



# Flinders Shire Council

PO Box 274  
HUGHENDEN QLD 4821

34 Gray Street  
HUGHENDEN QLD 4821  
Telephone 07 4741 2900  
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Email:  
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Web Site:  
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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  
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Cr Barbara L Geisler  
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Cr Jane G Charuba  
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Cr Sean M O'Neill  
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Cr Shane T McCarthy  
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Acting Chief Executive Officer  
Graham King  
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Director Corporate Services  
Leanne M. Rogers  
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Director of Engineering  
Stephen J. Turner  
doe@flinders.qld.gov.au

## FLINDERS SHIRE COUNCIL UNCONFIRMED MINUTES 19 SEPTEMBER 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 Hughenden and District Investment Prospectus
  - 2.1.3 Buy a Bale Donation
  - 2.1.4 The Queensland Plan Summit
  - 2.1.5 National Local Roads and Transport Congress
  - 2.1.6 Councillor Request Guidelines
- 2.2 DIRECTOR OF CORPORATE SERVICES
  - 2.2.1 Financial Statements to September
  - 2.2.2 Change to Procurement Procedure
  - 2.2.3 Thank You Letters – Mary Bea Party and Rugby 7s
  - 2.2.4 RV Camping
  - 2.2.5 Flinders Discovery Centre Opening Hours



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2.2.6	Signage
2.2.7	Bicycles
2.2.8	Visitors Meet the Community
2.2.9	Outback Queensland Tourism Management Committee
2.2.10	North Queensland Local Government Association Conference
2.2.11	Rates Write-off – Assessment 10013944
2.2.12	North West Equestrian Group's Get Playing Application for Outback Arena Lights
2.2.13	Hughenden Showgrounds Recreation Centre Development
2.2.14	Approval Sought for Lease to Hughenden Regional Development Incorporated
2.2.15	Community Services Directory
2.2.16	Get Ready Resilience
2.2.17	BHP Billiton Sports Bursary Presentation
2.2.18	Flinders Flyer Printer Request
2.2.19	Hughenden Country Music Association Partial Debt Write-off
2.2.20	Graziers' Christmas Party
2.2.21	Tailing Paddock Outside Balindalloch Station
2.2.22	Superhero Grant for Community Sector Organisations
2.2.23	Application for Conversion to Freehold of Term Lease's 221068 and 221025
2.2.24	Garden Competition 2013
2.2.25	Australia Day 2014

### 2.3

#### DIRECTOR OF ENGINEERING

2.3.1	Repairs to the Gray Street/Brodie Street Paved Footpath
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### 3 CRIER NOTES

### 4 CLOSURE AND PROPOSED MEETING CALENDAR

**FLINDERS SHIRE COUNCIL  
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**1. OPENING BUSINESS**

*Cr Gregory Jones (Mayor) opened the meeting with the Council Prayer at 10.03*

*Hannah Coleman and Andrew Holden entered.*

*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
Staff	
Graham King	Acting Chief Executive Officer
Leanne Rogers	Director Corporate Services
Stephen Turner	Director of Engineering

Hughenden State School students Hannah Coleman and Cameron Burnett.

Andrew Holden.

**1.2 APOLOGY**

**1.3 CONFIRMATION OF MINUTES**

*Moved Cr Seconded Cr*

*That the Minutes of the Ordinary Meeting of Council held 13 August 2013 and the Special Meeting of Council held 20 August 2013 be taken as read and signed as correct.*

*Carried*

**1.4 OBLIGATIONS OF COUNCILLORS**

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**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**

*Nil*

**1.6 CONDOLENCES**

*Eddie.. Deputy Mayor of Croydon and son. Graham will organise a wreath.*

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**2      REPORTS**

**2.1      CHIEF EXECUTIVE OFFICER**

*Moved Cr Ninian Stewart-Moore    Seconded Cr Jane Charuba*

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

*Carried*

**2.1.1    Official Documents**

*Nil*

**2.1.2    Hughenden and District Investment Prospectus**

This document was prepared by Headlines. It has been emailed to all councillors and executive and distributed as a hardcopy for your perusal and comment.

**Recommendation** – Any changes, queries or concerns should be marked on the document ready to return to Headlines for finalisation.

*Council to discuss the following issues with Headlines:*

*Ninian worried about the picture of the cotton, which we are not currently producing.*

*Change to the header – finalised building, or something else.*

*Great Artesian Basin and water under the area. Everyone knows can get reliable water for grazing and the town supply of water (affects urban and agriculture). Page 8 under "Wate..*

*Remove Hughenden Racecourse under community.*

*Resources: "Visit Hughenden" website for Flinders Discovery Centre*

*Community Services Directory on website.*

*Facebook - Hughenden Connect.*

**RETABLED**

**2.1.3    Buy a Bale Donation**

Mayor Greg Jones and Councillors Barbara Geisler and Bill Bode attended the first Hughenden Buy a Bale hay distribution event, where 300 bales of hay as well as groceries

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were distributed to local farmers to help them through the drought. Council has already supported the cause through use of its forklift and through media and publicity support. Buy a Bale is expected to continue to visit Flinders Shire and Council would like to support the effort with a financial donation.

Leanne left the meeting at 10:20am.

