



**MINUTES OF THE GENERAL MEETING OF
BLACKALL-TAMBO REGIONAL COUNCIL
HELD AT THE TAMBO COUNCIL CHAMBERS
ON WEDNESDAY 15 JUNE 2016
COMMENCING AT 8.35 AM**

PRESENT:

Mayor: Cr AL Martin

MEMBERS:

Councillors: Cr PJ Heumiller, Cr BD Holdcroft, Cr GW Jarvis, Cr BP Johnstone, Cr PJ Pullos, Cr LP Russell

OFFICERS:

Mr Ken Timms, Chief Executive Officer, Mr Murray Hilton, Interim Chief Executive Officer, Mrs Donna Richardson, Relief Minute Clerk

ATTENDANCE:

CONDOLENCES:

A minute's silence was observed to mark the passing of:

- Lenore Richardson
- David Leslie McBride
- Arlo Blake Carolan
- Elaine Harriett Atkinson
- Lyle Nation (formerly of Tambo)
- Jeanette Ann Martin

DECLARATIONS OF INTEREST:

Cr PJ Pullos declared a perceived conflict of interest in item 14/06A/16, as the Councillor is the Secretary/treasurer of the Tambo Campdraft and Rodeo Association Inc. and left the Meeting during discussions thereon.

Cr BP Johnstone declared a perceived conflict of interest in item 19/06A/16, as the Councillor works for the business that is expressing the interest and left the Meeting during discussions thereon.

Cr AL Martin declared a perceived conflict of interest in item 25/06A/16 and 26/06A/16, as the Councillors' wife is the Vice President of the Tambo Arts Council Inc. and left the Meeting during discussions thereon.

Cr LP Russell declared a material personal interest in item 27/06A/16, as the Councillor is currently a lessee of Term Lease 209048 described as Lot 20 on Plan TB208 over Reserve for Camping R.109 Tambo and left the Meeting during discussions thereon.

CONFIRMATION OF MINUTES:

MOTION: Moved: Cr LP Russell

Seconded: Cr GW Jarvis

“That the Minutes of the General Meeting held on 10 May 2016 and the Special Meeting held on 24 May, 2016 be received for consideration.”

Minute No. 01.1/06A/16

CEO to action

Carried

Purchase of Sales Permit 201304400 from Millmerran Timbers Pty Ltd to provide Cypress Sawlog supply for the Tambo Sawmill.

MOTION: Moved: Cr LP Russell

Seconded: Cr PJ Pullos

“That Minute No. 16/05A/16, on page 8 of the minutes of the General Meeting held on 10th May, 2016, be amended to read -

That Council seeks to obtain an option to purchase Sales Permit 201304400 from Millmerran Timers Pty Ltd to provide Cypress sawlog supply for the Tambo Sawmill, the option valid until the end of July, 2016 and provides a refundable \$50,000 deposit that is deductible from the final purchase price of \$225,000. The condition of contract of sale is subject to securing a suitable lessee.”

Minute No. 01.2/06A/16

CEO to action

Carried

MOTION: Moved: Cr PJ Heumiller

Seconded: Cr GW Jarvis

“That, subject to the foregoing amendment, the Minutes of the General Meeting held on 10 May 2016 and the Special Meeting held on 24 May, 2016 be confirmed and the Mayor be empowered to sign same.”

Minute No. 01.3/06A/16

CEO to action

Carried

COUNCILLOR PORTFOLIOS:

The Councillors discussed their Portfolio Reports, which are attached to these Minutes (Attachment A).

BUSINESS ARISING:

No actions raised

- Internal and external emails

2016 Halloween Community Event

The Customer Service Team requested Council support to hold a community event for Halloween on Saturday 29th October 2016 in both Blackall and Tambo.

MOTION: **Moved: Cr PJ Pullos**

Seconded: Cr GW Jarvis

“That Council continues to support the annual Halloween Trick or Treat event for the youth of Blackall and Tambo”

Minute No. 04/06A/16

MCS to action

Carried

ATTENDANCE:

Mr Vince Stephens, Environmental Health Officer entered the Meeting at 9.39am

Upgrade of the Tambo Shire Hall Bar Area and Facilities

The bar area and facilities are scheduled for redesign and upgrading this financial year so that these facilities are modernised, made easier to work, secure and lockable to protect stored product and allow for the service of drinks more quickly.

