



Inglewood Shire Council

## **Ordinary Meeting of Council**

# **Minutes**

Meeting held in the Council Chambers

Cnr Albert and Elizabeth Streets

Inglewood Queensland 4387

Monday 16 April, 2007

## **Monday, 16 April, 2007 – 9:32 a.m.**

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Present: Councillor J White (Mayor)  
Councillor RJ Pietsch (Deputy Mayor)  
Councillor L Cox  
Councillor L Dawson  
Councillor R McDougall  
Councillor M Moffitt  
Councillor T Tait  
Councillor D Thompson  
Don Ramsland (Chief Executive Officer)

Apologies *Councillor B Johnson*

Officers in Attendance *The following officers attended the meeting at various times during the course of proceedings as recorded in the minutes.*

*Dave Burges Consulting Engineer*  
*Vince Stephens Environmental Health Officer*  
*Bill Carr Works Manager*  
*Dave Hayward Community Development Officer*  
*Andrew Wegener Accountant*  
*Andrew Singh Human Resource Manager*

Presentations and Representations *The following persons were invited to address Council and attend the meeting at times as recorded in the minutes.*

*Mr Simon Smith*

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**1. OPENING OF MEETING**

The Mayor welcomed all Councillors and declared the meeting open at 9.32 a.m.

**2. APOLOGIES**

All Councillors with the exception of Cr Johnson were in attendance.

Resolution: 2007-0574

Moved: Cr Dawson Seconded: Cr Thompson

That the apology of Cr Johnson be accepted and that leave of absence from the meeting be granted.

**CARRIED: (VOTE: 8/0)**

**3. RECEIPT AND CONFIRMATION OF MINUTES**

Resolution: 2007-0575

Moved: Cr Pietsch Seconded: Cr Tait

That the minutes of the Ordinary Meeting held on 19 March, 2007, as supplied to all Councillors, be confirmed as a true record of the proceedings thereat.

**CARRIED: (VOTE: 8/0)**

**4. BUSINESS ARISING FROM MINUTES**

There is no business arising from the minutes.

**5. NOTICE OF MOTIONS PREVIOUSLY GIVEN**

**Attendance:** The Consulting Engineer and Works Manager attended the meeting at 9.38 am.

**6. CONSULTING ENGINEERS REPORT**

**6.1. WATER AND SEWERAGE UPDATE REPORT**

**SYNOPSIS:**

This report is intended to provide an update on the various water and sewerage issues currently facing Council.

**RECOMMENDATION:**

**For Information**

**Noted**

## 6.2 STATE WIDE SEWAGE TREATMENT PLAN UPGRADE PROGRAM

### SYNOPSIS:

The purpose of this report is to seek Council ratification for staff registering 'in principle' willingness to participate in the State-wide STP Upgrade Program. Registration was required to be submitted by 30 March 2007.

### EXECUTIVE SUMMARY:

In 2006 the Department of Local Government, Planning, Sport and Recreation (DLGPSR) commissioned LG Infrastructure Services to undertake a study to identify:

- the current status of Sewage Treatment Plants (STP) upgrades required across the state
- the estimated capital value of the STP upgrades
- the optimal procurement delivery model for the STP upgrades, and
- the appetite for councils to enrol in a optimised procurement delivery model.

The study identified around 146 STPs that require upgrade or replacement in the next five years. The total estimated capital cost for the required upgrades is \$1.5 billion.

Market testing has indicated potential savings of around 30% for plant upgrades that can be delivered by aggregating the elements of the procurement that are economical to deliver centrally or on a regional basis.

Plants requiring upgrades to meet EPA standards must be completed by 2008-2010 (depending on individual licences).

Councils are being encouraged to enrol into the program so that program timing and implementation arrangements can be considered.

Councils may elect to enrol in the program at one of three levels:

- **Option 1 – Aggregated contract for design and construction**  
A third party manages design and construction responsibilities. Council funds the upgrade (with relevant State subsidies applying) and retain ownership of the plant. They also retain responsibility for all on-going operations and maintenance.
- **Option 2 – Aggregated contract for design, construction, operations and maintenance**  
A third party assumes responsibility for the plant's design, construction, operations and maintenance. Councils fund the upgrade (with relevant State subsidies applying) and retain ownership of the plant and overall responsibility for meeting EPA licence standards. Operation and maintenance will be coordinated centrally or at a regional level.
- **Option 3 – Aggregated contract for design, construction, operations and maintenance and transfer ownership responsibilities to a third party (eg, a LGOC).**  
Ownership, funding, design, construction, operations and maintenance responsibilities are all transferred to a third party. After transferring ownership, councils will pay a standard charge to the plant owner for sewerage services. Responsibility for funding the upgrade and managing all operations, maintenance and licensing requirements will be transferred to the plant owner.

Regardless of the option chosen, councils will retain responsibility for liaison with rate payers and customer administration. They may also elect to retain responsibility for all civil construction works.

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Further to any enrolment option Council selects, LG Infrastructure Services is developing a business model for a shared services entity that could offer to manage all three enrolment options for councils. The aims of the shared service model will be to provide a lower cost of service provision, particularly in the operation and maintenance and asset ownership than for individual councils to fully account for the operation and maintenance and ownership of the plants themselves.

Councils were required to register their interest before 30 March 2007 by enrolling 'in-principle' to the program under any one of the three levels identified above.

**RECOMMENDATION:**

**That Council ratify the actions of staff in registering "in-principle" support to participate in the State-wide STP Upgrade Program under Option 1.**

**Resolution: 2007- 0576**

Moved: Cr Dawson Seconded: Cr Cox

That Council ratify the actions of staff in registering "in-principle" support to participate in the State-wide STP Upgrade Program under Option 1.

**CARRIED: (VOTE: 8/0)**

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**6.3 WATER 10 YEAR PLAN**

**SYNOPSIS:**

Council is required to prepare a ten year financial plan for water supply services and submit this plan to the Department of Natural Resources & Water for approval prior to any capital works funding being approved by the Department of Local Government, Planning, Sport & Recreation.

This approval is required so that application for subsidy can be made for the Texas river intake works currently being designed as well as any applications next financial year for works such as the Texas reservoir.

