

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, 7 August 2018
At 2.30pm

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

Scott Mason
Chief Executive Officer

LATE AGENDA

COUNCIL AGENDA



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COMMITTEE RECOMMENDATIONS / NOTES

Minutes - Finance and Infrastructure Standing Committee Meeting - 7 August 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, 07 August 2018
Commenced at 8.30am

CENTRAL HIGHLANDS REGIONAL COUNCIL

FINANCE AND INFRASTRUCTURE STANDING COMMITTEE MEETING

TUESDAY 07 AUGUST 2018

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**MINUTES – FINANCE AND INFRASTRUCTURE STANDING COMMITTEE MEETING
HELD AT 8.30AM TUESDAY 07 AUGUST 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, Acting General Manager Customer and
Commercial Services J Hoolihan, Coordinator Communications, A Ferris and Minute Secretary S Cooper.

Observer(s)

Nil

APOLOGIES

Nil

LEAVE OF ABSENCE

Cr Godwin-Smith requested a leave of absence for 11 September 2018 and Mayor Cr Hayes agreed to
assume the Chair of this committee for that day.

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Finance and Infrastructure Standing Committee Meeting: 10 July 2018

Resolution:

Cr Nixon moved and seconded by Cr Rolfe “That the minutes of the previous Finance and Infrastructure
Standing Committee Meeting held on 10 July 2018 be confirmed.”

FISC 2018 / 08 / 07 / 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

COMMITTEE RECOMMENDATION/NOTES

Emerald Saleyards Coordination Committee Meeting Minutes – 16 July 2018

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.

Resolution:

Cr Daniels moved and seconded Cr Nixon “That Central Highlands Regional Council receive the minutes of the following:

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

FISC 2018 / 08 / 07 / 002

Carried (6-0)

DEPARTMENTAL UPDATES

❖ **Customer and Commercial Services**

Executive Summary

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

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

Resolution:

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

FISC 2018 / 08 / 07 / 003

Carried (6-0)

Attendance

Manager Water Utilities, P Manning and Co-ordinator Emergency Services, G Bell attended the meeting at 8.59am.

❖ **Infrastructure and Utilities**

Executive Summary

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

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

Attendance

Manager Water Utilities, P Manning and Coordinator Emergency Services, G Bell left the meeting at 9.17am.

Resolution:

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

FISC 2018 / 08 / 07 / 004

Carried (6-0)

GENERAL BUSINESS

Cr Rolfe advised that she attended the Local Government Association of Queensland (LGAQ) Roads and Transport Advisory Group meeting last week. Some of the issues discussed include the following:

- The Federal Government National Freight and Supply Chain Strategy
- Department of Transport and Main Roads Heavy Vehicle Safety and Productivity Program;
- Roads and Transport Alliance Memorandum Of Agreement is due for renewal and will be done at the LGAQ conference in October;
- Transport Infrastructure Development Scheme Funding; and
- Department of Transport and Main Roads Cycling Infrastructure Grants.

Cr Daniels raised the issue of the condition of signage on TMR roads. A motion will be going to LGAQ to agitate for increased funding from the State.

Cr Rolfe mentioned that a review of funding needs to be looked at taking into consideration that administration costs are 9% of funds.

CLOSED SESSION

Into Closed Session

Resolution:

Cr Daniels moved and seconded by Cr Rolfe “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 / 08 / 07 / 05

Carried (6-0)

Attendance

Coordinator Communications, A Ferris left the meeting at 9.31am.

The meeting was closed at 9.31 am.

Departmental Updates

❖ **Customer and Commercial Services**

Attendance

Manager Water Utilities, P Manning attended the meeting at 9.38am.

❖ **Infrastructure and Utilities**

Out of Closed Session

Resolution:

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

FISC 2018 / 08 / 07 / 06

Carried (6-0)

The meeting was opened at 9.51 am.

DEPARTMENTAL UPDATES

Customer and Commercial Services

Executive Summary:

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

Resolution:

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

FISC 2018 / 07 / 10 / 07

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 July 2018.

Resolution:

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

FISC 2018 / 07 / 10 / 08

Carried (6-0)

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 9.51 am.

