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, 12 March 2019
At 2.30pm

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

Scott Mason
Chief Executive Officer

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Opening of McIndoe Park New Amenities Building - Event Budget
COMMITTEE RECOMMENDATIONS / NOTES
Minutes - Finance and Infrastructure Standing Committee Meeting - 12 March 2019
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, 12 March 2019
Commenced at 8.30am
CENTRAL HIGHLANDS REGIONAL COUNCIL
FINANCE AND INFRASTRUCTURE STANDING COMMITTEE MEETING
TUESDAY 12 MARCH 2019
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PRESENT
Councillors
Councillor (Crs) K. Hayes (Mayor), G. Godwin-Smith (Deputy Mayor / Chair)
Councillors C. Brimblecombe, M. Daniels, G. Nixon and C. Rolfe

Officers
General Manager Corporate Services R. Ferguson, General Manager Infrastructure and Utilities
G. Joubert, General Manager Commercial Services M. Webster, Corporate Communications Officer
J. Lorenzen, Minute Secretary L. Pugh.

Observer(s)
Nil

APOLOGIES
Nil

LEAVE OF ABSENCE
Cr M. Daniels

Resolution:
Cr Rolfe moved and seconded by Cr Nixon “That a leave of absence be granted for Cr Daniels for the
16 April 2019.”

FISC 2019 / 03 / 11 / 001
Carried (6-0)

CONFIRMATION OF MINUTES OF PREVIOUS MEETING
Finance and Infrastructure Standing Committee Meeting: 5 February 2019

Resolution:
Cr Rolfe moved and seconded by Cr Brimblecombe “That the minutes of the previous Finance and
Infrastructure Standing Committee Meeting held on 5 February 2019 be confirmed.”

FISC 2019 / 03 / 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
General Manager Customer and Commercial Services M. Webster attended the meeting at 8:37am.
COMMERCIAL SERVICES

Emerald Saleyards Coordination Committee Minutes 29 January 2019

Executive summary:
The Emerald Saleyards Coordination Committee met on 29 January 2019. Items discussed during the committee meeting included Workplace Health and Safety, Financial Update and Saleyards Manager update.

Resolution:
Cr Rolfe moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council receive the minutes of the Emerald Saleyards Coordination Committee meeting held on 29 January 2019.”

FISC 2019 / 03 / 11 / 003
Carried (6-0)

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 January 2019.

- Airport
- Quarry
- Saleyards
- Property Services
- General Manager

Resolution:
Cr Daniels 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 February 2019.”

FISC 2019 / 03 / 11 / 004
Carried (6-0)

Attendance
Manager Water Utilities P. Manning and Manager Infrastructure J. Hoolihan attended the meeting at 9:01am.

Infrastructure and Utilities

Executive summary:
The following report provides an update on key activities for the Infrastructure and Utilities department for the month of February 2019.

- Infrastructure – Capital Update
- Weed and seed spread
- Roadside slashing and fire risk
- Woorabinda Aboriginal Shire Council visit
- Blackwater State High School – Water pipeline update
- National Performance Review Report
- Comet River at Rolleston – Clearing on harvest pump inlet
✓ Approved extension of the Drought Relief Funding Agreement
✓ State Infrastructure Plan – Part B: Program – 2018 Update

**Resolution:**
Cr Daniels 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 February 2019.”

FISC 2019 / 03 / 11 / 005  Carried (6-0)

**Attendance**
Manager Water Utilities P. Manning left the meeting at 9:41 am.

### GENERAL BUSINESS

Nil

### 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) of the Local Government Regulation 2012 and that Council staff involved in the closed discussions remain in the room.”

FISC 2019 / 03 / 11 / 006  Carried (6-0)

The meeting was closed at 9:41am.

**Attendance**
Corporate Communications Officer J. Lorenzen left the meeting at 9:41am.

**Bowen Basin Regional Roads Transport Group – Joint Bitumen Reseal Procurement**

**Departmental Update (Infrastructure and Utilities)**

**Departmental Update (Customer and Commercial Services)**

**Attendance**
Manager Infrastructure J. Hoolihan left the meeting at 10:02am.

**Out of Closed Session**

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

FISC 2019 / 03 / 11 / 007  Carried (6-0)

The meeting was opened at 10.06am
Bowen Basin Regional Roads Transport Group – Joint Bitumen Reseal Procurement

Executive Summary:
Bowen Basin Regional Road and Transport Group (BBTRRG) - Technical Committee annually facilitate joint procurement of a bitumen reseal contract on behalf of the member Councils, Central Highlands Regional Council, Isaac Regional Council, Banana Regional Council and Woorabinda Aboriginal Shire Council including Gladstone Regional Council. This report seeks Council endorsement of the tender recommendation.

Resolution:
Cr Rolfe moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council endorse the recommendation by the Bowen Basin Regional Road and Transport Group - Technical Committee of the preferred tenderer for the joint bitumen reseal contract.

And further;

That Central Highlands Regional Council approve that the recommendation, with Council endorsement be taken to the Bowen Basin Regional Road and Transport Group board meeting on the 15 March 2019 for final approval.”

FISC 2019 / 03 / 11 / 008

Carried (6-0)

Departmental Update (Infrastructure and Utilities)

Executive Summary:
The following report provides an update on key activities for the Infrastructure and Utilities department for the month of February 2019.

- LGAQ Roads and Transport Advisory Group Meeting – 21-22 February 2019
- Walton Coal (Aquila Resources) – Proposed pipeline along Bluff-Jellinbah Road
- Springwood Road update

Resolution:
Cr Brimblecombe 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 February 2019.”

FISC 2019 / 03 / 11 / 009

Carried (6-0)

Departmental Update (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 February 2019.

- Financial Performance
- Native Title
- General Manager

Resolution:
Cr Nixon moved and seconded by Cr Rolfe “That Central Highlands Regional Council receive the Customer and Commercial Services departmental update report, highlighting key activities for the month of January 2019.”

FISC 2019 / 03 / 11 / 010

Carried (6-0)
CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 10:07am

CONFIRMED

CHAIR

DATE
Communities Standing Committee Meeting

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

Tuesday, 12 March 2019
Commenced at 10.15 am
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MINUTES – COMMUNITIES STANDING COMMITTEE MEETING
HELD AT 10.15AM TUESDAY 12 MARCH 2019 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL
CHAMBERS, EMERALD OFFICE

PRESENT
Councillors
Councillor (Crs) K. Hayes (Mayor), G. Godwin-Smith (Deputy Mayor), M Daniels (Chair)
Councillors (Crs) C. Brimblecombe, A. McIndoe, G. Sypher

Officers
General Manager Communities D. Fletcher, General Manager Customer and Commercial Services M. Webster, Minute Secretary N. Kerr

ACKNOWLEDGEMENT OF COUNTRY
Cr Daniels commenced the meeting with an Acknowledgement of Country.

APOLOGIES
Nil

LEAVE OF ABSENCE
Cr Sypher moved and seconded by Cr Godwin Smith “That a leave of absence be granted for Cr Daniels for the 16 April meeting.”

2019 / 03 / 12 / 001 Carried (6-0)

CONFIRMATION OF MINUTES OF PREVIOUS MEETING
Communities Standing Committee Meeting: 5 February 2019
Resolution:
C Sypher moved and seconded by Cr Brimblecombe “That the minutes of the previous Communities Standing Committee Meeting held on 5 February 2019 be confirmed.”

2019 / 03 / 12 / 002 Carried (6-0)

Business Arising Out Of Minutes
Resolution 2019 / 02 / 05 /005 from the previous meeting regarding the update in relation to Council’s approach in maintaining significant trees, plants and green spaces in Council’s regional open space areas during the current dry conditions taking into account current and potential future water restrictions to watering has been deferred to April Communities Standing Committee Meeting.

Outstanding Meeting Actions
Nil

Review of Upcoming Agenda Items
New agenda items have been discussed and will be updated for next meeting.

PETITIONS (IF ANY)
Nil
MATERIAL PERSONAL INTEREST, CONFLICT OF INTEREST, PERSONAL GIFTS AND BENEFITS

Cr McIndoe declared that he has a conflict of interest in Item 11.5 the matter of Event budget for McIndoe Park (as defined by section 175D of the Local Government Act 2009) as follows:

(a) This may be a perceived conflict of interest.

Cr McIndoe advised that he will be dealing with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on.

Event budget for McIndoe Park

The chair directed that in accordance to section 29 and 39A of the Central Highlands Regional Council Standing Orders Policy that this report is to be referred to the General Council Meeting of 12 March 2019.

Cr Brimblecombe moved and seconded by Cr Sypher “that this report is to be referred to the General Council Meeting of 12 March 2019.”

