



SUSTAINABLY DEVELOPING THE OUTBACK

Ordinary Meeting of
Diamantina Shire Council to be held in the
Administration Centre, Bedourie on
Monday, 19 September 2022

DIAMANTINA SHIRE COUNCIL

ORDINARY MEETING TO BE HELD IN THE BOARD ROOM OF THE DIAMANTINA SHIRE COUNCIL ADMINISTRATION CENTRE, BEDOURIE ON Monday, 19 September 2022 at 9.00am

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APOLOGIES

Nil

TIME COMMITMENTS

Time commitments shown in bold font confirm rigid commitments

8:45am	Arrivals
9:00am	Meeting commencement
9.00am	Consideration of All Reports
11.00am	Morning tea
11.15am	Meeting Resumes
11.15am	Consideration of remaining reports
1.00pm	Lunch
2.00pm	Meeting resumes
3.30pm	Meeting concludes (or when business is completed)

DEPUTATION MATERIAL

Nil/include as required.

ACKNOWLEDGEMENT OF COUNTRY

'I would like to begin by acknowledging the Wangkamadla people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.'

CONFIRMATION OF PREVIOUS ORDINARY MEETING MINUTES

Recommendation

'That the minutes of the Ordinary Meeting of Diamantina Shire Council held August 15 2022 be confirmed.'

DECLARATIONS OF INTEREST

NOTICES OF MOTION

Nil

MAYORS BUSINESS

INFORMATION REPORTS

I (i) Financial Reports

Author

Michelle McFadyen, Interim Chief Executive Officer

Executive Summary

Monthly Financial reports including Income Statement, Statement of Financial Position, Statement of Cashflows, Statement of Changes in Equity are provided to Councillors for their information.

Recommendation

'That Council receive the Financial Reports.'

Background

Council have received \$2.9M in revenue year to date of a total budget of \$27M. This is comprised predominately of \$1.8M in sales revenue from Main Roads contracts.

Council has budgeted \$1.3M in rates and charges. A levy of \$1.1M was raised in September 2022 and will be reflected in next month's financial report.

Council has budgeted \$8.8M of grant revenue over the course of the year. To date only \$46,000 of this has been realised. Grants are not received on a linear basis over the year and at this time there is no reason to believe this budget target will not be met.

Depreciation for July and August 2022 is yet to be run but is approximated to be \$816,655.

Employee costs are at 19% of budget which is slightly exceeding budget relative to the period of the year elapsed (17%).

Materials and services are at 20% of budget which is slightly exceeding budget relative to the period of the year elapsed (17%).

Trade receivables at 31 August 2022 are much higher than at 30 June 2022 due to large invoices raised in relation to Main Roads contracts.

Council has adequate current assets to meet current liabilities, at a ratio of 10:1 (30 June 2022: 8:1)

Attachments

[Financial Statements August 2022.pdf](#)

I (ii) Chief Executive Officer Report

Author

Michelle McFadyen, Interim Chief Executive Officer

Executive Summary

This (new) monthly report provides an update from the CEO on activities for the information and attention of Council that do not require a decision of Council (items requiring a decision of Council will be reported separately). This report also contains a Resolutions Register providing an update on progress toward the implementation of all resolutions/decisions of Council.

Recommendation

'That Council receive the Chief Executive Officer Report.'

Upcoming Dates

- 20 September 2022 – LGAQ Elected Member Update Training 9am to 1pm
- 10 October 2022 – Council Meeting
- 17-19 October 2022 - LGAQ Annual Conference – Cairns

CEO Recruitment

Blackadder Associates were appointed by Council at their August meeting to conduct the CEO recruitment. This is progressing with an initial meeting with the consultant on Monday 12 September 2022. The Interim CEO has sourced proposals from suitable candidates for a further Interim CEO – this is the subject of a separate report to this meeting in the Confidential session.

Recruitment

Active recruitment has been undertaken to fill vacant positions within the organisation.

The following positions have been filled in the past month:

- Storeperson – filled – full time casual - commenced
- Finance Coordinator – filled – full time permanent - commenced
- Administration Officer – filled – casual part time – commencing mid-September 2022

The Diesel Mechanic position was recruited to however after accepting the position, the candidate withdrew citing an increased offer from their current employer.

Other priorities for recruitment:

- Manager Governance and Compliance - incumbent Ron Fenner – final day 14/10/2022. Interim CEO sourcing suitable replacement to fill the role until late February 2023 – allowing the new CEO to undertake a review of the organisational structure.

Business as Usual

- Work is progressing on the **Annual Report** for 2021/2022.
- **External Auditors** were on site during the week of 5-9 September 2022. The CEO attended an exit interview and it is understood that there were not significant issues arising from the audit.
- **Letter sent to Prime Minister from Mayor** – congratulating him on his appointment and an open invitation to visit the Shire.
- **Email to all Stations** – invite to attend RAPAD session on Hand, Foot and Mouth Disease and followed up with email information.
- **Routine Hazard Inspections** – the CEO will conduct (with the WHS Officer) a routine inspection of the Roseberth mobile camp and the Bedourie Community Hall in September – reinforcing the need for all staff to be involved in this very important activity and to undertake their scheduled inspection as they fall due.
- **Safety Audit Report** – At the request of LGAQ on behalf of Local Government Workcare, a Work Health and Safety Management Systems Intermediate (midterm) Audit was conducted of Diamantina Shire Council between the 21st and 23rd of June 2022 across a range of locations. The audit involved inspections identified facilities and extensive consultation with the staff who

worked at these locations. The score for Element 3 was 72.74% which is above the 70% required pass mark, indicating that Diamantina Shire Council has suitably implemented and maintained its safety management system in compliance with the NAT Self Insurance Audit Tool.

