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*Agenda and Business Papers*  
*Burke Shire Council Ordinary General Meeting*  
*Thursday 18<sup>th</sup> April 2013*  
*9.00am Council Chambers*

9.00 am	Opening of meeting
10.30 am to 11.00 am	Morning Tea
12.30 pm to 1.00 pm	Lunch – International Womens Day – HACC Hall

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## 01 Opening of Meeting

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The Mayor welcomed members and declared the meeting open at 9.00am.

## 02 Record of Attendance

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Members	Cr Ernie Camp, Mayor - Chair Cr Paul Poole, Deputy Mayor Cr Zachary Duff Cr Tracy Forshaw Cr Tonya Murray
Officers	John Page; Chief Executive Officer Philip Keirle; Deputy CEO Frederick Aqvillin; Chief Financial Officer Neil Klemola; Works Manager Brett Harris; Workshop Fleet Manager Jenny Williams; A/Executive Officer (Minutes)
On Leave	Nil

## 03 Prayer

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Led by Cr Murray

## 04 Consideration of applications for leave of absence

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None received at close of agenda.

## 05 Confirmation of minutes of previous meeting(s)

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### 05.01 General Meeting 21 March 2013

#### Recommendation

That the Minutes of the General Meeting of Council held on 21<sup>st</sup> March 2013 as presented be confirmed by Council.



130321 Confirmed  
Minutes.pdf

## 06 Condolences

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None received at close of agenda.

## 07 Deputy CEO Reports

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- 07.01.01 Chief Financial Officer Monthly Update Report
- 07.02.01 Works and Services Monthly Update Report
- 07.03.01 Work Shop and Fleet Monthly Update Report
- 07.04.01 Executive Officer Monthly Council Report
- 07.05.01 Deputy CEO Reports

## Works and Services Reports

### 07.01.01 Works and Services Report

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DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Neil Klemola; Works Manager
FILE NO:	BCS/G/CM/R/WM
DATE:	8 <sup>th</sup> April 2013
LINK TO COUNCIL PLAN/S:	Works Program

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#### 1. WORKS MANAGER

- Opening grades on the Doomadgee West Rd including Kingfisher and Bowthorn completed. Opening grades on the Doomadgee to Lawn Hill road in progress.
- Work continues on the Camooweal Rd (RMPC); heavy grade and re-sheeting will continue for another 3 weeks, 6 kilometres of heavy grade completed and 5 kilometres of formation prep and re-sheeting in progress (4500m<sup>3</sup> of road base).
- Preparation for the Dugald River quote are ongoing, expect to hear more next week. Have prepared a pre-induction package for MMG as part of the tender process.
- The 3rd pool has been repaired and cleaned will open to public after quality checks on Monday, this was a result of original poor installation. The pool had to be drained and surrounding pavers reset.
- The slab for the BBQ area at the Gregory has been poured and the carport at House 3 demounted for transport to Gregory Downs along with the gas BBQ. The shade cloths are currently being made under an insurance claim.
- Two new employees have been hired 1 to cover the retirement of Wayne Dowse and the other to assist the road crew with a MC license (both employed under the Parks and Gardens banner). They are Rory Hanlon & Damian Cooling.
- Solar lights for the Gregory will arrive next week and Cameras to monitor the river crossings are being tested (this week) in readiness for shipment to us.
- Have finalised budget forecast for 2013-2014 and am in discussions with CFO to complete process.
- Have had some initial talks with Main Roads regarding RMPC schedules and have gained approval to divert money from one schedule to another. This allows the BSC to take full advantage of the finances offered. This prevents us having to hand State funding money back.
- Discussions held with the CLC in regards to gravel pits and the issue of cultural heritage approval, and the protocols needed to be adopted to create a harmonious working environment in future ventures. We need to get up to speed in regards time-frames and planning.
- Discussions with MMG (Century) to develop a working relationship, and finalise the "Road Maintenance Agreement" continue to be beneficial.

#### 2. RANGER/WORKPLACE HEALTH AND SAFETY OFFICER

##### Induction/s

- 22-Mar-13 – Damien Cooling – Labourer
- 25-Mar-13 – Rory Hanlon - Labourer

Incident/s reported for this period – 2 – 9 Years to date

- 20-Mar-13 – Wayne Dowse – Reversed over in depot yard – muscle strain
- 3-Apr-13 – Earl Marshall – Equipment damage – While tipping lead trailer, rock rolled under first dolly doing damage to brake linings on second & third tipper.

