



Flinders Shire Council

PO Box 274
HUGHENDEN QLD 4821

34 Gray Street
HUGHENDEN QLD 4821
Telephone 07 4741 2900
Facsimile 07 4741 1741

Email:
flinders@flinders.qld.gov.au

Web Site:
www.flinders.qld.gov.au

Mayor
Gregory J Jones
mayor@flinders.qld.gov.au

Deputy Mayor
David (Ninian) Stewart-Moore
deputymayor@flinders.qld.gov.au

Cr Arthur William (Bill) Bode
Cr.Bode@flinders.qld.gov.au

Cr Barbara L Geisler
Cr.Geisler@flinders.qld.gov.au

Cr Jane G Charuba
Cr.Charuba@flinders.qld.gov.au

Cr Sean M O'Neill
Cr.O'Neill@flinders.qld.gov.au

Cr Shane T McCarthy
Cr.McCarthy@flinders.qld.gov.au

Chief Executive Officer
Stephen A. McCartney
ceo@flinders.qld.gov.au

Director Corporate Services
Leanne M. Rogers
dcs@flinders.qld.gov.au

Director of Engineering
Stephen J. Turner
doe@flinders.qld.gov.au

FLINDERS SHIRE COUNCIL UNCONFIRMED MINUTES 25 JUNE 2013 10.00 AM McNAMARA BOARDROOM

1. 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
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 - 2.1.1 Official Documents
 - 2.1.2 Development of a North Queensland Energy Opportunity Review
 - 2.1.3 2013/2014 Membership with the Queensland Water Directorate
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 - 2.1.5 Regional Development Australia Fund (RDAF) Round Five Funding
 - 2.1.6 State Government Roundtable
 - 2.1.7 Local Government Employment Structure
 - 2.1.8 Service arrangement with the Department of Human Services
 - 2.1.9 Stamford Reserve Lease
 - 2.1.10 Updated Over-Award Payments Policy



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2.2	DIRECTOR CORPORATE SERVICES
2.2.1	Adoption – Revised Council Policies <ul style="list-style-type: none">- Revenue Policy 2013-2014- Debt (Borrowing) Policy 2013-2014
2.2.2	Budget
2.2.3	Debtor Write-Off
2.2.4	PBF Membership Renewal
2.3	DIRECTOR OF ENGINEERING
2.3.1	Hughenden Racecourse Grandstand
2.3.2	North Hughenden Sewerage System
2.3.3	Moran Street Parking Street Parking
2.3.4	Road Register Update
3	CRIER NOTES
4	CLOSURE AND PROPOSED MEETING CALENDAR

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McNAMARA BOARDROOM**

1. OPENING BUSINESS

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

The meeting was adjourned at 10.01am for morning tea.

The meeting re-opened at 10.20am with all Councillors and staff present.

*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
Councillors	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

1.2 APOLOGY

Hughenden State School principal Janet Austen has sent an apology on behalf of senior students, who will not be able to attend the June Meeting of Council. Year 12 students will be on a careers trip and Year 11 will be out on work experience.

1.3 CONFIRMATION OF MINUTES

Moved Cr Ninian Stewart-Moore Seconded Cr Shane McCarthy

That the Minutes of the Ordinary Meeting of Council held 16 May 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.

1.5 PETITIONS

1.6 CONDOLENCES

To Juanita Holden, Dominic Holden and family on the death of their Father-In-Law and Grandfather, Bobby Holden.

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2 REPORTS

2.1 CHIEF EXECUTIVE OFFICER

Moved Cr Bill Bode Seconded Cr Barbara Geisler

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

Carried

2.1.1 Official Documents

Nil

2.1.2 Development of a North Queensland Energy Opportunity

Townsville Enterprise (TEL) is seeking financial support from Councils and other identified North Queensland-based stakeholders for the undertaking an "Energy Demand Audit" as part of a feasibility study to examine the electricity generation required to drive future economic development in NQ, particularly in the Pentland area. TEL has spent 10 months working towards determining and optimal strategic and commercially viable solution to resolve the region's ongoing energy affordability constraints.

Recommendation – That Council offers \$2000 in financial support towards the Energy Demand Audit.

Noted as the energy demand audit is now being undertaken as part of the broader feasibility study which is funded through the \$2.5m from the Federal Government.

2.1.3 2013/2014 Membership with the Queensland Water Directorate (*qldwater*)

The progress report from *qldwater* over the past year has been sent to Council as well as information about membership renewal. Membership is voluntary but the technical and policy achievements of *qldwater* benefit all Local Government service providers and this impact is increased by strong support from Councils.

