



Flinders Shire Council

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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
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
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Director Corporate Services
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Director of Engineering
Stephen J. Turner
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FLINDERS SHIRE COUNCIL UNCONFIRMED MINUTES 13 DECEMBER 2012 10.00 AM COUNCIL BOARDROOM

1. SUBJECT - OPENING BUSINESS

- 1.1 Present
- 1.2 Apologies
- 1.3 Confirmation of Minutes
- 1.4 Obligations of Councillors
 - 1.4.1 Material Personal Interest (MPI) Section 172 Local Government Act 2009
 - 1.4.2 Conflict of Interest (COI) Section 173 Local Government Act 2009
 - 1.4.3 Closed Meeting Discussion Items - Section 72 Local Government (Operations) Regulation 2010
- 1.5 Petitions
- 1.6 Condolences

2. REPORTS

- 2.1 CHIEF EXECUTIVE OFFICER
 - 2.1.1 Official Documents
 - 2.1.2 Proposed Service Arrangement with the Department of Human Services
 - 2.1.3 Watering Agreements
 - 2.1.4 Application for Surrender and re-issue of a Permit To Occupy over Lot A on Crown Plan AP2808
 - 2.1.5 Regional Arts Development Fund
 - 2.1.6 Application to LG Remuneration tribunal to Vary Councillor Allowance
- 2.2 DIRECTOR CORPORATE SERVICES
 - 2.2.1 Financial Statements
 - 2.2.2 Additional Fees and Charges 2012-2013
 - 2.2.3 Quarterly Report on Operational Plan
 - 2.2.4 Rates Write Off Rate Assessment 10002798

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2.2.5 Australia Day Awards 2012

**2.2.6 Local Government and Subsidies Program –
Infrastructure Subsidy**

2.2.7 Historical Photos Collection Policy

**2.2.8 Sport and Recreation (State Government) Get
Started Funding**

2.3 DIRECTOR OF ENGINEERING

2.3.1 Application for Permanent Road Closure

**2.3.2 Development Application FSC 59 – Stephen John
Matthews – Material Change of Use – Dual Occupancy**

**2.3.3 Hughenden Showgrounds Fence Realignment and Road
Works**

**2.3.4 Tender FSC2012-11-01 – Twelve Months Contract for the
Supply of Diesel and Unleaded Fuel**

2.3.5 Vision Statements for Flinders Shire Road Network

**2.3.6 Ergon Energy – Offer for Relocation Services – Relocation
Of Street Lights – Moran Street, Hughenden**

3 CRIER NOTES

4 CLOSURE AND PROPOSED MEETING CALENDAR

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1. OPENING BUSINESS

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

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

Amen

1.1 PRESENT

Mayor	Gregory John Jones
Deputy Mayor	Ninian Stewart-Moore
Councillor	Bill Bode
	Barbara Geisler
	Sean O'Neill
	Shane McCarthy
	Jane Charuba
Staff	
Stephen McCartney	Chief Executive Officer
Stephen Turner	Director of Engineering

1.2 APOLOGY

Nil

1.3 CONFIRMATION OF MINUTES

Moved Cr Sean O'Neill

Seconded Cr Ninian Stewart-Moore

That the Minutes of the Ordinary Meeting of Council held 15 November 2012 be taken as read and signed as correct.

Carried

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1.4 OBLIGATIONS OF COUNCILLORS

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

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

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

Exists whenever there is a *disparity between your personal interest and the public interest*. E.g. member of a sporting club, family interests or other emotional ties. 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

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 (Operations) Regulation 2010 – Chapter 5 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) However, a Local Government or Committee cannot resolve that a meeting be closed to the public if any person is to take part in the meeting by teleconferencing.

1.5 PETITIONS

Nil

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1.6 CONDOLENCES

Council to send condolences to its Allen Terry Caravan Park Contractor, Jodie Coward on the death of her father, Reginald Hayman from Innisfail.

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2. REPORTS

2.1 CHIEF EXECUTIVE OFFICER

Moved Cr Bill Bode

Seconded Cr Sean O'Neill

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

Carried

2.1.1 Official Documents

Nil

2.1.2 Proposed Service Arrangement with the Department of Human Services

Upon the sudden close-down of the Great Northern Telecentre, in order to keep the Centrelink services going, Council appointed a Casual "Centrelink Officer" effective from 22 August 2012. The employee currently works 9.30am – 12.00pm Monday to Friday in this position (2.5 hours per day). The Department of Human Services is the Department responsible for this Centrelink function; technically, the position also offers a service regarding Medicare Australia, Child Support Agency, Family Assistance Office and CRS Australia enquiries and issues, as these all fall under the umbrella of the Department of Human Services.

The Department has now provided us with the documents that formulate a service arrangement for us to operate the Department's Hughenden Access Point for the period 22 August 2012 – 30 June 2013. However, if we take on the service arrangement then the Access Point will operate at a loss. The Department has offered Council a fixed remuneration rate on a "per hour" basis, which is designed to reimburse us for wage, rental and other costs to operate the service. However, the hourly remuneration for us is only \$1 more per hour than the wage and superannuation costs we will have to pay; and yet the overhead costs are estimated to be \$209 per week (not including general building maintenance). The Department has advised us that the hourly rate (including the rental component) is absolutely non-negotiable. The funding of Access Points such as ours comes from the Department's National Rural Framework and anyone offered a Service Arrangement like ours is offered the exact same remuneration rate, and there is no higher person we can appeal to on this matter.