2019 / 03 / 12 / 003 Carried (6-0)

Attendance
Manager Community Recreation and Facilities J. Bryant entered the meeting at 10.22am

EMERALD BOTANICAL GARDENS

Emerald Botanical Gardens Playground renewal project – Shade Structures

Executive summary:
The Emerald Botanical Gardens Westside Playground renewal project has been delivered during 2018 and 2019 providing significant improvements to the area. The installation of hard roof shade structures over the play equipment and exercise equipment is proposed.

Resolution:
Cr Sypher moved and seconded by Cr Brimblecombe that “Central Highlands Regional Council:

1. Receive the report; and

2. Endorse Council officers proceeding with the supply and installation of hard roof shade structures over the playground equipment and exercise equipment at the Emerald Botanical Gardens Westside area.”

2019 / 03 / 12 / 004 Carried (6-0)

Attendance
Manager Community Recreation and Facilities J. Bryant left the meeting at 10.41am
Coordinator Community Engagement B. Frawley and Arts & Cultural Officer K. Newman entered the meeting at 10.41am

Creative Cultural Futures and Heritage action plan

Executive summary:
The Central Highlands Creative Cultural Futures Strategy 2016-2026 was written after extensive community engagement and was adopted by council on 24 October 2016.
During the development of the Creative Cultural Futures Strategy it was recognised that there was a gap in council’s knowledge of the region’s heritage related assets. Consequently, the Heritage Management Framework was written and endorsed by council on 10 July 2018.

These two strategic documents require actions to be undertaken for their successful implementation. The actions from each of these have been drafted into a combined action plan titled the Creative Cultural Futures and Heritage action plan. The draft action plan outlines activities to match the six objectives within council’s Creative Cultural Futures Strategy 2016-2026 and seven categories within the Heritage Management Framework.

The draft Creative Cultural Futures and Heritage action plan covers projects and programs scheduled for implementation between July 2018-June 2020. It lists projects and actions funded in the current 2018-19 FY and priorities projects and actions for 2019-20 FY budget consideration. Items identified by community, that are not achievable within this timeframe are noted in a separate future aspirations document for future planning purposes.

**Resolution:**
Cr Godwin-Smith moved and seconded by Cr Sypher that “Central Highlands Regional Council:

1. Endorse the Creative Cultural Futures and Heritage action plan 2018-2020.”

Carried (6-0)

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**Central Highlands Arts and Cultural Advisory Committee planning meetings**

**Executive summary:**
This report presents the meeting notes of the Central Highlands Arts and Cultural Advisory Committee (CHACAC) planning meetings held in Emerald 31 January and Blackwater 14 February 2019 to be ‘received’ by Central Highlands Regional Council.

**Resolution:**
Cr Brimblecombe moved and seconded by Cr Godwin-Smith that “Central Highlands Regional Council:

1. Receive the report; and
2. Endorse the meeting notes from the Central Highlands Arts Culture Advisory Committee planning meeting held in Emerald on 31 January 2019 and in Blackwater 14 February 2019 and specifically note:
   a. That project documentation and ongoing discussion have been requested regarding the Carnarvon Artist retreat project with Central Queensland Regional Arts Services Network; and
   b. Finalise council’s Regional Arts Development Fund Bid before 5 April 2019 for 2019-2020 financial year.”

Carried (6-0)

**Attendance**
Arts & Cultural Officer K. Newman left the meeting at 10.49am
Corporate Communications Officer J. Lorenzen entered the meeting at 10.49am

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**Community Planning Advisory Group Minutes**

**Executive summary:**
This report presents meeting notes from council’s Community Planning Advisory Group (CPAG) meeting held in Emerald on Friday 25 January 2019 and to be ‘received’ by council.
**Resolution:**
Cr Sypher moved and seconded by Cr McIndoe that “Central Highlands Regional Council receive the meeting notes of the CPAG held 25 January 2019 and note the following actions:

1. That work continues pursuing online options for interactive road maps.
2. That the Community Reference Group (CRG) marketing and membership campaign commences February 2019.
3. That the community engagement policy is deferred pending the CH2022 Community Plan Refresh outcomes.

That the CRG representation table is updated noting changes as requested.”

2019 / 03 / 12 / 007 Carried (6-0)

**Attendance**
Coordinator Community Engagement B. Frawley left the meeting at 10.57am

**Australia Day 2019**

**Executive summary:**
On Saturday 26 January 2019, staff from Central Highlands Regional Council delivered four Australia Day events across the region.

Along with the Australia Day award ceremonies, other celebrations included a citizenship ceremony in Emerald; a car, ute and bike show in Blackwater; a billy cart race in Springsure; and a thong throwing competition in Tieri.

All festivities commenced with a free community barbeque breakfast and finalising the official ceremonies with an Australia Day-themed cake.

**Resolution:**
Cr McIndoe moved and seconded by Cr Brimblecombe that “Central Highlands Regional Council receive the report.”

2019 / 03 / 12 / 008 Carried (6-0)

**Attendance**
Manager Community Facilities and Recreation J. Bryant entered the meeting at 11.05am

**Council buildings and facilities maintenance**

**Executive summary:**
The report provides Council with an overall perspective of the current buildings and facilities maintenance regime along with suggestions for improvements to the current process to ensure Council’s building assets are sustainable in the long-term.

**Resolution:**
Cr Godwin-Smith moved and seconded by Cr McIndoe that “Central Highlands Regional Council receive the report.”

2019 / 03 / 12 / 009 Carried (6-0)
Bauhinia Hall and Springsure Showgrounds Disability Ramps

Executive summary:
The report provides updated information on two disability ramp projects that have been delivered recently in the region at Bauhinia Hall and Springsure Showgrounds Dining Hall.

Resolution:
Cr McIndoe moved and seconded by Cr Godwin-Smith that “Central Highlands Regional Council:

1. Receive the report; and
2. Note the investigations that are currently underway regarding the disability ramps at Bauhinia Hall and Springsure Showgrounds Dining Hall and, upon completion of these investigations, a further report will be presented to council on the options to address community concerns.”

2019 / 03 / 12 / 010
Carried (6-0)

Camping options update

Executive summary:
The report outlines the recent actions taken to develop Council’s position regarding the management and provision of camping options in the region.

Resolution:
Cr Sypher moved and seconded by Cr McIndoe that “Central Highlands Regional Council:

1. Receive the report;
2. Note the actions being taken to develop an Interim Plan of Management for the Emerald Showgrounds; and
3. Note that a further report will be provided to Council regarding the development of a Camping Options Strategy for the region to address the ongoing provision and management of Council owned and/or operated camping locations.”

2019 / 03 / 12 / 011
Carried (6-0)

Parks, People, Play Strategy

Executive summary:
Council is currently developing a strategy document called Parks, People, Play which is intended to replace the existing Central Highlands Regional Council Open Space and Recreation Plan that was adopted by Council in March 2014.

Resolution:
Cr McIndoe moved and seconded by Cr Brimblecombe that “Central Highlands Regional Council receive the update report.”

2019 / 03 / 12 / 012
Carried (6-0)

Attendance
Manager Community Facilities and Recreation J. Bryant left the meeting at 11.34am
DEPARTMENTAL UPDATES

Departmental Updates Communities

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

1. Capital Works
2. Library International Women’s Day Road Show
3. Library ‘Baked with Love’ Partnership
4. Ranger Services consider sprinklers to deter flying fox in the gardens
5. Flying fox numbers on the rise at Duaringa
6. Parkinsonia at Blackwater landfill
7. Rangers assist Department of Agriculture and Fisheries spraying the Gemfields
8. Ranger Services consider Roost modifications at Duaringa
9. Emerald Art Gallery Exhibition - "Overture"
10. Bauhinia Bicentennial Art Gallery refurbishment
11. Former Springsure Hospital (FSH) Conservation Plan stage 1
12. Community Consult monthly updates now available via Have Your Say
13. Gemfields Volunteer Recognition "Who We Are" event
14. Town entrance signage
15. Suicide prevention training
16. Street Beautification workshops
17. 1 RAR Band visiting Springsure and Emerald
18. Heritage Training Day in Capella
19. Central Queensland Regional Arts Services (CQ RASN) 'Carnarvon Creates ...' Artist Retreat
20. ArtSynergy
22. Central Highlands Art Trail Booklet
23. Biennial Community Satisfaction Survey
24. Development and Planning – Infrastructure charges legislation change teleconference
25. Development and Planning – EDQ delegates forum
27. Youth development program
28. Youth events and activities delivered
29. Upcoming youth events and activities
30. Central Highlands Headspace
31. #BIGRURAL

Resolution:
Cr Godwin-Smith moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council receive the Communities departmental update report, highlighting key activities for the month of February 2019.”

2019 / 03 / 12 / 013 Carried (6-0)

Attendance
Acting Manager Customer Service R. Brosnan entered the meeting at 11.35am

Attendance
Manager Community Recreation and Facilities entered the meeting at 11.36am
Manager Community Recreation and Facilities left the meeting at 11.44am
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 Sypher 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 February 2019.”

