

General Council Meeting

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

Tuesday, 24 March 2020
Commenced at 2.02pm

COUNCIL MINUTES

CENTRAL HIGHLANDS REGIONAL COUNCIL

GENERAL MEETING OF COUNCIL

TUESDAY 24 MARCH 2020

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MINUTES – GENERAL COUNCIL MEETING
HELD AT 2.02PM TUESDAY 24 MARCH 2020 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, C. Brimblecombe, M. Daniels, A. McIndoe, G. Nixon (via teleconference), C. Rolfe and G. Sypher

Officers

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

Acknowledgement from the Mayor

Acknowledged the work to the communities by retiring Councillors Paul Bell, Gail Nixon and Deputy Mayor Gail Godwin-Smith who have over 80 years of experience between them. Mayor Hayes thanked them for their service to the community and that it was a great privilege for them to have been elected by their communities and that they will be missed. They are Councillors that are very active across the region and they will not be lost. Mayor Hayes also acknowledged their service to local government, their wisdom and their local knowledge.

We are experiencing an uncertain environment and times with the current situation of the coronavirus (COVID-19) pandemic in our nation, state and local government area. This will lead to adjustments that Council will need to make and keep making, as we must continue. We are very much aware of our responsibilities as Councillors and being the level of government closest to the people.

Mayor Hayes thanked the retiring Councillors on behalf of the community for their service and wished them all the very best for the future.

Attendance

General Manager Infrastructure and Utilities G. Joubert attended the meeting at 2.05pm

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: 10 March 2020

Resolution:

Cr Godwin-Smith moved and seconded by Cr Brimblecombe “That the minutes of the previous General Council Meeting held on 10 March 2020 be confirmed.”

Finance and Infrastructure Standing Committee Meeting 10 March 2020, Leadership and Governance Standing Committee Meeting: 10 March 2020 and Communities Standing Committee Meeting: 10 March 2020

Resolution:

Cr Brimblecombe moved and seconded by Cr Rolfe “That the minutes of the

1. Finance and Infrastructure Standing Committee Meeting held on 10 March 2020;
2. Leadership and Governance Standing Committee Meeting held on 10 March 2020; and
3. Communities Standing Committee Meeting held on 10 March 2020

be confirmed.”

2020 / 03 / 24 / 002

Carried (9-0)

Special General Council Meeting: 19 March 2020

Resolution:

Cr Daniels moved and seconded by Cr Brimblecombe “That the minutes of the previous Special General Council Meeting held on 19 March 2020 be confirmed.”

2020 / 03 / 24 / 003

Carried (9-0)

BUSINESS ARISING OUT OF MINUTES

Nil

Attendance

Cr Godwin-Smith left the meeting at 2.10pm

OUTSTANDING MEETING ACTIONS

Councillors reviewed the resolution register (meeting actions) update

Attendance

Cr Godwin-Smith returned to the meeting at 2.10pm

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

DECISION ACTION REPORTS

Communities

Request for financial donation for CQ Capras Intrust Super Cup event

Executive summary:

On 12 March 2020, a written request was submitted to council from Central Highlands Rugby League to provide financial support to the value of \$3,000.00 towards Pyrotechnics for the CQ Capras Intrust Super Cup match that will be held on 18 April 2020.

This report has been withdrawn due to the event not occurring as scheduled.

Attendance

Chief Executive Officer S. Mason left the meeting at 2.13pm

Chief Executive Officer S. Mason returned to the meeting at 2.14pm

2020 Queensland Government Election Advocacy Document

Executive summary:

This report presents the amended Central Highlands Regional Council's draft *2020 State Election Advocacy Priorities* document and seeks endorsement.

Resolution:

Cr Godwin-Smith moved and seconded by Cr Sypher "That Central Highlands Regional Council:

1. Endorse the amended draft *2020 State Election Advocacy Priorities* document;
2. Prepare a COVID-19 response advocacy document for Council's consideration."