**EXECUTIVE SUMMARY:**

The current level of income for Council's water business is inadequate for it to remain viable into the future. Rates and charges need to be significantly increased if Council is to continue to provide an adequate level of service to the communities of Inglewood and Texas.

Based on current projects and programs, rates will have to increase well above recent CPI figures for a period of three years. Alternatives to this include borrowing for more works and spreading the cost impact over a longer term and reducing levels of service. An example of this would be the long term imposition of substantial water restrictions to eliminate the need to construct augmentation works such as the Texas reservoir.

**RECOMMENDATION:**

**That Council adopt the Water Supply Ten Year Financial Plan and submit it to the Department of Natural Resources & Water for approval.**

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**Resolution: 2007-0577**

Moved: Cr McDougall Seconded: Cr Moffitt

That Council adopt the Water Supply Ten Year Financial Plan and submit it to the Department of Natural Resources & Water for approval.

**CARRIED: (VOTE: 8/0)**

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**7. WORKS MANAGERS REPORT**

**Resolution: 2007-0578**

Moved: Cr Dawson Seconded: Cr Pietsch

That the Works Managers report be received and the comments contained therein be noted.

**CARRIED: (VOTE: 8/0)**

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**Adjournment:** The meeting adjourned for morning tea at 10.54 am and reconvened at 11.08 am.

**Attendance:** Mr Simon Smith from AEC attended the meeting at 11.08 am to address Councillors on the update of Size Shape and Sustainability. Mr Smith retired from the meeting at 12.57 pm

**Adjournment:** The meeting adjourned for lunch at 12.57 am and reconvened at 1.33 pm.

**Attendance:** At the recommencement of the meeting, Consulting Engineer, Mr Dave Burges, and EHO Mr Vince Stephens were in attendance.

**6.4 MAGNER – GRID REPLACEMENTS**

**SYNOPSIS:**

By letter of 3<sup>rd</sup> April 2007 Paul & Jenny Magner of "Maidenhead Station" have responded to Council's letters in relation to grids on Shire roads. The Magners are requesting assistance from Council in the replacement of two of the three grids in question, with the third not to be replaced.

**EXECUTIVE SUMMARY:**

Council's recently adopted local law on this matter is quite clear in the requirements of grid owners. The local law is currently on public exhibition with comments invited up to Friday 11 May 2007.

Council recently wrote to the high priority grid owners (score 13 and above) and three of the twelve highest scoring grids belong to the Magner's and are located on Back Creek Road.

The condition of two of the three grids definitely warrants full replacement however the condition of the third grid may be such that repairs will suffice. In accordance with the policy Mr Magner is at liberty to have an independent assessment undertaken.

Council must ensure that the recently adopted policy does not falter at the first test however the level of assistance could be negotiated, particularly where a property owner is faced with the replacement of

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three grids at once. Council could for instance try and negotiate a bulk purchase of grids, pay the freight to Inglewood and then on-sell at no profit to property owners.

**RECOMMENDATION:**

**That Council:-**

- offer to purchase three grids and install the grids in conjunction with Mr Magner where such assistance from him would reduce the cost of the work;
- offer to enter into a payment schedule such that Mr Magner repays Council's costs over an agreed period with Council bearing the cost of freighting the grids to their depot or the site

**Resolution: 2007- 0578**

Moved: Cr Dawson Seconded: Cr Pietsch

That Council:-

- offer to purchase three grids and install the grids in conjunction with Mr Magner where such assistance from him would reduce the cost of the work;
- offer to enter into a payment schedule such that Mr Magner repays Council's costs over an agreed period with Council bearing the cost of freighting the grids to their depot or the site.

**CARRIED: (VOTE: 8/0)**

**Attendance:** Consulting Engineer retired from the meeting at 1.46pm.

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**8. ENVIRONMENTAL HEALTH OFFICERS REPORT**

**Attendance:** Councillor McDougall left the meeting at 2.05 pm

**Resolution: 2007-0579**

**Moved: Cr Thompson Seconded: Cr Moffitt**

That Council take appropriate action to remove the debris at Mr and Mrs Fomiatti's property in Broadway Street, Texas.

**CARRIED: (VOTE: 7/0)**

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**Resolution:** 2007-0580

**Moved: Cr Tait Seconded: Cr Cox**

That the Environmental Health Officers report be received and the comments contained therein be noted.

**CARRIED: (VOTE: 7/0)**

**Attendance:** Councillor McDougall rejoined the meeting at 2.07 pm

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**Procedural Motion:**

**Moved: Cr Tait Seconded: Cr McDougall**

That the order of business be amended and that agenda item number 9 (Natural Resources Steering Committee Minutes) be deferred for consideration after agenda item number 16.7 and 12 (Budget Review and Accountants Report).

**CARRIED: (VOTE: 8/0)**

## 9. BUDGET REVIEW

### **Reason for Report**

To review Council's 2006/2007 Budget in the light of major variances, cost factors and fluctuations.

### **Background**

A review of Council's Budget for 2006/2007 has now been undertaken and a revised budget has been circulated under separate cover.

A summary highlighting major variations accompanies the review, detailed variations in respect of each item are shown in the variance column of the review document.

At this stage, various works have been held over until 2007/2008 to ensure that a balanced (surplus) budget is achieved for the period ending 30 June, 2007.

Further work is being done on preparing draft figures for 2007/2008 and 2008/2009 as this is required as part of the SSS review process. This information will be available for the May 2007 Council meeting.

Fluctuations to Reserves will also be addressed with the May report, along with the issue of unfunded depreciation.

### **Recommendation:-**

That the revised Budget for 2006/2007 be received and the figures contained therein adopted.

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**Resolution: 2007-0581**

**Moved: Pietsch Seconded: Dawson**

That the revised budget for 2006/2007 be received and noted and that the figures contained therein be adopted subject to a further report on revised cash flow and reserve balances.

CARRIED: (VOTE: 8/0)

**10. ACCOUNTANTS FINANCE REPORT**

**Resolution: 2007-0582**

**Moved: Cr Cox Seconded: Cr Pietsch**

That the Accountants Finance report be received and the comments contained therein be noted.

CARRIED: (VOTE: 8/0)

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**10.1. COUNCIL DONATION POLICY AMENDMENT**

**SYNOPSIS:**

Council has a policy regarding donations that amounts of \$500 or less are given exclusive of GST.