**Recommendation** – That Council donate \$1000 to the Buy a Bale Campaign.

*Moved Cr Bill Bode    Seconded Cr Jane Charuba*

*That Council donate \$1000 to the Buy a Bale Campaign. Andrew Holden will also speak with Aussie Helpers about the issue of weeds contained in the hay.*

*Carried.*

**2.1.4    The Queensland Plan Summit**

Thousands of Queenslanders have contributed their thoughts towards the long-term vision of The Queensland Plan. Local Government representatives have been invited to join the discussion on this Plan at a Brisbane summit on October 9 and 10, where they will join community organisations, youth representatives, peak bodies, business and industry and state members of parliament. This is a free event. RSVP for this event needs to be by Wednesday September 25, 2013. This event is accessible to the public via live broadcast.

**Recommendation** – That Council discuss the value of this conference and decide who, if anyone, should attend.

*Noted.*

Council broke for morning tea at 10:35am.

Leanne returned at 10:40m.

Council resumed at 10:50am.

**2.1.5    National Local Roads and Transport Congress**

Themed **Sustaining Our Roads – Good Business, Good Governance, Good Bottom Line**, this year's Congress will be used to reflect on the state of our nation's roads and future direction of roads and transport in Australia. The Congress will also examine details of major national transport reforms, the visions from the new Government and Opposition for the coming term of Parliament as well as the opportunity for local governments to reflect on roads and transport issues specific to local communities and to come up with innovative ways to address these. The Congress will be held in Alice Springs from 12-14 November.

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**Recommendation** – That Council discuss the value of this conference (brochure is with the CEO) and decide who, if anyone, should attend.

*Moved Cr Sean O'Neill      Seconded Cr Shane McCarthy*

*That Mayor Greg Jones and one other delegate attend the congress.*

*Carried.*

**2.1.6 Councillor Request Guidelines**

A draft policy has been developed to set out the guidelines for requests to staff made by elected members. This needs to be discussed and finalised.

**Recommendation** – That Council discuss and finalise this policy.

**RETABLED**

**2.1.7 FM Transmitter**

The aerial the council use to retransmit Triple J and SBS radio is currently damaged and causing further damage to the Digital FM transmission equipment. This transmission equipment is valued around 3-4 thousand dollars. IT Officer Rob Harding has a quote from Satellite Television and Radio Australia for the replacement of the antenna at \$1,797.40 + 3,220.00 ( \$5017.40 total). There is some urgency about this repair, if not done timely it could leave the two new digital transmission devices permanently damaged. Glenn Welsh from Satellite Television and Radio Australia with have broadcast technicians in the area around October and is asking for a response if we will engage his service for the installation of a new antenna.

*Moved Shane McCarthy      Seconded Bill Bode*

*That funding of \$5000 is taken from the appropriate source and this will be reviewed in the Budget.*

*Carried.*

***Being no further items, the CEO Report is received.***



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**2.2 DIRECTOR CORPORATE SERVICES**

*Moved Cr Bill Bode                      Seconded Cr Ninian Stewart-Moore*

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

*Carried*

**2.2.1 Financial Statements**

The Financial Statements to 8 September 2013 are presented to the meeting in accordance with Section 204 of the Local Government Regulation 2012.

**Recommendation** – That the Financial Statements to 8 September 2013 be accepted by Council in accordance with Section 204 of the Local Government Regulation 2012.

*Moved Cr Jane Charuba      Seconded Cr Bill Bode*

*That the Financial Statements to 8 September 2013 be accepted by Council in accordance with Section 204 of the Local Government Regulation 2012. An extension may not be granted based on information received from the OAM. Still no reply from the Ministers office in regard to the extension request.*

*Carried*

**2.2.2 Change to Procurement Procedure**

The following procedure has been changed to raise the procurement delegation for the Reception/Facilities Officer from \$500 to \$1000 to ensure she can perform all her tasks, as well as to include a procurement delegation for SES Officers of \$250. The Finance Manager has also now been given power to authorise cheques and EFT payments to increase efficiency.



**POLICY TITLE:                      PROCUREMENT PROCEDURE**

**DATE OF ADOPTION:**

**DATE OF REVIEW:**

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**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
  - 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.

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- 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.

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 –

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- 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
- 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.

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

They are –

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- 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.

Evaluating officers must document the reasons for disqualifying any bids.

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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.

**CONTROLS**

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**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.

GRAHAM KING  
ACTING CHIEF EXECUTIVE OFFICER



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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
• Executive Support 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
• Reception and Facilities Officer	\$ 1,000
• Librarian	\$ 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
• SES Officers	\$ 250

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

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**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 |
| • Finance Manager                | \$10,000,000 |

with the Chief Executive Officer, Director of Corporate Services or Finance Manager 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, Director of Corporate Services or Finance Manager are to sign off on EFT vouchers, and authorise all EFT transactions online.

**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 changes to the Procurement Procedure as noted.

*Moved Cr Barbra Geisler Seconded Cr Sean O'Neill*

*That Council adopt the changes to the Procurement Procedure as noted.*

*Carried.*

**2.2.3 Thank You Letters – Mary Bea and Rugby 7s**

The above letters have been received to thank Council for support during the Mary Bea Party in the Park and Rugby 7s Carnival. Special thanks was given to Librarian Tracey Edwards for her role in hosting the Mary Bea Party. Leanne will have a copy of these letters at the meeting for your perusal.

