



Flinders Shire Council

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HUGHENDEN QLD 4821

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Mayor
Gregory J Jones
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Deputy Mayor
David (Ninian) Stewart-Moore
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Cr Arthur William (Bill) Bode
Cr.Bode@flinders.qld.gov.au

Cr Barbara L Geisler
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Cr Jane G Charuba
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Cr Sean M O'Neill
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Cr Shane T McCarthy
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Chief Executive Officer
Stephen A. McCartney
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Director Corporate Services
Leanne M. Rogers
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Director of Engineering
Stephen J. Turner
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FLINDERS SHIRE COUNCIL UNCONFIRMED MINUTES 21 FEBRUARY 2013 10.00 AM COUNCIL BOARDROOM

1. SUBJECT – OPENING BUSINESS

- 1.1 Present
- 1.2 Apologies
- 1.3 Confirmation of Minutes
- 1.4 Obligations of Councillors
 - 1.4.1 Material Personal Interest (MPI)
Section 172 *Local Government Act 2009*
 - 1.4.2 Conflict of Interest (COI)
Section 173 *Local Government Act 2009*
 - 1.4.3 Closed Meeting Discussion Items
Section 275 *Local Government Regulation 2012*
- 1.5 Petitions
- 1.6 Condolences

2. REPORTS

- 2.1 CHIEF EXECUTIVE OFFICER
 - 2.1.1 Official Documents
 - 2.1.2 Department of Housing and Public Works regarding disposal of land at 3 Flynn Street, Hughenden known locally as the Hughenden State School
 - 2.1.3 Allen Terry Caravan Park Contractual Agreement
 - 2.1.4 Application for Renewal of Special Lease over Reserve of Lot 166 on Plan B144260, Parish of Hughenden
 - 2.1.5 Application for Renewal of Special Lease over Reserve on Lot 166 on Plan B144260, Parish of Hughenden
 - 2.1.6 Native Title Acquisition Agreement
 - 2.1.7 Proposed Amendments to Cooper Creek and Georgina and Diamantina Basins Wild River Declarations
 - 2.1.8 Landfill Hours
- 2.2 DIRECTOR CORPORATE SERVICES
 - 2.2.1 Rental of Telecentre Building
 - 2.2.2 Sport and Recreation Local Jobs Plan Funding



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Continuation Director Corporate Services

- 2.2.3 Sport and Recreation Officer Position
- 2.2.4 Financial Statements to 13 February 2013
- 2.2.5 Loan Application – Sewerage Treatment Plant Upgrade and North Hughenden Sewerage Reticulation
- 2.2.6 Sponsorship Policy
- 2.2.7 Quarterly Report on the Operational Plan
- 2.2.8 Hughenden Centre for the Aged – Policy and Associated Documents
- 2.2.9 Hughenden Hammerheads Swimming Club

2.3 DIRECTOR OF ENGINEERING

- 2.3.1 Gray Street – Brodie Street Intersection
- 2.3.2 Flinders Shire Council – Flinders Discovery Centre
- 2.3.3 Shire grid Upgrade/Replacement Subsidy Scheme

3 CRIER NOTES

4 CLOSURE AND PROPOSED MEETING CALENDAR

**FLINDERS SHIRE COUNCIL
UNCONFIRMED MINUTES
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10.00 AM
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1. OPENING BUSINESS

Cr Gregory Jones (Mayor) opened the meeting with the Council Prayer at 10.00 am.

*Lord,
Please guide and direct us,
In that the decisions to be made,
Will be for the benefit,
Of our whole community*

Amen

1.1 PRESENT

Mayor Gregory Jones

Councillor Ninian Stewart-Moore
Bill Bode
Barbara Geisler
Sean O'Neill
Shane McCarthy
Jane Charuba

Staff
Stephen McCartney Chief Executive Officer
Leanne Rogers Director Corporate Services
Stephen Turner Director of Engineering

Attendance
Madeline Sealy and Daniel Anchen (Hughenden State School Year 12 students) attended the Council meeting this month

1.2 APOLOGY

Nil

1.3 CONFIRMATION OF MINUTES

Moved Cr Sean O'Neill Seconded Cr Barbara Geisler

That the Minutes of the Ordinary Meeting of Council held 29 January 2013 be taken as read and signed as correct.

Carried

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1.4 OBLIGATIONS OF COUNCILLORS

1.4.1 Material Personal Interest (MPI) Section 172 Local Government Act 2009

Involves the ability for you or an associate to *gain a material benefit or suffer a material loss as a result of a decision that is made*. It includes interests that arise from personal or family relationships. These interests must be disclosed prior to the item to be discussed and you must leave the room. A record will be recorded at the item and in the MPI Register.

Associate being Councillor, spouse, parent, child, sibling, partner, employer etc.

1.4.2 Conflict of Interest (COI) Section 173 Local Government Act 2009

Exists whenever there is a *disparity between your personal interest (real or perceived conflict of interest) and the public interest*. e.g. office holder of a community group. These interests must be disclosed prior to the item to be discussed. A record will be recorded at the item and in the COI Register. The Councillor will then decide whether to stay or leave the meeting.