2020 / 03 / 24 / 004

Carried (9-0)

Conflict of Interest

Cr Sypher declared that she has a conflict of interest in the following business item (as defined by section 175D of the *Local Government Act 2009*) as follows: -

- (a) Employee of the Central Highlands Science Centre

Cr Sypher advised that she will be dealing with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on. Cr Sypher left the meeting at 2.25pm

Attendance

Manager Connected Communities S. Poulter and Community Development and Engagement Officer A. Kavanagh attended the meeting at 2.26pm

General Manger Corporate Services M. Gatt left the meeting at 2.28pm

General Manger Corporate Services M. Gatt returned to the meeting at 2.30pm

Community Grants - Round 1 - 2019/20

Executive summary:

The Central Highlands Regional Council Community Grants Program provides financial assistance to local community groups and organisations that make positive contributions to the quality of life in the Central

Highlands. Each year there are two rounds held in February and August.

This report puts forward the Community Grant Assessment Panel’s recommendation for council to endorse 20 of the 22 eligible applications assessed, to the total value of \$143,916.49.

Resolution:

Cr Nixon moved and seconded by Cr Godwin-Smith “That Central Highlands Regional Council endorse the Community Grants Program Assessment Panel recommendation that the 20 applications listed below are deemed successful for Round 1, 2020.

Organisation	Project	Grant Category	Grant Amount	GST (if GST registered)	Total Amount
Blackwater Bilbies Junior Cricket Club	Purchase of BBQ, Gas, Esky	Sport and Recreation	\$1,163.00		\$1,163.00
Blackwater Equestrian Complex	Grounds Equipment	Sport and Recreation	\$5,000.00		\$5,000.00
Blackwater State School P & C	Junior Playground	Community Improvement	\$20,000.00		\$20,000.00
Borilla Community Kindergarten	Borilla Kindy Supporting the Community	Community Assistance	\$5,000.00	\$500.00	\$5,500.00
Capella Cricket Club	Cricket Trailer	Sport and Recreation	\$5,000.00		\$5,000.00
Capella Pioneer Village	To preserve and protect the timber	Community Improvement	\$10,000.00	\$1,000.00	\$11,000.00
Central Highlands Music Festival	Central Highlands Festival of Bands	Community Assistance	\$3,875.50		\$3,875.50
CH Science Centre	Commercial Coffee Machine	Community Assistance	\$4,845.29		\$4,845.29
Coal Capital Speedway	Safety catch fence	Community Improvement	\$20,000.00		\$20,000.00
Duaringa State School P & C	Portable Stage Upgrade	Community Assistance	\$5,000.00		\$5,000.00
Emerald Archery Club	Shade Cover	Sport and Recreation	\$2,892.30		\$2,892.30
Emerald District Athletics Assoc Inc	Electronic Starting Equipment	Sport and Recreation	\$3,500.00		\$3,500.00
Emerald Golf Club	Children’s Playground Project	Community Improvement	\$13,646.00	\$1,364.60	\$15,486.00
Emerald Pottery Club Inc.	Purchase and Industrial Split Air-conditioner	Community Improvement	\$8,000.00		\$8,000.00
Emerald Show Society	Portable Water Bottle Fountains	Community Assistance	\$4,375.00	\$412.50	\$4,787.50
Emerald Woodworkers Group	Large Table Saw	Community Assistance	\$5,000.00		\$5,000.00
Orion Community Inc	Life Matters - Orion Community	Community Assistance	\$2,000.00		\$2,000.00
Playgroup Queensland - Tieri Possums	All Kids Today, Enjoying Outdoor Play	Community Improvement	\$16,617.47	\$1,661.74	\$18,279.21

Total Community Grants Program Round 1, 2020 is \$143,914.56.

Attendance

Manager Connected Communities S. Poulter and Community Development and Engagement Officer A. Kavanagh left the meeting at 2.33pm
 Cr Sypher returned to the meeting at 2.33pm
 Coordinator Governance G. Cocks attended the meeting at 2.34pm
 Cr Bell left the meeting at 2.35pm

Corporate Services

Policy Review - Procurement Policy

Executive summary:

This report presents the Procurement Policy for adoption. This policy was presented at the March Leadership and Government Standing Committee meeting for review and referred to the General Council Meeting for adoption.