Recommendation – It is recommended that Flinders Shire Council resolves as follows:

- ♦ That Flinders Shire Council acknowledge the performance of the Queensland Water Directorate (*qldwater*) during the 2012/2013 year and that it has provided significant operational and strategic support on policy and legislative matters on behalf of all service providers in Queensland.
- ♦ That the annual membership fee of \$1780 + GST be invested in continued operation of *qldwater* for the 2013/2014 financial year.
- ♦ That Flinders Shire Council is updated annually on the performance of *qldwater* in order to determine its ongoing membership.

Moved Cr Sean O'Neill Seconded Cr Shane McCarthy

That Council will:

- ♦ *That Flinders Shire Council acknowledge the performance of the Queensland Water Directorate (*qldwater*) during the 2012/2013 year and that it has provided significant operational and strategic support on policy and legislative matters on behalf of all service providers in Queensland.*

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- ♦ *That the annual membership fee of \$1780 + GST be invested in continued operation of **qldwater** for the 2013/2014 financial year.*
- ♦ *That Flinders Shire Council is updated annually on the performance of **qldwater** in order to determine its ongoing membership.*

Carried

2.1.4 Application for Permit To Occupy Part of the Hughenden Torver Valley Spring Valley Road

Application for permit to occupy over part of the Hughenden Torver Valley Spring Valley Road, adjoining Lot 11 on DG28, parish of Hughenden and shown as Lots A,B & C on plan AP13556.

The department has received the above application. The proposed use of the land is grazing in conjunction with the adjoining Lot 11 on DG28.

Council needs to advise the department of its views or requirements including any local non-indigenous cultural heritage values that the department should consider when assessing this application.

Objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on 4 July 2013.

Recommendation – That Council discuss fencing of high traffic stock routes such as Torver Valley Road. That the PTO be approved/recommended for A, B and C with the road fenced off.

RETABLED – *Apply for an extension of time to the Department.*

2.1.5 Regional Development Australia Fund (RDAF) Round Five Funding

Round Five applications for the RDAF funding opens on 21 June, 2013 and closes at 5pm local time on 22 July, 2013. Applications must be submitted via the department's Grants Management System portal which will be accessible on 1 July, 2013. Flinders Shire Council has been approved for \$387,865 in funding.

Recommendation – That Council apply for this funding to put towards the Hughenden Showgrounds upgrade project, which was estimated to be completed at a cost of approximately \$500,000.

Moved Cr Ninian Stewart-Moore Seconded Cr Barbara Geisler

That Council submit an application for RDAF funding to be put towards completion of the Hughenden Showground Kitchen project, estimated cost \$550,000.

Carried

2.1.6 State Government Roundtable

The first roundtable meeting, arranged by Local Government Minister David Crisafulli will be held in Townsville 14 -15 August 2013. The CEO and Mayor have been invited to the forum to discuss issues relevant to our region. Items were submitted by MITEZ and the North West Queensland Regional Organisation of Councils to this new forum. As this meeting date clashes with the monthly Council meeting on the 15th August it is recommended that our Council briefing day and formal meeting be changed.

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Recommendation - that the Council Briefing be held Monday 12 August from 9am until 5pm and the formal Council Meeting be held Tuesday 13 August from 10am.

Moved Cr Shane McCarthy Seconded Cr Bill Bode

That the Council Briefing be held Monday 12 August from 9am until 5pm and the formal Council Meeting be held Tuesday 13 August from 10am.

Carried

2.1.7 Local Government Employment Structure

Pursuant to Section 196 of the Local Government Act 2009 Council must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government's responsibilities. Due to recent staff changes an updated staff structure is presented for Council consideration and approval.

Recommendation - That the attached staff structure be adopted.

Moved Cr Jane Charuba Seconded Cr Bill Bode

That the staff structure, as presented to Council, be adopted.

Carried

2.1.8 Service arrangement with the Department of Human Services

The current agreement between Flinders Shire Council and the Department of Human Services' Agent Program is due to cease 30 June 2013. Council has been invited to sign another agreement for the period 01 July 2013 – 30 June 2014. The Agent Program offers services for Centrelink, Medicare Australia, Child Support Agency, Family Assistance Office and CRS Australia enquiries and issues. Under the new agreement the service would still operate for 12.5 hours each week over Monday – Thursday.

There has been a small increase in the contract fees payable to Council under the new agreement (i.e. \$38.17 per hour incl GST, a 94c/hr increase on \$37.23 per hour). There have been similar small increases to the weekly incidental fees (\$42.25 per week under the new agreement) and the Annual Training Support Fee (\$487.37 under the new agreement).

