



General Council Meeting

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

Tuesday, 25 February 2020
Commenced at 2.02pm

COUNCIL MINUTES

CENTRAL HIGHLANDS REGIONAL COUNCIL

GENERAL MEETING OF COUNCIL

TUESDAY 25 FEBRUARY 2020

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MINUTES – GENERAL COUNCIL MEETING
HELD AT 2.02PM TUESDAY 25 FEBRUARY IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL
CHAMBERS, EMERALD OFFICE

PRESENT

Councillors

Councillor (Crs) K. Hayes (Mayor), G. Godwin-Smith (Deputy Mayor)
Councillors (Crs) P. Bell AM (arrived at 2.08pm), C. Brimblecombe, M. Daniels, A. McIndoe, G. Nixon, C. Rolfe and G. Sypher

Officers

Chief Executive Officer S. Mason, General Manager Communities J. McDougall, General Manager Corporate Services M. Gatt, General Manager Customer and Commercial Services M. Webster, General Manager Infrastructure and Utilities G. Joubert, Minute Secretary M. Wills

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

ACKNOWLEDGEMENT OF COUNTRY

Mayor Hayes acknowledged the traditional custodians of the land on which we meet today and he paid our respects to the elders, past, present and emerging.

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

General Council Meeting: 11 February 2020

Resolution:

Cr Nixon moved and seconded by Cr Brimblecombe “That the minutes of the previous General Council Meeting held on 11 February 2020 be confirmed.”

2020 / 02 / 25 / 001

Carried (8-0)

Finance and Infrastructure Standing Committee Meeting 11 February 2020, Leadership and Governance Standing Committee Meeting: 11 February 2020 and Communities Standing Committee Meeting: 11 February 2020

Resolution:

Cr Rolfe moved and seconded by Cr Godwin-Smith “That the minutes of the

1. Finance and Infrastructure Standing Committee Meeting held on 11 February 2020;
2. Leadership and Governance Standing Committee Meeting held on 11 February 2020; and
3. Communities Standing Committee Meeting held on 11 February 2020

be confirmed.”

2020 / 02 / 25 / 002

Carried (8-0)

BUSINESS ARISING OUT OF MINUTES

Nil

OUTSTANDING MEETING ACTIONS

Councillors reviewed the resolution register (meeting actions) update

Cr Brimblecombe requested an update:

- on his enquiry regarding the entry fee for the swimming pools as raised in the General Council Meeting of 26 November 2019
- update on the contract for the budget reallocation for the Aluminium Chlorohydrate System Upgrade– *GM Infrastructure advised that the contract has been let*
- requested an update with regards to the incident at the Black Gully Waste Water Treatment Plant

Attendance

Cr Bell attended the meeting at 2.08pm

Acting Manager Water Utilities J. Hoolihan attended the meeting at 2.09pm

Acting Manager Water Utilities J. Hoolihan provided an update regarding the incident at the Black Gully Waste Water Treatment Plant late last year, the Division of Workplace Health and Safety were advised of the incident, subsequently they have recommended a revised design advised that inspections of the treatment plant will be undertaken.

Attendance

Acting Manager Water Utilities J. Hoolihan left the meeting at 2.12pm

REVIEW OF UPCOMING AGENDA ITEMS

Discussions were held regarding upcoming agenda items.

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

Nil

PETITIONS (IF ANY)

Nil

Attendance

Manager Infrastructure, J. Hoolihan attended the meeting at 2.13pm

DECISION ACTION REPORTS

Infrastructure and Utilities


Dust Seal Policy

Executive summary:

A proposed *Dust Sealing Request Management Policy* for unsealed roads has been developed. The key emphasis of the policy is that any dust sealing works on unsealed roads are undertaken at full cost to the applicant at a standard and scope approved by Council.

Resolution:

Cr Nixon moved and seconded by Cr Godwin-Smith "That Central Highlands Regional Council adopt the Dust Sealing Request Management Policy - CHRCP0019."