Resolution:

Cr Rolfe moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council adopt the amended Procurement Policy (CHRCP0022) dated 24 March 2020, as tabled.”

	COUNCIL POLICY	
	Procurement Policy	
POLICY NUMBER: CHRCP0022	DEPARTMENT:	Corporate Services
EFFECTIVE DATE: 24 March 2020	UNIT:	Finance

1.0 Purpose and Scope

The purpose of this policy is to ensure that Council undertakes all procurement processes in accordance with the legislated framework and specified principles.

The scope of this policy extends to all of Council’s departments, including business and commercial units. It will be adhered to by all staff, contractors and consultants in the carrying out of Council’s procurement processes and all associated activities. The scope of this policy *excludes* matters relating to the disposal of assets. These matters are incorporated in Council’s *Asset Disposal Policy*.

2.0 Reference

- Local Government Act 2009 (as amended)*
- Local Government Regulation 2012 (as amended)*
- A New Tax System (Goods and Services Tax) Act 1999 (Cth) (as amended)*
- Competition and Consumer Act 2010 (Cth) (as amended)*
- Information Privacy Act 2009 (as amended)*
- Information Privacy Regulation 2009 (as amended)*
- Right to Information Act 2009 (as amended)*
- Right to Information Regulation 2009 (as amended)*
- Fair Trading Act 1989 (as amended)*

- Local Preference Policy
- Budget Policy
- Employee Code of Conduct
- Code of Conduct for Councillors Policy
- Asset Disposal Policy
- Audit Committee Charter 2016
- Information Privacy Policy Statement

Records Management Policy
Procurement Guidelines and Procurement Manual
Personal Benefit and Gift Procedure
CHRC CEO to Employee or Contractor Delegations (and subsequent updates)
CHRC Council to CEO Delegations (and subsequent updates)

3.0 Definitions

Council refers to Central Highlands Regional Council.

GST shall mean Australia's Goods and Services Tax.

The Act shall mean the Local Government Act 2009 as amended.

The Regulation shall mean the Local Government Regulation 2012 as amended.

4.0 Policy Statement

Procurement activities of Council are activities that are, or relate to, both direct purchasing (for example, via corporate credit cards) and the making of contracts for the carrying out of work, or the supply of goods and/or services as defined in the Act and Regulation. Contracts are generally related to, but not limited to the following categories:

a. Building and Construction (both *minor* and *major* works)

Some examples of *minor* works procurement may include:

Replacing a section of water infrastructure;
Resurfacing a car park;
Road pavement repairs;
Repairing a footpath; or
Carrying out tree lopping.

Some examples of *major* works procurement may include:

Construction of a new Local Government administration centre;
Design and construction of a new water treatment plant; or
Construction of an aquatic centre.

b. Goods and/or General Services, may include:

Stationery;
Office furniture;
Computer equipment;
Cleaning services;
Security services; or
Lawn mowing.

c. Consultancy, may include:

Legal services;
Accounting services;
Architectural or building design drafting;
Engineering services;
Community services; or
Town planning services.

4.1 Sound Contracting Principles

Integrated with Council's broader system of financial management, all procurement activity shall be carried out in a manner which ensures regard for the *Sound Contracting* principles when entering into a contract for either the supply of goods and/or services.

The *Sound Contracting* principles are:

- (a) Value for money
- (b) Open and effective competition
- (c) Development of competitive local business and industry
- (d) Environmental protection
- (e) Ethical behaviour and fair dealing

These *Sound Contracting* principles have been further defined by Council as:

(a) Value for Money

All procurement activities must consider the whole-of-life cost consequences of the procurement arrangement. However, the value for money concept is *not restricted to price alone*. Value for Money assessment includes consideration of:

- Non-cost attributes such as fitness for purpose, service and support, quality, performance and productivity;
- Cost related factors including whole-of-life costs and transaction costs that are associated with acquisition, use, holding, maintenance and disposal;
- Initial and ongoing technical compliance costs; and
- Compliance with all related acts, regulations and legislative requirements at all times.

