



General Council Meeting

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

Friday, 27 November 2020
Commenced at 9.00am

COUNCIL MINUTES

CENTRAL HIGHLANDS REGIONAL COUNCIL

GENERAL MEETING OF COUNCIL

FRIDAY 27 NOVEMBER 2020

MINUTES CONTENTS

PRESENT	3
APOLOGIES	3
LEAVE OF ABSENCE	3
ACKNOWLEDGEMENT OF COUNTRY	3
CONFIRMATION OF MINUTES OF PREVIOUS MEETING	3
General Council Meeting: 11 November 2020	3
REVIEW OF UPCOMING AGENDA ITEMS	4
CONFLICT OF INTEREST	4
PETITIONS (IF ANY)	4
DECISION ACTION REPORTS	4
Communities	4
Minutes - Central Highlands Arts and Cultural Advisory Committee (CHACAC) Planning Meeting - 23 October 2020.....	4
Communities Policies Review.....	5
Chief Executive Officer	25
Central Queensland Regional Organisation of Councils (CQROC) Constitution Requirements	25
DECISION ACTION – CLOSED SESSION	26
Virgin Australia Airlines Pty Ltd Commercial Terms and Conditions	27
INFORMATION REPORTS	27
Corporate Services.....	27
Monthly Finance Report.....	27
Customer and Commercial Services.....	28
Quarterly Customer Service Update	28
Chief Executive Officer	28
Bimonthly Safety and Wellness Update	28
LATE AGENDA ITEMS.....	28
GENERAL BUSINESS.....	29
Special General Council Meeting – 14 December 2020.....	29
CLOSURE OF MEETING	29

MINUTES – GENERAL COUNCIL MEETING
HELD AT 9.00AM FRIDAY 27 NOVEMBER 2020 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL
CHAMBERS, EMERALD OFFICE

PRESENT

Councillors

Councillor (Cr) Kerry Hayes (Mayor), Christine Rolfe (Deputy Mayor)

Councillors (Cr) Charles Brimblecombe, Joseph Burns, Anne Carpenter, Natalie Curtis, Megan Daniels and Gai Sypher

Officers

Chief Executive Officer Scott Mason, General Manager Communities John McDougall, General Manager Customer and Commercial Services Michelle Webster, Acting General Manager Infrastructure and Utilities Jason Hoolihan, Manager Governance James Ngoroyemoto and Minute Secretary Marnie Wills

CONDOLENCES

Mayor acknowledged the passing of Mrs Gail Harmer, whose funeral will be held this morning. He spoke passionately about Reg and Gail and “Harmers Electrical” recognising their community support and the significant number of apprentice electricians their business fostered over the years. Cr Sypher will be leaving today’s meeting to attend the funeral.

APOLOGIES

Councillor Janice Moriarty

Resolution:

Cr Daniels moved and seconded by Cr Brimblecombe “That a leave of absence as previously granted for Councillor Moriarty for today’s meeting be recorded.”

2020 / 11 / 27 / 001

Carried (8-0)

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 November 2020

Resolution:

Cr Curtis moved and seconded by Cr Burns “That the minutes of the previous General Council Meeting held on 11 November 2020 be confirmed subject to a minor amendments.”

2020 / 11 / 27 / 002

Carried (8-0)

BUSINESS ARISING OUT OF MINUTES

Nil

OUTSTANDING MEETING ACTIONS

Councillors reviewed the resolution register (meeting actions) update

REVIEW OF UPCOMING AGENDA ITEMS

Discussions were held regarding upcoming agenda items.

CONFLICT OF INTEREST

Nil

Attendance

General Manager Communities J. McDougall left the meeting at 9.05am

General Manager Communities J. McDougall returned to the meeting at 9.06am

General Manager Customer and Commercial Services M. Webster left the meeting at 9.08am

General Manager Customer and Commercial Services M. Webster returned to the meeting at 9.09am

PETITIONS (IF ANY)

Nil

Institute of Public Works Engineering Australasia Awards

The Institute of Public Works Engineering Australasia Awards were held in Brisbane on 10 November 2020. Central Highlands Regional Council won the 2020 Innovation Excellence Award for the Emerald Airport Runway Project. This project boasts the first time that stone mastic asphalt has been used on an airport runway in Australia.

The Mayor and Deputy Mayor presented the award to General Manager Customer and Commercial Services Michelle Webster and Manager Airport Salomon Kloppers and the Airport team Dylon Kremers, Rahul Kondra, Philip Bullivant and Rodney Murnane present.

Attendance

Coordinator Arts and Engagement K. Hatzipanagiotis and Arts and Cultural Officer – Galleries N. Pickering attended the meeting at 9.26am

DECISION ACTION REPORTS

Communities

Minutes - Central Highlands Arts and Cultural Advisory Committee (CHACAC) Planning Meeting - 23 October 2020

Purpose:

The purpose of this report is to present minutes of the Central Highlands Arts and Culture Advisory Committee planning meeting held in Emerald on 23 October 2020.

Resolution:

Cr Burns moved and seconded by Cr Carpenter “That Central Highlands Regional Council endorse the minutes of the Central Highlands Arts and Culture Advisory Committee planning meeting held on 23 October 2020.”

Attendance

Coordinator Arts and Engagement K. Hatzipanagiotis and Arts and Cultural Officer – Galleries N. Pickering left the meeting at 9.29am
 Cr Sypher left the meeting at 9.46am to attend the funeral of Mrs Gail Harmer

Communities Policies Review

Purpose:

The purpose of this report is to present policies for review and adoption. The community’s department policies have been reviewed in accordance with Central Highlands Regional Council Policy Framework review schedule.

