

# UNCONFIRMED



## MINUTES

of the

General Meeting of the Council

held in the

Council Chambers, 118 Victoria Street, St George

on

Thursday 15th February 2018

Commencing at 10:00am

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## **OPENING**

The Mayor declared the Meeting open at 10:10am.

## **COUNCIL PRAYER**

The Mayor led the Council in the Opening Prayer.

## **ATTENDANCE**

Cr RW Marsh (Mayor), Crs FM Gaske (Deputy Mayor), RG Fuhrmeister, SC O'Toole, RI Paul, SS Scriven and ID Todd.

Mr Matthew Magin (Chief Executive Officer), Mrs Michelle Clarke (Director Finance & Corporate Services) and Mr Jamie Gorry (Director Community & Environmental Services).

## **LEAVE OF ABSENCE**

Nil

## **CONFIRMATION OF MINUTES**

Cr Scriven moved and Cr Paul seconded:

That the Minutes of the General Meeting held on 18 January, 2018 be confirmed.

CARRIED

## **BUSINESS ARISING FROM MINUTES**

Nil.

## **DECLARATIONS OF INTEREST**

Cr Fuhrmeister advised that she would be declaring a conflict of interest under Section 173 of the Local Government Act 2009 in CCFS3 Community Rates Support Program as Cr Fuhrmeister is the St George Heritage Centre Committee Chair. Cr Fuhrmeister advised she will refrain from voting.

Crs Gaske and O'Toole advised that they would be declaring a perceived conflict of interest under Section 173 of the Local Government Act 2009 in CES1 Community Donation, Sponsorship and Grants Program as their children attended the St Patrick's School. However, would stay in the meeting as their children were not in the year levels that would benefit from the donation proposed.

Cr Gaske declared a conflict of interest under Section 173 of the Local Government Act 2009 in CCES1 St George Medical Centre – Request to Waive Development and Building Application Fees, as she is a Hospital and Health Board member. Cr Gaske advised she will refrain from voting.

Cr Gaske declared a material personal interest under Section 172 of the Local Government Act 2009 in CCFS2 St George Levee Bank Advisory Committee 2018 as her husband owns a property adjoining the block wall levee in Hutt Street. Cr Gaske advised she will refrain from voting.

Cr Todd would declared a perceived conflict of interest under Section 173 of the Local Government Act 2009 in CCFS2 St George Levee Bank Advisory Committee 2018, as one of the affected property owners is an employee and former business partner. Cr Todd advised he will refrain from voting.

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## PUBLIC PARTICIPATION

Nil.

## DEPUTATIONS

Mr Alex Benn met with Council between 10:22am and 10:47am regarding the St George Medical Centre request to waive development and building application fees.

TAFE Queensland Western Queensland Manager Joanne Ruddy and Jobseeker Officer Don Shaw met with Council between 2:23pm and 2:58pm to discuss training opportunities for the shire.

## COUNCILLOR REPORTS

Cr Gake moved and Cr O'Toole seconded:

That Council receive and note the Councillor reports on their activities during the preceding month.

Cr Gaske left the meeting at 11:12am and returned at 11:21am.

## MEETING BUSINESS BY CORPORATE FUNCTION (CEO) CHIEF EXECUTIVE OFFICER

### CE01 2018 CIVIC LEADERS SUMMIT 10-11 MAY 2018

Invitation to 2018 Civic Leaders Summit 10-11 May 2018

Cr Fuhrmeister moved and Cr O'Toole seconded:

1. That Council approve the attendance of interested Councillors to attend the 2018 Civic Leaders Summit on 10-11 May 2018; and
2. That in accordance with Section 162(1)(e) of the Local Government Act 2009 council grant leave of absence to the interested Councillors to allow their attendance at the Civic Leaders Summit on 10-11 May 2018.

CARRIED

### CHANGE ORDER OF BUSINESS

Cr Scriven moved and Cr Paul seconded:

That Council change the order of proceedings for the purpose of discussing IFS 1, Grid Application – Chainage 15.75km Teelba Road – Moombah Pastoral Company – John Kennedy, the time being 11:37am.

CARRIED

Mr Chris Wilson (Facilities Coordinator) entered the meeting at 11:37am. Mrs Michelle Clarke (Director Finance & Corporate Services) left the meeting at 11:37am and returned at 11:38am.