2019 / 03 / 12 / 014

Carried (6-0)

CUSTOMER AND COMMERCIAL SERVICES

Community Consultation Meeting – Bauhinia – 6 February 2019

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.

Bauhinia Community Consultation Meeting was held on 6 February 2019.

Resolution:
Cr McIndoe moved and seconded by Cr Godwin-Smith that “Central Highlands Regional Council receive the minutes from the Community Consultation Meeting held at the Bauhinia Town Hall on 6 February 2019, noting the following actions have been logged as Customer Requests (CRM):

   a. Council to inspect material used on Taroom Road that road users believe poses a safety risk to motorists. [CRM 77354/2019]
   b. Council to inspect the condition of culverts on Taroom Road and raise maintenance issues with the Department of Transport and Main Roads (DTMR) [CRM 77355/2019]
   c. Council to investigate current usage, number and location of bins, perimeter fencing and signage located at Bauhinia Transfer Station [CRM 77356/2019]
   d. Council to investigate the current location of the disabled ramp at the Bauhinia Hall in response to feedback from the community that it should be moved to a more suitable location [CRM 77357/2019].”

2019 / 03 / 12 / 015

Carried (6-0)
Community Consultation Meeting – Dingo – 6 February 2019

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.

Dingo Community Consultation Meeting was held on 6 February 2019.

Resolution:
Cr Brimblecombe moved and seconded by Cr Sypher that “Central Highlands Regional Council receive the minutes from the Community Consultation Meeting held at the Dingo Town Hall on 6 February 2019, noting the following actions have been logged as Customer Requests (CRM):

a. Council to facilitate a Road User Group meeting for Dingo residents. [CRM 77310/2019]
b. A representative from Council’s planning section is requested to attend the next Dingo Community Reference Group meeting to discuss the ability to subdivide rural land into smaller lifestyle blocks. [CRM 77316/2019]
c. Council to consider a project to upgrade the toilet facilities at the Dingo Race Club under Works for Queensland Grant Funding. [CRM 77319/2019]
d. A Council representative is requested to attend an upcoming Dingo Community Reference Group Meeting to discuss the Dingo Cemetery. [CRM 77333/2019]
e. Council to advise if it is possible to have the Dingo Rodeo and Pony Club included on council’s mowing schedule. [CRM 77336/2019]
f. Council to raise at the next Transport Advisory Group meeting, that the community would like the speed limit on the Capricorn Highway (past the Dingo Roadhouse) changed to 60km/Hr. [CRM 77337/2019]
g. Council to provide an update on audit of street numbering in Dingo. [CRM 77346/2019]
h. Council to consider a project to upgrade the Dingo Hall kitchen in the next budget and/or Works for Queensland Grant Funding. [CRM 77339/2019].”

2019 / 03 / 12 / 016
Carried (6-0)

Community Consultation Meeting – Duaringa – 6 February 2019

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.

Duaringa Community Consultation Meeting was held on 6 February 2019.

Resolution:
Cr Godwin-Smith moved and seconded by Cr McIndoe that “Central Highlands Regional Council receive the minutes from the Community Consultation Meeting held at the Duaringa Old Library Building on 6 February 2019, noting the following actions have been logged as Customer Requests (CRM):

a. Council to confirm location for long distance coach stop in Duaringa. [CRM 77359/2019]
b. Council to inspect quality of roadworks performed on Apis Creek Road. [CRM 77360/2019]
c. Council to repair pothole in the middle of Mourindilla Road. [CRM 77361/2019]
d. Council to investigate reinstating the recycle skip bin at the Duaringa Transfer Station. [CRM 77362/2019]
e. Council to prepare hole for the heritage walk signs. - [CRM 77363/2019]
f. Council to investigate numbering water meters that come off the Dawson River line to make it easier to report issues. - [CRM 77364/2019]
g. Council to follow up signage for the Duaringa Golf Club. [CRM 77365/2019]
h. Council to monitor bat numbers in Mackenzie Park due to reports numbers have increased. [CRM 77137/2019]
i. Council to provide attendees with a copy of Council’s Housing Policy along with information regarding Council’s plans for the vacant council owned properties in Duaringa. [CRM 77366/2019]."

2019 / 03 / 12 / 017

Carried (6-0)

Community Consultation Meeting – Comet – 7 February 2019

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 7 February 2019.

Resolution:
Cr Sypher moved and seconded by Cr Godwin-Smith that “Central Highlands Regional Council receive the minutes from the Community Consultation Meeting held at the Comet Town Hall on 6 February 2019, noting the following actions have been logged as Customer Requests (CRM)

a. Council to inspect the quality of gravel used on Olive Vale Road. [CRM 77427/2019]
b. Council to lodge an amendment with Google Maps to correct spelling of Olive Dale Road to Olive Vale Road. [CRM 77428/2019]
c. Council to contact Telstra to ensure they are using the new addresses assigned as part of the street renumbering project. [CRM 77429/2019]
d. Council to install speed limit signs on Adams Street and Lurline Road in Comet and a give-way sign to Shakespeare Street, Comet. [CRM 77430/2019]
e. Council to investigate road drainage issues on the corner of Adams and Shakespeare Streets in Comet. [CRM 77431/2019]."

2019 / 03 / 12 / 018

Carried (6-0)

Community Consultation Meeting – Bluff – 7 February 2019

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 Meeting was held on 7 February 2019.

Resolution:
Cr Sypher moved and seconded by Cr Brimblecombe that “Central Highlands Regional Council receive the minutes from the Community Consultation Meeting held at the Bluff Community Hall on 7 February 2019, noting the following actions have been logged as Customer Requests (CRM):

a. Council to provide a response to the Community Reference Group regarding the new addresses for Bluff not being used by State Government and Telstra. [CRM 77367/2019]
b. Council to investigate options to make it easier to use the skip bins at the Bluff Transfer Station. The community reports they are hard to access and too high to put rubbish in from a wheelie bin. [CRM 77369/2019]
c. Council to contact Aurizon regarding a regular mowing schedule for the section of railway line that runs through Bluff. [CRM 77370/2019]
d. Council to continue to advocate the Department of Transport and Main Roads (DTMR) to upgrade Bluff Creek. [CRM 77371/2019]
e. Council to liaise with Bluff Coal to address the concerns of the community about the amount of dust coming from the mine. [CRM 77378/2019]
f. Council to inspect and conduct repairs to the edge of Colliery Street, Bluff that is breaking up. [CRM 77383/2019]
g. Street sweeper to be in Bluff on a more regular basis focusing on streets with kerb and channel. [CRM 77385/2019]
h. Council to inspect and repair the end of Colliery Street near the camp. The bitumen is narrow and slush on the side of the road makes it dangerous. - [CRM 77386/2019]
i. Council to liaise with Aurizon regarding maintenance around the railway station where there is a pile of sleepers and ballast that make the town look untidy. - [CRM 77387/2019]
j. Council to provide the community with an update regarding town entrance signage. [CRM 77388/2019]
k. Council to investigate if another wheelie bin is required at Centenary Park to cater for the travelling public. [CRM 77390/2019]
l. Council to inspect and conduct repairs to bitumen in pull off area at Centenary Park. [CRM 77391/2019]
m. Council to investigate local business operating from a residential property. [CRM 77395/2019]
n. Council to inspect and replace guidepost on the corner of South and Main Streets, Bluff. [CRM 77396/2019]
o. Council to provide a response to Bluff Community Reference Group regarding why a local council employee is no longer based in Bluff. [CRM 77398/2019]
p. Council to investigate and remove dumped cars located near the gravel pit and racecourse in Bluff. [CRM 77399/2019]
q. Council to consider spraying footpaths more regularly for goat heads and prickles. [CRM 77401/2019]
r. Council to investigate unsightly allotment at 38 Main Street, Bluff. [CRM 77402/2019]."

2019 / 03 / 12 / 019 Carried (6-0)

Community Consultation Meeting – Capella – 19 February 2019

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.
Capella Community Consultation Meeting was held on 19 February 2019.