Recent research of the grants and donations have resulted in the reverse being the case as per the background.

**RECOMMENDATION:**

**It is recommended that council commit to amending the Donations Policy to include the GST consequences for those recipients that are registered for GST and hold an ABN. That Council enforce to absorb the GST into the maximum of \$500 as being the maximum donation payable. This will keep inline with the grants policy as to absorb the GST, as the basis of which the funds requested being that inclusive of GST already.**

**Resolution: 2007-0583**

**Moved: Cr Moffitt Seconded: Cr Thompson**

That Council commit to amending the Donations Policy to include the GST consequences for those recipients that are registered for GST and hold an ABN. That Council enforce to absorb the GST into the maximum of \$500 as being the maximum donation payable. This will keep inline with the grants policy as to absorb the GST, as the basis of which the funds requested being that inclusive of GST already.

CARRIED: (VOTE: 8/0)

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**10.2. QRAA DROUGHT REBATE SCHEME**

**SYNOPSIS:**

QRAA announced on 27<sup>th</sup> March 2007 a Drought Rate Rebate Scheme.

**RECOMMENDATION:**

**Council Information.**

**Noted.**

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**10.3. FEES AND CHARGES TEXAS SPORTS COMPLEX**

**SYNOPSIS:**

Fees and Charges for the Texas sporting Complex were passed at an ordinary meeting on 18th December 2006 (Resolution 2006-0509) however there appears to have been some omissions.

**EXECUTIVE SUMMARY:**

The fees and charges approved in December 2006 are structured on the same scale as the MacIntyre Sports Complex however when I was drafting some guidelines for the use of the Texas Sporting Complex to be handed to the clubs it was noticed that the section for Specific Organisations/Groups was not included in the schedule of fees. To avoid any dispute at a later date it is suggested that a uniform schedule of fees for the hiring of both Sports Complexes be adopted as is the case with the halls in both towns.

Also the school in Texas use the Complex for Arts Council productions instead of the Memorial Hall it would be advisable to include the standard fee for this activity (\$16.50) in the schedule.

Proposed schedule of fees for Texas Sporting Complex and MacIntyre Sports Complex is as attached.

**RECOMMENDATION:**

**1) A uniform scale of fees and charges be adopted for the MacIntyre Sports Complex and the Texas Sports Complex as per attached schedule.**

**Resolution: 2007-0584**

**Moved: Cr McDougall Seconded: Cr Moffitt**

A uniform scale of fees and charges be adopted for the MacIntyre Sports Complex and the Texas Sports Complex as per attached schedule.

CARRIED: (VOTE: 8/0)

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**10.4. OUTSTANDING CREDITOR**

**SYNOPSIS:**

Council is in receipt of an outstanding account greater than 5 years old.

This is in respect to trips undertaken by or organised in respect of the years 2000 & 2001.

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This account is well over-due, and per recollection of the tourism officer at the time these trips were undertaken and therefore the account is required to be paid.

**RECOMMENDATION:**

**It is recommended that Council pay the account rendered of \$1,651.54.**

**Resolution: 2007- 0585**

**Moved: Cr Tait Seconded: Cr McDougall**

That Council pay the account rendered of \$1,651.54.

CARRIED: (VOTE: 8/0)

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**10.5. COMMENCE PROCEEDINGS FOR THE SALE OF LAND FOR ARREARS OF RATES**

**SYNOPSIS:**

Council has previously resolved to commence sale of land for arrears of rates proceedings on various parcels of land within the shire.

To date the arrears of rates on this parcel remain outstanding and subsequently Council must now resolve to offer this parcel for sale by auction.

**BACKGROUND:**

At the Ordinary Meeting of Council held on 18 December 2006, Council resolved, in accordance with the relevant provisions of the Local Government Act 1993, to offer for sale by auction parcels of land, where the rates had remained in arrears for three years or more. Details of the land subject to the motion of 18 December 2006 are listed below at table 1. Council has given notice to the owners of the land in accordance with the provision of the Act, with specific reference to section 1041 of the Act, (Local government must first give notice) and section 39 of the Local Government Regulations 1994 (Notice of intention to sell land).

**Table 1**

<b>Assessment No</b>	<b>Owner</b>	<b>Property Address</b>	<b>Property Description</b>	<b>Total Amount Outstanding</b>
469	Gary William Richardson Vicki Lyn Richardson	Stanthorpe-Texas Road, Silverspur	Lot 201 S5181: Parish Silverspur Area: 1540 m <sup>2</sup>	\$1033.12

The parcel of land listed above remain in arrears and it is now necessary to proceed to the next stage of the process, this being: -

- setting the reserves for those properties,
- appointing an auctioneer, and
- setting a date for the auction to take place.

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Reserve Price

In accordance with Part 7 – Division 3 – Section 1044 of the Local Government Act 1993, a local government that offers land for sale by auction for arrears of rates must place a reserve price on that land.

Under sub-section 2 of Section 1044, the local government may choose a reserve price of at least either:-

- (a) the market value of that land; or
- (b) the higher of the following:
  - (i) the amount of all overdue rates levied on the land; or
  - (ii) the unimproved value of the land.

Auctioneer

Council officers have sought two quotations from auctioneers licensed in Queensland.

- (a) True Country Realty – 5% for the first \$18000 and 2.5% thereafter;
- (b) Mr Geoff Lyons – No charge.

Date for Auction

Council must prepare a notice containing—

- (a) the time and place of the proposed auction; and
- (b) a full description of the land.

Notice of the time and place of the auction must be advertised in a paper circulated generally within the local government area at least 14 days but not more than 21 days before the day of the proposed auction.

Council must start proceedings to sell the land from 3 months to 6 months after giving notice. Notices under section 1041 of the Act were sent on 20 December 2006, therefore the date of auction cannot be set before 21 March 2007 and no later than 20 June 2007

**RECOMMENDATION:**

1. That Council set a reserve price on those parcels of land to be sold at auction for arrears of rates, described and listed below, and that the reserve price be the highest of either all overdue rates levied on the land or the unimproved value of the land: and
2. That Wednesday, 13 June 2007 be set aside to hold the auction of land for arrears of rates: and
3. That Mr Geoff Lyons as auctioneer, licensed in Queensland be appointed to conduct the auction.