MOTION: **Moved: Cr LP Russell**

Seconded: Cr PJ Pullos

“That, during the budget deliberations for the 2016/2017 financial year, Council consider increasing the allocation for the redesign and upgrade of the Bar area and facilities at the Tambo Shire Hall from \$35,000 to \$45,000. The works include: -

- enlarging the bar area by removing the internal wall between the bar and store room;
- upgrading the servery bar, storage cupboards and drawers;
- installation of a cold room;
- fitting a double bowl sink and glasswasher;
- making the bar area lockable; and
- finishing the floor coverings and wall colour to match the upgrade to the kitchen.”

Minute No. 05/06A/16

MCS to action

Carried

ADJOURNMENT:

The Meeting adjourned for morning tea at 9.55am and resumed at 10.22am

Preparation and Sale of Food from Domestic Kitchens

During the past year Council had issued Food Business Licences to persons operating from domestic kitchens for the preparation of food and the sale of the food at special events, namely, Barcoo River Bash, Shockwave, Easter or Christmas Fetes, Heartland Festival etc. The type of food prepared and sold is Asian Style Food.

Under the *Food Act 2006*, certain food businesses are required to hold a licence and some high risk food businesses may be required to have an accredited food safety program. A food business is any activity involving the sale of food or the handling of food intended for sale. If the handling of food occurs at a domestic premise, there are a number of special considerations involving approval and food safety which need to be considered.

MOTION: **Moved: Cr PJ Pullos**

Seconded: Cr BP Johnstone

“That Council determine the preparation and sale of food from domestic kitchens will be permitted only during special events such as Barcoo River Bash, Shockwave, Easter or Christmas Fetes, and Heartland Festival.”

Minute No. 06/06A/16

MCS to action

Carried

The Progression of the Waste Management Strategy - Stage 3 at the Blackall Refuse Tip

At the General Meeting in December 2012, Council accepted the draft Waste Management Strategy with the request for a plan to implement the Waste Management Strategy Option 1 for the upgrade of the Blackall Refuse.

As this was a long term vision for the waste facility, Council decided to stage the development over a number of years as follows: -

Stage 1

- Designated tipping area
- Security fence
- Construction of tyre wall cells for green waste, mulch, tyres and scrap metal

Stage 2

- Relocation of incinerators
- Clean up and close old green waste, scrap metal and tyre tipping areas
- Construction of the all-weather access road
- Installation of the white tyre guides along the entrance road
- The purchase of a new waste collection vehicle
- Redesign of the waste collection routes in Blackall and Tambo

Stage 3

- Erection of storage shed
- Development and implementation of waste education program for residents

- Collaboration with Longreach and Barcaldine Councils for a joint recycling program

Stage 4

- Appoint a tip caretaker

MOTION: Moved: Cr PJ Pullos

Seconded: Cr LP Russell

“That this matter be deferred so that the Environmental Health Officer can provide further information regarding the staging of the Waste Management Strategy at a future meeting.”

Minute No. 07/06A/16

MCS to action

Carried

ATTENDANCE:

Mr Vince Stephens, Environmental Health Officer left the Meeting at 11.05am

Leasing of Racecourse Paddock Blackall

MOTION: Moved: Cr LP Russell

Seconded: Cr PJ Heumiller

“That Council advertise for the minimum legal period, for expressions of interest for the agistment of the Blackall Racecourse Paddock on a month to month basis; such tenancy to conform with Council Policy for such tenancies.”

Minute No. 08/06A/16

MCS to action

Carried

Resolution Repealed – General Meeting 20th July 2016 Minute No. 26/07B/16

Blackall Fitness Centre

MOTION: Moved: Cr BP Johnstone

Seconded: Cr GW Jarvis

~~“That Council locate the Blackall Fitness Centre in the Memorial Hall in Blackall and provide public advice regarding this decision in the Regional Roundup.”~~

Minute No. 09/06A/16

MCS to action

Carried

Resolution Repealed – General Meeting 20th July 2016 Minute No. 26/07B/16

ATTENDANCE:

Mrs Susan Jarvis, Manager of Corporate Services left the Meeting at 11.16am

ATTENDANCE:

Cr BD Holdcroft left the Meeting at 11.16am and returned at 11:18am.

