

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, 11 December 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 - 11 December 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, 11 December 2018
Commenced at 8.30am

COUNCIL MINUTES

CENTRAL HIGHLANDS REGIONAL COUNCIL
FINANCE AND INFRASTRUCTURE STANDING COMMITTEE MEETING
TUESDAY 11 DECEMBER 2018
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**MINUTES – FINANCE AND INFRASTRUCTURE STANDING COMMITTEE MEETING
HELD AT 8.30AM TUESDAY 11 December 2018 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL
CHAMBERS, EMERALD OFFICE**

PRESENT

Councillors

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

Officers

General Manager Corporate Services J. Bradshaw, General Manager Infrastructure and Utilities G. Joubert, General Manager Commercial Services M. Webster, Minute Secretary L. Pugh.

Observer(s)

APOLOGIES

Nil

LEAVE OF ABSENCE

Resolution:

Cr Nixon moved and seconded by Cr Brimblecombe “That a leave of absence be granted for Councillor C. Rolfe for the meeting of 22 January 2018.”

FISC 2018 / 12 / 11 / 001

Carried (6-0)

Attended

Councillor M. Daniels attended the meeting at 8:35am.

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Finance and Infrastructure Standing Committee Meeting: Tuesday 13 November 2018

Resolution:

Cr Brimblecombe moved and seconded by Cr Rolfe “That the minutes of the previous Finance and Infrastructure Standing Committee Meeting held on Tuesday 13 November 2018 be confirmed.”

FISC 2018 / 12 / 11 / 002

Carried (6-0)

Business Arising Out Of Minutes

Nil

Outstanding Meeting Actions

Nil

Review of Upcoming Agenda Items

Nil

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

Nil

PETITIONS (IF ANY)

Nil

Attendance

M. Gatt, Manager Asset Management and A. Dias, Coordinator Strategic Asset Management attended meeting at 8:36am.

Councillor (Cr) K. Hayes attended the meeting at 8:45am.

CORPORATE SERVICES**Asset Condition Data****Executive summary:**

The asset backlog report highlighted key risks and obstacles for Council in accurately forecasting its capital works program due to a lack of asset condition data and inconsistency in forecasting the renewal and replacement works within the capital works programs. To mitigate the risk posed from inaccurate renewal projections, Council is currently in the process of conducting an overall asset condition (approximately 23% of the Wastewater Gravity main assets) assessment of Council's Wastewater assets from the allocated 2018/19 capital budget.

This report seeks approval to fast track progress and funding of the asset condition program by commencing asset condition inspections on other classes of assets based on risk and criticality.

Resolution:

Cr Nixon moved and seconded by Cr Daniels "That Central Highlands Regional Council approve in-principle the funding of an additional \$2 million for the completion of an asset condition data capture program across all infrastructure assets, to be funded from Council's capital works reserves."

FISC 2018 / 12 / 11 / 003

Carried (6-0)

Attendance

M. Gatt, Manager Asset Management and A. Dias, Coordinator Strategic Asset Management left meeting at 8:50am.

INFRASTRUCTURE AND UTILITIES**Permanent road closure of a section of Barlow Road****Executive summary:**

Central Highlands Regional Council have received correspondence, dated 19 October 2018, from the Department of Natural Resources, Mines and Energy (DNRME) seeking our comment on an application for the proposed road closure to close a section of the currently gazetted road reserve on Barlow Road.

Resolution:

Cr Rolfe moved and seconded by Cr Brimblecombe "That Central Highlands Regional Council advise Department of Natural Resources, Mines and Energy that Council objects to the application for the permanent road closure to close a section of the gazetted road reserve on Barlow Road."

FISC 2018 / 12 / 11 / 004

Carried (6-0)

Attendance

S. Kloppers, Manager Airport attended the meeting at 9:00am.

DEPARTMENTAL UPDATES

Customer and Commercial Services

Executive summary:

The following report provides an update on key activities for the Customer and Commercial Services department for the month of November 2018.