**Recommendation** – That Council acknowledges the receipt of these letters and is given the chance to read them.

*Noted.*

**2.2.4 RV Camping**

Tourism Development Office Sue Turner has asked Council to rethink the current RV camping situation at the Showgrounds carpark. This year the Flinders Discovery Centre had many disgruntled visitors not happy with the set up that is at this site. These are Sue's comments: "My staff and I have had to deal with these people and sometimes not so pretty. I know Council makes the rules but I don't think we should cop the abuse. The people cannot understand that we are in drought and Council will not let grey water go out on the ground to water the trees and grass like other camp areas. They think it is ludicrous. As the Tourism Development Officer my role is to keep visitors in this town for at least two or three days and

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that is not happening - as soon as we tell them the restrictions on our RV camping or that we don't have free camping they are straight back on the road. This means they have not supported the town through grocery shopping, fuel or even just to have a bite to eat. The Council needs to look at other areas that the camping is working, such as Julia Creek and Winton or even Prairie Hotel. The owners Tom and Andrea Duddy are taking full advantage of our restrictions and they are getting the campers there, with the hotel getting the people to buy drinks and have dinner. I am very passionate about tourism in the Flinders Shire and it makes me very sad to see people leaving and not taking full advantage of what is to offer in the Flinders Shire. You just have to take an early morning or late afternoon drive to see the many vans that are bush camping on the outskirts of town and this because of the restrictions we have in place. I also think we need to look at other options where vans can use their sullage hoses. This needs to be addressed before the next tourism season"

Sue has put the following options forward as possible solutions:

1. After 24/48 hours take a permit to Allen Terry Caravan Park, which will allow campers to stay one night in a powered site for a discounted rate. (Showgrounds carpark)
2. 48 hours (Showgrounds carpark) permits done at the Allen Terry Caravan Park with a commission given to managers much like overflow policy
3. Council to find an area not so far out of town. Suggestions are: the old caravan park or the vacant land where the suggested motel was going to be.
4. Move the RV site back to the Allen Terry Caravan Park so it can be better controlled and use the Showgrounds as an overflow.

We also need to endorse the Parks & Gardens team to assist police the area.

**Recommendation** – That the situation is discussed and a resolution decided.

*Moved Cr Barbara Geisler Seconded Cr Jane Charuba*

*That after 48 hours (Showgrounds carpark) permits will be done at the Allen Terry Caravan Park at a discount of \$6 for the first night, with a full commission given to managers much like overflow policy. Each subsequent night will be at full cost to the RV campers.*

*Two bins chained to a pole will be set up near the entrance, under the guidance of DOE Steve Turner.*

*Gray water will be allowed to drain in the area.*

*Parks and Gardens to police the area – no tents, no extended stays.*

*Carried.*

#### **2.2.5 Flinders Discovery Centre Opening Hours**

Tourism Development Officer Sue Turner has asked for the weekend opening hours at the Flinders Discovery Centre from March 2014 (and each March thereafter) change from 9am – 5pm to 9am – 2pm. Below is a chart showing March's Saturday and Sunday totals for the last

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three years, which shows visitors passing through the Flinders Discovery Centre as being minimal. In the event that Easter falls in March the Flinders Discovery Centre would open for the eight hours.

March	SAT	SUN	SAT	SUN	SAT	SUN	SAT	SUN	SAT	SUN
2011	9	2	11	17	13	22	25	19		
2012	9	15	15	17	13	0	20	25	19	28
2013	13	12	5	10	10	10	26	9	66	34

**Recommendation** – That the Flinders Discovery Centre continues with the off-season weekend hours (9am-2pm) until April each year.

*Moved Cr Bill Bode                      Seconded Cr Sean O’Neill*

*That the Flinders Discovery Centre continues with the off-season weekend hours (9am-2pm) until April each year, unless Easter falls in March.*

*Carried.*

#### **2.2.6 Signage**

In the signage report conducted by Susan Phillips this year it was recognised that we have several unwanted signs entering into Hughenden that are out of date with businesses that have closed down or events that do not happen anymore. These signs need to be removed. Tourism Development Officer Sue Turner has suggested Council send letters to all people, business or committees to either fix or remove these signs, or if they don’t exist that Council remove them.

**Recommendation** – That Council write to businesses etc to remove these signs, or that Council removes signs for businesses etc that no longer exist.

*Moved Cr Ninian Stewart-Moore      Seconded Cr Bill Bode*

*That Council write to businesses to remove these signs and that Council removes signs for businesses that no longer exist. Letters will be sent on behalf of the Mayor, with the tidy towns entry to be mentioned in the letter.*

*Barbara Geisler will present to Chamber that they prepare a uniform signage policy into town and ensure they are well maintained (similar to Winton).*

*Carried*

Mayor Greg Jones asked HSS student Hannah Coleman if she had any items on behalf of Hughenden State School.

Hannah – Robert Gray Park dog park. School wants to fundraise for an enclosure.

Bubbler in the Brodie Street Playground because there is currently no water available.

Bike paths and laneways in town need to be upgraded.

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Leanne said there is currently a bike path maintenance program and that if there were specific paths with an issue that they should be raised with Council.

**2.2.7 Bicycles**

The Flinders Discovery Centre wants Council to consider investing in bicycles for the visitor to hire while in town. The suggestion is for between two and four bikes just to give tourists another option for seeing the town. Neighbouring Visitor Information Centres have taken on this initiative.

**Recommendation** – That Council Budget to purchase two pushbikes to trial the idea.

*Moved Cr Jane Charuba    Seconded Cr Shane McCarthy*

*That Council source two pushbikes – one for FDC and the other for the swimming pool. That a waiver be prepared for the user to sign.*

*Carried*

**2.2.8 Visitors Meet the Community**

Tourism Development Officer Sue Turner wants Council to consider a community initiative that has been working very well in Julia Creek. It involves the Caravan Park Camp Kitchen, Council bus, RV camp area, Council and community groups.

