

Finance and Infrastructure Standing Committee 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, 07 August 2018
At 8.30 am

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

Scott Mason
Chief Executive Officer

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



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1 PRESENT

2 APOLOGIES

3 LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Minutes - Finance and Infrastructure Standing Committee Meeting - 10 July 2018



Finance and Infrastructure Standing Committee Meeting

Meeting of the Central Highlands Regional Council
Finance and Infrastructure Standing Committee Meeting
held in the **Council Chambers, 65 Egerton Street,
Emerald** on

Tuesday, 10 July 2018
Commenced at 8.30am

COUNCIL MINUTES

CENTRAL HIGHLANDS REGIONAL COUNCIL
FINANCE AND INFRASTRUCTURE STANDING COMMITTEE MEETING
TUESDAY 10 JULY 2018
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**MINUTES – FINANCE AND INFRASTRUCTURE STANDING COMMITTEE MEETING
HELD AT 8.30AM TUESDAY 10 JULY 2018 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL
CHAMBERS, EMERALD OFFICE**

PRESENT

Councillors

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

Officers

General Manager Infrastructure and Utilities G. Joubert, General Manager Customer and Commercial Services M. Webster, Manager Asset Management, M Gatt and Minute Secretary S Cooper.

Observer(s)

Nil

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Finance and Infrastructure Standing Committee Meeting: 12 June 2018

Resolution:

Cr Nixon moved and seconded by Cr Brimblecombe "That the minutes of the previous Finance and Infrastructure Standing Committee Meeting held on 12 June 2018 be confirmed."

FISC 2018 / 07 / 10 / 001

Carried (6-0)

BUSINESS ARISING OUT OF MINUTES

Nil

OUTSTANDING MEETING ACTIONS

Nil

REVIEW OF UPCOMING AGENDA ITEMS

Nil

PETITIONS

Nil

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

Nil

COMMERCIAL SERVICES

Australian Airport Association National Conference 2018

Executive Summary:

The Australian Airports Association National Conference 2018 will be held in Brisbane from Tuesday 13 to Friday 16 November 2018. The National Conference provides an opportunity to hear the latest innovations in airport technology, learn about the latest developments in best practice principles and discover ways to increase non-aeronautical revenue. A dedicated session relating to Regional Airport Stream will be held on Day 2 of the Conference.

Resolution:

Cr Nixon moved and seconded Cr Rolfe “That Central Highlands Regional Council receive the report.”

FISC 2018 / 07 / 10 / 002

Carried (6-0)

COMMITTEE RECOMMENDATION/NOTES

Report of Emerald Airport Advisory Committee Meeting 11 June 2018

Executive Summary

The Emerald Airport Advisory Committee met on 11 June 2018. Items discussed during this meeting included Workplace Health and Safety, Financial Update, Enhanced Security Measures and the Australian Airports Association Queensland Divisional Meeting.

Resolution:

Cr Nixon moved and seconded Cr Brimblecombe “That Central Highlands Regional Council receive the minutes of the Emerald Airport Advisory Committee meeting held on 11 June 2018.”

FISC 2018 / 07 / 10 / 003

Carried (6-0)

DEPARTMENTAL UPDATES

❖ **Commercial Services**

Executive Summary

The following information provides an update on key activities for the Commercial Services Department for the month of June 2018.

1. Airport
2. Saleyards
3. Quarry
4. Land Development
5. General Manager Commercial Services

Resolution:

Cr Rolfe moved and seconded Cr Brimblecombe “That Central Highlands Regional Council receive the Commercial Services Departmental update report, highlighting key activities for the month of June 2018.”

FISC 2018 / 07 / 10 / 004

Carried (6-0)

Attendance

Manager Water Utilities, P Manning attended the meeting at 8.55 am.

Attendance

Corporate Communications Officer, J Lorenzen attended the meeting at 9.02am

❖ **Infrastructure and Utilities**

Executive Summary

The following information provides an update on key activities for the Infrastructure and Utilities Department for the month of June 2018.

Infrastructure

1. Draft Inland Queensland Road Network Strategy (IQ-RNS)
2. Transport Infrastructure Development Scheme (TIDS)
3. Queensland Roads and Transport Investment Program (QTRIP)
4. Transport and Main Roads Signage Audit
5. 2018/19 Road Maintenance Performance Contract
6. Current Blackspot and Safer Roads Sooner Application List
7. Bowen Basin Regional Roads and Transport Group (BBRRTG)

Water Utilities

1. Raw Water Sales
2. Memorandum of Understanding with Woorabinda Aboriginal Council
3. Drinking Water Quality Management Plan Audit
4. Understanding Small and Remote Service Provider Sustainability Review

Attendance

Manager Water Utilities, P Manning left the meeting at 9.29 am

Disaster Management & Emergency Services

1. Building Regional Resilience
2. Flood Warning Network and Operation
3. Recent Network Improvements
4. Early Warning Sirens
5. Grant Funding under the 2017-18 Natural Disaster Resilience Program (NDRP)

Resolution:

Cr Daniels moved and seconded Cr Brimblecombe "That Central Highlands Regional Council receive the Infrastructure and Utilities Departmental update report, highlighting key activities for the month of June 2018."

FISC 2018 / 07 / 10 / 005

Carried (6-0)

GENERAL BUSINESS

Nil

CLOSED SESSION

Into Closed Session

Resolution:

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

FISC 2018 / 07 / 10 / 06

Carried (6-0)

Attendance

Manager Asset Management, M Gatt and Corporate Communications Officer, J Lorenzen left the meeting at 9.36am

The meeting was closed at 9.36 am.

Departmental Updates

- ❖ **Commercial Services**
- ❖ **Infrastructure and Utilities**

Attendance

Manager Water Utilities, P Manning attended the meeting at 9.52 am.