Resolution:


Cr Carpenter moved and seconded by Cr Burns “That Central Highlands Regional Council:

1. Adopt the following proposed new policies:
 - a. Grants Policy CHRCP: 0062.
 - b. Community Donations Policy CHRCP:0060 (subject to minor amendment to include a quarterly report of disbursements to Councillors).
 - c. Community Sponsorship Policy CHRCP:0061 (subject to minor amendment to include a quarterly report of disbursements to Councillors).
 - d. Library Collection Development Policy CHRCP:0059.

2. Adopt the proposed minor changes to the following policies:
 - a. Community Engagement Policy CHRCP:0020.
 - b. Social Media Policy CHRCP:0058.
 - c. Media Relations Policy CHRCP:0021.
 - d. Environmental Policy CHRCP:0056.

3. Adopt the proposed major changes to the following policy:
 - a. Arts and Culture Policy CHRCP:0018.

4. Revoke the following policies:
 - a. Youth Protection Policy.
 - b. Community Donations, Grants and Sponsorships Policy CHRC0022.
 - c. Water and Waste for Sport and Active Recreation Organisations Policy CHRC0054.
 - d. Environmental Policy.”

 <p>Central Highlands Regional Council</p>	CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY	
	<p>TITLE: Grants Policy</p>	<p>POLICY REF NO: CHRCP: 0062</p>

1.0 Policy Purpose

- 1.1 This policy is designed to outline council’s commitment to supporting communities in the region by providing financial and/or in-kind assistance to activities that build community capacity, encourage participation and make a positive and ongoing contribution to the region.

- 1.2 This policy also guides the administration of council’s grant programs ensuring grants:

- 1.2.1 Assist council to achieve its strategic goals and identified key initiatives; and
- 1.2.2 Align with the intent of the *Local Government Act 2009* and the *Local Government Regulation 2012*, which states that grants will be used for a purpose that is in the public interest.

2.0 Policy Statement

- 2.1 This policy supports the distribution of funds in an equitable, transparent and sustainable manner.
- 2.2 Council will provide grants only when:
 - 2.2.1 The grant is appropriate having regard to other priorities and available resources.
 - 2.2.2 The receiving community organisation, entity or community members meet the eligibility criteria set out in this policy and in the supporting guidelines for the specific funding program.
 - 2.2.3 The grant will be used for a purpose that is in the public interest.
 - 2.2.4 The grant will meet a community and/or social need in the local community.

3.0 Grant Categories

- 3.1 Council offers grants in the following categories:
 - 3.1.1 Community Assistance
 - 3.1.2 Sport and Recreation Assistance
 - 3.1.3 Community Improvement.
- 3.2 Current grant details are outlined on council's website.
- 3.3 Other grant funds may become available subject to funding.

4.0 Grant program processes

- 4.1 Each funding program in section three must adhere to the following processes:
 - 4.1.1 guidelines and criteria
 - 4.1.2 application form
 - 4.1.3 assessment process
 - 4.1.4 accountability requirements.

5.0 Conflict of Interest

- 5.1 To ensure an accountable and transparent assessment process is maintained, Councillors, and Council Officers assessing grant applications are required to declare any perceived or potential conflict of interests prior to the assessment process commencing. This may include a personal connection with any applicant or personal involvement with any organisation. Anyone having a conflict of interest should not debate, be involved in any discussions, or vote on any matter relating to the application.

6.0 Unacquitted grants


- 6.1 In the circumstances that an organisation or individual has not complied with acquittal timeframes and requirements in accordance with a grant agreement, the follow actions will be considered:
 - 6.1.1 If the grant remains unacquitted the grant recipient will be made ineligible to apply for future council sponsorship for a period of at least three years.

6.1.2 At the discretion of the Chief Executive Officer, action may be taken to recover unacquitted funds.

7.0 Definition

- 7.1 **Acquittal** is the process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.
- 7.2 **Conflict of interest** is a conflict between: a) an officer’s or Councillor’s personal interests (including person interests arising from their relationships or club memberships for example), and (b) the public interests that might lead to a decision that is contrary to the public interest.
- 7.3 **Grant** means funds provided to a recipient through a formal program for a specified purpose, directed at achieving goals and objectives consistent with Council policy, where a recipient is selected on merit against a set of criteria.
- 7.4 **Incorporated Organisation** means an organisation whose status is registered with the Office of Fair Trading and operates within the scope of the *Associations Incorporation Act 1981* and *Associations Incorporation Regulation 1999*.

Strategic Link	<i>Associations Incorporation Act 1981</i> (Qld) <i>Associations Incorporation Regulation 1999</i> (Qld) <i>Local Government Act 2009</i> (Qld) <i>Local Government Regulation 2012</i> (Qld) <i>Public Sector Ethics Act 1994</i> (Qld) <i>Crime and Corruption Act 2001</i> (Qld)
Category	Grants and Funding
Lead Business Unit	Connected Communities
Public Consultation	No
Adoption Date	27 November 2020
New Review Date	27 November 2021
Document Number	Insert ECM Doc Set ID number
Record Keeping	ECM, Vine, Council website
Related Documents	Central Highlands Community Grants Program Guidelines Regional Arts Development Fund Guidelines

 <p>Central Highlands Regional Council</p>	CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY	
	Community Donations	POLICY REF NO CHRCP: 0060

1.0 Policy Purpose

- 1.1 The purpose of this policy is to establish a consistent, equitable and transparent response to requests for donations, and provide clear parameters for decision-making regarding the receipt of donations to ensure that money provided by Council to community organisations is allocated in the most effective manner.

2.0 Policy Statement

- 2.1 Council acknowledges the contributions made by not-for-profit organisations in the local government area and where possible commits limited funds to help these organisations achieve their objectives. Council will ensure all decisions to either accept or reject offers of donations are made consistently within the core guidelines and values of Council.
- 2.2 Applicants must not have access to funds generated internally from permanently licensed premises or onsite gaming machines;

3.0 Donations Program

- 3.1 Council has established a Donations Program in order provide community organisations with the opportunity to apply for financial assistance. Applications are considered on merit, taking into account the eligibility criteria and available funds. The following sections provide details on Council's donations program.