Council gives a community group \$100 each Monday through the tourist season and the group takes this money and makes a meal with it to be served at the Allen Terry Caravan Park Camp Kitchen. The group charges a fee for the meal and that is the profit the group take home. The bus picks up people from the RV site and takes them to the dinner and returns them back to their vans. At the dinner a Councillor gives a chat about the district, maybe a local singer, bush poet or even the school children do a skit to entertain the visitors. This has been a huge success at Julia Creek and gets the community involved in tourism.

**Recommendation** – That Council discuss this idea and make a decision on whether to pursue it.

*Moved Cr Jane Charuba    Seconded Cr Barbara Geisler.*

*That Communications Officer Alexis Gillham put a request for community groups to register their interest via various media sources – Facebook, website, email.*

*Carried*

**2.2.9 Outback Queensland Tourism Management Committee (OQTC)**

Nominations are now open for the Outback Queensland Tourism financial members to nominate for a position on the OQTC. The return date for this nomination is to be received by Friday September 27, 2013.

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**Recommendation** – That Council nominate either Cr Barbara Geisler or Cr Sean O'Neill (Tourism and Area Promotion Portfolio holders) to represent Flinders Shire Council on this committee.

*Moved Cr Sean O'Neill      Seconded Cr Bill Bode*

*That Council nominate Cr Barbara Geisler (Tourism and Area Promotion Portfolio holder) to represent Flinders Shire Council on this committee.*

*Carried*

**2.2.10 North Queensland Local Government Association Conference**

This will be held in Cooktown on October 2-4. Each Council is invited to nominate two delegates, who will be designated representatives for voting purposes during the AGM and General Meeting. The conference is the chance for councillors to network with other councillors from across NQ and offers the following benefits:

- An avenue to discuss issues of concern;
- Learn of new Local Government initiatives;
- Presentations from Government Ministers and their departments, which provide up-to-date information about current legislation, funding opportunities, projects and plans for the future; and
- Presentations on interesting community events and projects.

**Recommendation** – That Council discuss the value of this conference and decide who, if anyone, should attend.

*Moved Cr Barbara Geisler      Seconded Cr Jane Charuba*

*That Cr Bill Bode and wife attend the conference to ensure Flinders gets a vote on any motions and that Flinders is represented as supporting the conference.*

*Carried*

**2.2.11 Rates Write-off – Assessment 10013944**

Despite filling in a change of address form three times, Council has continued to send the rates notice for this customer to the wrong address. This has meant they have missed the rates discount period. They are requesting that difference between the full amount and the discount amount (\$1163.85) be written-off.

**Recommendation** – That Council write-off the \$1,163.85 difference and that the change of address for this customer be corrected immediately.

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

*That Council write-off the \$1,163.85 difference and that the change of address for this customer be corrected immediately.*

*Carried*

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Leanne left the meeting at 12:03pm due to her involvement in the NWEF.

**2.2.12 North West Equestrian Group's Get Playing Application for Outback Arena Lights**

North West Equestrian Group would like submit a Get Playing application to install lights and relocate the large switch board in the Outback Arena (\$70, 435.68 project) but requires Council's assistance to do so as the funding will only cover 80% of the project costs. Sport and Recreation Officer Mel Driscoll recommends that Council provide the North West Equestrian Group with a "licence to occupy" the Outback Arena as part of their hire arrangements and contribute \$14,087.14 to the \$70,435.68 project to install lights in the Outback Arena.

**Recommendation** – That Council discuss the proposal and make a decision based on those discussions. Council has budgeted contributions to such projects in the 2014/15 Financial Year.

*Moved Cr Shane McCarthy*

*Seconded Cr Bill Bode*

*That Council supports the application for funding and consider their application to Council for \$14,000 plus should such as application be successful. It has been noted that this is value-adding to Council property and not just a general grant to a community group.*

*Carried*

Leanne returned to the meeting at 12:09pm.

**2.2.13 Hughenden Showgrounds Recreation Centre Development**

This project was originally submitted for Regional Development Australia Fund (Rounds 1 (\$1.3m) and 2 (\$500,000)) and now \$387,865 has been announced from Round 5 of RDAF. These projects were signed off by the government internally prior to the election and are in the 2013/14 budget. However, they are not signed off in contracts with project proponents – hence there is still a risk. RDA has advised us to contact our local federal member to get their local support for the project. Once this funding has been signed off it will be coupled with \$140,052 of LGGSP funding and \$222,083 from Council to make the project \$750,000.

The project was originally planned as a renovation of the currently facility and then progressed to a rebuild on the current site. However preliminary outcomes from the showgrounds master plan consultation process have indicated that the current site may not be the best location for the facility in the future. This also means that the current building plans are also not ideal for the current site.

It seems that it would be best to redesign the building to gain the best possible advantage from the new site. The new design work has been estimated by Tippet Schrock (Local Buy) to cost \$7,500 (excluding GST) and be available within two weeks of commencement if this is approved.

**Recommendation** – That Council approve the redesign at a cost of \$7,500.

*Moved Cr Sean O'Neill*

*Seconded Cr Barbara Geisler*

*That Council approve the redesign at a cost of \$7,500.*

*Carried*

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**2.2.14 Approval Sought for Lease to Hughenden Regional Development Incorporated**

The Draft Contract for the Lease of Lot 2 on SP 226408 by Hughenden Regional Development Inc. has been completed and it needs to be approved by Council to progress.