 <p>Central Highlands Regional Council</p>	CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY	
	TITLE: Dust Sealing Request Management Policy	POLICY REF NO: CHRCP0019

1.0 Policy Purpose

- 1.1 This policy provides Council and its administration with the principles and guidelines to carry out works on Council maintained unsealed roads to minimize public concerns related from dust nuisance. The policy also permits Council to accept monetary contributions from residents to allow self-funding of dust sealing of unsealed gravel roads, subject to conditions outlined within this policy.
- 1.2 This policy does not apply to a road opening or upgrade that is subject to a development application and is only limited to requests that relate to specific benefits for the applicant. All other requests will be managed through the assessment process in accordance with the Asset Management Plans.

2.0 Policy Statement

- 2.1 Central Highlands Regional Council recognises that residents living in houses located along unsealed roads in the district may prefer the section of roadway within the immediate vicinity of their houses to be sealed to reduce dust blowing onto their property and particularly their house.
- 2.2 To enable the service to be provided, Council is committed to ensuring a fair and transparent process in considering requests for dust suppression treatment of unsealed council roads. The sealing of roads under this policy will be at the rate payer's costs.
- 2.3 Council manages its road investment decisions through its adopted Asset Management Plan which ensures the projects contribute to the need and benefits of the wider community. Requests of a general nature that provide benefit to the community are prioritised on the basis documented in the Asset Management Plan. Requests for road upgrades such as bitumen sealing for mitigation of dust impacts will be assessed in accordance with this policy.

3.0 Content

- 3.1 The decision to approve the sealing of a short section of a gravel road for the purpose of dust suppression will be made by Council based on the following factors:
 - 3.1.1 Direct benefit of the applicant and the project is not included in Council's long-term capital works program.
 - 3.1.2 Applicant is required to fund full cost of the works.
 - 3.1.3 The extent of the works to meet Council's duty of care will be solely at the discretion of Council.

4.0 Costs

- 4.1 The voluntary self-funded dust seal cost will include the dust seal as well as formation reconstruction, pavement reconstruction and drainage reconstruction where necessary.

Council will provide a cost estimate for the works prior to commencement however, the final costs of the works will be based on actual costs upon completion.

- 4.2 Council's cost estimate will be calculated using all appropriate overhead costs (i.e. on costs) however, Council will not seek a profit from the delivery of the dust seal.
- 4.3 Council will not make any contribution to the works unless an allocation has been provided for in the current management plans budget allocation for unspecified dust sealing works. Nor will it accept any offer that is conditional on Council making a contribution.
- 4.4 The priority decisions of Council's works program will be made without regard to the potential or otherwise of a contribution under this policy.

5.0 Conditions and Obligations

- 5.1 The voluntary self-funded contributor will not have any authority or exercise any rights over the works by Council during or after construction.
- 5.2 Payment for cost of the works will be made prior to commencement of works and will be based on the cost estimate provided. Final costs shall be reconciled at completion of the works. Either party, as necessary, will adjust payment within 30 days of notification of final costs.
- 5.3 Prior to Council undertaking the work it will be necessary for the landholder to sign and execute an agreement prepared by Council confirming the conditions and obligations of this policy.

6.0 Definitions

CEO refers to Chief Executive Officer

Council refers to Central Highlands Regional Council

The Act shall mean the *Local Government Act 2009* (as amended)

The Regulation shall mean the *Local Government Regulation 2012* (as amended)

Strategic Link	Asset Management Plan Local Government Act 2009 Local Government Regulation 2012 Land Act 1994
Category	Roads
Lead Business Unit	Infrastructure & Utilities
Public Consultation	No
Adoption Date	Insert Council Adoption Date
Next Review Due	Biannually
Document Number	Insert ECM Doc Set ID number
Record Keeping	Insert appropriate repository where document is captured/ displayed

Related Documents

Insert relevant/supporting guidelines and procedures

2020 / 02 / 25 / 003

Carried (9-0)