From July 2013 the labour cost to Council will be \$33.78 per hour (ordinary pay incl superannuation). Therefore for 2013/2014 the labour cost should be \$20,268. Under the agreement we will receive funding of \$27,494 from the Department, however it is \$24,995 excluding GST. The overhead costs of providing the service (excluding labour) are estimated to be **\$209 per week** (not including general building maintenance), totalling \$10,868 by the end of the agreement; therefore the service will run at an estimated loss of \$6,141 for the year (\$24,995 – [\$20,268 + \$10,868] = \$6,141).

Should Council decide not to sign this service arrangement, the Department may advertise in the community for a local organisation to have an unstaffed self-help point on their premises, for which they reimburse a flat rate of approximately \$4,200/year.

Recommendation: That Council approve the Flinders Shire Council to operate the Department of Human Services' Hughenden Agent Program at a financial loss (estimated to be more than \$6,141 per year).

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Moved Cr Shane McCarthy Seconded Cr Sean O'Neill

That Council approve the Flinders Shire Council to operate the Department of Human Services' Hughenden Agent Program at a financial loss (estimated to be more than \$6,141 per year).

Carried

2.1.9 Stamford Reserve Lease

Following a joint meeting of Councillors, Council Officers and the current lessee the below recommendation has been agreed.

The current lease expired 31/12/2012 and it was agreed by Council to extend this lease until 31/12/2013 and then spell the property until the new lease was to commence 1/4/2014. Due to the current drought conditions it has been agreed that the lease end 30/9/2013 and the reserve be left vacant until the new lease commences 1/4/2014. Council may consider an extension of the lease beyond 30/9/2013 only if significant unseasonal rain provides drought relief to the reserve.

Recommendation: That the Stamford Reserve Lease be terminated 30/9/2013 unless a significant rain event provides drought relief to the reserve. In this event Council may consider a maximum extension to 31/12/2013.

Moved Cr Ninian Stewart-Moore Seconded Cr Jane Charuba

That the Stamford Reserve Lease be terminated 30/9/2013 unless a significant rain event provides drought relief to the reserve. In this event Council may consider a maximum extension to 31/12/2013.

Carried

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2.1.10 Updated Over-Award Payments Policy

The following over-award Policy is presented to Council for consideration and adoption.



POLICY TITLE: OVER-AWARD PAYMENTS

DATE OF ADOPTION: Various – 2007, 2008, 2011

DATE REVIEWED: 25 June 2013 VERSION: 5

1. OBJECTIVE

To establish a structured over-award payment system to attract and retain staff in a competitive market.

2. SCOPE

All employees.

3. DEFINITIONS

Trade Qualified (i.e. Carpenter, Plumber, Mechanic) – Class 1

- Immediately upon successful attainment of trade qualifications.

Trade Qualified – Class 2

- Twelve (12) months after successful attainment of trade qualifications; or
- Immediately upon commencement should the person have at least twelve (12) months demonstrated experience using their trade qualifications in a full-time or near full-time employment or self-employment capacity, where the experience is deemed to be current – generally within the last five (5) years.

Trade Qualified – Class 3

- Twenty-four (24) months after successful attainment of trade qualifications; or
- Immediately upon commencement should the person have at least twenty-four (24) months demonstrated experience using their trade qualifications in a full-time or near full-time employment or self-employment capacity, where the experience is deemed to be current – generally within the last five (5) years.

Trade Qualified – Class 4

- Thirty-six (36) months after successful attainment of trade qualifications; or

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- Immediately upon commencement should the person have at least thirty-six (36) months demonstrated experience using their trade qualifications in a full-time or near full-time employment or self-employment capacity, where the experience is deemed to be current – generally within the last five (5) years.

Note: to receive a Trade Qualified over-Award payment, the trade qualifications must be directly relevant to the employee's role with Council.

Heavy truck driver – Class 1

Driver of road trains – prime mover with two trailers.

Heavy truck driver – Class 2

Driver of road trains – prime mover with three trailers.

Flocon truck driver (Road Maintenance Crew)

The Flocon Truck has a specialised unit for premix and emulsion, which the Truck Driver also operates.

Concrete Crew - Finishers / Form Setters – Class 2

Level 3 labourers with *all* demonstrated essential skills:

- good knowledge of concrete materials;
- planning and site preparation;
- proportioning and mixing concrete;
- setting up the form work;
- placing of reinforcement;
- using surveying equipment such as dumpy level etc;
- transporting and placing concrete;
- compacting concrete;
- making joints and finishing with grooving or edging tool;
- finishing concrete (e.g. shine/broom finishing); and
- curing concrete.

Concrete Crew – Free Screeding – Class 3

Labourers with *all* the demonstrated essential skills applicable to Class 2, plus:

- the skill of free screeding, with the demonstrated consistent ability to screed to tolerances of between one (1) and five (5) millimetres.

