

## **Communities Standing Committee Meeting**

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

**Tuesday, 11 September 2018**  
**Commenced at 10.16am**

**COUNCIL MINUTES**

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

**TUESDAY 11 September 2018**

**MINUTES CONTENTS**

<b>PRESENT .....</b>	<b>2</b>
<b>APOLOGIES .....</b>	<b>2</b>
<b>LEAVE OF ABSENCE .....</b>	<b>2</b>
<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>2</b>
Communities Standing Committee Meeting: 7 August 2018 .....	2
<b>Business Arising Out of Minutes.....</b>	<b>2</b>
<b>Outstanding Meeting Actions .....</b>	<b>2</b>
<b>Review of Upcoming Agenda Items .....</b>	<b>2</b>
<b>PETITIONS (IF ANY) .....</b>	<b>2</b>
<b>MATERIAL PERSONAL INTEREST, CONFLICT OF INTEREST, PERSONAL GIFTS AND BENEFITS .....</b>	<b>3</b>
<b>COMMUNITIES .....</b>	<b>3</b>
Central Highlands Arts and Cultural Advisory Committee - Terms of Reference .....	3
Update on the Future Cities, Smart Communities Summit .....	3
Community Planning Advisory Group Minutes 30 July 2018 .....	4
Community Consultation Meeting - Blackwater - 29 May 2018 .....	4
Community Consultation Meeting - Comet - 30 May 2018 .....	5
Community Consultation Meeting - Bluff - 30 May 2018 .....	5
<b>DEPARTMENTAL UPDATES .....</b>	<b>6</b>
Departmental Updates Communities .....	6
Departmental Updates Customer and Commercial Services .....	7
<b>GENERAL BUSINESS.....</b>	<b>7</b>
<b>CLOSURE OF MEETING .....</b>	<b>8</b>

**MINUTES – COMMUNITIES STANDING COMMITTEE MEETING**  
**HELD AT 10.16AM TUESDAY 11 SEPTEMBER 2018 IN THE CENTRAL HIGHLANDS REGIONAL**  
**COUNCIL CHAMBERS, EMERALD OFFICE**

**PRESENT**

**Councillors**

Councillors (Crs) K. Hayes (Mayor), M. Daniels (Chair)  
Councillors (Crs) A. McIndoe, C. Brimblecombe, G. Sypher

**Officers**

General Manager Communities D. Fletcher, General Manager Customer and Commercial Services M. Webster, Coordinator Communications A. Ferris, Minute Secretary B. Pusey

**Observers**

Crs G. Nixon and C. Rolfe

**APOLOGIES**

**Resolution:**

Cr Sypher moved and seconded by Cr Brimblecombe “That a leave of absence as previously granted for Cr Godwin-Smith for today’s meeting be recorded.”

**CSC 2018 / 09 / 11 / 001**

Carried (5-0)

**LEAVE OF ABSENCE**

Nil

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Communities Standing Committee Meeting: 7 August 2018**

**Resolution:**

Cr Brimblecombe moved and seconded by Cr Sypher “That the minutes of the previous Communities Standing Committee Meeting held on 7 August 2018 be confirmed.”

**CSC 2018 / 09 / 11 / 002**

Carried (5-0)

**Business Arising Out of Minutes**

Nil

**Outstanding Meeting Actions**

Nil

**Review of Upcoming Agenda Items**

Nil

**PETITIONS (IF ANY)**

Nil

Attendance

General Manager Customer and Commercial Services M. Webster left the meeting at 10.20am

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

Nil

Attendance

Manager Community Development S. Poulter and Arts and Cultural Officer K. Newman attended the meeting at 10.21am

General Manager Customer and Commercial Services M. Webster returned to the meeting at 10.22am

**COMMUNITIES**

**Central Highlands Arts and Cultural Advisory Committee - Terms of Reference**

**Executive summary:**

The Central Highlands Arts and Cultural Advisory Committee (CHACAC) Terms of Reference (TOR) provides a framework recognising the purpose, responsibility, objectives and service delivery that the CHACAC provide as a council endorsed advisory committee.

To ensure council is compliant with Arts Queensland, (the administrators of the Regional Arts Development Fund (RADF)) the CHACAC TOR has been revised to align with Arts Queensland's 2018-19 financial year requirements. These changes have been supported by the CHACAC.

This report presents the revised CHACAC TOR for council's consideration and endorsement.

**Resolution:**

Cr Brimblecombe moved and seconded by Cr McIndoe "That the Central Highlands Regional Council endorse the amended Central Highlands Arts and Cultural Advisory Committee Terms of Reference."