Category 1: School/College Bursaries and Awards (Maximum Bursary, \$200/institution)

- 3.1.1 Intent: To assist to fund bursaries and/or awards conferred upon students enrolled at educational institutions in the Central Highlands region.
- 3.1.2 This category does not require an application and each school (primary and secondary schools separately) or college will receive funding automatically upon approval of the annual council budget.
- Agree to take curatorial advice as necessary from the Central Highlands Regional Council's Arts and Cultural Officer.

Category 2 – Regional Events Support (Maximum \$3000/annum/group)

- 3.1.3 Intent: To provide support to major regional events run by organisations other than Council for broad public benefit.
- 3.1.4 Additional Selection Criteria: Organisations must demonstrate that the event for which funding is requested:

- Be an event of regional significance.
- Provide an opportunity for people of the region to gather, celebrate and participate.
- Trigger positive media and other favourable coverage of the region.
- Generate an increase in visitor numbers to the region.
- Provide a positive injection to the local economy.
- Foster a sense of community pride.
- Demonstrate the sustainability of the event and/or how reliant the event is on Council funding (business plan or audited financial statements).

Category 3 – Performing Arts (generally funding limit - \$250/annum/group)

3.1.5 Intent: To provide funding assistance to those local organisations that coordinate events that aggregate the efforts of performing arts groups.

3.1.6 Additional Selection Criteria: Applicants must be engaged in:

- Staging a cooperative/aggregated program involving local performing arts groups; and/or
- Offer a public concert showcasing the performers as part of the event.

Category 4 –Small Communities Donations (Maximum \$250/annum/community)

3.1.7 Intent: To provide funding assistance to small communities who may wish to hold their own events of national or state significance, and where Council is not hosting an event for the same reason in the same community e.g. Australia Day.

Category 5 – Sporting Groups and Community Organisations (Maximum \$500/annum/group)

3.1.8 Intent: To provide funding assistance to sporting groups and organisations that are staging a cooperative/aggregated program involving local sporting groups.

Category 6: Mayor’s Discretionary Fund – up to \$500 (per application)

3.1.9 Intent: To provide authority for the mayor to donate or grant funds to community groups at the mayor’s discretion for purposes other than those described elsewhere in this policy within budgetary limits.

3.1.10 Eligibility & Selection Criteria: Entirely at mayor’s discretion within approved budgetary limits.

- directly support a demonstrated need within the community;
- provide a direct or indirect benefit for residents in the community; and
- demonstrate that attempts have been made to raise funds from other sources.

4.0 Other Funding Options (Maximum \$3000/annum/group)

4.1 Donations of Fees and Charges (Fee waiver/ In-kind support)

4.1.1 Intent: To provide in-kind support to local organisations that are holding events within the Central Highlands region for public benefit. The fee waiver would be to an agreed amount for items such as hall hire, waste disposal etc.

4.1.2 Council will donate the fees and charges to community and sporting organisations which:

- Lease Council owned land; and
- Undertakes community service obligations on behalf of Council (as determined by Council).

4.1.3 Council may consider applications, on their merit, for contributions to fees and charges from community and sporting organisations which:

- Do not lease Council owned land, but
- Undertakes community service obligations on behalf of Council (as determined by Council).

4.2 Subsidised Leases

4.2.1 Council also provides a donation to many not-for-profit organisations by way of a subsidised or peppercorn lease of Council facilities.

4.2.2 Leasing of these Council facilities is to be conducted in accordance with Council's leasing procedures.

4.3 In-Kind Donations

4.3.1 Council may consider providing material, equipment or human resources support to community organisations. Any such in-kind donation would need to take into account the impact on the essential work of the Council through consultation with the relevant General Manager, before being committed.

5.0 Administration

5.1 The CEO or delegated officer (General Manager) can approve or reject Donations application of the value under \$5,000 in accordance with the prescribed category and assessment criteria.

5.2 Council officers are authorised to determine the administrative process and assess applications for funding valued at \$5,000 or more for recommendation to council for consideration

5.3 Applications for cash or in-kind donations must be made in writing at any time throughout the year.

6.0 Receipt of Donations by Council

6.1 A member of the public, community group or organisation may make a donation to Council by making contact with the Chief Executive Officer.

6.2 Depending on their suitability, donations can be considered to be donated to specific areas within Council.

6.3 Once the donation has been accepted and acknowledged by Council, it is at the discretion of Council as to how the donation is managed, unless it has been donated for a specific purpose.

6.4 Council appreciates all donations, however Council does have the discretion to refuse a donation if the donation is inconsistent with Council’s values or operational objectives.

6.5 This Policy does not address other forms of assistance that may be better defined as tied or untied grants, cash or in-kind support as part of a sponsorship or partnership arrangement, or other agreement in which benefits are exchanged between the parties as part of the agreement for the assistance. Such assistance and agreed exchange of benefits is usually arranged through a negotiated contractual agreement.

6.6 This policy does not address donations to Libraries.

6.7 The Chief Executive Officer has authority to approve the receipt or refusal of the donation.

7.0 Implementation Procedure

7.1 Council will apply this policy through an implementation procedure which will provide set out the:

7.1.1 Eligibility requirements

7.1.2 Reporting requirements

7.1.3 Time frames for the deliverable required under any approved applications.

8.0 Quarterly Reporting


8.1 A quarterly report of disbursement will be provided to Councillors.

9.0 Definitions

9.1 **Donation** shall mean a one off or reoccurring contribution which can be financial or in-kind support. The contribution is not subject to a delivery of a direct benefit for Council or community in exchange for the donation.

9.2 **In-Kind Support/Contribution** shall mean the provision of a Council service, product, or facility, free of charge or at a subsidised rate. A non-financial contribution which can be cost determined for reporting purposes.