Concrete Crew - Plant Operators - Class 2

Level 5 Plant Operators in concrete crew:

Labouring with *all* demonstrated essential skills as for Class 2 Labourers.

Front-end Loader Operator – Class 2

Skilled and experienced Front-end Loader Operator.

Requirements are:

- wins material (obtains and mixes materials for road base); and
- loads triple road trains for at least seventy per cent (70%) of normal working time; and
- the loading is undertaken effectively, with correct weighing and placement of materials in trucks; and
- the Operator works in sync with the Screening Plant, achieving the specified standards for each particular job (e.g. 3.2 C or B class of material).

Grader Operator – Class 2

Skilled and experienced maintenance Grader Operator.

Requirements are:

- be in charge of water cart, roller and signage (Traffic Management Level 2);
- demonstrate control of moisture content;

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- demonstrate control of compaction;
- formation grading to Council Standards and Policies e.g. six metre formation with three passes and eight metre formation with five passes;
- trim with tolerances of +/- 25mm on original pavement or as set out for a standard test; and
- straight edge deviation tolerances of +/- 8mm.

Grader Operator – Class 3

Skilled Final Trim Grader Operator.

Requirements are:

- as above; plus
- control moisture content within 5% of optimum;
- compaction shall be controlled to 100% of specification;
- spread pavement material to design level;
- trim with tolerances of +/- 15mm; and
- straight edge deviation tolerances of +/- 5mm.

Health and Safety Representatives

Employees who are officially elected by the workforce to perform the duty of Health and Safety Representative.

4. ROLES AND RESPONSIBILITIES

Assessing Officers

Assessments to determine the skill level of a Plant Operator will generally be conducted by Council's Trainer/Assessor, the Overseer, or another suitable nominated employee. Assessments to determine the skill level of a Concrete Finisher/Form Setter/Plant Operator will generally be conducted by Council's Engineer or Director of Engineering.

Supervisors/Managers

Supervisors/Managers are responsible for ensuring copies of all relevant trade certificates, tickets and licences are obtained at the employee's commencement, or transfer to a different position.

5. POLICY

Council will pay the following over-award payments:

ALL EMPLOYEES		
Position	Award Coverage	Over-award percentage
All non-contractual employees on base Award wages		21% (effective from the first full pay period of 2013/2014)
All non-contractual employees on base Award wages		23% (effective from the first full pay period of 2014/2015)
TRADE POSITIONS		
Position	Award Coverage	Over-award percentage
Trade qualified employee – Class 1	<i>Engineering Award State 2002 or Building Trades Public Sector Award 2002</i>	An additional 10%

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Trade qualified employee – Class 2	<i>Engineering Award State 2002 or Building Trades Public Sector Award 2002</i>	An additional 20%
Trade qualified employee – Class 3	<i>Engineering Award State 2002 or Building Trades Public Sector Award 2002</i>	An additional 30%
Trade qualified employee – Class 4	<i>Engineering Award State 2002 or Building Trades Public Sector Award 2002</i>	An additional 40%
TRUCK DRIVERS		
Position	Award Coverage	Over-award percentage
Heavy truck driver – Class 1	<i>Local Government Employees' (Excluding Brisbane City Council) Award State 2003</i>	Level 7 plus an additional 10%
Heavy truck driver – Class 2	<i>Local Government Employees' (Excluding Brisbane City Council) Award State 2003</i>	Level 7 plus an additional 25%
Flocon truck driver	<i>Local Government Employees' (Excluding Brisbane City Council) Award State 2003</i>	Level 5 (it is a Level 4 truck under the Award)
CONCRETE CREW		
Position	Award Coverage	Over-award percentage
Concrete crew – Labourers – Class 2	<i>Local Government Employees' (Excluding Brisbane City Council) Award State 2003</i>	Level 3 plus an additional 10%
Concrete crew – Labourers – Class 3	<i>Local Government Employees' (Excluding Brisbane City Council) Award State 2003</i>	Level 4 plus an additional 10%
Concrete crew – Plant Operators – Class 2	<i>Local Government Employees' (Excluding Brisbane City Council) Award State 2003</i>	Level 5 or 6 plus an additional 10%
PLANT OPERATORS		
Position	Award Coverage	Over-award percentage
Front-end Loader Operator – Class 2	<i>Local Government Employees' (Excluding Brisbane City Council) Award State 2003</i>	Level 5 or 6 plus an additional 10%
Grader Operator - Class 2	<i>Local Government Employees' (Excluding Brisbane City Council) Award State 2003</i>	Level 7 plus an additional 15%
Grader Operator - Class 3	<i>Local Government Employees' (Excluding Brisbane City Council) Award State 2003</i>	Level 7 plus an additional 35%
HEALTH AND SAFETY REPRESENTATIVES		
Health and Safety Representative	<i>Local Government Employees' (Excluding Brisbane City Council) Award State 2003</i>	An allowance of \$20 per week
<p><i>FOR EXAMPLE: a Class 4 Mechanic will be paid 61% above the C10 classification in the Engineering Award State 2002 (21% + 40%)</i></p>		