(b) Open and Effective Competition

All procurement activities are to be undertaken with the appropriate rigor and documentation to encourage and support supplier confidence through:

- Transparency of process and decision making in all procurement activities;
- Maintaining confidentiality of offers, security of information and commercial-in-confidence material; and
- Maintaining good quality documentation of all request for quotes and tenders and evaluations of offers and recommendations.

(c) Development of Competitive Local Business and Industry

Consideration must be given to the benefits of utilising local suppliers when undertaking procurement activities. These benefits include:

- Creation of new and/or maintenance of existing local employment opportunities;
- More responsive and readily available servicing and ongoing maintenance support;
- Closer and more convenient communications regarding progress, performance and measurement to enable effective and efficient contract administration and management;
- Encouragement for the relocation of established businesses from outside the region to physically enter, establish and maintain a physical ongoing presence in the region;
- Assisting local businesses to become sustainable and ongoing;
- Assisting local businesses to remain competitive;
- Support for economic growth within the local area; and
- Returning value-added benefits to Council and its ratepayers from the associated local commercial transactions.

For the purposes of application of this principle a “*local supplier*” is a supplier that:

- Is beneficially owned and operated by persons who are residents of the local government area of Council and pay rates; or
- Is a registered business or individual that has its principal place of business within the area of Council area; or otherwise
- Has a place of business within the Council area which solely or primarily employs persons who are residents or ratepayers of the Council.

Council's preference for procurement through local suppliers is set out in the "*Local Preference Policy*" document.

(d) Environmental Protection

Consideration must be given to support and promote sustainable outcomes through ensuring the necessary balance between environmental, economic and social aspects to maintain a high quality environment as a source of competitive advantage such as:

- Prevention or minimisation of waste;
- Use of recycled products and recycling facilities;
- Conservation of energy in buildings and use of equipment;
- Control of order of quantities to avoid stock build-up, minimise storage requirements and reduce possible obsolescence;
- Where possible, specification of environmentally-friendly products in invitation to offer documents; and
- Use of environmentally-friendly products in the management of parks / recreational grounds and for weed control on roads and kerb sides.

(e) Ethical Behaviour and Fair Dealing

All procurement related activities are to be conducted honestly and in a manner that is fair to all parties, through a focus on:

- Identifying, declaring and seeking advice on any perceived and/or actual situation that may give rise to a conflict of interest by any Officer involved in the end-to-end procurement process, and ensuring perceived conflicts of interest are documented and recorded;
- Ensuring that all procurement activities are undertaken in accordance with all legal, statutory and internal budgetary obligations; and
- Providing ongoing procurement and contract training for all relevant staff prior to them exercising the financial delegation that commits Council to a contract for the provision of goods and/or services.

4.2 Financial Delegation and Authority

Under the Act, Council delegates to the Chief Executive Officer the power to enter into contracts on behalf of Council where they are in accordance with the Regulation, that:

- a. Expenditure has been provided for in Council's budget; or
- b. In the opinion of the Chief Executive Officer, such expenditure is required because of genuine emergency or hardship (the Act refers).

Staff and/or contractors may only incur expenditure on behalf of the Council as an Authorised Person if the officer has been granted a delegation by the Chief Executive Officer.

By authorising a requisition or purchase order, staff, consultants and contractors confirm that they have taken full notice of this policy and comply with all the requirements of this policy.

4.3 Reporting Requirements

Council must comply with the reporting requirements under the Act and Regulation (as amended). The Regulation requires that Council:

- (a) Publish the relevant details of contractual arrangements worth **\$200,000.00 or more** (exclusive of GST) on council's website and display this information in a conspicuous place in Council's public

office. This information is to be published or displayed for a period of at least twelve (12) months. The nominated place for display of this information is the public noticeboard in Council’s Emerald office foyer.

An annual summary of this information will also be published in Council’s Annual Report. It is the responsibility of the incumbent (or person nominated as acting) in the role of *Coordinator Procurement* to maintain compliance with this requirement. The relevant details of a contractual arrangement includes the name of the person or organisation with whom Council are in contract with, the value of this contract and the purpose of this arrangement (such as a description of the goods and/or services).