**Resolution:**
Cr Sypher moved and seconded by Cr Godwin-Smith that “Central Highlands Regional Council receive the minutes from the Community Consultation Meeting held at the Capella Cultural Centre on 19 February 2019, noting the following actions have been logged as Customer Requests (CRM):

a. Acknowledging Council has some great facilities, but the Capella Skate Park is very hot. The youth of the town look after the facility. Can Council consider putting a permanent hard cover shade structure over it? The shade sails are regularly damaged in storm events. [CRM 77974/2019]

b. Bridgeman Park is the focal point of Capella with great facility and a multitude of sports and groups using this facility. Upon recent inspection of the facilities it is looking derelict, the main show arena fence is rusting, buildings needing maintenance, football ovals and grounds in general need maintenance. Another concern is the safety of the sand in the main arena. Competitors, especially juniors having difficulty jumping, the sand is too loose. Also, difficult to walk on the surface. Groups are still waiting on a response from Council in relation to what will happen with this in the future. There are far better materials that can be used instead of the river sand. Need to focus on the safety of the ring. Some of the lights in the show ring are not working. [CRM 77948/2019]

c. The main ring is the worst ring in Queensland. There was no consultation with the groups when additional lighting was installed. They were installed in the wrong location. [CRM 77947/2019]

d. Exchange of land between Council and the Pony Club has never been finalised. As part of the exchange, the land was to be fenced. This matter has been ongoing for 15 years and needs to be sorted. When is this going to happen? [CRM 77973/2019]

e. Reporting that Clermont end of the Malthoid Road had some grading done on it, but it then rained and is a mess. The road is currently corrugated, with holes and rocks. [CRM 77946/2019]

f. Are there any more plans for the exercise equipment near Bridgeman Park? There is no access into it, driveway, parking or safe path to walk down with children and the equipment is deteriorating. [CRM 77945/2019].”

2019 / 03 / 12 / 020  
Carried (6-0)

**Attendance**
Acting Manager Customer Service R. Brosnan entered the meeting at 11.51am

**Attendance**
Coordinator Ranger Services B. Keys, Ranger Trainees A. Patterson and E. Lee entered the meeting at 11.51am

Acting General Manager Corporate Services R. Ferguson entered the meeting at 11.54am

**Overview of Ranger Services**

**Executive summary:**
This report has been compiled to provide an overview snapshot of the Central Highlands Regional Council Ranger Services teams efforts and to welcome the new trainees to the Central Highlands Regional Council family.

**Resolution:**
Cr Sypher moved and seconded by Cr Godwin-Smith that “Central Highlands Regional Council receive this report.”

2019 / 03 / 12 / 021  
Carried (6-0)
Attendance
Coordinator Ranger Services B. Keys, Ranger Trainees A. Patterson and E. Lee left the meeting at 12.02pm

GENERAL BUSINESS

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 12.03pm

CONFIRMED

MAYOR

DATE
Leadership and Governance
Standing Committee Meeting

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

Tuesday, 12 March 2019
Commenced at 12.07pm
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MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING
HELD AT 12.07PM TUESDAY 12 MARCH 2019 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL
CHAMBERS, EMERALD OFFICE

PRESENT
Councillors
Councillor (Cr) C. Rolfe (Chair),
Councillors (Crs) K. Hayes (Mayor), C. Brimblecombe, G. Nixon and G. Sypher

Officers
Acting General Manager Corporate Services R. Ferguson, Corporate Communications Officer J. Lorenzen and Minute Secretary T. Wheeler.

Observers
Nil

APOLOGIES
Councillor P. Bell AM

Resolution:
Cr Nixon moved and seconded by Cr Sypher “That an apology be received from Cr Bell as requested, for today’s meeting be recorded.”

LGSC 2019 / 03 / 12 / 001 Carried (5-0)

LEAVE OF ABSENCE
Nil

CONFIRMATION OF MINUTES OF PREVIOUS MEETING
4.1 Minutes - Leadership and Governance Standing Committee Meeting – 5 February 2019
Resolution:
Cr Sypher moved and seconded by Cr Nixon “That the minutes of the previous Leadership and Governance Standing Committee Meeting held on 5 February 2019 be confirmed.”

LGSC 2019 / 03 / 12 / 002 Carried (5-0)

BUSINESS ARISING OUT OF MINUTES
Nil

Attendance
General Manager Communities D. Fletcher attended the meeting at 12.09pm.

REVIEW OF OUTSTANDING MEETING ACTIONS
Discussions were had regarding outstanding items.

Attendance
D. Fletcher left the meeting at 12.11pm.

REVIEW OF UPCOMING AGENDA ITEMS
Nil

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

Attendance
Manager Governance (Fixed Term) C. Joosen attended the meeting at 12.12pm.

CORPORATE SERVICES

10.1 Fraud and Corruption Policy and Procedure

Executive Summary:
Governance has recently reviewed its Fraud and Corruption suite of policies, procedures and associated documents. The policy and the control plan have been updated to reflect changes in legislation and Councils’ corporate structure. The procedural framework has been consolidated and streamlined into the one document. Additionally, supporting documents and registers have been developed.

Resolution:
Cr Brimblecombe moved and seconded by Cr Sypher “That Central Highlands Regional Council adopt the CHRC0012 Fraud and Corruption Control Policy and the Fraud and Corruption Control Plan.

And further, that Council note the PROC023 Fraud Risk Assessment, Investigation and Monitoring, Evaluation and Reporting Procedure, that will be instrumental in the application of the Policy and Control Plan.”

LGSC 2019 / 03 / 12 / 003
Carried (5-0)
1.0 Purpose and Scope

This policy outlines Council's commitment to fraud and corruption prevention and management. This policy is intended to facilitate a Council wide approach to fraud and corruption and applies to all areas of the Council.

2.0 Reference

AS 8001:2008, Fraud and Corruption Control;
Crime and Corruption Act 2001;
Public Interest Disclosure Act 2010;
Fraud and Corruption Control Plan; and
PROC025 Fraud Risk Assessment, Investigation, Monitoring, Evaluation and Reporting Procedure.

3.0 Definitions

**Corruption** means: Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. A fuller definition is provided in the *Crime and Corruption Act 2001* (s15).

**Fraud** means: Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys and other property by employees or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position. A fuller definition is provided in the *Queensland Criminal Code* (s408C)

**Council** means: Central Highlands Regional Council

4.0 Policy Statement

Council will create an environment where management, employees and contractors take responsibility for fraud and corruption control.

Council will create this environment by implementing a Fraud and Corruption Framework which will provide guidance on:

- the assessment of fraud and corruption risk within the Enterprise Risk Management Framework;
- the development of a Fraud and Corruption Control Plan that includes provision the anonymity of disclosers (employees or community members) of suspected fraud and corrupt conduct;
5.0 Policy Review

All policies will be reviewed biennially or when any of the following evaluations occur:

- Relevant legislation, regulations, standards and policies are amended or replaced; and

- Other circumstances as determined from time to time by the Chief Executive Officer or through a resolution of Council.
# Fraud and Corruption Control Plan

**Effective Date:** 12 March 2019  
**Review Date:** 12 March 2021

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## Document Control

This page will be re-issued every time amendments are made to controlled documents. Amended documents will have their revision status and issue date updated accordingly.

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<th>Clause(s)</th>
<th>Changes</th>
<th>Author</th>
<th>Issue Date</th>
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<tr>
<td>0</td>
<td></td>
<td>Initial draft</td>
<td>D. Williams</td>
<td>4 May 2016</td>
</tr>
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<td>1</td>
<td></td>
<td>Review</td>
<td>L. Fry</td>
<td>31 October 2016</td>
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<td>2</td>
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<td>Review</td>
<td>C. Joosen</td>
<td>28 February 2019</td>
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<td>3</td>
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Introduction

Central Highlands Regional Council (the Council) is committed to establishing and maintaining a culture within the organisation that will ensure that effective fraud and corruption prevention is an integral part of day to day operations.

The Council will not tolerate fraud or corruption within the organisation. Any fraud or corruption that is detected will be reported to the relevant law enforcement agency.

If someone is found to have committed fraud and/or misconduct their employment will be terminated if deemed appropriate by the Council.

Definitions

Corruption means: Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. A fuller definition is provided in the Crime and Corruption Act 2001 (s15).

Fraud means: Dishonest activity causing actual or potential financial loss to any person or entity including theft of money and other property by employees or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position. A fuller definition is provided in the Queensland Criminal Code (s408C).

Confidentiality, Anonymity and Protection

The Council encourages the reporting of fraudulent or corrupt behaviour and is committed to protecting and supporting those making disclosures. Any person making a disclosure about such behaviour should feel confident and comfortable about the report and shall be protected from being victimised as a result of making the report.

The Fraud Control Officer must protect the discloser in a number of ways including, but not limited to the following:

- Ensuring confidentiality in the investigation;
- Protecting, as far as legally possible, the staff member’s identity; and
- Offering a staff member leave of absence while a matter is investigated.

Upon receipt of an allegation of fraud and/or corruption, appropriate support for the discloser must be considered to safeguard against potential acts of reprisal. Others associated with the discloser (including those who may be suspected of being a discloser) should also be considered at this time. Protective measures implemented (including those above) must be proportionate to the risk of reprisal and the potential consequences of a reprisal.

To the extent practicable, the identity of a discloser MUST NOT be revealed. In the case that the identity of the discloser may be apparent or necessary in investigating the allegations this should be discussed firstly with the discloser. With this in mind the officer responsible for the investigation will advise all involved parties of the legal provisions for protection and legal consequences attached as well as council disciplinary action applicable.

To ensure the confidentiality of disclosers, Council will accept reports in any manner, including anonymously. Reports from anonymous sources will be considered for investigation providing sufficient information has been received.
Further information on confidentiality, anonymity and protection is detailed through this control plan and other Council documents (see point d) below.