Hazard Inspection/s - Nil for this period

#### Training

First Aid 27<sup>th</sup> March 2013 - Benny Kum Sing, Ivan Doomadgee, Shaun Portch, Marty Dixon, Jenny Williams, Pam De Joux, Madison Marshall, and Anne-Maree Rickerby

First Aid 28<sup>th</sup> March 2013 – Philip Keirle, Fred Aquilin, John Page, Karen McGrath, Kahleela Marshall, and Hayley Booth

#### General WHSO

- Traffic management plan for grid load restriction for traffic on the Gregory/Century road
- First aid kits are gradually being cleaned and refurbished 39 complete, 6 left to do.
- Works safety and traffic management plans for RMPC on 642, Heavy formation and opening grades on the Gregory to Camooweal road, copies to WM, Rural foreman, RMPC and Road/Construction supervisor.
- Road/Construction supervisor issued with the required forms and checks that need to be completed daily for Main Roads eg : Site induction list of attendees, Daily site signage record, Forms for daily tool box talks, Cultural heritage forms – 6801 daily pre-start notice, 13H-CH2 – daily field occurrence / sign off etc.
- Councils Traffic controllers (16) due for their 3 yearly licence renewal, need refresher training. conducted a training session using traffic controller course booklet and the Training management for construction work code of practice.

#### Animal Control

- Cat trap at Burketown residence

#### Pest Control

- Weed spraying Rubber vine, Belly ache bush, and Calotrope on Council road reserves and Mesquite and Prickly acacia in Town common when time permits.
- Graslan for pea bush Sewerage treatment plant pond walls.
- Roundup for airport weather station fixtures.
- No Mosquito fogging undertaken due to absence of wet and hence no or very few mosquitoes.
- DNR&M requested tentative 1080 baiting dates for 2013
- First round 16 April & second round 23 Sep – notices sent out to properties 18 March.

#### General - Ranger

- Servicing Skytrans RPT flights and daily airport checks whilst Bob Marshall on leave.
- Monthly 1080 stock control sheet & Indemnity Forms to DNR Normanton.

### 3. TOWN SUPERVISOR

- Continued with normal roster
- Commenced investigation into the benefits of poisoning to whipper snipping
- 2 new staff, one full time parks and gardens the other is a share with the road crew.
- Wayne Dowse retired on the 27th March 2013 we gave him a small party to wish him well.

### 4. BUILDING MAINTENANCE

Inspections are ongoing to estimate the budget for next year.

### 5. UTILITIES SERVICES MANAGER

All operations are running accordingly with some maintenance and repair works required.

6. WATER SEWERAGE OFFICER

BURKETOWN WATER:

- Total Water Usage March: 13,201 kl at a daily average of 425.838kl.
- Repairs have been carried out to the treatment system. The new ORP system has been connected and AQUAREPOTER is now on line. Good chlorine readings around town with an average of .4ppm or above.
- Water samples have all passed.
- Dr Anne Gardenier due April to do DWMP for both Burketown and Gregory.
- Power outages have been happening on a regular basis with the Escott feeder line. This in turn causes water to town stoppages. This will be able to rectify once the new generator is installed within the next 2 weeks.
- No major breaks in water mains or services. Minor repairs carried out when required.

SEWERAGE:

- Water Recycle Group will be carrying out repairs and maintenance to Blivet at the end of April.
- We have issues with power at the Sewer Treatment Plant. Clemments Electrical have had a look and have been asked to quote to replace cables from blivet to septic tank. This is an issue as occasionally sewer over flows and the junction box for power is located near where the pumps are at tank height.
- Other than that no real major breakdowns only minor works and maintenance carried out daily.

Aquatic Centre:

- All pools are now working .Pool E and F are still closed for pavement repairs. Testing and maintenance carried out daily.
- Other than daily maintenance all the services have been working well.

7. OFFICER'S RECOMMENDATION

Council notes the contents of the Works Manager April 2013 report.

ATTACHMENTS

NIL



## Workshop and Fleet Reports

## 07.02.01 Workshop and Fleet Report

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DEPARTMENT: Work Shop and Fleet Services

RESPONSIBLE OFFICER: Brett Harris; Work Shop and Fleet Manager

FILE NO: BCS/G/CM/R/WM

DATE: 5<sup>th</sup> April 2013

LINK TO COUNCIL PLAN/S: Works Program

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1. GENERAL SERVICING AND WET SEASON MAINTENANCE BEING THE MAIN WORK CARRIED OUT.