CONFIRMED

CHAIR

DATE

Unconfirmed

Minutes - Communities Standing Committee Meeting - 7 August 2018



Communities Standing Committee Meeting

Meeting of the Central Highlands Regional Council held in the **Council Chambers, 65 Egerton Street, Emerald** on

**Tuesday, 7 August 2018
Commenced at 10.32am**

COUNCIL MINUTES

**CENTRAL HIGHLANDS REGIONAL COUNCIL
COMMUNITIES STANDING COMMITTEE MEETING**

TUESDAY 7 AUGUST 2018

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**MINUTES – COMMUNITIES STANDING COMMITTEE MEETING
HELD AT 10.32AM TUESDAY 7 AUGUST 2018 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL
CHAMBERS, EMERALD OFFICE**

PRESENT

Councillors

Councillors (Crs) K. Hayes (Mayor), M. Daniels (Chair)

Councillors (Crs) G. Godwin-Smith (Deputy Mayor), A. McIndoe, C. Brimblecombe, G. Sypher

Officers

General Manager Communities D. Fletcher, Acting General Manager Customer and Commercial Services J. Hoolihan, Manager Planning and Environment K. Byrne, Coordinator Ranger Services B. Keys, Coordinator Communications A. Ferris, Minute Secretary B. Pusey and N. Kerr

Mayor Cr Hayes acknowledged the attendance of St Patrick's Catholic Primary School year 4 at today's meeting.

Observers

Nil

APOLOGIES

Nil

LEAVE OF ABSENCE

Resolution:

Cr Brimblecombe moved and seconded by Cr Sypher "That a leave of absence be granted for Cr Godwin-Smith for the 11 September 2018 meeting."

CSC 2018 / 08 / 07 / 001

Carried (6-0)

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Communities Standing Committee Meeting: 10 July 2018

Resolution:

Cr Sypher moved and seconded by Cr Godwin-Smith "That the minutes of the previous Communities Standing Committee Meeting held on 10 July 2018 be confirmed."

CSC 2018 / 08 / 07 / 002

Carried (6-0)

Business Arising Out of Minutes

Nil

Outstanding Meeting Actions

Nil

Review of Upcoming Agenda Items

Nil

PETITIONS (IF ANY)

Nil

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

Nil

COMMUNITIES

Fernlees update

Executive summary:

In March 2017, the Central Highlands Regional Council (CHRC) Ranger Services in collaboration with the Central Highlands Regional Resources Use Planning Cooperative (CHRRUP) carried out an extensive assessment of the Fernlees Reserve in an attempt to map pest weeds present at that location. This assessment was concluded in March 2017 with a report submitted to CHRC Ranger Services outlining the extent of the infestation of pests on Fernlees Reserve. Findings indicated that both Mother of Millions and Sword Pear were (and still are) present and in turn a control programme was suggested.

Resolution:

Cr Brimblecombe moved and seconded by Cr Godwin-Smith “That Central Highlands Regional Council – receive this report as an information update about the extent of infestation of pests on Fernlees Reserve.”

CSC 2018 / 08 / 07 / 003

Carried (6-0)

Attendance:

Students of St Patrick’s Catholic Primary School left the meeting at 10.54am

Ranger Services Action Plan

Executive summary:

On 13 February 2018, Council’s Ranger Services team took a report to the Communities Standing Committee identifying how Animal Management within the Central Highlands Regional Council Local Government Area (LGA) can be improved throughout 2018 and 2019, taking into account the requirements of the *Animal Management (Cats and Dogs) Act 2008* (the Act) and Local Law No 2 (Animal Management) 2012. The report was considered by Council with no resolution required.

Resolution:

Cr Brimblecombe moved and seconded by Cr Godwin-Smith “That Central Highlands Regional Council - receive this report and attachment regarding action plan for the nine (9) initiatives for Ranger Services.”

CSC 2018 / 08 / 07 / 004

Carried (6-0)

Attendance:

Executive Assistant B. Pusey left the meeting at 11.03am

Executive Assistant B. Pusey returned to the meeting at 11.06am

Acting General Manager Customer and Commercial Services J. Hoolihan left the meeting at 11.06am

Acting General Manager Customer and Commercial Services J. Hoolihan returned to the meeting at 11.08am

Approved Inspection Program

Executive summary:

It has been identified that Central Highland Regional Council (CHRC) is experiencing an increase in animal related requests throughout the region. In turn it is the intention of CHRC Ranger Services to undertake an Approved Inspection Program (AIP) throughout the CHRC region for the purpose of targeting contravention of Local Laws of the Central Highland Regional Council. Ranger Services will undertake a rotational approach to this AIP task with two (2) Rangers attending a designated area for a day long period with the expectation that two (2) days a week will be dedicated to undertaking this exercise. Rangers will commence execution of this task in the outlying urban areas such as Duaringa, Springsure, Capella and the Gemfields and moving inward over the AIP timeframe with the intention of persuading enforcement as the Rangers move closer to the higher levels of registration being within the urban area i.e. the Emerald town centre.