## (IFS) INFRASTRUCTURE SERVICES

### IFS1 GRID APPLICATION - CHAINAGE 15.75KM TEELBA ROAD - MOOMBAH PASTORAL COMPANY - JOHN KENNEDY

Balonne Shire Council has received an application to install a stock grid on Teelba Road, St George.

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Since writing the report the Director of Infrastructure advised that the location of the grid had changed and therefore requested that the report be withdrawn and resubmitted for the March 2018 Council meeting.

Council noted that the report was withdrawn and will be resubmitted for the March 2018 Council Meeting.

Mr Chris Wilson (Facilities Coordinator) left the meeting at 11:49am.

## **(FCS) FINANCE AND CORPORATE SERVICES**

### FCS1 **QUARTER 2 CORPORATE PERFORMANCE REPORT 2017/18**

Quarter 2 Corporate Performance Report 2017/18

Cr Gaske moved and Cr Fuhrmeister seconded:

That in accordance with Section 174(3) of the Local Government Regulations, 2012 council adopt the Quarterly Performance Report for Quarter 2 of 2017/18.

CARRIED

### FCS2 **CEO DELEGATIONS ANNUAL REVIEW**

Annual review of CEO Delegations

Cr Scriven moved and Cr Gaske seconded:

That council adopt the Instrument of Delegation and hereby delegate all powers referred to in the attached document titled "Register of Delegations – Council to CEO by Council to the Chief Executive Officer of the Balonne Shire Council pursuant to section 257 of the Local Government Act 2009".

CARRIED

### FCS3 **PURCHASING POLICY - REVISED**

Revised Purchasing Policy

Cr Gaske moved and Cr O'Toole seconded:

That Council adopt the revised Purchasing Policy and the Chief Executive Officer ensure that it is communicated to all staff and implemented as outlined.

CARRIED

### FCS4 **RUGBY UNION AND CRICKET CLUB HOUSE LEASE**

Rugby Union and Cricket Club House Lease

Cr Paul moved and Cr O'Toole seconded:

That Council enter into a lease with the St George Rugby Union and Cricket Clubs for the purposes of construction and occupation of a club house at Lot 1 SP 299592 Rowden Park, St George with the following terms and conditions:

Term: 25 years

Annual Rental: Peppercorn rental of \$2 per annum

Exclusive rights to use the clubhouse with ability to hire facility (quiet enjoyment of premises)

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Lessee is responsible for all:

- \* Cost of all building works and maintenance must have all appropriate building and development permits;
- \* Electricity, council rates and charges;
- \* Insurances – Public liability, building and contents, professional indemnity.

The Lessee must:

- \* Notify Council of any function that will impact on the overall use of Rowden Park;
- \* Have approval for any new works;
- \* Obtain relevant liquor licence, food licence and any other operating licences
- \* Keep the premises in a clean and tidy manner;
- \* Not permit anything which may be a public nuisance or annoyance;
- \* Indemnify Council against any loss;
- \* No obstruction to pavement entrances or roadways;
- \* Arrange vermin control on an annual basis;
- \* Not install amusement machines without consent of Council.

Lessees will be tenants in common. Any dispute between the clubs may result in the termination of the lease by Council.

CARRIED

Mr Glen Hart (Acting Manager of Financial Sustainability) entered the meeting at 12:09pm.

FCS5 **AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION REGIONAL CONFERENCES 2018**

Australian Local Government Association Regional Conferences 2018

Cr Fuhrmeister moved and Cr Scriven seconded:

1. That Council approve the attendance of Mayor Richard Marsh, Deputy Mayor Fiona Gaske, Cr Scott Scriven and Chief Executive Officer to attend the Regional Cooperation and Development Forum on 17 June 2018 and the National General Assembly of Local Government -17 – 20 June 2018, to be held in Canberra; and
2. That in accordance with Section 162(1)(e) of the Local Government Act 2009 council grant leave of absence to Mayor Richard Marsh, Deputy Mayor Fiona Gaske, Cr Scott Scriven to allow their attendance at the Regional Cooperation and Development Forum on 17 June 2018 and the National General Assembly of Local Government -17 – 20 June 2018, to be held in Canberra.

CARRIED

FCS6 **MONTHLY FINANCIAL REPORT JANUARY 2018**

Financial Management Report for period ended 31 January 2018.

Cr Todd moved and Cr Scriven seconded:

That the monthly Financial Management Report for the period ending 31 January 2018, as tabled, be received and noted.