Plant Item	Works Carried Out
Plant #460 Ride on mower	⇒ Steering
Plant #470 Loader	⇒ Auto greaser and loadrite
Plant #479 Water truck	⇒ Tight valves
Plant #480 Prime mover	⇒ King pins
Plant #485 Backhoe	⇒ Puncture
Plant #488 Job truck	⇒ 70K service and hazard lamps
Plant #503 Genset	⇒ Fuel solenoid
Plant #506 Drum roller	⇒ A/C fault and starter motor
Plant #532 Prado	⇒ 40K service and ACC
Plant #535 Landcruiser	⇒ 25,000 km service and fuel filter
Plant #536 Landcruiser	⇒ 25,000 km service and fuel filter
Plant #537 Landcruiser	⇒ 30,000 km service and fuel filter
Plant #538 Job truck	⇒ Warranty recall- injectors and fuel system
Plant #544 Job truck	⇒ Injectors failed- warranty and minor service 15K
Plant #545 Job truck	⇒ Warranty recall- injectors and fuel system
Plant #551 Prime mover	⇒ Air intake wore through, nearly dusted eng.
Plant #554 Triple road train	⇒ Repair S cams and boosters damaged from rock
Wharf and Albert parks	⇒ Solar lighting
SES shed	⇒ Doors

2. PLANT TENDER UPDATE

From 2012/13 budget

- Tender 12-18 2 x 2WD utes- Completed
- Tender 12-19 Elevating work platform- Ordered, response from supplier slack
- Tender 12-20 Quotes for Vacuum Sewer Sucker- Hard to get and expensive- may pay to buy second hand truck already fitted out.
- Treatment plant genset- Ordered, delivery 3 weeks
- Skid steer- Ordered, delivery 4 weeks
- New Landcruiser dual cab- Ordered, delivery 1 week
- Variable message boards- Having trouble contacting supplier for conformation of quote.

3. OFFICER'S RECOMMENDATION

That Council notes the contents of the Work Shop and Fleet Manager's April 2013 report.

ATTACHMENTS NIL

## Executive Officer Reports

### 07.03.01 Executive Officer Monthly Council Report

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DEPARTMENT:	Executive Services
RESPONSIBLE OFFICER:	Jenny Williams; A/Executive Officer
FILE NO:	BCS/G/CM/R/EO
DATE:	5 <sup>th</sup> April 2013
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

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#### 1. EVENTS

##### Anzac Day

Anzac Day is well on its way with only three weeks to go, follow up flyers have been sent out to the Community.

A PowerPoint presentation has been created to be played during Breakfast and Lunch, Station Packs have been sent out, volunteers have been contacted to lay wreaths/be flag bearers/cooking etc. Two Council staff will be working this year to move all the heavier items, set up/pack up the shade structures and seating.

Each person who attends this year will receive a poppy pin. See attached excel sheet for more information.

##### Artour

Flyers for this event have distributed to the community, this will be a free event.

##### **Artour - Little Birung by Dr Tulp Performance**

In Burketown on Wednesday 17<sup>th</sup> April at 6.00 pm

About the Performance - In Little Birung Megan Sarmardin sings the stories of six generations of women of her family, stories shared by her great grandmother, 97 year-old Flora Hoolihan, including recollections of Flora's North Queensland Ngadjon-Jii mother and grandmother. Megan reflects on how she came to understand Flora and to understand the gift of freedom and its cost. In this 85-minute theatrical song cycle, written and composed by John Rodgers, Megan's exceptionally beautiful singing is complimented by the guitar master Jamie Clark and ranges superbly across styles and genres. The storytelling is assisted by the audio-visual presence of Flora, the one who has witnessed all six generations. Their stories unfold through time as this family has lived up to the challenges thrown down by history inspired by truly rare examples of courage and honour.

##### Art and Craft Show

Two grants have been applied for:-

Skytrans            people's choice award, advisory committee would like to give out a local painting as this award for this year.

MMG                for Prizes in general

The Advisory Committee is meeting regularly; letters have started to be sent out to organisations outside of Burke Shire enquiring if they would like to sponsor a prize/money for the show. Two donations have been received so far. A flyer was sent out to the community to see if there are any other sections they would like to be added to the program. The program layout will be discussed at the next meeting which will be held on the 1<sup>st</sup> May 2013.

Council will be holding a competition for the best sunrise/sunset photo which will be placed on the Burke Shire Website and announced at the Arts and Craft Show.

2. HOUSING UPDATE

Housing maintenance forms and process is currently working well. The maintenance component is being looked after by the Depot with the tenancy paperwork being looked after at the Office.

Council currently has four people on their waiting list, with one unit available for tenancy and a house and unit becoming ready in a month or so time (depending on maintenance required)

3. RADF

RADF committee is currently working on updating their Arts and Cultural Policy.

Flyers will go out soon with upcoming workshops information, the committee has sent out a survey to find out what type of workshops the community would like to receive. RADF Bids have been submitted.