Strategic Link	<i>Income Tax Assessment Act 1997 (Cth)</i> <i>Local Government Act 2009 (Qld)</i> Local Government Regulation 2012
Category	Grants and Funding
Lead Business Unit	Communities
Public Consultation	No
Adoption Date	27 November 2020
New Review Date	27 November 2021
Document Number	Insert ECM Doc Set ID number
Record Keeping	Council Website, the Vine, ECM
Related Documents	Sponsorship Policy Grants Policy Specific Guidelines for each area

	CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY	
	Community Sponsorship	POLICY REF NO CHRCP: 0061

1.0 Policy Purpose

- 1.1 This policy provides a clear and accountable process for the provision of financial and in-kind support to organisations or entities to guide the administration of council's sponsorship programs

2.0 Policy Statement

- 2.1 Council is responsible for delivering a range of services for the residents and ratepayers of Central Highlands. Council also supports organisations and entities to deliver events, programs and services which provide identified economic, social, cultural or environmental benefits to the Central Highlands region.

3.0 Corporate Sponsorship

- 3.1 Corporate sponsorship may be provided on an individual or recurring basis.
- 3.2 The type of initiatives or organisations that Council may consider for sponsorship include:
- 3.2.1 Not-for-profit organisations; or
 - 3.2.2 Events.

4.0 Assessment Principles

- 4.1 The following principles will be applied when determining sponsorship eligibility and sponsorship amounts in accordance with this policy. Council may provide corporate sponsorship for projects, events and/or organisations/entities which provide:
- 4.1.1 sponsored activities must provide an economic, social, culture or environmental benefit to the Central Highlands region and its community.
 - 4.1.2 sponsored activities must align with Council's Corporate Plan, Policies and Strategies.
 - 4.1.3 sponsored activities must not harm or diminish the name or reputation of Council or bring Council's name into disrepute, scandal or ridicule.
 - 4.1.4 sponsored activities must only be awarded to organisations or entities that meet the sponsorship recipient eligibility criteria set out in this policy and in any supporting guidelines.
- 4.2 Council has the right to consider additional assessment principles when considering sponsorship requests and the granting of sponsorship is at the sole discretion of Council.

5.0 Recipient Eligibility

- 5.1 Eligible organisations and entities are required to:

- 5.1.1 have acquitted any previous Council grants and sponsorships satisfactorily;
- 5.1.2 be free of debt with Council;
- 5.1.3 have a valid public liability certificate of currency and ensure that risks are assessed and managed;
- 5.1.4 meet the eligibility criteria set out in this policy and in any supporting guidelines.
- 5.1.5 charitable organisations must be a registered charity and provide benefits to residents of the Central highlands;
- 5.1.6 political parties are ineligible for funding;
- 5.1.7 applicants must not have access to funds generated internally from permanently licensed premises or onsite gaming machines

6.0 Assessment Process

- 6.1 Requests for sponsorship must be made in writing to Council.
- 6.2 Council's assessment of sponsorship requests will adhere to the following key assessment processes:
 - 6.2.1 assessment against Sponsorship Recipient Eligibility;
 - 6.2.2 assessment against Assessment Principles;
 - 6.2.3 assessment against any supporting guidelines for a specific sponsorship category.

7.0 Approval of Sponsorship

- 7.1 Sponsorship requests will be assessed and approved by relevant Council programs within program budgets, under current levels of financial delegation up to \$10,000, or through any alternative approval processes identified by supporting guidelines for a specific sponsorship category.
- 7.2 Sponsorship approvals above \$10,000 (financial or in-kind) must be brought before Council for consideration.

8.0 Sponsorship Agreement

- 8.1 The sponsorship recipient may be required to enter into a formal sponsorship agreement with Council. Such agreements may specify conditions, such as:
 - 8.1.1 approval requirements and responsibilities;
 - 8.1.2 sponsorship payment terms and acquittal requirements;
 - 8.1.3 provision of complimentary tickets;
 - 8.1.4 acknowledgement of Council's sponsorship in marketing and promotion activities;
 - 8.1.5 reporting requirements for a project's outcomes;
 - 8.1.6 approval requirements for variation to sponsorship terms;
 - 8.1.7 provision of documentation such a public liability certificate of currency;
 - 8.1.8 Other specific requirements as requested by Council (force majeure / frustration / dispute resolution).

9.0 Conflicts of Interest

9.1 To ensure an accountable and transparent assessment process is maintained, Councillors and Council Officers assessing sponsorship requests are required to declare any perceived or potential conflict of interest prior to the assessment process commencing. This may include personal connections with any applicant or personal involvement with any organisation. Anyone having a conflict of interest should not debate, be involved in any discussions, or vote on any matter relating to the specific application.

10.0 Unacquitted

10.1 In the circumstances that an organisation or individual has not complied with acquittal timeframes and requirements in accordance with a Sponsorship Agreement, the following actions will be considered:

- 10.1.1 council will issue an Outcome Report to be completed and returned by the sponsorship recipient no more than four (4) weeks after the conclusion of the project.
- 10.1.2 if the sponsorship remains unacquitted the sponsorship recipient will be made ineligible to apply for any future council financial or in-kind support programs for a period of at least three years.
- 10.1.3 at the discretion of the Chief Executive Officer, actions may be taken to recover unacquitted funds.

11.0 Implementation Procedure

11.1 Council will apply this policy through an implementation procedure which will provide set out the:

- 11.1.1 eligibility requirements
- 11.1.2 reporting requirements
- 11.1.3 time frames for the deliverable required under any approved applications.