- (b) Keep a list of registers kept by Council and publish in the annual report. One of these registers will be the “*Tenders, Quotes & Contracts Register*” maintained by the Procurement team in the Finance Unit, Corporate Services Department. It is the responsibility of the incumbent (or person nominated as acting) in the role of *Coordinator Procurement* to maintain the information in this register.
- (c) Include in the Annual Report, the number of invitations to change tenders amended post-award during the financial year. This information is captured and reported from the “*Tenders, Quotes & Contracts Register*”.

4.4 Execution

Council has adopted the “*Default Contracting Procedures*” as outlined in the Regulation.

Officers must keep records documenting their purchasing decisions. -making in accordance with the *Sound Contracting* principles in the carrying out of any direct purchasing, Request for Quotation and Expression of Interest/Request for Tender activities that comprise the procurement function. Record keeping obligations extend from the initial decision to invite offers through to the payment of invoices. Comprehensive records are to be maintained within Council’s Electronic Records Management Systems.

The procurement of goods and/or services must be undertaken in accordance with the instructions and thresholds detailed hereunder and in accordance with Council’s Procurement Procedure and associated documents. All monetary limits are **exclusive of GST** and refer to the total amount to be spent under the arrangement over a financial year, or, over the term of the arrangement.

For example:

A contractual arrangement for the supply of a service over a five (5) year period that is expected to be worth \$80,000 (excluding GST) each year has a value of \$400,000 (excluding GST) for delegation and approval purposes.

Procurement must be conducted in accordance with the following thresholds:

Value of Purchasing or Contractual Arrangement	Execution (unless adopting a legislative exception)
SMALL SIZED CONTRACTS	
Up to the value of \$1,000.00 (excluding GST)	Seeking one (1) verbal or written quotation the details of which must be recorded or scanned into One Council and saved in the transaction record.
\$1,000.00 and less than \$7,500.00 (excluding GST)	Seeking two (2) verbal or written quotations the details of which must be recorded or scanned into One Council and saved in the transaction record.
\$7,500.00 and less than \$15,000.00 (excluding GST)	Seeking two (2) written quotations (Request for Quotation) which must be

	scanned and saved in the One Council transaction record.
MEDIUM SIZED CONTRACTS	
\$15,000.00 and less than \$200,000.00 (excluding GST)	Seeking three (3) written quotations (Request for Quotation) which must be scanned and saved in the One Council transaction record.
LARGE SIZED CONTRACTS	
\$200,000.00 (excluding GST) or more	Seeking three (3) written tenders (Request for Tender or Expression of Interest/Request for Tender)

Officers must not engage in the practice of “order splitting” to avoid the threshold requirements of this policy and associated legislative requirements.

Further detail in Council’s methods and tools used to approach the market and the legislative exceptions to first seeking tenders and quotes is detailed in the *Council Procurement Procedure* document.

5.0 Policy Review

This policy will be reviewed **annually** as required in the Regulation or when any of the following occurs:

- Relevant legislation, regulations, standards and policies are amended or replaced; and
- Other circumstances as determined from time to time by the Chief Executive Officer / Executive Leadership Team / Managers.

2020 / 03 / 24 / 006

Carried (8-0)

Attendance

Coordinator Governance G. Cocks left the meeting at 2.40pm

Manager Airport S. Kloppers and Consultant SEEC Pty Ltd C. Vertigan (via teleconference) attended the meeting at 2.41pm

Cr Bell returned to the meeting at 2.49pm

Customer and Commercial Services

Emerald Air Hub CQ Preliminary Business Case

Executive summary:

In March 2018, Council resolved to progress a proposal for an Air Hub at Emerald Airport. Part of that project included providing a business case to Council that would form the basis of a decision to progress the project or not. This report provides the preliminary business case and related documentation for consideration.

Resolution:

Cr McIndoe moved and seconded by Cr Nixon “That Central Highlands Regional Council:

1. Receive the Preliminary Emerald Airport Air Hub Business Case; and
2. Defer further expenditure on the concept until more favourable conditions prevail or until approved by Council.”