- ❖ Airport
- ❖ Saleyards
- ❖ Quarry
- ❖ Central Highlands (Qld) Housing Company Limited
- ❖ Property Services
- ❖ General Manager

Resolution:

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

FISC 2018 / 12 / 11 / 005

Carried (6-0)

Attendance

S. Kloppers, Manager Airport left the meeting at 9:21am.

P. Manning, Manager Water Utilities and J. Hoolihan, Manager Infrastructure attended the meeting at 9:29am.

Infrastructure and Utilities

Executive summary:

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

Local Disaster Management Group

- ❖ Fire and Emergency Services Minister Craig Crawford visits Central Queensland

Infrastructure

- ❖ Capital Report November 2018

Water Utilities

- ❖ Central Queensland Trade Waste Interest Group
- ❖ Water Skills Partnership
- ❖ Capella Harvest Channel

General Manager Infrastructure & Utilities

- ❖ 2019 National Roads and Transport Congress

Resolution:

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

FISC 2018 / 12 / 11 / 006

Carried (6-0)

Attendance

P. Manning, Manager Water Utilities and J. Hoolihan, Manager Infrastructure left the meeting at 9:58am.

GENERAL BUSINESS

Tyre Recycling

Resolution:

Cr Nixon proposed that “That Central Highlands Regional Council commit to further investigate with identified stakeholders, including local government, the feasibility around recycling tyres that could be undertaken across the broader Central Queensland Region.”

2018 / 12 / 11 / 007

Carried (6-0)

Attendance

J. Bradshaw, General Manager Corporate Services left the meeting at 9:58am

CLOSED SESSION

Into Closed Session

Resolution:

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

FISC 2018 / 12 / 11 / 008

Carried (6-0)

The meeting was closed at 9:58am.

Attendance

S. Kloppers, Manager Airport attended the meeting at 9:58am.

Departmental Update (Customer and Commercial Services)

Out of Closed Session

Resolution:

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

FISC 2018 / 12 / 11 / 009

Carried (6-0)

Attendance

S. Kloppers, Manager Airport left the meeting at 10:24am.

The meeting was opened at 10:24am.

Departmental Updates (Customer and Commercial Services)

Executive summary:

The following report provides an update on key activities for the Customer and Commercial Services department for the month of November 2018.

Resolution:

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

FISC 2018 / 12 / 11 / 010

Carried (6-0)

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 10:25am.

CONFIRMED

CHAIR

DATE

Minutes - Communities Standing Committee Meeting - 11 December 2018



Communities Standing Committee Meeting

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

Tuesday, 11 December 2018
Commenced at 10.30am

COUNCIL MINUTES

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

TUESDAY 11 DECEMBER 2018

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**MINUTES – COMMUNITIES STANDING COMMITTEE MEETING
HELD AT 10.30AM TUESDAY 11 DECEMBER 2018 IN THE CENTRAL HIGHLANDS REGIONAL
COUNCIL CHAMBERS, EMERALD OFFICE**

PRESENT

Councillors

Councillors (Crs) K. Hayes (Mayor), G. Godwin-Smith (Deputy 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 N. Kerr

Observers

Nil

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Communities Standing Committee Meeting: 13 November 2018

Resolution:

Cr Brimblecombe moved and seconded by Cr Godwin-Smith "That the minutes of the previous Communities Standing Committee Meeting held on 13 November 2018 be confirmed."

CSC 2018 / 12 / 11 / 001

Carried (6-0)

Business Arising Out of Minutes

Nil

Attendance

Executive Assistant (Mayor and Councillors) M. Wills attended the meeting at 10.31am
Executive Assistant (Mayor and Councillors) M. Wills and Coordinator Communications A. Ferris left the meeting at 10.31am
Coordinator Communications A. Ferris returned to the meeting at 10.32am

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

Attendance

Manager Community Recreation and Facilities J. Bryant entered the meeting at 10.34am

COMMUNITIES

Willows Hall repair works funding

Executive summary:

Willows Hall requires repairs to address numerous building condition issues that may impact the functionality and structural integrity of the facility. Options for the assessment of the structure are proposed to ensure Council considers the best long-term approach for the facility. This may include future recommendations for staged improvement of the facility, full replacement, or other options.