ATTENDANCE:

Cr BP Johnstone left the Meeting at 11.18am

The Manager of Works' Report for May 2016 was presented

MOTION: Moved: Cr PJ Pullos Seconded: Cr GW Jarvis

"That the Manager of Works' Report be received for consideration."

Minute No. 10/06A/16 **MOW to action** **Carried**

Business items discussed from the Manager of Works Report included:

- No Items were discussed

ATTENDANCE:

Mr Shalveen Dayal, Acting Manager of Finance entered the Meeting at 11.20am via video link.

ATTENDANCE:

Cr BP Johnstone returned to the Meeting at 11.23am

The Financial Statements as at 31 May 2016 were presented

MOTION: Moved: Cr PJ Heumiller Seconded: Cr BD Holdcroft

"That the Financial Statements as at 31 May 2016 be received for consideration."

Minute No. 11/06A/16 **A/MF to action** **Carried**

Business items discussed from the Financial Statements included:

- Depreciation on Council buildings

ATTENDANCE:

Mr Shalveen Dayal, Acting Manager of Finance left the Meeting at 11.35am

Audit and Risk Management Committee

At the meeting held on 10th May 2016, Council modified the name of the committee to Internal Audit and Risk and appointed Cr Russell and Cr Holdcroft as members of the committee.

The name of the committee is not reflective of its role as the committee deals with more than internal audit matters also having a role to review the audit undertaken by the external auditor appointed by the Queensland Audit Office and various other matters as set out in the Audit and Risk Management Committee Charter.

MOTION: **Moved: Cr BD Holdcroft** **Seconded: Cr LP Russell**

“That Council –

- Modify the name of the Internal Audit and Risk Committee to the Audit and Risk Management Committee;**
- Adopt the Audit and Risk Management Committee Charter;**
- Endorse the Code of Conduct – “Independent Members’ Code of Conduct” for the Audit and Risk Management Committee;**
- Take action to fill the vacancy for an Independent Professional Member of the Committee;**
- Invite Expressions of Interest for the position as Internal Auditor for a two-year term applicable from 1st August, 2016.”**

Minute No. 12/06A/16 **I/CEO to action** **Carried**

Credit and Fuel Card Policy

A particular element of the credit card policy relating to “Incomplete transactions” was highlighted by the Internal Auditor with a recommendation that the definition of an “incomplete transaction” be defined in the policy or the provision be removed. A new revised, draft policy has been developed in which the term has been discontinued.

The Internal Auditor also recommended that the policy be amended to include the use and issue of fuel cards. Accordingly, when revising the policy, both credit cards and fuel cards have been included.

MOTION: **Moved: Cr PJ Pullos** **Seconded: Cr BP Johnstone**

“That Council adopt the Credit and Fuel Card Policy – Policy Admin 15 as presented and all previous versions of the policy be null and void.”

Minute No. 13/06A/16 **I/CEO to action** **Carried**

Carried

MOTION: Moved: Cr LP Russell **Seconded: Cr PJ Pullos**

Minute No. 16/06A/16	I/CEO to action	Carried
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MOTION: Moved: Cr LP Russell Seconded: Cr GW Jarvis

Minute No. 17/06A/16	I/CEO to action	Carried
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MOTION: Moved: Cr PJ Heumiller Seconded: Cr PJ Pullos

Minute No. 18/06A/16	I/CEO to action	Carried
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When the policy was initially developed there was quite a lot of community consultation and specific input from sections of the community. It appears the policy has been generally well accepted by the community although there have been some reviews over time.

The policy needs to be amended by the inclusion of more complete detail regarding allowable monumental works in the lawn section of Blackall cemetery as there is currently some consternation about what is actually allowable.

