

BURKE SHIRE COUNCIL



AGENDA & BUSINESS PAPERS

***Ordinary General Meeting
27 May 2009***



Burke Shire Council

AGENDA
Ordinary General Meeting
27 May 2009

AGENDA

01. Opening of Meeting
02. Record of Attendance
03. Prayer
04. Consideration of Applications for Leave of Absence
05. Confirmation of Minutes of previous Meeting General Meeting 15 April 2009
06. Mayoral Minute and Report
07. Councillor Reports
08. Consideration of Notice(s) of Motion and/or Petitions None received at time of agenda preparation
09. Chief Executive Officer Reports 09.01. <u>Standing Business Papers for Information</u> 09.01.01 General Matters 09.01.02 Status Report 09.02. <u>Business Papers for Council Consideration and Decision</u> 09.02.01 Letter from Lorraine Pastoral Company expressing concerns with respect to the comparative level of rates paid on the portion of Lorraine Station in Burke Shire. 09.02.02 Upcoming events and Council participation 09.02.03 Swimming Pools Safety Review 09.02.04 Shire of Stratbogie – Regional & Local Community Infrastructure Program 09.02.05 Swine Flu – suggested course of action for local governments 09.02.06 Consultation Draft on Proposed Animal Management (Cats & Dogs) Regulation 2009 09.02.07 Implementation of the Animal Management (Cats and Dogs) Act 2008 09.02.08 Offer to explore and develop cooperative relationships with Chinese Cities 09.02.09 Inaugural DLGP CEO Forum – Julia Creek 11 June 09.02.10 Request for temporary placement of batching plant at Gregory Water Treatment Plant 09.02.11 Channel 7 News story on Gulf 09.02.12 Implementation of Regulated Dog Provisions – Animal Management (Cats and Dogs) Act 2008 09.02.13 Review of Grants and Subsidies Report – Request for comment 09.02.14 Councils – Method of Representation – Request for Council views 09.02.15 Weed & Pest Management Plan Update



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10. Acting Works Manager Reports

10.01. Standing Business Papers for Information

10.01.01 Works Program Updates

10.01.03 Status Report

10.02. Business Papers for Council Consideration and Decision

10.02.01 Proposed Haulage of gravel along Gregory/Lawn Hill Road

10.02.02 Burketown Wastewater Treatment Plant – Repairs Report

10.02.03 Fatigue Management regulations

10.02.04 Oz-Minerals proposal for upgrading of sections of the Gregory to Lawn Hill Rd

10.02.05 NDRRA Preliminary Flood Damage Assessment Update

10.02.06 Outstanding requirements for Water Supplies

10.02.07 Outstanding Requirements for RMPC Contracts

10.02.08 Drug & Alcohol Management Plan for aerodrome

11. Manager Corporate Services Reports

11.01. Standing Business Papers for Information

11.01.01 Monthly Financial Report

11.01.02 Status Report

11.02. Business Papers for Council Consideration and Decision

11.02.01 Request for Purchase of old wheelie bins – Ken Dean, Escott Station

11.02.02 Outback Calling Ltd request for Council participation in directory

11.02.03 Draft Investment Policy

11.02.04 NQSF calling for nominations for bursaries

11.02.05 Burketown Pub – Request for waiver of fees for hall hire – RFDS visit

11.02.06 Annual Flying Doctor Outback Trek – request to camp at rodeo grounds

11.02.07 Request for support for RFDS Outback Air Race 2009

11.02.08 Rating of Bidungu Aboriginal Trust Land for Services

11.02.09 Productivity Placements Program 2009/10 Year – LGAQ – Signing of Draft Memorandum of Understanding sought

11.02.10 Jobs Fund Program

11.02.11 Local Government Week activities – Councillor nomination required

11.02.12 Council policy regarding bonds – State and Federal Government Departments

11.02.13 Council Housing Policy

11.02.14 Council policy on assistance in kind to community organisations

11.02.15 Gregory District Sporting Association – assistance request with Gregory Campdraft

11.02.16 Biggest Morning Tea – cancer Council – Request for assistance

11.02.17 Queensland Government Arts Council – “Building on Success Report” – request for Council feedback

11.02.18 Request for assistance – GSRA – Vacation Care

11.02.19 Revised Purchasing, Disposals Stores and Freight Policy

11.02.20 Arts & Craft Show 2009 – consideration for change of date



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12. Consideration of Committee Recommendations

