

## **General Council Meeting**

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

**Wednesday, 9 December 2020**  
**Commenced at 9.00am**

**COUNCIL MINUTES**

**CENTRAL HIGHLANDS REGIONAL COUNCIL**

**GENERAL MEETING OF COUNCIL**

**WEDNESDAY 9 DECEMBER 020**

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**MINUTES – GENERAL COUNCIL MEETING  
HELD AT 9.00AM WEDNESDAY 9 DECEMBER 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, Janice Moriarty and Gai Sypher

**Officers**

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

**APOLOGIES**

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.

**LEAVE OF ABSENCE**

Nil

**OPENING PRAYER**

Pastor Stephen Jaensch from the Emerald Lutheran Church delivered the opening prayer.

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**General Council Meeting: 27 November 2020**

**Resolution:**

Cr Carpenter moved and seconded by Cr Brimblecombe "That the minutes of the previous General Council Meeting held on 27 November 2020 be confirmed."

2020 / 12 / 09 / 001

Carried (9-0)

**BUSINESS ARISING OUT OF MINUTES**

Nil

**OUTSTANDING MEETING ACTIONS**

Councillors undertook a 6 monthly review of all outstanding meeting actions on the resolutions register.

**REVIEW OF UPCOMING AGENDA ITEMS**

Discussions were held regarding upcoming agenda items.

**CONFLICT OF INTEREST**

Cr Rolfe declared a prescribed conflict of interest in the closed session matter item 1.1 – REDI Application by All Time Diesel (as defined in section 150E1 of the *Local Government Act 2009*). The nature of my interest is as follows:

- (i) A close associate of mine is the applicant for this approval;
- (ii) The name of my close associate is Vic & Gaye Mabin and Ben & Hayley Mabin; and
- (iii) The nature of my relationship with this close associate is, that of business associates in the past and very close family friends.

In accordance with section 150EM of the *Local Government Act 2009*, Cr Rolfe will leave the meeting and stay away from the meeting while this matter is discussed and voted on.

**PETITIONS (IF ANY)**

Nil

**Attendance**

Minute Secretary M. Wills left the meeting at 9.14am and returned to the meeting at 9.15am

**DECISION ACTION REPORTS**

**Communities**

**Regional Arts Development Fund (RADF) Round 1 Assessment Meeting - 20 November 2020**

**Purpose:**

This report puts forward the Central Highlands Arts and Cultural Advisory Committee's recommendations regarding Round 1 of the Regional Arts Development Fund 2020-2021 financial year for council's endorsement.

**Resolution:**

Cr Sypher moved and seconded by Cr Carpenter "That the Central Highlands Regional Council adopt the Central Highlands Arts and Cultural Advisory Committee Minutes of 20 November 2020 and endorse their recommendations for the following Regional Arts Development Fund Round 1 applications for 2020-2021 financial year:

<b>Individual applications</b>	<b>Project Description</b>	<b>Amount \$</b>	<b>Outcome</b>
Lachlan Grierson	Blacksmithing workshops	\$4,037.00	Approved
<b>Group applications</b>	<b>Project Description</b>	<b>Amount \$</b>	<b>Outcome</b>
Arts Central Queensland	Capturing history. Framing history film making and acting workshops at Capella Pioneer Village to produce five short films.	Nil	Not approved
Miners Common, Arts and Cultural Centre Inc.	Sapphire Shines for Queensland Day 2021, Taste of Africa – Take 2.	Nil	Re-submit Round 2 2020-2021
Our Lady of the Sacred Heart Catholic Primary School	Down the garden path workshop wire art and sculptural works	Nil	Not approved
<b>Council Initiated Project applications</b>	<b>Project Description</b>	<b>Amount \$</b>	<b>Outcome</b>
Metal in March 2021	Three metal work artists to conduct wire art workshops in Blackwater, Comet and Springsure.	\$10,856.00	Approved
	<b>Total Round 1</b>	<b>\$14,893.00</b>	<b>Funding recommended"</b>

2020 / 12 / 09 / 002

Carried (9-0)

**Attendance**

Consultant M. Basher attended the meeting via skype at 9.26am  
 Manager Governance J. Ngoroyemoto attended the meeting at 9.32am

## **Corporate Services**

### **Closed Circuit Television Policy**

#### **Purpose:**

Closed Circuit Television (CCTV) systems require planned deployment, maintenance, management, and documentation to ensure the reliable capture of information, and that this information is received, stored, reviewed or analysed in a controlled and repeatable manner. Processes and approvals also need to be in place to manage retention and requests for CCTV recorded information be made available as evidence or otherwise supplied to 3<sup>rd</sup> parties.