MOTION: Moved: Cr PJ Pullos

Seconded: Cr BD Holdcroft

“That –

1. Council’s Policy – Admin 34 – Operation of Cemeteries Policy be amended by inclusion of the following new clauses –

- 12.3.3.1 Plaques are the only form of monument permitted in the Blackall lawn cemetery. These plaques may be mounted directly to the continuous concrete plinth installed by Council in the lawn cemetery, or mounted on a raised base located on the continuous concrete plinth installed by Council in the lawn cemetery. Council offers the supply of these bases in either a black or blue granite but other bases can be considered for approval to suit individual tastes.

- 12.3.3.2 Plaque sizes may vary but must be no larger than 600mm x 360mm so as to fit the continuous concrete plinth installed by Council in the lawn cemetery. A range of acceptable plaques – sizes and type, can be found in the catalogue available from Worsell & Co or on the company website <http://www.worsell.com.au/>. Similar plaques from other manufacturers will also be considered for approval.

- 12.3.3.3 Plaques may be mounted on a sandstone (or other suitable material) base having a maximum footprint size 600mm x 360mm. These bases are generally sloped from a maximum of 100mm at the rear of the continuous concrete plinth to a minimum of 45mm at the front of the continuous concrete plinth facing the grave.

2. The owner of the burial right for the grave Row 16 Plot 24 in the Blackall Lawn Cemetery be contacted and asked to voluntarily remove the unauthorised memorial. In the event that the memorial is not removed voluntarily within a period of thirty days from the date of the letter requesting removal, then action be taken by Council officers to remove the unapproved memorial at the expense of the owner of the burial right.

3. The owner of the burial right for the each of the affected graves (Row 6 Plot 31; Row 11 Plot 26; Row 12 Plot 15; Row 14 Plot 22; Row 15 Plot 11 and Row 16 Plot 24) be contacted and advised that Council intends to remove objects and other impediments to effective maintenance from the graves and they be granted fourteen days in which to recover the objects from the grave if they so desire.”

Operation of Weighbridge at Tambo

The Council weighbridge is, currently, for all intents and purposes, a public weighbridge. This being the case, it will be necessary for Council to obtain the necessary licences to operate a public weighbridge or to restrict the use of the weighbridge such that the operation of the facility cannot be considered as operation of a public weighbridge.

MOTION: Moved: Cr LP Russell

Seconded: Cr BD Holdcroft

“That Council notes the requirement to obtain a licence to operate the Tambo weighbridge as a public weighbridge and authorises the Chief Executive Officer to take all appropriate action to obtain the necessary licences.”

Minute No. 21/06A/16

I/CEO to action

Carried

ADJOURNMENT:

The Meeting adjourned for luncheon at 12.41pm and resumed at 1.09pm

Community Drought Support Package 2015-16

Through the auspices of RAPAD, Council has been the recipient of funding from the Department of Communities, Child Safety and Disability Services as part of the “Community Drought Support Package 2015-16”.

RAPAD advised Council that the funding application for Community Drought Support Package 2015-2016 for \$82,500 to coordinate the distribution of funds to local community organisations in drought declared communities who will provide the delivery of a range of local community events and activities that contribute to connectedness, social well-being and increase access to support services was successful.

MOTION: Moved: Cr BD Holdcroft

Seconded: Cr PJ Pullos

“That Council invite Rev Beth O’Neill, Sister Mary, Father Bill Senn, Ms Marie Messer, Ms Frankie Harlow, Mrs Marilyn Hobbs and the Mayor to form a Community Committee to assist with the distribution of drought funds through the Blackall-Tambo community.”

Minute No. 22/06A/16

I/CEO to action

Carried

A review and update was conducted in April-May 2016 after a request from the Work Health and Safety Committee for a Personal Protective Equipment (PPE) Policy be developed for the external workforce of the Blackall-Tambo Regional Council.

Instead of two separate policies, it was decided to combine the new PPE policy with the existing Uniform policy to be known as the “Personal Protective Equipment and Uniform Policy”.

“That Council adopt the Personal Protective Equipment and Uniform Policy- Policy Admin 3 as presented and the previous policy “Corporate Uniform and Wardrobe Policy-Admin 3” be revoked.”

