging the Regions' new Economy". CHDC should receive an indication of funding within the next 3 weeks.
- Building Better Regions – Communities - \$25,000 – notification not yet received.
 - Submission of an application for overall business planning for the Gigs & Digs Festival 2018.

Regional Development

- CH Economic Masterplan: presentation of summary outline presented at the 14 July Industry Forum. Final draft will be presented to Council Strategy Meeting for consideration prior to going to Council for approval
- Digital and Telecommunications Audit and Action Plan: a final draft of the audit has been received by CHDC and is currently being reviewed by both CHDC and CHRC prior to finalising and presenting to Council.
- Increasing numbers of enquiries from landowners and proponents for Solar Farms are being received. Referrals are being made to CHRC Planners.
- A business case for a Business & Innovation Centre is currently being developed – with potential funding sources identified.
- Submissions prepared for CHRC – Senator Fiona Nash – Decentralisation Submission and the National Freight and Supply Chain.

Tourism Development

- DataTrax System installed and is operational, offering 24 hours information monitor promoting the region. Acquittal completed.
- Meeting with Linda Oliffe, Blackwater completed with outcomes provided to the Mayor as requested. Linda has numerous blacksmithing items that she is looking to display and is seeking from CHRC.
- Operator visits: 23 Tourism Operator visits during July.
- Emerald Airport discussions with David Voss for stage 2 Airport Profile Enhancement Project.
- CH VIC volunteers and staff welcome to season 2017 information update session and afternoon tea.
- 4HI weekly Talking Tourism and Local events radio program, Destination awareness.
- CQ News: Contributions a fortnightly article promoting the region to our locals under the title, "Discover your own Backyard" Destination awareness.
- RTO brief and update: Updates held monthly by phone or by face to face with Capricorn Enterprise.
- Letters of Support, Emerald Jockey Club (Melbourne Cup Tour to the region), Emerald Go Kart Racing club (State/National titles event), Emerald Photography Group for National Conference. Support provided to the Emerald Triathlon Club with a proposal to host a circuit listed state event.
- Negotiated the replacement of the Sapphire Gemfields Cross roads billboard with Capricorn Enterprise – installation completed.
- Industry related events facilitated and attended CHRC/CHDC Marketing Plan review workshop, CHRC Events Strategy workshop, Remplan training session.

Visitor Information Centre

- Tourist Season is well under way with a good steady flow of visitors with the majority staying at least 2-3 nights. The 2 weeks of school holidays and the week of AgGrow were particularly busy.

- Walking Tour on Thursday mornings average numbers for each tour being 4-6.
- The Bus Tour to the Sapphire fields is operational and will transport visitors to the Sapphire Gemfields on Tuesdays, minimum numbers of 4 and a maximum number of 9 per trip. Other tours have been implemented and these will run as the demand increases.

Agriculture Precinct

- Presentation on CHAA by ADC and Strategic Advisory Group member James Clark at the Developing Northern Australia Conference held 19, 20 June.
- Met with Dr Andrew Higgins, CSIRO Research Group Leader, TRANSIT, discussion re timing of release of draft model. Assistance provided with additional data sets and introduction to the Australian Mungbean Association.
- Meetings with Deputy Consul-General of the Kingdom of the Netherlands, Rockhampton Regional Council Senior Executive Trade & Investment, Fleur Mornish Growing Central Qld, and Russell Lowry, Longreach Regional Council Economic Development Manager.
- Facilitation of advocacy meetings with MEATENG consultants commissioned by DAF to undertake a study to assess the viability of various locations across Queensland for a new beef abattoir.
- Support provided to Debbie Hatte, Anakie with her application for a Nuffield Scholarship with a focus on provenance, local food markets.
- Meetings with Alison Collier, Trade Development Officer, Port of Townsville and Gary Carter, Port of Gladstone.
- Ongoing work with ACIL Allen on the CHDC DAF Central Highlands Agribusiness Regional Stocktake.
- ADC meeting with CHRC planners on to proactively incorporate agribusiness input into the Planning Amendment process, information to support and streamline agribusiness / value chain planning applications following the announcement of funding support for the Yamala Enterprise Area.
- Positive outcome for the CQ Inland Port which was initiative that was announced at a CHDC Investing in our Future Conference.
- Facilitation of meeting to enable a yeast manufacturing company to meet with producers able to supply feedstock to their Biofuel Plant.