**Fraud and Corruption Strategies**

**a) Fraud Control Officer**

The Manager Governance undertakes the role of the Fraud Control Officer who is responsible for:

- the implementation of the Fraud and Corruption Control Policy and the Fraud and Corruption Control Plan;
- the implementation of any recommendations received from control reviews or fraud risk assessments as and when they are conducted; and
- the facilitation of investigations in relation to reports of suspected fraud and corruption.

**b) External assistance to the Fraud Control Officer**

The Council is committed to providing sufficient resources for the fraud control officer to undertake investigations. This includes the fraud control officer obtaining external assistance (e.g., another officer under a shared service arrangement, forensic accountant, police or other relevant law enforcement) to investigate reports of fraud and corruption where required.

**c) Fraud awareness**

It is the aim of Council that all employees are aware of and understand the Fraud and Corruption Control Policy and Fraud and Corruption Control Plan. Further, that external parties dealing with Council on a regular basis are aware Council takes fraud and corruption seriously and have a policy and plan in place.

**d) Relationship with the entity's other plans**

This plan should be read in conjunction with the:

- Employee Code of Conduct;
- Employee Handbook;
- Information Privacy Policy;
- Public Interest Disclosure Policy; and
- Code of Conduct for Councillors.

**Fraud and Corruption Risk Management**

**a) Regular program for fraud risk management**

The fraud control officer will ensure that the Council’s fraud risk management program is maintained by ongoing reviews and assessments as outlined in the plan.

**b) Ongoing review of fraud control strategies**

Fraud control strategies are reviewed on an ongoing basis and should be formally reviewed at least once every 24 months.

**c) Fraud risk assessment and/or Controls Review**

A Controls Review or Fraud Risk Assessment will be conducted, at least, annually, to ensure current controls remain effective.
d) Implementation of proposed actions

Recommendations from the Controls Review or Fraud Risk Assessment will be considered and implemented as soon as is practicable.

Procedures for Reporting Fraud and Corruption

a) Internal reporting

Any employee who suspects, or becomes aware of, breaches of the Code of Conduct, including fraud and corruption, should report the matter without delay to a supervisor or manager.

A number of reporting options are available, including reporting the incident to:

- employee’s supervisor or manager;
- Chief Executive Officer;
- Fraud Control Officer; or
- making a public interest disclosure under the Public Interest Disclosure Act 2010.

Reports may also be submitted in writing or by email to:

Internal Mail: Private and Confidential Manager Governance

Email: confidential@chrc.qld.gov.au

When submitting in writing, employees may wish to provide information on the alleged fraud using the Fraud Allegation Report Form available on Council’s intranet. The information provided includes:

- details of suspected offence; and
- details of suspected offender(s) where known.

You do not have to identify yourself when making a disclosure. Disclosures can be made anonymously and must be investigated by Council. Council will not be able to inform the discloser of any action undertaken during an investigation of any anonymous reports of fraud or corruption. Additionally, it is impossible to clarify matters or seek further information from anonymous disclosers.

Council recognises that the reporting of fraud and corruption is a sensitive issue (especially against work colleagues). To affirm the integrity of this function therefore, Council will, as far as practicable, ensure the confidentiality of information provided. It will achieve this by maintaining the confidentiality of both the complainant and subject officer and by avoiding rumours, morale problems and the possibility of wilful destruction of evidence. Regardless of the reporting option exercised, Council will take all practical steps to protect the welfare of the person making the report.

The Public Interest Disclosure Act 2010 aims to ensure that government is open and accountable by providing protection for those who speak out about wrongdoing or, in other words, make a public interest disclosure. Council must develop procedures and take action to protect the discloser from retribution or reprisal, such as bullying or harassment, for making a disclosure.

Any person who is involved in receiving, handling or investigating a public interest disclosure, must not disclose that information, intentionally or recklessly, to unauthorised person(s).

Identities may need to be disclosed where it is necessary:

- for full investigation of the public interest disclosure;
- for procedural fairness (after considering the risk of reprisal);
- to provide protection.

Where any fraud or corruption is related to the Manager Governance, (fraud control officer), the employee must report any such evidence to the Chief Executive Officer. Where evidence of fraud or
corruption relates to the Chief Executive Officer, the employee must report any such evidence to the Mayor or the Crime and Corruption Commission Queensland.

The Council’s Fraud and Corruption Control Policy and Fraud Risk Assessment, Investigation, Monitoring, Evaluation and Reporting Procedure governs reports of suspected or actual fraud or corruption.

b) External reporting

A public interest disclosure can be made anonymously by a member of the public about a Council employee, either verbally or in writing to the Chief Executive Officer. Council shall make every effort to keep the information relating to the disclosure confidential. Council will not be able to inform you of any action it takes for anonymous public interest disclosures. Alternatively, any member of the public can make a public interest disclosure relating to fraud or corruption to the Crime and Corruption Commission Queensland.

Reports may also be submitted in writing or by email to:

Mail: Private and Confidential
Manager Governance
Central Highlands Regional Council
PO Box 21
Emerald Qld 4720

Email: confidential@chrc.qld.gov.au

Telephone: 1300 242 686

c) Vexatious, misleading or false reporting

There may be occasions when a party may make an allegation of fraud against an employee (or contractor, volunteer, consultant or work experience student) with the intention of causing the person harm, damage or disruption.

Vexatious, misleading or false reporting can waste time and resources in investigating the matter. This can also cause the person who is subject to the allegation a significant amount of emotional trauma and stress.

Any vexatious, misleading or false reporting of any allegation of fraud will not be tolerated and may result in disciplinary action, including dismissal of the person bringing about such an allegation.

d) Protection of employees reporting suspected fraud

This plan is to be read in conjunction with the Public Interest Disclosure Policy which protects employees’ rights when they make any disclosure.

e) Reports to the police

All confirmed reports of fraud and corruption will be reported to the relevant law enforcement agency (e.g. Queensland Police).

f) Recovery of the proceeds of fraudulent conduct

The Council will take all reasonable steps to recover the amount of the loss as a result of fraud from the perpetrator through civil recovery proceedings or other acceptable means.
Conflict of interest

a) The impact of conflicts of interest

The Council recognises the impact that conflicts of interest can have and intends to be transparent with all transactions that occur. The Council’s Conflict of Interest Policy is available on the intranet and is also included in Council’s Employee Code of Conduct Policy.

b) Register of interests

The Council maintains a Register of Interests which includes any potential conflicts that may arise as a result of dealing with external parties in which Councillors and Executive Management have an interest (Section 299 Local Government Regulation 2012). This does not preclude Council from dealing with those organisations, however it does make potential transactions more transparent.

Procedure for investigations

All reports, information, complaints and notifications concerning alleged fraud activity or corrupt behaviour are referred to the Chief Executive Officer through the investigation process in the first instance and reviewed by the Manager Governance. The reviewer will determine, where appropriate, the proposed investigation scope and appoint an investigation officer. An investigation is then initiated and conducted by the investigating officer.

It is a reasonable and lawful workplace direction for Council to ask that employees participate in the investigation process. Witnesses are informed of their rights and obligations before an investigation, including information about the terms of reference of the investigation, employee’s legislative obligations, the investigation process, natural justice, interviews and what each party can expect from the other during an investigation.

Substantiated allegations of fraud activity or corrupt behaviour may result in formal disciplinary action including dismissal. Any allegation involving criminal offences against the Council by employees or external parties must be referred to the Queensland Police Service.

a) Internal investigations

The fraud control officer is responsible for commencing investigations as a result of information received regarding alleged fraud and corruption.

b) External investigative resources

Council may provide external resources as considered necessary by the fraud control officer to be able to complete an investigation.

c) Documentation of the results of the investigation

Documentation obtained or created as a result of investigations will be kept confidential until such time as it is required to be handed to a law enforcement agency. Such documents will also be made available to external investigative resources, if used during the investigation.

The Plan

The Fraud and Corruption Control Plan provides guidance and direction to Council officers and stakeholders on the processes for:

- preventing fraud and corruption;
- detecting fraud and corruption in Council; and
- responding to fraud and corruption in Council.
The plan aims to:
- reduce the potential for fraud and corruption within and against Council;
- build a culture which seeks to prevent fraud and corruption;
- explain how Council deals with suspected fraud and corruption through risk management practices; and
- provide guidance on how any suspected instances of fraud or corruption are dealt with by Council.

This plan comprises three stages: prevention, detection and response.