**Recommendation** – That Council approve the lease to Hughenden Regional Development Incorporated.

**RETABLED**

**2.2.15 Community Services Directory**

The Draft Community Services Directory was completed by Headlines and has been emailed to councillors for review and approval. This document needs to be finalised so that it can be distributed for community use.

**Recommendation** – That Council review and make any changes required to the Draft Community Services Directory ready for final approval.

**RETABLED**

**2.2.16 Get Ready Resilience Initiative**

Flinders Shire Council will receive \$7200 as part of the Get Ready Resilience Initiative. The money is to go towards activities that will make a demonstrable difference to resilience in our community. The Get Ready activities should encourage greater community connectedness, an understanding of risk and vulnerability within the community and at an individual level, planning and procedural preparation or availability of local resources.

**Recommendation** – That Council discuss ways to spend this money and decide on the activities that make best use of this funding.

**RETABLED**

**2.2.17 North Queensland Sports Foundation Sports Bursary Presentation**

Sport and Recreation Officer Mel Driscoll is currently in the process of organising a presentation for these awards at the annual Hughenden State School Speech Night (November 6). These are a Council-supported award and it is appropriate that a Council representative presents them.

**Recommendation** – That either Mayor Greg Jones or either of the Sport, Recreation and Parks portfolio councillors, Jane Charuba or Sean O'Neill, present these awards at the Hughenden State School Speech Night on November 6.

*Moved Cr Shane McCarthy*

*Seconded Cr Sean O'Neill*

*That Mayor Greg Jones and Jane Charuba (Sport, Recreation and Parks portfolio councillor), present these awards at the Hughenden State School Speech Night on November 6. A request will also be put to the NQ Sports Foundation that a BHP representative (main sponsor) will be available to present the award.*



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*Carried.*

**2.2.18 Flinders Flyer Printer Request**

**The following proposal was received from Flinders Flyer owner Rose Cookney.**

“After running the Flinders Flyer for several months I have seen a vast fluctuation in the amount of adverts which are submitted by local businesses. This is, in part, due to the fact that many businesses/committees are advertising their events and since most of these events occur in the cooler months, the hotter months are when the amount of adverts diminishes.

The Flinders Flyer is made profitable and hence able to run as a result of the adverts which are placed every week. However, now we are entering summer, and the adverts are becoming less and less, it is becoming increasingly difficult to justify running the Flinders Flyer. As with any business, The Flinders Flyer has overheads and I believe that by cutting overhead costs, the business will have more chance of surviving.

Currently we are renting the printers which now belong to Kate Downie who charges us \$500 per month to use them. In my opinion this is an extortionate amount since I have been informed that the printer which we use would not sell for more than \$1500 in its current state. We spend approx \$220 per month on ink and \$200-\$250 per month on paper so as you can see, the printer rental fee makes up the majority of our overheads.

I am therefore proposing that some sort of arrangement be made between The Flinders Flyer and Council to have The Flinders Flyer printed on Council's printers every week. As you can see our direct costs for printing materials is around \$120 per week and since we don't buy anything in bulk and I presume the council would, these costs would perhaps be less should the council print The Flinders Flyer. I would therefore, like to pay around the \$120-\$140 mark for using the council printers although I am open to negotiation should council feel a higher rental fee be necessary.

In terms of logistics, The Flinders Flyer takes around two hours to print on the printer which we are currently using. I think council has a similar machine and hence would take around the same time. A dedicated two hours on a Tuesday afternoon could be spent printing however if this would be too much of an inconvenience printing could commence at end of day on Tuesdays to print overnight and collected on Wednesday morning.”

**Recommendation** – That Council discuss the proposal and advise Rose of the outcome.

*Noted.*

Council tabled this to later in the meeting and moved on to item 2.2.19 at 12:38pm.

**2.2.19 Hughenden Country Music Association Partial Debt Write-off**

Hughenden Country Music Association is requesting Council write off \$150 from their \$1350 hall hire fee. The fee they used for their Regional Arts Development Fund application was \$400/day, which was the fee they were charged in 2012 and was the advertised hall hire fee at the time of application. This is the fee they had budgeted for in their event preparation, with the RADF application, including this budgeted hall hire amount, being reviewed by Council. The invoice they have been charged for the hall hire is at the new fee of \$450/day, making it a total

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fee of \$1350 for the three-day hire. The association is asking that we write-off the difference of \$150.

**Recommendation** – That Council write off the \$150 hall hire fee.

*Moved Cr Jane Charuba    Seconded Cr Barbara Geisler*

*That Council write off the \$150 hall hire fee.*

*Carried*

**2.2.20    Graziers' Christmas Party**

North West Queensland has been hit hardest by the State's deepening drought, and without rain come December this could be disastrous. Queensland Country Life, the North Queensland Register and livestock agents George and Fuhrmann together with key event sponsors will conduct community events at Cloncurry, Julia Creek, Richmond, and Hughenden to help raise the spirits of drought affected locals.

The proposed events will take on community-style family barbecue format, in which local producers and town's people are invited. Catering will be provided by a local club or community group, using locally sourced resources where ever possible paid for by the Give it Back tour organisers and their sponsors.