Assessment No	Owner	Property Address	Property Description	Total Amount Outstanding
469	Gary William Richardson Vicki Lyn Richardson	Stanthorpe-Texas Road, Silverspur	Lot 201 S5181 Parish Silverspur Area: 1540 m <sup>2</sup>	\$1033.12

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**Resolution: 2007-0586**

Moved: Cr Pietsch Seconded: Cr Cox

1. That Council set a reserve price on those parcels of land to be sold at auction for arrears of rates, described and listed below, and that the reserve price be the highest of either all overdue rates levied on the land or the unimproved value of the land: and
2. That Wednesday, 13 June 2007 be set aside to hold the auction of land for arrears of rates: and
3. That Mr Geoff Lyons as auctioneer, licensed in Queensland be appointed to conduct the auction.

Assessment No	Owner	Property Address	Property Description	Total Amount Outstanding
469	Gary William Richardson Vicki Lyn Richardson	Stanthorpe-Texas Road, Silverspur	Lot 201 S5181 Parish Silverspur Area: 1540 m <sup>2</sup>	\$1033.12

CARRIED: (VOTE: 8/0)

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**10.6. APPLICATION FOR PERMANENT ROAD CLOSURE**

**SYNOPSIS:**

Glen Sheather making application for the permanent closure of the portion of road that dissects lot 212 CVE187, parish of Texas and the portion of road on the southern area of Lot 212 CVE 187, parish of Texas and seeking Councils view in respect of their proposal.

**BACKGROUND:**

Mr Glen Sheather is the owner of property described as Lot 212 CVE187, parish of Texas and located on Sweedmans Access Road, Limevale.

Mr Glen Sheather wish to make application for the permanent closure of that portion of road which dissects the eastern portion of Lot 212 on plan CVE187, Parish of Texas and which comprises an area of approximately 376.231 hectares.

There is no practical access through the gazetted road reserve.

All land adjacent to lot 212 has legal and/or practical access and the temporary closure of that portion of the road through lot 212 would not affect current access to adjoining land.

**RECOMMENDATION:**

**For Council's consideration.**

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**Resolution:** 2007-0587

**Moved: Cr Dawson Seconded: Cr Tait**

That Council approve the application from Glen Sheather for permanent road closure of the portion of road that dissects Lot 212 CVE 187, Parish of Texas.

CARRIED: (VOTE: 8/0)

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**10.7. APPLICATION FOR PERMANENT ROAD CLOSURE**

**SYNOPSIS:**

Department of Natural Resources and Water (Bretts Inglewood Sawmilling Pty Ltd) making application for the permanent closure of the road area intersecting Lot 31 on CVE655, Parish of Inglewood and seeking Council's view in respect of their proposal.

**BACKGROUND:**

Bretts Inglewood Sawmilling Pty Ltd is the owner of property described as Lot 31 CVE655, Parish of Inglewood and located at King, Slack & Regent Streets, Inglewood.

Brett Inglewood Sawmilling Pty Ltd wishes to make application for the permanent closure of the road area intersecting Lot 31 CVE655, Parish of Inglewood which comprises an area of approximately 1.922 hectares.

There is no practical access through the gazetted road reserve as the existing sawmills operation is located on and adjacent to the road reserve.

**RECOMMENDATION:**

**For Council's consideration.**

**Resolution:** 2007-0588

**Moved: Cr Dawson Seconded: Cr McDougall**

That Council approve the application from Bretts Inglewood Sawmilling Pty Ltd for permanent road closure of the road area intersecting Lot 31 CVE 655, Parish of Inglewood.

CARRIED: (VOTE: 8/0)

**Attendance:** Accountant, Andrew Wegener retired from the meeting at 4.21pm and the Community Development Officer attended the meeting at 4.21pm.

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**11. COMMUNITY DEVELOPMENT OFFICERS REPORT**

**Resolution: 2007-0589**

**Moved: Cr Moffitt Seconded: Cr Thompson**

That the Community Development Officers report be received and the comments contained therein be noted.

**CARRIED: (VOTE: 8/0)**

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**11.1. COMMUNITY WATER GRANTS**

**SYNOPSIS:**

Round 3 of the federally funded Community Water Grants is due for release in the next 2 months.

**EXECUTIVE SUMMARY:**

The Texas Football Club has decided not to proceed with the Lifestyle Water Wise Grant application that closed on 30.03.07 following advice from their irrigation consultant.

Instead they are keen to work with other organisations to develop a project as recommended by the consultant, Bob Mauger.

Bob has suggested that some earth works at the dam could improve the capacity and that council could consider a system to direct raw water from the town allocation to this dam as a holding reservoir to supply three of the larger water users in the town area (Sporting Complex, Texas State School and Texas Health Service). All of these facilities have large grounds and gardens that require irrigation and an estimated 9 megalitres per annum is used on irrigation at these sites.

The town water treatment plant is struggling to cope with demand and a project that can reduce demand by up to 10 megalitres per year would benefit the whole town.

The dam could also be used as a site for filling water trucks for road works and fire trucks if required.

The dam also receives overland flow so demand to replenish the water levels would vary depending on rainfall (worst case scenario would be for no rain at all for 12 months that would require 10 megalitres of raw water from town allocation to be diverted to the dam)

It is proposed to set up a working group to develop a plan to maximise water savings and assess the cost and any contributions required in addition to grant funds.

A combined funding application would be more likely to succeed and council should encourage projects of this nature. Any project would be dependant on a successful grant application to provide the bulk of the funds.

**RECOMMENDATION:**

**That this report be received and:**

- 1) Council be involved in the working group to develop a plan to enable reduction in the use of treated water for irrigation in the Texas town area.**
- 2) Relevant council staff provide technical advice on any works required in the proposed plan.**
- 3) A report detailing the planned works, cost, funding sources and regulatory requirements be presented for council consideration by 31<sup>st</sup> May 2007.**

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**Resolution: 2007-0590**

**Moved: Cr Thompson Seconded: Cr Moffitt**

That this report be received and:

1. Council be involved in the working group to develop a plan to enable reduction in the use of treated water for irrigation in the Texas town area.
2. Relevant council staff provide technical advice on any works required in the proposed plan.
3. A report detailing the planned works, cost, funding sources and regulatory requirements be presented for council consideration by 31 May, 2007.

