

**Minutes of the Ordinary Meeting of the Diamantina Shire Council
held in the Boardroom of the Administration Centre, Bedourie
on Monday, September 21, 2015 commencing at 9.13am.**

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2 ATTENDANCE

Councillors: Cr Geoff Morton (Mayor), Cr Garth Tully (Deputy Mayor), Cr Steve Cramer, Cr Don Rayment.

Staff: Chief Executive Officer, Leon Love.
Executive Assistant, Amanda Schnitzerling

3 APOLOGIES

Minute No. 2015.09.21-OM-1

Moved by Cr Tully and Seconded by Cr Cramer

'That the apology from Councillor Barr be accepted and leave of absence be granted.'

Carried 4/0.

4 CONFIRMATION OF MINUTES

a) Ordinary Meeting – August 17, 2015

Minute No. 2015.09.21-OM-2

Moved by Cr Rayment and Seconded by Cr Tully

'That the minutes of the Ordinary Meeting of Diamantina Shire Council held on August 17, 2015 be confirmed.'

Carried 4/0.

5 DECLARATIONS OF INTEREST

Nil

6 MOTION TO RECEIVE ALL INFORMATION REPORTS

Minute No. 2015.09.21-OM-3

Moved by Cr Rayment and Seconded by Cr Tully

'That all Information Reports be received.'

Carried 4/0.

7 ACTION REPORTS

7.1 A (I) DIAMANTINA VISITORS GUIDE

Executive Summary

The Diamantina Visitors Guide is due for a revision and reprint. This needs to be completed by December 2015 in order to have the publication ready for the 2016 tradeshows and tourist season.

Recommendation

'That Council agrees in principal to offer advertising space in the Diamantina Visitor Guide to all shire businesses at a reasonable price.'

Minute No. 2015.09.21-OM-4

Moved by Cr Cramer and Seconded by Cr Rayment

'That the recommendation be adopted.'

Carried 4/0.

7.2 A (II) OUTBACK QUEENSLAND TOURISM AWARDS

Executive Summary

The annual Outback Queensland Tourism Awards and Symposium will take place this year in Barcaldine from Thursday 29th October – Saturday 31st October 2015.

Recommendation

'That the Tourism Coordinator and permanent tourism staff attend the Symposium and Awards dinner and any interested Councillors attend the Awards dinner on the Saturday night.'

Minute No. 2015.09.21-OM-5

Moved by Cr Cramer and Seconded by Cr Tully

'That the recommendation be adopted.'

Carried 4/0.

Attendance:

9:30am Nicole Schellback, Community Development Coordinator entered the meeting.

7.3 A (III) 'SAFER FAMILIES, BETTER COMMUNITIES' DAY OF ACTION.

Executive Summary

LGAQ is urging Councils to support LGAQ's Safer Families, Better Communities campaign by participating in a day of action to publicly express opposition to domestic violence.

Recommendation

'That Council considers LGAQ's request to participate in the Safer Communities Better Families day of action by holding a local march or public event on Sunday 11 October 2015'.

Minute No. 2015.09.21-OM-6

Moved by Cr Cramer and Seconded by Cr Tully

'That Council participate in the LGAQ's Safer Communities Better Families day of action by holding a local march and public event on Sunday 11 October 2015' in Bedourie and Birdsville.'

Carried 4/0.

Attendance:

9:38am Nicole Schellback, Community Development Coordinator left the meeting.

7.4 A (IV) AUDIT COMMITTEE CHARTER

Executive Summary

The Diamantina Shire Council in accordance with the *Local Government Act 2009* and the *Local Government Regulations 2012* established an Audit Committee, the purpose of which is to provide Council with an opportunity to obtain an independent view of a range of matters including internal controls, risk management, efficiencies and more.

As part of the ongoing development of the Audit Committee and the Internal Audit function, Council as part of good governance needs to develop and Internal Audit Charter the purpose of which is to clarify roles, responsibilities and reporting lines for the committee.

Recommendation

'That the Audit Committee Charter attached to this report be adopted.'

Minute No. 2015.09.21-OM-7

Moved by Cr Morton and Seconded by Cr Tully

'That the recommendation be adopted.'

Carried 4/0.

7.5 A (v) ASSET REGISTER - WRITE-OFF PLANT AND EQUIPMENT

Executive Summary

The purpose of this report is for Council to consider the write-off of the following plant and equipment assets from the Asset Register that are obsolete:

- Unit Number 226 – 6” Pump
- Unit Number 165 – Generator
- Unit Number 4008 – Generator.

Recommendation

‘That Council approve the write-off of the following assets:

- **#PEP0266/1 – Kenflo 6” Pump,**
- **#PEGEN0165 – Generator**
- **#PEGEN4008 – Generator.’**

Minute No. 2015.09.21-OM-8

Moved by Cr Cramer and Seconded by Cr Rayment

‘That the recommendation be adopted.’

Carried 4/0.