The sponsors are asking Council for assistance in getting the invitations out to the graziers in their shires to invite them to the family style barbecue so they are able to get numbers for the event. Council is to choose the venue and the charity of choice and the people to cook and serve meals and drinks.

**Timeline**

Monday, December 9	Cloncurry event
Tuesday, December 10	Julia Creek event
Wednesday, December 11	Richmond event
Thursday, December 12	Hughenden event

**Recommendation** – That Council staff provide assistance as requested.

*Moved Cr Sean O'Neill    Seconded Cr Shane McCarthy*

*That Council support the event and donate the hall, staff time to set it up and cleaning fees. There will be a call for expressions of interest from community groups with a suggested menu and a cost per head. Query limit on expenses – alcohol limit, catering limit, suggest ticketing. Alexis to follow up.*

*Carried*

Meeting adjourned at 12:52pm for lunch.

Meeting resumed at 1:34pm.

Returned to item 2.2.18 - Flinders Flyer printer request.

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Bill Bode left the meeting at 2pm.

Bill Bode re-entered the meeting at 2:02pm.

**2.2.21 Tailing Paddock Outside Ballindalloch Station**

Owners at Ballindalloch Station are seeking Council approval to have water available on the grazing area so that the cattle don't have to cross the tick line each night to return to water on the property. Due to the lack of grass on their property and unavailability of hay in the district they are trying to source other avenues to keep their stock alive. They are prepared to do this work themselves and will have troughs and run water as needed.

**Recommendation** – That Council staff approve the request from Ballindalloch Station to run water to the grazing area.

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

*That the owners are able to fence off Council's tailing paddock and construct water infrastructure, in consultation with RLO, with the agreement to be reviewed December 31, 2013. When the use of the tailing paddock finishes the fence and water infrastructure is to be removed by the owners.*

**2.2.22 Superhero Grant for Community Sector Organisations**

Council Lifestyle Support Worker Raeli Badger is asking for Council's support in applying for a Superhero Grant for Community Sector Organisations through the Mental Health Association Australia. It is a total of \$5000 to assist in developing a benefit for our local community and to help raise awareness of mental health issues. The theme is "MY INNER SUPERPOWER", and Raeli is planning activities for the older community members with Olympic and Minute to Win It style games.

**Recommendation** – That Council support this application.

*Moved Cr Bill Bode                      Seconded Cr Shane McCarthy*

*That Council support this application.*

*Carried*

**2.2.23 Application for Conversion to Freehold of Term Lease's 221068 and 221025**

The Department of Natural Resources and Mines has advised that the most appropriate tenure for this land is Freehold. Council initially objected to this land being deemed Freehold based on future use and Council's plan to convert this land to industrial estate. Council's fear was that this land, as Freehold land, may either be able to be sold to an alternative party without restriction to their use of it (and taking away Council's ability to turn it to industrial estate to benefit the community), or charge Council a large amount to purchase it for the purpose they intend. However, further information about Council's ability to purchase this land was provided by DNRM during a meeting yesterday and Council should now consider this application in its new light.

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**Recommendation** – That Council discuss the information provided at the meeting with the Department yesterday and provide a response to the Department by 27 September.

*Moved Cr Jane Charuba    Seconded Cr Barbara Geisler*

*That Council will continue to object the freeholding.*

*Carried.*

**2.2.24    Garden Competition 2013**

Advertising will soon commence for this year's Garden Competition. A copy of the advertisement is listed below. Sponsorship needs to be arranged and confirmed with the businesses (below advertisement includes last year's sponsors). Council usually matches the amount of sponsorship money.

Can Council please confirm that we continue with the same categories?

Council also needs to confirm that we continue with the same prizes?

Council also needs to appoint a judging panel. In the past our Parks and Gardens Foreman has been on the panel, along with one/two Councillors and a community representative.

Council also need to confirm that for the townships judging, are nominations required or not? Last year they were not.



**GARDENING COMPETITION 2013**

The Flinders Shire Council Garden Competition will be held again this year – judging to take place during the month of October 2013.

Best Overall Yard in Prairie and Torrens Creek	\$100.00 Council - \$100.00 Sponsor
Best Overall Yard in Hughenden	\$100.00 Council \$100.00 Sponsor
Encouragement Award for the Shire	\$ 50.00 Council \$ 50.00 Sponsor
Best Front Yard and Footpath	\$ 50.00 Council \$ 50.00 Sponsor
Best Overall Yard Maintained by a Pensioner	\$ 50.00 Council \$ 50.00 Sponsor
Best Commercial Property in the Shire	\$ 50.00 Council

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\$ 50.00 Sponsor

Best Garden on a Rural Property in the Shire

\$100.00 Council

\$100.00 Sponsor

These Awards are being made by Council and those donating in appreciation of the efforts taken by residents of the Shire who spend time in their gardens making the Townships of Hughenden, Prairie, Stamford and Torrens Creek more presentable. Awards will be presented at the Australia Day Award Ceremony held 26 January 2014.

**ATTENTION TO ALL RURAL PROPERTIES IN THE SHIRE**

Council intends to include again - in its Gardening Competition this year - "Best Garden on a Rural Property in the Shire".

The owners/occupiers of rural properties must submit a description with photos and details of their garden.

Basalt Electrical will sponsor this category for \$100.00 as will Council sponsor \$100.00.

Please contact Alexis Gillham, Communications Officer on 47412900 for further information if required.

**Recommendation** –That the advertisement as presented be put out into the community and judges be selected to judge the competition, and sponsorship be confirmed.