4. WEBSITE

You will notice some minor changes to the appearance of some items in the website; it has recently received an upgrade with its operating system. The website is being kept up to date; more information will be required to be added over time.

5. DEVELOPMENT APPLICATIONS

MCUExtraction and Associated Environmentally Relevant Activities – ERA 16(2) (c) Lawn Hill – Century Mine – Mining Lease Area ML90045:- Still progressing

Burketown Hotel – Development Application – received notice of engagement by private certifier, boundaries alignment been rectified, revised plans received.

No new applications have been received, working on GMA coming out in July to finish off more of the older applications held by Council.

6. ENVIRONMENTAL HEALTH SERVICES

Savannah Bakery and Butchery are ready for their inspection to complete their application. Burketown Pub is still required to submit their application.

The EHO officer will be coming to the Shire in June to complete inspections of food businesses in the Shire. Notices will go out closer to time.

7. HOME AND COMMUNITY CARE

CBDC Clients:--- 7

Social Support Clients:----5

- One new client at Gregory with another interested in joining.
- Tele-Conference with Legal Aid / Justice Department –Friday 12<sup>th</sup> April.

Activities and Visitors

- Crafts -- Pine cone pin cushions which the ladies have been selling, Travel neck cushion, Butterfly Collage, Table decorations for International Women's Day
- Fishing at Gregory followed by lunch at the Gregory Pub
- Weeding and pruning of the HACC gardens
- Cards and puzzles – ongoing
- Morning tea at Morning Glory
- HACC at Gregory on Thursday, 11<sup>th</sup> April

Ongoing visits from Health:

- Medicare Local -----
- Local Clinic each Tuesday – medications
- Advocacy / People with Disability

#### Other

- Have been down to check on the graves at the cemetery so that HACC can place a small wreath on the graves of servicemen for Anzac Day. There seems to only be a couple however the clients are still interested in doing this.
- The International Women's Day Luncheon has been organized for Thursday 18<sup>th</sup> April at the Old Church /HACC Hall. Lunch will commence at 12.30pm. Our speakers have had a change in their schedules and are unable to attend.
- Trash & Treasure on Saturday, 13<sup>th</sup> April at the HACC hall from 8.30 to 12.00pm
- HACC has a Mother's Day Raffle that will be drawn on the 3<sup>rd</sup> May. Raffle: Kambrook Slow Cooker and a Handmade Knife ( donated by George Watson).
- We have a new addition to our bus now which is a portable Wheelchair that will get some use as we have two clients in wheelchairs.
- Our outdoor setting to accommodate disability clients has been ordered and should be here soon. This was purchased with the remainder of the Garden Grant. This will be placed next to the rose garden under the tree where the old table is, with a path and cement pad to the proper specifications.
- I have updated and completed the HACC Policies & Procedures to 2016 to comply with Community Care & Common Standards Review which is due in June. At present I do not know whether I will have an assessor or if it will be a self assessment that I send in. Reviews on my clients are being updated also to comply with this.
- On the 4<sup>th</sup> May I will be taking HACC down to Gregory for the day so that they can enjoy the races.

#### 8. OTHER

Information Centre has not yet opened for 2013, discussions are currently being made as to how Council is going to proceed with the running of this centre. Brochures and information have been brought over to the main office.

Council Newsletter – confirmation received from Skytrans, they will continue with the payment of the development / production of the Burke Shire Council Newsletter. Skytrans will commit until the end of this financial year whereby Skytrans will undertake a review of the arrangement.

Two grants are currently being submitted for the Library, one will allow a wireless internet option for members and the other will allow for more books etc to be purchased. A survey is being prepared to send out to the community soon to see what they would like to see in the Library.

#### 9. OFFICER'S RECOMMENDATION

That Council notes the contents of the Executive Officer March 2013 Monthly Report.

#### ATTACHMENTS

Nil

## Chief Financial Officer Reports

### 07.04.01 Finance Monthly Update Report – for the month of March

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DEPARTMENT: Finance Department

RESPONSIBLE OFFICER: Frederick Aquilin; Chief Financial Officer

FILE NO: BCS/G/CM/R/FM

DATE: 8<sup>th</sup> of April 2013

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#### 1. STATEMENT OF COMPREHENSIVE INCOME

*Supporting documentation: Revenue and Expenditure Budget Report*

Summary – The current year-to-date operating surplus was increased by \$1,070,800 when comparing to last month. If current trends continue, the budgeted operating surplus of \$2,547,910 will be increased by \$712,000 for a total operating surplus of \$3,259,900 for the 2012-13 financial years, which is roughly what was estimated ahead of the January and March Council meetings.