7.6 A (vi) ILUA – CONSULTATIVE COMMITTEE AND CAPITAL WORKS FORUM

Executive Summary

The ILUA with the Wangkanguru Yarluyandi Aboriginal Corporation provides for the establishment of a Capital Works Forum and Consultative Committee, on matters arising under the ILUA. It is considered appropriate that Council propose to the Corporation that these committees be formed.

Recommendation

‘That Council -

- **write to Mr Kenny requesting that a local Aboriginal Party Representative be appointed for the purpose of compliance with the Aboriginal cultural heritage procedures under the ILUA;**
- **that Council invite the Wangkanguru Yarluyandi Aboriginal Corporation to nominate up to four representatives to form a Consultative Committee with Council representatives under clause 68 of the ILUA;**
- **that Council invite the Wangkanguru Yarluyandi Aboriginal Corporation to nominate up to five representatives to form the Capital Works Forum with Council representatives under clause 62 of the ILUA;**
- **that nominate Council representatives to the Consultative Committee and the Capital Works Forum.’**

Minute No. 2015.09.21-OM-9

Moved by Cr Rayment and Seconded by Cr Cramer

‘That Council -

- **invite the Wangkanguru Yarluyandi Aboriginal Corporation to nominate up to four representatives to form a Consultative Committee with Council representatives under clause 68 of the ILUA;**

- invite the Wangkanguru Yarluyandi Aboriginal Corporation to nominate up to five representatives to form the Capital Works Forum with Council representatives under clause 62 of the ILUA; and
- nominate Leon Love, Chief Executive Officer and Trevor Stewart, Infrastructure Manager as Council representatives to the Consultative Committee and the Capital Works Forum. At least one Councillor will attend the Consultative Committee and the Capital Works Forum with other staff invited from time to time depending on the meeting agendas, at the discretion of the CEO.'

Carried 4/0.

7.7 A (VII) SUCCESSFUL GRANT – EMERGENCY POWER SUPPLY FOR ADMIN CENTRE

Executive Summary

Council has been successful in applying for funding under the Natural Disaster Resilience Program (NDRP) 2014-15 for the Emergency Power Supply for Admin Centre Project. The project is for the purchase and installation of a 45KVA generator. The grant will fund \$24,756 (66% of the total project cost of \$37,511) and Council will fund \$12,755 (34% of the total project cost).

Recommendation

'That Council approve the inclusion of this project on the Capital Works Program and that the total capital expenditure of \$37,511 and grant revenue of \$24,756 be allocated within the 2015/16 budget.'

Minute No. 2015.09.21-OM-10

Moved by Cr Cramer and Seconded by Cr Tully

'That the recommendation be adopted.'

Carried 4/0.

7.8 A (VIII) AMENDMENT TO FEES AND CHARGES 2015/2016

Executive Summary

This report proposes a number of amendments to the current Fees and Charges schedule 2015/2016.

Recommendation

'That Council amend the Schedule of Fees and Charges adopted on 20 July 2015

Minute No. 2015.07.20-OM-28 as follows:

- Delete Election Signage Bond
- Delete the Council Meeting Minutes section
- Delete the Financial and Planning Documents section.'
- Delete Overdue Book Fee
- Include Fees and Charges for Town Planning as proposed in Attachment 12 - Fees and Charges_Town Planning.docx.'

Minute No. 2015.09.21-OM-11

Moved by Cr Cramer and Seconded by Cr Rayment

'That the recommendation be adopted.'

Carried 4/0.

7.9 A (x) LOCAL GOVERNMENT REMUNERATION AND DISCIPLINE TRIBUNAL – ANNUAL REMUNERATION REVIEW

Executive Summary

The Local Government Remuneration and Discipline Tribunal (the Tribunal) is commencing its annual remuneration review program to determine the remuneration to be paid to mayors, deputy mayors and councillors from 1 July 2016. This year the Tribunal will also be reviewing the categories of local governments in accordance with section 243 of the *Local Government Regulation 2012*. The Tribunal is inviting submissions from councils, councillors and chief executive officers in relation to remuneration for councillors and categories of local governments.

Recommendation

'That Council consider whether they will make a submission to the tribunal in relation to remuneration for councillors and categories of local governments.'

Minute No. 2015.09.21-OM-12

Moved by Cr Tully and Seconded by Cr Rayment

'That Council authorise the Chief Executive Officer to make an appropriate submission to the tribunal in relation to remuneration for councillors and categories of local governments.'

Carried 4/0.

7.10A (XI) OUTBACK QUEENSLAND TOURISM BOARD OF DIRECTORS NOMINATION

Executive Summary

Nominations are now open for Outback Queensland Tourism financial members to nominate for a position on the Outback Queensland Tourism Board of Directors. Barb Mason, Tourism Coordinator, seeks approval to nominate.

Recommendation

'That Council nominate Barbara Mason for a position of Director the Outback Queensland Tourism Board.'

Minute No. 2015.09.21-OM-13

Moved by Cr Morton and Seconded by Cr Tully

'That Council support the nomination of Julie Woodhouse for a position on the Outback Queensland Tourism Board given the substantial workload of the Tourism Coordinator.'

Carried 4/0.