- The over-award payment will be calculated on the basic wage component, with all other allowances paid as per the Award e.g. CWA, Locality, Tool and Leading Hand.
- The over-award payments will be retained until overtaken by a new Award, Enterprise Bargaining Agreement etc.
- Normal overtime rates will apply over the standard 76 hour, 9 day fortnight.

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- Employees will be required to maintain the level of skill for the role-specific over-award classifications in order to receive payment for that classification (e.g. Final Trim Grader Operator).
- Employees will be required to hold current the necessary qualifications, tickets and licences in order to receive the role-specific over-award payment (e.g. grader ticket; truck licence). Should the employee's qualification, ticket or licence expire or be suspended, the over-award payment may be removed, and other action may also be taken by Council.

6. PROCEDURE

Where appropriate, skill assessments are to be conducted during the recruitment and selection process (e.g. a Plant Operator competency assessment should be performed by Council's Trainer/Assessor the same day the interview takes place).

When issuing Letters of Offer, Council will identify the relevant skill levels and over-award payment that will apply, and/or assessments that will need to be undertaken after the employee commences to determine the skill level of the employee. After an employee commences with Council or changes to a new position within Council, their skill level should be assessed by a relevant person within their first **five (5) weeks** of employment in that position where deemed appropriate by management. Should the employee be assessed as meeting all of the "Definitions" criteria, their special over-award payment will be effective from the first full pay period after the assessment took place. Should the employee not meet all of the criteria at an assessment, the Director of Engineering or delegate will determine a schedule for future assessments.

The Chief Executive Officer is authorised to appoint an employee, via Letter of Appointment, to a particular skill level and corresponding pay point. This will be based on the recommendations and testing results provided by the Engineer/Overseer or another appropriate Officer through the Director of Engineering.

7. ASSOCIATED POLICIES / FORMS

Employment Contract – relevant to position (developed by Human Resources).

Assessment Forms (available from Human Resources).

8. REFERENCES

Local Government Employees' (Excluding Brisbane City Council) Award State 2003.

Engineering Award State 2002.

Building Trades Public Sector Award 2012.

Local Government Officers' Award 1998.

9. IMPLEMENTATION

This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and via their Supervisor/Overseer. Council reserves the right to vary, replace or terminate this Policy from time to time.

10. APPROVAL

Chief Executive Officer.

**Stephen McCartney
CHIEF EXECUTIVE OFFICER**

Dated: _____

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Recommendation - That Council adopt Version 5 of the Over-Award Payments Policy, which includes the following over-award payments for all general staff (i.e. non-contractual employees on base award wages):

- 21% (effective from the first full pay period of 2013/2014);
- 23% (effective from the first full pay period of 2014/2015).

This payment is not applicable to contract employees or employees whose Employment Contract states that the general over-award payment shall not apply.

The current over-award rate is 18%.

Moved Cr Barbara Geisler Seconded Cr Bill Bode

That Council adopt Version 5 of the Over-Award Payments Policy as presented to Council.

Carried

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2.2 DIRECTOR CORPORATE SERVICES

Moved Cr Jane Charuba Seconded Cr Bill Bode

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

Carried

2.2.1 Adoption – Revised Council Policies 2013 -2014

Council Policies – The revised Revenue Policy 2013-2014 and Debt (Borrowing) Policy 2013-2014 are presented for Council's consideration –

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TITLE	REVENUE POLICY 2013 - 2014
DATE OF ADOPTION	30 June 2013
REVIEW DATE	30 June 2014 (Prior to 2014/2015 Budget Meeting)

PURPOSE/OBJECTIVE:

The Revenue Policy provides the parameters under which Council develops its annual budget.

SCOPE:

The policy must cover the following principles:

- Rates and charges including levying, concessions and recovery methods
- Cost recovery methods
- Developer charges

The policy forms part of the budget documents and must be adopted before the annual budget. The revenue statement is developed using the principles set out in this policy.

LEGISLATIVE REFERENCE:

Local Government Act 2009 Section 105

Local Government Regulation 2012 Section 169 and 193

DEFINITIONS:

The definitions for the terms rates and charges, concessions and cost recovery used in this policy can be found in the Local Government Act 2009 and its Regulation.

