



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 CONFIRMED MINUTES 13 AUGUST 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
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 Scholarship Policy
 - 2.1.3 Flinders Shire Local Disaster Management Plan
 - 2.1.4 Torrens Creek Golf Club Wheelie Bin and Old Goal
 - 2.1.5 Consultation - Annual Valuation Effective 30 June 2014
 - 2.1.6 Request for Show Holiday
 - 2.1.7 Flinders Shire Council Pest Management Plan 2012-2016
 - 2.1.8 Road Side Slashing Hughenden Township Entries
 - 2.1.9 Application for Renewal of PPH 23/3683 over Lot 3683 on Crown Plan PH368
 - 2.1.10 Closed Meeting Item - Indigenous Land Use Agreement (ILUA)–Gudjala People QUD 80/2005 & QUD147/2006 Charters Towers Regional Council and Flinders Shire Council



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FLINDERS SHIRE COUNCIL CONFIRMED MINUTES 13 AUGUST 2013 10.00 AM McNAMARA BOARDROOM

2.2

DIRECTOR CORPORATE SERVICES

- 2.2.1 Financial Statements to 7 August, 2013
- 2.2.2 Adopt New Cost Recovery Fees and Commercial Charges
- 2.2.3 Rates Write-off Assessment 10003069
- 2.2.4 Adoption of the Procurement Policy and Procedure
- 2.2.5 Community Small Grants
- 2.2.6 Library Strategic Plan
- 2.2.7 Rates Write-off Assessment 10003879 and 10003887
- 2.2.8 Excess Water Charge Write-Off
- 2.2.9 North Queensland Sports Foundation Council Levy
- 2.2.10 Hughenden State School Annual Speech Night Trophy Donation Request
- 2.2.11 Flinders Discovery Centre Shop Locally Campaign
- 2.2.12 Request for Review of Water and Sewerage Charges – Assessment 10002608 (R13/5154)
- 2.2.13 Stores Write-offs and Adjustments

2.3

DIRECTOR OF ENGINEERING

- 2.3.1 Review of State Wide Speed Limits
- 2.3.2 DA FSC60 Warwombie Station Quarry MCU

3 CRIER NOTES



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4 CLOSURE AND PROPOSED MEETING CALENDAR

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

1. OPENING BUSINESS

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

*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 Sean O'Neill Shane McCarthy Jane Charuba Barbara Geisler Bill Bode (via telelink)
Staff	
Leanne Rogers	Acting Chief Executive Officer
Stephen Turner	Director of Engineering

1.2 APOLOGY

Councillor Bill Bode will be absent from this meeting, but will be participating via telelink.

1.3 CONFIRMATION OF MINUTES

Moved Cr Jane Charuba Seconded Cr Sean O'Neill

That the Minutes of the Ordinary Meeting of Council held 18 July 2013 be taken as read and signed as correct.

Carried

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

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

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

Nil

1.6 CONDOLENCES

Nil

**FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**

2 REPORTS

2.1 CHIEF EXECUTIVE OFFICER

Moved Cr Shane McCarthy 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 Scholarship Policy

The Scholarship Policy has been updated to include the recommendation from management that the list of Bachelor Degrees that the Policy covers be expanded to include Bachelor of Nursing. The Policy has also been re-worded to reflect that the work experience offered to the successful candidate as part of the Scholarship Agreement, may occur either with Council or another relevant employer (e.g. Hughenden Health Centre).

If the Policy is approved, the "upcoming Scholarship opportunity" will be advertised in local, Charters Towers and Townsville schools. It will be readvertised in October when the applications open.

**FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**



POLICY TITLE: UNIVERSITY SCHOLARSHIP

DATE OF ADOPTION: 13 August 2013

DATE REVIEWED: 13 August 2014 **VERSION:** 3

1. OBJECTIVE

To establish a system for awarding and monitoring an annual tertiary scholarship primarily in the fields of Environmental Health, Civil Engineering, Accounting and Nursing.

2. SCOPE

Members of the Flinders Shire community.

3. ROLES AND RESPONSIBILITIES

Human Resources

Human Resources will be responsible for coordinating the advertising and selection process for the annual scholarship. Human Resources will also be responsible for coordinating the Scholarship Agreement and payment process, and appointing the successful applicant to casual employment for holiday periods.

Director/Manager

The Director of the Department will be primarily responsible for the student during their periods of employment.

Chief Executive Officer

The Chief Executive Officer will be responsible for making a recommendation to Council on the preferred applicant for the scholarship.

4. POLICY

On an annual basis, Council will provide a \$5,000 per annum Scholarship for the duration of the successful applicant's full-time studies towards a Bachelor degree in either Environmental Health, Civil Engineering, Accounting or Nursing (or another approved course). Council is targeting these particular courses as employees in these fields are in short supply throughout Local Government in Queensland, and it is hoped that Council's Scholarship will assist in retaining qualified professionals in these fields, particularly in regional areas.

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

To be eligible for a Scholarship, the student needs to maintain their residency in the Flinders Shire through their parents/guardian. The student therefore may be attending boarding school outside the Shire when they apply for a Scholarship.

Council at its discretion may award more than one Scholarship in a single year, however Council is **not** obligated to provide a Scholarship every year, even where Council has called for and considered nominations for the Scholarship.

5. PROCEDURE

5.1.1 Nominations and Selection

Towards the end of the calendar year, Human Resources will commence advertising the Scholarship for enrolments taking place in the upcoming calendar year. The applicants will be asked to make a submission using the Scholarship Application Form, outlining why they are the best candidate for a scholarship, and providing information and results of their curricular and extra-curricular activities. The applicants must attach copies of their Year 11 transcripts to the Scholarship Application Form, as well as a Letter of Recommendation from a teacher, tutor or employer. They must also provide copies of their Year 12 transcripts, and the confirmation of their university acceptance, as soon as possible.

The applicants must declare if they have already been awarded, or are being considered for, another tertiary scholarship or bursary. Priority will generally be given to applicants who are not already receiving another scholarship or bursary.

The Chief Executive Officer, Director and/or Human Resources will review the applications. Where appropriate, the short-listed applicants will be interviewed prior to selecting a preferred applicant. A preferred applicant will generally be selected by identifying the applicant who has demonstrated the greatest scholastic dedication and achievement, and who has demonstrated an interest in and dedication to the field of study. However, at its discretion Council may also consider other factors such as the applicants' community involvement, and their personal and financial circumstances, when awarding a Scholarship.

The Chief Executive Officer will make a recommendation on the preferred applicant to Council for consideration.

5.1.2 Scholarship Agreement

The successful applicant will be issued with a Scholarship Agreement to sign prior to Council providing any scholarship payments. The Agreement will contain, but is not limited to, the following terms and conditions (as well as those terms and conditions outlined in Clause 5.1.3 and 5.1.4):

- The funds of the Scholarship can be used in any way that the student deems fit to help them in completing their studies.
- The Scholarship Agreement does not cover any units that are **not** required for the student's completion of the Bachelor course, apart from the requisite number of elective units.
- The student will not be bonded to work for Council at the successful completion of the course.
- On the successful completion of the course, Council may offer the student a maximum term appointment or a permanent position as suits operational requirements at the time.
- The student must advise Council immediately if they wish to change the status of their study (e.g. changing from full-time to part-time study). Council is not obligated to provide Scholarship funds if the status of the student's study changes.

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

- The student must advise Council immediately if they wish to change the studies/units/major undertaken in their course (e.g. from Civil Engineering to Electrical Engineering). Council is not obligated to provide Scholarship funds if the student changes their major, or if the student undertakes more units than is necessary to obtain the stipulated Bachelor degree.
- The student will need to maintain their residency in the Shire through their parents/guardian. The student must advise Council immediately if there are changes to their residency status.
- Either the student or Council may give written notice at any time to cancel the Scholarship Agreement. A minimum of four (4) weeks' written notice is required. Council is not obligated to provide payment for any units being undertaken at the date of termination of the Agreement, and which are later satisfactorily completed.
- By signing a Scholarship Agreement, the student will agree for Council to obtain and publish general information about the student and their Scholarship. The information will generally be regarding the allocation of the Scholarship, the progress of the student's studies including the attainment of awards, and the work experience undertaken by the student with Council. The information may be displayed in internal and external publications, such as newsletters and media articles. The student's end-of-semester results will not be published.

5.1.3 Payment of the Scholarship

The total **annual scholarship amount (\$5,000)** will be divided over the two (2) university semesters of the year. Accordingly, the student will be entitled to \$2,500 at the end of each semester of full-time study for the duration of their course, provided that each unit of the semester is successfully completed.

