



UNCONFIRMED MINUTES

**GENERAL MEETING OF
BARCOO SHIRE COUNCIL
HELD WEDNESDAY
18 JUNE 2014
COMMUNITY CENTRE
WINDORAH**

BARCOO SHIRE COUNCIL
UNCONFIRMED MINUTES OF THE GENERAL MEETING
HELD COMMUNITY CENTRE, WINDORAH
ON WEDNESDAY 18 JUNE 2014
COMMENCING AT 9.35 AM

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FINANCE

- Finance Officer’s Report.
- Revenue & Expenditure report, Income Statements, Balance Sheet & Investment Report.

POLICIES/PROCEDURES/HUMAN RESOURCES

- Public Interest Disclosure Procedure.
- Purchase of Human Resources Modules & Practical Plus Excel Wizard Reporting.

COMMUNITY AND DEVELOPMENT

- Community, Cultural & Tourism Supervisor’s Report.

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HELD COMMUNITY CENTRE, WINDORAH
ON WEDNESDAY 18 JUNE 2014
COMMENCING AT 9.35 AM

1. OPENING

The Mayor welcomed all in attendance and opened the meeting at 9.35 am.

2. ATTENDANCE

ATTENDANCE

Cr Julie Groves, Mayor (Via Teleconference)
Cr Michael Pratt, Deputy Mayor
Cr Ian Groves (Via teleconference)
Cr Craig Lasker
Cr Peter Batt

OFFICER'S PRESENT

Mr Bob O'Brien, Chief Executive Officer
Mr Ian Kuhn, Manager Corporate Services/Deputy CEO
Ms Sue McConachy, Executive Assistant

3. APOLOGIES

Nil

4. CONDOLENCES & BIRTHS

Condolences go to the families of Mrs Elizabeth Greer.

5. DECLARATION OF INTEREST

Nil

6. CONSIDERATION OF NOTICE OF MOTION

Nil

7. CONFIRMATION OF MEETING MINUTES

Resolution No.: 2014.06.01

That the Minutes of the General Meeting held Thursday 29 May 2014 at the Council Chambers, Jundah be confirmed.

MOVED: Cr Batt

SECONDED: Cr Pratt

CARRIED 5/0

8. BUSINESS ARISING FROM PREVIOUS MINUTES

Discussion was held regarding the idea of placing 'Member's Business' items into the front of the agenda.

It was decided to continue with the procedure Council has been following. Deputy Mayor Cr Pratt then asked if he could email a list of issues he has raised in previous meetings to the Mayor and CEO.

9. CONSIDERATION OF EXECUTIVE REPORTS

MAYOR'S REPORT

Resolution No.: 2014.06.02

That Council accepts the Mayor's Report and endorses the Mayor's attendances at the following events and meetings.

MOVED: Cr Lasker

SECONDED: Cr Batt

CARRIED: 5/0

01 Events Attended

June

- 03 Regional Managers Co-ordination Network – Longreach
- 04 Local Disaster Management Group meeting – Jundah
- 04 Local Disaster Management Group meeting + Training – Jundah
- 11 QDog Meeting with Minister McVeigh

02 Teleconferences

May

- 30 RAPAD
- 30 Central West Pest Management Group
- 30 Outback Regional Water Group

June

- 06 RAPAD
- 06 Central West Pest Management Group
- 06 RAPAD – Tourism Development Project with Diamantina and Boulia
- 11 Central West Pest Management Group

June

- 24 Broadband for Seniors training - Stonehenge
- 25 Outback Regional Water Group – Dinner Longreach
- 26 Outback Regional Water Group meeting – Longreach
- 26 RAPAD/OQTA Dinner - Longreach

July

- 10 Fire Management Meeting – Longreach

CHIEF EXECUTIVE OFFICER’S REPORT**General Issues and Future Developments****Upcoming Events**

- 25th & 26th June - Outback Regional Water Group Meetings & Minister McArdle Visit
- 27th June - End of Financial Year
- 29th June - Fiona O’Loughlin Drought Event Jundah

ATTENDANCE

Cr I Groves left the teleconference at 10.25 am.

ATTENDANCE

Cr I Groves re-joined the teleconference at 10.28 am.

Water Alliance Cost Sharing

Resolution No.: 2014.06.03

That Council endorses an equivalent cost sharing option for the Regional Water Alliance to move forward.

MOVED: Cr I Groves

SECONDED: Cr Lasker

CARRIED: 5/0

MWH – Phase 1 and 2 Reports Jericho-Windorah Road

Council has received the initial **Phase 1 Report** regarding the Jericho-Windorah road and are committed to authorising the next stage, **Phase 2**. This report will be a detailed business case on the road and aid and help Council to apply for funding in the future and give the Councils the documentation to lobby for the “Maining” of the Council road sections. The cost of the report is quoted at \$54,565 to be split 3 ways. Council will need to budget approximately \$18,200.