The definition of developer charges relates to those charges that can be applied by Council on developments as set out in the Sustainable Planning Act 2009.

POLICY PROVISIONS:

General Principles

The general principles of revenues set by the Council are:

- Simple methods of charging that reflect a contribution to services provided;
- Provide equity of contribution based on the economic situation of the community;
- Owners and occupiers of the land that are serviced by Council are easily identified;
- Council can demonstrate the provision of service delivery; and
- Decisions are made based on the whole of the Council area.

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Principles for setting rates and charges

- Council will charge a community charge as a contribution to services such as street lighting, airport, sport and recreation facilities, infrastructure maintenance and cemeteries;
- The community charge will be equal for each property;
- Water, waste and wastewater charges will be levied on owners and occupiers of the land.

Principles for providing concessions

- Concessions will be provided to tenants where they are unemployed and do not have the capacity to pay the community charge.

Principles for setting cost recovery fees

- Council may establish cost recovery fees for regulatory and other services;
- Council reserves the right to cost the services below full costs recovery when considering the method of charging and the level of contribution;
- Council may decide by resolution to remit all or part of a cost recovery fee;
- Affordability and grants contribution levels should be considered when setting these fees.

Principles for setting developer charges

- Developers should make a full cost contribution to any development works that impact on the ability for Council to deliver services

Principles for recovering rates and charges

- Council will monitor overdue rates and charges on a regular basis;
- Council will be open and transparent with its recovery process;
- Council will provide adequate up front information about the consequences of non payment of rates and charges;
- Council will take into consideration the capacity to pay overdue rates and charges before commencing recovery action;
- Council may resolve to apply interest on overdue rates and charges.

RELATED DOCUMENTS:

Annual Budget
Revenue Statement
Accounts Receivable Policy

Review Note: A new policy must be adopted each year before the annual budget.
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**STEPHEN MCCARTNEY
CHIEF EXECUTIVE OFFICER**

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TITLE	DEBT (BORROWING) POLICY 2013 – 2014
DATE OF ADOPTION	30 JUNE 2013
REVIEW DATE	30 JUNE 2014 (Prior to 2014/2015 Budget Meeting)

STATURORY REFERENCES

Local Government Regulation 2012
Local Government Act 2009

PURPOSE

To ensure compliance with the *Local Government Regulation 2012, Section 192* as well as ensuring that appropriate forward financial planning is undertaken.

SCOPE

This policy applies to the use of loan borrowing by Council to fund infrastructure and other capital projects.

POLICY STATEMENT

Purpose of Borrowings

Loan funds can be raised to finance a range of infrastructure assets over the maximum time frames stated.

The types of projects that are funded by loan borrowings are those that will have a financial impact over a number of years. This method ensures that the shire's ratepayers are not burdened by unrealistic expenditure levels. The repayment for these capital works creates an asset for Council, which can then be repaid over the years relating to the life of the asset, where appropriate.

Repayment Term

General	Between 9-20 years dependent on the asset
Water	20 years
Sewerage	20 Years
Cleansing	15-20 years dependent on the asset

All external borrowings will be raised at the most competitive rates available, in accordance with the requirements of the State Government.

When seeking long-term funding for the construction of infrastructure assets, Council will, wherever possible, avail itself of its own internal reserves (where such utilisation would not cause any financial impediment to the reserves' requirements).

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Proposed New Borrowings

New borrowings planned for the 2013-2014 financial year and the subsequent nine years are as follows:

Project	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
North Hughenden Sewerage	1,000,000									
New Swimming Pool						1,000,000				
Caravan Park New Amenities										1,000,000

Operating Position Indicators

Total recurrent revenue and expenses for the 10 years to 30/06/2013.

	30/06/2004	30/06/2005	30/06/2006	30/06/2007	30/06/2008	30/06/2009	30/06/2010	30/06/2011	30/06/2012	30/06/2013
Total Recurrent Revenue	11,969,604	10,245,092	13,659,934	18,523,000	15,003,000	18,394,000	25,808,000	23,225,000	34,914,000	33,048,000
Total Recurrent Expenses	10,649,787	9,376,358	12,545,010	13,134,000	12,643,000	16,116,000	25,536,000	22,841,000	31,183,000	35,742,000

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Loan Drawdown's

Queensland Treasury Corporation (QTC) and the Department of Local Government and Planning (DLGP) approve proposed borrowings for a particular financial year. In order to minimise finance costs, loan draw-down's should be deferred as long as possible after taking into consideration Council's overall cash flow requirements.