Under the service arrangement, Council is required to have a minimum of two appropriately trained personnel to perform the role as required. Management has not yet determined how that would occur.

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

Recommendation: *That Council approve the Flinders Shire Council to operate the Department of Human Services' Hughenden Access Point at a financial loss (estimated to be more than \$8,600 per year).*

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The Mayor, Cr Greg Jones left the meeting at 10.13 and vacated the CHAIR.

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

Moved Cr Sean O'Neill

Seconded Cr Shane McCarthy

That Council approve the Flinders Shire Council to operate the Department of Human Services' Hughenden Access Point at a financial loss (estimated to be more than \$8,600 per year).

Carried

Cr Greg Jones, Mayor re-entered the meeting at 10.25 am and assumed the CHAIR.

2.1.3 Watering Agreements

(Refer to spreadsheet handed to Councillors prior)

Some Draft agreements were sent out in early 2009 (nearly four years ago) and are still outstanding. Council needs to agree on a process to follow up the outstanding agreements. The following process is recommended to Council -

- 1) Send out reviewed Draft agreements with a letter containing the below –

Council refers to your DRAFT Watering Agreement that was sent to you three-four years ago. In this time you have made no contact with Council about your agreement and currently remain taking water illegally. Section 177 of the Land Protection (Pest and Stock Route Management) Act 2002 states 'A person must not, without reasonable excuse, take water from a water facility on the stock route network other than under a water facility agreement or a permit. Maximum penalty – 50 penalty units.'

Council encloses a revised copy of a DRAFT water agreement for you to peruse for any updates, amendments or comments on the water facilities and/or maintenance. If you are happy with the agreement please sign and return to the Council office so a finalised agreement can be formed and sent back to you for signing. If you have any questions about the agreement or map/s, you can contact the Council Office on (07) 4741 2900 or you can seek legal advice before signing this agreement if you wish.

Council asks that the signed agreement be returned within eight (8) weeks from date of the letter or you notify Council in writing if you require an extension of time. If no contact is made within this timeframe, Council has no choice but to issue fines.

- 2) If still refusing to cooperate, issue fine/s and possibly disconnect water from stock route watering facility. Another option is to take the Landholder to court.

In the agreement a clause states: 'If the Landowner received a Water Supply before the Commencement Date of this agreement, an Annual Fee is payable for that period. The Annual Fee payable must be calculated as if the provisions of this Agreement applied at the date when the Landowner received a Water Supply'.

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Council have not charged any of the six landholders that currently have agreements in place for water usage prior to signing their new agreement. Does Council wish to waiver charging fees back to 2007 for these landholders? Council needs to decide whether they will charge Landholders who sign agreements in future for water usage back to 2007?

Recommended Options –

- 1) For unsigned agreements – fine and possibly disconnect water and/or (once agreement is signed) charge fees for water used back to 2007; or*
- 2) For signed agreements – Charge from date of agreement or charge fees for water used back to 2007.*

Moved Cr Shane McCarthy

Seconded Cr Bill Bode

- 1) For unsigned agreements – fine, where not willing to sign.*
- 2) For signed agreements – charge water fee from date of agreement.*

Carried

2.1.4 Application for Surrender and re-issue of a Permit to Occupy over Lot A on Crown Plan AP2808

Council has been asked to provide views for an application for surrender and re-issue of a Permit to Occupy over Lot A on Crown Plan AP2808, Parish of Currie, County of Douglas being 275ha for grazing purposes. The adjoining Lots have changed ownership and therefore the new lessees are wishing to take over the Permit to Occupy as well.

Recommendation – As per Council’s policy ‘Allocation of Permits to Occupy (PTO) on Stockroutes’, Council has no objection to the application for surrender and re-issue of a Permit to Occupy over Lot A on Crown Plan AP2808, Parish of Currie, County of Douglas.

Moved Cr Bill Bode

Seconded Cr Shane McCarthy

That as per Council’s policy ‘Allocation of Permits to Occupy (PTO) on Stockroutes’, Council has no objection to the application for surrender and reissue of a Permit to Occupy over Lot A on Crown Plan AP2808, Parish of Currie, County of Douglas.

Carried

2.1.5 Regional Arts Development Fund

Round One of the RADF has closed and we received three applications, of which two were approved.

Applicant	Project	RADF Amount Sought	Total Project Costs	RADF Committee decision
Hughenden Country Music Festival	Song writing, bush poetry and stage presentation skills workshop	\$2,500.00	\$5,190.00	Approved
Beryl Hunter	Engage creative writer for historical book	\$4,700.00	\$8,200.00	Approved

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Recommendation - Council ratify the decision made by the Flinders Shire Council RADF Committee.

Moved Cr Barbara Geisler

Seconded Cr Jane Charuba

Council ratify the decision made by the Flinders Shire Council RADF Committee.

Carried

2.1.6 Application to LG Remuneration Tribunal to Vary Councillor Allowances

Crs Greg Jones (Mayor) and Ninian Stewart Moore (Deputy Mayor) left the meeting at 10.55 am.

BACKGROUND

Mayor Greg Jones suffered a series of small strokes in June 2012 and is still undergoing rehabilitation in Townsville. The prognosis is that he will make a full recovery around mid 2013 and would be fit to return to his full Mayoral duties. Since the Mayor's stroke the Deputy Mayor has assumed the role of Acting Mayor and will continue to do so until the Mayor makes a full recovery. The Mayor has undertaken very limited Council duties and had limited time in Hughenden to date since the stroke.