**CARRIED: (VOTE: 8/0)**

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## **11.2. RURAL PHYSICAL ACTIVITY WEB SITE**

### **SYNOPSIS:**

Third year IT students from Griffith University are developing a project to design a web site that will provide comprehensive local information about physical activity opportunities in rural areas.

### **EXECUTIVE SUMMARY:**

Darling Downs Population Health Unit have contacted LGAs to gauge interest in being involved in the project (refer attached project brief).

At this stage information is limited and they are seeking feedback on preferred options to assist in the development of the project.

I phoned Craig Puet from DDPHU with a few queries:

- 1) Will the website be regional and incorporate all towns i.e. will each town be listed alphabetically with links similar to the [www.ourbrisbane.com](http://www.ourbrisbane.com) site that has links to each suburb?
- 2) Can each council have a "healthy and active" directory designed to be included in existing websites?
- 3) Will it be interactive - can community organisations or individuals provide feedback?

This would be a useful source of information for the community - club details, facility details, maps of local walkways, parks, school and GP sections etc.

As we are currently in the process of having consultants redesigning the council web site there may be an opportunity to have a "healthy and active" section incorporated.

I suggest that if we were involved that the preferred option would be to include it in the existing council website as it would be easier to maintain current information.

### **RECOMMENDATION:**

**That council indicate an expression of interest in the project subject to:**

- 1) further information on the options for design and how this can be integrated into existing systems.**
- 2) Project team capacity to work with consultants who are redesigning the Inglewood Shire web site**
- 3) Community advisory group to decide on the features that would be relevant to the local needs.**

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**Resolution: 2007-0591**

**Moved: Cr McDougall Seconded: Cr Moffitt**

That Council indicate an expression of interest in the project subject to:-

4. Further information on the options for design and how this can be integrated into existing systems.
5. Project team capacity to work with consultants who are redesigning the Inglewood Shire web site
6. Community advisory group to decide on the features that would be relevant to the local needs.

**CARRIED: (VOTE: 8/0)**

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### **11.3. COMMUNITY NEEDS ASSESSMENT**

**SYNOPSIS:**

To assist with planning council has to consider the needs of the community to ensure services and facilities provided meet community expectations.

**EXECUTIVE SUMMARY:**

As part of the Preliminary Action Plan accepted by council at the January 2007 ordinary meeting it was proposed that we apply for funding under the Our Place Our Future grant program to develop plans to address issues identified by the community.

Part of this process is to engage the community to identify the issues and then work with groups to develop strategies to provide practical solutions to needs.

The Health Services in both communities are due to apply for renewal of contract with the Commonwealth Department of Health and Ageing to continue the operation of the Multi Purpose Health Service model for another 3 years. As a requirement they must conduct a community needs assessment to assist with planning. Many of the issues that impact on health are not directly the responsibility of the local health services. Issues such as transport, education, facilities and associated services are considered determinants of health but are the responsibility of other agencies including local government.

In the past health services have used the information collected to develop strategic plans however some information that relates to broader community issues is documented but not disseminated effectively to other agencies.

Inglewood MPHS and Texas MPHS are using the services of the Cunningham Centre to conduct the needs assessments (Texas on 23/04/07 and Inglewood on 24/04/07) and it is proposed that the Inglewood Shire Council should partner with them to access the information to assist with our planning.

The Cunningham Centre is not charging for their services so there is no cost to council being involved in the needs assessment stage. Phoned Louis Ariotti from the Cunningham Centre to discuss information to be addressed in the needs assessment process and he agrees that a lot of information will be relevant to local government. If he is aware that we are intending to share the information he can ensure that a comprehensive needs assessment is done. He has requested that I forward a geographical map of the shire and any demographic information that we have - I can arrange this if council agree to partner in the process.

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The funding from the Our Place Our Future grant (if successful) could be used to establish community advisory groups to develop strategies to be included in a community plan for the next 5 years to address the needs identified.

**RECOMMENDATION:**

- 1) Council be actively involved with the Health Services in both towns in conducting community needs assessments.
- 2) We provide demographic information and shire map to Cunningham Centre to allow preliminary work to be completed.

**Resolution: 2007-0592**

**Moved: Cr Pietsch Seconded: Cr Dawson**

- 1) Council be actively involved with the Health Services in both towns in conducting community needs assessments, subject to being able to operate through existing committees/structures.
- 2) We provide demographic information and shire map to Cunningham Centre to allow preliminary work to be completed.
- 3) Council arrange for regular community feedback for outcomes achieved.

**CARRIED: (VOTE: 8/0)**

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**Attendance:** The Community Development Officer retired from the meeting at 4.42 pm and the Human Resource Manager attended the meeting at 4.42pm.

**Attendance:** Cr Cox left the meeting at 5.10 pm

**12. HUMAN RESOURCE OFFICERS REPORT**

**Resolution: 2007-0594**

**Moved: Cr Dawson Seconded: Cr Tait**

That the Human Resource Officers report be received and the comments contained therein be noted.

**CARRIED: (VOTE: 7/0)**

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**Attendance:** Cr Cox rejoined the meeting at 5.17 pm

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**12.1. MOU – INGLEWOOD SHIRE COUNCIL & INGLEWOOD STATE SCHOOL P-10 CAMPUS**

**SYNOPSIS:**

The Inglewood State School P-10 Campus has requested that Council waive certain fees for the use of the MacIntyre Sports Centre for school functions in contra to the School being responsible for the upkeep of the football ovals and the surrounds of the MacIntyre Sports Centre.

**RECOMMENDATION:**

**That Council approve the Memorandum of Understanding between Inglewood Shire Council and Inglewood State School P-10 Campus, titled - Maintenance and Upkeep of Sporting Ovals and the use of MacIntyre Sports Centre**

**Resolution: 2007-0595**

**Moved: Cr Dawson Seconded: Cr Pietsch**

That Council approve the Memorandum of Understanding between Inglewood Shire Council and Inglewood State School P-10 Campus, titled – Maintenance and Upkeep of Sporting Ovals and the use of the MacIntyre Sports Centre.