REVIEW OF POLICY

This policy will be reviewed when any of the following occur:

1. The related documents are amended or replaced;
2. Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed annually.

**STEPHEN MCCARTNEY
CHIEF EXECUTIVE OFFICER**

Recommendation – That all policies as presented be adopted by Council.

Moved Cr Barbara Geisler Seconded Cr Jane Charuba

That Council policies, being the Revenue Policy 2013-2014 and the Debt (Borrowing) Policy 2013-2014, be adopted by Council as presented.

Carried

2.2.2 Budget

The Budget is presented to Council for consideration and adoption. This includes the Works Program, Financial Statements, 10 Year Financial Forecast, 10 Year Capital Works Program and Revenue Statement and Financial Ratios.

Recommendation – That Council adopt the Budget as presented and recommended from the Budget Forum Monday 24 June, 2013.

Moved Cr Gregory Jones Seconded Cr Sean O'Neill

That the Budget, as presented, be adopted by Council.

Carried

2.2.3 Write-Off – Debtor Balance

Seeking Council's consideration to write-off a balance of \$200 for the purchase of a coffin. Circumstances: The debtor asked if they could pay off the coffin over time but, despite an invoice and subsequent statements being sent to the debtor, no payments have ever been made. The invoice was sent on 6 December 2011. There are no contact details for the debtor.

Recommendation – That the amount of \$200 be written-off in Council's records.

Moved Cr Bill Bode Cr Sean O'Neill

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That the amount of \$200 be written-off in council's records.

Carried

2.2.4 PBF Membership Renewal

The Flinders Shire Council Paraplegic Benefit Fund Corporate Membership covers 109 Council staff and seven Councillors and all immediate family. This membership supports the PBF in injury prevention work and assistance whenever possible to financially support the unmet needs of Australians living with a spinal cord injury. The membership is due for renewal on 30/06/2013 at a cost of \$6,264.

Recommendation – That the PBF Membership is renewed for 116 people.

Moved Cr Jane Charuba Seconded Cr Sean O'Neill

That Council's PBF Membership be renewed for 109 employees and seven Councillors.

Carried

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2.3 DIRECTOR OF ENGINEERING

Moved Cr Sean O'Neill Seconded Cr Shane McCarthy

That the reports from the Director of Engineering as presented be received.

Carried

Cr Barbara Geisler left the room at 11.40am and re-entered at 11.43am.

Cr Bill Bode left the meeting at 11.56am and re-entered at 12.00pm.

2.3.1 Hughenden Racecourse Grandstand

Council commissioned Base IGI Consulting to undertake a structural assessment of this structure and to determine viable options for the future of the structure. The final report will be tabled at the Council meeting for Council consideration; the report has provided four costed options as set out below:

- Repair the structure so as to keep it in its' present form at an estimated cost of \$300,000.
- Repair the structure, remove the roof and replace with a skillion roof at an estimated cost of \$400,000.
- Repair the structure but remove the roof entirely at an estimated cost of \$300,000 and
- Demolish the structure at an estimated cost of \$25,000.

Recommendation – That Council demolish the structure following the last race meeting in 2013.

Moved Cr Sean O'Neill Seconded Cr Shane McCarthy

That the viewing area of the grandstand be cordoned off for both races in 2013 and then Council demolish the structure following the last race meeting in July 2013 as per the Structural Assessment Report.

Carried

Cr Gregory Jones declared a Material Personal Interest and left the meeting at 12.04pm, Cr Ninian Stewart-Moore assumed the Chair.

2.3.2 North Hughenden Sewerage System

Tenders closed on Friday 24 May 2013 at 2.00 pm for the construction of a suitable sewerage system to service North Hughenden. Two options were canvassed, being a conventional gravity system and a low pressure system. Six tenderers submitted offers. Five submitted offers for the gravity system and four submitted offers for a low pressure system. A tender evaluation occurred on Wednesday 29 May. The submissions for the gravity system, being the preferred option, came within the budget; consequently the low pressure system was discarded. From this meeting, two tenderers, being Auzscot Civil and NQ Excavations were short-listed for further clarification and negotiation.

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Commercial-in-confidence negotiations with each of the short-listed tenders, LGIS, GHD and FSC, were undertaken on Friday 7^h June, with a view to selecting the preferred tenderer; NQ Excavations were subsequently selected as the preferred tenderer.

Recommendation - That Council appoint NQ Excavations as the successful tenderer for the construction of a Gravity Sewerage System for North Hughenden, at a maximum cost of \$3,068,242.00 (ex GST), with the Mayor, the Chief Executive Officer, and the Director of Engineering given delegated power for final contract approval.