Attendance

Manager Infrastructure J. Hoolihan left the meeting at 2.17pm

DECISION ACTION – CLOSED SESSION

Into Closed Session

Resolution:

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

2020 / 02 / 25 / 004

Carried (9-0)

The meeting was closed at 2.18pm

Attendance

Coordinator Property Services A. Hewitt and Principal Planner Strategic Land Use J. Hague attended the meeting at 2.18pm

Sale of Lot 21 on SP214720 - Zamia Views Estate Springsure

Out of Closed Session

Resolution:

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

2020 / 02 / 25 / 005

Carried (9-0)

The meeting was opened at 2.38pm

Attendance

Coordinator Property Services A. Hewitt and Principal Planner Strategic Land Use J. Hague left the meeting at 2.38pm

Sale of Lot 21 on SP214720 - Zamia Views Estate Springsure

Executive summary:

Central Highlands Regional Council (council) has been approached by parties expressing an interest in the purchase of part of Lot 21 on SP214720 (Zamia Views Estate) in Springsure. The land was initially subject to development approval to subdivide into 9 residential lots however, this development was deferred due to the substantial costs associated with development, noting economic circumstances at the time. Due to the interest, it is recommended that Lot 21 on SP214720 be disposed of by public auction or tender.

Resolution:

Cr Brimblecombe moved and seconded by Cr Godwin-Smith “That Central Highlands Regional Council commence the process to call for public tenders for the possible disposal of Lot 21 on SP214720, part of land within the Zamia Views Estate, Springsure.”

2020 / 02 / 25 / 006

Carried (9-0)

INFORMATION REPORTS

Communities

Overview of 2020 LGAQ Waste Forum

Executive summary:

On the 5th and 6th of February 2020 the General Manager Communities represented Central Highlands Regional Council (CHRC) at the 2020 Local Government Association of Queensland (LGAQ) Waste Forum in Brisbane.

The forum was extremely informative and relevant to CHRC operations and the future directions Council may decide or be forced to take regarding waste management.

The report provides a quick summary of the main topics and has highlighted some presentations that CHRC may like to explore further mainly around exploring the options regarding “circular economy” opportunities.

Resolution:

Cr Daniels moved and seconded by Cr Godwin-Smith “That Central Highlands Regional Council receive this information report and detail contained therein.”

2020 / 02 / 25 / 007

Carried (9-0)

Attendance

Administration Officer A. Hill attended the meeting at 2.56pm and left the meeting at 2.56pm

Development Application update for January 2020

Executive summary:

The purpose of this report is to provide the monthly update on development activities currently before Central Highlands Regional Council for assessment and decision within the planning team. This report is intended to inform Councillors regarding decisions made during the past month as well as give an overview of the current applications lodged with CHRC. Should the need arise, time can be scheduled to discuss specific applications with the Manager Planning and Environment.

Resolution:

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

2020 / 02 / 25 / 008

Carried (9-0)

Attendance

Manager Finance D. Steger and Acting Manager Finance J. Bruce attended the meeting at 2.56pm

Corporate Services

Monthly Finance Report

Executive summary:

Operational activities are generally in accordance with the budget, with main variances relate to falls in the official cash rate over the current year and 2019-20 expected grant funding received in June 2019. This decline in revenue has been largely offset by a reduced level of planned road maintenance activities due to a lack of water.

This report provides a snapshot of council's financial performance against budget as at 31 January 2020. The year to date (YTD) operating results show a deficit of \$14.493 million against a forecast deficit of \$13.996 million.

This deficit reflects the timing of the issuance of the rates and water levies on a bi-annual cycle. At Budget Review 2, an adjustment will be made to rates revenue to recognise the rates and water revenue when earned.

Resolution:

Cr Rolfe moved and seconded by Cr Brimblecombe "That Central Highlands Regional Council receive the monthly Financial Report for the period ended 31 January 2020."