The Auditor would like to acknowledge the cooperation and assistance provided by all staff - particularly Thomas Higgs the Safety and Quality Coordinator. The Auditor would also like to thank the CEO and members of the Executive Leadership Team for participating at various times throughout the audit, and for facilitating access to various sites and staff as well.

The performance score of 72.74% indicates that DSC has met the requirements of WHSQ's guidelines for Self-Insurers by scoring more than 70% in Element 3.

The Auditor was pleased to note that all staff questioned and encountered as part of the audit process were cooperative, friendly and professional in their approach. All staff exhibited a keen desire to conform to requirements and to improve health and safety performance in their roles. The full report is attached for information.

Projects

Bi-election – with the recent resignation of Cr Cooms, the Interim CEO has completed all required paperwork to request that the Bi-election being planned to fill the vacancy from the resignation of Cr Rayment be held off to allow it to be combined with the bi-election resulting in the vacancy from Cr Cooms resignation. The Interim CEO has also made representations to the Minister's office and the Electoral Commission to have one only bi-election and further updates will be provided when advice is received from the Minister.

Betoota Races; Birdsville Races; Bedourie Races – Council supports our community events through considerable in-kind and financial support and this year's Spring Racing Carnival was no different. All staff and Councillors involved in these events should be congratulated and thanked for their input and a big thank you and congratulations to each of the Race Clubs and communities for their dedication and involvement.

Birdsville Hall and Bedourie Administration Centre – Mode Consulting were appointed by Council at the August meeting to undertake the contract to develop options for both of these sites. Following a review by the Interim CEO of various documents, including the engagement feedback from the community engagement exercise for the Corporate Plan, the operation plan, the budget, and Council meeting minutes – the scope for the Birdsville Hall will be amended to include an option to refurbish and renew the existing Birdsville Hall on site.

RAPAD Meeting – Council hosted the RAPAD meeting face to face in Birdsville at the end of August. A big thank you to the Birdsville staff for all the work done on preparing and hosting this event as well as a big thanks to our local providers for their support of the event.

OQTA briefing – the Interim CEO arranged for the CEO of OQTA (Outback Queensland Tourism Association) to hold an informal briefing in Birdsville (to coincide with the RAPAD Meeting) for interested local tourism operators. This meeting was attended by Visitor Centre staff, Big Red Tours and the Mayor and Interim CEO.

Sale or lease of Birdsville Lodge and Caravan Park and Bedourie Caravan Park – final documents for review by the Interim CEO are expected from the lawyers in late September 2022.

South Australia Road Works – the Interim CEO has made contact with a representative from the Department of Infrastructure and Transport for South Australia in relation to DSC undertaking contract road works in the northern part of South Australia.

SMA Inverters Birdsville and Bedourie – There has been much backwards and forwards between Ergon, SMA and SwitchDin on this issue and there is still no resolution. However, Ergon have a person on board investigating the issues which appear to be pointing more toward the SwitchDin network congestion (and not as much toward the inverter manufacturer) as causing the communication issues

between the droplet and the inverter. Council are holding off replacing any inverters until we are confident of a solution. This has been slow and frustrating so far but the recent progress is encouraging and we are more confident we are moving in the right direction. There remains a lot more investigation before this is rectified and operational unfortunately, however the issue is being addressed and driven by Stuart Bourne GBA on our behalf.

TV Channels Bedourie and Birdsville - Following some determined communication to N-Com, a crew visited both Birdsville and Bedourie in late August. This resulted in the issues at Bedourie being fixed after some 10 weeks of interrupted viewing, however the news for Birdsville wasn't so good. The Interim CEO met with the technician and was advised that the Birdsville site has a number of issues - the failed re-multiplexer on the 10 network service was replaced and reprogrammed during the visit, however the 7Mate satellite receiver is intermittent in its operation and was awaiting a replacement receiver (we ordered this a long time ago and it was coming from Europe). The CEO has been advised that on 14/9/2022 NCom received the equipment and has mailed it to Bedourie. Once received, council staff, with NCom support, will replace the parts – hopefully restoring the channels for our Birdsville community.

Farrars Channels - the Mayor, Interim CEO and Works Coordinator met with Transport and Main Roads (TMR's) Gavin Hull (District Director) in Birdsville in August and as a result of this meeting, we have followed up with a letter to TMR with a cost estimate in relation to the Farrars Channels - Barcoo Shire Council followed up with a similar letter. It is estimated at \$4m (for four crossings).

Auction - The Council auction was held on 26 August 2022 and was very successful with items with reserves fetching more than expected.

Shout outs – recent compliments from visitors and the community

It's really important we recognise the great work we all do in the community and the following are compliments received in the last month.