Operational and Management

- The Board have identified the Airport, Water and Rail as priority regional influencing Economic Game Changers for the region's future economic wellbeing and growth.
- The Board is currently considering the draft CHRC/CHDCS Service Level Agreement.
- CHDC Regional Development Officer, Catherine Spalding, started with CHDC on Monday 10 July.

Quick stats

- Fortnightly eNews – 1493 subscribers (received eNews 4/7/17).
- Vision 6 (eAlerts) – numerous (Gigs & Digs, eNews, Industry Forum).
- CHDC Facebook (329 followers); Discover Central Highlands (1,610 followers) CHDC Twitter (231 followers); CHDC LinkedIn (160 followers).
- Website: chdc.com.au (5,471 page views (June), 49% returning visitors).

ATTACHMENTS:

Nil

– END OF REPORT –

15 CHIEF EXECUTIVE OFFICER

15.1 Logo and Corporate Brand Refreshapprox. 5 min

DECISION ACTION REPORT

Author: Andrea Ferris, Coordinator Communications

Authorising Officer: Michelle Webster, Acting Chief Executive Officer

EXECUTIVE SUMMARY:

The Central Highlands Regional Council corporate brand is being reviewed as the branding is restrictive, outdated, open to interpretation and is inefficient in regard to resources needed in the preparation of 'new' design in regard to corporate collateral. A concept for a brand refresh is presented for consideration and features a contemporary simplified logo and brand design elements that complement the logo.

OFFICER RECOMMENDATION

That Central Highlands Regional Council approve the new corporate brand design concept and logo.

REPORT:

The current council corporate branding is quite restrictive in its design elements and use of colour. The design is readily open to interpretation and unnecessary resources are being spent preparing a 'new' design for each piece corporate collateral.

The current council corporate brand style guide was developed by a Rockhampton-based design studio about four years ago. That company was tasked with providing design templates for council to use, but refused to comply and eventually went out of business taking their design files with them.

In order to achieve consistency, but also to add some modern design flair and interest, the Corporate Communications team asked for expressions of interest from two of their regular graphic design studios to develop a brand 'refresh' concept, a new style guide, and a series of templates in MS Word and Adobe Indesign formats that can be used in-house as needed.

Interactivink won the project (\$8162.00 from 2016-17 Budget) and submitted several concepts. The one eventually chosen uses chevron and circle design elements that represent the shapes that sit within the original logo and work well as semi-transparent elements in design.

The concept includes an extended palette of three or four colour combinations to complement the corporate greens. The refreshed logo does not differ greatly from the original and can be rolled-out progressively on demand only, including corporate signage throughout the region.

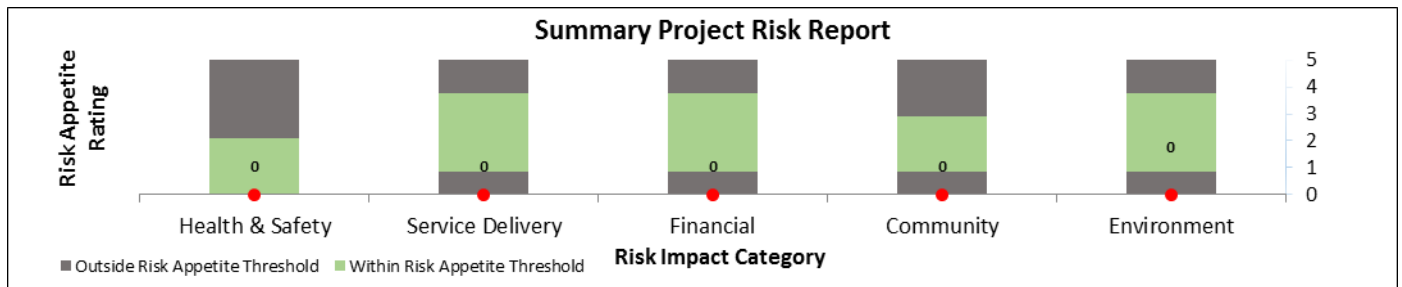
The templates, once supplied, will cover 99% of all documents that are used in the organisation from fact sheets to letterhead, to PowerPoint presentations, to Facebook posts, posters, report covers, flyers, and so forth. The Corporate Communications team and any other graphic designer, will only need to add text and images, which will greatly streamline the design process.