The tribunal has the discretion to award higher payments to councillors in extenuating circumstances. These are referred to as Section 43 submissions, although this would have changed under the recent changes to the Act and proposed new regulations. On advice from the LGAQ we are sure that the Tribunal will understand if the legislative reference is not quite right.

The Council itself needs to make a submission to the Local Government Remuneration Tribunal seeking a variation to the amount of remuneration that may be paid to a councillor. The information required includes –

- which councillors the local government seeks to vary the remuneration for;
- the amount of variation in remuneration being sought;
- whether the councillor(s) the local government is seeking a variation in remuneration for representation in a specific division, details of that division, the responsibilities of the councillor(s) the local government is seeking a variation in remuneration for and the exceptional circumstances that exist for the local government to be seeking the remuneration variation.

The application can be made by mail or email to -

Local Government Remuneration and Discipline Tribunal

Telephone: +61 7 3224 6145

Email: Enquiries@remunerationtribunal.qld.gov.au

Postal address: PO Box 15031, City East, Queensland 4002

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Recommendation - *It is therefore recommended that following general agreement by both the Mayor and Deputy Mayor, temporary changes in allowances be made –*

- *Deputy Mayor to receive an additional allowance of between \$6,000 - \$15,000 from 1st January 2013 until 30th June 2013;*
- *Both parties are agreeable to this arrangement to ensure the good operation and governance of the Council; and*
- *Council to review in consultation with both parties in June 2013 whether to cease this variation or apply for extension.*

Moved Cr Shane McCarthy

Seconded Cr Jane Charuba

That following general agreement by both the Mayor and Deputy Mayor, temporary changes in allowances be made –

- *Deputy Mayor to receive an additional allowance of between \$6,000 - \$15,000 from 1st January 2013 until 30th June 2013;*
- *Both parties are agreeable to this arrangement to ensure the good operation and governance of the Council; and*
- *Council to review in consultation with both parties in June 2013 whether to cease this variation or apply for extension.*

Carried

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2.2 DIRECTOR CORPORATE SERVICES

Moved Cr Jane Charuba

Seconded Cr Bill Bode

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

Carried

Crs Greg Jones (Mayor) and Ninian Stewart Moore (Deputy Mayor) re-entered the meeting at 11.12 am.

2.2.1 Financial Statements

The Financial Statements to the 3 December 2012 were presented to the meeting in accordance with Section 152, of the Local Government (Finance, Plans and Reporting) Regulation 2010.

Recommendation – *That the Financial Statements to 3 December 2012 be accepted by Council in accordance with section 152 of the Local Government (Finance, Plans and Reporting) Regulation 2010.*

Moved Cr Sean O'Neill

Seconded Cr Shane McCarthy

That the Financial Statements to the 3 December 2012 be accepted by Council in accordance with section 152 of the Local Government (Finance, Plans and Reporting) Regulation 2010.

Carried

2.2.2 Additional Fees and Charges 2012-2013

A fee is sought for the hiring per hour of the Landsborough and Walker Rooms.

Recommendation – *For information, Council charges for non-local groups for up to two hours at the Diggers Entertainment Centre \$40.00; and over two hours a daily hire of \$80.00 with a Bond of \$200.00.*

Moved Cr Bill Bode

Seconded Cr Jane Charuba

That Council charge –

Walker Room

\$40.00 up to four hours – over four hours \$50.00 per day

Landsborough Room

\$30.00 up to four hours – over four hours \$40.00 per day

Carried

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2.2.3 Quarterly Report on Operational Plan

The Quarterly Report on the Operational Plan is presented for Council's consideration and adoption as per the Local Government Act 2009.

Moved Cr Ninian Stewart-Moore

Seconded Cr Barbara Geisler

That the Quarterly Report 1 October 2012 on the Operational Plan presented as per the Local Government Act 2009, be adopted by Council.

Carried

2.2.4 Rates Write Off

A request has been received to waive missed discount and interest charged on Rate Assessment 10002798. The ratepayer has advised that rates have been paid within the due date.

Recommendation - *That Council write off the rates discount and accrued interest of \$892.23 on Rate Assessment 10002798.*

Moved Cr Ninian Stewart-Moore

Seconded Cr Sean O'Neill

That Council write off the rates discount and accrued interest on Rate Assessment 1000279.

Carried

2.2.5 Australia Day Awards

Australia Day Nomination Forms and advertising has commenced and all schools have been contacted direct with the relevant forms. Each year for judging the sub committee consists of two Councillors and the previous year's Senior Citizen of the Year winner – in this case Judy Wall.

Recommendation – *That Council consider two representatives from Council for the Australia Day nomination judging.*

Moved Cr Shane McCarthy

Seconded Cr Barbara Geisler

That Crs Jane Charuba and Sean O'Neill act as Council's representatives for judging of the Australia Day Awards and Judy Wall, last year's winner of the Senior Citizen of the Year Award also.

Carried

Crs Shane McCarthy and Jane Charuba declared a Conflict of Interest in Item 2.2.6 and left the meeting at 11.52 am.

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2.2.6 Local Government and Subsidies Program – Infrastructure Subsidy

Funding has been approved through the Local Government and Subsidies Program – Infrastructure Subsidy for the three applications submitted.