Resolution:

Cr McIndoe moved and seconded by Cr Godwin-Smith "That Central Highlands Regional Council note that Council officers will engage a contractor to conduct a structural assessment of the Willows Hall so that a further report can be presented to Council on the condition of the facility and the options that may be available."

CSC 2018 / 12 / 11 / 002

Carried (6-0)

Attendance

Manager Community Recreation and Facilities J. Bryant left the meeting at 10.41am

Manager Community Development S. Poulter and Arts and Cultural Officer K. Newman entered the meeting at 10.41am

Regional Arts Development Fund (RADF) Round 1 2018-19

Executive summary:

The Regional Arts Development Fund (RADF) is a partnership between Queensland Government and Central Highlands Regional Council (CHRC) which invests in quality arts, cultural and heritage experiences in regional Queensland.

The purpose of the CHRC RADF program is to contribute to locally determined priorities for arts, cultural and heritage project support for individuals and groups to participate in arts and cultural activities and place-making.

The RADF grant program is offered to community over three rounds during the 2018 – 2019 FY. This grant program is overseen by the Central Highlands Arts and Cultural Advisory Committee (CHACAC).

As a result of the first round, three applications were received and evaluated CHACAC on 9 November 2018. One application has been asked to resubmit in round two. This report puts forward the CHACAC's recommendation for council to endorse two applications to the total value of \$7,056.

Resolution:

Cr Brimblecombe moved and seconded by Cr McIndoe "That Central Highlands Regional Council endorse CHACAC's recommendation that the two applications listed below are deemed successful for RADF FY 2018-19 Round one."

CSC 2018 / 12 / 11 / 003

Carried (6-0)

Former Springsure Hospital Conservation Plan and Action Plan

Executive summary:

The Former Springsure Hospital located at 13 Woodbine Street Springsure is listed in the Queensland Heritage and council's local heritage registers. At the time of the Former Springsure Hospital Conservation Plan's development the site was also listed on the National register.

The draft of the Former Springsure Hospital Conservation Plan was presented to council at the Strategic and Briefing forum on 24 July 2018. During this forum it was agreed an action plan was required to support implementation of the conservation plan.

The final copies of the Former Springsure Hospital Conservation Plan and complementary Action Plan are now presented to council for their consideration for endorsement.

Resolution:

Cr Sypher moved and seconded by Cr Brimblecombe "That Central Highlands Regional Council endorse the Former Springsure Hospital Conservation Plan and Former Springsure Hospital Conservation Plan Action Plan."

CSC 2018 / 12 / 11 / 004

Carried (6-0)

Attendance

Manager Community Development S. Poulter and Arts and Cultural Officer K. Newman left the meeting at 10.51am

Community Consultation Minutes - Springsure - 23 October 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.

Springsure Community Consultation Meeting was held on 23 October 2018.

Resolution:

Cr Sypher moved and seconded by Cr Godwin-Smith "The minutes from the Community Consultation Meeting held at the Bauhinia Memorial Hall Springsure be received, noting the following action has been logged as Customer Requests (CRM)

Replacement of the School Bus Sign on northern side of the Orion State School CRM 74253/2018."