CCTV and associated devices are installed and used by council personnel for the following purposes:

- Improve the actual and perceived levels of public safety by discouraging unlawful and antisocial behaviour in and around council property, facilities, and public places.
- Assist Law Enforcement Agencies or Council’s authorised officers with the detection and prosecution of offences.
- Monitor areas where staff interact with the public to enhance safety.
- Protect council assets, or assets managed by Council.
- Enable real-time review of material entering Council’s waste management facilities.
- To aid in the safe operation of equipment or work area.

The policy defines:

- Types of CCTV systems.
- Information collection guidelines.
- Signage requirements.
- Storage and access to data.
- Management and maintenance of CCTV systems
- Roles and responsibilities.
- Audit requirements (including an audit checklist).
- Planning considerations.

The risk of not proceeding with this policy endorsement is an uncontrolled CCTV network operating without defined roles and responsibilities and the appropriate governance required to maintain such systems. The data associated with CCTV systems is deemed to be a council record for which if lost or corrupted could bring potential damage to councils’ reputation. To mitigate this risk, it is proposed that this policy be endorsed.

#### **Resolution:**

Cr Burns moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council endorses the Closed Circuit Television (CCTV) Policy.

	<b>CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY</b>	
	<b>TITLE:</b> Closed Circuit Television (CCTV)	<b>POLICY REF NO</b> CHRCP: 0064

### **1.0 Policy Purpose**

- 1.1 The purpose of this policy is to provide a framework for the overarching use and installation of Closed Circuit Television (CCTV) in public locations or private property.
- 1.2 The purpose of this policy is to provide a framework for the overarching use and installation of Closed Circuit Television (CCTV) in public locations or private property where there is collaboration with council. CCTV is an established technology and is continually evolving.

1.3 This policy does not cover airport operations as they are covered in the Airport’s Transport Safety Plan, *Aviation Transport Security Regulations 2005*.

## 2.0 Policy Statement

2.1 Council has endorsed a Community Safety and CCTV Strategy which details council’s level of support for the implementation of Closed Circuit Television as a tool to reduce criminal and anti-social activity.

2.2 CCTV does not absolutely prevent crime or anti-social behaviour but can reduce the incidence of opportunistic anti-social behaviour and may provide forensic evidence when such events occur. Central Highlands Regional Council will sign a Memorandum of Understanding with the Queensland Police Service (QPS) to share data from the council’s CCTV system to further enhance community safety.

2.3 Evidence suggests that CCTV improves the public perception of safety and reduces the fear of being a victim of crime in public places.

2.4 This policy describes the criteria to be used when a new installation is being considered for deployment.

2.4.1 CCTV will be installed where recurrent anti-social or criminal behaviour has been identified or installed as a proactive measure to minimise damage to council facilities.

2.4.2 CCTV installations will meet the requirements of the Central Highlands Regional Council Community Safety, CCTV Strategy and the Australian New Zealand Policing Advisory Agency – Recommendations for CCTV systems or any other relevant industry standards.

2.4.3 CCTV installations will be clearly signed. In some instances, where covert cameras are used for monitoring, such as dumping of rubbish, it may not be appropriate to install signage, but all efforts will be made to advise nearby residents as required.

2.4.4 The use of “dummy” or replica cameras is not permitted.

2.4.5 CCTV cameras may be passive or “event activated” for recording purposes.

2.4.6 CCTV installations may be deployed on council or private land, with the permission of the land owner. Installations may be permanent or temporary. At times, the council may need to negotiate for the use of land and use of utilities, such as power, during the installation and ongoing operation of the CCTV system.

2.4.7 Access to any CCTV footage and other operational matters will be controlled through a Code of Practice that is consistent with all CCTV related State and Commonwealth legislation.”