Resolution No.: 2014.06.04

That Council authorise the purchase of the MWH Report for its share of \$18,200.

MOVED: Cr I Groves

SECONDED: Cr Batt

CARRIED: 5/0

Resolution No.: 2014.06.05

That Council accepts the Chief Executive Officer's report.

MOVED: Cr Pratt

SECONDED: Cr I Groves

CARRIED: 5/0

ADJOURNMENT

The meeting adjourned for morning tea at 10.40 am.

RESUMPTION

The meeting resumed, time being 11.07 am.

ATTENDANCE

Sarah Uhrhane Finance Officer, Rural Lands Officer Peter Pidgeon, Strategic Works Officer Steve Sigler and Operational Works Officer Bill Pitman joined the meeting at 11.07 am.

10. CONSIDERATION OF WORKS AND SERVICES REPORTS

STRATEGIC WORKS MANAGER'S REPORT

OPERATIONAL WORKS MANAGER'S REPORT

ATTENDANCE

Cr Lasker left the meeting at 11.33 am.

ATTENDANCE

Cr Lasker returned to the meeting at 11.35 am.

WORKPLACE HEALTH & SAFETY ADVISOR'S REPORT

Resolution No.: 2014.06.06

That Council accept the reports from the Strategic Works Manager, Operational Works Manager and Workplace Health & Safety Advisor.

MOVED: Cr Pratt

SECONDED: Cr I Groves

CARRIED: 5/0

11. CONSIDERATION OF RURAL LANDS OFFICER'S REPORT

RURAL LANDS OFFICER'S REPORT

Correspondence – Mr John & Bradley McCallum

Application applying for a twenty four (24) month extension to the present exemption Mr McCallum has for the keeping of goats on Lots 501 & 506 on Plan J2741 Parish Jundah.

Resolution No.: 2014.06.07

Council resolved that Mr McCallum not be granted permission to keep any more than the allocated 8 animals as permitted under Local Law No.2 (Animal Management) and Subordinate Local Law No.2 (Animal Management, until such time that an adequate shade shelter is provided and installed, in order to ensure that the animals are comfortably kept. Further to the keeping of the 8 head that it be permitted that only one animal be male and entire. And furthermore that Mr McCallum is directed to formally apologise to Ms Nicole Restelli, Bio Security Officer for his verbal abuse of a government employee who was visiting in support of his activities.

MOVED: Cr Pratt

SECONDED: Cr I Groves

CARRIED: 5/0

Correspondence - Mr Malvin Dales

Expressing his interest in agisting the Bottom Six Mile.

Resolution No.: 2014.06.08

That Council not approve the agistment of the Bottom Six Mile.

MOVED: Cr Pratt

SECONDED: Cr I Groves

CARRIED: 5/0

Correspondence – Mrs Jill Fitzgerald

Seeking approval to agist cattle on the Top Six Mile.

Resolution No.: 2014.06.09

That Council approve the agistment of eighty (80) head of cattle, for a period of three (3) months, to be reviewed in a further six (6) months.

MOVED: Cr Pratt

SECONDED: Cr I Groves

CARRIED: 5/0

Agistment Mr D Dolgner

Rural Lands Officer was requested to advise Mr Dolgner to move his cattle from the Top Six Mile onto the Town Common.

Agistment

- Denise Henney - 20 x head of cattle (Approved)
- Tony Geiger – 20 x head of cattle (Approved)
- Geoffrey Seawright – 20 x head of cattle (Approved)

Resolution No.: 2014.06.10

That Council approve the above agistment applications.

MOVED: Cr I Groves

SECONDED: Cr Batt

CARRIED: 5/0

Resolution No.: 2014.06.11

That Council accepts the report from the Rural Lands Officer.

MOVED: Cr Batt

SECONDED: Cr Pratt

CARRIED: 5/0

Noxious Weed Spraying

Discussion was held regarding a 'generic letter' to go out to all landholders in the near future.

CEO to word a 'motion' for the next Council meeting in relation to Council's future policy on how Council can control noxious weeds on properties. This policy can then be included into the Pest Management Plan.

Central Queensland Regional Wild Dog Exclusion Fence

Deputy Mayor Cr Pratt advised Council of the press release from Mr Robbie Chandler and the interview on the ABC, regarding community consultation for the concept of a CQ Regional Wild Dog Exclusion Fence.

A lengthy, in-depth discussion was held and it was decided Deputy Mayor Cr Pratt draft a resolution during the break for lunch for Council to consider.