Out of Closed Session

Resolution:

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

FISC 2018 / 07 / 10 / 07

Carried (6-0)

The meeting was opened at 10.03 am.

Departmental Updates

- ❖ **Commercial Services**

Executive Summary:

The following information provides an update on key activities for the Commercial Services Department for the month of June 2018.

Resolution:

Cr Daniels moved and seconded Cr Brimblecombe “That Central Highlands Regional Council receive the Commercial Services Departmental update report, highlighting key activities for the month of June 2018.”

FISC 2018 / 07 / 10 / 08

Carried (6-0)

- ❖ **Infrastructure and Utilities**

Executive Summary:

The following report provides an update on key activities for the Infrastructure and Utilities department for the month of June 2018.

Resolution:

Cr Rolfe moved and seconded Cr Nixon “That Central Highlands Regional Council receive the Infrastructure and Utilities Departmental update report, highlighting key activities for the month of June 2018.”

FISC 2018 / 07 / 10 / 09

Carried (6-0)

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 10.04 am.

CONFIRMED

CHAIR

DATE

5 BUSINESS ARISING OUT OF MINUTES

6 REVIEW OF OUTSTANDING MEETING ACTIONS

7 REVIEW OF UPCOMING AGENDA ITEMS

8 PETITION

8.1 To be tabled (if any)

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

10 CUSTOMER AND COMMERCIAL SERVICES

10.1 Emerald Saleyards Coordination Committee Meeting Minutes 16 July 2018

COMMITTEE RECOMMENDATIONS / NOTES REPORT

Date: 7 August 2018

To: Finance and Infrastructure Standing Committee

From: Kelly Barns, Executive Assistant Customer and Commercial Services
Jason Hoolihan, Acting General Manager Customer and Commercial Services

File Reference:

EXECUTIVE SUMMARY:

The Emerald Saleyards Coordination Committee hosted an Emerald Saleyards Stakeholders Engagement and met on 16 July 2018. Items discussed during the committee meeting included Workplace Health and Safety, Financial Update, Conflict of Interest and National Saleyards Expo.

OFFICER RECOMMENDATION:

That Central Highlands Regional Council receive the minutes of the:

- Emerald Saleyards Stakeholders Engagement;
- Updated Emerald Saleyards Stakeholders Engagement Action Plan;
- Emerald Saleyards Coordination Committee Meeting.

REPORT:

The Emerald Saleyards Coordination Committee hosted an Emerald Saleyards Stakeholders Engagement and met on 16 July 2018. The Emerald Saleyards Stakeholders Engagement is an annual event that is hosted to provide saleyards stakeholders with details regarding the annual budget and updates relating to achievements within the previous financial year.

Items discussed during the Emerald Saleyards Stakeholders Engagement included:

- An update regarding the Emerald Saleyards Stakeholders Engagement Action Plan that dates back to our first Stakeholders Engagement meeting held at Wally Mackenzie house on 26 February 2016
- Recognition of the number of efficiencies established this year with the installation of the full deck weighbridge and the Livestock Exchange software upgrade.
- The 2018/2019 capital projects.
- The funding applications seeking 50/50 funding.
- The establishment and completion of all the required governance documentation.

Following the Emerald Saleyards Stakeholders Engagement, the Emerald Saleyards Coordination Committee held their quarterly meeting. Items discussed during the committee meeting included Workplace Health and Safety, Financial Update, Conflict of Interest and National Saleyards Expo.

CONSIDERATIONS / IMPLICATIONS:

Budget/Financial/Resourcing:
Nil

Legal/Policy/Delegations:

Sections 264 and 265 – Local Government Regulation 2012
Terms of Reference – Emerald Saleyards Coordination Committee

Communication/Engagement:

Committee members include Emerald Saleyards Stakeholders.

Risk Assessment:

Nil

Timings/Deadlines:

Nil

Alternatives considered:

Nil

ATTACHMENTS:

1. 20180716 - Unconfirmed Minutes - Emerald Saleyards Stakeholders Breakfast **[10.1.1]**
2. 20180718 - Emerald Saleyards Stakeholders Action Plan **[10.1.2]**
3. 20180716 - Unconfirmed Minutes - Emerald Saleyards Coordination Committee **[10.1.3]**

– END OF REPORT –



Emerald Saleyards Stakeholders Engagement Breakfast

Emerald Saleyards – 16 July 2018

Present: Cr Kerry Hayes, Cr Christine Rolfe, Cr Gail Nixon, Cr Megan Daniels, Michelle Webster, Tim Maguire, Karl Simpson, Tami Maley, Ian Burnett, Andrew Gissel, Andrew Lewis, Gavin Colwell.

Apologies: Steven Opperman, Terry Ray

Minute Taker: Aimee Carson/Kelly Barns

Item	Topic	Discussion Summary	Action
		Meeting Commenced 8:30am	
	Meeting Opening	Mayor Kerry Hayes opened the meeting.	
	Emerald Saleyards Stakeholders Engagement Action Plan	Tim Maguire provided an update regarding the Emerald Saleyards Stakeholders Engagement Action Plan that dates back to our first Stakeholders Engagement meeting held at Wally Mackenzie house on 26 February 2016. <i>Please refer attached Action Plan document for updated comments and statuses.</i>	
		Cr Rolfe commented that during the visit by Minister Furner, he had commented on the innovation at the saleyards with the installation of the double deck weighbridge, the additional technology with the scanner installed above the weighbridge for lot recognition and saleyards staff running around with the tablet for the scanning of cattle. The Minister took great interest in these items and it is a credit to the staff for the improvements made to the yard over the last 12 months.	