Details of these are below:

Project	Subsidy
Hughenden Memorial Swimming Pool – Shade Installation	\$7,954.00
Robert Gray Memorial Park Community Rotunda	\$23,683.00
Hughenden Memorial Swimming Pool Shed Installation	\$14,675.00

Items 1 and 3 are included in Council's current 2012-2013 Budget.

Recommendation: Council accept the offer of funding from the Local Government and Subsidies Program – Infrastructure Subsidy and approve the three projects listed above to proceed, and refer Item 2 to the Budget Review and/or 2013-2014 Budget.

Moved Cr Ninian Stewart-Moore

Seconded Cr Bill Bode

That Council accept the offer of funding from the Local Government and Subsidies Program – Infrastructure Subsidy and approve the three projects listed above to proceed and refer Item 2 to the Budget Review and/or 2013-2014 Budget.

Carried

Crs Shane McCarthy and Jane Charuba declared a Conflict of Interest in Item 2.2.6 and re-entered the meeting at 11.56 am.

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2.2.7 COUNCIL POLICY - Historical Photos Collection Policy

This collection policy was adapted from a template written by Kylie Winkworth with Museums & Galleries NSW, 2005; and a template provided by Rockhampton Regional Council.



PROCEDURE TITLE	COLLECTION POLICY FOR THE HISTORICAL PHOTOGRAPH PROJECT COLLECTION
DATE OF ADOPTION	13 DECEMBER 2012
DATE REVIEWED	VERSION 1

1. MISSION STATEMENT

The Flinders Shire Council ('the Council') will collect, document and preserve photographs pertaining to all aspects of the history of Hughenden and surrounding districts for the benefit of future generations, and assist researchers in the use of the collection.

The collection is a source of knowledge, ideas, stories and memories. It is developed and managed as a community resource to inspire, educate and inform the community and visitors, and to contribute to the conservation of the history and heritage of the district.

2. MAIN COLLECTION AREAS

Focus/theme areas for future development.

The collection includes photographs and digital images from Hughenden and surrounding areas. These will be maintained on an online database that will be freely available to any interested parties.

3. COLLECTION THEMES & MATERIALS

The collection will include photographs and digital images pertaining to Hughenden Township and surrounding area and will cover a time period from early settlement (1863) to the present.

Major themes for collection –

- Early settlement and development
- Railway
- People and families

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- Military service
- Community events and groups
- Indigenous communities
- Agriculture and rural history
- Town planning and development including streetscapes and buildings
- Local businesses/initiatives

To be collected –

Original photographs or digital images of local relevance.

4. ACCEPTANCE OF OBJECTS

- 4.1** The Council acquires photographs and images by gift or bequest. The Council will not accept conditional gifts or permanent loans.
- 4.2** The Council will accept photos through permanent donation, bequest, or short-term loans for the purpose of scanning and cataloguing. *(Refer Section 8 Loans)*
- 4.3** The Council will collect photographs relevant to its Mission Statement and focus or theme areas.
- 4.4** Each photograph will be considered by an appropriate Council employee before it is accepted.
- 4.5** The Council will only collect a duplicate photograph if it is of superior condition or historically valuable.
- 4.6** The Council will only acquire photographs that can be properly stored, documented and managed
- 4.7** The Council requires legal title to photographs and images in its collection. A gift agreement form must be completed for all donations.
- 4.8** The Council will only accept into the collection those photographs and images where the donor has legal title to the photograph or image.
- 4.9** Photographs or images will not be accepted into the collection until and unless provenance and donor information is provided.
- 4.10** All relevant donor and object information will be recorded at the time of donation. A photograph/image information sheet must be completed for each individual photo/image.
- 4.11** Wherever possible the Council will attempt to obtain any copyright clearance associated with the objects. If copyright cannot be obtained, the photograph or image will be refused.
- 4.12** No photographs or images will be acquired or accepted with conditions or restrictions on the way they might be used or displayed in the future.
- 4.13** The Council provides community access to the collection through eHive – an online database containing the entire collection for public perusal and research.

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4.14 Assessment principles –

Photographs and digital images must -

- Be consistent with the Council's Historical Photograph Project Mission Statement and Collection Focus areas
- Demonstrate a potential for display and communication
- Have aesthetic, technical or scientific significance
- Illustrate the social history of Hughenden and district
- Be in whole, good condition

5. MANAGEMENT OF THE COLLECTION

5.1 The Council will endeavour to provide suitable storage and care of the collection at all times.

5.2 The Council will endeavour to –

- Record all known details of photographs and digital images at the time of acceptance
- Document the photograph or image's history
- Catalogue photographs or images following museum industry standards
- Index the collection to allow easy access to information about the objects

5.3 The Council will establish and follow procedures for cataloguing and documenting the collection and produce a Procedures Manual with instructions for completing the relevant paperwork.

5.4 When photographs require technical assessment of condition, suitably qualified professionals will be consulted.

6. DOCUMENTATION

6.1 The Council will keep accurate, up to date and detailed records. Employees who are directly involved and trained in the management of the collection will fully document the process of acquiring an item into the collection using the relevant procedures and pro-formas.