*Moved Cr Sean O'Neill      Seconded Shane McCarthy*

*That Council confirm sponsors and advertise the 2013 Gardening Competition. Judges will be Cr Barbara Geisler, Cr Jane Charub, Shirley Mouritz and Parks and Gardens Foreman John Long.*

*Carried.*

**2.2.25 Australia Day 2014**

Categories and criteria are listed below. Changes to this criteria was made by Council for the 2013 Australia Day Awards and the criteria presented to Council for 2014 has not changed from the previous year.

**Junior Citizen of the Year Award**

Persons who have made a noteworthy contribution to the community or an outstanding achievement within the community.

**Please Note: Judging is on overall contribution to the community.**

- Nominee must be an Australian Citizen whose permanent place of residence is within the Flinders Shire.
- Nominee must be under the age of 27 years as at the 31 December 2013.
- Previous Citizen of the Year (Junior) winners cannot be re-nominated for the same award; however, a repeat award may be made in exceptional circumstances. In this case, particular consideration will be given to work / volunteerism undertaken since the last

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**19 SEPTEMBER 2013**  
**10.00 AM**  
**McNAMARA BOARDROOM**

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time the person was awarded – the award should not be given twice in recognition of the same work.

- Participates in the community.
- Active in youth issues.
- Leads a balanced life.
- Is caring, compassionate and sharing.
- Show vision.
- Takes the lead.
- Positive role model to peers.
- Accepts responsibility for self and others.
- Showed outstanding achievement in academic, sporting, cultural, environment, civic responsibility.

**Senior Citizen of the Year Award**

Persons who have made a noteworthy contribution to the community or an outstanding achievement within the community.

***Please Note: Judging is on overall contribution to the community.***

- Nominee must be an Australian Citizen whose permanent place of residence is within the Flinders Shire.
- Nominee must be 27 years or older as at the 31 December 2013.
- Previous Citizen of the Year (Senior) winners cannot be re-nominated for the same award; however, a repeat award may be made in exceptional circumstances. In this case particular consideration will be given to work / volunteerism undertaken since the last time the person was awarded – the award should not be given twice in recognition of the same work.
- Elected members of Flinders Shire Council are ineligible, as are State and Federal Members of parliament.
- Demonstrate commitment to the betterment of the community.
- Is law abiding.
- Undertakes activities, which have short and long term benefits for others.
- Take the lead.
- Shows vision.
- Undertakes activities that promote the welfare and well being of the community.
- Contributions made by nominee have either been completed on a voluntary basis or exceed the normal requirements of the person's paid work.

**Australia Day Junior Sports Achievement Award**

- ***Please Note: Judging is on achievements over year of nomination (i.e. 2013)***
- Junior under the age of 18 on 31 December 2013.
- Parent/Guardian of nominee must be residents of Flinders Shire, and the nominee classed as a dependent during the year of nomination (2013).
- Individuals who have won a Junior Sports Award cannot be nominated for two consecutive years in a row, however, can be nominated in the third year.

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- Achievements must be relevant to the year of nomination.
- Show significant levels of sporting achievement at local, regional, state, national and international sporting events.
- Winner of this category will automatically be considered for nomination for the North Queensland Sports Star Awards if deemed eligible.
- Non Australian citizens are eligible.

**Australia Day Senior Sports Achievement Award**

- ***Please Note: Judging is on achievements over year of nomination (i.e. 2013)***
- Nominee must be 18 years and older on 31 December 2013.
- Nominee must be a citizen whose permanent place of residence is within the Flinders Shire.
- Individuals who have won a Senior Sports Award cannot be nominated for two consecutive years in a row, however, can be nominated in the third year.
- Achievements must have occurred whilst a resident of the Flinders Shire.
- Achievements must be relevant to the year of nomination.
- Show significant levels of sporting achievement at local, regional, state, national and international sporting events. Nominees who have only achieved highly at local levels are encouraged to nominate. (Regional achievements are not mandatory).
- Winner of this category will automatically be considered for nomination for the North Queensland Sports Star Awards if deemed eligible.

**Service to Sports Senior Award**

Persons who have made a significant contribution to sport as a coach, official, administrator or volunteer worker, shall be eligible.

- ***Please Note: Judging is on overall contribution to the community.***
- Nominee must be 18 years and older on 31 December 2013.
- Nominee must be involved in a sporting group within the Flinders Shire.
- Nominee must be a citizen whose permanent place of residence is within the Flinders Shire.
- Individuals who have won a Sports Administrator Award cannot be nominated for two consecutive years in a row, however, can be nominated in the third year for different contributions.
- Achievements must have occurred whilst a resident of the Flinders Shire.
- Achievements must be relevant to the year of nomination and supported by past contributions i.e. past and present.
- Winner of this category will automatically be considered for nomination for the North Queensland Sports Star Awards if deemed eligible.
- Undertakes activities, which have short term and long term benefits for others in the sporting fields.
- Provides a positive role model for others.
- Takes lead and shows vision in development of sport and sporting facilities within the Flinders Shire.

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- Contributions made by nominee, have either been done on voluntary basis or exceed the normal requirements of the person's paid work.