Income – Annual income to-date increased by \$1,942,700 in relation to last month. This increase mainly related to the levying of the 2<sup>nd</sup> half yearly rates (\$1,914,600). All other increases in income were roughly in line with the previous two months.

Expenses – Annual expenses to-date increased by \$871,900 in relation to last month, a quite large increase. The increase in expenditure in relation to last month related mainly to the application of quarterly depreciations and amortisation (\$303,400) and to a “re-stock” of materials (Stores). Employee benefits were as expected.

#### 2. STATEMENT OF FINANCIAL POSITION

Summary – Overall the BSC asset base increased by \$1,070,800 or 1.0%, as opposed to the 0.4% fall recorded during last month. The CFO considers this to be a part of normal fluctuations given the levying of the 2<sup>nd</sup> half yearly rates.

Current Assets – Current assets held increased by \$1,324,900 during the month. This was mainly due to an increase in ‘trade and other receivables’ (\$1,864,900) which increased because of the outstanding rate notices and other outstanding invoices with owings to BSC. ‘Inventories’ increased as well during the month (\$31,900).

Non-Current Assets – Non-current assets decreased by \$274,900 due to an increase accumulated depreciation.

Current Liabilities – Current liabilities decreased (\$22,600) as there are hardly any invoices outstanding to BSC’s creditors.

Non-Current Liabilities – Remained largely unchanged.

#### 3. STATEMENT OF CASH FLOWS

*Supporting document: Budget Balance Sheet Report*

Net cash flow from operating activities – Payments to suppliers and employees resulted in a cash outflow of \$564,800 during the month (which is less than last month as no back-pays were performed this month). Large purchases of supplies (stores) were settled during the month.

Net cash flow from investing activities – Cash outflow relating to payments for property, plant and equipment – mainly relating to work-in-progress – lead to a relatively small cash outflow of \$28,400

during the month; the small outflow stems from the fact that large work-in-progress items generally were started earlier in the financial year as opposed to now.

Summary – In total the BSC net cash at hand decreased by \$593,200 during the month (or 3.2%).

#### 4. NOTE TO COUNCIL – EVENTS WITHIN THE FINANCE DEPARTMENT

Debtor invoices: Next month (during April) you should see additional revenue coming through from Main Roads. Claims were submitted during March/early April for work completed, and we expect to see payment coming through during April.

Rates notices (2<sup>nd</sup> half): so far relatively few rates notice errors have been reported, which is surprising given the inexperience of the staff involved (including the CFO) as it relates to rates. The errors reported relate to the following two issues:

1. **Background**: Council cannot (by law) update its rate book until formally advised by the Qld Department of Environment and Resource Management (DERM).  
**Problem**: 'Transaction Reports' from DERM were sent to an obsolete BSC email account/or were not sent, resulting in the change of ownership of certain lots not being updated in the BSC rate book.  
**Mitigation**: The BSC contact details at DERM have been updated and DERM have/will shortly resend all 'transaction reports' for this financial year. The rate book has/will be updated and the rate notice to affected residents resent (*2 cases discovered so far*).
2. **Background**: When rates are received they not only need to be receipted to a particular rate payer, but the payment also needs to be attached to a particular lot/parcel of land. **Problem**: Some rate payments made during the second half of 2012 were receipted to the correct rate payer but then not attached to the lot/ parcel of land. This resulted in the rate payer receiving a too high 2<sup>nd</sup> half rate notice.  
**Mitigation**: The payments were attached to the lot/ parcel of land and a letter/fax/email being sent to the rate payer advising them of a change in amount owing (*3 cases*).

#### 5. OFFICER'S RECOMMENDATION

That Council notes the content of the Finance Monthly Update Report

ATTACHMENTS – send out via email



1. Statement of Comprehensive Income
2. Revenue and Expenditure Budget (supporting the above)
3. Statement of Financial Position
4. Budget Balance Sheet (supporting the above)
5. Statement of Cash Flows

## Deputy CEO Reports

### 07.05.01 Deputy CEO Report

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DEPARTMENT:	DCEO
RESPONSIBLE OFFICER:	Philip Keirle; Deputy CEO
FILE NO:	BCS/G/CM/R/DCEO
DATE:	8 <sup>th</sup> April 2013
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

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#### 1. TRAINING

Confirmation received that Work Health & Safety Representative Course will go ahead in Mt. Isa between 29 April and 3 May 2013.

Norm Welsh has commenced his Automotive Mechanic Apprenticeship (25/3/2013). David Mesaros, from the Management Institute of Australia was in Burketown for two weeks collating information and evidence as part of the RPL process for Norm.