2020 / 02 / 25 / 009

Carried (9-0)

Attendance

Acting Manager Finance J. Bruce left the meeting at 3.03pm

Coordinator Financial Accounting H. Kirby attended the meeting at 3.03pm

Rate Arrears Update

Executive summary:

The Central Highlands Regional Council adopts a best practice approach in the management of debtors relating to rates and utility charges, with a well-developed and robust collection process that is guided by a clearly defined policy. This approach to debtor management ensures that ratepayers are dealt with consistently, ethically and legally in the recovery of arrears by council.

The internally calculated arrears result as at 30 June 2019, stood at approximately 5% and the arrears result is currently estimated at approximately 5% for the current financial year. There is a distinct downwards trend that is evident when reviewing arrears balances over the preceding four financial years since 2015/2016.

Resolution:

Cr Rolfe moved and seconded by Cr Brimblecombe "That Central Highlands Regional Council receive the report on the level and composition of rate arrears."

2020 / 02 / 25 / 010

Carried (9-0)

Attendance

Manager Finance D. Steger and Coordinator Financial Accounting H. Kirby left the meeting at 3.27pm

Acting Manager Water Operations P. Manning attended the meeting at 3.27pm

Infrastructure and Utilities

Monthly Water Update

Executive summary:

The following report provides an update on urban water levels for the towns in Central Highlands.

Resolution:

Cr Daniels moved and seconded by Cr McIndoe “That Central Highlands Regional Council receive the report updating the urban water levels for January 2020.”

2020 / 02 / 25 / 011

Carried (9-0)

Attendance

Acting Manager Water Operations P. Manning left the meeting at 3.33pm

LATE AGENDA ITEMS

Nil

GENERAL BUSINESS

(Verbal matters raised by Councillors either as a question, acknowledgement and or additional follow-up by officers)

Cr Rolfe

- Clean Up Australia Day - website has advice regarding the Emerald event. Inquired if the events are being held in other areas? *General Manager Communities took the question on notice and will advise.*

Attendance

Executive Assistant (Chief Executive Officer) A. Harris attended the meeting at 3.34pm and left the meeting at 3.34pm

Cr Sypher left the meeting at 3.34pm and did not return

Cr Rolfe (continued)

- Is it a council lead process or is it left up to an officer in the Springsure Area Office or Council Administration Centre to lead in the Springsure area? *General Manager Communities advised that previous local governments make call to community groups to take the lead and conduct events.*

Cr Nixon

- Advised that she raised concerns last year because there was not an event held at Springsure and was promised that it would be held on another date. *Mayor advised that he understood that there is another day planned. A Clean Up Central Highlands Day has also been discussed.*

Cr Brimblecombe

- With the recent storm damage at Duinga, Blackwater and Emerald, asked if Council requires a policy to pick up kerbside waste from residents? *General Manager Communities is open to a policy and suggestions from Councillors.*

Attendance

General Manager Infrastructure and Utilities G. Joubert left the meeting at 3.40pm and returned at 3.40pm

Cr McIndoe

- Seeks the support and resolution for the re-creation or re-establishment of the Game Plan Advisory Committee and consider renaming it the Recreation Advisory Committee. This committee would ensure it continued the momentum that the Game Plan establishment.

Request for Terms of Reference – Recreation Advisory Committee

Resolution:

Cr McIndoe moved and seconded by Cr Daniels “That Central Highlands Regional Council develop a Terms of Reference for consideration for the establishment of a Recreation Advisory Committee.”

2020 / 02 / 25 / 012

Carried (8-0)

Cr Bell

- Asked if council had any plans in regard to the mosquito issue in our communities at the moment following the recent rain. He has concerns with Ross River fever and other diseases within the community. *General Manager Communities advised that they have commenced action but have not commenced fogging or trapping programmes. He in discussions with the Department of Health in this regard. Details of what action is planned will be provided to Councillors via email. CEO Scott Mason advised that Officers will confirm that they are taking action in line with the Mosquito Management Plan adopted by council in 2017.*

CLOSURE OF MEETING

There being no further business, the Mayor closed the meeting at 3.59pm.

CONFIRMED

MAYOR

DATE