Tambo Sawmill – Expressions of Interest for Lessee

Expressions of Interest closed on June 3rd at 5pm for experienced Sawmill Operators to lease and operate the Tambo Sawmill. Two applications were received.

“That Council receives the Expressions of Interest and delegates the Chief Executive Officer to analyse the documents and negotiate with the applicants to recommend the successful party for Council’s endorsement.”

ATTENDANCE:

Cr AL Martin declared a perceived conflict of interest in the following item and left the Meeting at 1.28pm. Cr LP Russell assumed the Chair.

ATTENDANCE:

Cr PJ Pullos declared a perceived conflict of interest in this matter (as defined in section 173 of the Local Government Act 2009) due to being a member of the Tambo Arts Council. I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on this matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of Council's area by participating in the discussion and voting on this matter

Manning of Grasslands Building

Tambo Arts Council are requesting that the Grasslands building be manned by Council staff in the advent of the Arts and Cultural Officer, being absent on either work commitments or leave.

MOTION: **Moved: Cr GW Jarvis**

Seconded: Cr BP Johnstone

“That the Tambo Arts Council Inc. be advised that, in the current economic climate, it is neither practical nor economical for Council to man the Grasslands Building during absences of the Arts and Cultural Officer and it be suggested to the Arts Council that a roster of volunteers be drawn up to ensure the building is open to the public on specific days and during specified times as it is probable that absences of the Arts and Cultural Officer may become more frequent on other duties.”

Minute No. 25/06A/16

CEO to action

Carried

Grasslands Building

Tambo Arts Council is bringing to Council’s attention several maintenance items that need to be attended to at the Grasslands Building.

MOTION: **Moved: Cr PJ Heumiller**

Seconded: Cr PJ Pullos

“That the Tambo Arts Council Inc. be advised that the suggested maintenance items for the Grassland Building will be considered when Council is formulating its budget for 2016/17.”

Minute No. 26/06A/16

CEO to action

Carried

ATTENDANCE:

Cr AL Martin returned to the Meeting and resumed the Chair at 1.32pm

ATTENDANCE:

Cr LP Russell declared a material personal interest in the following item and left the Meeting at 1.33pm.

Application for Renewal of Term Lease 209048 Lot 20 on Crown Plan TB208

Correspondence was received from Department of Natural Resources regarding an application for renewal of the term lease for this parcel.

MOTION: Moved: Cr GW Jarvis

Seconded: Cr PJ Heumiller

“That the Department of Natural Resources and Mines be advised that Council has no current requirement for Reserve for Camping R.109 Tambo and accordingly has no objection to the renewal of Term Lease 209048 described as Lot 20 on Plan TB208 over Reserve for Camping R.109 Tambo.”

Minute No. 27/06A/16

CEO to action

Carried

ATTENDANCE:

Cr LP Russell returned to the Meeting at 1.35pm.

ATTENDANCE:

Cr BP Johnstone left the Meeting at 1.37pm.

Work Camp Committee

MOTION: Moved: Cr LP Russell

Seconded: Cr GW Jarvis

“That Mr Timms resignation from the Work Camp be noted and Cr PJ Heumiller be nominated as a member of the committee.”

Minute No. 28/06A/16

CEO to action

Carried

ATTENDANCE:

Cr BP Johnstone returned to the Meeting at 1.46pm.

October 2016 Council Meeting

MOTION: Moved: Cr AL Martin

Seconded: Cr PJ Pullos

“That, as Councillors may be absent at the Local Government Association of Queensland conference from 18th to 20th October 2016, Council reschedule the October Council Meeting from Wednesday 19 October 2016 to Wednesday 12 October 2016.”

Minute No. 29/06A/16

CEO to action

Carried

Council Remuneration Policy

MOTION: Moved: Cr AL Martin Seconded: Cr LP Russell

“That following on from Council’s decision at the General Meeting on 10th May 2016, Council endorse and adopt the Policy – Statutory 1 – Councillor Remuneration Policy; with effect from 1st July 2016.

Minute No. 30/06A/16 CEO to action **Carried**

ATTENDANCE:

Cr BP Johnstone left the Meeting at 1.48pm.