12.0 Quarterly Reporting

12.1 A quarterly report of disbursement will be provided to Councillors.

13.0 Definitions

- 13.1 **Event** – a planned and organised occasion or activity, which assembles the public for the purpose of celebration, education, marketing or reunion.
- 13.2 **Financial Contribution** – funds, generally transferred by Electronic Payment or Cheque Payment.
- 13.3 **Sponsorship** shall mean a one off or reoccurring contribution, can be financial or in-kind support. Council expects negotiated benefits such as positive recognition in exchange.

Strategic Link	Associations Incorporation Act 1981 and Associations Incorporation Regulation 1999 Local Government Act 2009 s. 196 of the Local Government Regulation 2012 Public Sector Ethics Act 1994 Crime and Corruption Act 2001
-----------------------	--

Category	Grants and Funding
Lead Business Unit	Office of the Chief Executive Officer
Public Consultation	No
Adoption Date	27 November 2020
New Review Date	27 November 2021
Document Number	Insert ECM Doc Set ID number
Record Keeping	ECM, Council Website, Vine
Related Documents	TBA Guidelines

	CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY	
	Library Collection Development Policy	POLICY REF NO CHRCP: 0059

1.0 Policy Purpose

- 1.1 The purpose of this policy is to establish the library service position on managing the collection.
- 1.2 This policy is a requirement of the Library Strategy and Action Plan 2019 – 2021 and council's Service Level Agreement with the Queensland State Library Board.

2.0 Policy Statement

- 2.1 The policy relates to the management of the library service collection including but not limited to the general, local history and electronic collections.

3.0 Collection development principles

- 3.1 All collection resources are to be purchased through reputable supplies in accordance with the Local Buy Policy.
- 3.2 Purchases of collection resources are to be consistent with community interest, loan statistics, library industry trends, inclusiveness of all demographics, to be fit for purpose and cost effective.
- 3.3 The collection is to consist of physical and electronic resources across multiple formats to ensure accessibility to all regional residents and visitors.
- 3.4 Physical condition quality of resources must meet requirements of the Library Resource Guideline.
- 3.5 Access to various databases are to be provided through partnerships with reputable suppliers, organisations and library networks.

4.0 Definitions

- 4.1 **Council** refers to Central Highlands Regional Council.

Strategic Link	Library Service Strategy and Action Plan 2019 – 2021 Priority Area Four – Library Events, Programs and Services
Category	Libraries
Lead Business Unit	Connected Communities
Public Consultation	No
Adoption Date	27 November 2020
Next Review Due	Annually
Document Number	1579229
Record Keeping	Enterprise Content Management Integrated Library Management System Council website
Related Documents	Local Buy Policy Library Resource Guideline InterLibrary Loans Procedure Library Cataloguing Procedures Library Resource Purchasing Procedure Library Disposal Procedure

 <p>Central Highlands Regional Council</p>	CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY	
	Community Engagement Policy	POLICY REF NO CHRCP: 0020

1.0 Policy Purpose

- 1.1 To guide council in its approach to seeking input from stakeholders on decisions that will impact on them.
- 1.2 Community engagement is a planned process undertaken by council with the specific purpose of working with communities, organisations and other stakeholders to support informed decision making or actions relating to an opportunity, problem or outcome.

2.0 Policy Statement

- 2.1 Council is committed to seeking input from stakeholders on matters that affect them. Community engagement does not replace, but rather informs, the decision-making function of council.

2.2 The purpose of conducting community engagement is to support council decision making that reflects the concerns and interests of residents, within approved budgets and resources.

2.3 The policy applies to councillors, employees and consultants engaged by council.

3.0 Community Engagement Principles

3.1 Council will be guided by the following principles, which are aligned with those of the International Association for Public Participation (IAP2):

3.1.1 **Opportunity** – create genuine opportunities for members of the Central Highlands community to participate in matters that interest and affect them.

3.1.2 **Inclusiveness** – offer inclusive processes and practices that increase citizen access to local government information and broaden involvement in policy development, planning and decision making.

3.1.3 **Reaching out** – provide new and more effective ways to involve citizens in planning and decision-making processes that will encourage local government to move beyond traditional networks. This will enable council to tap into the significant diverse knowledge and expertise of our citizens.

3.1.4 **Mutual respect** – listen and understand the views, concerns and experiences of citizens, so that council's decisions are better informed and strengthen government community relationships.

3.1.5 **Integrity and transparency** – provide open and accountable engagement practices and processes that genuinely inform decision making and delivers satisfactory outcomes for community.

3.1.6 **Affirming diversity** – incorporate the diverse opinions and perspectives of citizens into policy development, planning and decision making to assist effective and sustainable outcomes.

3.1.7 **Timeliness** – provide appropriate timelines to the engagement process ensuring citizens have reasonable time to consider and respond to matters.

3.1.8 **Adding value** – by government and citizens working productively together, value is added in improved and better-informed policy development and program and service planning.

4.0 Definitions


4.1 **Council** refers to Central Highlands Regional Council.

4.2 **Councillor** means a councillor as defined under the *Local Government Act 2009* and includes the mayor of council.

4.3 **Stakeholder** refers to person/s with an interest or connected with the subject matter.

Strategic Link	Central Highlands 2022 Community Plan <i>Local Government Act 2009</i> (Qld)
-----------------------	---

	Local Government Regulation 2012 (Qld) <i>Planning Act 2016</i> (Qld) International Association for Public Participation Quality Assurance Standard
Category	Community Development
Lead Business Unit	Connected Communities
Public Consultation	No
Adoption Date	27 November 2020
Next Review Due	27 November 2021
Document Number	ECM: 899232
Record Keeping	ECM, vine and council website.
Related Documents	Code of Conduct for Councillors Policy Employee Code of Conduct Policy Community Engagement templates

 <p>Central Highlands Regional Council</p>	CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY	
	TITLE: Social Media	POLICY REF NO <i>CHRCP: 0058</i>

1. Policy Purpose

- 1.1. The purpose of the Social Media Policy is to stipulate the overarching standard principles for the use of social media to conduct council business.
 - 1.1.1. This policy applies to all councillors, employees, contractors, agents and volunteers of Central Highlands Regional Council.
 - 1.1.2. This policy applies to those digital spaces where people may post, upload and share content.
 - 1.1.3. This policy does not include the use of the council’s intranet site, the Vine.
 - 1.1.4. This policy is not intended to include personal use of social media where the author publishes information in their personal capacity and not on behalf of, or in association with Central Highlands Regional Council.