**Service to Sports Junior Award**

- Persons who have made a significant contribution to sport as a Coach, Official, volunteer, administrator or been a leader or held a leadership role in sport.
- ***Please Note: Judging is on overall contribution to the community.***
- Junior under the age of 18 on 31 December 2013.
- Nominee must be a citizen whose permanent place of residence is within the Flinders Shire.
- Shows high contribution to sporting activities within the Flinders Shire community.
- Individuals who have won a Contribution to Sports Junior Award cannot be nominated for two consecutive years in a row, however can be nominated in the third year for different contributions.
- Achievements must have occurred whilst a resident of the Flinders Shire.
- Shows high level of involvement in the sporting environment, actively participating, and supporting in the betterment of sporting activities within the Flinders Shire.
- Undertakes activities, which have short term and long term benefits for others in the sporting fields.
- Provides a positive role model for others.
- Takes lead and shows vision in development of sport and sporting facilities within the Flinders Shire.
- Contributions made by nominee, have either been done on voluntary basis or exceed the normal requirements of the person's paid work.

**NOTE:** For juniors who have made regional teams or higher, nomination in the junior sports award should be considered instead of the Contribution to Sports Junior Award (please use corresponding form).

- Juniors can be nominated for both Junior Sports Award and the Contribution to Sports Junior Award.

**Community Event of the Year Award**

***Event must be relevant to the year of nomination – 2013***

- Event must be run by a committee based within the Flinders Shire.
- Event must be held within the Flinders Shire.
- Event must be open to all Flinders Shire Residents.
- Groups who have won a Community Event of the Year Award cannot be nominated for two consecutive years in a row, however, can be nominated in the third year.
- Winners will be invited to hang their award at the Diggers Entertainment Centre for display.

Score sheets have also been developed to help in the judging of the applications as well as giving written justification in the selection process showing that all decisions are made without



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bias or personal interest. As Council officers we do get asked and sometimes pushed as to why a nominee has been chosen, this score sheets allows us information and back support up to the decision.

**Recommendation** - Categories and criteria be adopted as per above and that score sheets be utilised when judging occurs.

*Moved Cr Bill Bode                      Seconded Cr Sean O'Neill*

*That Categories and criteria be adopted as per above and that score sheets be utilised when judging occurs. Judges for 2014 will be Brendan McNamara, Cr Shane McCarthy and Cr Barbara Geisler.*

*Carried.*

***Being no further items, the DCS Report is received.***

**2.3      DIRECTOR OF ENGINEERING**

*Moved Cr Barbara Geisler                      Seconded Cr Bill Bode*

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

*Carried*

Mayor Greg Jones left the meeting at 2:25pm and Deputy Mayor Ninian Stewart-Moore assumed the Chair.

**2.3.1      Repairs to the Gray Street/Brodie Street Paved Footpath**

This section of the paving was constructed by a subcontractor to FK Gardner, who was the principal contractor for the new Council Chambers. This was a variation of \$34,000 to the original contract. The footpath has failed in a number of sections due to inadequate base preparation, exacerbated by the highly repetitive/expansive underlying soil conditions and the constant irrigation of the surrounding turf. The current footpath will present ongoing maintenance issue for Council and to address the issue, at least in part, it is recommended that Council come to an agreement with the principal contractor to afford some compensation for the repairs.

**Recommendation** – The Council delegate authority to the Deputy Mayor, the CEO and the Director of Engineering to negotiate with the principal contractor, FK Gardner a settlement to partially compensate for the repairs to the footpath.

*Moved Cr Sean O'Neill                      Seconded Cr Shane McCarthy*

*The Council delegate authority to the Deputy Mayor, the CEO and the Director of Engineering to negotiate with the principal contractor, FK Gardner a settlement to partially compensate for the repairs to the footpath.*

*Carried*

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Mayor Greg Jones returned to the meeting at 2:28pm and reassumed the Chair.

*Being no further items, the DOE Report is received.*

**Additional Items Tabled at the Meeting:**

1. Dirt and Dust Triathlon Winnings

McKinlay Shire has requested information about where the \$3000 prize money won by Flinders Shire Council, as part of the inter-council challenge at this year's Dirt and Dust Triathlon, will be spent. Council has sourced a new abdominal crunch machine to form part of the Robert Gray Park fitness equipment, which will fit in the \$3000 budget.

*Moved Ninian Stewart-Moore    Seconded Shane McCarthy*

*That council will purchase and install the abdominal crunch machine with the Dirt and Dust Triathlon winnings.*

*Carried.*

2. Dog trapper to continue until the end of December with the available funds.

*Moved Cr Jane Charuba                      Seconded Cr Sean O'Neill*

*That the dog trapper will to continue until the end of December with the available funds.*

*Carried.*

3. Council will send a request to Aussie Helpers a Weed Hygiene Declaration to accompany any hay that enters the Shire. This is in the process of being a requirement across the entire Shire.

*Moved Cr Jane Charuba                      Seconded Cr Ninian Stewart-Moore*

*That Council will write a letter to Aussie Helpers with an example of the Weed Hygiene Declaration from the DAFF website.*

*Carried.*

4. Barbara Geisler is to be endorsed as the Council representative on the Community Action Network (CAN) for the Multipurpose Health Centre.

*Moved Cr Jane Charuba                      Seconded Cr Shane McCarthy*

*That Barbara Geisler is endorsed as the Council CAN representative.*

*Carried.*

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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 -

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
16 October 8.30 am – 5.00 pm 17 October 2013 8.00am – 10.00am	♦ McNamara Boardroom	♦ Briefing
17 October 2013 10.00 am – 12:30pm	♦ McNamara Boardroom	♦ Council Meeting

The meeting closed at

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**Greg Jones**  
**Mayor**  
**Flinders Shire Council**