- **Trent Millership from Betoota Race Club** - Trent rang to say a big thank you to the Council on behalf of the Betoota race committee, they couldn't be more appreciative of Council's in-kind support they received.
- **Larry Lewis from Ergon Energy** - "As a visitor to your Shire on many occasions I am impressed with the services your Council provides. this was displayed by a number of your employees working tirelessly over the Birdsville Races weekend including inclement conditions keeping the town facilities, race track and camping areas clean and free of rubbish Council employee's showed pride in wearing the Diamantina Shire Council uniform and were courteous at all times. I would like to compliment your Shire and Employees on an outstanding effort and contribution in a successful event."
- **Ron Pollock Visitor** - "My buddy and I were at the recent Birdsville races we arrived just as the rain started and had to leave on Sunday and would like to express our gratitude to you all for your efforts this year with such trying conditions, especially the young lady at the tourist information centre she had or chased up info when needed, she advised us correctly and this info made a great difference to us we were both amazed at how she was able to keep so cool and calm with so many foolish people who think they know better so very well done to you all. Thank you."

Resolutions Register

Attached is an updated Resolutions Register containing actions toward the implementation of Council resolutions. This document provides an avenue for Councillors to stay abreast of the progress against resolutions/decisions made in Council meetings and provides the community (through public access to Council agendas) the same opportunity.

Attachments:

[LGW Workcare – Mutual Obligations Health and Safety Audit Report June 2022.pdf](#)
[September update – Resolutions Register.pdf](#)

ACTION REQUIRED REPORTS

A (i) Appointment of Deputy Mayor

Author

Michelle McFadyen, Interim Chief Executive Officer

Executive Summary

On 8 September 2022 Cr Doug Cooms resigned from Diamantina Shire Council for personal reasons. Cr Cooms held the role of Deputy Mayor and therefore, Council must now appoint a Deputy Mayor effective from the date of this meeting. The Deputy Mayor will also become the Acting Mayor under Section 16 of the Local Government Act, in the absence of the Mayor.

Recommendation

‘That Council appoint a Deputy Mayor in accordance with section 175(2) of the Local Government Act 2009.’

Background

The Local Government Act requires the appointment of a Deputy Mayor from its Councillors due to the resignation of Cr Doug Cooms who held the position of Deputy Mayor.

Consultation (Internal/External)

Department of State Development, Infrastructure, Local Government and Planning
Mayor, Rob Dare

Corporate and Operational Plan Linkages

Nil

Legal Implications

Local Government Act 2009

175 Post-election meetings

(1) A local government must hold a meeting within 14 days after—

- (a) the conclusion of each quadrennial election; and
- (b) the conclusion of a fresh election of its Councillors.

(2) The local government must, by resolution, appoint a deputy mayor from its Councillors (other than the mayor)—

- (a) at that meeting; and

(b) at the first meeting after the office of the Councillor who is the deputy mayor becomes vacant.

Policy Implications

Nil

Risk Management Assessment

Nil

Financial and Resource Implications

Nil

Attachments:

Nil

A (ii) Appointment of LDMG Deputy Chair

Author

Michelle McFadyen, Interim Chief Executive Officer

Executive Summary

Cr Doug Cooms has recently resigned from his position as Councilor and he held the position of Deputy Chair on the Local Disaster Management Group. Council must now appoint a Deputy Chair for this Group.

Recommendation

'That Council appoint a sitting Councilor to be the LDMG Deputy Chair.'

Background

The Chairperson of our Local Disaster Management Group (LDMG) is the Mayor and previously the Deputy Chairperson has been the Deputy Mayor, however this position does not need to be held by the Deputy Mayor (it can be held by a Councilor). The recent resignation of the Councilor holding the role of Deputy Chair means Council must now appoint a Councilor to be the Deputy Chair of the LDMG.

Consultation (Internal/External)

Nil

Corporate and Operational Plan Linkages

Nil

Economic Development Plan Linkages

Nil

Legal Implications

Disaster Management Regulation 2014

9 Membership of local groups—Act, s 33

- (1) For section 33(1) of the Act, the following persons are members of a local group—
- (a) the persons appointed as the chairperson and deputy chairperson of the group under section 10;
 - (b) the other persons appointed as members of the group by the relevant local government for the group.
- (2) At least 1 person appointed under subsection (1)(b) must be a person nominated by the chief executive of the department.
- (3) At least 1 person appointed under subsection (1)(b) must be a Councilor of a local government.
- (4) The relevant local government for a local group may appoint a person as a member only if satisfied the person has the necessary expertise or experience to be a member.

10 Chairperson and deputy chairperson of local groups—Act, s 34

- (1) For section 34(2) of the Act, the chairperson and deputy chairperson of a local group are the persons appointed by the relevant local government for the local group to be the chairperson and deputy chairperson.
- (2) The chairperson must be a Councilor of a local government.
- (3) The deputy chairperson of a local group acts in the office of chairperson of the local group during—
- (a) a vacancy in the office of chairperson; or
 - (b) a period when the chairperson is absent from duty or can not, for another reason, perform the functions of the office.
- (4) If, during any period and for any reason, the deputy chairperson of a local group can not perform the functions of the office of chairperson under subsection (3), the following persons act in the office during the period—
- (a) if the chief executive officer of the relevant local government for the local group is willing and able to perform the functions of the office—the chief executive officer;
 - (b) otherwise—the relevant district disaster coordinator.