David Marshall has commenced his Plumbing Apprenticeship (February 2013). The RPL process will commence shortly. MMG have offered to have David assessed on-site at Century by some of their qualified plumbers.

Clinton Murray will commence an Apprenticeship in Air-Con and Auto-Electrics. We currently lack certified staff in these areas. This apprenticeship will be conducted by the Management Institute of Australia.

Supervisors and Managers will receive instruction in the use of Microsoft Excel in order to ensure the documentation associated with the Performance Review Cycle can be collated properly.

Cassy Hinds to commence a Cert IV in Project Management.

First Aid training completed, as per Certified Agreement negotiations.

#### 2. HUMAN RESOURCES MANAGEMENT

Joint Consultative Committee Meetings: Productivity & Efficiency / Performance Review

The third of the JCC meetings was held on 8 April 2013 in the Burketown Boardroom. The development of a performance review system was the subject for discussion. Prior to this, updates on Productivity and Efficiency measures to be implemented were discussed.

Please see attached for a synopsis of the Performance Review meeting and updates from the Productivity and Efficiency discussions.

The next JCC is scheduled for 6 May 2013. This meeting will focus on the implementation of the performance review system.

#### 3. OCCUPATIONAL HEALTH & SAFETY

OH&S training to go ahead in late April, as indicated above (Training)

Please refer to OH&S Report attached.

4. GOVERNANCE

There has been a recent focus on improving administrative processes in the Office and Depot. Areas recently reviewed include:

- Stores: improved invoicing process
- Admin: greater clarity around job responsibilities
- Finance: position descriptions and job responsibilities finalised

5. STAKEHOLDER RELATIONSHIPS

Road Maintenance

Burke Shire Council will be hosting representatives from MMG and Main Roads on 10 April 2013. Discussions will centre around appropriate means of establishing Road Maintenance Agreements and an appropriate methodology for quantifying Road Impact and Road Maintenance Contributions.

Cultural Heritage

BSC have been in discussions with Carpentaria Land Council in relation to attaining Cultural Heritage clearance to extend quarrying activity in Guldara and Walford Pits. The Works Manager and the DCEO have been involved in these discussions, which are still in progress. An update will be provided at the Council Meeting.

6. NATIVE TITLE

Scott Kaye from MapInfo has been tasked with uploading tenure information into the MapInfo software.

7. OFFICER'S RECOMMENDATION

That Council notes the contents of this Report and relevant attachments.

ATTACHMENTS

1. JCC III: Synopsis of the Performance Review discussion



2. OH&S Report attached





## 08 Chief Executive Officer Reports

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### 08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Monthly Update Report

08.01.02 Request for Assistance Gregory Downs Jockey Club Incorporated

## Chief Executive Officer Reports

### 08.01.01 Chief Executive Officer Monthly Update Report

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Verbal report will be presented at the meeting

## Chief Executive Officer Reports

### 08.01.02 Request for Assistance Gregory Downs Jockey Club Incorporated

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	John Page, Chief Executive Officer
FILE NO:	BCS/CR/S/D/2012-13
DATE:	9 <sup>th</sup> April, 2013
LINK TO COUNCIL PLAN/S:	Operational Plan, Budget

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1. PURPOSE (Executive Summary)

To resubmit to Council the request for assistance towards the cost of installation of TV reception to the hall, bar and bookies room.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council at its February Meeting discussed this request and decided that the Chief Executive Officer forward an appropriately worded letter to the Jockey Club. Cr Camp has asked that this matter be resubmitted for consideration at this meeting.

3. PROPOSAL

That Council reconsiders the request from the Gregory Downs Jockey Club Incorporated.

4. FINANCIAL & RESOURCE IMPLICATIONS

Budget for Donations \$60,000, current expenditure \$36,400.

5. POLICY & LEGAL IMPLICATIONS

Council Policy Donations compliance.

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

Cr Camp

8. CONCLUSION

That Council reconsiders the request.

9. OFFICER'S RECOMMENDATION

That Council agree to the request for assistance and allocate an amount of \$                      to the Gregory Downs Jockey Club Incorporated for the installation of TV reception at the Hall and other areas.