2. Policy Statement

- 2.1. This policy should be read in conjunction with other relevant policies and procedures of Central Highlands Regional Council including:
 - 2.1.1. Code of conduct for councillors’ policy;

- 2.1.2. Central Highlands Regional Council employee code of conduct;
- 2.1.3. Media relations policy; and
- 2.1.4. Central Highlands Regional Council Social Media Procedures.

3. Definitions

- 3.1. Social media consists of websites and applications (apps) that enable users to create and share content online.

4. Council's use of social media

- 4.1. Council uses social media as a business tool primarily for general communication and community engagement.

5. Responsibility

- 5.1. The corporate communications team is responsible for the management of social media sites used by council.
- 5.2. All social media accounts are to be set-up and transacted in the name of Central Highlands Regional Council.

6. Who can use social media on behalf of council?

- 6.1. All members of the executive leadership team.
- 6.2. Managers, supervisors, coordinators.
- 6.3. Corporate communications personnel.
- 6.4. Other staff with delegated authority.

7. Principles for the use of social media on behalf of council


- 7.1. Anyone using social media on behalf of Central Highlands Regional Council will:
 - 7.1.1. adhere to the council's codes of conduct, policies and procedures;
 - 7.1.2. behave with caution, courtesy, honesty and respect;
 - 7.1.3. comply with relevant laws and regulations; and.
 - 7.1.4. post share and comment to uphold the integrity, reputation and values of Central Highlands Regional Council.

8. Enforcement

- 8.1. Social media contributions are monitored for application of the principles articulated in this policy.
- 8.2. A breach of this policy by staff may result in a code of conduct complaint, disciplinary action, performance management and/or review.
- 8.3. A breach of this policy by a councillor may result in a code of conduct complaint.
- 8.4. Central Highlands Regional Council reserves the right to remove, where possible, content that violates this policy or any associated policies.

Strategic Link	Central Highlands Regional Council Corporate Plan 2017-2022 <i>Australian Copyright Act 1968</i>
-----------------------	---

	<i>Local Government Act 2009</i> <i>Anti-Discrimination Act 1991 (Qld)</i> <i>Australian Human Rights Commission Act 1986</i> <i>Australian Spam Act 2003</i> <i>Australian Privacy Act 1988 and Australian Privacy Principles</i> <i>Information Privacy Act 2009</i>
Category	Organisation Elected Members
Lead Business Unit	Communications
Public Consultation	No
Adoption Date	27 November 2020
New Review Date	Annually
Document Number	1130747
Record Keeping	ECM, Vine and Council Website
Related Documents	Media Relations Guidelines (ECM1509576)

 <p>Central Highlands Regional Council</p>	CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY	
	TITLE: Media Relations	POLICY REF NO CHRCP: 0021

1.0 Policy Purpose

- 1.1 To set out Central Highlands Regional Council's position in relation to the management of media relations.
- 1.2 This policy applies to all councillors, employees and contractors working for council regardless of whether they are permanent, temporary, full-time, or casual. For the purpose of this policy, the term 'contractor' includes on-hired temporary labour services (agency staff) and sub-contractors.
- 1.3 The policy applies to all corporate media relations conducted on behalf of council.
- 1.4 This Media Relations Policy provides a framework for councillors and employees to confidently interact with representatives of the media to promote a fair, accurate and reliable exchange of information.

2.0 Policy Statement

- 2.1 Central Highlands Regional Council will ensure that its profile and reputation is enriched through its interaction with representatives of the media and the media activities it generates.

- 2.2 Media releases will be prepared proactively and in response to media enquiries on various matters that will include, but are not limited to, approved policy, corporate decisions and clarification on corporate direction.

Strategic Link	Central Highlands Regional Council Corporate Plan 2017-2022 Local Government Act 2009
Category	Organisational Elected Members
Lead Business Unit	Communications
Public Consultation	No
Adoption Date	8 July 2020
Next Review Due	Annually
Document Number	946990
Record Keeping	ECM, Vine and Council Website
Related Documents	Media Relations Guidelines (ECM1509576)

 <p>Central Highlands Regional Council</p>	CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY:	
	TITLE: Environmental Policy	POLICY REF NO: CHRCP: 0056

1.0 Purpose and Scope

1.1 Pursuant to State and Federal legislation, Central Highlands Regional Council has a broad range of obligations in respect to protection of the environment. The legislation relates to development activities that impact the environment and prescribed or other activities that have potential for environmental nuisance or environmental harm. In addition to meeting legislative obligations.

2.0 Policy Statement

2.1 Central Highlands Regional Council is committed to a workplace that actively works towards continual improvement in its environmental management and performance in accordance with legislative obligations.

3.0 Principles


- 3.1 Recognise and comply with the requirements, intent and objectives of all relevant legislation.
- 3.2 Develop and implement environmental policies, strategies and action plans for key areas that have potential for improved environmental outcomes (e.g. emissions and water quality).
- 3.3 Provide processes for identifying environmental threats, hazards, assessing risks, controlling environmental impacts and reporting issues to regulator.
- 3.4 Develop and implement environmental management protocols, procedures and plans to identify risks and mitigation measures to eliminate, reduce or control actual and potential adverse impacts on the environment by council's environmentally relevant activities and any other activity that has potential to cause environmental nuisance or harm.
- 3.5 Ensure all employees, contractors and subcontractors are made aware of and abide by the requirements of this policy and any relevant environmental management protocols, procedures and plans.