<b>Strategic Link</b>	Community Safety and CCTV Strategy
<b>Category</b>	Public Health and Community Safety
<b>Lead Business Unit</b>	Information Technology

<b>Public Consultation</b>	<b>No</b>
<b>Adoption Date</b>	09/12/2020
<b>Next Review Due</b>	09/12/2021
<b>Document Number</b>	TBA
<b>Record Keeping</b>	ECM, Vine and Council Website
<b>Related Documents</b>	

**2020 / 12 / 09 / 003**

Carried (9-0)

Attendance

Manager Governance J. Ngoroyemoto and Consultant M. Basher (via skype) left the meeting at 9.36am  
 Coordinator Governance G. Cocks attended the meeting at 9.37am

**Review of delegations from Council to Chief Executive Officer**

**Purpose:**

This report provides a review and update of the delegations from Council to the Chief Executive Officer and is being presented for Council endorsement.

**Resolution:**

Cr Rolfe moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council:

1. Adopt the proposed amendments to “Delegations Register Council to Chief Executive Officer” to reflect the new and amended delegations, as tabled in attachment 1 to this report; and
2. Endorse the administration to amend the “Chief Executive Officer to Employees/Contractors Delegations Register” to reflect the changes as per recommendation 1. “

**2020 / 12 / 09 / 004**

Carried (9-0)

Attendance

Coordinator Governance G. Cocks left the meeting at 9.50am  
 Manager Airport S. Kloppers attended the meeting at 9.50am

**Customer and Commercial Services**

**Supporting Australia’s Regional Airports Through COVID-19**

**Purpose:**

Central Highlands Regional Council made application to the Federal Government through the Supporting Australia’s Regional Airports COVID-19 Grant for financial losses associated with operation of Emerald Airport during the COVID-19 pandemic. Council was advised on 16 November 2020 that its application was declined by the Department of Infrastructure, Transport, Regional Development and Communications as it did not satisfy all criterion as set out in the program guidelines. This report advises Council of the

advice received and recommends that the Mayor and Chief Executive Officer be endorsed to advocate on behalf of the Central Highlands community regarding this decision.

***Resolution:***

Cr Rolfe moved and seconded by Cr Daniels “That Central Highlands Regional Council endorse the Mayor and Chief Executive Officer to engage with:

1. Federal Government - Department of Infrastructure, Transport, Regional Development and Communications, and the Deputy Prime Minister, the Honourable Michael McCormack MP
2. State Government – Department of the Premier and Cabinet
3. Local Government Association of Queensland (LGAQ)
4. Senator Susan McDonald

on behalf of the community of the Central Highlands in order to express disappointment regarding the decline of Council’s Supporting Australia’s Regional Airports COVID-19 Grant application and to make the case for a reconsideration of the decision.”

**2020 / 12 / 09 / 005**

Carried (9-0)

*Attendance*

Manager Airport S. Kloppers left the meeting at 10.03am

Manager Water Utilities S. Collinge attended the meeting at 10.04am

General Manager Corporate Services M. Gatt left the meeting at 10.04am

Cr Burns left the meeting at 10.05am

General Manager Corporate Services M. Gatt returned to the meeting at 10.07am

Minute Secretary M. Wills left the meeting at 10.10am and returned at the meeting at 10.11am

Cr Burns returned to the meeting at 10.13am

## **Infrastructure and Utilities**

### **Proposed budget transfers for Water Utilities projects**

**Purpose:**

The purpose of this report is to seek approval for programme budgetary revisions for select capital projects to ensure continued cashflow over the programme lifecycle.

***Resolution:***

Cr Curtis moved and seconded by Cr Burns “That Central Highlands Regional Council in accordance with section 170 of the Local Government Regulation 2012 adopt the amendments to the budget to capital program 2020-2021 for the Water Utilities projects.”

**2020 / 12 / 09 / 006**

Carried (9-0)

*Attendance*

Manager Water Utilities S. Collinge left the meeting at 10.22am

## **Chief Executive Officer**

### **Local Government Association of Queensland (LGAQ) Waste Forum**

**Purpose:**

The Local Government Association of Queensland (LGAQ) Waste Forum is being held at Brisbane from 15 to 16 February 2021.



This report is to determine council's attendance at the forum.

***Resolution:***

Resolved "That Central Highlands Regional Council be represented at the Local Government Association of Queensland Waste Forum to be held at Brisbane from 15 to 16 February 2021 by Councillors Daniels and Brimblecombe."