CARRIED

Mr Glen Hart (Acting Manager of Financial Sustainability) left the meeting at 12:35pm.

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Mr Jamie Gorry (Director of Community and Environmental Services) and Mrs Mareea Lochel (Community and Business Development Officer) entered the meeting at 12:38pm.  
Ms Tayla Kruger (Tourism Development Officer) entered the meeting at 12:42pm. Mrs Michelle Clarke (Director Finance & Corporate Services) left the meeting at 12:47pm.

Crs Gaske and O'Toole declared a perceived conflict of interest under Section 173 of the Local Government Act 2009 in CES1 Community Donation, Sponsorship and Grants Program as their children attended the St Patrick's School. Crs Gaske and O'Toole chose to stay in the meeting and vote on the item as their children were not in the year levels that would benefit from the proposed donation.

## **(CES) COMMUNITY & ENVIRONMENTAL SERVICES**

CES1

### **COMMUNITY DONATION, SPONSORSHIP AND GRANTS PROGRAM**

The Balonne Shire Council is committed to assisting community organisations whose activities provide benefit to Balonne Shire's communities. The application process for the Community Donation, Sponsorship and Grants program is designed to ensure that all assistance is provided in an equitable and accountable manner for projects and events that meet the cultural, community, education and recreational needs of the Balonne Shire.

Cr Fuhrmeister moved and Cr Gaske seconded:

That Council resolves to approve the Community Donations Sponsorship and Grants application as follows:

<b>APPLICANT</b>	<b>PROJECT</b>	<b>AMOUNT APPROVED</b>
Mungindi Community Preschool	Silver sponsorship	\$ 330
St George P & A	2018 St George Show	\$1,000
St Patrick's Primary School	Literacy Festival 2018	\$1,000
St Joseph's Primary School	Silver Sponsorship	\$ 300
St George Golf Club	Catering 70 <sup>th</sup> anniversary celebrations	\$1,400
Dirranbandi Progress Association	Dirranbandi Australia Day celebrations	\$200

CARRIED

### **ST GEORGE SANDGREEN CHAMPIONSHIPS**

Cr Fuhrmeister moved and Cr O'Toole seconded:

That Council become a corporate sponsor of the St George Sandgreen Championships in funding the six carved emu egg trophies. This assistance will be provided through the Community Events Fund and recognises the economic benefits the championships will bring to the Balonne Shire community.

CARRIED

CES2

### **BALONNE SHIRE VISITOR INFORMATION CENTRE - PROPOSED OPERATION HOURS TRIAL**

Balonne Shire Visitor Information Centre (St George) would like to trial new trading hours to accommodate visitors, and increase visitor statistics before 9am for a period of twelve (12) months and reassess after the trial period.

Cr Fuhrmeister moved and Cr O'Toole seconded:

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That Council approves the proposed trial from **19 February 2018 to 16 February 2019** for the operating hours (as below). This proposal is for the Visitor Information Centre to open at 8:30am Monday, Tuesday, Wednesday, Thursday and Friday, with weekends opening at 9:00am both Saturday and Sunday (including Public Holidays and excluding our five days that we are closed per year). The closing times of the VIC will be adjusted to reflect the change in opening times but not reduce the total hours open to the visitors of St George. The new hours of operation will as follows:

Monday	8:30am – 4:30pm
Tuesday	8:30am – 4:30pm
Wednesday	8:30am – 4:30pm
Thursday	8:30am – 4:30pm
Friday	8:30am – 4:30pm
Saturday	9:00am – 1:00pm
Sunday	9:00am – 1:00pm

CARRIED

Mrs Michelle Clarke (Director Finance & Corporate Services) entered the meeting at 12:55pm.  
Ms Tayla Kruger (Tourism Development Officer) left the meeting at 12:58pm.

CES3

## **REGIONAL ARTS DEVELOPMENT FUND 2017/18 ROUND 1**

The Regional Arts Development Fund (RADF) is a state and local government partnership that supports local artist and arts and cultural activities in Queensland Communities. Round 1 of the 2017/18 Balonne Shire Council RADF Community grants program closed on the 31 January 2018. Council received six (6) funding requests. One request was withdrawn before assessment the remaining Five (5) applications have been assessed by the RADF Reference Panel and have been determined to comply with the appropriate assessment criteria as detailed through the Balonne Shire RADF Program.