(5) Subsections (3) and (4) apply despite subsection (2).

(6) For section 33(1) of the Act, a person acting as the chairperson of a local group under subsection (4) is a member of the local group.

(7) Subsections (3) to (6), this subsection and subsection (8) expire 1 year after the commencement.

(8) In this section—

relevant district disaster coordinator, in relation to a local group, means the district disaster coordinator of the district group established for a disaster district that includes the local government area for which the local group is established.

10A When chairperson or deputy chairperson stops holding office after 2020 local government election—Act, s 34

(1) For section 34(2) of the Act, a person stops holding the office of chairperson or deputy chairperson of a local group on the conclusion of the local government election held on 28 March 2020 if—

(a) before the election, the person was a Councillor of a local government; and

(b) the person is not re-elected as a Councillor of a local government at the election.

(2) This section expires 1 year after the commencement.

(3) In this section—

conclusion, of an election, see the *Local Government Electoral Act 2011*, section 7.

Disaster Management Act 2003

34A Functions of chairperson of local group

The chairperson of a local group has the following functions—

(a) to manage and coordinate the business of the group;

(b) to ensure, as far as practicable, that the group performs its functions;

(c) to report regularly to the relevant district group, and the chief executive of the department, about the performance by the local group of its functions.

Policy Implications

Nil

Risk Management Assessment

Nil

Financial and Resource Implications

Nil

Attachments:

Nil

A (iii) Review of Current Council Report Structure

Author

Michelle McFadyen, Interim CEO

Executive Summary

Councillors have expressed to the Interim CEO that they would like to see more reporting in order for them to have sufficient information (for Council and the public) to understand the goings-on of Council, projects and business as usual, and enough information for the elected Council to gain a good understanding of the performance of the Council and the implementation of the strategies adopted (including the Corporate Plan and Operational Plan). To facilitate this, the Interim CEO has reviewed the current regular reporting from Council and advises the following.

Recommendation

'That Council:

- 1. Agree in principle to the proposed schedule of regular information reports to Council meetings – noting that there may be times when some reports are not provided due to resourcing or other priorities – also noting reports requiring a Council decision continue to be presented as in the past – as separate reports;**
- 2. Agree to continue publishing the Desert Yarns newsletter monthly and provide adequate resourcing to do so; and to include a summary of Council decisions and reports (as relevant to community) in each newsletter; and**
- 3. Note that the News Brief will no longer be developed as much of the information contained in this document will now be reported to Council in the agendas as per the below schedule.'**

Background

Currently Council has three major mechanisms of regular monthly reporting:

1. Council reports (to Council and available to the public)
2. News Brief – a lengthy and time consuming document sent only to Councillors
3. Desert Yarns – a community newsletter

Council reports

Currently, reporting to Council meetings contains decision based reports and some regular update reporting. It is the Interim CEO's opinion that more information could and should be provided to elected members and the public through Council reports and a schedule of reporting moving forward is provided later in this report for Council's consideration.

For the September meeting the CEO has developed a CEO report which highlights for Council and the community important projects and issues.

News Brief

This is an internal document that is time consuming to develop and is done so for elected members only.

The information in this News Brief can be split in to information that:

- Should and could be reported to Council in the Council agenda – also improving our transparency with the community (as the Agendas are publicly available); and
- Should not and will no longer be provided to Councillors (or the public for that matter) – information that is very operational and in some cases, where the provision of information in this News Brief may breach our obligations under Privacy and other laws. In addition – whilst this News Brief is only sent to Councillors, it is available internally – and is not marked as confidential (when it contains some information that may be deemed to be so).

Desert Yarns

It is Council's desire to improve on this regular newsletter, and feedback from the community is that this newsletter is well read and a useful form of communication from Council to the community. The Desert

Yarns was not issued in the first half of 2022, however a June issue was developed and distributed. The next issue will be issued following this Council meeting.

It is the Interim CEO's view that Council should continue, and in fact, improve this publication with a view to it becoming the trusted and most regular and easily accessible form of dissemination of information from Council (noting Council also coordinates updates from local police, schools and community groups).

A summary of each Council meeting and decisions made in each meeting will be included in future issues. Adequate resourcing for the development of the newsletter is problematic at present however it is intended to resolve this over the coming months as vacant positions are filled and more resourcing is available.

Proposed Council Regular Information Reports Schedule

Report	Author	Frequency	Next Due
CEO report	CEO	Monthly	October
Corporate Services Report Including: Finance; Property; Records management; Customer Service; Corporate Registers; Human Resources; RTI; Environmental health; Town Planning; Building Services; Environmental protection.	Governance and Compliance Manager /Corporate Services Manager	Monthly	October
Infrastructure Report Including: Engineering services (GBA); Works report (Works Coordinator)	Infrastructure Manager	Monthly	October
Tourism Report	A/Tourism Coordinator	Monthly March to October Then January	October
Asset Services Report Including: Housing; Workshop; Town services; Airports	Asset Services Coordinator	Monthly	October
Grants Report	Admin Officer – Records and Planning	Bi-monthly	November
Workplace Health and Safety Report	Safety and Quality Coordinator	Bi-monthly	November

Consultation (Internal/External)

Department of Local Government
Mayor and Councillors
Senior staff

Legal Implications

Nil

Policy Implications

Nil

Strategic Linkages

CP Goal	CP Outcome	CP Strategy	Strategic Risk
Is engaged with its residents.	Effective community engagement.	Develop and improve communications tools including website, community noticeboard, rates newsletter, annual report etc.	