2020 / 03 / 24 / 007

Carried (9-0)

Attendance

Manager Airport S. Kloppers and Consultant SEEC Pty Ltd C. Vertigan left the meeting at 3.26pm

DECISION ACTION – CLOSED SESSION

Into Closed Session

Resolution:

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

2020 / 03 / 24 / 008

Carried (9-0)

The meeting was closed at 3.26pm

Attendance

Acting Manager Finance H. Kirby attended the meeting at 3.26pm

Write off of rates and charges from sale of land of Assessment No 10005

Out of Closed Session

Resolution:

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

2020 / 03 / 24 / 009

Carried (9-0)

The meeting was opened at 3.34pm

Write off of rates and charges from sale of land of assessment No 10005

Executive summary:

The purpose of this report is to recommend the write-off of balances outstanding on properties that were sold at auction for the recovery of arrears of rates and charges. The write off amount represents the balance of the rate account after the proceeds from the sale have been applied.

Resolution:

Cr Sypher moved and seconded by Cr Daniels “That Central Highlands Regional Council approve the write-off of outstanding rates and charges of \$27,253.82, in relation to Assessment number 10005.”

2020 / 03 / 24 / 010

Carried (9-0)

Attendance

Coordinator Financial Accounting H. Kirby left the meeting at 3.34pm

DISCUSSION REPORTS - CLOSED SESSION

Into Closed Session

Resolution:

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

2020 / 03 / 24 / 011

Carried (9-0)

The meeting was closed at 3.36pm

Attendance

Manager Planning and Environment K. Byrne and Coordinator Environment and Waste G. Atherfold and Technical Officer Resource Recovery R. Shrestha attended the meeting at 3.36pm

Acting Manager Water Utilities J. Hoolihan attended the meeting at 3.37pm

CEO S. Mason left the meeting at 3.38pm and returned at 3.39pm

Acting General Manager Customer and Commercial Services M. Parker left the meeting at 3.39pm

Cr Bell AM left the meeting at 3.41pm

Acting General Manager Customer and Commercial Services M. Parker returned to the meeting at 3.41pm

CEO S. Mason left the meeting at 3.45pm and returned at 3.45pm

Cr Bell AM returned to the meeting at 3.48pm

Minute Secretary M. Wills left the meeting at 3.52pm and returned at 3.53pm

Environmental Quarterly Compliance Report

Attendance

Coordinator Environment and Waste G. Atherfold and Technical Officer Resource Recovery R. Shrestha and Acting Manager Water Utilities J. Hoolihan left the meeting at 4.07pm

Acting Manager Finance H. Kirby attended the meeting at 4.07pm

Manager Planning and Environment K. Byrne left the meeting at 4.09pm

Rates Concessions

Attendance

Acting Manager Finance H. Kirby left the meeting at 4.27pm

General Manager Communities J. McDougall left the meeting at 4.30pm

General Manager Communities J. McDougall returned to the meeting at 4.32pm

Shepton Quarry Tender - RFT2019TO46C Update

Out of Closed Session

Resolution:

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

2020 / 03 / 24 / 012

Carried (9-0)

The meeting was opened at 4.51pm

Environmental Quarterly Compliance Update

Executive summary:

This report provides Council with a status update on current compliance related matters associated with Central Highlands Council's major Environmental Relevant Activities (ERA) as well as compliances matters related to gravel borrow pits.

Resolution:

Cr Daniels moved and seconded by Cr Rolfe "That Central Highlands Regional Council receive the update report."

2020 / 03 / 24 / 013

Carried (9-0)

Rates Concessions

Executive summary:

Most of the rate notices for the second half 2019-2020 were issued on 4 March 2020 with a due date of 7 April 2020. The second half 2019-2020 water notices will be issued by the end of April with a 30-day payment term.

The impacts associated with the COVID-19 pandemic give rise to new and rapidly changing conditions for the Central Highlands region. In response to the emerging economic risks associated with this pandemic, Council is asked to consider implementing additional rates concessions to support all classes of ratepayers in the region.