In the event that the student does not successfully complete (i.e. pass) all units each semester, a pro-rata amount only will be paid. For instance, if the student passes three (3) of four (4) units then 75% of the \$2,500 for the semester will be paid by Council.

In the event that, in a later semester, the student passes a unit that they previously failed; or the student passes a unit that they took as an alternative to a unit that they previously failed; then the student will be paid for that unit, as long as the total Scholarship amount of \$5,000 per annum is not exceeded.

If the student does not undertake four (4) units of study in a single semester, then they will be entitled to a pro-rata amount only. For instance, if the student undertakes three (3) units in a semester, then 75% of the \$2,500 for the semester will be paid by Council.

In order to claim payment, the student will need to submit a copy of their semester results to the Human Resources section of Council. These results **must** come directly from the University (e.g. a formal transcript of the results; an email to Council sent directly from the University email account). Email results forwarded by the employee are not acceptable.

5.1.4 Work Experience

Council will endeavour to offer paid work experience (i.e. casual employment) to the student during University holiday breaks for the duration of the course, as meets Council's operational requirements. Where appropriate – such as for a Nursing degree – the work experience may occur partly or fully with another employer (e.g. Hughenden Health Centre). The terms and conditions of casual employment with Council will be outlined in an Employment Contract to the student. The student may be required to undergo a pre-employment medical (including a drug and alcohol test), and a criminal history check prior to commencing employment with Council.

**FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**

Prior to the student's holiday break they are to contact the relevant Director to discuss their availability and Council's requirements.

Should Council or the student terminate the Scholarship Agreement, the employment with Council will be terminated.

6. ASSOCIATED POLICIES / FORMS

Scholarship Application Form.

Scholarship Agreement (letter format).

7. 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.

8. APPROVAL

Council Meeting – 13 August 2013.

Recommendation - That Council approve the attached Version 3 of the University Scholarship Policy.

Moved Cr Ninian Stewart-Moore Seconded Cr Sean O'Neill

That Council approve the attached Version 3 of the University Scholarship Policy.

Carried

2.1.3 Flinders Shire Local Disaster Management Plan

It is necessary to periodically review the Flinders Shire Local Disaster Management Plan (LDMP) to ensure that it remains relevant and current with legislation. The LDMP was updated in May/June with assistance from Wayne Preedy, Area Director, Emergency Management Queensland, and the new draft was presented to the Local Disaster Management Group (LDMG) at the LDMG Meeting held on 11 June 2013. It was also emailed to the LDMG on 24 June 2013, with the request that all members review the draft LDMP and provide feedback and suggested changes to Judith Otto, Human Resources Manager, by 02 August 2013. The suggested changes were incorporated, and the final draft LDMP has been approved by the core members of the LDMG.

Council continues to work with Wayne Preedy to develop other related documents such as the Community Plan, Evacuation Plan, and Local Disaster Coordination Centre Standard Operating Procedures.

Recommendation – That Council approve the attached Flinders Shire Local Disaster Management Plan.

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

Moved Cr Barbara Geisler Seconded Cr Shane McCarthy

That Council approve the attached Flinders Shire Local Disaster Management Plan.

Carried

2.1.4 Torrens Creek Golf Club Wheelie Bin and Old Goal

Torrens Creek golf Club has requested a wheelie bin be placed at the course to enable members to control rubbish in the area. Club members have said they would be responsible for emptying the bin and would have it chained securely to prevent theft of the bin.

Torrens Creek Gold Club has also requested that the “Police Station Lock-up Building” be relocated to the golf course, where they would convert it to a toilet facility and/or storage area. Members have said they would keep the outward appearance and would ensure it was adequately maintained. They have also said they would organise the installation of a suitable septic system.

Recommendation –

- That Council donate a wheelie bin to the Torrens Creek Golf Club to be secured, emptied and managed by the members of the Club.
- That Council advise the Golf Club that the Old Gaol is to be relocated to the Flinders Hwy Park in Torrens Creek and is not available to be relocated to the Golf Club.

Moved Cr Sean O’Neill Seconded Cr Shane McCarthy

- *That Council donate a wheelie bin to the Torrens Creek Golf Club to be secured, emptied and managed by the members of the Club.*
- *That Council advise the Golf Club that the Old Gaol is to be relocated to the Flinders Hwy Park in Torrens Creek and is not available to be relocated to the Golf Club.*

Carried

2.1.5 Consultation - Annual Valuation Effective 30 June 2014

The *Land Valuation Act 2010* (the Act), requires that the Valuer-General undertake an annual statutory valuation of all rateable land in Queensland except in unusual circumstances or after consideration of:

- a market survey report of the Local Government Area which reviews sales of land in the area since the last valuation and the probable impact of the sales on the value of land since the last annual valuation; and
- the results of consultation with the local government for the area, and appropriate local and industry groups.

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

Under the Act, valuations are required to be issued prior to 31 March in the year the valuation is to take effect.

In line with the requirements of the Act, I have written to you seeking your opinion on whether an annual valuation of your local government should be undertaken to be effective on 30 June 2014. Please provide your response in writing by 30 August.

I will consider the opinion provided by your local government, together with the other criteria, when deciding if an annual valuation will be undertaken in your Local Government Area.

Recommendation – That Council requests an annual revaluation be undertaken to maintain current up to date valuations to limit large variations in valuations.

Moved Cr Ninian Stewart-Moore Seconded Cr Jane Charuba

That Council requests an annual revaluation be undertaken to maintain current up to date valuations to limit large variations in valuations.

Carried

2.1.6 Request for Show Holiday

We are able to apply for a special holiday for an annual agricultural, horticultural or industrial show (show day). Requests for special holidays for 2014 must be submitted no later than Friday 30 August, 2013. On a public holiday industrial relations laws require that employees are given a paid day off or payment of penalty rates if work is performed on the day.

Recommendation – That Council declares a Show Day Holiday for Friday 30 May, 2014.

Moved Cr Shane McCarthy Seconded Cr Barbara Geisler

That Council declares a Show Day Holiday for Friday 30 May, 2014.

Carried

Bill Bode dialled in at 10:20am.

2.1.7 Flinders Shire Council Pest Management Plan 2012-2016

The Flinders Shire Local Government Area Pest Management Plan has been developed in accordance with the requirements of the Land Protection (Pest and Stock Route Management) Act 2002 (Qld). The Act specifically requires local governments to develop, adopt and implement a Local Government Area Pest Management Plan as part of an integrated planning framework for managing pest plants and animals across the state. The plan will serve as a guide for all local land managers.

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

The plan aligns with all relevant integrated planning frameworks, including national and state pest plant and animal strategies, state pest guidelines and adjoining regional NRM plans.

The plan looks to increase awareness, define agreed responsibilities and coordinate strategic actions to -

- Reduce the economic, environmental and social impacts of pests;
- Improve the use of finite resources and expertise available for managing pests within the Shire;
- Reduce the establishment and spread of pests;
- Lessen the local impacts of priority pests; and
- Improve the protection of environmentally significant areas.

The plan is a four year plan (s. 31(1) of the Act), from 2012 -2016, which commences from the date of Council adoption. The plan will remain in force until 2016, or until such time as a review establishes that this plan be extended, amended or revoked (See 4.0 Development Implementation & Review).

Council may review or renew the plan at its own discretion (s. 33(1) of the Act). However, two types of review are mandatory –

- An annual review at least three months before the start of each financial year (s. 33(2) of the Act)
- A full review when a state pest management strategy is amended (s. 33(3) of the Act).

Recommendation – That Council adopt the Flinders Shire Pest Management Plan 2012-2016.

Moved Ninian Stewart-Moore Seconded Cr Bill Bode

That Council adopt the Flinders Shire Pest Management Plan 2012-2016.

Carried

Leanne Rogers left the meeting at 10:25am and returned at 10:28am.

2.1.8 Road Side Slashing Hughenden Township Entries

Council has been maintaining the entries to Hughenden for many years by slashing the main roads under the Road Maintenance Performance Contract with the Department of Transport and Main Roads (DTMR). This contract provides for a minimum of 2 cuts wide and then we have been maintaining the balance of the area with Council funds from the road side to the private property boundaries. This has been undertaken to keep the town entries neat and tidy from overgrown grass and weeds both for aesthetics and fire hazard protection. Recently Council was contacted by a local resident to stop slashing as they wanted to graze the road side. They were advised of the process required to obtain a stock

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

grazing permit from DTMR. The issue Council needs to consider is whether they want to leave potential long grass in the town environment on the entries to Hughenden and whether you wish to have stock grazing in these areas.

Recommendation - That Council not allow road side grazing in the Hughenden town environment on the main roads into Hughenden, ie from the de-restriction signs; and Request DTMR not to issue road side grazing permits in these areas.