6.2 Detailed instructions for documentation are located in the Procedures Manual, however as an overview, the following procedures will be completed for each object –

1. Issue a Loan Receipt and Photograph Information Sheet to the donor
2. Enter photographs/images into the Receipt register
3. Number unacquired photographs/images with an "R" number (taken from the Receipt number)
4. Place in envelope with identifying details written clearly on front.
5. Place in designated storage/holding area

6.3 If accepted, the following procedures apply –

1. Gift Agreement to be signed by the donor
2. Letter of Acknowledgement sent to donor
3. Give photographs/images a permanent number
4. Update the storage envelope with new acquisition and object numbers
5. Physically number each photograph
6. Enter details into Acquisition Register on eHive

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- 7. Catalogue photographs/images
- 8. Find a permanent location and record the location

- 6.4 If not accepted, the photographs/images are to be returned to the donor, with written explanation and thanks, and the Loan Receipt to be signed by the donor to acknowledge return of the photographs or images.
- 6.5 No further photographs or images will be acquired if there is a backlog of registration and collection documentation.

7. STORAGE AND CONSERVATION

- 7.1 Storage and display restrictions must be considered before acceptance of any photograph.
- 7.2 Staff and visitors will be trained in the correct handling of photographs.
- 7.3 Housekeeping will be efficient and regular and will include checking for pests and atmospheric deterioration. Pest control is to be regular.
- 7.4 Light and climatic conditions will be monitored and regulated.
- 7.5 Archival quality materials will be used for conservation, preservation and storage.

8. LOANS

The Council will undertake loans for the purpose of scanning and cataloguing only.

- 8.1 The Council will not accept 'permanent' or 'indefinite' loans to or from the collection.
- 8.2 All photographs or images entering or leaving the Council's premises as loans will be accompanied by documentation setting forth the responsibilities of the lender and borrower as regards the use, care and maintenance of the photographs or images. Please refer to the loan receipt form.
- 8.3 Council has at its discretion the right to refuse donations of photos or images and requests for loans of original images already held within the collection.

9. DEACCESSIONS

Council recognises that the deaccession and disposal of photographs or images from the collection is an essential part of effective collection management. Any decision to deaccession and dispose of material will be exercised with caution and following accepted museum industry standards. From time to time the Council may dispose of accumulated photographs or images offered as donations that do not meet the criteria of the Council's Historical Photograph Project Collection Policy, and are therefore not to be acquired.

- 9.1 The Council will consider for deaccession and disposal photographs or images in the following categories –
 - Photographs/images that do not meet the criteria of the Council's Historical Photograph Project Collection Policy
 - Duplicates of another photograph/image in the collection
 - Photographs/images requiring conservation treatment disproportionate to their importance to the collection

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- Photographs/images so degraded or damaged that they are no longer recognisable or restorable
- Photographs/images whose ownership is the subject of a substantiated request by the donor for their return, i.e. cultural property
- Photographs/images where information leads to a reappraisal of their significance to the collection
- Photographs/images with questionable legal title

9.2 No accessioned item shall be disposed of without written permission of approved council officers.

9.3 On approval of deaccession the documentation for the object will be amended with the date of deaccession.

9.4 Following deaccession, the following methods of disposal will be utilised –

- Return to the donor
- Transfer to another museum
- Sale
- Destruction

9.5 Raising money for the Council through the sale of deaccessioned items is not a valid reason for deaccessioning.

9.6 No members, volunteers, staff or committee member, or their relatives, may benefit or in any way acquire objects that have been deaccessioned.

10. REVIEW

This policy is not a static document and may need to be changed as the direction and circumstances of the Historical Photograph Project alter. To reassert the objectives and focus of the Project, this policy will be reviewed on an annual basis.

Recommendation: *I recommend that Council adopt the above policy for the Historical Photo Project.*

Moved Cr Barbara Geisler

Seconded Cr Sean O'Neill

That Council adopt the above policy for the Historical Photo Project.

Carried

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2.2.8 SPORT AND RECREATION (STATE GOVERNMENT) GET STARTED FUNDING

(Refer Briefing Paper – Sport and Recreation Officer)

- Eligible children and young people are provided with a voucher of up to \$150 to help pay for club membership and participation fees
- The vouchers can be redeemed at a sport or recreation club registered with the program. Local sport and recreation must register – Councillors can help to encourage clubs to register
- At present only the following clubs are registered –
 - Hughenden Campdrafters
 - Flinders Hack and Pony Club
 - Flinders Horse Sport
 - North West Equestrian Group
 - Hughenden Bowls Club
 - Hughenden Motorcycle Club

The vouchers for eligible children and young people will be available from 15 January 2013

- The following applicants are eligible for a Get Started voucher –
 - children and young people from the age of five and under the age of 18 who hold or whose parent, guardian or carer holds a Centrelink Health Care Card or Pensioner Concession Card and are residents of Queensland
 - other children or young people identified by two referral agents
- People employed in one of the following positions are considered referral agents for Get Started: -
 - Police Liaison Officer
 - local Councillor
 - Council Youth Development Officer
 - School Teacher
 - School Principal
 - School Guidance/Career Counsellor
 - Local Sport and Recreation Coordinator (funded under the Queensland Government's Local Sport and Recreation Jobs Plan)
 - State Member of Parliament
 - Federal Member of Parliament
- Each child/young person must be referred to the program by two referral agents from different occupations to be eligible for a Get Started voucher. Referral agents must be of a different occupation within an organisation or in the community. A teacher and a principal from the same school or a police officer and police liaison officer from the same area are allowed to be referral agents for a child/young person, but two teachers or two police liaison officers are not able to be referral agents for an individual child/young person.