Cr O'Toole moved and Cr Gaske seconded:

That:

1. That Council ratify and approve the RADF applications from Dirranbandi QCWA, St George Art Group, Dirranbandi Restores, Nindigully Sports Committee and St George Creative Arts Group as follows:

<b>APPLICANT</b>	<b>PROJECT</b>	<b>AMOUNT APPROVED</b>
Dirranbandi CWA	Quilt Exhibition & Workshop	\$ 900.00
St George Arts Group	"Breaking the Ice, Rural Landscapes in Watercolour"	\$1,400.00
Dirranbandi Arts Council	Dirranbandi Restores	\$ 460.00
Nindigully Sports Community	Garden to Vase workshop	\$1,450.00
Balonne Creative Arts	Fabric medium – bag making workshop	\$1,348.00
<b>TOTAL</b>		<b>\$5,558.00</b>

CARRIED

Mr Jamie Gorry (Director of Community and Environmental Services) and Mrs Mareea Lochel (Community and Business Development Officer) left the meeting at 1:14pm.

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The meeting adjourned for lunch at 1:14pm and resumed at 1:33pm.

## **CLOSED MEETING**

Cr Fuhrmeister moved and Cr Gaske seconded:

That Council go into its Meeting as a Closed Meeting in accordance with Section 275 (d), (f) and (g) of the Local Government Act 2009 to discuss: Public Liability Insurance Claim LI0029123, St George Levee Bank Advisory Committee Minutes 17 January 2018, Community Rates Support Program 2017/2018 and St George Medical Centre – Request to Waive Development and Building Application Fees.

Cr Gaske declared a material personal interest in accordance with Section 172 of the *Local Government Act 2009*, in the item CCFS2 St George Levee Bank Advisory Committee Minutes 17 January 2018 as her husband owns a home adjoining the block wall levee in Hutt Street. Cr Gaske left the meeting during the discussion of this matter and refrained from voting.

Cr Todd declared a perceived Conflict of Interest in accordance with Section 173 of the *Local Government Act 2009*, in the following item on the agenda, CCFS2 St George Levee Bank Advisory Committee Minutes 17 January 2018, as one of the affected property owners is an employee and former business partner. Cr Todd left the meeting during the discussion and refrained from voting on the matter.

Crs Todd and Gaske left the closed meeting during the discussion of this matter at 1:43pm. Crs Todd and Gaske returned to the meeting at 2:22pm following discussion of CCFS2.

## **OPEN MEETING**

Cr Fuhrmeister moved and Cr O'Toole seconded:

That the Meeting be reopened to the public, the time being 2:23pm.  
CARRIED

TAFE Queensland Western Queensland Manager Joanne Ruddy and Jobseeker Officer Don Shaw entered the meeting at 2:23pm and left at 2:58pm.

Cr Gaske left the meeting at 2:50pm and did not return to the meeting.

## **MEETING CLOSED**

Cr Fuhrmeister moved and Cr Paul seconded:

That Council go into its Meeting as a Closed Meeting in accordance with Section 275 (d), (f) and (g) of the Local Government Act 2009 to discuss the Community Rates Support Program 2017/18 and St George Medical Centre – Request to Waive Development and Building Application Fees.  
CARRIED

Mr Jamie Gorry (Director of Community and Environmental Services) and Ms Fiona Macleod (Planning and Development Officer) entered the meeting at 3:17pm.

Cr Fuhrmeister declared a Conflict of Interest in accordance with Section 173 of the *Local Government Act 2009*, in CCFS3, Community Support Program 2017/2018 as she is the St George Heritage Centre Committee Chair. Cr Fuhrmeister left the meeting and refrained from voting on the matter. She left the meeting during discussion of this matter and at 3:39pm during voting.

## **OPEN MEETING**



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Cr Fuhrmeister moved and Cr O'Toole seconded:

That the Meeting be reopened to the Public, the time being 3:37pm.

CARRIED

Mr Jamie Gorry (Director of Community and Environmental Services) and Ms Fiona Macleod (Planning and Development Officer) left the meeting at 3:38pm.

## CONFIDENTIAL ITEMS

### (CFCS) FINANCE AND CORPORATE SERVICES

#### CCFS1 PUBLIC LIABILITY INSURANCE CLAIM - LI0029123

Public Liability Insurance Claim – LI0029123

Cr O'Toole moved and Cr Todd seconded:

That Council delegate to the Chief Executive Officer under Section 257 of the Local Government Act authority to reimburse out of pocket expenses with the claimant reference LI0029123 on a 'without prejudice' and without admission of liability basis.