CSC 2018 / 12 / 11 / 005

Carried (6-0)

DEPARTMENTAL UPDATES

Departmental Updates Communities

Executive summary:

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

1. Rolleston meeting tree community consultation
2. Early warning system located at Sapphire community consultation
3. CHRC Annual Report Cover by local artist
4. Have Your Say, Central Highlands – Blackwater’s old Aquatic Centre site
5. Have Your Say, Central Highlands – Rich Memorial park
6. Have Your Say, Central Highlands – Vicki Peters park, Emerald
7. Have Your Say, Central Highlands – Lions park, Emerald
8. Communications Plan – Community Grants
9. Sister City student exchange group
10. Regional Arts Services Network (RASN)
11. Consistency across library services
12. Cultural awareness at Nogo November
13. Mental health first aid course
14. Youth development
15. Youth Team recruitment
16. Emerald Council offices solar savings
17. Environment & Waste welcomed Leavy Ready news.
18. Blackwater weighbridge proposal progress.
19. Landfill incident at Lochlees
20. Dingo Landfill closure progress.
21. Development and Planning: CQ planners’ forum
22. Development and Planning: LGA cladding teleconference
23. Development and Planning: Standard conditions package
24. Strategic Land Use: Town beautification projects
25. Capital Works
26. Ranger Services clarification around eligibility for pest funding
27. Ranger Services maintenance Gindie water facility
28. Ranger Services continue to monitor flying fox numbers
29. Ranger Services attend Regional Pest Management Meeting
30. Ranger Services attend Department of Environment and Science Native Plant and Animal Meeting Yeppoon.
31. Rangers Services maintain Theresa and Abor reserve
32. Rangers Services pest management of Parksonia Little Farm Road
33. Drovers return to CHRC area
34. Ranger Service undertook pest management and maintenance of water facilities
35. Ranger Service attend Nogo November
36. Ranger Services continue to receive feral cats
37. Ranger Services attend Shire Rural Land Officer Group meeting Clermont
38. Overview of Communications Team
39. Innovation funding announcement

Resolution:

Cr Brimblecombe 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 November 2018.”

CSC 2018 / 12 / 11 / 006

Carried (6-0)

Attendance

Digital Communications Officer H. Thompson, Corporate Communications Officer J. Lorenzen and Events Officer N. Rickards attended the meeting at 11.11am

Digital Communications Officer H. Thompson, Corporate Communications Officer J. Lorenzen and Events Officer N. Rickards left the meeting at 11.39am

Acting Manager Customer Service R. Brosnan entered the meeting at 11.40am

Departmental Updates Customer and Commercial Services

Executive summary:

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

1. Customer Service and Area Support.

Resolution:

Cr Godwin-Smith 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 November 2018.”

CSC 2018 / 12 / 11 / 007

Carried (6-0)

Attendance

Acting Manager Customer Service R. Brosnan left the meeting at 11.51am

GENERAL BUSINESS

Nil

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 11.52am

CONFIRMED

CHAIR

DATE

Minutes - Leadership and Governance Standing Committee Meeting - 11 December 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 11 December 2018
Commenced at 12.00pm

COUNCIL MINUTES

Unconfirmed

CENTRAL HIGHLANDS REGIONAL COUNCIL

LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING OF COUNCIL

TUESDAY 11 DECEMBER 2018

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**MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING
HELD AT 12.00PM TUESDAY 11 DECEMBER 2018 IN THE CENTRAL HIGHLANDS REGIONAL
COUNCIL CHAMBERS, EMERALD OFFICE**

PRESENT

Councillors

Councillor (Crs) C. Rolfe (Chair),

Councillors (Crs) K. Hayes (Mayor), C. Brimblecombe, G. Nixon and G. Sypher

Officers

General Manager Corporate Services J. Bradshaw, General Manager Customer and Commercial Services M. Webster, Corporate Communications Officer J. Lorenzen and Minute Secretary T. Wheeler.

Observers

Nil

APOLOGIES

Cr Nixon moved and seconded by Cr Sypher “That an apology be received for Councillor Bell for the Leadership and Governance Standing Committee Meeting on 11 December 2018.”