**CARRIED: (VOTE: 8/0)**

**Attendance:** Councillor Cox retired from the meeting at 5.30 pm

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**12.2. SMOKE FREE POLICY IN COUNCIL WORKPLACES**

**SYNOPSIS:**

It is Council's intention to promote a safe and healthy work environment for all its employees. Council's current policy of no smoking is limited to vehicles, plant and buildings and does not address smoking in areas where storage of dangerous goods and hazardous chemicals are stored as well as the depot and water and sewerage plants. Furthermore several employees have repeatedly made complaints about being exposed to passive smoking in these locations. WHS auditors have given directives to the elimination of ignition sources from near fuel bowsers and storage area of hazardous chemicals.

**EXECUTIVE SUMMARY:**

There have been many verbal complaints from workers that they are being exposed to indiscriminate smoking in the depots and inadvertently becoming subjected to passive smoking. Dangerous goods and

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hazardous chemicals are also stored at various locations in the depots, and auditors from Division of Workplace Health and Safety have issued improvement notice to remove ignition sources from the vicinity of these goods.

Resolution No. 16 of the Ordinary meeting held on 20 May 2002 defined that smoking is banned in all Council buildings, office areas, lunchrooms, toilets, plants and vehicles, but does not cover such areas as the depots and the water and sewerage plant workplaces.

Council has an obligation under section 28 of the *Workplace Health and Safety Act 1995*, to ensure the health and safety of all workers. Employees also have an obligation under section 36 (d) of the Act to ensure that they do not wilfully place at risk the safety and health of any person at the workplace. According to Queensland Cancer Council about 3400 Queenslanders die from active smoking and 300 from passive smoking each year. The State Government had also introduced new *Tobacco and Other Smoking Products Amendment Act 2004*, which took effect from 1 January 2005 placing various restrictions in outdoor smoking.

A revised policy has been circulated to Councillors and all employees for their consideration

In order to comply with safe and healthy workplace, and the directive of the Division of Workplace Health and Safety, it is recommended that Council prohibits smoking in all council workplaces, as defined in the policy.

**RECOMMENDATION:**

**For Council's approval.**

**Resolution: 2007-0596**

**Moved: Cr Tait Seconded: Cr Cox**

Council endorse the Smoke free Policy as tabled.

**CARRIED: (VOTE: 7/0)**

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**12.3. ANZAC DAWN SERVICE - TEXAS**

**SYNOPSIS:**

The Texas Community has requested Council to undertake the management of the Anzac Dawn Service Program on Wednesday 25 April 2007 due to certain extenuating circumstances.

**EXECUTIVE SUMMARY:**

Over several years the Texas RSL Sub Branch were responsible for running the Anzac Services and other activities associated with Anzac Day. Council has been approached by the Texas Community to manage this years service. As various costs will be involved in running this program, financial assistance to support this community service has been requested.

**RECOMMENDATION:**

**That Council approve the request for \$350 from the Community Donations Fund for the costs of running this Anzac Service.**

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**Noted.**

**Attendance:** The Human Resource Manager retired from the meeting at 5.24pm

**Attendance:** Councillor Moffitt left the meeting at 5.38pm

### 13. NATURAL RESOURCE OFFICERS REPORT

**Resolution:** 2007- 0597

**Moved: Cr Dawson Seconded: Cr Thompson**

That the Natural Resource Officers report be received and the comments contained therein be noted.

**CARRIED: (VOTE: 6/0)**

**Attendance:** Councillor Moffitt returned to the meeting at 5.40pm

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### 14. CHIEF EXECUTIVE OFFICERS REPORT

#### 14.1. SSS – PROGRESS REPORT – IFR – MR SIMON SMITH

Arrangements are being made to have IFR, Mr Simon Smith address Council in relation to the progress of the SSS Review at 10.30 am on Monday, 16 April, 2007.

**Recommendation:** For information.

**Attendance:** Councillor Dawson retired from the meeting at 6.03pm

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#### 14.2. SSS – COMPREHENSIVE REVIEW PHASE – DATA GATHERING

**Reason for Report**

To advise Council of information required to be supplied during SSS Comprehensive Review Phase – Data Gathering exercise.

**Background**

The following data has now been requested by the IFR:-

1. Ten year QTC financial forecasting spreadsheet model.
2. Asset registers with valuation, WDV, useful remaining life and depreciation as at 30 June 2006.

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3. Plant register with purchase date, purchase value, WDV, useful remaining life, hours and kms and plant replacement schedule as at 30 June 2006.
  4. Strategic Asset Management Plans.
  5. Detailed organisational structure showing all positions and levels as at 30 June 2006.
  6. List of all staff matched to organisational structure with levels and salary as at 30 June 2006.
  7. Salary oncosts as at 1 July 2006.
  8. Most recent EBAs.
  9. Corporate Plan and 2006-07 Operational Plan (if corporate plan not changed since May 2005 then I have it)
  10. Detailed 2006-07 Budget or 2007-08 if available.
  11. Detailed 2005-06 financials
  12. 2005-06 Annual Report
  13. Details of any existing resource sharing initiatives if additional since Initial Review.
  14. Details of reserves balances as at 30 June 2006 and descriptive history (Inglewood only).
  15. Database of all rate assessments and utility charge codes, rebates, discounts etc including street address as at 30 June 2006.
  16. Define where new boundaries may go between north and south (Inglewood only).
  17. Identification of assessments within the boundary change areas (Inglewood only).

At this stage the information in relation to items 2, 3, 7, 11, 12, 14 and 15 is readily available and is being prepared in a suitable electronic format as requested.

However, the information in regards to items 1, 4, 5, 6, 8, 9, 10 and 13 is currently under review and will be applied as soon as the updated/revised information is available.

In addition, input is requested from Council as to where a new boundary may go between the north and south sections of Inglewood Shire were it to be split into two.

Recommendations for Council's

- (a) Information in relation to Items 1 – 15
- (b) Consideration as to how and where Inglewood Shire could be split in the future

**Resolution: 2007- 0598**

**Moved: Cr Thompson Seconded: Cr Tait**

- (a) Information in relation to Items 1 – 15
- (b) Further information be provided for Council's consideration as to where a new boundary alignment may go.
- (c) A further meeting be held to discuss (b)

**CARRIED: (VOTE: 6/0)**

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**14.3. DARLING DOWNS SSS REVIEW GROUP – MEETING 30 MARCH, 2007**

**Reason for Report**

To consider minutes of meeting of DD SSS Review Group Meeting held on 30 March, 2007.