ATTENDANCE

Strategic Works Manager Steve Sigler, Operational Works Manager Bill Pitman and Rural Lands Officer Peter Pidgeon left the meeting at 1.15 pm.

ADJOURNMENT

The meeting adjourned for lunch at 1.15 pm.

RESUMPTION

The meeting resumed, time being 2.17 pm.

DECLARATION OF INTEREST

Deputy Mayor Cr Pratt and Cr Batt declared an interest in the CQ Regional Wild Dog Exclusion Fence due to being sheep farmers.

Resolution No: 2014.06.12

That Barcoo Shire supports the concept of a Central Queensland Regional Wild Dog Exclusion Fence to protect the mixed grazing areas and the future economic and social wellbeing of the region. Furthermore

offer in-kind support and help to the steering committee in rolling out the July community consultation meetings within the Barcoo Shire.

MOVED: Cr Pratt

SECONDED: Cr Batt

CARRIED 4/1

12. DEPUTATION – MR PETER O’REGAN

Mr Peter O’Regan from Peter O’Regan & Partners attended the meeting at 2.25 pm.

Audit Committee Terms of Reference, along with the **Local Government Act 2009** were tabled by Mr O’Regan and an extensive discussion was held regarding the following:

AUDIT COMMITTEE MEMBERS

Committee Purpose

This document establishes the authority and responsibilities conferred on the Audit Committee by the Barcoo Shire Council and explain the role of the Audit Committee within the Council. The Audit Committee's purpose is to provide Council with specialist high level assistance, advice and oversight with respect to matters of financial reporting, corporate governance, risk and control, internal and external audit functions.

Authority

The Audit Committee will have the right to recommend that independent professional advice be sought when considered necessary and have the power to obtain information from management and to consult directly with auditors. Requests to seek independent professional advice and obtain information from management should be directed through the CEO. The Audit Committee will have the right to question and seek attendance at committee meetings of any staff. Any requests should be directed through the CEO.

Council is to ensure the adequacy of resources and funding is sufficient to allow the Audit Committee to carry out its role.

COMPOSITION AND TENURE

The Committee will consist of

- Voting Members – appointed for the term of Council:
 - (a) Two Councillors one of whom includes the Mayor, with the other two being considered by Council to have the necessary qualification or interest in serving on the Committee, and,
 - (b) One external person independent of Council, who shall have skills and experience in financial matters.
- Non-Voting Attendees (Chief Executive Officer).
- Non-Voting Invitees (External Auditors, Council Officers by invitation)

Administrative Arrangements

- Meetings – the committee shall meet at least two times a year (based on a financial year) or as determined by the Chair.
- Quorum - shall consist of two voting members.
- Secretariat - shall be provided by CEO and otherwise assisted by Internal Audit.
- Conflicts of Interest - shall be managed in accordance with the Local Government Act.
- Review of Terms of Reference - periodically as determined to be necessary.

- Remuneration of external members – will be at the discretions of the Chief Executive Officer.

Responsibilities

The functions and responsibilities of the Audit Committee shall include oversight in relation to—

- **Corporate Governance, Compliance, Risk Management and Control Framework:**
- Monitor the effectiveness of the risk management and internal control framework, management policies and key governance processes – including Asset Management and IT governance.
- Review reports on the activities and investigations of any significant Fraud Prevention and Security related matters.

Additionally, the committee must review at each meeting:

- (i) The local government's organisational structure and its systems and procedures for carrying out its functions under the Act;
- (ii) The risks to which the local government's operations are exposed;
- (iii) The internal control measures adopted by the local government for managing the risks mentioned above;
- (iv) Any report prepared by the auditor-general under section 530 of the Act during the financial year within which the meeting is held;
- (v) Any internal audit reports prepared under the function during the financial year within which the meeting is held.

And, must give the local government, as soon as practicable after a review is conducted, a written report stating any recommendations the committee has about the matters reviewed.

- Review any other matter (e.g.: business or legal risks or legal actions) referred to it by the Chief Executive Officer.
- The Audit Committee will self-assess annually.
 - **Financial Statements:**
 - Review and consider the financial statements, ratios and other relevant financial reports or Council.
 - Monitor whether the timeliness of preparation of the annual financial statements is appropriate.
 - Monitor and consider management's compliance with statutory requirements.
 - Review the scope, approach, reports and activities of proposed audit coverage.
 - **Internal and External Audit:**
 - Review and monitor whether the audit process is effective.
 - Ensure the objectivity and independence of the audit functions.
 - Monitor and review audit plans, reports and activities.
 - Ensure auditors receive the cooperation of all levels of management.
 - Review and consider differences of opinion between audit and management.
 - Monitor management's implementation of auditor's recommendations.
 - Ensure there are no restrictions placed on the audit function by management.
 - Facilitate the effective cooperation and coordination between external and internal audit.