Resolution:

Cr Brimblecombe moved and seconded by Cr Sypher “That Central Highlands Regional Council approve the request for Ranger Services to undertake a systematic inspection program of the CHRC area to ensure compliance with relevant Local Laws in accordance with section 133 (subsection 2) of the *Local Government Act 2009*.”

The chair called for indications on how committee members would vote on this question. Indications were that there would be a 5-1 vote. The vote was not declared.

The chair directed that in accordance with section 29 and 39A of the Central Highlands Regional Council Standing Orders Policy, this report is to be referred to the General Council Meeting on 28 August 2018

Attendance:

Acting General Manager Commercial and Customer Services J. Hoolihan left the meeting at 11.30am
Acting General Manager Commercial and Customer Services J. Hoolihan returned to the meeting at 11.39am

DEPARTMENTAL UPDATES

Departmental Updates Communities

Executive summary:

The following information provides an update on key activities for the Communities Department.

Resolution:

Cr Sypher moved and seconded by Cr Godwin-Smith “That Central Highlands Regional Council receive the Communities departmental update report, highlighting key activities for the month of June.

1. St Brendan’s, Year 12 Student visit
2. Community Directory
3. African delegates
4. Preparations for Seniors Week
5. Sister City
6. Japanese conversation via technology
7. National Aborigines and Islanders Day Observance Committee (NAIDOC) Week 2018
8. Storm Co.
9. Blackwater school holiday program July 2018
10. International Year of the Reef
11. Justice of the Peace service coming soon to a library near you
12. Library school holidays programs July 2018
13. Mosaic Pathway

14. 2018 Emerald Art Awards
15. Springsure Hospital Museum 150 year anniversary celebrations
16. Creative cultural futures and heritage action plan
17. Youth Officer recruitment
18. Reconciliation Action Plan
19. Ag-Grow 2018
20. Interviews for vacant Ranger Position
21. Local Government Compliance Reference Group CQ
22. Changes to the Borilla Street office
23. Miners Common Meeting
24. Serious Dog attack Gemfields
25. Winner Central Region Bob Marshman Trainee of the year awards
26. Interviews for vacant Waste Attendant positions
27. Upgrades at the Emerald Transfer Station
28. Waste Asset Audit
29. Reduction of green waste piles
30. 360 tender preparation for waste requirements
31. Battery box prototype arrived
32. Increased separation for aluminium and copper
33. Metal baling commenced
34. Your Library, Your Say survey update”

CSC 2018 / 08 / 07 / 006

Carried (6-0)

Attendance:

Coordinator Assets and Facilities J. Mick, Assets and Maintenance Officer B. Hollins, Assets and Maintenance Officer R. Steel, Facilities Cleaner G. McPherson attended meeting at 11.44am

The Assets and Facilities team presented an overview of their roles and upcoming projects for 2018/19.

Attendance:

Coordinator Assets and Facilities J. Mick, Assets and Maintenance Officer B. Hollins, Assets and Maintenance Officer R. Steel, Facilities Cleaner G. McPherson left the meeting at 11.52am

Departmental Updates Customer and Commercial Services

Executive summary:

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

Resolution:

Cr Brimblecombe moved and seconded by Cr Godwin-Smith “That Central Highlands Regional Council receive the Customer and Commercial Services departmental update report, highlighting key activities for the month of June.

1. Community and Staff Housing
2. Customer Service and Area Support.”

CSC 2018 / 08 / 07 / 007

Carried (6-0)

GENERAL BUSINESS

Nil

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 12.02pm

CONFIRMED

CHAIR

DATE

Unconfirmed

Minutes - Leadership and Governance Standing Committee Meeting - 7 August 2018



Leadership and Governance Standing Committee Meeting

Meeting of the Central Highlands Regional Council held in the **Council Chambers, 65 Egerton Street, Emerald** on

**Tuesday, 7 August 2018
Commenced at 12.07pm**

COUNCIL MINUTES

CENTRAL HIGHLANDS REGIONAL COUNCIL

LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING OF COUNCIL

TUESDAY 7 AUGUST 2018

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**MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING
HELD AT 12.07PM TUESDAY 7 AUGUST 2018 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL
CHAMBERS, EMERALD OFFICE**

PRESENT

Councillors

Councillor (Crs) C. Rolfe (Chair),
Councillors (Crs) K. Hayes (Mayor), P. Bell AM, C. Brimblecombe, G. Nixon and G. Sypher

Officers

General Manager Corporate Services J. Bradshaw, Acting General Manager Customer and Commercial Services J. Hoolihan, Coordinator Communications A. Ferris, Minute Secretary T. Wheeler.