Resolution:

Cr Sypher moved and seconded by Cr Brimblecombe "That Central Highlands Regional Council:

1. In accordance with Section 130 of the *Local Government Regulation 2012*, and with reference to Council's adopted Revenue Statement 2019-2020, approve the extension of the due and discount date by 30 days for the second half rates and charges notices for all classes of ratepayers from the date stated on the notice.
2. In accordance with Section 130 of the *Local Government Regulation 2012*, and with reference to Council's adopted Revenue Statement 2019-2020, allow a 60-day due date and discount date for the second half water notices for all classes of ratepayers to be issued in April 2020.
3. Council communicate these additional concessions to ratepayers."

2020 / 03 / 24 / 014

Carried (9-0)

Shepton Quarry Tender - RFT2019TO46C Update

Executive summary:

This report is providing an update on the legal process regarding the transfer of lease for Shepton Quarry to Wagners Quarries Pty Ltd.

Resolution:

Cr Brimblecombe moved and seconded by Cr Sypher "That Central Highlands Regional Council receive the update regarding the legal process for the transfer of lease for Shepton Quarry to Wagners Quarries Pty Ltd."

2020 / 03 / 24 / 015

Carried (7-2)

Attendance

Manager Planning and Environment K. Byrne, Principal Planner Development Assessment S. Ronnfeldt and Town Planner J. Marsh attended the meeting at 4.55pm
CEO S. Mason left the meeting at 4.58pm
CEO S. Mason returned to the meeting at 5.01pm

INFORMATION REPORTS

Communities

Development Application update for February 2020

Executive summary:

The purpose of this report is to provide the monthly update on development applications submitted to Central Highlands Regional Council (CHRC) that are under assessment by the Development and Planning team. This report is intended to inform the 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 Sypher moved and seconded by Cr Godwin-Smith “That Central Highlands Regional Council receive this report.”

2020 / 03 / 24 / 016

Carried (9-0)

Attendance

Manager Planning and Environment K. Byrne and Principal Planner Development Assessment S. Ronnfeldt and Town Planner J. Marsh left the meeting at 5.06pm
Acting Manager Finance H. Kirby attended the meeting at 5.06pm
Cr Godwin-Smith left the meeting at 5.07pm
Cr Godwin-Smith returned to the meeting at 5.08pm

Corporate Services

Monthly Financial Report

Executive summary:

This report provides a snapshot of council’s financial performance against budget as at 29 February 2020. The year to date (YTD) operating results show a deficit of \$5.600 million against a forecast deficit of \$5.469 million.

Operating revenue is currently \$4.478 million under budget, which is offset by an under spend in operating expenditure of \$4.347 million. This report discusses in detail the main drivers contributing to these variances.

Operating income has been affected by the significant reduction in the Reserve Bank of Australia official cash rate, which has impacted the expected returns on invested cash balances. The timing of the delivery of contract and recoverable works due to water shortages, has impacted both operating revenue and operating expenditure at the end of February.

The full financial effects of the COVID-19 pandemic are currently unknown and impacts will be communicated appropriately.

Resolution:

Cr Godwin-Smith moved and seconded by Cr Sypher “That Central Highlands Regional Council receive the monthly financial report for the period ended 29 February 2020.”

2020 / 03 / 24 / 017

Carried (9-0)

Attendance

Acting Manager Finance H. Kirby left the meeting at 5.14pm
Manager Airport S. Kloppers attended the meeting at 5.14pm

Customer and Commercial Services

Emerald Airport Advisory Committee Meeting Minutes - 18 February 2020

Executive summary:

The Emerald Airport Advisory Committee held their quarterly meeting on 18 February 2020. Items discussed during the committee meeting included workplace health and safety, financial update, proposed fees and charges, proposed capital projects, operational matters and capital works projects.

Resolution:

Cr Nixon moved and seconded by Cr Daniels “That Central Highlands Regional Council receive the minutes of the Emerald Airport Advisory Committee meeting held on 18 February 2020.”

2020 / 03 / 24 / 018

Carried (9-0)

Attendance

Manager Airport S. Kloppers left the meeting at 5.17pm

Emerald Saleyards Coordination Committee Meeting Minutes - 18 February 2020

Executive summary:

The Emerald Saleyards Coordination Committee held their quarterly meeting on 18 February 2020. Items discussed during the committee meeting included workplace health and safety, financial update, proposed fees and charges, proposed capital projects, operational matters and capital works projects.