<table>
<thead>
<tr>
<th>Components</th>
<th>Distribution across three stages</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prevention</td>
</tr>
<tr>
<td>1. Integrated corporate policy</td>
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</tr>
<tr>
<td>2. Risk assessment</td>
<td>✓</td>
</tr>
<tr>
<td>3. Internal controls</td>
<td>✓</td>
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<td>4. Staff education and awareness</td>
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<tr>
<td>5. Public interest disclosures (PID)</td>
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<tr>
<td>6. Investigations</td>
<td>✓</td>
</tr>
<tr>
<td>7. Code of Conduct</td>
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<td>8. Internal reporting</td>
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<td>9. External reporting</td>
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<tr>
<td>10. Client and community awareness</td>
<td></td>
</tr>
</tbody>
</table>

The plan specifies the responsibilities of officers in so far as it:
- details the various responsibilities and accountabilities of managers and other groups within Council;
- requires Council officers to abide by Council’s Code of Conduct which prescribes standards of ethical conduct for all officers at Council; and
- obliges Council officers who suspect, or become aware of, breaches of the Code, including fraud and corruption, to report the matter without delay to a supervisor, manager or the fraud control officer.

Reports of suspected or actual fraud or corruption are governed by Council’s Fraud and Corruption Control Policy and Fraud Risk Assessment, Investigation, Monitoring, Evaluation and Reporting Procedure.

An allegation by a Council officer of a substantial misuse of public resources may fall within the definition of a public interest disclosure and is covered by Council’s Public Interest Disclosure Policy and Procedure regarding management of internal public interest disclosures.
## Central Highlands Regional Council Fraud and Corruption Control Plan

### 1. Prevention: This stage outlines the systems, frameworks and processes in place across Council to support the prevention of fraud and corruption.

<table>
<thead>
<tr>
<th>Why</th>
<th>What</th>
<th>How</th>
<th>Action Plan</th>
<th>Who</th>
<th>When</th>
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<tbody>
<tr>
<td><strong>Integrated Policy</strong></td>
<td>Fraud and Corruption Control Policy and Plan</td>
<td>Management to endorse and promote the plan and policy and to take ongoing action to ensure staff awareness of the plan.</td>
<td>Manager Governance</td>
<td>Every two years</td>
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<td></td>
<td></td>
<td>Relevant staff able to advise re: prevention to be involved in regular reviews of the plan.</td>
<td>Manager Governance</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Risk Assessment</strong></td>
<td>Risk Profile and Management</td>
<td>Consideration of fraud and corruption risks to be included in the corporate risk register.</td>
<td>Manager Governance</td>
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<tr>
<td></td>
<td></td>
<td>Specific functional area fraud risks to be addressed in the Fraud and Corruption Risk Register.</td>
<td>Manager Governance</td>
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<td></td>
</tr>
<tr>
<td><strong>Internal Controls</strong></td>
<td>Corporate Governance Framework</td>
<td>Governance Framework to be reviewed and maintained.</td>
<td>Manager Governance</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clear accountability and reporting framework to be maintained and reviewed regularly.</td>
<td>Manager Governance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Framework to promote staff accountability for their own work processes to be maintained.</td>
<td>Manager Governance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Where fraud and corruption risks are known to exist, work processes are to be clearly documented and available to Council officers.</td>
<td>Managers</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Accountability and responsibility structures</strong></td>
<td></td>
<td>Organisational chart to be kept up to date and available to all officers.</td>
<td>Manager Human Resources</td>
<td>As Required</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delegations register to be kept up to date and made available to all officers.</td>
<td>Manager Governance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prevention of fraud and corruption to be included in job description documentation.</td>
<td>Manager Human Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executive Leadership Team and managers to demonstrate adherence to work procedures.</td>
<td>Executive Leadership Team</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervisors to monitor adherence to work procedures and ensure training and advice is provided to staff on procedures where needed.</td>
<td>Managers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recordkeeping to be monitored for adherence to recordkeeping policies.</td>
<td>Manager Information Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Conflicts of interest and personal disqualifications</strong></td>
<td></td>
<td>Conflict of Interests Policy reviewed regularly.</td>
<td>Manager Governance</td>
<td>Every two years</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conduct regular training on the contents and purpose of the plan.</td>
<td>Manager Governance</td>
<td>Every two years</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Staff to be reminded annually to make appropriate declarations and Register of Interest or Gift Register to be maintained.</td>
<td>Manager Governance</td>
<td>Annually</td>
<td></td>
</tr>
<tr>
<td><strong>Committees</strong></td>
<td>Audit Committee to address fraud and corruption risk.</td>
<td>Audit Committee to address fraud and corruption risk.</td>
<td>Council</td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>
### Why

<table>
<thead>
<tr>
<th>Stage</th>
<th>Element</th>
<th>Components</th>
<th>Action Plan</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Internal Audit</td>
<td></td>
<td>Internal Audit to regularly review processes and provide recommendations for improved systems.</td>
<td>Manager Governance</td>
<td>Ongoing monitoring of recommendations</td>
</tr>
<tr>
<td></td>
<td>Availability of policies and procedures</td>
<td></td>
<td>Policies, procedures, guidelines and other staff processes and information to be available on the intranet.</td>
<td>Manager Governance</td>
<td>Ongoing and updated as policies are developed and updated</td>
</tr>
<tr>
<td></td>
<td>Training and awareness</td>
<td></td>
<td>Maintain a communication plan for fraud and corruption awareness.</td>
<td>Manager Governance</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Code of Conduct</td>
<td></td>
<td>Information on fraud corruption prevention and control to be provided to all new staff.</td>
<td>Manager Human Resources</td>
<td>Within 3 months of arrival</td>
</tr>
<tr>
<td></td>
<td>Staff Performance and Development</td>
<td></td>
<td>Ethical culture and awareness of fraud and corruption prevention and control processes to be promoted through Code of Conduct Training.</td>
<td>Manager Human Resources</td>
<td>Every two years when Code review is conducted</td>
</tr>
<tr>
<td></td>
<td>Availability of policies and procedures</td>
<td></td>
<td>Culture, Values and organisational understanding to be included for each Council officer.</td>
<td>Manager Human Resources</td>
<td>Annually</td>
</tr>
<tr>
<td></td>
<td>Training and Awareness</td>
<td></td>
<td>Website to include policy. Relevant corporate reports and publications to make reference to fraud and corruption prevention and control.</td>
<td>Manager Governance</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>RTI and Privacy Requests, and RTI Disclosure Log</td>
<td></td>
<td>External parties dealing with Council are to be advised of Council’s Fraud and Corruption Control Policy.</td>
<td>Manager Financial Services</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

### Why

<table>
<thead>
<tr>
<th>Stage</th>
<th>Element</th>
<th>Components</th>
<th>Action Plan</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Internal Audit</td>
<td></td>
<td>Internal Audit to regularly review processes and provide recommendations for improved systems.</td>
<td>Manager Governance</td>
<td>Ongoing monitoring of recommendations</td>
</tr>
<tr>
<td></td>
<td>Availability of policies and procedures</td>
<td></td>
<td>Policies, procedures, guidelines and other staff processes and information to be available on the intranet.</td>
<td>Manager Governance</td>
<td>Ongoing and updated as policies are developed and updated</td>
</tr>
<tr>
<td></td>
<td>Training and awareness</td>
<td></td>
<td>Maintain a communication plan for fraud and corruption awareness.</td>
<td>Manager Governance</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Code of Conduct</td>
<td></td>
<td>Information on fraud corruption prevention and control to be provided to all new staff.</td>
<td>Manager Human Resources</td>
<td>Within 3 months of arrival</td>
</tr>
<tr>
<td></td>
<td>Staff Performance and Development</td>
<td></td>
<td>Ethical culture and awareness of fraud and corruption prevention and control processes to be promoted through Code of Conduct Training.</td>
<td>Manager Human Resources</td>
<td>Every two years when Code review is conducted</td>
</tr>
<tr>
<td></td>
<td>Availability of policies and procedures</td>
<td></td>
<td>Culture, Values and organisational understanding to be included for each Council officer.</td>
<td>Manager Human Resources</td>
<td>Annually</td>
</tr>
<tr>
<td></td>
<td>Training and Awareness</td>
<td></td>
<td>Website to include policy. Relevant corporate reports and publications to make reference to fraud and corruption prevention and control.</td>
<td>Manager Governance</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>RTI and Privacy Requests, and RTI Disclosure Log</td>
<td></td>
<td>External parties dealing with Council are to be advised of Council’s Fraud and Corruption Control Policy.</td>
<td>Manager Financial Services</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

Adoption Date: 22/11/16
Review Date: 12/03/2021
Amended Date: 12/03/2019
Fraud and Corruption Control Plan Page 10 of 16

Central Highlands Regional Council 42 of 53
2. Detection: This stage outlines mechanisms in place across Council to detect or expose fraud and corruption.