1.4.3 Closed Meeting Discussion Items – Section 275 Local Government Regulation 2012

Items to be considered in Closed Session will be listed and marked accordingly.

This section of the Agenda is for those items deemed necessary for discussion in a meeting Closed to the Public in accordance with Local Government Regulation 2012 - Section 275 – Chapter 8 Administration – Part 2 Local Government meetings and committees –

- (1) A local government or committee may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to close the meeting to discuss –
 - a. the appointment, dismissal or discipline of employees; or
 - b. industrial matters affecting employees; or
 - c. the Local Government Budget; or
 - d. rating concessions; or
 - e. contracts proposed to be made by it; or
 - f. starting or defending legal proceedings involving it; or
 - g. any action to be taken by the Local Government under the Planning Act, including deciding applications made to it under that Act; or
 - h. other business for which a public discussion would be likely to prejudice the interests of the Local Government or someone else, or enable a person to gain a financial advantage.
- (2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.
- (3) A local government or committee must not make a resolution (other than a procedural resolution) in a closed meeting.

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1.5 PETITIONS

Nil

1.6 CONDOLENCES

Nil

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2 REPORTS

2.1 CHIEF EXECUTIVE OFFICER

Moved Cr Shane McCarthy

Seconded Cr Jane Charuba

That the Chief Executive Officer's report as presented be received by Council.

Carried

2.1.1 Official Documents

Nil

2.1.2 Department of Housing and Public Works regarding the disposal of land at 3 Flynn Street, Hughenden and described as Lot 95 on SP198389, Parish of Hughenden known locally as the Hughenden State School (SF12/432 : R13/405)

Regarding the disposal of land at 3 Flynn Street, Hughenden and described as Lot 95 on SP198389, Parish of Hughenden known locally as the Hughenden State School and a land parcel of 1.1403 hectares. This land is surplus to the school's needs. In the absence of any specific community use need in the area, advice from the Council is requested in relation to the strategic land use opportunities for this parcel.

Recommendation – *That Council register their interest in acquiring the land for future community developments that complement the existing developments by Council.*

Moved Cr Ninian Stewart-Moore

Seconded Cr Bill Bode

That Council register their interest in acquiring the land for future community developments that complement the existing developments by Council.

Carried

2.1.3 Allen Terry Caravan Park Contractual Agreement

Contractors of the Allen Terry Caravan Park have advised that on reviewing the costs, total outlay for overheads – wages, chemicals, printing, fuel, oil and services is \$15,985.00 and on that basis they request their incentive payment be increased to 15% for the upcoming year.

Comment – *This contract was the first time Council has appointed a Contract Manager on a retainer plus incentive bonus. The initial contract was based on the best estimates prepared by the Chief Executive Officer without any hard data. It was always agreed that some amendment to the contract would be required at the end of the first year. Both monetary turnover and the Contract Manager position has more than achieved the estimated targets.*

Recommendation – *Following the performance review of the contract by the Chief Executive Officer and the Director of Corporate Services with the contractors it is recommended that the performance incentive payment component of the contract be increased to 15% from 1 February 2013.*

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Moved Cr Barbara Geisler

Seconded Cr Bill Bode

Following the performance review of the contract by the Chief Executive Officer and the Director of Corporate Services with the contractors, it is recommended that the performance incentive payment component of the contract be increased to 15% from 1 February 2013.

Carried

2.1.4 Rental of Vacant Land - Part of Lot 35 on Plan 739544, Parish of Hughenden in Corney Street (behind Richmond Hill Drive)

The rental tender for Part of Lot 35 on Plan 739544, Parish of Hughenden in Corney Street (behind Richmond Hill Drive) expires 5 April 2013. It was currently rented for a two year period and being only 7.1ha has a stocking rate of only four horses. Does Council wish to re-tender for another two years?

Recommendation – *That Council re-tenders part of Lot 35 on Plan 739544, Parish of Hughenden for another two years rent.*

Moved Cr Sean O'Neill

Seconded Cr Ninian Stewart-Moore

*That Council tender out Part of Lot 35 on Plan 739544, Parish of Hughenden for another two years rent and that Council enforce that weed control **MUST** be carried out by the lessee. Council is to treat weeds prior to the new lease being granted.*

Carried

2.1.5 Application for Renewal of Special Lease over Reserve on Lot 166 on Plan B144260, Parish of Hughenden

Council has been asked to provide views for an application for renewal of Special Lease over the Water Reserve on Lot 166 on Plan B144260, Parish of Hughenden, County of Douglas being 212ha for grazing purposes on the following –

- Confirmation that the Reserves are still required for their gazetted purpose;
- On expiry of the existing leases, would you as trustee be prepared to offer the current lessee a trustee lease or a trustee permit over the subject area in accordance with Section 57 of the Land Act 1994 and Policy PUX/901/210 – Leases over Reserves; and
- If entering into a trustee lease or trustee permit is not an option, your views or requirements to the granting of a new term lease over the abovementioned properties will suffice.