Resolution:

Cr Rolfe moved and seconded by Cr McIndoe “That Central Highlands Regional Council receive the minutes of the Emerald Saleyards Coordination Committee meeting held on 18 February 2020.”

2020 / 03 / 24 / 019

Carried (9-0)

Attendance

Acting Manager Water Utilities J. Hoolihan attended the meeting at 5.22pm

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 Brimblecombe moved and seconded by Cr Rolfe “That Central Highlands Regional Council receive the report updating the urban water levels for February 2020.”

2020 / 03 / 24 / 020

Carried (9-0)

Attendance

Acting Manager Water Utilities J. Hoolihan left the meeting at 5.34pm

Manager Project Development and Contract Delivery K. Downey attended the meeting at 5.34pm

National Disaster Relief and Recovery Arrangement - Tropical Cyclone Debbie close out summary

Executive summary:

This report provides Central Highlands Regional Council with a summary of the final outcomes and learnings of Council’s delivery of the National Disaster Relief and Recovery Arrangements (NDRRA) approved works following Severe Tropical Cyclone Debbie and associated rainfall and flooding, between 28 March and 6 April 2017.

Resolution:

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

2020 / 03 / 24 / 021

Carried (9-0)

Attendance

Manager Project Development and Contract Delivery K. Downey left the meeting at 5.53pm

Presentation to Cr Nixon

Mayor presented to Cr Gail Nixon a gift for appreciation for her service and time to the communities of Springsure and Rolleston and the greater former Bauhinia region, the whole of Central Highlands and Central Queensland regions and thanked her very much and wished her and her family all the best for the future. Cr Nixon has spent her last and first day as a Councillor in the Springsure office.

Cr Nixon thanked everyone and reflected that she has enjoyed her journey. Cr Nixon thanked all of the Councillors and staff and stated that she appreciated what they have done over the years. “Thank you very much and god bless you all.”

Attendance

Cr Nixon left the meeting and did not return at 5.57pm

Chief Executive Officer

Departmental Update - Office of the Chief Executive Officer

Executive summary:

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

- Queensland Water Directorate Technical Reference Group Meeting

Resolution:

Cr Godwin-Smith moved and seconded by Cr Daniels “That Central Highlands Regional Council receive the Chief Executive Officer update report, highlighting key activities for March 2020.”

2020 / 03 / 24 / 022

Carried (8-0)

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

- Springsure State School 150th celebrations have been postponed until 2021

Appreciation to Retiring Councillors

Resolution

Cr Hayes moved and seconded Cr Sypher “That Central Highlands Regional Council acknowledges its appreciation to retiring Councillors Bell AM, Nixon and Godwin-Smith for their service to the region and wished them all the best for the future.”

2020 / 03 / 24 / 023

Carried (8-0)

Cr Brimblecombe

- COVID-19 are employees traveling to work sites, are temperatures being checked prior to travel?
 - *CEO Mason advised that staff have changed their travel arrangements with one person travelling in the front and one person in the back of vehicles; and that staff are now attending meetings via skype. The potential for temperature testing is being considered.*
- Pubs and Clubs being closed, how is that being covered?
 - *General Manager Communities advised that the accommodation aspects are still open at the hotels, it is just the licensing section which has been affected.*

Further acknowledgement by the Mayor to Councillors

Acknowledged all Councillors for their service including former Cr David Lacey to the region over the last 4 years. It has been a pleasure and a credit to everyone on how they have contributed to their communities being an undivided council, and thanked Councillors on behalf of the community. Mayor Hayes wished everyone all the best for the elections on Saturday for those who have nominated for re-election. “This has been a very ambitious Council, with the inclination of wanting to do more and contribute and participate more to your communities. You have all done a great job for our region and a great job for the people and you can be proud to go home tonight to say that you did that for your community. On behalf of us all thank you very much.”

CLOSURE OF MEETING

There being no further business, the Mayor closed the meeting at 6.04pm

CONFIRMED

MAYOR

DATE