Risk Management Assessment

N/A

Asset Management Plan Implications

Nil

Financial and Resource Implications

All encompassed in current structure.

Attachments:

Nil

A (iv) LGAQ Annual Conference Delegates

Author

Cody Cramer, Executive Assistant

Executive Summary

The LGAQ Annual Conference is being held in Cairns from 17-19 October 2022. Council must determine what delegates are to be nominated to attend.

Recommendation

'That Council nominate the Mayor and Deputy Mayor attend the LGAQ Annual Conference in Cairns from 17-19 October 2022 as Council's voting delegates.'

Background

As a member Council we are entitled to be represented by two voting delegates at the LGAQ Annual Conference. At the Council meeting in May 2016 the attendees to the various conferences was decided:

Minute No. 2016.05.09-OM-12

'That Council approve the following representatives to attend the nominated conferences for this term of Council unless otherwise resolved by Council:

Name of Conference	Attendees
Civic Leaders Summit	Mayor and CEO
National General Assembly	Mayor and CEO
WQLGA Conference	Mayor, 1 x Councillor and CEO
LGAQ Annual Conference	Mayor, 1 x Councillor and CEO
LGAQ/QTC Finance Summit	Mayor, Finance Portfolio Councillor and CEO
Bush Councils Convention (bi annual)	Mayor, 2 x Councillors and CEO

Consultation (Internal/External)

Nil

Corporate and Operational Plan Linkages

Goal	Outcome	Strategy
Is a leader in the region which supports regional co-operation, resource sharing and partnerships.	Council participates in projects which advance regional co-operation and resource sharing	Participate in regional bodies such as RAPAD, OQTA, ORRG, CWRPMG.

Economic Development Plan Linkages

Nil

Legal Implications

Nil

Policy Implications

Nil

Risk Management Assessment

Nil

Financial and Resource Implications

Cost of registration, travel (flights or vehicle), accommodation and meals already contained in the budget.

Attachments:

[LGAQ Annual Conference 2022 Program.pdf](#)

A (v) Review of Council Store Operation Hours

Author

Cody Cramer, Executive Assistant

Executive Summary

Council had previously adopted a resolution setting the hours of operation for the Council store. Since this resolution was adopted, Council's leadership and staffing has changed significantly. Whilst the underlying reasons for this resolution of Council are understood, the determination of the Council Store's opening hours are an inherently operational matter and it is therefore recommended that the CEO determine the operational hours of the Council store.

Recommendation

'That the CEO determine the operational hours of the Council store, ensuring internal service delivery requirements are met, and monitor such for effectiveness'.

Background

At the June 2022 Ordinary Council Meeting, Council adopted the following resolution:

Minute No. 2022.06.20-OM-10

Moved Cr Dare, Seconded Cr Cooms

'That effective immediately, the store's open hours be changed to 6:30am to 3:00pm.'

In the past few months, organisational leadership and the key finance role has changed, and Council has appointed a full time Storeperson. In addition, we have been keeping accurate records of every attendance at the store during the current opening hours of 6.30am to 3.00pm. These attendance records clearly show the times and days that the store is required to be open and will be used to determine store hours moving forward. The store will be open as required to provide effective internal service delivery.

Consultation (Internal/External)

Michelle McFadyen, Interim CEO

Heather Byrne, Acting Finance Coordinator

Miranda Neilson, Storeperson

Store users

Legal Implications

Nil

Policy Implications

Nil

Strategic Linkages

CP Goal	CP Outcome	CP Strategy	Strategic Risk
Is a sustainable and effective organisation.	Best practice Corporate Governance	Support the separation of roles between Council and Management.	

Risk Management Assessment

Nil

Proposed Risk Treatment

Nil

Asset Management Plan Implications

Nil

Financial and Resource Implications

Nil

Attachments:

Nil

A (vi) Request for Support – Bedourie Amateur Race Club Inc

Author

Cody Cramer – Executive Assistant

Executive Summary

This report seeks for Council to ratify the Interim CEO's decision to provide the Bedourie Amateur Race Club with the in-kind support it had requested for the 2022 Bedourie Races.

Recommendation

'That Council ratify the Interim CEO's decision to approve the Bedourie Amateur Race Club's in-kind support request for the 2022 Bedourie Races.'

Background

The 2022 Bedourie Races were held on Saturday, 10 September 2022. As the Bedourie Amateur Race Club did not submit a request for in-kind support until after the Council meeting that was held on the 15th August, the Interim CEO approved the request for in-kind support after contacting Cr Murray and Cr Rowlands to confirm their in-principle agreement to the request. This report seeks to formally approve the Bedourie Amateur Race Club's request for in-kind support. Council has provided in-kind support for the Bedourie Races in previous years, and has provided in-kind support to other community race meets this year, including the Birdsville and Betoota Races.