In addition to the refresh of the design elements, the graphic designer suggested that the logo be simplified to make it cleaner and more contemporary. The new logo retains the original design minus the yellow 'sun', black 'swish' and 'CHRC' lettering. It's a subtle change intended to 'replace on demand' rather than treat as a new logo.

The refreshed contemporary brand will enhance the consistency of the council's corporate image and improve the efficiency of corporate collateral production.

CONSIDERATIONS / IMPLICATIONS:

Risk Rating



Risk:

Not applicable

Corporate/Operational Plan Reference:

5. Leadership and Governance;

5.1. - Corporate Plan Strategy: Leadership and communication

5.1.2 - Practice effective internal and external communication.

The refresh of the corporate branding and the creation of corporate templates support the council's value of 'providing value' because it gives the best value for money solution to satisfy the requirement to reflect the council as a progressive contemporary organisation in its public facing collateral and using templates will deliver an efficient cost-saving solution to the cost of graphic design and desktop publishing.

Financial:

There is no cost associated with the roll-out of the refreshed brand as collateral will be reprinted or remade with the new logo/brand on demand.

Statutory/Policy/Delegations:

Not applicable

Communication/Engagement:

Not applicable

ATTACHMENTS:

1. Examples of design concepts using refreshed brand [15.1.1]
2. Examples of Facebook posts using refreshed brand design [15.1.2]
3. Example of factsheet using refreshed brand design [15.1.3]
4. Example of workshop agenda using refreshed brand design [15.1.4]
5. Example of report cover using refreshed brand design [15.1.5]

– END OF REPORT –

Headline here about something

FACESTIN TIASPED ET ODITAQUAS ASSI NOS A DOLUPTATIS ARCHILL ESEQUO ALICILI

Axim senisin prestor iorest ullecto vel imoluptam qui rem
quia quo exeris aute et qui qui consequi ipsaniam qui officid
usamus audi voluptatium inverum re inulparum re sam
quaspie ndipienias atur? Natio coremque lautatiis porrorro
tenistem reseguassim iur sequiduntore con evelest, quatus
pra il ipsunt, et, natiam nusciunt. Xerum fuga.

Headline here about something

FACESTIN TIASPED ET ODITAQUAS ASSI NOS A DOLUPTATIS ARCHILL ESEQUO ALICILI

Axim senisin prestor iorest ullecto vel imoluptam qui rem
quia quo exeris aute et qui qui consequi ipsaniam qui officid
usamus audi voluptatium inverum re inulparum re sam
quaspie ndipienias atur? Natio coremque lautatiis porrorro
tenistem reseguassim iur sequiduntore con evelest, quatus
pra il ipsunt, et, natiam nusciunt. Xerum fuga.



Central Highlands
Regional Council

Central Highlands Regional Council

Central Highlands

----- **EVENTS STRATEGY WORKSHOP** -----

13 July 2017



Central Highlands
Regional Council

Central Highlands Regional Council

Central Highlands

----- **EVENTS STRATEGY WORKSHOP** -----

13 July 2017



Central Highlands

----- EVENTS STRATEGY WORKSHOP -----

13 July 2017



Central Highlands
Regional Council



Central Highlands
Regional Council

Central Highlands Regional Council

Central Highlands

----- **EVENTS STRATEGY WORKSHOP** -----

13 July 2017

Fact Sheet

Emerald Saleyards



THE EMERALD SALEYARDS

The Central Highlands' premier livestock selling centre – is owned and operated by the Central Highlands Regional Council.

Weekly and special sales are conducted by the Emerald Livestock Selling Association comprising a group of highly competent and experienced local livestock and property agents.