<table>
<thead>
<tr>
<th>Why Stage</th>
<th>Element</th>
<th>Components</th>
<th>Action Plan</th>
<th>Who Oversight</th>
<th>When Timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal controls</td>
<td>Formal and informal work processes</td>
<td>Specific functional area processes, guidelines, instructions and risk assessment to be complied with; Ongoing awareness and training of work processes to be provided.</td>
<td>Managers</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Public Interest Disclosures</td>
<td>Management of Public Interest Disclosures</td>
<td>Public Interest Disclosure Policy and Procedures to be kept up to date and reviewed regularly.</td>
<td>Manager Governance</td>
<td>Review annually</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>All staff to adhere to policy and procedures.</td>
<td>Managers</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Management to take reasonable actions to minimise risks of victimisation and to ensure victimisation of disclosees is dealt with swiftly and appropriately.</td>
<td>Managers</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>As per the office of the Queensland Ombudsman requirements.</td>
<td>Investigating officer</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Officers to report all suspected instances of improper conduct to fraud control officer/Executive Manager Governance, Manager Human Resources or Chief Executive Officer.</td>
<td>All Staff</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manager Governance or Manager Human Resources to advise Chief Executive Officer if alleged conduct amounts to improper conduct.</td>
<td>Manager Governance</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chief Executive Officer to report improper conduct that amounts to corrupt conduct to the Crime and Corruption Commission.</td>
<td>CEO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complaints</td>
<td></td>
<td>Disciplinary Policy to be kept up to date and reviewed regularly.</td>
<td>Manager Human Resources</td>
<td>Review annually</td>
<td></td>
</tr>
<tr>
<td>Internal Auditing</td>
<td>Internal Audit Management Framework</td>
<td>Organisational Structure to be supported through adherence to official delegations, proper and full use of supervisory reporting relationships.</td>
<td>Managers</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internal Audit Plan to take into account risk incidents as reported in the Corporate Risk Register.</td>
<td>Manager Governance</td>
<td>As per Internal Audit Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internal Audit to conduct regular reviews of Council functions and processes to identify susceptible areas.</td>
<td>Audit Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council to respond promptly to audit findings and recommendations.</td>
<td>Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Corporate ownership and personal accountability to be sanctioned by all staff.</td>
<td>Supervisors</td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>
3. Response: This stage outlines the processes for responding to fraud and corruption within Council and channels for ensuring improvements or remedies for exposed or potential fraud and corruption are made.

<table>
<thead>
<tr>
<th>Why</th>
<th>What</th>
<th>How</th>
<th>Action Plan</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage</td>
<td>Element</td>
<td>Components</td>
<td>Review as necessary; Governance Framework; Council reporting process; Council evaluation process.</td>
<td>Manager Governance</td>
<td>As required</td>
</tr>
<tr>
<td>Policies and procedures</td>
<td>Policies and procedures are to be reviewed to ensure they are relevant and respond to recommendations from the internal auditor.</td>
<td>Managers and policy owners</td>
<td>As required and within review timeframes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff education and awareness</td>
<td>Training and awareness program</td>
<td>Council stance on fraud and corruption to be stated in relevant corporate communications.</td>
<td>Manager Governance</td>
<td>Where appropriate</td>
<td></td>
</tr>
<tr>
<td>Investigation</td>
<td>Investigations conducted</td>
<td>Investigation outcomes/results are supported and implemented by means determined by Executive Leadership Team.</td>
<td>Manager Governance</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Investigation reports</td>
<td>Investigation reports</td>
<td>Risk incidents and quarterly risk reporting to be used in identifying risks, reviewing the risk profile and identifying risk mitigation strategies.</td>
<td>Manager Governance</td>
<td>Quarterly</td>
<td></td>
</tr>
<tr>
<td>Risk Assessment and Internal Reporting</td>
<td>Corporate Investigations and Referrals Register</td>
<td>Investigation conducted in accordance with Fraud and Corruption Policy and Fraud Risk Assessment, Investigation, Monitoring, Evaluation and Reporting Procedure, and Public Interest Disclosure Policy and Procedure</td>
<td>Manager Governance</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Risk Reporting</td>
<td>Risk Reporting</td>
<td>Investigation outcomes/results are supported and implemented by means determined by Executive Leadership Team.</td>
<td>Manager Governance</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>External Reporting</td>
<td>External Audit (QAO)</td>
<td>External auditing and financial statements to be consistent with relevant and applicable standards.</td>
<td>Audit Committee</td>
<td>Annually</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CCC oversight reporting and complaints management</td>
<td>Reporting to Crime and Corruption Commission Queensland as per the Crime and Corruption Act 2001 and take appropriate actions as per Crime and Corruption Commission Queensland’s recommendations.</td>
<td>Manager Governance</td>
<td>As required</td>
<td></td>
</tr>
</tbody>
</table>

Communication Plan

Communication objectives:

1. To provide employees with a general awareness of the Fraud and Corruption Control Policy and Plan;
2. To ensure understanding of the organisation expectations regarding fraud and corruption;
3. To outline the requirements of, and references contained in the plan;
4. To promote an awareness and ownership of the responsibilities referenced within the plan.

Key messages:

1. Central Highlands Regional Council will not tolerate fraud or corruption within the organisation. Any fraud or corruption that is detected will be reported to the relevant law enforcement agency;
2. The Fraud and Corruption Plan provides a reference to a range of internal controls used within Council to prevent, detect and respond to fraud and corruption;
3. Fraud and corruption risks are assessed, and mitigating options are developed through risk management processes;

4. Reporting requirements regarding fraud and corruption are aligned, and use where possible, current complaints/Personal Interest Disclosures/misconduct and risk reporting processes.

<table>
<thead>
<tr>
<th>Action</th>
<th>Communication Channel</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to fraud and corruption controls at CHRC</td>
<td>Induction</td>
<td>All new employees on or soon after commencing employment at Council</td>
</tr>
<tr>
<td>Fraud and Corruption Control Policy</td>
<td>Policy and Procedure Register.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Fraud and Corruption Control Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Importance of and mechanisms for fraud and corruption</td>
<td>Code of Conduct training for employees.</td>
<td>All Council employees annually</td>
</tr>
<tr>
<td>Specific areas of responsibility under the plan</td>
<td>Via plan owner.</td>
<td>After review of plan</td>
</tr>
</tbody>
</table>

**Review of Plan**

This plan will be reviewed at least biennially.
Appendix

Detailed definitions

_Fraud:_ this definition provides a good explanation of the concept of fraud. However, for investigation purposes the definition of fraud is defined in Section 408C of the _Queensland Criminal Code_ as:

(1) A person who dishonestly—

(a) applies to his or her own use or to the use of any person—

   i) property belonging to another; or

   ii) property belonging to the person, or which is in the person’s possession, either solely or jointly with another person, subject to a trust, direction or condition or on account of any other person; or

(b) obtains property from any person; or

(c) induces any person to deliver property to any person; or

(d) gains a benefit or advantage, pecuniary or otherwise, for any person; or

(e) causes a detriment, pecuniary or otherwise, to any person; or

(f) induces any person to do any act which the person is lawfully entitled to abstain from doing; or

(g) induces any person to abstain from doing any act which that person is lawfully entitled to do; or

(h) makes off, knowing that payment on the spot is required or expected for any property lawfully supplied or returned or for any service lawfully provided, without having paid and with intent to avoid payment;
commit the crime of fraud.

_Penalty:_ Maximum penalty—5 years imprisonment

(2) The offender is liable to imprisonment for 14 years if, for an offence against subsection (1)—

(a) the offender is a director or officer of a corporation, and the victim is the corporation; or

(b) the offender is an employee of the victim; or

(c) any property in relation to which the offence is committed came into the possession or control of the offender subject to a trust, direction or condition that it should be applied to any purpose or be paid to any person specified in the terms of trust, direction or condition or came into the offender’s possession on account of any other person; or

(d) the property, or the yield to the offender from the dishonesty, or the detriment caused, is of a value of at least $30,000 but less than $100,000.
(2A) The offender is liable to imprisonment for 20 years, if, for an offence against subsection (1) —

(a) the property, or the yield to the offender from the dishonesty, or the detriment caused, is of a value of at least $100,000; or

(b) the offender carries on the business of committing the offence.

(2B) The Penalties and Sentences Act 1992, section 161Q also states a circumstance of aggravation for an offence against this section.

(2C) An indictment charging an offence against this section with the circumstance of aggravation stated in the Penalties and Sentences Act 1992, section 101Q may not be presented without the consent of a Crown Law Officer.

(3) For the purposes of this section—

(a) "property", without limiting the definition of property in section 1, includes credit, service, any benefit or advantage, anything evidencing a right to incur a debt or to recover or receive a benefit, and releases of obligations; and

(b) a person’s act or omission in relation to property may be dishonest even though—

(i) he or she is willing to pay for the property; or

(ii) he or she intends to afterwards restore the property or to make restitution for the property or to afterwards fulfil his or her obligations or to make good any detriment; or

(iii) an owner or other person consents to doing any act or to making any omission; or

(iv) a mistake is made by another person; and

(c) a person’s act or omission in relation to property is not taken to be dishonest, if when the person does the act or makes the omission, he or she does not know to whom the property belongs and believes on reasonable grounds that the owner can not be discovered by taking reasonable steps, unless the property came into his or her possession or control as trustee or personal representative; and

(d) persons to whom property belongs include the owner, any joint or part owner or owner in common, any person having a legal or equitable interest in or claim to the property and any person who, immediately before the offender’s application of the property, had control of it; and

(e) "obtain" includes to get, gain, receive or acquire in any way; and

(f) if a person obtains property from any person or induces any person to deliver property to any person it is immaterial in either case whether the owner passes or intends to pass ownership in the property or whether he or she intends to pass ownership in the property to any person.