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**Background**

Minutes of the DD SSS Review Group Meeting are circulated under separate cover for consideration. Council's notice or attention is invited to the following:-

1. Draft SSS Human Resources Policy

Council should consider whether or not to adopt the draft as it is or suggest amendments. It may be necessary to refer this to the confidential section of the meeting.

2. Draft Staff and Community Engagement Strategy

Council should refer this to IFR Simon Smith to ensure he concurs with its contents so as to ensure a uniform approach is being taken across the region.

3. Foreshadowed Motion for next meeting cost of consultants studies

Council should consider proposal that costs for consultants studies be aggregated and apportioned across the whole review group based on population.

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**14.4. DRAFT PEST MANAGEMENT PLAN 2006 - 2010**

**Reason for Report**

To consider Draft Pest Management Plan 2006 -2010 and submissions received during public exhibition period.

**Background**

The Inglewood Shire Draft Pest Management Plan 2006-2010 was placed on public exhibition between 1 March, 2007 and 30 March, 2007.

As a result three submissions were received from the following:-

1. Ms Angela Lennon
2. Mr Peter Jesser
3. Queensland Parks and Wildfire Services

On Tuesday, 3 April, 2007 the Pest Management Plan Working Party met to review the draft plan and consider the submissions received. The following amendments were made to the Draft Plan:-

<b>Table 1 : Submission Summary</b>		
<b>Item</b>	<b>Section Reference</b>	<b>Proposed Changes</b>
1.	1.0 Introduction A Brief Description of the Shire	<b>Delete:</b> Inglewood Shire has a diverse array of land types and land uses. The Shire is on the northern most part of the New England Tablelands bioregion which extends from NSW which covers most of the shire with dominant Traprock landforms. This area is used predominantly for fine wool production with other mixed grazing including cattle, goats and meat sheep.  Inglewood also has a substantial timber industry with a minor portion of the shire under forestry and national parks.  Along the alluvial flats the land is being used for horticultural,

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		<p>lucerne, olives and fodder crops now more commonly grown.</p> <p>On the western side the bioregion changes to brigalow belt with these black soils producing cereal crops and used for grazing.</p> <p>Inglewood has also several organic growers of lucerne, beef and chickens.</p> <p><b>And replace with:</b></p> <p>Inglewood Shire has a diverse array of land types and land uses. The Shire contains the northern most part of the New England Tablelands bioregion which extends from NSW which covers most of the shire with dominant Traprock landforms. This area is used predominantly for fine wool production with other mixed grazing including cattle, goats and meat sheep.</p> <p>Inglewood also has a substantial timber industry with a minor portion of the shire under forestry and national parks.</p> <p>Along the alluvial flats the land is being used for horticultural,;- lucerne, olives and fodder crops are most commonly grown.</p> <p>On the western side of the Shire the bioregion changes to brigalow belt with these black soils producing cereal crops and used for grazing.</p> <p>Inglewood has also several organic growers of lucerne, beef and chickens.</p>
2.	<p>6.6 Priority Species List</p> <p>Table 4 Priority Pest Rating</p>	<p><b>Delete:</b></p> <p>African Love Grass – Very High</p> <p><b>And replace with:</b></p> <p>African Love Grass – High</p> <p><b>Add in:</b></p> <p>Coolatai Grass – High</p>
3.	<p>6.6 Priority Species List</p> <p>African Lovegrass:</p> <ul style="list-style-type: none"> <li>• Priority Objective</li> </ul>	<p><b>Delete:</b> “Very High”</p> <p><b>And replace with:</b> “High”</p>
4.	<p>6.6 Priority Species List</p> <p>Coolatai Grass</p>	<p><b>See attachment hereto</b></p>
5.	<p>6.6 Priority Species List</p> <p>Deer:</p> <ul style="list-style-type: none"> <li>• Declaration Status</li> </ul>	<p><b>Delete:</b> (empty)</p> <p><b>And replace with:</b> “Not Declared”</p>
6.	<p>6.6 Priority Species List</p> <p>Dingo/wild dog:</p> <ul style="list-style-type: none"> <li>• Action Plan, Responsible Officer</li> <li>• Row 1</li> </ul>	<p><b>Delete:</b> “Dogger”</p> <p><b>And replace with:</b> “LPO”</p>
7.	<p>6.6 Priority Species List</p>	<p><b>Delete:</b> “Dogger”</p>

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	Dingo/wild dog: <ul style="list-style-type: none"> <li>• Action Plan, Responsible Officer</li> <li>• Row 3</li> </ul>	<b>And replace with: "LPO"</b>	
8.	6.6 Priority Species List Feral Cat: <ul style="list-style-type: none"> <li>• Control of Method</li> <li>• Reserves and Land Held in Trust by Council</li> </ul>	<b>Delete: "Promote Awareness"</b> <b>And replace with: "Contain"</b>	
9.	6.6 Priority Species List Feral Cat: <ul style="list-style-type: none"> <li>• Control of Method</li> <li>• Other Council Controlled Land</li> </ul>	<b>Delete: "Promote Awareness"</b> <b>And replace with: "Contain"</b>	
10.	6.6 Priority Species List Feral Pig: <ul style="list-style-type: none"> <li>• Control of Method</li> <li>• Reserves and Land Held in Trust by Council</li> </ul>	<b>Delete: "Promote Awareness"</b> <b>And replace with: "Control and Contain"</b>	
11.	6.6 Priority Species List Feral Pig: <ul style="list-style-type: none"> <li>• Control of Method</li> <li>• Other Council Controlled Land</li> </ul>	<b>Delete: "Promote Awareness"</b> <b>And replace with: "Control and Contain"</b>	
12.	6.6 Priority Species List Rabbit: <ul style="list-style-type: none"> <li>• Declaration Status</li> </ul>	<b>Delete: "1"</b> <b>And replace with: "2"</b>	
13.	7.0 Annual Pest Action Plans 2007-2008 Strategic Action (page 60)	<b>Add in another row:</b> <b><u>Strategic Action</u></b> School Education Program	<b><u>By Whom</u></b>
14.	7.0 Annual Pest Action Plans 2007-2008 Strategic Action (page 61)	<b>Delete:</b> <b><u>Strategic Action</u></b> Promote the potential impacts of DNR&M declared pests for all stakeholders through key events and media releases  <b>And replace with:</b> <b><u>Strategic Action</u></b>	<b><u>By whom</u></b> Landcare  <b><u>By whom</u></b>