Moved Cr Barbara Geisler Seconded Cr Sean O'Neill

That Council not allow road side grazing in the Hughenden town environment on the main roads into Hughenden, ie from the de-restriction signs; and Request DTMR not to issue road side grazing permits in these areas.

Carried

2.1.9 Application for Renewal of PPH 23/3683 over Lot 3683 on Crown Plan PH368

The Department of natural Resources and Mines has received an application for the renewal of the above lease. Objections to this applications, including any local non-indigenous cultural heritage values that the department should consider when assessing this application should be received by close of business on 15 August, 2013

Recommendation – That Council has no objection to this application.

Moved Cr Bill Bode Seconded Cr Sean O'Neill

That Council has no objection to this application, noting that weed-control will be enforced.

Carried

Bill Bode left the meeting at 10:33am.

Cr Barbara Geisler moved to close the meeting session. This was seconded by Sean O'Neill.

2.1.10 Closed Meeting Item

This report is **CONFIDENTIAL** under Section 275(f) of the *Local Government Regulations 2012, Section 275 – Chapter 8 Administration*

Permits the Council meeting to be closed to the public on the following basis:
“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 -
(f) starting or defending legal proceedings involving it ...”

**Indigenous Land Use Agreement (ILUA)–Gudjala People QUD 80/2005 & QUD147/2006
Charters Towers Regional Council and Flinders Shire Council**

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

The above ILUA tabled at the meeting and considered with the accompanying report by Gilkerson Legal is provided for consideration of Council. This agreement has been developed over the last 2 years with Council being involved in early meetings with all parties. As Flinders Shire is a minor party to the ILUA representing only 2.16% of the Shire's area Charters Towers regional Council has taken the lead in negotiating the final terms of the ILUA.

The final ILUA is now presented for Councils consideration.

Recommendation - (a) Having reviewed a settled Indigenous Land Use Agreement ("ILUA") between the registered native title claimants for Native Title Determination Application QUD80/2005 (Gudjala People), the registered native title claimants for Native Title Determination Application QUD147/2006 (Gudjala People#2) and Local Government, a copy of which was tabled at Council's ordinary meeting on 13th August 2013, Council authorises the Mayor and Chief Executive Officer to sign the settled ILUA on Council's behalf.

(b) Council authorises the Chief Executive Officer to endorse on its behalf any changes made to the ILUA prior to execution on the basis that such changes do not adversely affect Council's interests.

Moved Cr Shane McCarthy

Seconded Cr Jane Charuba

(a) Having reviewed a settled Indigenous Land Use Agreement ("ILUA") between the registered native title claimants for Native Title Determination Application QUD80/2005 (Gudjala People), the registered native title claimants for Native Title Determination Application QUD147/2006 (Gudjala People#2) and Local Government, a copy of which was tabled at Council's ordinary meeting on 13th August 2013, Council authorises the Mayor and Chief Executive Officer to sign the settled ILUA on Council's behalf.

(b) Council authorises the Chief Executive Officer to endorse on its behalf any changes made to the ILUA prior to execution on the basis that such changes do not adversely affect Council's interests.

Carried

Sean O'Neill moved to resume standing orders. This was seconded by Barbara Geisler.

Being no further items, the CEO Report is received.

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

2.2 DIRECTOR CORPORATE SERVICES

Moved Cr Jane Charuba Seconded Cr Sean O'Neill

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

Carried

2.2.1 Financial Statements

The Financial Statements to 7 August 2013 are presented to the meeting in accordance with Section 204 of the Local Government Regulation 2012.

Recommendation – That the Financial Statements to 7 August 2013 be accepted by Council in accordance with Section 204 of the Local Government Regulation 2012.

Moved Cr Jane Charuba Seconded Cr Sean O'Neill

That the Financial Statements to 7 August 2013 be accepted by Council in accordance with Section 204 of the Local Government Regulation 2012.

Carried

Jane Charuba and Barbara Geisler moved to suspend the meeting at 10:45 am. The meeting was re-opened at 3:18pm.

At this time the following motion was passed: Council accepts the CEO's resignation for personal reasons. Council confirms that it endorses the payment of the balance of the CEO's contract stated in the DEED OF SETTLEMENT.

Moved Cr Jane Charuba Seconded Cr Barbara Geisler

That Council accepts the CEO's resignation for personal reasons. Council confirms that it endorses the payment of the balance of the CEO's contract stated in the DEED OF SETTLEMENT.

Carried

2.2.2 Adopt New Cost Recovery Fees and Commercial Charges

The new Cost Recovery Fees and Commercial Charges are presented to the meeting for consideration and adoption, following the review as the Council Forum.

Recommendation – That the Cost Recovery Fees and Commercial Charges, as presented to Council, be adopted by Council, effective 1 January 2014.

Moved Cr Shane McCarthy Seconded Cr Sean O'Neill

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

That the Cost Recovery Fees and Commercial Charges, as presented to Council, be adopted by Council, effective 1 January 2014.

Carried

2.2.3 Rates Write-off Assessment 10003069

Council has received a request from a ratepayer to consider a rates concession/write off for the current water and sewerage rates for 2013-14. The residential property has two lots one having a 20m frontage and 50m depth with other lot having a 5m frontage and 50m depth. Previously the rates system had recognised this assessment with 2 lots as being only one lot and levied the water and sewerage charges on one lot only. As water and sewerage is levied on a per lot basis then in this case they have been levied correctly. When this 5m frontage lot was subdivided from the adjoining lot many years ago it should have been a requirement that it be amalgamated with the new lot to give a 25m frontage. A 5m frontage is too small to allow residential development.

The rate charges are:-

Water 5 units @ \$65.87 being \$329.35
Sewerage 5 units @ \$57.02 being \$285.10
Total write off \$614.45

Recommendation - That Council give a rate concession on the current year's water and sewerage charges on Lot 1 RP715350 by writing off the 5 units of charges totalling \$614.45; and that the 2 lots be reconfigured into one lot by a qualified land surveyor and registered with the Titles Office.

Moved Cr Jane Charuba Seconded Cr Barbara Geisler

That Council give a rate concession on the current year's water and sewerage charges on Lot 1 RP715350 by writing off the 5 units of charges totalling \$614.45; and that the 2 lots be reconfigured into one lot by a qualified land surveyor and registered with the Titles Office by 30 June 2014.

Carried

2.2.4 Adoption of Procurement Policy and Procedure

Please see attached documents for review and adoption.

**FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**



POLICY TITLE: **PROCUREMENT POLICY**

DATE OF ADOPTION:

DATE OF REVIEW:

PURPOSE

This policy is to be read in hand with the Procurement Procedure document. The purpose of this policy is to set out the principles used by Flinders Shire Council for procurement throughout the organisation and provides information on the roles and responsibilities of key officers and areas involved in the purchasing function within the Council to ensure compliance with the five principles as disclosed in *Section 104* of the Local Government Act 2009. The principles are –

1. Value for money
2. Open and effective competition;
3. The development of competitive local business and industry;
4. Environmental protection; and
5. Ethical behaviour and fair dealing.

SCOPE

This policy applies to the procurement of all goods and services as defined in the Local Government Act 2009. The definition of contract is broad and includes printing, stationary, equipment and related services, construction contracts, services contracts, goods contracts, maintenance contracts, plant hire by Council.

Council officers must hold a formal delegation made by the CEO before they can undertake procurement of goods and services. Council officers delegated to procure goods and services are to comply with this policy.

STATUTORY REFERENCES *Local Government Act 2009 Section 104*
Local Government Regulation 2012 Part 3

FINANCIAL DELEGATION

Financial delegation is the power to authorise the spending of money, by signing and authorising electronic payments (EFT) as authorised by Council.

The Council delegates the Chief Executive Officer (CEO) the authority to incur financial expenditure on behalf of Council under the following provisions –

- Where expenditure has been provided for in Council's Budget; or

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

- In the opinion of the CEO such expenditure is required because of genuine emergency or hardship.

Other officers may only incur expenditure on behalf of the Council if -

- The officer has been granted a financial delegation by the CEO and this has been recorded in the Register of Delegations (contained in the Appendix of the Procurement Procedure document).
- Expenditure is provided for in the Council's budget; or
- In the case of genuine emergency or hardship and the power to incur expenditure in these circumstances has also been delegated.

The CEO must approve financial delegations in writing by recording them in the Register of Delegations.

Any officer incurring expenditure may only do so in accordance with any constraints imposed by the CEO in respect to a financial delegation.

The CEO must abide by any constraints the Council has made in relation to financial delegations or the ability to re-delegate approved CEO delegations.

Procurement Delegation

Procurement delegation is the power to bind the Council by entering into a contract.