LGSC 2018 / 12 / 11 / 001

Carried (5-0)

LEAVE OF ABSENCE

Resolution:

Cr Sypher moved and seconded by Cr Brimblecombe “That a leave of absence be granted for Councillor Rolfe for the Leadership and Governance Standing Committee Meeting scheduled on 22 January 2019 pursuant to section 162 (1)(e) of the Local Government Act 2009.”

LGSC 2018 / 12 / 11 / 002

Carried (5-0)

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Minutes – Leadership and Governance Standing Committee Meeting – 13 November 2018

Resolution:

Cr Sypher moved and seconded by Cr Brimblecombe “That the minutes of the previous Leadership and Governance Standing Committee Meeting held on 13 November 2018 be confirmed.”

LGSC 2018 / 12 / 11 / 003

Carried (5-0)

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

Tanya Rouse, Manager Human Resources and Sheree Chant, Administration Officer attended the meeting at 12.05pm.

CORPORATE SERVICES

10.1 Bi-Monthly Workforce Status

Executive summary:

This report provides a basic overview of our current workforce metrics as at 30 November 2018.

Resolution:

Cr Nixon moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council receive the Bi-Monthly Workforce Status report for October to November 2018.”

LGSC 2018 / 12 / 11 / 004

Carried (5-0)

Attendance

Tanya Rouse and Sheree Chant left the meeting at 12.20pm.

Chris Joosen, Manager Governance (Fixed Term) attended the meeting at 12.21pm.

10.2 Councillor Reimbursement of Expenses Policy

Executive summary:

At its meeting held on 27 September 2016, council adopted an ‘Expense Reimbursement and Provision of Facilities for Mayor and Councillors’ Policy. Following subsequent discussions, it was proposed to amend provisions to clearly state certain discretionary aspects and provide additional clarity regarding travel expenses.

Resolution:

Cr Sypher moved and seconded by Cr Nixon “That the Central Highlands Regional Council adopt the proposed Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy and Guidelines.”

LGSC 2018 / 12 / 11 / 005

Carried (5-0)

Attendance

Chris Joosen left the meeting at 12.23pm

Scott Mason, Chief Executive Officer attended the meeting at 12.23pm.

Peter Manning, Manager Water Utilities attended at 12.44pm

DEPARTMENTAL UPDATES

11.1 Chief Executive Officer

Executive summary:

The following report provides an update on key activities for the Office of the Chief Executive Officer.

Resolution:

Cr Sypher moved and seconded by Cr Nixon “That Central Highlands Regional Council receive the Office of the Chief Executive Officer departmental update report, highlighting key activities for the month of November 2018.”

LGSC 2018 / 12 / 11 / 006

Carried (5-0)

Attendance

Peter Manning left the meeting at 12.46pm.

Scott Mason left the meeting at 1.00pm.

GENERAL BUSINESS

Nil

CLOSED SESSION

Into Closed Session

Resolution:

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

LGSC 2018 / 12 / 11 / 007

Carried (5-0)

The meeting was closed at 1.00pm.

Attendance

General Manager Corporate Services J. Bradshaw, General Manager Customer and Commercial Services M. Webster remained in the room.

Steven Williams, Coordinator Property Services and Fran Rofe, Governance Officer attended the meeting at 1.00pm.

13.1 Customer and Commercial Services (Departmental Updates)

Attendance

Steven Williams and Fran Rofe left the meeting at 1.10pm.

Out of Closed Session

Resolution:

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

LGSC 2018 / 12 / 11 / 008

Carried (5-0)

The meeting was opened at 1.10pm.

13.1 Customer and Commercial Services (Departmental Updates)

Executive Summary:

This report provides a summary of council’s health and safety performance. The purpose of the information provided is to highlight to council any issues, risks and opportunities impacting the safety and health of workers at Central Highlands Regional Council.

Resolution:

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

LGSC 2018 / 12 / 11 / 009

Carried (5-0)

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 1.11pm.

CONFIRMED

CHAIR

DATE

Unconfirmed