	Open Forum	<p>Tim Maguire then provided details in relation to the 2018/2019 capital budget items as follows:</p> <ul style="list-style-type: none"> • A list of 11 projects was presented to a meeting of the Emerald Livestock Markets Association requesting their input to which projects were a priority for the saleyards. • Attendees were requested to prioritise what everyone collectively wanted for consideration as part of the 2018/2019 capital budget. • The adopted capital projects for 2018/2019 are as follows: <ul style="list-style-type: none"> ○ Replacement of electrical service pits ○ Additional double decker dump ramp ○ 20 x 10m shed for hay storage ○ Light pole replacement ○ Additional drafting facility 	
	General Manager Customer and Commercial Services Update	<p>Michelle Webster advised the stakeholders that:</p> <ul style="list-style-type: none"> • A funding application for 50/50 State Government funding through the Building our Region round 4 has been submitted for the hay shed, dump ramp, draft area and holding yards. • Awaiting the funding announcement which is due in August/September. • We were successful with a funding application through the Maturing the Pipeline (MIPP) fund to have these four projects to be developed to be “shovel ready”. • This MIPP program was for projects without a business case, project plan etc to be developed by a consultant engaged by the State Government to get these projects funding submission ready • At last year’s Stakeholders Engagement, we asked stakeholders which of the non-funded projects were the top priority and utilised these projects as the ones for the funding application • Previously there were no governance documentation or agreements in place • I would like to acknowledge the Emerald Livestock Selling Association (ELSA) for working to organise a memorandum of understanding and the agents permits • These were tasks that were easily achieved, and the ongoing support of ELSA is greatly appreciated. • I would also like to acknowledge the WHS improvements and commitment from saleyard staff, agents and contractor. With the new workplace legislation in place these improvements and continued commitment to improving WHS is greatly appreciated 	

		<ul style="list-style-type: none"> It is important that we employ staff that have industry knowledge. This is key for the continuous running of the facility. Some comments have been made in relation to conflict of interest, but all saleyards staff are working under a conflict of interest management plan and code of conduct to declare any interests. Finally, I would like to acknowledge Tim, Tami, Karl and Kerry for their work and the improvements to the facility. They are small team working very well together. Customer Service is greatly improved, very well done. 	
	Mayor	Cr Hayes provided an update in relation to abattoirs.	
	Cr Rolfe	<p>Cr Rolfe advised the stakeholders that:</p> <ul style="list-style-type: none"> Type 2 road train routes through the Central Highlands are always an issue for the Emerald saleyards. It is important to continue to advocate for opportunities regarding this matter to improve the movement capabilities of livestock. 	
	Open Floor	<p>Gavin Colwell acknowledged the council for the commitment of keeping the fees and charges for Emerald Saleyards down.</p> <p>There was a discussion regarding road trains access to Emerald Saleyards which is limiting some customers from utilising the facilities, live export of cattle and other matters relating to transport and access.</p> <p>Cr Hayes advised the stakeholders that there is an advocacy role that should be planned and developed. This should include a list of stakeholders to advocate for the Emerald Saleyards. This will require the development of a capability statement to assist with these activities.</p>	
		Meeting Closed at 9:00am	

Action Plan								
Action Item Number	CATEGORY: ALL STAKEHOLDERS RESPONSES AND IDEAS	Additional Notes	Actions	Timeframe	Who	Number of additional comments relating to item	Progress Update	Status
1	Long Term – Ring selling rather than pens – Grand idea like they do in USA – Big Picture	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC		18/07/2018 - No current budget appropriations - Not known	
2	Long term - Relocation - if Meatworks goes ahead - Size & Site Depends on Meatworks	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC		18/07/2018 - No current budget appropriations - Not known	
3	Promote Bull Sales - Big Picture - only applicable to new sale yards / new site / Permanent Bull Selling Area	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC		18/07/2018 - No current budget appropriations - Not known	
4	New Office & Kiosk - Commercial venue for events & another income stream - only applicable to new sale yards / new site - Big Picture	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC	1	18/07/2018 - No current budget appropriations - Not known	
5	Establish a Sale yard facility like Charters Towers - Big Picture	Inspection of Charters Towers and Dalby Saleyard Facilities	To be organised	Late 2016/ early 2017	CHRC	1	Councillors and council staff visited Charters Towers site	Completed
6	Promote site as a commercial hub for Agri pursuits	Advertising Strategy - support agri businesses	Completed	Completed July 2016	CHRC		Completed July 2016	Completed
7	Marketing Strategy - learn who our customers are - information is there for Council & ELSA to use	Advertising Strategy ; Investigate customer data mediums	Completed - Advertising Strategy; customer data information	Completed July 2016; September 2016	CHRC		Completed July 2016; September 2016	Completed
8	Technology - must maintain currency with the best industry standard	Wi-Fi upgrade and implementation of tablets	In progress	December 2016	CHRC	7	14/10/2016 - IT Department investigating options and obtaining quotes. 18/07/2018 - the Livestock Exchange software trial has provided many efficiencies including the implementation of tablets and Wi-Fi technology to assist with business processes.	Completed
9	Updated Computer Technology-provide communication between scales & office. Less paper work & manual communication - A priority	As above	In progress	December 2016	CHRC	2	14/10/2016 - IT Department investigating options and obtaining quotes. 18/07/2018 - the Livestock Exchange software trial has provided many efficiencies including the implementation of tablets and Wi-Fi technology to assist with business processes.	Completed