The Council provides a procurement delegation to the CEO. The CEO must abide by any constraints the Council has made in relation to procurement delegations or the ability to re-delegate approved CEO delegations

Other officers can only enter into contracts on behalf of Council (including placing purchase orders) in accordance with a delegation granted by the CEO, which is recorded in the Register of Delegations.

Purchase orders shall only be placed by Officers with the appropriate procurement delegation and the relevant officer will need to keep proper records of all his dealings.

Value of purchases includes any trade in value or goods and GST, which form part of the purchase cost.

The CEO must approve procurement delegations in writing by recording them in the Register of Delegations.

What Constitutes Procurement

Purchasing is the process of obtaining from outside sources goods and services that may be required by an enterprise but not available from within the organisation, at the price most suitable by Council considering quantity, quality, place, time and price.

Goods and Services Tax (GST)

For the purpose of this policy the monetary limits detailed are inclusive of GST.

POLICY

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

In addition to the principles in the Local Government Act 2009, Council officers should consider the following procurement principles when exercising their delegations:

- The Council officer purchasing goods should always strive to find the best available price for the goods acquired.
- Where required in this policy an automatic ordering system is utilised to effectively control the purchasing of goods and services.
- Where required in this policy the purchase order form must be authorised by the CEO or his authorised delegate.
- Quality assurance requirements are to be considered.
- If there are a number of suppliers, each of the suppliers should be assessed on a periodic basis in order to determine which of the suppliers offers the best value for money.
- Follow the process and procedures that have been developed to assist the implementation of this policy.
- Officer must not undertake order splitting to avoid the requirements of this policy
- The development of Approved Contactor Lists, Pre-Qualified Suppliers Lists and Preferred Supplier Arrangements should be considered where annual purchases of a supply are over \$50,000.

Purchases of Goods and Services for less than \$15,000

Purchases **up to \$4000** may be undertaken by:

- Considering the five principles before making the procurement decision; or
- Seeking verbal or written quotes where the officer considers that meeting the principles warrants this action;
- Using any of the process for exceptions for medium sized and large sized contract set out in Chapter 6 of the Local Government Regulation 2012 including:
 - Quote or tender consideration plan
 - Approved Contactor List
 - Pre-Qualified Suppliers
 - Preferred Supplier Arrangements
 - LGA Arrangement
 - Other Exceptions

Purchases **above \$4000, less than \$15,000** must be undertaken by:

- Seeking verbal at least two verbal (up to \$5,000) or two written quotes (\$5,000 to \$15,000);
- Using any of the process for exceptions for medium sized and large sized contract set out in Chapter 6 of the Local Government Regulation 2012 including:
 - Quote or tender consideration plan
 - Approved Contactor List
 - Pre-Qualified Suppliers
 - Preferred Suppliers
 - LGA Arrangement
 - Other exceptions

Payment of Purchases under \$15,000

**FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**

Procurement to \$200 may be made out of petty cash.

Procurement up to \$4000 may be made with a corporate credit card, as approved by CEO or DCS

Procurement of \$4000 and over must be made using a purchase order.

Purchases of Goods and Services \$15,000 and above but less than \$200,000

Procurement should be undertaken using the default contracting procedures set out under Chapter 6 of the Local Government Regulation 2012.

Council officers must consult the Council Procurement Procedure and accounting manual on how to undertake procurement under these provisions.

Payment of Purchases \$15,000 and above

Procurement must be made using a purchase order.

Purchases of Goods and Services \$200,000 and over

Procurement should be undertaken using the default contracting procedures set out under Chapter 6 of the Local Government Regulation 2012.

Council Officers must consult the Council Procurement Procedure and accounting manual on how to undertake procurement under these provisions.

Payment of Purchases \$200,000 and over

Procurement must be made using a purchase order

REVIEW DATE

This policy must be reviewed annually and the next review date should be not later than June 2014.

APPROVAL

STEPHEN McCARTNEY
CHIEF EXECUTIVE OFFICER

**FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**



POLICY TITLE: **PROCUREMENT PROCEDURE**

DATE OF ADOPTION:

DATE OF REVIEW:

PURPOSE AND SCOPE

This document sets out the procedures to be followed by all Council staff involved in purchasing goods and services. The procedure incorporates the placement of orders, the receipt of goods or services and approval for payment.

STATUTORY REFERENCES *Local Government Act 2009 Section 104*
Local Government Regulation 2012 (Section 198 and Chapter 6 Contracting)

Purchases made against an Approved Contractor List, PSA or a register of pre-qualified suppliers

Where applicable, Flinders Shire Council may arrange for commonly used goods and services to be subject to a purchase against –

- a) Approved Contractor List (ACL)
 - Services purchased against ACL must comply with the S.231 Local Government Regulation 2012; and
 - This relates to services requiring specially qualified contractors only and requires an expression of interest process; and
 - Council is not required to call for competitive offers when assessing an ACL.
- b) Preferred Supplier Arrangement (PSA)
 - Goods and services purchased against PSA must comply with the S.233 Local Government Regulation 2012; and
 - PSA may be established as required for the purchase of goods and services as needs are identified by Council; and
 - The selection of a supplier will be made on the basis of the five principles - refer S.104 Local Government Act 2009; and
 - When formalising and establishing a PSA, provisions for the evaluation of a supplier will be clearly provided.
- c) Pre-qualified Supplier (PQS)
 - Goods and Services purchases against PQS must comply with S.232 Local Government Regulation 2012; and

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

- This section applies to a medium-sized contract or large sized contract for the supply of goods and services; and
- A ***pre-qualified supplier*** is a supplier who has been assessed by the Local Government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

The Flinders Shire Council may establish and use a:

- ACL for purchase of services where the contractor is specially qualified. Examples are NATA approved testing laboratories, registered engineering, town planning or qualified solicitor.
- PQS for purchase of goods and services if individual tender/quotation preparation is costly, the capability or financial capacity of the supplier is critical, there are security considerations, there is a need to comply with standards or local business encouragement.
- or PSA when supply of goods and services is needed in large volumes or frequently and Council is able to obtain better value for money by aggregating demand for the goods and services needed.

Purchases of Goods and Services for less than \$15,000

Purchases to \$200 may be made out of Petty Cash.

Purchases up to \$4,000 may be made with a Corporate Credit Card or by placing of a Purchase Order. Purchases must be undertaken by

- Accessing an Approved Contractor List (ACL)
- Accessing a Preferred Supplier Arrangement (PSA)
- Accessing a Prequalified Supplier arrangement (PQS)
- Obtaining at least two verbal or written quotes (sole supplier situations excepted)
- Accessing a Local Buy arrangement
- Using another Council's contract lists, preferred supplier or prequalified supplier arrangement

In cases of genuine emergency officers can undertake procurement without following the above requirements however this action is subject to any delegation approval by the CEO.

Purchases between \$4,001 and \$15,000 must be made by placing a purchase order. Purchases must be undertaken by

- Accessing an Approved Contractor List (ACL)
- Accessing a Preferred Supplier Arrangement (PSA)
- Accessing a Prequalified supplier arrangement (PQS)
- Obtaining at least two written quotes (sole supplier situations excepted)
- Accessing a Local Buy arrangement
- Using another Council's contract lists, preferred supplier or prequalified supplier arrangement

In cases of genuine emergency officers can undertake procurement without following the above requirements however this action is subject to any delegation approval by the CEO.

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

In cases where there is found to be only one supplier of a good or service the CEO must approve that matter before undertaking procurement.

In cases where there are specialised or confidential requirements Council may resolve that it would be impractical or disadvantageous to follow.

Procedures for the purchase of goods and services for less than \$15,000 are as follows –

- The Council officer purchasing goods should always strive to find the best available price for the goods acquired;
- An automatic ordering system is utilised to effectively control the purchasing of goods and services;
- The purchase order form must be authorised by the CEO or his authorised delegate;
- Quality assurance requirements are to be considered; and
- If there are a number of suppliers, each of the suppliers should be assessed on a periodic basis, in order to determine which of the suppliers offers the best value for money.

Purchases of Goods and Services above \$15,000 but less than \$200,000

- Accessing an Approved Contractor List (ACL)
- Accessing a Preferred Supplier Arrangement (PSA)
- Accessing a Prequalified supplier arrangement (PQS)
- Accessing a Local Buy arrangement
- Using another Council's contract lists, preferred supplier or prequalified supplier arrangement
- Purchase at auction
- Purchasing second hand goods
- The invitations must be given to at least three (3) entities that Council considers can meet its requirements at competitive prices.
- All offers shall be evaluated by two or more officers and will be assessed by using the same methodology in every case.

In cases of genuine emergency officers can undertake procurement without following the above requirements however this action is subject to any delegation approval by the CEO.