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		Promote the potential impacts of DPI&F declared pests for all stakeholders through key events and media releases Landcare ISC
15.	7.0 Annual Pest Action Plans 2007-2008 Strategic Action (page 61)	<p><b>Delete:</b></p> <p><b><u>Strategic Action</u></b>  Identify areas of high weed seed spread and encourage the community to assist in the prevention of seed spread</p> <p><b><u>By whom</u></b>  ISC  NR&amp;W</p> <p><b>And replace with:</b></p> <p><b><u>Strategic Action</u></b>  Identify areas of high weed seed spread and encourage the community to assist in the prevention of seed spread</p> <p><b><u>By whom</u></b>  ISC  DPI&amp;F</p>
16.	7.0 Annual Pest Action Plans 2007-2008 Strategic Action (page 61)	<p><b>Delete:</b></p> <p><b><u>Strategic Action</u></b>  Promote incentives to landowners for pest plants and animals such as (hire of spray units for weed control)</p> <p><b><u>By whom</u></b>  ISC  NR&amp;W</p> <p><b>And replace with:</b></p> <p><b><u>Strategic Action</u></b>  Promote incentives to landowners for pest plants and animals such as (hire of spray units for weed control)</p> <p><b><u>By whom</u></b>  ISC</p>
17.	7.0 Annual Pest Action Plans Ongoing Strategic Action	<p><b>Delete:</b></p> <p><b><u>Strategic Action</u></b>  Organise community awareness raising programs</p> <p><b><u>By whom</u></b>  ISC  DNR&amp;M</p> <p><b>And replace with:</b></p> <p><b><u>Strategic Action</u></b>  Organise community awareness raising programs</p> <p><b><u>By whom</u></b>  ISC</p>

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It is now appropriate for Council to consider adopting the draft plan as amended and refer it to the Minister for approval.

**Recommendation:-**

That Council adopt the amended Inglewood Shire Draft Pest Management Plan 2006 – 2010 and refer it to the Minister for Primary Industries and Fisheries for approval.

**Resolution: 2007- 0599**

**Moved: Cr Pietsch Seconded: Cr McDougall**

That Council adopt the amended Inglewood Shire Draft Pest Management Plan 2006 – 2010 and refer it to the Minister for Primary Industries and Fisheries for approval.

**CARRIED: (VOTE: 6/0)**

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**14.5. ENTERPRISE BARGAINING AGREEMENT**

**Reason for Report**

To update Council with progress being made on finalising the EBA.

**Background**

A further meeting was held between Councillors, Staff and Union Representatives on Monday, 26 March, 2007.

All issues listed were discussed and only a few minor wording amendments remain to be made. A revised draft is being prepared in conjunction with the LGAQ industrial action and should be available next week.

At this stage it is likely to be in a position to achieve sign off of all the remaining matters by the end of April, 2007.

**Recommendation:-**

For Council's information.

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**14.6. TEXAS SPORTS COMPLEX BUILDING – BUILDING CERTIFIERS REPORT**

**Reason for Report**

To consider Council's Building Certifier's (Mr Len Rigg) Report.

**Background**

Council had requested further investigation into the cause of cracking at the Texas Sports Complex Building.

That report is now attached.

Council now needs to determine whether

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1. remedial works be undertaken as outlined and/or
2. A further opinion be obtained from a suitably qualified structural engineer and, if so, at what cost.

**Recommendation:-**

For Council's consideration.

**Resolution: 2007- 0600**

**Moved: Cr Moffitt Seconded: Cr Thompson**

That Council undertake remedial works as outlined on the wall at the Texas Sports Complex.

**CARRIED: (VOTE: 6/0)**

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**14.7. INGLEWOOD SWIMMING POOL – POOL CRACKING/REPAIRS – COMMUNITY PETITION**

**Reason for Report**

To consider petition received from some 256 residents to have Inglewood pool repaired during the off season.

**Background**

The Inglewood pool has been subject to repeated cracking and water loss problems in recent years.

In late February, 2007 a further water loss/pool cracking problem was noticed. In view of the short period remaining before the pool closure it was decided to leave repairs until after the pool closed on 4 April, 2007.

A petition has now been received urging Council to carry out repairs during the off season.

**Recommendation:-**

For Council's consideration.

**Resolution: 2007- 0601**

**Moved: Cr Tait Seconded: Cr Thompson**

That the Chief Executive Officers report be received and the comments contained therein be noted.

**CARRIED: (VOTE: 6/0)**

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**Resolution: 2007- 0602**

**Moved: Cr Pietsch Seconded: Cr McDougall**

That the report from Councillor Tait be received and the comments contained therein be noted and Councillor Moffitt's report from the Housing Meeting be also noted.

**CARRIED: (VOTE: 6/0)**

**15. MEETING CLOSED TO THE PUBLIC**

**Resolution: 2007- 0603**

**Moved: Cr Pietsch Seconded: Cr Tait**

That the meeting be closed to the public under section 463 (1) of the *Local Government Act 1993* for the purposes of discussing human resource issues.

**CARRIED: (VOTE: 6/0)**

**Resolution: 2007- 0604**

**Moved: Cr Moffitt Seconded: Cr McDougall**

That it be reported to Council that whilst in Committee the following matters had been discussed but any action was deferred pending further reports from the CEO

1. Staff Organisational Structure
2. Amendments to CEO's contract
3. Ombudsman's letter dated 5 April, 2007

**CARRIED: (VOTE: 6/0)**

**16. MEETING REOPENED TO THE PUBLIC**

**Resolution: 2007- 0605**

**Moved: Cr McDougall Seconded: Cr Thompson**

That the meeting be reopened to the public.

**CARRIED: (VOTE: 6/0)**

**17. CLOSURE**

There being no further business, the Mayor thanked Councillors' for their attendance and declared the meeting closed at 8.00 pm.

Confirmed:.....

Date:.....