Moved Cr Bill Bode Seconded Cr Shane McCarthy

That Council appoint NQ Excavations for the construction of a Gravity Sewerage System for North Hughenden at a cost of 3,068,242.00 (ex GST)

Carried

2.3.3 Moran Street Parking in front of the Five Star Supermarket

The current parking arrangement in front of the Five Star Supermarket is 90 degrees nose-in. Vehicles reversing out of these bays sometimes cross the west-bound lane in Moran Street; this is a dangerous practice with the potential to cause a serious accident particularly with vehicles turning right into Moran Street from Resolution Street. To reduce the probability of a serious accident, Council would be advised to consider remarking the bays as 45 degree nose-in angle parking and to reserve one bay for disabled access.

Recommendation - That Council remark the parking bays in front of the Five Star Supermarket as 45 degree nose-in angle parking and to include one bay for disabled access.

Moved Cr Sean O'Neill Seconded Cr Barbara Geisler

That Council remark the parking bays in front of the Five Star Supermarket as 45 degree nose-in angle parking and to include one bay for disabled access.

Carried

Cr Gregory Jones re-entered the meeting at 12.09pm and assumed the Chair.

Cr Bill Bode declared a Conflict of Interest and left the meeting at 12.10pm.

2.3.4 Road Register Update

There are a number of roads that have either not been named, or due to changes in alignment need to be renamed and the road register updated accordingly. These are presented for Council consideration and decision and include:

- (1) **Strathglass Road** (Road 29) – Council has received a request to consider renaming this road.
- (2) **Mt Beckford Estate Road** – This is an addition to the current road register and is currently unnamed; the developer has requested the road be called “**Young Road**”
- (3) **The new Prairie Racecourse Access Road/Fernlee Road** - This is a minor realignment of the existing Fernlee Road with the Prairie Racecourse access coming off this road; Council needs to finalise a name to be included in the road register.

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- (4) **Spring Hill/White Mountains Road** – This road is the access to White Mountains with Spring hill being a property access of this road; The suggestion is to name the road as **White Mountains Road**.
- (5) **Prairie Cemetery Access Road** - Council to consider formalising this name or an alternative, to be added to the road register.
- (6) **Torrens Creek Cemetery Access Road** – Council to consider formalising this name or an alternative, to be added to the road register.
- (7) **Strathstewart Road** – The re-alignment and reconstruction of this road has resulted in minor changes to the road lengths of some adjacent roads; the request is for Council to consider the following changes and if agreeable, the road register will be updated accordingly. The new alignment has resulted in the following changes:
- **Denbigh Road** – From the Dalkeith Road intersection to the Denbigh property boundary;
 - **Strathstewart Road** – From Torver Valley Road to Strathstewart property boundary; and
 - **Cleanskin Road** – From the turnoff along Strathstewart Road to Cleanskin property boundary.
- (8) **Renfrew and Renfrey Roads** – Renfrew Road is shown on the road register as commencing from Winton Road and extending to the Renfrew Park boundary. A road corridor exists from the Renfrew Park boundary to the Renfrey property boundary. To update the road register, it proposed that Council adds Renfrey Road from the Renfrew Park boundary to the Renfrey property boundary.

Recommendation – That Council update the road register as follows:

- (1) The existing road name of **Strathglass Road** be retained.
- (2) The road into Mt Beckford Estate be name **Young Road**.
- (3) The new access to the Prairie Racecourse be named **Fernlee Road**.
- (4) The road into White Mountains be named **White Mountains Road**.
- (5) The Prairie Cemetery Access Road be named **Prairie Cemetery Road**.
- (6) Torrens Creek Cemetery Access Road be named **Torrens Creek Cemetery Road**.
- (7) The road from Dalkeith Road intersection to the Denbigh Property boundary be named **Denbigh Road**.
- (8) The road from Torver Valley Road to Strathstewart property boundary be named **Strathstewart Road**.
- (9) The road from Cleanskin turnoff on Strathstewart Road to the Cleanskin property boundary be named **Cleanskin Road**, and
- (10) The road from the Renfrew Park property boundary to the Renfrey property boundary be named **Renfrey Road**.

Moved Cr Barbara Geisler Seconded Cr Jane Charuba

That Council update the road register as recommended with the exception that the Strathglass Road be named "The Plains Road".

Carried

Cr Bill Bode re-entered the meeting at 12.31pm.

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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 -

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
17 July 2013 8.30 am – 5.00 pm 18 July 2013 8.30am – 10.00am	♦ McNamara Boardroom	♦ Briefing
18 July 2013 10.00 am – 12:30pm	♦ McNamara Boardroom	♦ Council Meeting

The meeting closed at 12.39pm.

Greg Jones
Mayor
Flinders Shire Council