Recommendation – *Council confirms that the Water Reserve is still required for grazing purposes; objects to Council entering a trustee lease or offering a trustee permit as it would not be seen as feasible for such a small amount of land; and Council does not object to granting a new term lease over Water Reserve Lot 166 on Plan B144260, Parish of Hughenden, County of Douglas.*

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Moved Cr Ninian Stewart-Moore

Seconded Cr Bill Bode

Council confirms that:

1. *the Water Reserve is still required for grazing purposes;*
2. *it objects to Council entering a trustee lease or offering a trustee permit as it would not be seen as feasible for such a small amount of land;*
3. *Council does not object to the granting of a new term lease over Water Reserve Lot 166 on Plan B144260, Parish of Hughenden, County of Douglas; and*
4. *Class 1, 2 and 3 weeds need to be actively controlled by the lessee and enforced by the Department as a term within the lease.*

Carried

2.1.6 Native Title Acquisition Agreement

Council has been negotiating with the Yirendali Traditional Owners to acquire and extinguish the Native Title rights and interests over the following parcels of land –

- Part of the 15 Mile Reserve being Lot 167 on DG249, Parish of Hughenden; and
- Part of the Racecourse Reserve being Lot 165 on DG812226, Parish of Hughenden.

An agreement has been successfully reached and is now presented to Council for consideration.

Recommendation - *That Council agrees to the Native Title Acquisition Agreement with the Yirendali Traditional Owners for the two parcels of land.*

Moved Cr Barbara Geisler

Seconded Cr Sean O'Neill

That Council agrees to the Native Title Acquisition Agreement with the Yirendali Traditional Owners for the two parcels of land –

- *Part of the 15 Mile Reserve being Lot 167 on DG249, Parish of Hughenden; and*
- *Part of the Racecourse Reserve being Lot 165 on DG812226, Parish of Hughenden.*

Carried

2.1.7 Proposed amendments to Cooper Creek and Georgina and Diamantina Basins Wild River Declarations

The Minister for Environmental and Heritage Protection has published a Notice of Intent to amend and an amendment proposal notice for the Cooper Creek and Diamantina Basins Wild River Declarations. Documentation provided shows details of the proposed changes – these changes are to improve safety for remote workers and provide greater efficiencies for petroleum and gas companies whilst maintaining environmental standards within the river systems. Consultation about this proposal will be occurring with communities and stakeholders in this area – the closing date for submissions is 5.00 pm on 18 March 2012.

Recommendation – *Council to form a sub-committee to prepare a submission.*

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Moved Cr Barbara Geisler

Seconded Cr Jane Charuba

Council to form a sub-committee consisting of Crs Ninian Stewart-Moore (Deputy Mayor) and Bill Bode to prepare a submission.

Carried

2.1.8 Landfill Hours

In order to avoid confusion over the opening times during Christmas, Easter and Public Holidays, it is recommended that these operating hours be permanently displayed along with the normal operating hours.

Recommendation - *The following operating hours are recommended –*

Normal

<i>Monday – Friday:</i>	<i>8.00 am – 11.00 am and 3.00 pm – 6.00 pm</i>
<i>Saturday – Sunday</i>	<i>8.00 am – 11.00 am and 2.00 pm – 6.00 pm</i>

<i>Public Holidays</i>	<i>8.00 am – 11.00 am</i>
------------------------	---------------------------

<i>Good Friday</i>	<i>Closed</i>
<i>Christmas Day</i>	<i>Closed</i>
<i>New Years Day</i>	<i>Closed</i>

Moved Cr Shane McCarthy

Seconded Cr Sean O'Neill

The following operating hours be set for the Hughenden Landfill -

Normal

<i>Monday – Friday:</i>	<i>8.00 am – 11.00 am and 3.00 pm – 6.00 pm</i>
<i>Saturday – Sunday</i>	<i>8.00 am – 11.00 am and 2.00 pm – 6.00 pm</i>

<i>Public Holidays</i>	<i>8.00 am – 11.00 am</i>
------------------------	---------------------------

<i>Good Friday</i>	<i>Closed</i>
<i>Christmas Day</i>	<i>Closed</i>
<i>New Years Day</i>	<i>Closed</i>

Carried

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2.2 DIRECTOR CORPORATE SERVICES

Moved Cr Barbara Geisler

Seconded Cr Bill Bode

That the Director of Corporate Services' report as presented be received.

Carried

**2.2.1 Rental of Telecentre Building
(Retabled from January 2013 meeting – Item 2.2.5)**

The Operator of the Flinders Flyer has arranged to use a printer at the Telecentre this week and has been advised that the keys at the Council have to be signed out and returned either Tuesday afternoon or Wednesday.

The Operator of the Flinders Flyer has advised that she is interested in renting the Centrelink area if Council made it available and would like to see what rental would be charged. It has already been discussed that the Centrelink move to the front office, with the back area available for someone who might start up a new flyer. Locating the publication here would also save a lot of hassle moving the copier.