In cases where there is found to be only one supplier of a good or service the CEO must approve that matter before undertaking procurement.

In cases where there is specialised or confidential requirements Council may resolve that it would be impractical or disadvantageous to follow.

Procedures for the purchase of goods and services above \$15,000 but less than \$200,000 are as follows –

- An automatic order form must be completed for the purchasing of goods and services;
- The purchase order form must be authorised by the CEO or his delegate;
- Specifications of the goods and services should be prepared where warranted and provided to parties invited to quote. It should include quality assurance requirements;
- Records of offers are to be kept in a register or file; and

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

- Funds required for the completion of the purchase contract must have been allocated in the Budget or amended Budget for the year.

Purchases accumulating to more than \$15,000 in any year may be considered a purchasing agreement.

Purchases of Goods and Services \$200,000 and over

- Accessing an Approved Contractor List (ACL)
- Accessing a Preferred Supplier Arrangement (PSA)
- Accessing a Prequalified supplier arrangement (PQS)
- Accessing a Local Buy arrangement
- Using another Council's contract lists, preferred supplier or prequalified supplier arrangement
- Purchase at auction
- Purchasing second hand goods
- Calling of public tenders

In cases of genuine emergency officers can undertake procurement without following the above requirements however this action is subject to any delegation approval by the CEO.

In cases where there is found to be only one supplier of a good or service the Council must resolve that matter before undertaking procurement.

In cases where there are specialised or confidential requirements Council may resolve that it would be impractical or disadvantageous to follow.

Where procurement above \$200,000 requires the calling of public tenders to suppliers, the invitation must be by an advertisement in a newspaper circulating generally in the local government's area – and at least twenty-one days from the day of advertisement must be allowed for the submission of tenders.

The CEO or Council has the discretion to call for tenders involving works or services worth less than \$200,000. They also have the discretion to set lower amounts as benchmarks in relation to invites for written quotes.

Tender closure time and date

Flinders Shire Council provides a locked tender box in a designated area for the purpose of holding all tenders submitted. All tender documents received before the advertised tender closure time, are to be lodged in the tender box unopened. Tender documents received after the closure of the process are deemed to be invalid. All tenders shall be held for the duration of the tender and shall be destroyed at the completion of (whichever occurs first).

- Tender is completed;
- Warranty/guarantee period has expired; or
- Legislated retention period has expired.

Specifications

A purchase specification is a document outlining needs to be satisfied in the purchase of goods and services. It defines what the Council wishes to buy and what the supplier is therefore expected to provide. In general terms, it ensures a

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

product or service is easier to obtain and that more tenderers will compete. There are three main types of specifications.

They are –

- Functional - to do a specific job;
- Performance - to meet nominated performance criteria; and
- Technical - to achieve a specific technical quality.

The requisitioner in drawing up the specifications for a requirement will –

- Allow for open and effective competition;
- Specify quality assurance requirements and arrangements;
- Ensure value for money is paramount in offers from suppliers;
- Allow for an agreed evaluation methodology; and
- Have an attached set of terms and conditions for the supplier to abide by.

On completion, the specification is to be examined by a Council Officer not involved in the process.

The specification is to be examined for –

- Readability;
- Simplicity of meaning;
- Clarity;
- Logic; and
- Inclusion of only essential information.

Evaluation criteria must be included in the specification. Specifications are to be registered and filed.

Evaluation of Offers

Offers and tenders shall be evaluated by two or more Council officers. Offers and tenders must be evaluated using the same methodology in every case.

The purchasing process, in addition to the purchasing decision, must be documented in a purchasing file. Such documentation must include –

- a) offers received;
- b) the evaluation process; and
- c) reasons for choosing the successful supplier.

Post offer feedback must be provided to unsuccessful suppliers upon request. This feedback shall not provide information other than –

- a) the name of the successful tenderer;
- b) the total price offered; and
- c) the name of the other tenderers and prices offered.

FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

Evaluating officers must document the reasons for disqualifying any bids.

Where an officer involved in purchasing negotiations or evaluating of offers identifies a conflict of interest, the CEO is to be advised in writing as to the conflict and the officer is to withdraw from the transaction.

For all Contracts for Purchases of Goods and Services

- Purchase orders should be completed for all purchases (exemptions occur through either a petty cash purchase or for recurrent accounts such as electricity, telephone, BP card billing, legal fees, contract payments etc);
- All automatic orders must be entered through the Computerised Accounting System and the order printed in duplicate;
- An estimated or quoted purchase amount will be included on all orders, where possible; and
- Orders are to be authorised by the CEO or his authorised delegate;
- Once the goods are received or services are performed, and a tax invoice is matched to the relevant order, an independent administration officer will process the supplier payment; and
- Requisition notes (blue) will be utilised to control any purchasing outside Shire administration - this includes Council Depot, Flinders Discovery Centre and other outside workforce. The requisition notes clarify the specification of goods and services, internal job costing allocations and generally assist purchasing officers with their duties.

It is to be noted that a verbal order has the same legal implications of a written order and must be confirmed with an issue of an official purchase order within 24 hours. Purchase orders shall be cancelled in writing unless the value is below \$500. The person who placed the order must originally sign all copies of the orders. A cancelled purchase order may result in the Council incurring costs that the vendor may incur as a result of the cancellation.

It is also noted that where orders are electronic a signature is not required rather the name of the requisitioning officer/approving officer will be printed on the order. The names printed on the order are subject to CEO's authorised delegations.

Splitting of Orders / Gifts or Favours

Flinders Shire Council Officers are prohibited from splitting orders for the purposes of acquiring goods or services above their financial and procurement levels, or to avoid the necessity to obtain quotes or call for tenders.

The Council expressly forbids officers to seek or accept gifts or favours or benefits arising from a purchase. The acceptance of items of low value such as marketing tokens e.g. pens is unlikely to lead to such allegations. It is acceptable to receive gifts that are a result of an industry norm e.g. the receipt of an additional library book for a specific dollar value order. An industry norm exists when such a gift is made to all clients of the respective supplier.

Repeat Orders

Council officers must identify and assess the likely requirements of the Council over a given period. Where repeat orders are required from a single supplier and are estimated to exceed \$15,000, consideration must be given to establishing an appropriate purchasing arrangement.

**FLINDERS SHIRE COUNCIL
CONFIRMED MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**

CONTROLS

Ethical Behaviour

Flinders Shire Council officers with purchasing authority must act ethically and are to behave with impartiality, fairness, independence, openness, integrity and professionalism in their discussions and negotiations with suppliers and their representatives. Council officers are to attain and maintain a high level of credibility with suppliers and their representatives.

Where an officer involved in purchasing negotiations or evaluation of offers identifies a conflict of interest, the CEO is to be advised in writing as to the conflict and the officer concerned must withdraw from the transaction.

Purchasing officers should anticipate that a Criminal Misconduct Commission, Freedom of Information and Judicial review may investigate, enact or be undertaken at any time. Thus the officer is to ensure all purchasing decisions are to be appropriately documented.

REVIEW DATE

This procedure will be reviewed on or before 30 June 2014.

**FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**

APPENDIX	PROCUREMENT DELEGATIONS
• Chief Executive Officer	UNLIMITED
• Director of Corporate Services	\$200,000
• Director of Engineering	\$200,000
• Project Engineer	\$ 50,000
• Overseer	\$ 50,000
• Town Foreman	\$ 50,000
• Building Foreman	\$ 10,000
• Creditors Officer	\$ 10,000
• Engineering Administration Officer	\$ 10,000
• Fleet Manager	\$ 10,000
• Stores Supervisor	\$ 10,000
• Finance Manager	\$ 10,000
• Foreman	\$ 5,000
• HR Manager	\$ 5,000
• Community Care Coordinator	\$ 2,000
• Workshop Administration Officer	\$ 2,000
• Sport and Recreation Officer	\$ 2,000
• Workplace Health and Safety Officer	\$ 2,000
• QA Officer	\$ 2,000
• Communications and Records Officer	\$ 2,000
• Carpenter	\$ 2,000
• Plumbers	\$ 2,000
• Environmental Health Officer	\$ 2,000
• Revenue Officer	\$ 2,000
• Records Officer	\$ 2,000
• Administration Technical Officer	\$ 2,000
• Finance Officer	\$ 2,000
• Tourism Development Officer	\$ 2,000
• IT Officer	\$ 2,000
• Rural Lands Officer	\$ 1,000
• Librarian	\$ 500
• Reception and Facilities Officer	\$ 500
• Tourism Officer	\$ 500
• Mechanical/Diesel Fitter	\$ 500
• Administration Officer	\$ 500
• Admin Personnel Officer	\$ 500
• Community Care Admin Officer	\$ 500
• Caravan Park and Swimming Pool Contractors	\$ 500
• Apprentices - Water and Sewerage	\$ 500
• Labourer	\$ 500
• Sewerage Plant Operator	\$ 500
• Other Staff - Fuel Only	\$ 500

Where any officer requesting orders does not have a delegation, that order will automatically be forwarded to that officer's supervisor for approval.

**FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**

FINANCIAL DELEGATION

Cheques

Two of the following to sign cheques -

- | | |
|----------------------------------|--------------|
| • Mayor and Deputy Mayor | \$10,000,000 |
| • Chief Executive Officer | \$10,000,000 |
| • Director of Corporate Services | \$10,000,000 |
| • Personnel Officer | \$10,000,000 |
| • HR Manager | \$10,000,000 |

with the Chief Executive Officer or Director of Corporate Services to have final authorisation of all transfers and payments.(i.e one to sign all EFT's or cheques).

EFT – Electronic Funds Transfer

Only the Chief Executive Officer or the Director of Corporate Services to sign off on EFT vouchers, and authorise all EFT transactions on-line.

SPECIAL REQUIREMENTS

Acting Officer Duties – During the course of the financial period, officers may be appointed to higher duties, together with the relevant acting delegation authority.

Recommendation – That Council adopt the Procurement Policy and Procedure as presented to Council.

Moved Cr Shane McCarthy

Seconded Cr Jane Charuba

That Council adopt the Procurement Policy and Procedure as presented to Council.

Carried

2.2.5 Community Small Grants

The Sub-committee of Council have met and assessed the two applications. The following recommendations for funding are as follows:

Prairie Jockey Club

Installation of plumbing to the new building to cover:

- Hot and cold water to the showers and water to toilets
- Install gas heater to shower water
- Dig hole for septic tank – install, connect, refill
- Dig and prepare water trenches.

Grant application for \$15,000 and total project budget \$25,931.63, Grant funding of \$12014.52.

The Prairie Jockey club have finalised the acquittal for their previous grant.

Hughenden Bowls Club

To construct a roll out shade structure over the synthetic carpet outdoor bowling green. A 90 per cent shade cloth approximately 42m x 42m with automatic roll out system. The form of shade chosen is expected to reduce playing temperatures by up to 13 degrees. Grant application for \$15,000 with total project budget of \$152,650 (ex GST).

**FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**

Hughenden Horse Sports

It is proposed to put in four large flood lights to light the field in the horse sports arena. This will allow riders to run competitions during summer under lights as well as major events such as the Western Games, which is being hosted in Hughenden this year. Due to the intense heat and high UV rating it is difficult to run events in summer. Grant application for \$4760 and total project budget of \$11,900, Grant funding of \$4760.

Some quotes were missing and are yet to be produced. We are following them up with the club. They were lost in a computer melt down unfortunately.

Recommendation – The Community Small Grants Sub-committee has met to discuss the applications and recommends that Prairie Jockey Club, Hughenden Bowls Club and Hughenden Horse Sports be approved for the amounts each applied for (\$12,000, \$15,000 and \$4760 respectively).

Moved Cr Sean O'Neill Seconded Cr Barbara Geisler

That Council approve the grant funding applied for by each group.

Carried

2.2.6 Library Strategic Plan

Please find attached the Library Strategic Plan for discussion and adoption.

Flinders Shire Public Library Strategic Plan 2013-2018

**FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**

Statement of Purpose

Flinders Shire Public Library Purpose is to enrich, inform and connect Flinders Shire Community and to be:

- A people place • A learning place • Engaging
- Interactive • Collaborative • Accessible
- Imaginative • Inspiring • Enriching
- Enabling • Democratic • Partnering
- Dynamic • Inclusive • Progressive
- Empowering • Encouraging • Supportive

Vision

The Flinders Shire Public Library is a vibrant, active and welcoming place; and one that strives to:

- Anticipate community needs and interests
- Be open, inviting and relevant
- Be a place that encourages the imagination and exchange of ideas
- Be a place that celebrates knowledge and learning; and provides life-long learning opportunities
- Be a recognised community leader
- Provide a comfortable, neutral and stress free space for all the community
- Build supportive and strong partnerships that will benefit the community and customers of the library service

Flinders Shire Public Library Strategic Plan

The Flinders Shire Public Library Strategic Plan focuses on identifying what the library is trying to achieve with each of its services. Libraries with up-to-date resources and facilities can play a key role in - creating and strengthening communities.

**FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**

Flinders Shire Public Library Strategic Plan 2013-2018

Goal:	Activity	Strategic	Targets
Flinders Shire Public Library Membership	Promote and maintain library membership and library usage within the Flinders Shire.	1: Work together with local groups, schools, newspapers to notify community members of the Flinders Shire Public Library activities, services and programs.	1.1: Membership Drive annually within the Flinders Shire, to increase library members. 1.2: Flinders Shire Public Library Survey: undertaken annually to ensure library services and resources continue to maximise member's requirements and satisfaction.
Indigenous Knowledge Centre	Development of Indigenous collection particular to the Flinders Shire.	2: Work together with the Traditional Land Holders, Local Government and State Library of Queensland to develop a Flinders Shire Public Library Indigenous Knowledge Centre.	2.1: A collection does not need to be books; it can incorporate artefacts or audio biographical material; the content can be limitless. 2.2: Locate local history information for access for local school students, travellers and family history requirements.
Development of technology	Offer modern up to date technological services to the Flinders Shire	3: Continually updating skills and technology within the Flinders Shire Public	3.1: Promote and encourage a love of reading and learning by providing materials in various formats

**FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**

	community.	Library.	(E-readers, I pads, tablets etc) for Flinders Shire community members. 3.2: Work with the Flinders Shire Council IT personnel to guarantee the Flinders Shire Community have access to new and emerging technology. 3.3: Ensure that the Flinders Shire Public Library offers information technology training and awareness to the Flinders Shire Community.
Installation of Wi- Fi	Making internet services more available to community members.	4: Identify grants and funding to assist with set up of Wi-Fi within the Flinders shire Public Library.	4.1: Develop a secured Wi-Fi service to the community and Flinders Shire tourist.
North West Library Group	Develop a North West Library Group with other interested Libraries in our area.	5: Working together with other Council Libraries to bring more services to our area.	5.1: Approach and liaise with other libraries in the area to create a cluster to improve literature, technology and services to our areas. 5.2: Meet every 6 months to discuss what our individual libraries requirements are and how we can achieve together as a cluster on grants etc. 5.3: Work together to bring more Authors in Residence, or simular library related

**FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**

			activities to the North West Areas.
Partnerships and Collaborations	Identify partnerships within the Flinders Shire, RLQ Colleagues in conjunction with State Library Queensland.	6: Working collaboratively or in partnership with other Council services, community organisations, local businesses and volunteers has the potential to benefit the library and its customers.	6.1: Liaise with other council departments to improve relations and council services to the shire. 6.2: Meet regularly with school and community organisations to involve their input into the library and council activities for the betterment of the community.
Local Historical Photographic Collection	Maintain and update the E-hive webpage for The Flinders Shire Historical Photographic Collection	7: Continually search for historical photographs to be added to the Flinders Shire Historical Photographic Collection on Ehive.com.	7.1: Continue to advertise within the shire seeking photographs for edition to the collection. 7.2: Liaise with current local and former residents to seek contributions.
Local History Collection	Collect and digitalise local history content to be held within the Flinders Shire Public Library.	8: Seek funding to digitise early council records and Hughenden Historical records and correctly store all items.	8.1: Digitise local newspapers and record within the Flinders Shire Public Library for local History Collection and Family History request. 8.2: Digitise early council record books and make available to community members and tourist, while preserving original items. 8.3:

**FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**

			Maintain up to date Hughenden Timeline.
Library Volunteers	Increase Flinders Shire Public Library Volunteers numbers.	9: Advertise for volunteers and identify what areas they would best be used within the library work space.	9.1: Organise volunteer shirts so Flinders Shire Public Library Volunteers are easily identified. 9.2: Organise a small annual function in appreciation and recognition of the many hours contributed to the Flinders Shire Public Library.
Flinders Shire Council Webpage - Library	Ensure Flinders Shire Council- Library webpage is update with services and programmes.	10: Enhance the library's website, improving interactivity, ease of use and reflections of current community interest.	10.1: Increase user satisfaction through easy access to important information. 10.2: Improved community awareness of Flinders Shire Public Library services, OPAC, trading hours and policies.

FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

Recommendation – That Council adopt the Flinders Shire Public Library Strategic Plan as presented.

Moved Cr Sean O'Neill Seconded Cr Shane McCarthy

That Council adopt the Flinders Shire Public Library Strategic Plan as presented.