Observers

Councillors (Crs) G. Godwin-Smith (Deputy Mayor)

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Minutes – Leadership and Governance Standing Committee Meeting – 10 July 2018

Resolution:

Cr Nixon moved and seconded by Cr Brimblecombe “That the minutes of the previous Leadership and Governance Standing Committee Meeting held on 10 July 2018 be confirmed.”

LGSC 2018 / 08 / 07 / 001

Carried (6-0)

BUSINESS ARISING OUT OF MINUTES

Nil

REVIEW OF OUTSTANDING MEETING ACTIONS

Updates provided by General Manager Corporate Services.

REVIEW OF UPCOMING AGENDA ITEMS

Updates provided by General Manager Corporate Services.

PETITIONS

Nil

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

Nil

Attendance

Councillor M. Daniels attended the meeting at 12.11pm.

CORPORATE SERVICES

10.1 Information Services - Program of Work (POW)

Executive summary:

An important component of Information Communication Technology (ICT) governance within council is the regular reporting of the progress and status of approved Information Technology projects to ensure they are being managed and remain aligned to Council business priorities. This information paper outlines the reporting regime that has been implemented and highlights the importance of the Information Steering Committee (ISC) in the governance process.

Further periodic reporting of critical project progress to Council is yet to be confirmed.

Resolution:

Cr Brimblecombe moved and seconded by Cr Nixon “That Central Highlands Regional Council note the reporting regime introduced for improved communication and management of the Information Services Program of Work.”

LGSC 2018 / 08 / 07 / 002

Carried (6-0)

DEPARTMENTAL UPDATES

11.1 Corporate Services

Executive summary:

The following report provides an update on key activities for the Corporate Services department.

Resolution:

Cr Bell moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council receive the Corporate Services departmental update report, highlighting key activities for the month of July 2018.”

LGSC 2018 / 08 / 07 / 003

Carried (6-0)

LATE AGENDA ITEMS

14.1 Turn on TechnologyOne (TOTO) Update

Executive summary:

This report provides a summary of the decision to defer the go-live date for the implementation of Council's new corporate software solution, One Council provided by TechnologyOne due a range of factors that require further exploration, and to release the pending pressure building amongst employees due to delays in both training and testing of the new software.

Resolution:

Cr Brimblecombe moved and seconded by Cr Nixon “That Central Highlands Regional Council receive the report and note that the ‘go-live’ date for the One-Council corporate software solution has been delayed beyond October 2018.”

LGSC 2018 / 08 / 07 / 004

Carried (6-0)

GENERAL BUSINESS

Cr Bell raised maternity/paternity leave, remuneration and child care considerations for Councillors and requested to formalise this policy content workshop at the first Strategy and Briefing Forum in September to be tabled at General Council Meeting in late September 2018.

Cr Bell raised the need to revise and update the current Drought policy and requested to be tabled at the Strategy and Briefing Forum in September 2018.

Cr Bell requested Financial Year 2017/18 total expenditure and listing of external engagements/consultants to be tabled to the Leadership and Governance Standing Committee Meeting in October 2018.

CLOSED SESSION

Into Closed Session

Resolution:

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

LGSC 2018 / 08 / 07 / 005

Carried (6-0)

The meeting was closed at 12.47pm.

Attendance

General Manager Corporate Services J. Bradshaw, Acting General Manager Customer and Commercial Services J. Hoolihan, Manager Human Resources T. Rouse remained in the room.

Workforce Statistics – Bi-Monthly Report

Attendance

Manager Human Resources T. Rouse left the meeting at 1.03pm.

Departmental Update - Customer and Commercial Services

Out of Closed Session

Resolution:

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

LGSC 2018 / 08 / 07 / 006

Carried (6-0)

The meeting was opened at 1.07pm.

13.1 Workforce Statistics – Bi-Monthly Report

Executive Summary:

This report provides an overview of our current workforce metrics as at 27 July 2018, and where appropriate, highlights any trends or actions required to address emerging issues. Overall, there is minimal change from the last report to council in June 2018.

Resolution:

Cr Nixon moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council receive the Workforce Statistics – Bi-Monthly Report for the period to 27 July 2018.”

LGSC 2018 / 08 / 07 / 007

Carried (6-0)

13.2 Departmental Update - Customer and Commercial Services

Executive Summary:

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

Resolution:

Cr Sypher moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council receive the Customer and Commercial Services departmental update report, highlighting key activities for the month of July 2018.”

LGSC 2018 / 08 / 07 / 008

Carried (6-0)

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 1.09pm.

CONFIRMED

MAYOR

DATE