Recommendation - *That Council form a subcommittee to determine the rental level and locations within building.*

Moved Cr Shane McCarthy

Seconded Cr Bill Bode

That the Mayor, Gregory Jones and Councillors Sean O'Neill and Jane Charuba form a subcommittee to determine the rental arrangement and locations within the building, for recommendations back to Council.

Carried

Comment – February 2013

Council's subcommittee prepared a proposal to offer to the new *Flinders Flyer* owners. It is envisaged that the Centrelink services will move to the front of the building and the office within that area can be used for *Job Find* giving more privacy to Centrelink customers. Currently job search use the video conference room at no cost. They have been paying for the use of one of the small meetings rooms at the Council Office whilst this was temporarily unavailable.

The proposal for the Flinders Flyers is as per below –

Area:	Back office area where Centrelink is currently situated.
Rental:	\$40.00 per week for the first three months on a week by week basis. After three months, negotiate a commercial rental offer of a maximum \$70.00 - \$80.00 per week rental which will include power
Requirements:	Flinders Flyer must provide copies of current Public Liability Insurance. Flinders Flyer must have its own contents insurance.
Bond:	To be set by Council

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I have discussed this proposal with the *Flinders Flyer* operators and there is agreement to the conditions of the offer.

The Great Northern Telecentre is looking at having a silent auction or garage sale to sell off final assets and have been advised that the building is required to be empty by the 28 March 2013.

Recommendation:

- Council approve the move of Centrelink to the front of the building, which will include transfer of phones and internet lines;
- Council formally offers as per above conditions rental of the back area of the Telecentre building to the Flinders Flyer being \$40 per week for the first three months on a week by week basis. After three months, negotiate a commercial rental offer of a maximum \$70.00-\$80.00 per week rental which will include power;
- Council sets the Bond of \$300.00 for the rental offer to the Flinders Flyer; and
- Council consider a daily fee, same as set for the Diggers Entertainment Centre Meeting Room and the Meeting Rooms at Council of \$55.00 per day offer to *Job Find*.

Moved Cr Sean O'Neill

Seconded Cr Barbara Geisler

That as per the recommendations set by the sub-committee –

- *Council approve the move of Centrelink to the front of the building, which will include transfer of phones and internet lines;*
- *Council formally offers as per above conditions rental of the back area of the Telecentre building to the Flinders Flyer being \$40 per week for the first three months on a week by week basis. After three months, negotiate a commercial rental offer of a maximum \$70.00-\$80.00 per week rental which will include power;*
- *Council sets the Bond of \$300.00 for the rental offer to the Flinders Flyer; and*
- *Council to set a daily fee, same as the Diggers Entertainment Centre Meeting Room and the Meeting Rooms at Council of \$55.00 per day offer to Job Find.*

Carried

2.2.2 Sport and Recreation Local Jobs Plan Funding

We have been advised by the Department of Communities that there will be no extension of time for the funded position of the Sport and Recreation Officer under the Sport and Recreation Local Jobs Plan Funding.

Whilst the position is vacant with the Officer on unpaid leave, then the funds unspent will be lost at the end of December when the funding agreement is completed. We are currently using some of these hours to complete administration duties for this position, however we stand to loose considerable funds if they are left unspent. We are not alone in this situation; other Councils are experiencing the same difficulties with leave, resignations and time used to recruit.

I believe Council needs to lobby the State Government to consider extensions of the funding to allow for such circumstances.

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Recommendation: Council take a lobby role with representatives in the State Government to push the extension of time for the funding and clearer guidelines for situations such as maternity leave, recruitment times etc.

Moved Cr Ninian Stewart-Moore

Seconded Cr Shane McCarthy

Council take a lobby role with representatives in the State Government to push the extension of time for the current funding; and clearer guidelines for situations such as maternity leave, recruitment times etc.

Carried

2.2.3 Sport and Recreation Officer Position

As the current position is only funded to the end of December 2013, Council need to evaluate and consider the value of the current position. Current anecdotal evidence from sporting clubs in the general community is that this position has been well received and viewed as a valuable resource for the community as a whole. For the position to be continued beyond 2013, Council will need to lobby the State Government for future funding opportunities. As part of this lobbying process, Council will need to commit supporting funds to the position. It is also recommended that Council involve the LGAQ to gain support for State funding towards a Sport and Recreation Officer position in Local Government.

Recommendation:

- Council form a subcommittee of Councillors and Officers to evaluate the current Sport and Recreation Officer position within Council;
- Council take a lobby role with representatives in the State Government to continue with further funding for Sport and Recreation Officers in Local Government from 2014; and
- Liaise with LGAQ for support in funding a Sport and Recreation Officer position in Local Government.

Moved Cr Sean O'Neill

Seconded Cr Bill Bode

Council form a subcommittee of Councillors and Officers to prepare a submission for lobbying. The sub-committee to consist of the Mayor, Cr Greg Jones and Crs Jane Charuba and Sean O'Neill.

Carried

2.2.4 Financial Statements to the 13 February 2013

The Financial Statements to the 13 February 2013 were presented to the meeting in accordance with *Section 204 of the Local Government Regulation 2012*.