Action Item Number	CATEGORY: ALL STAKEHOLDERS RESPONSES AND IDEAS	Additional Notes	Actions	Timeframe	Who	Number of additional comments relating to item	Progress Update	Status
10	Electronic Masterbook	Electronic Masterbook	ELSA responsibility/Agents		ELSA		18/07/2018 - scheduled as the next step to the Livestock Exchange software upgrade.	
11	Book Person / Palm Readers / Electronic Capture - Remove paper		ELSA responsibility/Agents		ELSA		18/07/2018 - the Livestock Exchange software trial has provided many efficiencies including the implementation of tablets and Wi-Fi technology to assist with business processes.	Completed
12	Security Systems & Camera upgrades through out whole infrastructure and operation. Monitor everything. Improves efficiency and animal welfare	Future budget consideration - Capital Works Program	Prepare Business Case/Feasibility	Future budget consideration	CHRC		14/10/2016 - Quotes have been requested with no responses as yet. Will follow up. 18/07/2018 - No current budget allocation. Future budget consideration.	
13	Revenue Stream - Tick Clearing (may attract greater buyers) Saleyards staff - Tick Certifiers	Benefits to have certifiers each week at Sale	Emerald Saleyards Coordination Committee July 2016 - Tick Certification endorsed	Tick Certification Agreement developed; 2 Council staff trained as certifiers; Fees yet to be finalised (September 2016)	CHRC	3	14/10/2016 - Brenton will be accredited by mid November at the latest. Fees yet to be set. 18/07/2018 - Tick clearing has been added as a revenue stream at the Emerald Saleyards	Completed
14	Clearing Dip - Immediate access for Meatworks and feedlots. Needs more debate and thought	Benefits to have certifiers each week at Sale	Emerald Saleyards Coordination Committee July 2016 - Tick Certification endorsed	Tick Certification Agreement developed; 2 Council staff trained as certifiers	CHRC	3	14/10/2016 - Clearing progressing out of Emerald. Dip throughput is up by approximately 2000 head per month.	Completed
15	Fees for all livestock unloading, loading and spelling. An issue that needs to be sorted (priority). Users are using the facility but no real fee to be charged	Review Fees & Charges schedule. Included in draft schedule for Council Consideration	Review fees & charges	Completed - June 2016	CHRC			Completed

Action Item Number	CATEGORY: ALL STAKEHOLDERS RESPONSES AND IDEAS	Additional Notes	Actions	Timeframe	Who	Number of additional comments relating to item	Progress Update	Status
16	Animal welfare regulation and compliance	Investigate Animal Welfare Training	Source training for CHRC staff and offer to contractors	September 2016	CHRC	2	14/10/2016 - Learning and Development team is developing an online induction program and training. 18/07/2018 - this is an ongoing matter although the changes to the draft will provide additional benefits to animal welfare compliance.	
17	Road Train access for 6 Decks - Lobby opportunity	Seek Council Agreement Communication with State Member Lachlan Miller	Agenda item Emerald Saleyards Coordination Committee	October 2016	CHRC	1		
18	Current site- Truck parking site / Rear truck turn around to be made. Bitumen or wet weather relevant	Ongoing project	Additional \$30K Capital budget 2016/17	June 2017	CHRC	5	14/10/2016 - This years works have not commenced at this stage.	Completed
19	Hay Shed	Future budget consideration - Capital Works Program	Future budget consideration	Future budget consideration	CHRC	2	18/07/2018 - Included in Capital Projects for this financial year. Awaiting result of Building our Region Round 4 funding application to find out if successful for 50/50 funding.	
20	Hay Racks	Steel Ring \$500 ea, Concrete Troughs \$800 ea, approx \$15K for 30 feeders	Progressive acquisition through Opex budget	Ongoing	CHRC	1	14/10/2016 - Hay racks have been purchased, delivery of the last four will be received 28/10/2016	Completed
21	Investigate cheaper Hay provider	Options to be discussed	Discussed Emerald Saleyards Coordination Committee July 2016. Council to seek quotations for 12 month supply contract to see if reduces price	September 2016	CHRC	4	14/10/2016 - A request for tender for the hay supply has been issued and closes on 28/10/2016.	Completed
22	WPH&S Compliance	CHRC - WH&S Staff representative (in place) CHRC - WH&S Governance (in place) CHRC - Site inductions (in place) CHRC & ELSA - MOU - WH&S requirements CHRC & Agent - User Agreement	WH&S roles and responsibilities in MOU with ELSA Governance documents to be completed	December 2016	CHRC	6	18/07/2018 - development and implementation of governance documentation has been signed by all parties. Strong focus on WHS compliance.	Completed
23	All matters must be compliant both Infrastructure and Operations	Saleyards compliance	Ongoing		CHRC/ELSA			

Action Item Number	CATEGORY: ALL STAKEHOLDERS RESPONSES AND IDEAS	Additional Notes	Actions	Timeframe	Who	Number of additional comments relating to item	Progress Update	Status
24	Toilets at scale house for staff	Substantial cost at existing site - for consideration in New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC			
25	Completion of penning facilities now on the plan / Make better use of current site / More selling pens	Additional selling pens adjacent to draft area. \$100K 2016/17 budget	In progress	June 2017	CHRC	8	14/10/2016 - Request for quotes will be sent out within the next week. Closing end of November.	Completed
26	Draft facilities - Before and After (a priority) / Drafting area for agents / 2nd or 3rd drafting area	Concept design for reconfiguration of existing front pens - Future budget consideration - Capital Works Program	Future budget consideration	Future budget consideration	CHRC			
27	Second Double Deck ramp in medium term (2 x double decker ramps)	Future budget consideration- Capital Works Program	Future budget consideration	Future budget consideration; source external funding opportunity	CHRC		18/07/2018 - Included in Capital Projects for this financial year. Awaiting result of Building our Region Round 4 funding application to find out if successful for 50/50 funding.	
28	Unloading ramp at double decker ramp	Future budget consideration.	Future budget consideration	Future budget consideration; source external funding opportunity	CHRC		18/07/2018 - Included in Capital Projects for this financial year. Awaiting result of Building our Region Round 4 funding application to find out if successful for 50/50 funding.	
29	Availability for vendors to access weights and pricing (on a big neon sign so Vendors can see) A priority. Upgrade display monitor to scales and canteen	Digital display board	Completed	Completed May 2016	CHRC	2		Completed
30	Post weighing marshalling area / Water Yards gravelled	New facility - due to cost	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC			
31	Good Lighting - Lighting Cnr Pen No 8 / LED Lighting - Upgrade Lights - Essential Dark areas - WH& S issue	\$20K 2016/17 budget	In progress	June 2017	CHRC	4	14/10/2016 - Additional light pole to be erected by the end of 2016. To be completed by July 2017.	Completed
32	Shade Cloth or Shade of some sort in Delivery Yards	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC			
33	Completion of Back yards	Ongoing project	Final stage 16/17 budget \$50K	June 2017	CHRC	4	14/10/2016 - To be completed by July 2017.	Completed
34	Cat Walks for top deck on Double Deck Ramp (also covers WH& S issues)	Future budget consideration - Capital Works Program	Future budget consideration	Future budget consideration	CHRC		14/10/2016 - In progress, awaiting installation.	
35	Cat Walks and Slide gates on front and side load ramps	Incorporated into 16/17 Operating budget	Works to be planned	June 2017	CHRC			
36	Roof over crush at Dip	Future budget consideration - Capital Works Program	Future budget consideration	Future budget consideration	CHRC	2		