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- Get Started is targeted at children and young people who can least afford or may otherwise benefit from joining a sport or recreation club. Referral agents assist with identifying children and young people who would most benefit from participating in sport or active recreation and the payment of membership/participation fees. Being referred by a referral agent does not require the family to have a Centrelink Health Care Card or Pensioner Concession Card.
- Referral agents must meet the following criteria to refer a child or young person –
 - child/young person cannot be an immediate family member
 - child/young person cannot be referred to a club where the referral agent is involved as a member or employee
 - must know the child/young person for a period of 12 months or longer
 - must be able to demonstrate, if requested, the reasons why the child/young person is referred

Recommendation

- *That the Councillors determine an equitable process for referring. E.g. Letter from parents to Council requesting referral providing necessary details and then Councillors are allocated 10 children each (on a first in basis)*
- *This process is appropriately advertised to the community on Hughenden Connect (Facebook) and the Shire website*
- *A Council staff member be appointed to administer the referral process.*

Moved Cr Jane Charuba

Seconded Cr Barbara Geisler

- *That the Councillors determine an equitable process for referring. E.g. Letter from parents to Council requesting referral providing necessary details and then Councillors are allocated 10 children each (on a first in basis)*
- *This process is appropriately advertised to the community on Hughenden Connect (Facebook) and the Shire website*
- *A Council staff member to be appointed to administer the referral process.*

Carried

2.2.9 Mid West Local League Inc

Advising they are hosting the 2013 Outback Rugby League Carnival on the weekend of 15-16 June 2013. Teams will be coming in from the Mount Isa, Central, South West and Mid West districts. Each team consists of elite players from that particular district and the carnival is used to select a team to then play as the Queensland Outback Team against the New South Wales Outback team. It will be an excellent economic boom for businesses and for clubs through catering, fuel etc. They ask Council for sponsorship towards the carnival.

Recommendation – *That Council sponsor the Mid West Local League Inc to a value of \$1,000 for the event.*

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Moved Cr Ninian Stewart-Moore

Seconded Cr Barbara Geisler

That Council sponsor the Mid West Local League Inc to a value of \$1,000 for the 2013 event.

Carried

2.2.10 Hughenden Bulls RLFC

Seeking sponsorship from Council for the 2013 season and thanking Council for its support over past years.

Recommendation – *Council gave \$1,000 to the Hughenden Bulls for the 2011 season.*

Moved Cr

Seconded Cr

That Council sponsor the Hughenden Bulls RLFC to a value of \$1,000 for the 2013 financial year.

Carried

2.2.11 Write Off in Council Records

Council is asked to write off the amount of \$96.05 in Council's records. This customer no longer operates an aircraft and has not used our facilities in many years. The company last flew its aircraft in October 2010. According to ASIC the company was deregistered on the 28/10/12.

Recommendation – *That Council write off the amount of \$96.05 in Council's records.*

Moved Cr Ninian Stewart-Moore

Seconded Cr Bill Bode

That Council write off the amount of \$96.05 in Council's records.

Carried

The meeting adjourned for lunch at 12.50 pm and resumed at 1.52 pm with all Councillors and Executive Officers present.

2.2.12 Hughenden Allen Terry Caravan Park - Accommodation Upgrade

Funding has opened for the Tourism Industry Regional Development Fund; this fund would cover the upgrade of facilities at the Hughenden Allen Terry Caravan Park. I seek approval from Council to apply for funding to remove and replace the two non-ensuited cabins with one bedroom ensuite cabins and install four new two bedroom cabins.

Total budget is \$518,920.50 – funding covers 50% of budget with Council expected to cover 50% cash contribution. Funding round closes Friday, 14 December 2012. Announcement of successful applications are expected in May 2013 and all projects must be completed by March 2015.

Recommendation – *Council approve the application to the Tourism Industry Regional Development Fund for the replacement of two cabins and installation of four new cabins at the Hughenden Allen Terry Caravan Park. Allocate matching funds of \$259,460.25 in the 2013-2014 Budget which would include funds from the sale of the two non-ensuited cabins.*

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Moved Cr Sean O'Neill

Seconded Cr Shane McCarthy

Council apply to the Tourism Industry Regional Development Fund for the replacement of two cabins and installation of four new cabins at the Hughenden Allen Terry Caravan Park. Allocate matching funds of \$259,460.25 in the 2013-2014 Budget which would include funds from the sale of the two non-ensuited cabins.

Carried

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2.3 DIRECTOR OF ENGINEERING

GENERAL REPORT

Moved Cr Bill Bode

Seconded Cr Barbara Geisler

That the report as presented from the Director of Engineering, be received.

Carried

2.3.1 Application for Permanent Road Closure

Council has been asked to provide views for an application for closure of road – an area of about 87 hectares being part of the unnamed road abutting Lot 1 on RM5 and Lot 14 on DG187 (Parish of Torquay, Locality of Dutton River).

The application is to close only half of the road reserve leaving approximately 60 metre road reserve abutting Lot 14 DG187. The road reserve currently runs to the Richmond and Flinders Shire boundary and then stops. The proposed closed area does not provide access to any properties.

Recommendation - *Council has no objection to the application for permanent road closure being part of the unnamed road abutting Lot 1 on RM5 and Lot 14 on DG187 (Parish of Torquay, Locality of Dutton River).*

Moved Cr Sean O'Neill

Seconded Cr Shane McCarthy

Council has no objection to the application for permanent road closure being part of the unnamed road abutting Lot 1 on RM5 and Lot 14 on DG187 (Parish of Torquay, Locality of Dutton River).