Situated on the Capricorn Highway, the complex is easily accessible from a network of major highways.

This contemporary complex, spanning an area of 5.1 hectares, is designed and maintained with the cattle producer in mind.

It services sellers, buyers and agents from a catchment area spanning many thousands of square kilometres, from as far as Cloncurry in the north, Barcaldine

in the west, Rolleston in the south and Blackwater in the east—an area carrying more than three million head of cattle.

The centre received a \$1.1 million upgrade in 2010 and further development is the subject of a master plan.

The Emerald Saleyards is the Central Highlands' livestock trading facility of choice because of its proximity to a well-serviced urban area and the first-rate facilities on offer.

The Emerald Livestock Selling Association hold a combined prime and store cattle sale every Thursday consistently yarding in excess of 2000 head each week (up to 100,000 per annum). Its maximum throughput capacity is 3000 head. The saleyards also host regular bull sales.

FACILITIES

- 178 steel pens with concrete floor
- state-of-the-art double-decker loading ramp
- covered buyers' walkways and draft dip
- high pressure, high volume washdown facility
- drive-through underbody wash
- disability access to buyers' walkways
- liveweight scales
- NLIS scanners
- spelling and feeding service
- security
- plunge dip



THE EMERALD SALEYARDS – LOCATION

MAP TO GO HERE

THE EMERALD SALEYARDS – THROUGHPUT AND REVENUE

Year	Combined Sales Numbers	Revenue (\$)	Private Sales Numbers	Total Sales Revenue (\$) (incl. yard fees, feeding & dipping charges)
2010/2011	72,257	711,829	3,531	722,917
2011/2012	77,192	767,433	6,475	789,124
2012/2013	85,680	897,358	5,073	1,034,212
2013/2014	85,967	918,471	6,251	1,118,054
2014/2015	81,919	851,760	11,941	1,067,669

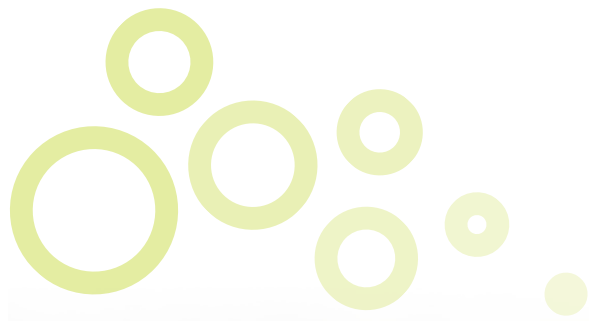
Central Highlands Event Strategy Community Workshop

Date: 13 July 2017

Working lunch 10:00am – 2:00pm | Location: Route 66 Motel, Emerald



Time	Item
10:00am	Welcome and introductions (round table)
10:30am	Purpose of the workshop and what we hope to achieve <ul style="list-style-type: none">■ Overview of agenda■ Why have an events strategy and action plan
10:45am	<ul style="list-style-type: none">■ Where we've been■ Role of council with events, processes and assistance■ Case studies from around Australia – key success factors■ Current event trends
11:00am	WHERE we're going: creating a shared vision and goals <i>Workshop session</i> <ul style="list-style-type: none">■ What are we doing well?■ Are there any challenges?■ Are there any opportunities?
12:00pm	Lunch
12:45pm	What are the priorities and how can we achieve them? <i>Workshop session (continued)</i> <ul style="list-style-type: none">■ What would you like to see in the events strategy?■ The 3 R's – roles, responsibilities and resourcing
1:45 – 2:00pm	Next steps <ul style="list-style-type: none">■ Workshop wrap up – overview of key items■ Closing remarks



2017-2018 Operational Plan



centralhighlands.qld.gov.au



16 GENERAL BUSINESS

17 CLOSED SESSION

17.1 Rates Concession Request - Assessment No 1615approx. 5 min

CLOSED SESSION REPORT

This report is CONFIDENTIAL under Section 275 (1) (d) of the Local Government Regulation 2012 which permits the Council meeting to be closed to the public to discuss:

(d) rating concessions;

18 LATE AGENDA ITEMS

19 CLOSURE OF MEETING