Consultation (Internal/External)

Bedourie Amateur Race Club Inc
Cr Don Rowlands
Cr Francis Murray
Michelle McFadyen, Interim CEO

Legal Implications

Nil

Policy Implications

Nil

Strategic Linkages

CP Goal	CP Outcome	CP Strategy	Strategic Risk
Where volunteering in the community is a given and community spirit is visible.	Active and well-resourced community groups	Maintain support in accordance with Council's grants to community organisations policy.	

Risk Management Assessment

Nil

Proposed Risk Treatment

Nil

Asset Management Plan Implications

Nil

Financial and Resource Implications

Cost to Council – approximately \$7000, TBC

Attachments:

[Bedourie Amateur Race Club Inc – 2022 Bedourie Races In-Kind Support Request.pdf](#)

A (vii) Council Closedown Dates

Author

Cody Cramer, Executive Assistant

Executive 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 staff will be maintained in each town during the closedown:

Department	Branch	Section	Close Down Commences	Recommencement Date
Executive		All	23 December 2022 3.00pm	3 January 2022
Corporate	Finance and Administration	All office staff	23 December 2022 3.00pm	3 January 2022
Community Sustainability	Tourism	Visitor Centres	23 December 2022 3.00pm	9 January 2022
Community Sustainability	Community Development	Children's Services Facilitators	16 December 2022 5.00pm	9 January 2022
Community Sustainability	Accommodation Services	Birdsville Tourist Park	23 December 2022 5.00pm	3 January 2022
Infrastructure	Management	All office staff	23 December 2022 3.00pm	3 January 2022
Infrastructure	Asset Services	Facilities Maintenance	23 December 2022 3.00pm	9 January 2022
Infrastructure	Asset Services	Workshop	23 December 2022 3.00pm	3 January 2022
Infrastructure	Asset Services	Bedourie & Birdsville Town Services except skeleton staff	23 December 2022 3.00pm	9 January 2022
Infrastructure	Works	Civil Crew	14 December 2022 3.00pm	30 January 2022
Infrastructure	Works	Road Construction and Maintenance Crews	14 December 2022 3.00pm	30 January 2022

Background

Council has traditionally had an annual closedown over the Christmas period due to the climatic conditions and to allow staff to travel away to visit friends/families or do Christmas shopping.

Staff will be required to take annual leave during the closedown period excluding public holidays and requests for additional leave outside of the closedown period will also be considered.

Council Breakup Day and the staff Christmas party will be from midday Wednesday December 14th 2022.

This results in the Bedourie office being closed from 3pm on 23 December reopening on 3 January and Visitor Centres will be closed from 3pm on 23 December, reopening on 9 January. If Council would like to extend or shorten a service closure, this is possible, however the relevant dates needs to be changed accordingly.

There may be a situation where all staff in the work area may wish to travel away from Bedourie in time for Christmas with family resulting in that work area closing earlier than that nominated in the table above. The CEO will determine approvals in these cases.

Consultation (Internal/External)

Council Executive Staff

In accordance with the Award (clause 19.2(a)(i), Council needs to provide staff with at least 90 days notice of its intention to have an annual closedown.

19.2 Annual close down

- (a) *Where an employer closes down its operations or a section or sections thereof for the purposes of allowing annual leave to all or the bulk of the employees in the section or sections concerned, the following provisions shall apply:*
- (i) *by the giving of not less than 90 days' notice the employer may direct all employees in the section or sections concerned to take leave for the duration of the closedown and allow those who are not then qualified for sufficient annual leave to cover the period of the close down to take paid leave on a proportionate basis and to take such accumulated time off/rostered days off as may be available to the employee to apply towards the close down period.*

Policy Implications

Council's HR Policy extract:

3.8 CLOSE DOWN ARRANGEMENTS

3.8.1 Christmas Close Down

- Council will close down all operations from Christmas Day to New Years Day inclusive.
- Council will close down Works operations for an extended period generally from the week prior to Christmas through to the last week in January.
- Council will determine the close down periods for all areas of Council in September of each year and issue a memo to all staff.

Strategic Linkages

Nil

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Economic	Medium	Nil	Medium
Technology	Medium	Nil	Medium
People	Medium	Nil	Medium
Legal and Compliance	Low	This proposal complied with Award requirements	Low
Environmental	Medium	Nil	Medium
Workplace and Public Safety	Low	Nil	Low
Service Delivery	Medium	There is a reduced level of service during this time which is relative to the reduced population in towns during this period	Medium
Political	Medium	Nil – It is accepted practice by locals	Medium
Asset	Medium	Nil	Medium
Reputation	Medium	This reflects prior year closedowns	Medium

Proposed Risk Treatment

N/A

Asset Management Plan Implications

N/A

Financial and Resource Implications

Nil

Attachments:

Nil

A (viii) Betoota Town Common Boundary Fence Replacement

Author

Trevor Stewart, Infrastructure Manager

Executive Summary

Arrabury Pastoral Company is seeking Council permission to replace a section of common boundary fence at Betoota.