**CSC 2018 / 09 / 11 / 003**

Carried (5-0)

Attendance

Manager Community Development S. Poulter and Arts and Cultural Officer K. Newman left the meeting at 10.26am

**Update on the Future Cities, Smart Communities Summit**

**Executive summary:**

This covering report for the powerpoint presentation is intended to provide a short update presentation on the Future Cities, Smart Communities Summit Innovation and Technology Showcase hosted by the Local Government Association of Queensland in Cairns from 11 – 13 July 2018.

**Resolution:**

Cr McIndoe moved and seconded by Cr Sypher "That the Central Highlands Regional Council receive the report on the Future Cities, Smart Communities Summit that was held on the 11 - 13 July 2018."

**CSC 2018 / 09 / 11 / 004**

Carried (5-0)

Attendance

Manager Community Development S. Poulter and Coordinator Community Engagement B. Frawley attended the meeting at 10.33am

**Community Planning Advisory Group Minutes 30 July 2018**

**Executive summary:**

This report presents meeting notes from council's Community Planning Advisory Group meeting held in Emerald on Monday 30 July 2018 and to be 'received' by council.

**Resolution:**

Cr Brimblecombe moved and seconded by Cr Sypher "That Central Highlands Regional Council receive the meeting notes of the Community Planning Advisory Group held 30 July 2018 and note the following actions:

1. That the Community Development Unit team continue to upload static town and roads maps to CH2022 and pursue online options enabling map views to zoom in and out.
2. That Robyn Miles is the new Community Development Officer – Community Reference Groups.
3. That the Community Reference Group Regional Funding table and draft process are to be shared on Enterprise Content Management and Docs on Tap systems.
4. That the CH2022 website will be migrated to the Have Your Say, Central Highlands website.
5. That options regarding key headings within the draft Community Engagement Policy be identified and presented to council at a Strategic and Briefing Forum meeting for final decision.
6. That the 13 Community Reference Group's meeting minute templates, guidelines and best practice examples are amended, shared with Community Reference Groups and made available on the CH2022 website.
7. That the Community Reference Group Regional Funding process be worked on collaboratively between Community Development Unit and Finance teams.
8. That the table of Community Reference Group Projects will be updated ready for presentation to members at the Community Reference Group Regional Summit.
9. That funding related to the Capella Bakehouse Oven be investigated by General Manager Communities Daniel Fletcher and Cr Gai Sypher.
10. That marketing and recruitment of new Community Reference Group members be raised at quarter four Community Reference Group meetings."

**CSC 2018 / 09 / 11 / 005**

Carried (5-0)

Attendance

Manager Community Development S. Poulter and Coordinator Community Engagement B. Frawley left the meeting at 10.36am

**Community Consultation Meeting - Blackwater - 29 May 2018**

**Executive summary:**

Central Highlands Regional Council regards community engagement activities as the cornerstone of good governance and critical to effective planning and delivery of infrastructure and services that meet the needs and expectations of the community.

Community Consultation Meetings are conducted once annually in various communities throughout the Central Highlands Local Government Area (LGA) and provide opportunity for council and the community to meet and discuss key issues, plans and projects.

Blackwater Community Consultation Meeting was held on 29 May 2018.

**Resolution:**

Cr Brimblecombe moved and seconded by Cr McIndoe “That Central Highlands Regional Council receive Community Consultation Meeting held at Blackwater Civic Centre on 29 May 2018, noting the following actions have been logged as Customer Requests (CRM)

1. Investigate feasibility of council resuming responsibility of 6 Evans St, Blackwater from Blackwater Pottery Club - [CRM 71144/2018]
2. Review revised proposal from local Art Society to remain at current location and either renovate existing building or replace with a new building - [CRM 71146/2018]
3. Investigate the issue of dogs roaming the streets in Blackwater – [CRM 71155/2018].”

**CSC 2018 / 09 / 11 / 006**

Carried (5-0)

**Community Consultation Meeting - Comet - 30 May 2018**

**Executive summary:**

Central Highlands Regional Council regards community engagement activities as the cornerstone of good governance and critical to effective planning and delivery of infrastructure and services that meet the needs and expectations of the community.

Community Consultation Meetings are conducted once annually in various communities throughout the Central Highlands Local Government Area (LGA) and provide opportunity for council and the community to meet and discuss key issues, plans and projects.

Comet Community Consultation Meeting was held on 30 May 2018.