Recommendation – *That the Financial Statements to 13 February 2013 be accepted by Council in accordance with Section 204 of the Local Government Regulation 2012.*

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Moved Cr Ninian Stewart-Moore

Seconded Cr Jane Charuba

That the Financial Statements to the 13 February 2013 be accepted by Council in accordance with Section 204 of the Local Government Regulation 2012.

Carried

2.2.5 Loan Application – Sewerage Treatment Plant Upgrade and North Hughenden Sewerage

Council has submitted a loan application to the Department for \$1.5m for the Sewerage Treatment Plant Upgrade and North Hughenden Sewerage Reticulation.

Recommendation - *It is recommended that this application be amended from \$1.5m to \$1m for the 2012-2013 financial year.*

Moved Cr Sean O'Neill

Seconded Cr Barbara Geisler

That the application for the Sewerage Treatment Plant Upgrade and North Hughenden Sewerage Reticulation be amended from \$1.5m to \$1m for the 2012-2013 financial year.

Carried

2.2.6 Sponsorship Policy

Administration has commenced development of this Policy for Council. I would like to recommend that a sub-committee of Council be nominated to provide guidance on the key aspects of this Policy for adoption by Council at the March 2013 Meeting.

Recommendation – *That Council form a sub-committee to provide guidance on the principles of the Sponsorship Policy.*

Moved Cr Bill Bode

Seconded Cr Shane McCarthy

That a sub-committee consisting of Councillors Shane McCarthy and Barbara Geisler be formed to provide guidance on the principals of the Sponsorship Policy.

Carried

2.2.7 Quarterly Report on the Operational Plan

In accordance with the Local Government Regulation 2012 the Second Quarterly Report to the 31 December 2012 on the Operational Plan is presented to Council for adoption.

Recommendation – *That Council receive the Quarterly Report on the Operational Plan.*

Moved Cr Sean O'Neill

Seconded Cr Ninian Stewart-Moore

That the Quarterly Report on the Operational Plan be received by Council.

Carried

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2.2.8 Hughenden Centre for the Aged – Policy and Associated Documents

I refer to the Draft Hughenden Centre for the Aged – Entry and Exit Policy and present it to Council for consideration. This will be the guiding principle for admittance to the new Facility. Once the Policy has been decided upon, all Expressions of Interest applicants will be contacted formally to commence this process.

Recommendation – *That Council adopts the Hughenden Centre for the Aged – Policy and Associated Documents as presented.*

Moved Cr Bill Bode

Seconded Cr Shane McCarthy

That Council adopts the Hughenden Centre for the Aged – Policy and Associated Documents as presented.

Carried

Moved Cr Bill Bode

Seconded Cr Ninian Stewart-Moore

That Council appoint the Mayor, Cr Greg Jones and Councillors Barbara Geisler and Jane Charuba and representative from the Beef Challenge Committee to allocate \$15,000.00 donated by the Flinders Beef Challenge Committee. The funds to go towards a capital project at Hughenden Centre for the Aged.

Carried

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COUNCIL POLICY – Hughenden Centre for the Aged - Entry and Exit Policy and Procedure



POLICY TITLE:	Hughenden Centre for the Aged - Entry and Exit Policy and Procedure
DATE OF ADOPTION:	21 February 2013
DATE REVIEWED:	21 February 2014
VERSION:	1

1. OBJECTIVE

To establish the entry and exit criteria and priority for admittance to the Hughenden Centre for the Aged, including tenancy conditions, to ensure each client receives a fair assessment for admittance to the Hughenden Centre for the Aged and an appropriate departure.

2. SCOPE

This procedure is applicable to all personnel who undertake selection panel duties.

3. ROLES AND RESPONSIBILITIES

Administration Officer

Responsible for distributing Application Forms (*Appendix 2*) and maintaining the waiting list of applicants.

Community Care Coordinator/Registered Nurse

Responsible for assessing the waiting list of applicants, in strict accordance with the Admittance Criteria (*Appendix 1*) and making application / recommendation to the Chief Executive Officer / Director Corporate Services in accordance with the Admittance Criteria.

Chief Executive Officer/Director of Corporate Services

Approval of successful applicant.

4. PROCEDURE

- 4.1 Applicants are required to complete the approved Application Form available from the Flinders Shire Council. Council will maintain a waiting list of applicants. A reminder for clients to fill in an Application Form will be advised quarterly through the Community Care Newsletter and there will be an annual public awareness session (typically as part of the Hughenden Health Expo).