Action Item Number	CATEGORY: ALL STAKEHOLDERS RESPONSES AND IDEAS	Additional Notes	Actions	Timeframe	Who	Number of additional comments relating to item	Progress Update	Status
37	More roof on draft on western side	16/17 budget	Works to be undertaken in 16/17	16/17	CHRC	2	18/07/2018 - Funding application submitted for this project. Awaiting result of Building our Region Round 4 funding application to find out if successful for 50/50 funding.	
38	Concrete Lanes in the back yards	Future budget consideration - Capital Works Program	Future budget consideration	Future budget consideration	CHRC		18/07/2018 - two of the four lanes completed. Currently allocated to 2019/2020 capital consideration	
39	Overall facility be all under roof - the whole infrastructure - Big Picture - Long Term	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC			
40	Better Walk ways under cover	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC			
41	Bigger weigh scales	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC		18/07/2018 - Full deck weighbridge installed and fully operational.	Completed
42	Manure protection sheets / belting around buyers feet	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC			
43	Communication with Stakeholders	Improve communication mediums with Stakeholders	Consider communication methods with stakeholders	Ongoing ; Workshop with stakeholders to be held again in 2017	CHRC	2	Communication board in use. 18/07/2018 - Annual Stakeholder Engagement meetings being held	Completed
44	Procurement of a mobile phone for scale house	Mobile phone to be organised	COMPLETED		CHRC		Phone purchased, number to be distributed.	Completed



Emerald Saleyards Committee Meeting Minutes

16 July 2018

Meeting chaired by: Cr Christine Rolfe

Present: Cr Gail Nixon, Cr Megan Daniels, Michelle Webster, Tim Maguire, Ian Burnett, Andrew Gissel, Andrew Lewis (ELSA)

Apologies: Terry Ray (ELSA), Steven Opperman

Minute Taker: Aimee Carson/Kelly Barns

Item	Topic	Discussion Summary	Action
		Meeting Commenced 9:15am	
	Confirmation of Minutes from Previous Meeting	The minutes of the previous Emerald Saleyards Coordination Committee held on 9 April 2018 were confirmed.	

1	Business and Action Arising from Previous Minutes	<p>Chain of Responsibility</p> <p>Cr Christine Rolfe advised the committee that:</p> <ul style="list-style-type: none"> • Since the last meeting, chain of responsibility flyers has been distributed to Saleyards Stakeholders. <p>Bull Sales</p> <p>Tim Maguire has been in contact with Kevin Woolcock in relation to bull sales. Meeting has been requested by him however the date was not suitable. Have contacted to try and reschedule the meeting but haven't received a response.</p> <p>Raw Water</p> <p>Tim Maguire advised the committee that:</p> <ul style="list-style-type: none"> • Contact has been made with CQ news for promotion of the raw water facility, advertisement fees exceeded our budget. However, a small degree of promotion occurs through the ELSA market reporting. • Issue with small crustaceans in raw water supply which is blocking the smaller pipes going to the water troughs. Looking at options to fix this issue. 	
2	Workplace Health and Safety	<p>Tim Maguire advised the committee that:</p> <ul style="list-style-type: none"> • Final workplace health and safety concerns will be mitigated in the new draft. • A Spinal Injury and Prevention Awareness Seminar will be held at the Emerald Saleyards at 10:00am on 18 July 2018. Contractors, agents and staff members will be attending. 	
3	Financial Update	<p>Andrew Gissel advised the committee that:</p> <p>June 2018 interim results</p> <ul style="list-style-type: none"> • Profit for the month of \$82K reducing net loss to \$87K for the full financial year. EBITDA surplus of \$189K which is \$64K or 52% better than expected (\$125K). • Cattle numbers for the year (102,462) surpassed budget (80,004) and last year's numbers (90,234). I note that despite numbers being up by 13.5% on last year, the value of said sales (\$78M) was down by over \$10.5M or 13.4% on last year (\$89M). • Revenue is \$28K (2%) ahead of BR3 budget (\$1, 119K) with feed sales the only main revenue line pulling up short (\$3K). 	