Attendance:

10:30am Council adjourned the Meeting for morning tea.
11:00am Council resumed the Meeting.

Attendance:

11:00am Trevor Stewart, Infrastructure Manager, Stuart Bourne, Engineer, entered the meeting

7.11A (ix) 2015/2016 CHRISTMAS CLOSEDOWNExecutive Summary

Council traditionally closes down over the Christmas period. This report proposes specific closedown dates for the staff in various departments and branches within Council.

Recommendation

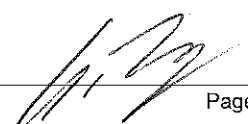
'That Council approve an annual closedown for the following departments and branches as set out in the table below noting that a skeleton crew will be maintained in each town during the closedown:-

Department	Branch	Section	Close Down date	Recommencement Date
Corporate and Community	Finance and Administration	Stores	24 December 2015 3.00pm	4 January 2016
Corporate and Community	Finance and Administration	All except Stores staff	24 December 2015 4.30pm	4 January 2016
Corporate and Community	Community Development	All	24 December 2015 4.30pm	4 January 2016
Corporate and Community	Tourism	All except skeleton crew	24 December 2015 4.30pm	4 January 2016
Executive		All	24 December 2015 4.30pm	4 January 2016
Infrastructure	Management	All office staff except Works Coordinator	24 December 2015 4.30pm	4 January 2016
Infrastructure	Asset and Project Services	Facilities Maintenance crew	24 December 2015 3.00pm	4 January 2016
Infrastructure	Asset and Project Services	Bedourie Town Crew Birdsville Town Crew except skeleton crews	24 December 2015 3.00pm	11 January 2016
Infrastructure	Works	Road Construction and Maintenance Crews and Works Coordinator.	18 December 2015 3.00pm	27 January 2016
Infrastructure	Workshop	All	24 December 2015 3.00pm	4 January 2016

Minute No. 2015.09.21-OM-14

Moved by Cr Cramer and Seconded by Cr Tully

'That the recommendation be adopted.'



Carried 4/0.

7.12 A (XIV) APPROVED CONTRACTOR LIST FOR PLANT HIRE 2015/2016

Executive Summary

Council invited expressions of interest in accordance with *section 231 of the Local Government Regulation 2012* for interested suppliers to be included on an Approved Contractor List for Plant Hire.

Recommendation

'That Council approve the Approved Contractor List for Plant Hire for 2015/16 as presented.'

Minute No. 2015.09.21-OM-15

Moved by Cr Rayment and Seconded by Cr Tully

'That the recommendation be adopted.'

Carried 4/0.

Attendance:

11:40am Trevor Stewart, Infrastructure Manager, Stuart Bourne, Engineer, left the meeting

7.13 A (XII) SUPPORT FOR THE RETIREMENT FUNCTION OF NEALE McSHANE

Executive Summary

A retirement function is being held for Neale McShane, Birdsville Police Officer, on 21 November 2015 in Birdsville. The organisers are expecting a large number of guests from around Queensland who will require accommodation and the organisers have asked Council to make the Birdsville Sports Centre and mobile shower block available to cater for the large numbers expected.

Recommendation

'That Council make the Birdsville Sports Centre with the Shower Block available for overnighting guests at no cost on the condition that it is left in a clean and tidy condition.'

Minute No. 2015.09.21-OM-16

Moved by Cr Cramer and Seconded by Cr Tully

'That the recommendation be adopted.'

Carried 4/0.

7.14 A (XIII) POLICY FOR ADOPTION – CORPORATE CREDIT CARD POLICY

Executive Summary

New Corporate Credit Cards to replace the existing Business Choice credit cards have been received. A new procedure to provide guidelines on how to requisition and process credit card payments using a Corporate Credit Card has been prepared. As a result of preparing this procedure a number of changes to the policy have been made which need to be approved by Council

Recommendation

‘That Council adopt the amended Corporate Credit Card Policy as presented.’

Minute No. 2015.09.21-OM-17

Moved by Cr Cramer and Seconded by Cr Rayment

‘That the recommendation be adopted.’

Carried 4/0.

8 LATE ITEMS

8.1 A (XV) COUNCIL MEETING - SUMMER START TIME

Minute No. 2015.09.21-OM-18

Moved by Cr Tully and Seconded by Cr Rayment

‘That all ordinary meetings of Council commence at 9am in the future and that this change be advertised in accordance with Section 277 of the *Local Government Regulation 2012.*’

Carried 4/0.

9 MEMBERS BUSINESS

9.1 CR BARR

Nil

9.2 CR CRAMER

Nil

9.3 CR MORTON

Nil

9.4 CR RAYMENT

Nil

9.5 CR TULLY

9.5.1 UHF Radio Towers

Minute No. 2015.09.21-OM-19

Council resolved that the Chief Executive Officer prepare a report on Council controlled UHF Radio Towers to assist Council determine the future ownership options for these sites into the future.

There being no further business the meeting closed at 12:23pm.

Minutes confirmed this 26th day of October, 2015.



Cr Geoff Morton
MAYOR