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- 4.2 When a unit becomes available, Council will assess all applicants against the Admittance Criteria (Appendix 1).
- 4.3 To be eligible for tenancy, applicants must have an **Enduring Power of Attorney**. A Power of Attorney is a document that gives a person nominated by you the power to act on your behalf. It allows the attorney to sign or do anything that you yourself can legally do, subject to any conditions or limitations stated in the document.
- A general Power of Attorney does not give your attorney the power to make personal, medical or lifestyle decisions for you. You must choose to execute an Enduring Power of Attorney or appoint an enduring guardian for this purpose.
- 4.4 Applicants must be able to complete –
- Independent mobility or transfers; and
 - Independent eating.
- This assessment is completed annually by the Aged Care Assessment Team (ACAT), which is funded through the Department of Health and Ageing.
- 4.5 Successful applicants will be expected to sign and abide by the rules stated in the standard Rental Tenancy Agreement approved by the Residential Tenancy Authority. The Community Care Coordinator will go through this with the tenant prior to them signing the agreement.
- 4.6 Tenants must understand the Hughenden Centre for the Aged (HCA) Evacuation Procedure prior to moving to the HCA. This will be explained to them by the Community Care Coordinator.
- 4.7 Tenants are to be made aware that, despite their close proximity, they are NOT to walk to the Hospital in a medical emergency. Tenants must still call the emergency number (000) and be transported to the Hospital via ambulance.
- 4.8 Prior to moving to the HCA, tenants must sign a Bank Authority for rent to be paid to Council via direct deductions from a nominated bank account. Furniture packages will be available to tenants, with rent adjusted accordingly (*refer to Appendix 3 for rates and packages available*).
- 4.9 Tenants must seek approval for anyone staying at their unit for one night or more, other than those permitted to stay there as part of the RTA.

5. ASSOCIATED POLICIES / FORMS

Appendix One - Admittance Criteria
Appendix Two - Application Form
Appendix Three – Schedule of Furnishings

6. REFERENCES

Residential Tenancies and Rooming Accommodation Act 2008
Aged Care Act 1997
Disabilities Services Act 2006
Anti Discrimination Act 1991

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7. IMPLEMENTATION

This Policy will be made available to all staff on Council's network. Council reserves the right to vary, replace or terminate this procedure from time to time.

8. APPROVAL

Reviewed: _____ Date: _____

Approved: _____ Date: _____

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**APPENDIX ONE
ADMITTANCE CRITERIA**

Criteria One Extended Aged Care at Home (EACH) client

- Priority One
 - Resident of Flinders Shire?
How long have you lived in the Flinders Shire? _____
- Priority Two
 - Family residents of the Flinders Shire?
How long has your family lived in the Flinders Shire? _____

Criteria Two Community Aged Care Packages (CACP's) client

- Priority One
 - Resident of Flinders Shire?
How long have you lived in the Flinders Shire? _____
- Priority Two
 - Family residents of the Flinders Shire?
How long has your family lived in the Flinders Shire? _____

Criteria Three Home and Community Care (HACC) client

- Priority One
 - Assessed to receive long term Nursing or Personal Care
- Priority Two
 - Assessed to receive long term Social Support
- Priority Three
 - Assessed to receive long term Domestic Assistance

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- Priority Four
 - Resident of Flinders Shire
How long have you lived in the Flinders Shire? _____
- Priority Five
 - Family residents of the Flinders Shire
How long has your family lived in the Flinders Shire? _____

Criteria Four Home and Community Care (HACC) eligible DS clients

- Priority One
 - Assessed to receive long term Nursing or Personal Care
- Priority Two
 - Assessed to receive long term Social Support
- Priority Three
 - Assessed to receive long term Domestic Assistance
- Priority Four
 - Resident of Flinders Shire
How long have you lived in the Flinders Shire? _____
- Priority Five
 - Family residents of the Flinders Shire
How long has your family lived in the Flinders Shire? _____

IF A COUPLE WISH TO RESIDE AT THE HUGHENDEN CENTRE FOR THE AGED, ONLY ONE PERSON OF THE COUPLE WILL NEED TO BE ASSESSED ON THE ABOVE CRITERIA.

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APPENDIX TWO

Office Use Only

File No: _____

Doc No: _____

Retention: _____

P. 07 4741 2900 F. 07 4741 1741
PO Box 274 Hughenden Q 4821
34 Gray St, Hughenden Q 4821
flinders@flinders.qld.gov.au
www.flinders.qld.gov.au

**APPLICATION FOR RESIDENCY
AT
HUGHENDEN CENTRE FOR THE AGED**

Applicants Details			
Name:			
Postal Address:			
Residential Address:			
Phone (H):			
Mobile:		Fax:	
Email:			
Preferred Contact Method:	<input type="checkbox"/> Phone	<input type="checkbox"/> Mail	<input type="checkbox"/> Email
Signature of Applicant:	Date: / /		
Privacy Collection Notice	<p>Flinders Shire Council is collecting your name, residential address and telephone number in accordance with the <u>Local Government Act 2009</u> in order to process your application. The information will only be accessed by employees and/or Councillors of Flinders Shire Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.</p>		
Signature of Council Officer	Date: / /		

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Office Use Only	
Application Received	Date: / /
Information Pack Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Processed By:	

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**APPENDIX THREE
FURNISHINGS**

TYPE A

- Lounge
 - Wall mounted 32" Series 4 LED TV
- Kitchen
 - Microwave-Convection Oven
 - Bar Fridge
- Bathroom/Laundry
 - Front Load Washing Machine
- Bedroom
 - Wall Bracket for TV (**TV not supplied**)

TYPE B

- Lounge
 - 32" Series 4 LED TV
 - Small TV Cabinet
- Kitchen
 - Wall Oven
 - Microwave Oven
 - Bar Fridge
- Bathroom/Laundry
 - Front load washing machine
- Bedroom
 - Wall bracket for TV (**TV not supplied**)

FURNITURE PACKAGES ARE AVAILABLE AT AN EXTRA COST. THIS COST WILL BE A FIXED PRICE ADDED ONTO YOUR WEEKLY RENT OVER THE TERM OF YOUR RESIDENCY. ALL FURNITURE WILL BE PURCHASED NEW BY COUNCIL.