		<ul style="list-style-type: none"> • Operating expenses are \$37K or 4% shy of budget with employee costs (\$23K) and materials (\$15K) accounting for the bulk of the underspend. • Aged debtors have increased by \$39K to \$97K with \$1K in 90 days, \$3K in 60 days, and \$1K in 30 days. This is merely a reflection of the increase in activity, and no cause for concern. <p>Tim Maguire advised the committee that:</p> <ul style="list-style-type: none"> • The market has dropped, due to weather and the monetary value per kilo has dropped. <p>2018/2019 Budget</p> <p>Andrew Gissel advised the committee that:</p> <p><i>Operating</i></p> <ul style="list-style-type: none"> • Due to the dip in the market the budgeted number of head has been very conservative, as a result there has been a budgeted 5% reduction in the revenue. • This in turn has resulted in a budgeted reduction in expenses by 7% due to decreased cattle numbers and improvements made to the saleyards. <p>Michelle Webster advised the committee that discussions regarding corporate overheads were held with finance however the response has not seen a reduction in these costs..</p> <p>The committee further discussed the matter of corporate overheads.</p> <p><i>Capital</i></p> <p>The capital projects are as follows:</p> <ul style="list-style-type: none"> • Replacement of electrical service pits • Additional double decker dump ramp • 20 x 10m shed for hay storage • Light pole replacement • Additional drafting facility <p><i>Fees and Charges</i></p> <p>Tim Maguire advised the committee that:</p> <ul style="list-style-type: none"> • Research had been undertaken of a range of comparative locations around Queensland during the fees and charges review. • The fees and charges have been adopted as per the changes made via the review. 	
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		<ul style="list-style-type: none"> • Most fees stayed the same with the main change being in relation to bull sales. • Comment was made that a comparison to Moura would be useful also. 	
4	Conflict of Interest	<p>Michelle Webster advised the committee that:</p> <ul style="list-style-type: none"> • There have been comments in relation to the saleyards due to the perceived conflict of interest. • Various documents have been implemented to manage the perceived conflict of interest as follows: <ul style="list-style-type: none"> ○ Conflict of Interest Management Plan – applicable to all Council employees of Emerald Saleyards ○ Conflict of Interest Procedure – this sets out the process to be undertaken in managing any potential conflict of interest or duty. ○ Conflict of Interest Register – any livestock transactions conducted personally or through business interests in buying or selling livestock by Council employees are to be recorded within a specific register for this purpose. The register is then audited by Council's Commercial Analyst and reviewed by General Manager Customer and Commercial Services monthly. Records are kept within Council's records management system. 	
5	National Saleyards Expo	<p>Michelle Webster advised the committee that:</p> <ul style="list-style-type: none"> • The National Saleyards Expo is being held 24 July 2018 to 27 July 2018. • Will attend the expo and will provide a report to the next committee meeting. • Has been a member of the board of the Australian Livestock Markets Association for the last couple of years but has chosen not to nominate to be a member this year. 	
6	Saleyards Manager Update	<p>Tim Maguire advised the committee that:</p> <p>Operational Matters</p> <p><i>Staffing</i></p> <ul style="list-style-type: none"> • Continuous issues regarding staffing situation. • Advertised for casual role twice with no response. • Problem times are Wednesday and Thursday, late arrivals for the sale cause longer shifts and subsequent overtime the following day. • Truck drivers have been requested to advise their arrival times to reduce the need for someone to come out late after hours, resulting in an extra 3 hours pay. 	

		<ul style="list-style-type: none"> Looking at possibility of a contractor to attend to late arrivals to remove council staff from the equation. <p><i>Customer Service</i></p> <ul style="list-style-type: none"> Facility operating smoothly, staff are becoming increasingly inclusive and extending their customer service skills. Good feedback being received. <p><i>Livestock Exchange</i></p> <ul style="list-style-type: none"> The tablet and software has caused some operational issues due to education and understanding the software. However, the software has proved to be very quick and allows for the processing and reconciliation to be completed at a much faster rate. <p>Capital Works Projects</p> <p>Tim Maguire provided a capital works update during the Emerald Saleyards Stakeholders Engagement Breakfast.</p>	
7	General Business	<p>The committee discussed general business as follows:</p> <p>Cattle Sale Schedule</p> <p>Tim advised that JBS Swifts had approached the Emerald Saleyards to discuss the option of selling fat cattle first. This would allow for a more efficient process which would align Emerald with other saleyards. Currently trying to accommodate this requirement.</p> <p>Type 2 Road Trains</p> <p>Discussion was held in regard to type 2 road train access in Emerald. Cr Rolfe will bring up this matter at the Department of Transport and Main Roads Advisory Group.</p> <p>Next Meeting</p> <p>The next meeting of the committee will be held in October 2018 date to be advised.</p>	
		Meeting Closed at 10:05am	

11 DEPARTMENTAL UPDATES

11.1 Customer and Commercial Services

DEPARTMENTAL UPDATE REPORT

Date: 7 August 2018
To: Finance and Infrastructure Standing Committee
From: Jason Hoolihan, Acting General Manager Customer and Commercial Services

EXECUTIVE SUMMARY:

The following report provides an update on key activities for the Customer and Commercial Services department.

OFFICER RECOMMENDATION:

That Central Highlands Regional Council receive the Customer and Commercial Services departmental update report, highlighting key activities for the month of July 2018.

REPORT:

Key Activities Summary

1. Airport
2. Quarry
3. Saleyards
4. Land Development
5. General Manager

1. Airport

Operational

- Office of Transport Security ASIC/VIC audit; audit report received. Two (2) Non-conformances received and acquitted, but one is conditional on the proviso that we implement a CBS Level 3 screening assessment station. Builder contracted to erect screens for a weather enclosure, electrician and communication contractors briefed.
- Pax Total for June 2018 – 19,679 plus closed charter 591.
- 2017 Annual Technical Inspection report; mitigation is continuing.
- Airport Maintenance Officer position; has been filled Phil Bullivant commences 23/07/18.
- Airport Reporting Officer position; has been re-advertised internally and externally.
- Power failure affecting car park management system and electronic access gates. Failure is on the power board – temporary bypass and new switching unit to be installed.
- Runway lighting cable tested at about 15% of the standard – cable joining replacements are in progress with some signs of improvement.
- Telstra phone lines were intermittent over 2 weeks – now on-line.
- Compliance Officer on contract, to start on 30 July 2018
- Airport Master Plan RFQ brief prepared for invitation from selected, suitable consultants.