**2020 / 12 / 09 / 007**

Carried (9-0)

***Adjournment***

The meeting was adjourned at 10.23am

The meeting resumed at 11.00am

**Scholarship - Women Leading in Local Government**

***Purpose:***

The Local Government Division of the Department of State Development, Infrastructure, Local Government and Planning is calling for expressions of interest for scholarships for the Women Leading in Local Government Program.

This report is seeking support from Council to cover travel and accommodation costs for councillors (to be identified) to participate in the Women Leading in Local Government program.

***Resolution:***

Cr Sypher moved and seconded by Cr Moriarty "That Central Highlands Regional Council support Councillors Rolfe, Carpenter, Daniels and Curtis to participate in the Women Leading in Local Government Program that is being conducted by the Department of State Development, Infrastructure, Local Government and Planning."

**2020 / 12 / 09 / 008**

Carried (9-0)

***Attendance***

Manger Planning and Environment K. Byrne, Coordinator Strategic Land Use H. McLaren-Greiss and Principal Planner Strategic Land Use J. Hague attended the meeting at 11.05am

**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 / 12 / 09 / 009**

Carried (9-0)

The meeting was closed at 11.06am

Conflict of Interest

Cr Rolfe confirmed her previous conflict of interest in the following matter and left the meeting while the matter was being discussed and voted on. Councillor Rolfe left the meeting at 11.06am.

**REDI Application - All Time Diesel**

**Out of Closed Session**

**Resolution:**

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

**2020 / 12 / 09 / 010**

**Carried (8-0)**

The meeting was opened at 11.26am

Attendance

Manger Planning and Environment K. Byrne, Coordinator Strategic Land Use H. McLaren-Greiss and Principal Planner Strategic Land Use J. Hague left the meeting at 11.26am

**REDI Application - All Time Diesel**

**Purpose:**

This report:

1. Evaluates an application for the Regional Economic Development Incentive lodged by GH Mabin and VJ Mabin, on behalf of All Time Diesel Pty Ltd.
2. Presents a recommendation for council’s consideration.

**Resolution:**

Cr Curtis moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council refuse the Regional Economic Development Incentive application associated with development application number 403.2017.21 a Material Change of Use – Low Impact Industry (Mechanical Workshop – Light Vehicles) over 9 Wills Road, Emerald.”

**2020 / 12 / 09 / 011**

**Carried (8-0)**

Attendance

Cr Burns left the meeting at 11.27am

Cr Rolfe returned to the meeting at 11.27am

**LATE AGENDA ITEMS**

Nil

## **GENERAL BUSINESS**

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

### Special General Council Meeting – 14 December 2020

General Manager Corporate Services advised councillors that council is still waiting on the 2019 / 2020 audited financial statements to be received from the Queensland Audit Office and that the General Manager Corporate Services will keep councillors informed regarding the special general council meeting.

Cr Rolfe

- Advised that the Springsure Show Society had applied for funding under the Regional Agricultural Show Development Grants Program from the federal government and was successful in their application towards next year's annual show and thanked the local Member for Flynn Mr Ken O'Dowd MP.

Mayor Hayes

- Thanked all of the councillors for their diligent work throughout the year. Response from this council has been nothing but exceptional. The confidence that the councillors build in the community goes a long way to make it work. Thanked the chief executive officer and the general managers for implementing all of the plans for the rest of the year, and not only managing the confidence of the staff and making sure that all of the protocols and regulations were adhered to.
- The Mayor also acknowledged every council employee for their determination this year and acknowledged the executive support team for making it easier for Councillors to work here.

Scott Mason

- On behalf of the executive leadership team conveyed his gratitude and thanks to the outgoing councillors at the turnover at election and but also the current team, who have been a pleasure to work with. We have achieved a lot in a short timeframe, and though strong cooperation from a team perspective, getting good outcomes for our community is evident and wanted to pass on our best wishes from the executive leadership team for the season and thanks for a good year.

Cr Moriarty

- Reinforced what the mayors best wishes everyone all the best for the festive season and to all the staff and fellow councillors. It has been a great experience coming to council and thank you all for all your support and wishing all the staff and the community all the best for the festive season.

## **CLOSURE OF MEETING**

There being no further business, the Mayor closed the meeting at 11.35am.

CONFIRMED

MAYOR

DATE