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Bedroom Furniture Packages (\$15.00 extra per fortnight)

- King Single Bed Ensemble
- Bedside Table x 1

Lounge Furniture Package (\$10.00 per fortnight)

- Single Sofa Chair
- Coffee Table

Dining Furniture Package (\$5.00 per fortnight)

- Small Dining Table
- Dining Chairs x 2

Complete package available for an extra \$30.00 per fortnight.

CONDITIONS

1. **All** furniture will be assessed by the Flinders Shire Council Building Foreman to ensure it meets Australian Safety Standards.
 2. Furniture purchased through a package will be replaced as required under general wear and tear by Council discretion.
-

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Cr Shane McCarthy declared a Material Personal Interest in Item 2.2.9 and left the room at 11.22 am.

2.2.9 Hughenden Hammerheads Swimming Club

Letter from the Hughenden Hammerheads asking if Council would donate the hire of the metal chairs from the Showgrounds for this weekend's swimming carnival.

Moved Cr Barbara Geisler

Seconded Cr Jane Charuba

That Council provide the metal chairs at no cost provided the Club pick up and deliver them back to the Showgrounds.

Carried

Cr Shane McCarthy re-entered the meeting at 11.27 am.

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2.3 DIRECTOR OF ENGINEERING

2.3.1 Gray Street – Brodie Street Intersection

Council, the public and Police have had concerns for some time regarding the confusion of motorists turning either in front of, or around the clock at this intersection. There have been a number of reported near misses with motorists mis-interpreting the type of intersection; this has prompted a number of discussions with Main Roads to resolve the issue.

Following many discussions with Main Roads, they have decided that there are essentially two options:

- Either a full blown roundabout with “Give Way” lines at the four legs of the intersection (*a sketch is provided*), or
- Removal of the clock to produce a standard unsignalised intersection.

A roundabout is fraught with danger particularly when Gray Street is a Multi Combination (MC) route; some of the inherent dangers with the installation of a roundabout at this intersection are –

- The proposed configuration does little to slow motorists entering the intersection from Brodie Street;
- The risk of a road train entering the intersection from either direction colliding with a vehicle entering from either side of Brodie Street. Research indicates the stopping time of a Multi Combination vehicle with a GCM in excess of 90 tonnes travelling at 60 Kph is approximately 4.5 seconds after the drivers’ reaction time which could be as much as 2.5 seconds;
- The necessity for a fully laden MC vehicle having to decelerate as it approaches a “give way” line and then accelerate through the intersection; of particular concern would be an MC accelerating to negotiate the grade from the Flinders River Bridge onto Gray Street and having to decelerate as it approaches the “Give Way” line across the Hann Highway and then accelerate through the intersection.

The second option is to re-position the clock along Gray Street.

A suggestion is to move the clock to the existing centre island in front of the Flinders Discovery Centre; the information signs currently installed in the island could be either fixed to the structure or positioned either side of the clock.

Stop signage and suitable linemarkng would then be installed on the Brodie Street legs of the intersection thus creating a two-way stop intersection. As an added precaution, Council may consider reducing the speed limit in Brodie Street and/or adding further speed humps.

Recommendation - That Council removes the clock to a suitable alternative position in Gray Street and agree with Main Roads to change the existing arrangement to a two-way stop intersection.

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Moved Cr Ninian Stewart-Moore

Seconded Cr Bill Bode

That Council move the clock to the bed in front of Landmark in Gray Street and agrees with Department of Main Roads to change the existing arrangement to a two-way stop intersection from Brodie Street. Council is to place a speed bump in front of Bi-Rite in Brodie Street.

Carried

The Mayor, Cr Gregory Jones declared a Material Personal Interest in Item 2.3.2 at 11.47 am and vacated the CHAIR.

In his absence the Deputy Mayor, Ninian Stewart-Moore assumed the CHAIR.

2.3.2 Flinders Shire Council – Flinders Discovery Centre

Inspections have revealed the extent of the deterioration of the external air conditioning ducting to this building. The air conditioning system comprises three evaporative cooling units and associated insulated ducting. The building is approximately twenty years old and it is apparent that there has been little if any scheduled maintenance undertaken during this time; basically any maintenance in the past has been reactive.

An assessment report has been provided by Jackson and Jackson Refrigeration on behalf of RPF Building Pty., Ltd.

They have provided two quotations –

- Replace the three units with new Braemar Evaporative Cooling Units and the associated ducting; and
- Repair the existing Evaporative Cooling Units and replace the damaged ducting.