Capital Projects

Garden Entrance to Emerald Airport

- RFQ for airport entrance beautification project is completed.
- Meeting proposed to further discuss with CQ University on how the landscape design competition might be coordinated.

General Aviation Mitigation Project

- Member for Flynn Ken O'Dowd announced on 10 July 2018 that the Emerald Airport would receive \$1,416,217, to upgrade general aviation mitigation project as part of the Building Better Regions Funds grant.

2. Quarry

Operational

- As of the 20 July 2018, Quarries have had a great start to the new financial year. Shepton having a strong month compared to the same time last year a good sign considering it is usually a slower month.
- Several maintenance activities have been carried out on the fixed crushing plant with the replacement of two conveyor belts being CV. 20 and CV. 11 and the installation of new lagging on the head drums. Works were conducted by UGL conveyor maintenance all works went to plan and were completed on time.
- Several screen replacements have also taken place to allow for the production of certain aggregates to replenish dwindling stocks of 20 mm.
- Production at Shepton throughout July as of the 20 July 2018 stands at 8,648 tonnes consisting mainly of 2.5 road base for supply to the infrastructure department.
- EHP conducted a site inspection on the Mungabunda Quarry no non-conformances were recorded apart from a little confusion with EHP reviewing the wrong EA for the site once this matter was cleared up the inspection went well. No other works were completed at Mungabunda for July.
- Inspection carried out at Niagra pit for the remote quarry operations with the possibility for crushing road base material for the infrastructure department. Upon inspection it was identified that further works will need to be completed whilst crushing activities take place to ensure the future of the pit is heading in the correct direction and following the rock source to enable a quality material into the future. Once appropriate permits are reviewed I expect crushing operations to commence in this pit.

Capital Projects

Electrification of Pug Mill

- Preliminary works have been started with planning and design of the project commencing. Further works will be completed once crushing orders have been fulfilled and the plant is shut down to enable further works to commence.

Electrical Bus Tie Installation

- Preliminary works have been started with planning and design of the project commencing. Further works will be completed once crushing orders have been fulfilled and the plant is shut down to enable further works to commence.

Precoat plant upgrade to meet compliance

- Consultation has begun with Paul Martin from Trader One. Paul will be conducting a staged design process including the geo technical investigation. After this process has been completed, an up to date cost model will be available to further this project.

Construct stormwater run-off control system

- Works are continuing to be done on the storm water sediment dam at the front of the quarry. Clay material from the sediment dam has been sold to FK Gardner for the upgrade to dams in the Clermont and Middlemount area. Other clay material has been stockpiled for future use in road base production. Investigations are being completed to determine whether the clay material will also be compliant for the lining of a sediment trap in the pre-coat plant upgrade.

3. Saleyards

Operational

- Total numbers sold at regular auction sale is 8,587 plus an additional 2,835 head of private weigh and sale cattle. Further sale scheduled for 26 July 2018 with 2,000 head booked.
- Total gross sales for the month to date is \$7,015,750.17.
- The market in general has firmed over the last month with quality processer type cattle becoming harder to source. The severe drought on the East coast of Australia is having detrimental effect on the available market for feeder and weaner lines presented to all saleyards throughout the state. However, the feedlot industry continues to take up the slack in this area.

Capital Projects

Replacement of the Electrical Service Pits

- Gurneys Electrical should commence work on this project in August or September 2018.

Additional Double Decker Dump Ramp

- Awaiting the outcome of Building Our Region Round 4 funding.

20 x 10m Shed for Hay Storage

- Awaiting the outcome Building Our Region Round 4 of funding.

Light pole Replacement

- Gurney Electrical to commence work on this August or September 2018.

Additional drafting facility

- Proway Livestock Equipment have advised the new drafting tub and curved race will be delivered for installation on 18 August 2018 with Install Solutions engaged to complete the installation and commissioning of the Pneumatic Drive Control.

4. Land Development

- Expressions of Interest for agisiting Council owned and controlled land closed 13 July 2018.

5. General Manager Customer and Commercial Services

- Welcomed Customer and Area Support and Housing Officer to the newly realigned Customer and Commercial Services 02/07/2018
- Attended Central Highlands (Qld) Housing Company Limited Board Meeting 02/07/2018
- Attended Banking Services meeting discussing banking options for regional communities 03/07/2018
- Attended Corporate Software Project Board Meeting 04/07/2018
- Acting CEO from 05/07/2018 to 23/07/2018
- Attended NAIDOC Week flag raising ceremony 09/07/2018
- Hosted a Thank You BBQ Lunch to acknowledge the hard work and achievements of the Quarry and Infrastructure staff 11/07/2018
- Attended Emerald Saleyards Stakeholders Engagement Breakfast meeting and Emerald Saleyards Coordination Committee meeting 16/07/2018
- Attended Customer and Commercial Services Toolbox meeting 17/07/2018
- Attended CHDC's Industry and Innovation Forum 18/07/2018
- Attended CQROC Meeting 20/07/2018
- Attended the Australian Livestock Markets Association National Saleyards Expo in Casino 24/07/2018 to 27/07/2018

Building Our Region Round 4

Media Release from the Minister for State Development, Manufacturing, Infrastructure and Planning – 25 July 2018

Central Queensland councils shortlisted for infrastructure funds

“Central Queensland councils with shortlisted projects are seeking a total of over \$13.1 million from Building our Regions for projects worth a total of over \$92.3 million.”