Carried

2.3.2 Development Application – Stephen John Matthews, Material Change of Use – Dual Occupancy

FILE	FSC59
RP DESCRIPTION	Lot 9 on Registered Plan 745552, Parish Of Hughenden County of Douglas
PROPERTY LOCATION	36 Brodie Street, Hughenden
PROPOSAL	Development Permit - Material Change of Use – Dual Occupancy
APPLICANT	Stephen John Matthews
OWNERS	Stephen John Matthews

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COMMENT

Executive Summary

The application is seeking an approval of an application for a Development Permit for Material Change of Use for a Dual Occupancy on land described as Lot 9 on RP745552 and situated at 36 Brodie Street, Hughenden.

The application proposes the erection of a Dual Occupancy on the subject land.

Planning Considerations

The subject land is located in the Commercial Zone.

The use is defined as Dual Occupancy under the provisions of Schedule 7.B Development Definitions.

The Assessment Table for the Commercial Zone identify the use as Impact Assessable.

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.

Recommendation - *The development application for a Development Permit for a Material Change of Use - Dual Occupancy on land described as Lot 9 on RP745552 situated on 36 Brodie Street be **approved** subject to the attached conditions of approval.*

SCHEDULE OF CONDITIONS OF APPROVAL

Applicant	Stephen John Matthews
Land Owned By	Stephen John Matthews
Land Described As	Lot 9 on Registered Plan 745552 Parish of Hughenden, County of Douglas
Location	36 Brodie Street, Hughenden
Material Change of Use	Development Permit - Material Change of Use Dual Occupancy
Submission	Nil Closing Date - 7 December 2012

SCHEDULE OF CONDITIONS

General

The development and conduct of the approved use of the premises, must generally be in accordance with -

- a) plans attached to this approval; and
- b) the plans, documents, specifications, facts and circumstances as set out in the application submitted to Council.

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Drying Facilities

The applicant must provide adequate clothes drying facilities.

Refuse Facilities

The resident of each unit is responsible for the storage of their wheelie bins including any recycle bins that may be issued.

Roadworks and Traffic

The applicant must construct an access driveway crossing from Brodie Street to the property boundary to Council's approved standard and at the applicants expensive.

Water Reticulation

The applicant must connect the development to Council's reticulated water supply system with a separate connection.

Sewerage

The applicant must connect the development to Council's reticulated sewerage system with separate connection.

Relocation of Utilities

The applicant must be responsible for any relocation and/or alteration to any public utility installation required as a result of any works carried out in connection with this development at no cost to Council

Additional Development Permits

A subsequent **Development Permit for Building Works and Plumbing Works must be obtained before any** works are carried out as part of the approved use.

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 *Integrated Planning Act 1997* or the legislation referred to in those conditions, as the case may be.

Recommendation - *The development application for a Development Permit for a Material Change of Use - Dual Occupancy on land described as Lot 9 on RP745552 and situated at 36 Brodie Street be **approved** subject to the attached conditions of approval.*

Moved Cr Jane Charuba

Seconded Cr Ninian Stewart-Moore

*That the development application for a Development Permit for a Material Change of Use - Dual Occupancy on land described as Lot 9 on RP745552 and situated at 36 Brodie Street be **approved** subject to the attached conditions of approval.*

Carried

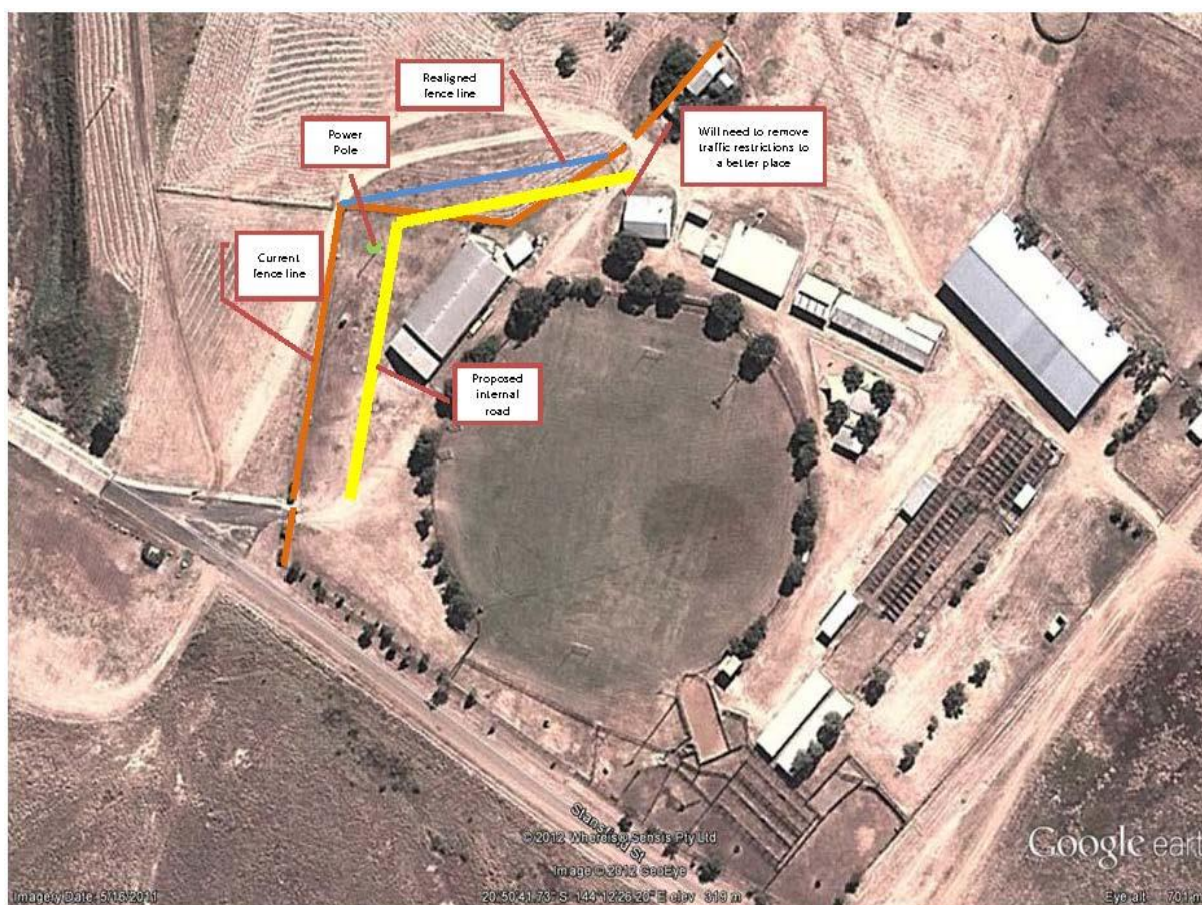
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2.3.3 Hughenden Showgrounds Fence Realignment and Road Works