Given the age of the units, it would seem prudent to replace rather than repair as there is no guarantee that the repairs will provide the same level of service as a new installation. There has been no allocation in the current Budget for this event, so it would be advisable to provide for a future preventative maintenance schedule in future Budgets.

Recommendation - *That Council provide a Budget allocation for a future preventative maintenance schedule for the Diggers Entertainment Centre, Shire Office and Flinders Discovery Centre to be determined by the Director of Engineering and the Building Supervisor. Tender and quotes to be called for.*

Moved Cr Sean O'Neill

Seconded Cr Bill Bode

That Council seek quotations to install a new evaporative system and water conditioning device at the Flinders Discovery Centre. Administration is to action the quotations.

Carried

Cr Barbara Geisler left the room at 12.07 pm.

The Mayor, Cr Gregory Jones re-entered the meeting at 12.08 pm and assumed the CHAIR.

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Cr Ninian Stewart-Moore declared a Material Personal Interest in Item 2.3.3 and left the room at 12.09 pm.

Cr Barbara Geisler re-entered the meeting at 12.10 pm.

2.3.3 Shire Grid Upgrade/Replacement Subsidy Program

The objective of this program is to subsidise graziers for the upgrade/replacement or removal of grids from Shire controlled roads and to ensure all grids meet Council's standards. Council's intention is to bulk-buy the grids and issue from the store; the current price from Watermans' Industries is \$5,636.00 (GST exclusive).

The 2012-2013 budget allocation is \$35,000.00 (GST exclusive).

The contribution by property owners is based on the following:

- Owners contribute \$3,500.00 (GST exclusive) for a 2.7m x 4m boundary grid; and
- Owners contribute \$2,500.00 (GST exclusive) for a 2.0m x 4m internal property grid.

The current scheme closed on 17 January 2013 with twenty nine applications having been received. The applications were prioritized on the basis of the road hierarchy and the highest-need grids receiving the highest priority. A maximum of two grids per application will be eligible unless all funds are unallocated. Also applications for removing grids and installing fencing receive the highest rating. In this round, no applications for fencing were received.

Twenty-nine applications were received in this first round. Some applications were rejected on the basis they were not on Shire controlled roads. Other grids were eliminated as they were existing and with minor modifications would meet the criteria; effectively this left seventeen applications for Council to consider.

The eligible applications are:

- 1) Broadford/Jundaroo Road – Boundary Grid
- 2) Spring Valley/Jones Road – Boundary Grid
- 3) Laurelvale/Wishaw Road – Boundary Grid
- 4) Hughenden Station/Hazelwood Road – Boundary Grid
- 5) Strathglass Access Road – Boundary Grid
- 6) Terranburby/Ophir Road – Boundary Grid
- 7) Terranburby/Star Downs Road – Boundary Grid
- 8) Stamford/Lerida Road – Boundary Grid
- 9) Stamford/Lerida Road – Internal Grid
- 10) Vuna Road – Internal Grid
- 11) Vuna Road – Internal Grid
- 12) Thornville/Bundella Road 1 – Boundary Grid
- 13) Thornville/Bundella Road 2 – Internal Grid
- 14) Dunluce – Internal Grid
- 15) TorverValley/Ormonde Station Road – Boundary Grid
- 16) Laurelvale/Wishaw Road – Boundary Grid
- 17) Laurelvale/Wishaw Road – Boundary Grid

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Based on the quotation from Watermans' Industries of \$5,636.00 (GST exclusive) per grid, the total cost to Council for this round would be approximately \$ 40,312.00.

Recommendation - (a) Based on the above analysis, Council subsidise the grids as tabled; and (b) Budget \$35,000.00 in the 2013-2014 financial year for a continuation of the program.

Moved Cr Bill Bode

Seconded Cr Barbara Geisler

That Council accept the applications as recommended and as per Council's policy.

Carried

The Deputy Mayor, Ninian Stewart-Moore re-entered the meeting at 12.18 pm.

3. CRIER NOTES

At the Statutory Meeting of Council held 14 May 2012, it was resolved that Councillors liaise with Alexis Gillham, Communication and Records Officer to enable Councillor reports to be given to the Crier each month on a rotation basis -

February 2013	Cr Shane McCarthy
March 2013	Cr Sean O'Neill
April 2013	Cr Bill Bode
May 2013	Cr Barbara Geisler
June 2013	Cr Greg Jones (Mayor)
July 2013	Cr Ninian Stewart-Moore (Deputy Mayor)
August 2013	Cr Jane Charuba
September 2013	Cr Shane McCarthy
October 2013	Cr Sean O'Neill
November 2013	Cr Bill Bode
December 2013	Cr Greg Jones

**4. CLOSURE
PROPOSED MEETING CALENDAR**

DATE	MEETING VENUE	TOPIC
20 March 2013 9.00 am	McNamara Boardroom	Briefing
21 March 2013 10.00 am	McNamara Boardroom	Ordinary Meeting

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The meeting closed at 12.30 pm.

Greg Jones
Mayor
Flinders Shire Council