CARRIED

Cr Todd left the meeting at 3:38pm during voting on CCFS2.

#### CCFS2 ST GEORGE LEVEE BANK ADVISORY COMMITTEE MINUTES 17 JANUARY 2018

Minutes of the St George Levee Bank Advisory Committee Minutes 17 January 2018

Cr Fuhrmeister moved and Cr O'Toole seconded:

1. That Council receive and note the minutes of the last St George Levee Bank Advisory Committee on 17 January 2018.
2. That a letter of response be sent to the former Chair of the St George Levee Bank Advisory Committee in response to the matters raised during the meeting on 17 January 2018.
3. That Council formally resolve to accept the St George Levee Bank Advisory Committee recommendation to disband the Committee under Section 264-265 of the Local Government Regulations 2012.
4. That the minutes of the last St George Levee Bank Advisory Committee on 17 January 2018 be made public together with the letter of response to the former Chair to maintain openness and transparency.

CARRIED

Cr Todd returned to the meeting at 3.39pm.

Cr Fuhrmeister left the meeting at 3:39pm during voting of CCFS3.

#### CCFS3 COMMUNITY RATES SUPPORT PROGRAM 2017/2018

Community Rates Support Program 2017/2018 – Council has received two applications requesting remissions on Levy 1 and 2 for the 2017/2018 period in accordance with the above mentioned program.

Cr Paul moved and Cr Todd seconded:

That:

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1. That Council resolve to defer the application from St George Aboriginal Housing Company pending further information.
2. In accordance with Section 122 of the *Local Government Regulation 2012*, Council grant the rate rebate as per the guidelines of the Community Rates Support Program for the St George Heritage Centre.

CARRIED

Cr Fuhrmeister returned to the meeting at 3:41pm.

## **(CCES) COMMUNITY & ENVIRONMENTAL SERVICES**

### **CCES1 ST GEORGE MEDICAL CENTRE - REQUEST TO WAIVE DEVELOPMENT AND BUILDING APPLICATION FEES**

The purpose of this report is for Balonne Shire Council to consider the full waiver of development and building application fees for the proposed extension to St George Medical Centre.

Cr Fuhrmeister moved and Cr Todd seconded:

That Council not grant the request to waive the development and building application fees.

CARRIED

Mrs Michelle Clarke (Director of Finance and Corporate Services) left the meeting at 3:47pm.

## **INFORMATION REPORTS**

### **(IFCS) FINANCE AND CORPORATE SERVICES**

#### **ICFS1 MONTHLY REPORT - DIRECTOR FINANCE & CORPORATE SERVICES**

Monthly Report – Director Finance & Corporate Services

#### **ICFS2 MONTHLY FINANCE INFORMATION REPORT JANUARY 2018**

Monthly Financial report for period ending 31 January 2018

#### **ICFS3 MONTHLY SAFETY REPORT WORKPLACE HEALTH & SAFETY**

Monthly Safety Report.

### **(IIFS) INFRASTRUCTURE SERVICES**

#### **IIFS1 MONTHLY REPORT FOR THE FEBRUARY 2018 COUNCIL MEETING**

From the Director of Infrastructure Services - reporting for the month of February.

### **(ICES) COMMUNITY & ENVIRONMENTAL SERVICES**

#### **ICES1 BALONNE SHIRE VISITOR INFORMATION CENTRE - BROCHURE & DISPLAY MANAGEMENT**

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## POLICY

Balonne Shire Visitor Information Centre is committed to providing excellent service to its customers and tourism operators, throughout all areas of Council's activities and with a variety of mechanisms. A Brochure Management and Display Policy within an accredited Visitor Information Centre is a requirement under the Queensland Accredited Visitor Information Centre – Resource Kit (section 2.5), and is designed to provide an excellent customer service, as well as promoting our Tourism Products throughout the Shire.

ICES2

## MONTHLY REPORT

The Community & Environmental Sustainability Report for the month of January 2018 is presented for Council's consideration.

ICES3

## MONTHLY REPORT

Manager of Rural Services report for January 2018 is presented to Council for information.

There being no further business, the Meeting closed, the time being 4:04pm.

Confirmed at a General Meeting of the Council held on 15 March 2018.

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**MAYOR**