At a recent Showground User's Group meeting, discussion was held on being able to restrict access to the grounds while events were on to ensure that people attending the event came through the front gate entrance where the gird is. General consensus agreed that the

realignment of the fence as per the image below would alleviate a lot of issues community groups have with gates. With the change of this and the installation of a road the gate near the caretakers residence could be lock, but they still have full access without having any issues getting to their house.

Another consideration that would need to be made is to install removable bollards at the northern end of the Gymnastics pavilion similar to the southern end to restrict traffic in the pedestrian area.



Recommendation: Council consider changes to the fence line as a temporary measure until the Master Plan is completed to allow major events to better manage the gate access, cost for works be obtained and referred to the Budget Review.

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Moved Cr Bill Bode

Seconded Cr Barbara Geisler

That Council realign the access road (as marked yellow) with work included in the Budget Review items for allocation of funds.

Carried

2.3.4 Tender FSC2012-11-01

Twelve Months Contract for the supply of Diesel and Unleaded Fuel

Council has received one conforming tender from Priestley's Roadhouse, Richmond Hill Drive Hughenden and one non-conforming tender from Coffison and Sons Pty Ltd.

Priestley's Roadhouse \$0.09 cents / litre

Coffison and Sons Pty Ltd \$0.00 cents / litre **(Refer to Letter)**

Recommendation – *That the conforming tender be accepted and Council investigate the costs/benefits of owning and managing its own fuel supply on site.*

Moved Cr Ninian Stewart-Moore

Seconded Cr Sean O'Neill

That the conforming tender of Priestley's Roadhouse be accepted and Council investigate the costs/benefits of owning and managing its own fuel supply on site for future years.

Carried

2.3.5 Vision Statements for Flinders Shire Road Network

The Vision Statements for the LRRS and OSCR roads are included as an attachment to the December Briefing Paper. This document formalises Flinders Shire Council's vision for strategic roads under the control of the Shire as well as the higher order Council roads.

A Draft Discussion paper was presented to Council at the November 2012 meeting for comment and for Council to establish priorities. These have been included in the current document.

Recommendation – *That Council endorse the tabled document **Vision Statements for Flinders Shire Road Network** as presented.*

Moved Cr Sean O'Neill

Seconded Cr Barbara Geisler

*That Council endorse the tabled document **Vision Statements for Flinders Shire Road Network** as presented.*

Carried

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2.3.6 Ergon Energy – Offer for Relocation Services – Relocation of Street Lights – Moran Street, Hughenden

They advise that they have taken preliminary site investigation; and that they have no proposals to relocate the existing streetlights for Ergon Energy purposes. As a result, Ergon Energy will not be able to fund the cost of the relocation works and Council will have to fund the costs of the works to the value of \$8,153.00.

Recommendation – *That Council fund the relocation works to the value of \$8,153.00.*

Moved Cr

Seconded Cr

That Council fund the relocation works to the value of \$8,153.00.

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 -

December 2012	Cr Bill Bode
January 2013	Cr Jane Charuba
February 2013	Cr Shane McCarthy
March 2013	Cr Sean O'Neill
April 2013	Cr Bill Bode
May 2013	Cr Barbara Geisler
June 2013	Cr Greg Jones (Mayor)
July 2013	Cr Ninian Stewart-Moore (Deputy Mayor)
August 2013	Cr Jane Charuba
September 2013	Cr Shane McCarthy
October 2013	Cr Sean O'Neill
November 2013	Cr Bill Bode
December 2013	Cr Greg Jones

NOTED

**4. CLOSURE
PROPOSED MEETING CALENDAR**

DATE	MEETING VENUE	TOPIC
Tuesday 29 January 2013 10.00 am	Boardroom	Ordinary Meeting

The meeting closed at 2.25 pm.

**Greg Jones
Mayor
Flinders Shire Council**