CLOSURE OF MEETING:

MOTION: Moved: Cr AL Martin Seconded: Cr LP Russell

“That in accordance with Section 275(1)(b) of the *Local Government Regulation 2012* the meeting be closed to the public at 1.55pm to discuss an industrial matter affecting employees.”

Minute No. 31/06A/16 CEO to action **Carried**

ATTENDANCE:

Mrs Donna Richardson left the Meeting at 1.55pm.

ATTENDANCE:

Cr BP Johnstone returned to the Meeting at 1.55pm.

ATTENDANCE:

Cr BD Holdcroft left the Meeting at 2.08pm. and returned at 2:12pm.

MOTION: Moved: Cr BP Johnstone Seconded: Cr PJ Pullos

“That in accordance with Section 275(1)(b) of the *Local Government Regulation 2012* the meeting be opened to the public at 2.12pm

Minute No. 32/06A/16 CEO to action **Carried**

The Meeting adjourned for afternoon tea at 3.04pm and resumed at 3.18pm

- Garden for the Blackall State School
- Thistle Street, Blackall
- Tickle Belly Gully, Blackall
- Zebra crossing (Coronation Drive and Thistle Street)
- Executive recruitment
- New Rodeo Grounds in Blackall
- Staff matters
- Ranger Paddock, Blackall

Blackall State School Garden

“That the Chief Executive Officer be authorised to identify a suitable parcel of land for the purpose of a school garden.”

Minute No. 35/06A/16	CEO to action	Carried
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CLOSURE OF MEETING:

“That in accordance with Section 275(1)(a) of the *Local Government Regulation 2012* the meeting be closed to the public at 3.45pm to discuss appointment of employees.”

Minute No. 36/06A/16	CEO to action	Carried
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ATTENDANCE:

MOTION: Moved: Cr PJ Pullos **Seconded: Cr GW Jarvis**

“That in accordance with Section 275(1)(a) of the *Local Government Regulation 2012* the meeting be opened to the public at 4.15pm.”

Minute No. 37/06A/16	CEO to action	Carried
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ATTENDANCE:

Mrs Donna Richardson returned to the Meeting at 4:15pm.

Appointment of Chief Executive Officer

MOTION: Moved: Cr AL Martin

Seconded: Cr PJ Pullos

“That, in accordance with the provisions of Section 257 of the *Local Government Act 2009*, Council delegate to the Mayor – Cr Martin, the authority (under Section 194(1) of the *Local Government Act 2009*) to appoint a Chief Executive Officer to replace Kenneth Leigh Timms who has resigned effective as at 1st July, 2016; further the Mayor be assisted in this process by the Deputy Mayor Cr Russell and the Interim Chief Executive Officer Mr Hilton.”

Minute No. 38/06A/16

CEO to action

Carried

Appointment of Acting Chief Executive Officer

MOTION: Moved: Cr LP Russell

Seconded: Cr PJ Heumiller

“That, effective from 2nd July 2016 until such time as a permanent appointee takes up duties, Council, in accordance with the provisions of Section 195 of the *Local Government Act 2009*, appoints Murray John Hilton to be its Chief Executive Officer.”

Minute No. 39/06A/16

CEO to action

Carried

Appointment of Senior Executive Employees

MOTION: Moved: Cr PJ Heumiller

Seconded: Cr PJ Pullos

“That, in accordance with the provisions of Section 196(4) of the *Local Government Act 2009*, Council delegate the authority to appoint a Director Works and Services and a Director Finance, Corporate and Community Services to a panel comprising the Mayor – Cr Martin, the Deputy Mayor – Cr Russell and the Interim Chief Executive Officer Mr Hilton.”

Minute No. 40/06A/16

CEO to action

Carried

Blackall Rodeo Grounds

MOTION: Moved: Cr LP Russell

Seconded: Cr BD Holdcroft

“That Council support in principle the construction of a new Rodeo Grounds in Blackall.”

Minute No. 41/06A/16

CEO to action

Carried

CLOSURE:

There being no further business to consider, the Mayor AL Martin declared the Meeting closed at 4.40pm

CONFIRMATION OF MINUTES:

Confirmed by Council as a true and correct record at the General Meeting held on Wednesday 20 July, 2016.

Signed:.....