**Corruption:** As per the definition in the *Crime and Corruption Act 2001*, at section 15:

1. Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that-
   
a. adversely affects or could adversely affect, directly or indirectly, in the performance of functions or the exercise of powers of:
      i. a unit of public administration, or
      ii. a person holding an appointment; and
   
b. results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that:
      i. is not honest or is not impartial; or
      ii. involves a breach in the trust of the person holding an appointment, either knowingly or recklessly; or
      iii. involves a misuse of information or material acquired in or in a connection with the performance of functions or the exercise of powers of a person holding an appointment; and
   
c. would if proved be:
      i. a criminal offence; or
      ii. a disciplinary breach providing reasonable grounds for terminating a person’s service, if the person is or were the holder of an appointment.

2. Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that-
   
a. impairs, or could impair, public confidence in public administration; and
   
b. involves, or could involve, any of the following:
      i. collusive tendering;
      ii. fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described) –
         A. protecting health or safety of persons;
         B. protecting the environment;
         C. protecting or managing the use of the State’s natural, cultural, mining or energy resources;
      iii. dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;
      iv. evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;
      v. fraudulently obtaining or retaining an appointment, and
   
c. would, if proved, be:
      i. a criminal offence; or
      ii. a disciplinary breach providing reasonable grounds for terminating the person’s services, if the person is or were the holder of an appointment.
Attendance
C. Joosen left the meeting at 12.22pm.
Manager Human Resources T. Rouse and S. Chant attended the meeting at 12.22pm.

10.2 HR Leaders Forum 19 and 20 February 2019

Executive Summary:
This information report provides a summary to Council of the key learnings realised from attendance at the Human Resources ‘HR Leaders Forum’ 2019. Held over two days at InterContinental Sydney, the forum incorporated many influential and highly regarded Human Resources professionals from a range of industries, sharing their wisdom through individual presentations and interactive panel discussions.

Resolution:
Cr Sypher moved and seconded by Cr Nixon “That Central Highlands Regional Council receive the Human Resources ‘HR Leaders Forum’ 19 and 20 February 2019 report.”

LGSC 2019 / 03 / 12 / 004 Carried (5-0)

Attendance
T. Rouse and S. Chant left the meeting at 12.38pm.
Manager Safety and Wellness S. Schofield attended the meeting at 12.38pm.

CHIEF EXECUTIVE OFFICER

11.1 Bi-Monthly Safety and Wellness Report

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 Brimblecombe moved and seconded by Cr Nixon “That Central Highlands Regional Council receive the Bi-Monthly Safety and Wellness Report for the period to 28 February 2019.”

LGSC 2019 / 03 / 12 / 005 Carried (5-0)

Attendance
S. Schofield left the meeting at 12.52pm.

GENERAL BUSINESS

Nil

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 12.53pm.
COMMUNITIES

Opening of McIndoe Park New Amenities Building - Event Budget

**DECISION REPORT**

<table>
<thead>
<tr>
<th>Date:</th>
<th>12 March 2019</th>
<th>Presentation Duration: Approx. 10 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
<td>General Council Meeting</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Andrea Ferris, Coordinator Communications and Nicole Rickards, Events Officer</td>
<td></td>
</tr>
<tr>
<td>Authorising Officer:</td>
<td>Daniel Fletcher, General Manager Communities</td>
<td></td>
</tr>
<tr>
<td>File Reference:</td>
<td>TBA</td>
<td></td>
</tr>
</tbody>
</table>

**EXECUTIVE SUMMARY:**

This report presents information about the opening celebrations of the new amenities building at McIndoe Park and seeks approval for a budget allocation of $5,000 from the grants and sponsorships budget towards a fireworks display that will be held in conjunction with the Rugby League Intrust Super Cup on Saturday 13 April 2019.

**OFFICER RECOMMENDATION:**

That Central Highlands Regional Council agree to fund $5,000 to the Central Highlands Rugby League for fireworks at the Rugby League Intrust Super Cup on Saturday 13 April 2019.

**REPORT:**

Central Highlands Regional Council was successful with an application for ‘Footy Facilities Fund’ grant from the Department of National Parks, Sport and Racing to the value of $300,000 on 26 September 2019 to upgrade amenities at McIndoe Park in Emerald.

This upgrade will also support the further development and expansion of McIndoe Park and the proposed Emerald Regional Sports Precinct in the surrounding area.

The new amenities building will consist of: a ticket box, four change rooms, showers, male, female and disabled toilets, first aid rooms, referees change rooms and an extensive concourse area to support rugby league at the McIndoe Park football fields.

This $1 million project is due to be finalised by Friday 12 April 2019 and timed to host the annual Rugby League Intrust Super Cup game on Saturday 13 April 2019, which brings the Central Queensland Capras and international team Papua New Guinea Hunters to the region.

The Intrust Super Cup is a 14-team competition that caters for the tier below the national rugby league (NRL) competition supporting players through stronger pathway development. With Capras’ commitment to an annual event hosted by Central Highlands Rugby League, the fixture will continue to promote player opportunity and sports tourism with increased opportunity to host NRL promotional games. A total of five rugby league games will be played on the day, with teams also travelling from Toowoomba and Gladstone.

Member for Flynn Mr Ken O’Dowd MP will be in attendance to recognise his $250,000 contribution of facility funding for McIndoe Park. Other dignitaries attending are Minister for Housing and Public Works, Minister for Digital Technology and Minister for Sport Mr Mick de Brenni MP, Member for Gregory Mr Lachlan Millar MP and the Labor candidate for Flynn Mr Zac Beers.
This significant sporting game provides an ideal opportunity to celebrate the opening of the amenities facility whilst raising meaningful community awareness and funds via gold coin entrance fees donated to mental health services in the region.

CONSIDERATIONS / IMPLICATIONS:

**Corporate/Operational Plan Reference:**
1. Strong Vibrant Communities;
   1.1 - Corporate Plan Strategy: Strong diverse communities
   1.1.1 - Provide and maintain accessible community services and facilities that meet the needs of our diverse communities.
   1.2 - Corporate Plan Strategy: Respecting our cultures
   1.3.2 - Lead and influence community participation in healthy and active lifestyles.
   1.3.3 - Facilitate opportunities for learning, social activities, community events, grants and funding programs.

2. Building and Maintaining Quality Infrastructure;
   2.1.2 - Implement an effective open space and recreational plan.
   2.1.4 - Plan and deliver essential infrastructure that supports a sustainable future.
   2.2.4 - Implement energy efficient practices for our assets and facilities.

3. Supporting our Local Economy;
   3.1 Corporate Plan Strategy: Facilitate investment and employment opportunities.
   3.1.2 - Promote the Central Highlands as a region for tourism and development opportunities.
   3.1.4 - Advocate and support the development of the Central Highlands as a regional hub.

**Budget/Financial/Resourcing:**
The expense for the fireworks is to come from the grants and donations budget allocation. The annual allocation for grants and donations is $120,000. As at 4 March 2019, $107,664 has been expended.

**Legal/Policy/Delegations:**
Relates to the *Central Highlands Events Strategy and Action Plan 2018-2020* encouraging visitors to stay overnight in the region.

**Communication/Engagement:**
The amenities opening event will be promoted via the general communications channels of traditional and social media.

Notification about the fireworks will be given in advance of the event to remind pet owners to take the appropriate action to keep their animals safe.

**Risk Assessment:**
This event falls within council’s risk appetite. A site inspection with key stakeholders will be undertaken prior to Saturday 13 April 2019.

**Timings/Deadlines:**
With the opening of the new amenities building coinciding with the Intrust Super Cup on April 13 2019, timing is critical to ensure deadlines can be met to book catering services and fireworks.

**Alternatives considered:**
Not applicable.

**SUMMARY:**
The $1 million upgrade to the amenities facility at McIndoe Park in Emerald will be finalised on 12 April 2019.
The Central Highlands Rugby League are hosting the annual Rugby League Intrust Super Cup game on Saturday 13 April 2019.

This date is a good opportunity for council to coordinate an official opening of the new amenities facility with the government representatives being in attendance and a sizable crowd on site.

The Central Highlands Rugby League have requested $5,000 to hold a fireworks display following the game on the Saturday evening.

ATTACHMENTS:

Nil

– END OF REPORT –