Councils with shortlisted projects will now have six weeks from Monday 30 July 2018 to submit their business cases.

Shortlisted projects in the Central Queensland region are:

- Emerald Airport General Aviation Upgrade – Central Highlands Regional Council
- Emerald Saleyards Upgrade – Central Highlands Regional Council

ATTACHMENTS:

Nil

– END OF REPORT –

11.2 Infrastructure and Utilities

DEPARTMENTAL UPDATE REPORT

Date: 7 August 2018

To: Finance and Infrastructure Standing Committee

Author/ Authorising Officer: Gerhard Joubert, General Manager Infrastructure and Utilities

EXECUTIVE SUMMARY:

The following report provides an update on key activities for the Infrastructure and Utilities Department.

OFFICER RECOMMENDATION:

That Central Highlands Regional Council receive the Infrastructure and Utilities departmental update report, highlighting key activities for the month of July 2018.

REPORT:

Key Activities Summary

1. Rolleston Booster Pump Station
2. Drinking Water Quality Management Plan Audit
3. Black Gully WWTP Upgrade
4. Bush Fire Safety and Preparedness

1. Rolleston booster pump station

The switchboard for the new booster pumps was installed at the end of June with initial commissioning undertaken by generator prior to Ergon connecting power on 12 July 2018. The system was started in automatic on 16 July 2018. The pumps run above a minimum threshold and the pressure has initially been boosted by 150 kPa (an additional 15 m of head pressure). Pressure testing in the network is yet to take place.

2. Drinking Water Quality Management Plan Audit

The external audit of the Drinking Water Quality Management Plans for the council schemes are finalised and submitted to the regulator at the Department of Natural Resources Mines and Energy (DNRME). A consultant has been engaged to undertake the plan review. Following discussion with the department the due date for submitting the review is likely to be extended by 12 months.

3. Black Gully WWTP Upgrade

The following construction on the Sewerage Treatment Plant expansion has continued since the last update.

- The bioreactor water test has been completed and backfilling has commenced. This will enable the construction of the electrical switch room to commence.
- Backfilling has been completed around the two clarifiers. The first clarifier scraper bridge has been delivered to site and mechanical installation will commence shortly
- The aerobic sludge digester external walls are complete.
- The chlorine contact tank is external walls and internal baffles have been poured.
- The installation of electrical conduits within the existing plant has commenced.

The application to amend to the Transitional Environmental Program (TEP) by extending the completion from August 2018 through to May 2019 was declined by the Department of Environment and Science. We will be requesting the decision be reviewed and a meeting with the Department will be held on 1 August to discuss this.

4. Bush Fire Safety and Preparedness

Concerns have been raised with regards to the present Fire RISK within the Central Highlands and surrounding areas and the possible impact this may have to the 2018 /2019 Fire season

Rain fall in late 2017 early 2018 has enhanced grass growth in many areas.

In 2018 rain fall has been sporadic over the area, this with the prolonged high temperature, this has seen rapid grassland curing and water supplies greatly depleted.

Many properties near Bogantungan, Willows, Gemfields, Capella, Springsure, Rolleston and east to Duaringa, etc. have abundant fuel loading with limited stock grazing with rapid curing and limited fire breaks established.

Recent advice received has indicated that this season is shaping up to be more on the dry side, if this is the case we may be in for an early and longer fire season very possibly starting before the end of winter.

Road and rail corridors are overgrown increasing the potential bush fire risk, with some of the areas around Bogantungan through Emerald, between Rolleston and Emerald to Clermont, Comet, Bluff, Comet and Duaringa are of concern, early discussions with QFES, Rural Fires, Main Roads, Aurizon, QR National, CHRC "stock routes and urban interface" and DNRME have proven beneficial in the past in identifying possible mitigation options and priorities.

CHRC as custodians of land at threat, other agencies, properties occupiers etc, should consider preparing for the fire season by undertaking the following;

- ✓ Undertake hazard reduction and fire management planning,
- ✓ review and monitor fire management activities within local areas,
- ✓ Identifying who is responsible for what, and how can we as a collective provide a holistic approach to fire mitigation and community safety.
- ✓ undertake prescribed burning and bushfire risk mitigation activities targeting to be completed by end of August 2018 at the latest,
- ✓ and an all agency approach and strong focus on community awareness and education activities,

As an organisation ALL CHRC should identify fire mitigation activities to be undertaken or planned to be undertaken around CHRC critical infrastructure, pumps, switchboards, buildings, plant etc?

It would also be highly beneficial to discuss what firefighting resources are available and introduce strategies to overcome the limited water available for firefighting to minimise the potential of bushfire danger within our area. The identification of alternative water supply locations such as (stock route watering points, there may need to be some alterations to tanks such as locked gate valves with Camlock fittings to suit Rural Fires appliances)

Also may I suggest serious consideration be given to identify and establishing Neighborhood Safer Places in high risk areas like Willows, Reward, Divide, Washpool etc.

The challenge is we need to get the message out to prepare early “this includes ALL CHRC departments and areas. we also need to encourage the community to get on board, at the same time consolidate the efforts of other agencies to be as prepared as we can for this upcoming fire season.

CHRC Disaster Management, Risk and Resilience section has limited resources, we do not have the capacity to manage it on our own, the whole organisation will need to step up and take ownership and responsibility in their areas for our community preparedness.

ATTACHMENTS:

Nil

– END OF REPORT –

12 GENERAL BUSINESS

13 CLOSED SESSION

13.1 Departmental Update (Customer and Commercial Services)

CLOSED SESSION REPORT

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

- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.*
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13.2 Departmental Update (Infrastructure and Utilities)

CLOSED SESSION REPORT

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

- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.*
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14 LATE AGENDA ITEMS

15 CLOSURE OF MEETING