4.0 Organisational Policy – Environmental Management

- 4.1 Provide support to other agencies in the investigation response and management of pollution incidents in the Central Highlands.
- 4.2 Support staff to remain up to date on best practice for environmental protection in relation to activities council undertakes.
- 4.3 Provide environmental inductions training, information and supervision to all employees undertaking activities with potential for causing environmental nuisance or harm.
- 4.4 Provide resources and support for a workplace with work methods that are safe and environmentally sustainable.
- 4.5 Ensure that all assets, plant, equipment and tools are maintained to manufacturer's specifications, so their use is safe for the environment as well as employees.
- 4.6 Manage environmental erosions by implementing best practice environmental management guidelines and procedures wherever possible.
- 4.7 integrate processes within day to day activities that ensure the best possible environmental outcomes in everything we do.
- 4.8 Incorporate waste prevention, minimisation, reuse and recycling in all of council's activities.
- 4.9 Maintain communication and consultation with the community regarding environmental issues.
- 4.10 Strive to be a community leader in environmental management.

Strategic Link	Environmental Protection Act 1994
Category	Planning and Development
Lead Business Unit	Planning and Environment

Public Consultation	Yes/No
Adoption Date	TBA
Next Review Due	Annually
Document Number	
Record Keeping	ECM, Vine and Council Website
Related Documents	

 <p>Central Highlands Regional Council</p>	CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY	
	TITLE: Arts and Culture Policy	POLICY REF NO <i>CHRCP: 0018</i>

1.0 Policy Purpose

- 1.1 This policy recognises council’s commitment to supporting and celebrating arts, cultural, history and heritage activities and their contribution to community wellbeing.
- 1.2 This policy addresses the functions of the Central Highlands Regional Galleries.

2.0 Policy Statement

- 2.1 This policy outlines the principles that inform council’s approach to arts, cultural and heritage development.
- 2.2 This policy is applicable to arts, cultural, and heritage activities coordinated by council, or externally coordinated and supported by council.
- 2.3 This policy outlines council’s standards regarding the Central Highlands Regional Galleries exhibitions and programming.

3.0 Council Objectives

- 3.1 Council’s objectives for arts, cultural and heritage development are to:
 - 3.1.1 create enjoyable and interesting public spaces;
 - 3.1.2 enhance community engagement, capacity and participation;
 - 3.1.3 celebrate diversity of the Central Highlands community; and
 - 3.1.4 promote the region’s unique community identity and cultural heritage.

3.2 In working towards these objectives, council will endeavour to:

3.2.1 consult and collaborate with the community;

3.2.2 develop strategic partnerships with community organisations;

3.2.3 maintain council owned arts, cultural and heritage assets;

3.2.4 include arts, culture and heritage in council's strategic planning; and

3.2.5 partner with other organisation or levels of government to maximise opportunities for the region.

4.0 Central Highlands Regional Galleries

4.1 Council strives to provide a varied exhibition program that:

4.1.1 features both local and touring artists, art groups and exhibitions of community interest;

4.1.2 provides public programming including workshops, artist talks, special events and education opportunities;

4.1.3 spans a wide range of disciplines and subject matter; and

4.1.4 is professional and of a high quality.

4.2 The function of the Central Highlands Regional Galleries is supported by guidelines that cover:

4.2.1 exhibition programming

4.2.2 sale of exhibition works.

5.0 Conflict of interest

5.1 To ensure an accountable and transparent assessment process is maintained, councillors and council officers assessing proposals are required to declare any perceived or potential conflict of interests prior to the process commencing. This may include a personal connection with any applicant or personal involvement with any organisation. Anyone having a conflict of interest should not debate, be involved in any discussions, or vote on any matter relating to the proposal.

6.0 Definitions

6.1 **Conflict of interest** is a conflict between: a) an officer's or councillor's personal interests (including personal interests arising from their relationships or club memberships for example), and (b) the public interests that might lead to a decision that is contrary to the public interest.

6.2 **Council** refers to Central Highlands Regional Council.

6.3 **Councillor** means a councillor as defined under the *Local Government Act 2009* and includes the mayor of council.

6.4 **Council Officer** means a local government employee as defined under the *Local Government Act 2009*.

6.5 **Exhibition** is a public display of works of art and/or cultural or historical significance.

6.6 **Exhibition program** is the planned calendar of exhibitions and associated events such as workshops, guided tours and artist talks.

Strategic Link	Central Highlands Youth Strategy and Action Plan 2018 – 2023 Creative Cultural Futures Strategy 2016 – 2026 Creative Cultural Futures and Heritage Action Plan 2020 – 2022 Heritage Management Framework 2018 Library Strategy and Action Plan 2019 – 2021 Reconciliation Action Plan 2020 – 2021
Category	Arts and Culture
Lead Business Unit	Connected Communities
Public Consultation	No
Adoption Date	27 November 2020
Next Review Due	Annually
Document Number	1126156
Record Keeping	ECM, vine and council website
Related Documents	Central Highlands Arts and Cultural Advisory Committee Terms of Reference [TBC] Central Highlands Regional Galleries Exhibition Guidelines

2020 / 11 / 27 / 004

Carried (7-0)

Attendance

Coordinator Governance G. Cocks attended the meeting at 10.02am

Chief Executive Officer

Central Queensland Regional Organisation of Councils (CQROC) Constitution Requirements

Purpose:

The purpose of this report is to specify which of the appointed delegates to the Central Queensland Regional Organisation of Councils Limited is authorised to exercise Council’s voting entitlement at a CQROC general meeting.