ATTACHMENTS

1. Attached March meeting report



08.01.02 Gregory  
Downs Jockey Club Ir

## 09 Late Item Reports

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### Late Item Reports

09.01 Local Laws and Subordinate Local Laws

09.02 Burke Shire Road Data – Policy Private Accesses

## Chief Executive Officer Reports

### 09.01 Local Laws and Subordinate Local Laws

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DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: John Page, Chief Executive Officer

FILE NO: BCS/LAE/LL/D

DATE: 11<sup>th</sup> April, 2013

LINK TO COUNCIL PLAN/S: Operational Plan

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#### 1. PURPOSE (Executive Summary)

To present to Council for consideration and adoption of the following Model Local laws and Subordinate Local Laws:

- Model Local Law No 1 (Administration) 2013
- Model Local Law No 2 (Animal Management) 2013
- Model Local Law No 3 (Community and Environmental Management) 2013
- Model Local law No 4 (Local Government Controlled Areas, Facilities and Roads) 2013
- Subordinate Local Law No 1 (Administration) 2013 of Council's Local Laws
- Subordinate Local Law No 2 ( Animal Management) 2013 of Council's Local Laws
- Subordinate Local Law No 3 (Community and Environment Management) 2013 of Council's Local Laws
- Subordinate Local Law No 4 (Local Government Controlled Areas, Facilities and Roads) 2013 of Council's Local Laws

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council in July 2009 requested that Council's Local Laws be reviewed and a Local Law be developed for Camping Grounds, Advertising and Roads.

#### 3. PROPOSAL

The Model Local laws and Subordinate Local Laws 1 to 4 are presented to Council for consideration and adoption. The Model Local Laws set out the approval process to be followed. A copy of the Model Local laws and Subordinate Local Laws have been forwarded previously. To adopt the Model Local laws Council must firstly repeal its existing Local Laws. The Model Local Laws once adopted becomes the Burke Shire Council Local Law.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Budget - Administration

#### 5. POLICY & LEGAL IMPLICATIONS

Local Government Act 2009 and Local Government Regulation 2012

#### 6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

Nil

8. CONCLUSION

That Council adopt the Model Local Laws and Subordinate Local Laws as presented. The Model Local Laws and Subordinate Local laws have been badged to 2013 and by passing the resolutions saying there are no anti-competitive provisions you do away with the PIT Test.

9. OFFICER'S RECOMMENDATION

That Council:

1. Hereby resolves to make Local Law No. 1 (Administration) 2013 which incorporates Model Local Law No.1 (Administration) 2010, and includes the repeal of the following existing local laws—

- a) Burke Shire Council Local Law No. 1 (Administration) - Gazetted 14/05/1998
- b) Burke Shire Council Local Law No. 1 (Administration) - Gazetted 21/08/1996
- c) Burke Shire Council Local Law No. 4 (Libraries) - Gazetted 14/05/1998
- d) Burke Shire Council Local Law No. 4 (Libraries- Gazetted 21/08/1996
- e) Burke Shire Council Local Law No. 5 (Meetings) - Gazetted 14/05/1998
- f) Burke Shire Council Local Law No. 5 (Meetings) - Gazetted 21/08/1996
- g) Burke Shire Council Local Law No. 10 (Temporary Homes) - Gazetted 14/05/1998

The local law once adopted will be referred to as Burke Shire Council Local Law No. 1 (Administration) 2013 of Council's Local Laws.

2. Hereby resolves to make Local Law No. 2 (Animal Management) 2013 which incorporates Model Local Law No.2 (Animal Management) 2010, and includes the repeal of the following existing local law—

- a) Burke Shire Council Local Law No. 2 (*Impounding of Animals*) 2009

The local law once adopted will be referred to as Burke Shire Council Local Law No. 2 (Animal Management) 2013 of Council's Local Laws.

3. Hereby resolves to adopt Model Local Law No.3 (Community and Environmental Management) 2013.

The local law once adopted will be referred to as Burke Shire Council Local Law No. 3 (Community and Environmental Management) 2013 of Council's Local Laws.

4. Council hereby resolves to adopt Model Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2010.

The local law once adopted will be referred to as Burke Shire Council Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2013 of Council's Local Laws.

**Subordinate Local Laws**

5. Hereby resolves to make Burke Shire Council Subordinate Local Law No. 1 (Administration) 2013

The subordinate local law once adopted will be referred to as Burke Shire Council Subordinate Local Law No. 1 (Administration) 2013 of Council's Local Laws.

6. Hereby resolves to make Burke Shire Council Subordinate Local Law No. 2 (Animal Management) 2013.

The subordinate local law once adopted will be referred to as Burke Shire Council Subordinate Local Law No. 2 (Animal Management) 2013 of Council's Local Laws.

7. Hereby resolves to make Burke Shire Council Subordinate Local Law No. 3 (Community and Environmental Management) 2013.

The subordinate local law once adopted will be referred to as Burke Shire Council Subordinate Local Law No. 3 (Community and Environmental Management) 2013 of Council's Local Laws.

8. Hereby resolves to make Burke Shire Council Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2013.

The subordinate local law once adopted will be referred to as Burke Shire Council Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2013 of Council's Local Laws.