Mr O'Regan advised Council that it was important to decide by the 31 July 2014 on how many committee members Council are going to have, along with which Councillors. He also outlined that it was not a paid position.

ATTENDANCE

Mr Peter O'Regan left the meeting at 3.09 pm.

ATTENDANCE

Shire Engineer Mr Greg Clark attended the meeting at 3.09 pm.

13. CONSIDERATION OF CORPORATE SERVICES REPORTS

Resolution No: 2014.06.13

That Council receive the following Financial Statements pursuant to and in accordance with Section 204 of the Local Government Regulation 2012 for the period ending 30 June 2014.

MOVED: Cr Lasker

SECONDED: Cr I Groves

CARRIED 5/0

PUBLIC INTEREST PROCEDURE (PID) ON WEBSITE

A recent review of Council's website by the staff of the Office of the Queensland Ombudsman could not locate the required *Public Interest Disclosure* (PID) procedure documents.

Therefore Manager of Corporate Services/Deputy CEO Mr Ian Kuhn submitted a draft *Public Interest Procedure* (PID) document into the agenda for Council's endorsement.

Resolution No.: 2014.06.14

That Council adopt the Public Interest Procedure (PID) and progress with the downloading onto Council's website.

MOVED: Cr Pratt

SECONDED: Cr Lasker

CARRIED 5/0

CIVICA QUOTATION IMPLEMENTATION OF HUMAN RESOURCES MODULES & INSTALLATION OF PRACTICAL EXCEL WIZARD FUNCTIONS

Manager of Corporate Services/Deputy CEO Mr Ian Kuhn attended Practical Plus group training in Longreach. The focus of the training was generally on the finance area of PCS – included Stores, Human Resources, General Ledger, Finance Reporting, GST/BAS and Excel Reporting.

As well as providing a sound networking arrangement with other Council financial staff from Longreach, Boulia, Diamantina, Cloncurry, Woorabinda and Aurukun, Council believes it would benefit from implementing the Human Resources module and installing the Practical Plus Excel Wizard function.

The HR Module would assist in maintaining the organisational structure, training and qualifications and various staff reports including sick leave frequencies.

The Excel Wizard has the capacity to generate pivot table reports in an instant – can be set up for the various finance reports, staffing reports, costings etc.

Civica has provided a quotation for the installations, set up, training and licences for the amount of \$10,860 (inc GST).

Resolution No.: 2014.06.15

That Council accept the quotation from Civica for the installations, set up, training and licences for the amount of \$10,860 (inc GST) for the implementation of the Human Resources Modules and Practical Plus Excel Wizard Reporting.

MOVED: Cr I Groves

SECONDED: Cr Batt

CARRIED 5/0

COMMUNITY, CULTURAL & TOURISM SUPERVISOR'S REPORT

Resolution No.: 2014.06.16

That Council accept the report from the Community, Cultural & Tourism Supervisor.

MOVED: Cr Batt

SECONDED: Cr Pratt

CARRIED: 5/0

ENGINEER'S VERBAL REPORT

Engineer Mr Greg Clark outlined issues pertaining to the status report from the *Water Alliance Group*.
(CEO to circulate out to Councillors)

14. MEMBERS BUSINESS

Mayor J Groves

Nil

Councillor Michael Pratt, Deputy Mayor

- Cr Pratt presented a 'brochure' exhibiting tourist information and maps, pertaining to another Council and suggested it would be a good template to use for any future brochures for Barcoo Shire.

Mayor Groves advised that the Community, Cultural & Tourism Supervisor has already ordered similar for our Council.

- Discussion was held relating to the 'latest touch screens' which displayed local tourist attractions, future events, district history etc.
- CEO to forward onto Councillors the WQLGA motions passed at the conference in Tambo.

Councillor Peter Batt

Nil

Councillor Ian Groves

Nil

Councillor Craig Laker

Nil

15. FURTHER BUSINESS

SHIRE VALUATIONS

CEO advised of an average 19% decrease in valuations; however it is proposed that the Budget rates increase will average 3%. Certain areas will be declining, whereas some areas are increasing.

BARCOO SHIRE COUNCIL – CAPITAL WORKS PROGRAM

CEO outlined the *Capital Works Program* tabled at the meeting.

TIME FRAMES & SCHEDULED MEETINGS

- Have Budget documents out by the 7th July 2014.
- Discuss the Budget documents at the General meeting on the 16th July 2014.
- Budget meeting to pass resolutions on the 23rd July 2014.

16. CONCLUSION

There being no further business the Mayor declared the meeting closed at 4.48 pm.

These minutes were confirmed by Council at the General meeting held on **Wednesday 16 July, 2014.**

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MAYOR

...../...../.....

DATE