**Resolution:**

Cr Sypher moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council receive the minutes from the Community Consultation Meeting held at Comet Hall on 30 May 2018, noting the following actions have been logged as Customer Requests (CRM)

1. Install directional signage to Comet Transfer Station - [CRM 71162/2018]
2. Install “No Dumping” signage near gully on Comet Water Shed Road - [CRM 71162/2018]
3. Inspect access to the Comet Cemetery for potential upgrade – [CRM 71163/2018]
4. Respond to query regarding signage for Dig Tree amenities block - [CRM 71167/2018]
5. Action maintenance request regarding the all ability access ramp at Comet Hall – [CRM 70284/2018]
6. Follow-up status of carpentry work to Comet Railway Station – [CRM 71171/2018]
7. Liaise with land owner to remove old tanks from old Sausage Factory - [CRM 71128/2018].”

**CSC 2018 / 09 / 11 / 007**

Carried (5-0)

**Community Consultation Meeting - Bluff - 30 May 2018**

**Executive summary:**

Central Highlands Regional Council regards community engagement activities as the cornerstone of good governance and critical to effective planning and delivery of infrastructure and services that meet the needs and expectations of the community.

Community Consultation Meetings are conducted once annually in various communities throughout the Central Highlands Local Government Area (LGA) and provide opportunity for council and the community to meet and discuss key issues, plans and projects.

Bluff Community Consultation Meetings was held on 30 May 2018.

**Resolution:**

Cr Brimblecombe moved and seconded by Cr Sypher “That Central Highlands Regional Council receive Community Consultation Meeting held at Bluff Community Hall on 30 May 2018, noting the following actions have been logged as Customer Requests (CRM)

1. Erect a street light on the corner of South and Main Streets, Bluff – [CRM 71174/2018]
2. Investigate localised flooding of properties along Main St, Bluff caused by poor drainage and lobby TMR to rectify - [CRM 71175/2018]
3. Investigate issue of feral cats at a vacant property known as 8 Keating St, Bluff – [CRM 71176/2018]
4. Provide affected residents official correspondence confirming changes to street numbering in Bluff - [CRM 71177/2018]
5. Install directional signage to Bluff Transfer Station and investigate ways to educate the community about waste and recycling – [CRM 71178/2018]
6. Install directional signage to the Bluff Racecourse - [CRM 70283/2018].”

CSC 2018 / 09 / 11 / 008

Carried (5-0)

## **DEPARTMENTAL UPDATES**

### **Departmental Updates Communities**

**Executive summary:**

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

**Resolution:**

Cr Brimblecombe moved and seconded by Cr Sypher “That Central Highlands Regional Council receive the Communities departmental update report, highlighting key activities for the month of August 2018.

1. Pilot Audit of School and Community Facilities
2. Rangers new team member
3. Submission for resolution Approved Inspection Program
4. Pest management weed spraying
5. Barking dogs
6. Rangers meet with Biosecurity Qld
7. Rangers assessed Roy Day park
8. Rangers Borilla Street office open
9. Rangers in the Gemfields
10. Weed spraying Nogoia River
11. Drovers in the region
12. Waste Management Local Law
13. Full cost pricing Model for Waste
14. Kerbside and Bulk Bin collection contract
15. Waste levy preparedness
16. Transfer Stations; Assessment of barriers to prevent falls into bulk bins
17. Business case for Combination vehicle to service all waste sites.
18. Mulched green waste reduction
19. Discuss options for Chemical & Paint disposal for Council and Ratepayers
20. Emerald Transfer Station; Battery box installation and evaluation.
21. Arts in August
22. Libraries First5Forever Program
23. Libraries Book Week
24. Seniors Week at Emerald Library
25. Seniors Lunch

26. RUOK DAY 13 September 2018
27. Tackling Regional Adversity through Integrated Care (TRAIC) Grant
28. Mental Health Week
29. Youth Development Officer recruitment
30. Capella Skate Park event
31. English/Japanese Conversation Class
32. Springsure Hospital Museum 150 Anniversary
33. Regional Arts Service Network (RASN)
34. Community Directory
35. Emerald Art Gallery – Creative Generations Exhibition
36. Regional Summit 2018
37. Australian National Flag Day
38. Senate Inquiry.”

**CSC 2018 / 09 / 11 / 009**

Carried (5-0)

Attendance

Coordinator Customer Service R. Brosnan attended the meeting at 11.00am

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

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

**CSC 2018 / 09 / 11 / 010**

Carried (5-0)

Attendance

Coordinator Customer Service R. Brosnan left the meeting at 11.24am

**GENERAL BUSINESS**

Nil



## **CLOSURE OF MEETING**

There being no further business, the Chair closed the meeting at 11.25am

CONFIRMED

CHAIR

DATE