### Resolution required in respect to Anti-competitive Provisions

9. Resolve that there are no anti-competitive provisions in the following proposed Local Laws and Subordinate Local Laws—

- (a) Local Law No. 1 (Administration) 2013 and Subordinate Local Law No. 1 (Administration) 2013; and
- (b) Local Law No. 2 (Animal Management) 2013 and Subordinate Local Law No. 2 (Animal Management) 2013; and
- (c) Local Law No. 3 (Community and Environmental Management) 2013 and Subordinate Local Law No. 3 (Community and Environmental Management) 2013; and
- (d) Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2013 and Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2013;

### ATTACHMENTS



Introduction of Local Laws 2010.docx

#### 2. Local Laws Introduction

#### 3. Local Laws



Local Law No 1 - (A) 13.doc



Local Law No 2 - (AM) 13.doc



Local Law No 3 - (CEM) 13 (2).doc



Local Law No 4 - (LGCAFR) 13.doc



Subordinate Local Law No 1 - (A) 13.doc



Subordinate Local Law No 2 - (AM) 13.doc



Subordinate Local Law No 3 - (CEM) 13.doc



Subordinate Local Law No 4 - (LGCAFR) 13.doc



## Chief Executive Officer Reports

## 09.02 Burke Shire Road Data – Policy Private Station Accesses

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	John Page; Chief Executive officer
FILE NO:	BCS/R/AR
DATE:	8 <sup>th</sup> April 2013
LINK TO COUNCIL PLAN/S:	Operational Plan

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## 1. PURPOSE (Executive Summary)

To present to Council information on Council road lengths as well as a draft Policy on maintenance of private station access.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Council has for a number of years been maintaining roads that can be designated as private accesses to properties and attached is a schedule of Burke Shire Road Data.

## 3. PROPOSAL

The proposal is for Council to determine that it will only maintain to the property boundary and that the responsibility inside the boundary is the owner of the property. If Council is working in the area Council will carry out a once a year opening grade at the property owners cost.

The following is a list of roads presently on Council's Road data and the distance to the boundary of the property.

<b>ROAD</b>	<b>Road Distance</b>	<b>Distance to Boundary</b>
Bowthorn Road	63	52
Cliffdale Road	27	0
Wentworth Road	64	0
Nudgeburra Road	70	32 to KFC turnoff
Punjaub Road	14	2
Mellish Park Road	24	7
Morella Road	26	26

## 4. FINANCIAL &amp; RESOURCE IMPLICATIONS

Council budgets for Shire Roads Maintenance  
Could have an impact on Financial Assistance Funding

## 5. POLICY &amp; LEGAL IMPLICATIONS

LGA

## 6. CRITICAL DATES &amp; IMPLEMENTATION

Nil

7. CONSULTATION

Works Manager and Road Infrastructure Supervisor

8. CONCLUSION

I believe that Council should consider a Policy that normal maintenance will only be carried out to the Property boundary however Council will carry out maintenance grading on private access roads at cost when plant are in the area.

9. OFFICER'S RECOMMENDATION

That Council

- (1) Note the contents of the Chief Executive Officer's Report
- (2) Adopt as policy that road maintenance will be performed to the Property Boundary of the prime entrance and Council will perform opening grade on private access roads upon request at the owners expense providing Council plant were in the area at the time.
- (3) Request the Chief Executive Officer review and report to the May Meeting of Council road lengths submitted to the Grants Commission.

ATTACHMENTS



Shire Road Data.pdf



Road Map - Burke  
Shire.pdf

1. Burke Shire Road Data and map

## 10 Consideration of Notice(s) of Motion and Petitions

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### 10.01 Notices of Motion

None received at time of agenda preparation

### 10.02 Petitions

None received at time of agenda preparation

## 11 Mayoral Minute and Report

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Report to be provided to meeting.

## 12 Councillor Reports

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Councillors will provide reports to the meeting.

## 13 New business of an urgent nature admitted by Council

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Recommendation (if required)

That Council consider the following matters as they are considered to be of an urgent nature requiring immediate consideration by Council:-

## 14 Closed session reports

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14.01 Closed Session - Lot 1 CP B13610 Anthony Street Burketown

14.02 Closed Session - Tenders – 13.06 Concrete Floodway Repair and Concrete Channel  
Reconstruction Punjaub Road

14.03 Tender – 13-07 Roadwork Rehabilitation (Cement Stabilisation & Bitumen Seal)

## 15 Deputations and presentation scheduled for meeting

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None received at time of Agenda preparation

## 16 Closure of meeting

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The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 16<sup>th</sup> May 2013.