Carried

2.2.7 Rates Write-off Assessment 10003879 and 10003887

Council has received a request from a ratepayer to consider a rates concession/write off for the current water and sewerage rates for 2013-14. The residential property has two lots one having a 10m frontage and 45m depth with other lot having a 20m frontage and 45m depth. Previously the rates system had recognised this assessment with 2 lots as being only one lot and levied the water and sewerage charges on one lot only. As water and sewerage is levied on a per lot basis then in this case they have been levied correctly. When this 10m frontage lot was subdivided from the adjoining lot many years ago it should have been a requirement that it be amalgamated with the new lot to give a 30m frontage. A 10m frontage is too small to allow residential development.

The rate charges are:-

- Water 5 units @ \$65.87 being \$329.35 on each assessment
- Sewerage 5 units @ \$57.02 being \$285.10 on each assessment
- Total write off \$614.45 on each assessment

Recommendation - That Council give a rate concession on the current year's water and sewerage charges by writing of 5 units of charges totalling \$614.45 on each assessment and that the 2 lots be reconfigured into one lot by a qualified land surveyor and registered with the Titles Office.

Moved Cr Shane McCarthy Seconded Cr Jane Charuba

That Council give a rate concession on the current year's water and sewerage charges by writing of 5 units of charges totalling \$614.45 on each assessment and that the 2 lots be reconfigured into one lot by a qualified land surveyor and registered with the Titles Office.

Carried

2.2.8 Excess Water Charge Write-off

Customer requires excess water for health reasons and has asked for the \$101 excess water charge on their rates bill to be written off.

Recommendation – That the \$101 excess water charge be written off due to customer health requirements.

Moved Cr Ninian Stewart-Moore Seconded Cr Jane Charuba

That the \$101 excess water charge be written off due to customer health requirements.

Carried

FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

2.2.9 North Queensland Sports Foundation Council Levy

Following the most recent NQ Sports Foundation Board Meeting it was decided for a small increase in Council levies. The levies have been increased to 21.60c (from 21.07c) per capita based on the most recent census (2011). This represents an increase of 2.5% in line with CPI. For the 2013/14 financial year the levy for FSC will be \$425.54 (GST inc.)

Recommendation – That Council pay the levy of \$425.54 (GST inc.) to the NQ Sports Foundation.

Moved Cr Sean O'Neill Seconded Cr Jane Charuba

That Council pay the levy of \$425.54 (GST inc.) to the NQ Sports Foundation.

Carried

2.2.10 Hughenden State School Annual Speech Night Trophy Donation Request

Last year Flinders Shire Council donated a trophy for the Flinders Shire Primary Citizenship Award. Council needs to advise if it will be donating a trophy again and give the name of the Council representative who will be there to present it.

Recommendation – That Council donate a trophy for the Flinders Shire Primary Citizenship Award and select a representative to attend the Speech Night.

Moved Cr Barbara Geisler Seconded Cr Sean O'Neill

That Council donate a trophy for the Flinders Shire Primary Citizenship Award and that Mayor Greg Jones attends the Speech Night.

Carried

2.2.11 Flinders Discovery Centre Shop Locally Campaign

The Hughenden Chamber of Commerce will be holding a shop locally and win campaign over the next few months, with the winners announced at the Christmas Mardi Gras. This is open to all local businesses who wish to compete.

There will be two campaigns -

- The first is a shop locally, anyone who spends \$20.00 or more at a participating business will go into the draw. They need to put their name on the receipt issued by that business and place it into the barrel/box.
- The second campaign is spot the difference. Customers need to keep an eye out for the item in participating businesses that is not usually sold there. Once they have found the item they need to get their form stamped/signed by shop representative. Once they have found all the items they place the completed form in the barrel/box at a place yet to be announced. Forms will be found at participating business.

Tourism Development Officer Sue Turner has asked if the Flinders Discovery Centre could participate and that they donate a voucher to the value of fifty dollars as a prize.

Recommendation – That Council agree to the Flinders Discovery Centre participating in this campaign and donating a voucher of fifty dollars as a prize.

**FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**

Moved Cr Shane McCarthy

Seconded Cr Jane Charuba

That the Flinders Discovery Centre will participate in this campaign and donate a voucher of fifty dollars as a prize.

Carried

2.2.12 Request for Review of Water and Sewerage Charges – Assessment 10002608 (R13/5154)

Customer has asked for reassessment of water and sewerage charges on their rates notice as they don't believe that the business located on the block would use the water or sewerage that a household would use.

Recommendation – That Council re-assess the water and sewerage charges levied to the customer.

Moved Cr

Seconded Cr

Carried

2.2.13 Stores Write-offs and Adjustments

Store Write Off

	Amount	Comments
		The gabions were the largest item written down \$7,665.00 I believe this is because they are stored in the depot compound rather than in store (due to the amount of space they take up). As they were used the employees did not realise the need to report to the storeman.
General Write Off	8,120.77	
		The oil is stored in the workshop. I am unsure why so much has been written off but can only assume that the usage has not been recorded.
Oil Write Off	2,691.45	
	10,812.22	

Store Adjustments

		This increase in fuel quantities resulted from incorrect processing of transfers of fuel from one tank to another. The transfer decreased the quantity of fuel so I had to do a stocktake adjustment to get the fuel back into the store to be issued to the plant.
Fuel Adjustment	-	
	43,201.60	
Fuel Adjustment	0.70	This adjustment related to transferring fuel from one tank to another, there was little loss of fuel.
	-	As previous comment this increase related to an adjustment to correct fuel quantities in store.
Fuel Adjustment	124.00	
	43,324.90	

**FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**

I have asked the Storeman to order a calibrated dipstick
to allow for more accurate stocktaking of Council's fuel.
He will also attend the site monthly to dip the tanks.

Recommendation – That the amounts be written-off and adjusted, as presented to Council.

Moved Cr Shane McCarthy

Seconded Cr Sean O'Neill

Carried

Being no further items, the DCS Report is received.

FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

2.3 DIRECTOR OF ENGINEERING

Moved Cr Ninian Stewart-Moore Seconded Cr Jane Charuba

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

Carried

2.3.1 Review of state wide speed limits

Council has received advice from Scott Emerson MP, Minister for Transport and Main Roads (DTMR), regarding a review of speed limits to be conducted by the department in 2013/14. The aim of the review is to simplify the speed limit settings state wide and apply some consistency particularly on roads with numerous speed zone changes. TMR proposes to liaise with Local Governments in prioritising up to 100 roads across the state for a review. The department will provide funding for the selected Local Governments to conduct these reviews in the 2013/14 financial year and to implement any subsequent speed changes. Indicative dates for the process are set out below.

- Public consultation period: August – September 2013.
- Councils notified of locations to be reviewed: October 2013.
- First round of funding for speed limit reviews: November 2013.
- Second round of funding for speed limit reviews: February 2014

The roads Council should consider are:

- Gray Street from Flinders River Bridge to McLay Street – Currently 60 Kph reduce to 50 Kph
- Flinders Highway West from Gray Street – retain the 60 ph speed limit.
- Intersection of Winton Road, Swanson and McLaren Streets – Reduce the speed limit from 60 Kph to 50 Kph commencing approximately 200 metres south of the intersection.
- Flinders Highway, Hughenden to Charters Towers – Maintain 110Kph except at non-compliant bridges and drainage structures.

Recommendation - That Council advise The Department of Transport and Main Roads of its' intention to be considered in the current review of speed limits on the following Local Government controlled roads and State controlled roads:

1. Gray Street Hughenden from Flinders River Bridge to McLay Street.
2. Flinders Highway West from Gray Street.
3. Winton Road, Swanson and McLaren Streets Intersection and
4. Flinders Highway East from Hughenden to Charters Towers

Moved Cr Shane McCarthy

Seconded Cr Barbara Geisler

That Council advise The Department of Transport and Main Roads of its' intention to be considered in the current review of speed limits on the following Local Government controlled roads and State controlled roads:

1. *Gray Street Hughenden from Flinders River Bridge to McLay Street.*
2. *Flinders Highway West from Gray Street.*
3. *Winton Road, Swanson and McLaren Streets Intersection and*
4. *Flinders Highway East from Hughenden to Charters Towers*

Carried

FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

2.3.2 DA FSC60 Warwombie Station Quarry MCU

Please see below for the following information in relation to this Development Application: 1. Report on the DA and 2. Recommended DA Conditions by Planning Consultant

1. Report on the DA:

MEETING: 13TH AUGUST 2013
FILE: FSC 60
RP DESCRIPTION: LOT 1&2 ON WNG 7
PROPERTY LOCATION: WARWOMBIE STATION, HANN HIGHWAY

PROPOSAL: MATERIAL CHANGE OF USE – EXTRACTIVE INDUSTRY, ERA 16 2(B) AND ERA 16 3(B) AND ERA 3(A)

APPLICANT: M&G CRUSHING & MATERIALS PTY LTD
P.O. BOX 210
WALKAMIN QLD 4872

OWNERS: K.I. & J.R. MIDDLETON
P.O.BOX 21
HUGHENDEN QLD 4821

COMMENT:

EXECUTIVE SUMMARY

The application is seeking an approval of an application for a development permit for the development of an Extractive Industry on land described as Lot 1&2 on WNG 7, and situated on Warwombie Station, Hann Highway approx. 40 kilometres north from Hughenden.