Resolution:

Cr Brimblecombe moved and seconded by Cr Burns “That Central Highlands Regional Council resolves that the following delegates appointed by council are authorised to exercise Council’s voting entitlements at

general meetings of the of the Central Queensland Regional Organisation of Councils Limited in the following order:

1. the Mayor;
2. in the absence of the Mayor; the Deputy Mayor;
3. in the absence of the Mayor and Deputy Mayor, the Council CEO.”

2020 / 11 / 27 / 005

Carried (7-0)

Attendance

Coordinator Governance G. Cocks left the meeting at 10.21am

DECISION ACTION – CLOSED SESSION

Into Closed Session

Resolution:

Cr Brimblecombe moved and seconded by Cr Rolfe “That Council close its meeting to the public in accordance with Section 254J (3) (g) of the Local Government Regulation 2012 and that Council staff involved in the closed discussions remain in the room.”

- (g) *negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the council;*

2020 / 11 / 27 / 006

Carried (7-0)

The meeting was closed at 10.21am

Attendance

Manager Airports S. Kloppers attended the meeting at 10.21am

Virgin Australia Airlines Pty Ltd Commercial Terms and Conditions

Out of Closed Session

Resolution:

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

2020 / 11 / 27 / 007

Carried (7-0)

The meeting was opened at 10.55am

Attendance

Manager Airports S. Kloppers left the meeting at 10.55am

Virgin Australia Airlines Pty Ltd Commercial Terms and Conditions

Purpose:

The purpose of this report is to brief council on commercial terms and conditions discussions with Virgin Australia Airlines and for council to provide direction as to the introduction of commercial terms and conditions related to Emerald Airport services to that airline carrier.

Resolution:

Cr Burns moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council support the re-introduction of Virgin Australia flights into Emerald Airport on the basis that Virgin Australia Holdings Limited (or by another name), agree in writing that:

1. Virgin Australia Holdings supplies passenger statistics to Central Highlands Regional Council for a specific month by latest on the fifth working day of the month immediately thereafter.
2. Invoices made to Virgin Australia Holdings are fully paid up within 30 days of the date invoices are issued.
3. The Chief Executive Officer is delegated to cease servicing flights operated by or for Virgin Australia Holdings in case of failure to comply with the above conditions until such time as the accounts are fully brought up to date.”

2020 / 11 / 27 / 008

Carried (7-0)

Adjournment

Meeting was adjourned at 10.56am for morning tea

Meeting resumed at 11.17am

Cr Sypher returned to the meeting

Attendance

Manager Finance V. Coleman and Coordinator Financial Accounting H. Kirby attended the meeting at 11.17am

INFORMATION REPORTS

Corporate Services

Monthly Finance Report

Purpose:

The purpose of this report is to provide a monthly update on council’s overall financial position in accordance with Section 204 of the *Local Government Regulation 2012*. It provides a snapshot of council’s financial position and performance against the original budget for the period ended 31 October 2020.

The year to date (YTD) operating result is a deficit of \$2.364m recorded against a YTD budget deficit of \$2.251m. Capital expenditure of \$12.160m has been recorded to the end of October against the full year original budget of \$78.535m, representing a YTD spend of 15%. The YTD spend increases to 41% when committed expenditure is included.

Resolution:

Cr Curtis moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council receive the monthly financial report for the period ended 31 October 2020.”

2020 / 11 / 27 / 009

Carried (8-0)

Attendance

Manager Finance V. Coleman and Coordinator Financial Accounting H. Kirby left the meeting at 11.35am

Customer and Commercial Services

Quarterly Customer Service Update

Purpose:

This report provides the quarterly customer service update as at 30 September 2020.

Resolution:

Cr Daniels moved and seconded by Cr Carpenter “That Central Highlands Regional Council note the quarterly customer service update for the period 1 July 2020 to 30 September 2020.”

2020 / 11 / 27 / 010

Carried (8-0)

Cr Daniels extended a personal thank you to the customer service team. They have done a great job and that they are always very professional in their approach and that this has been very tough for them.

Attendance

Manager Safety and Wellness G. Westerberg attended the meeting at 11.54am

Chief Executive Officer

Bimonthly Safety and Wellness Update

Purpose:

This report provides a summary of Central Highlands Regional Council’s (CHRC) 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 Council.

Resolution:

Cr Brimblecombe moved and seconded by Cr Carpenter “That Central Highlands Regional Council receive the Bimonthly Safety and Wellness Report for the period of September 2020 – October 2020.”

2020 / 11 / 27 / 011

Carried (8-0)

Attendance

Manager Safety and Wellness G. Westerberg left the meeting at 12.10pm

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

- Office of the Assistant Commissioner of the Rural Fire Services has sent out letters to personally thank volunteers who have provided 25 or more years of service and wanted to recognise their contribution to their communities.
- Mayor Hayes acknowledged the letter recognising service and requested that Council seek out others who may have received similar letters and formally recognise their contributions.

Special General Council Meeting – 14 December 2020

Resolution:

Cr Rolfe moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council hold a Special General Meeting on Monday 14 December 2020 to commence at 11.30am for the purpose to consider:

1. the presentation to Council of a monthly finance report (November 2020);
2. the endorsement of the annual financial statements by the Audit Committee; and
3. the adoption of the annual report by Council.”

2020 / 11 / 27 / 012

Carried (8-0)

Mayor Hayes

- verbally reported on the attendance by himself and Deputy Mayor attendance at the Roads of Strategic Importance Meeting held in Townsville on 24 November 2020.
- Recognised that Central Highlands Regional Council was fortunate enough to receive federal government funding towards the Springsure – Tambo Road and will continue with further advocacy for the completion of sealing the road with the support from the Blackall - Tambo Regional Council, the Upper Nogoia Road Users Group and the Paine family.
- We have made a very strong representation from our local government and the neighbouring local governments.

CLOSURE OF MEETING

There being no further business, the Mayor closed the meeting at 12.18pm.

CONFIRMED

MAYOR

DATE