Recommendation

'That Council grants permission to Arrabury Pastoral Company to replace the section of the Betoota common fence as showed in the attached plan at no cost to Council'

Background

Arrabury Pastoral Company has contacted Council to replace an old section of common boundary fence at Betoota. The old fence is in need of repairs and not suitable to contain stock.

Arrabury have indicated in their letter that heritage clearances have already been completed and permission has been granted for any earthworks to occur in relation to replacing this section of boundary fence.

Consultation (Internal/External)

Leon Love, Previous CEO
Trent Millership, Arrabury Pastoral Company

Legal Implications

Cultural Heritage Clearance is required but has already been completed.

Policy Implications

Nil

Strategic Linkages

Nil

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	nil	low
Economic	Medium	nil	low
Technology	Medium	nil	low
People	Medium	nil	low
Legal and Compliance	Low	nil	low
Environmental	Medium	nil	low
Workplace and Public Safety	Low	nil	low
Service Delivery	Medium	nil	low
Political	Medium	nil	low

Asset	Medium	New share fence line	low
Reputation	Medium	nil	low

Proposed Risk Treatment

Nil

Asset Management Plan Implications

The new assets will need to be added to the asset register.

Financial and Resource Implications

Nil

Attachments:

[Arrabury Pastoral Company – Letter Regarding Boundary Fence.pdf](#)

[Betoota Boundary Fence Proposal Design.pdf](#)

A (ix) Contract – Bedourie Office and Birdsville Town Hall Assessment Modification

Author

Michelle McFadyen, Interim Chief Executive Officer

Executive Summary

At the August Council Meeting, the tender for the Development of Concept Architectural Plans for Birdsville Town Hall and the Bedourie Office was awarded to Mode Design Corp. Pty Ltd. This report seeks a modification to the scope of the contract with Mode Design Corp Pty Ltd.

Recommendation

'That Council endorse a modification to the scope of the contract with Mode Design Corp Pty Ltd to include a further option for the Birdsville Hall – that being – Concept Architectural Plans for renovation and renewal of the existing Birdsville Hall'

Background

At the August Council meeting, the following resolution was adopted:

Minute No. 2022.08.15-OM-14

Moved by Cr Cooms and Seconded by Cr Murray

'That the Development of Concept Architectural Plans for Birdsville Town hall and Bedourie Office be awarded to Mode Design Corp. Pty Ltd'

The scope of this tender included the development of architectural plans for a new Birdsville Town Hall. The Interim CEO has consulted with various stakeholders, both internal and external, regarding this and has concluded that it would be appropriate to also have designed plans and pricing for the potential renovation and renewal of the existing Birdsville Hall.

Given the current market for new buildings and the existing hall location and condition, this may present a more reasonable and affordable option for Council and the community. In addition, consultation with key stakeholders indicates this may be a preferred option.

To this end, if Council would like to investigate this option for renovation, it is recommended that the scope of the tender awarded to Mode Design Corp. Pty Ltd be modified to reflect this.

Consultation (Internal/External)

Council Staff & Stuart Bourne, GBA

Birdsville stakeholders

Mead Perry Group (relative to Community Engagement for the Corporate Plan)

Legal Implications

Nil

Policy Implications

Nil

Strategic Linkages

CP Goal	CP Outcome	CP Strategy	Strategic Risk
Our Infrastructure – Is constructed and maintained in a sustainable manner which meets community needs.	- Well maintained community assets with additional facilities as appropriate for the communities.	- Seek funding assistance for and undertake and development of new facilities in line with the prioritised program as finance allows.	

Our Economy - Is led by Council and the business community, together growing and diversifying business and industry opportunities.	-Town Planning scheme which will meet community needs and growth into the future.	- Applications are assessed in accordance with the scheme and legislation.	
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Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Changes to scope will result in additional costs	Medium
Economic	Medium	Nil	
Technology	Medium	Nil	
People	Medium	Nil	
Legal and Compliance	Low	Nil	
Environmental	Medium	Nil	
Workplace and Public Safety	Low	Nil	
Service Delivery	Medium	Nil	
Political	Medium	Identifying the stakeholders to ensure appropriate feedback will be critical	Medium
Asset	Medium	Nil	
Reputation	Medium	Nil	

Proposed Risk Treatment

Carefully consider changes to scope particularly late in the design process to avoid rework and additional costs.

Asset Management Plan Implications

Nil

Financial and Resource Implications

The accepted tendered price was \$37,500 x GST. Any change to the scope of the tender may affect the price however given one of the options for the Birdsville Hall in the original scope (i.e. demolishing and rebuilding on site and taking some land from the private block next door) is no longer feasible, it is not expected that there would be a significant change in the price.

Attachments:

Nil

A (x) Trustee Lease – Bedourie Golf and Leisure Club

Author

Ron Fenner, Governance and Compliance Manager

Executive Summary

Bedourie Golf and Leisure Club requested some type of tenure over the Bedourie Golf Course in August of this year.

In order to achieve this, work has been done on developing a Trustee lease over the land with Council.

Recommendation

'That Council authorise the Interim CEO to sign the attached Trustee Lease negotiated with the Bedourie Golf and Leisure Club and forward to Department of Natural Resources for lodgment and registration.'