Access to the proposed quarry will be from the highway via the existing gravel road. The applicant has indicated they will be responsible for the maintenance of the access road from the Highway. The road will be graded and water as required during periods of high traffic volumes.

The development approval sought is for the extraction of quarry material up to 1,000,000 tonnes per annum.

Together with screening activities and the storage of chemicals and combustible liquids

The Haul Road/ Hann Highway intersection will be constructed and maintained in accordance with Department of Main Roads requirements.

Blasting will be used to extract the material with smaller shots during the 1st year of operation to establish the extent and characteristics of the material with larger shots used to achieve the long term extraction rates.

STATE AGENCY REQUIREMENTS

The Department of Transport and Main Roads and the Department of Environment and Heritage Protection are concurrence agencies for the application with the Department of Natural Resources and Mines being a referral agency. The comments and conditions imposed by these agencies form part of the conditional approval and are included.

PLANNING CONSIDERATIONS

The subject land is located in the Rural Zone.

The proposed development addresses such issues as stormwater management, hours of operation, number of employees, stormwater runoff, disposal of waste, storage of flammable and combustible materials and cultural heritage.

The application includes an Environmentally Relevant Activity for Extractive Activities including Screening.

An assessment of the proposed development against relevant planning codes has determined that the application is generally compliant with the codes and can achieve the objectives of the Planning Scheme.

FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

RECOMMENDATION: The development application for a Development Permit Extractive Industry on land described as Lot 1&2 on WNG 7, Warwombie Station, Hann Highway Hughenden be **approved** subject to the attached conditions of approval.

Terry Feeney
Town Planning Consultant

2. Recommended DA Conditions by Planning Consultant

SCHEDULE OF CONDITIONS OF APPROVAL

APPLICANT-: M & G CRUSHING PTY LTD

LAND OWNED BY- : K.I. & J.R. MIDDLETON

LAND DESCRIBED AS -: Lot 1&2 on WNG 7 Warwombie Station, via Hughenden

MATERIAL CHANGE OF USE- : Extractive Industry removal of Quarry Material and ERA 16 2(b) , ERA 16 3(b) and ERA 8 3(a)

SCHEDULE OF CONDITIONS

General

The development and conduct of the approved use of the premises, and the carrying out and maintenance of any building on the premises, must generally be in accordance with -

- (a) the approved NRA Environmental Consultants Figures 1 & 2 dated September 2012, attached to this approval;
- (b) the plans, documents, specifications, facts and circumstances as set out in the application submitted to Council

except where modified by these conditions of approval or any approval issued thereunder; and

- (c) any approval issued under this approval; and
- (d) any development permit for operational works relating to the reconfiguration.

Unless otherwise specified by these conditions, the conditions must be complied with prior to approval of the commencement of the use.

Area of Extraction

All quarrying and other activities incidental to the Extractive Industry shall be confined to the land described in the metres and bounds description as shown on Plans accompanying the application. except where varied by these conditions or the Environmental Authority.

Blasting

Blasting shall be confined to between the hours of 9am -5pm Monday to Friday and 9am-12noon Saturday

Site Office & Amenities

Toilet facilities for use by staff and patrons shall be provided on-site to the satisfaction of Council.

Haul Road/Hann Highway Intersection

This intersection is to be designed, constructed and maintained in accordance with current DTMR standards applicable to the imposed pavement loading

Haul Road

FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

- The haul road is to be constructed to a gravel standard with a suitable width and profile acceptable to Flinders Shire Council
- The haul road is to be maintained so as to prevent a dust nuisance along the Kennedy Developmental Road (Hann Highway)

Access Requirements

- An access turnout off the Kennedy Developmental Road (Hann Hwy) will be provided. The turnout will be suitable for Type 2 Road Train combination vehicles and sealed (double double with 10mm stone on a 14mm stone) for a minimum distance of 57m from the edge of the bitumen formation of the Kennedy Developmental Road. The turnout is to be maintained to the constructed standard by the operator.
- Results of pavement depth analysis and pavements proposed to be constructed shall be forwarded to Council and approved prior to placing any pavement.
- All works are to be constructed in accordance with approved plans under Council supervision and generally in accordance with "Minimum Standards for Supervision of Development Work by Consulting Engineers".
- Signage shall be in accordance with Department of Transport and Main Roads Manual for Uniform Traffic Control Devices (MUTCD) for Treatment of Intersections.
- The applicant is required to construct treatments along the Kennedy Developmental Road (Hann Hwy) for the proposed access to the Warwombie Quarry to include turn lanes to match turn paths as follows:
 1. The treatments shall be designed, constructed, sealed and maintained in accordance with DTMR standards;
 2. Submit to DTMR (via an access application) intersection concepts designed by an RPEQ for approval to meet the design requirements for a Type 2 Road Train;
 3. The approved design is to be constructed by contractors acceptable to DTMR; and
 4. No access to the quarry by articulated vehicles will be permitted until approved accesses have been designed and constructed.

Storage

Any storage of flammable and combustible liquids shall be in accordance with the *Flammable & Combustible Liquids Regulations 1994*.

Covering of Trucks

The operator is to maintain and conduct its business in accordance with the following requirements:

- (a) all trucks leaving the quarry loaded with quarry product be covered so as to minimise the loss of material (including dust) during transport;
- (b) regular cleaning of trucks to prevent dust accumulation; and
- (c) that the operator refuse to load trucks where such vehicles have breached these requirements on more than one occasion.

Building Works

An approval under the Sustainable Planning Act 2009 is to be obtained before any building works are carried out.

Operational Works

An approval under the Sustainable Planning Act 2009 is to be obtained before any operational works are carried out.

Site Based Management Plan

Prior to the commencement of the use the final Site Based Management Plan must be submitted to Council.

Pest Management

The applicant is required to control any declared pests on the subject land in accordance with the *Shire of Flinders Pest Management Plan* and procedures described in *Queensland Guideline for Limiting Weed Seed Spread, July, 2000*, DNR and *Queensland Checklist for Clean Down Procedures, July, 2000* with the view of eradicating declared pest species on-site, and where plant species are identified for removal, they shall be replaced with suitable plant species.

Rehabilitation

Rehabilitation of the extractive industry site shall be completed in accordance with the Environmental Authority.

**FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM**

CONCURRENCE AGENCY RESPONSE

Department of Transport and Main Roads

The developer must comply with the conditions imposed on the development by the Department of Main Roads (Concurrence Agency) as outlined in their letter dated 24th July 2013.

Department of Environment and Heritage Protection

The developer must comply with the conditions imposed on the development by the Department of Environment and Heritage Protection (Concurrence Agency) as outlined in their letter dated 18th July 2013.

Department of Natural Resources and Mines

The developer must comply with the conditions imposed on the development by the Department of Natural Resources and Mines (Referral Agency) as outlined in their letter dated 16th July 2013

Definitions

In these conditions -

- a reference to an Act includes all statutory instruments and subordinate legislation made under that Act; and
- terms used have the meaning contained in the Planning Scheme, the *Sustainable Planning Act 1997* or the legislation referred to in those conditions, as the case may be.

Recommendation - That Council approve development application FSC60 for a quarry on Warwombie Station with conditions as listed.

Moved Cr Barbara Geisler Seconded Cr Sean O'Neill

That Council approve development application FSC60 for a quarry on Warwombie Station with conditions as listed.

Carried

Being no further items, the DOE Report is received.

FLINDERS SHIRE COUNCIL
CONFIRMED COUNCIL MINUTES
13 AUGUST 2013
10.00 AM
McNAMARA BOARDROOM

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 -

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
18 September 8.30 am – 5.00 pm 19 September 2013 8.00am – 10.00am	♦ McNamara Boardroom	♦ Briefing ♦ Footpath Priorities ♦ Caravan Park Units
19 September 2013 10.00 am – 12:30pm	♦ McNamara Boardroom	♦ Council Meeting

The meeting closed at 5:07pm

Greg Jones
Mayor
Flinders Shire Council