Background

At the August Ordinary Meeting, Council adopted the following resolution:

Minute No. 2022.08.15-OM-8

Moved by Cr Rowlands and Seconded by Cr Cooms

'That Council:

- Accept the surrender of dealing 717083198 over the Bedourie Golf Course by Desert Rivers Development Board; and*
- Authorise the Interim CEO to enter into negotiations for a new trustee lease with Bedourie Golf and Leisure Club over the Bedourie Golf Course and Clubhouse.'*

A draft Trustee lease has been created over the land and is attached to this report.

This lease complies with the requirements of the Queensland Land Regulation 2020.

Consultation (Internal/External)

Trevor Stewart, Bedourie Golf and Leisure Club President
Greg Swan, Department of Natural Resources Longreach
Preston Law

Legal Implications

Queensland Land Act and Regulation 2020

Policy Implications

Nil

Strategic Linkages

CP Goal	CP Outcome	CP Strategy	Strategic Risk
Has quality sporting facilities with high participation rates	Well maintained sporting facilities which meet community needs with additional facilities as appropriate for the communities	Sporting clubs develop plans for the development of their sites.	Council incurs Whole of Life financial costs to maintain upgraded facilities

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
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Financial	Low	Incurs financial costs to maintain upgraded facilities including clubhouse	
Economic	Medium		
Technology	Medium		
People	Medium	Council maintains public access to reserve land	
Legal and Compliance	Low	Council has an obligation as Trustee of Public Land such as that in question here, to manage that land in accordance with the Queensland Land Act and Regulation	
Environmental	Medium	Council also has an obligation under state legislation to manage that land in accordance with the relevant Department of Environment legislation	
Workplace and Public Safety	Low		
Service Delivery	Medium		
Political	Medium		
Asset	Medium		
Reputation	Medium		

Proposed Risk Treatment

Nil

Asset Management Plan Implications

Council will be taking control of another building asset in the Golf Club Clubhouse.

Financial and Resource Implications

Minor Survey, Lease preparation and lodgment costs

Attachments:

[Draft Trustee Lease - Bedourie Sport and Leisure Club.pdf](#)

A (xi) Revised Policies for Adoption

Author

Ron Fenner, Governance and Compliance Manager

Executive Summary

The following policies have been reviewed and updated in line with the schedule for reviewing Council policies.

Recommendation

'That Council adopt the following amended policies as presented:

- 1. Risk Management Policy;**
- 2. Recruitment and Selection Policy; and**
- 3. Administrative Action and Human Rights Complaints Policy.'**

Background

Risk Management Policy and Framework

These are to be reviewed every year. No changes have been suggested. However, in line with the Risk Framework the risk registers need to be reviewed with Council and the management team in light of the new Corporate Plan which has been adopted and any other impacts on risk ratings and assessments during the last year. It is suggested that a workshop with the management team and Council once the new management team is in place is organised.

Recruitment and Selection Policy

There has been another clause inserted into 3.4 covering the requirement to disclose the prospective employees' vaccination status for COVID 19. Which brings the policy into line with the COVID-19 Vaccination Organizational Policy adopted earlier in the year. The numbering has also been corrected in this section. The references to the old policies referred to in 1.3 have also been deleted.

Complaints Management Process - Administrative Action and Human Rights Complaints Policy

No amendments have been included with this document other than the version control. The policy is up to date and covers everything required.

Consultation (Internal/External)

Nil

Legal Implications

Nil

Policy Implications

Update of Policy Register will be required once passed by Council resolution.

Strategic Linkages

CP Goal	CP Outcome	CP Strategy	Strategic Risk
Is a sustainable and effective Organization	Effective knowledge systems and policies in place.		
	Best Practice Corporate Governance	Maintain high standards of ethical conduct	

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
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Financial	Low		
Economic	Medium		
Technology	Medium		
People	Medium		
Legal and Compliance	Low	Compliance with Public Sector Ethics Act	
Environmental	Medium		
Workplace and Public Safety	Low		
Service Delivery	Medium		
Political	Medium	Positive Council Profile	
Asset	Medium		
Reputation	Medium	Council and Executive best Practice	

Proposed Risk Treatment

See Council Operational Risk Registers

Asset Management Plan Implications

Nil

Financial and Resource Implications

Nil

Attachments:

[Risk Management Policy.pdf](#)

[Recruitment and Selection Policy.pdf](#)

[Complaints Management Process - Administrative Action and Human Rights Complaints Policy.pdf](#)

A (xii) Confidential – Appointment of Continuing Interim Chief Executive Officer

Author

Michelle McFadyen, Interim Chief Executive Officer

Executive Summary

Council appointed an Interim CEO in Michelle McFadyen at their July 2022 meeting for the period 8 August to 14 October 2022. The recruitment process for the permanent CEO, whilst underway, will not be at a stage where a permanent CEO would likely be in place before January 2023. In that light, Council is required to appoint a qualified person to be acting Chief Executive Officer from 14 October 2022 until the permanent CEO commences.

Recommendation

'That Council consider the report.'

LATE ITEMS

Nil.

COUNCILLORS BUSINESS