RADF Committee Recommendations

13. Closed Session Reports

- 13.01 Update on Native Title Claims – Gangalidda Garawa directions hearing
- 13.02 Resolutions required for Kalkadoon People Claim Memorandum of Understanding
- 13.03 Establishment of Local Government Employment Advisory Group (Enterprise Bargaining)
- 13.04 Resignation of Acting Works Manager and related matters
- 13.05 Engagement of Temporary Acting Works Manager
- 13.06 Invoice issue cancellation
- 13.07 Employment Bonus payments
- 13.08 Application of increases in award to Council employees
- 13.09 Status of 1981 Industrial Instrument for State Award Employees
- 13.10 Position of Chief Executive Officer
- 13.11 Position of Director Engineering Services
- 13.12 Organisational Structure (Functional and Positional)

14. New Business of an Urgent Nature Admitted by Council.

15. Closure of Meeting

Deputations and Presentations scheduled for Meeting:

Approximately 11:30 am – Chair of GSD, Mayor Carpentaria Shire, Mayor Etheridge Shire, CEO GSD are to attend the meeting to address Council on Flood Damage submission and regional cooperation issues.



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01. OPENING OF MEETING

02. RECORD OF ATTENDANCE

Members: Cr Annie Clarke Mayor
Cr Ernie Camp, Deputy Mayor
Cr Tracy Forshaw
Cr Bill Olive
Cr Tonya Murray

Staff: Fred de Waard, Acting Chief Executive Officer
Dennis Kerr, Acting Works Manager
Zoe Belz, Manager Corporate Services
Jenny Williams, Administration Officer (Minutes)

03. CONSIDERATION OF APPLICATIONS FOR LEAVE OF ABSENCE

None received at time of agenda preparation

04. CONFIRMATION OF MINUTES OF PREVIOUS MEETING(S)

General Meeting 15 April 2009

05. MAYORAL MINUTE AND REPORT

Verbal Report to be provided to Meeting

06. COUNCILLOR REPORTS

Verbal Report to be provided to Meeting

07. CONSIDERATION OF NOTICE(S) OF MOTION

None received at time of agenda preparation

08. CONSIDERATION OF PETITION(S)

None received at time of agenda preparation



Burke Shire Council

BUSINESS PAPER

General Meeting 27/05/2009

09. CHIEF EXECUTIVE OFFICER REPORTS

Recommendation:

That

- A) the Chief Executive Officers Standing Business Papers for information as presented in Reports 09.01.01 to 09.01.02 of the Business papers be received by Council and noted; and
- B) the Chief Executive Officers Business Papers for Council Consideration and Decision as presented in Reports 09.02.01 to 09.02.15 of the Business papers be received for consideration.

09. Chief Executive Officer Reports

09.01. Standing Business Papers for Information

09.01.01 General Matters

09.01.02 Status Report

09.02. Business Papers for Council Consideration and Decision

09.02.01 Letter from Lorraine Pastoral Company expressing concerns with respect to the comparative level of rates paid on the portion of Lorraine Station in Burke Shire.

09.02.02 Upcoming events and Council participation

09.02.03 Swimming Pools Safety Review

09.02.04 Shire of Stratbogie – Regional & Local Community Infrastructure Program

09.02.05 Swine Flu – suggested course of action for local governments

09.02.06 Consultation Draft on Proposed Animal Management (Cats & Dogs) Regulation 2009

09.02.07 Implementation of the Animal Management (Cats and Dogs) Act 2008

09.02.08 Offer to explore and develop cooperative relationships with Chinese Cities

09.02.09 Inaugural DLGP CEO Forum – Julia Creek 11 June

09.02.10 Request for temporary placement of batching plant at Burketown Water Treatment Plant

09.02.11 Channel 7 News story on Gulf

09.02.12 Implementation of Regulated Dog Provisions – Animal Management (Cats and Dogs) Act 2008

09.02.13 Review of Grants and Subsidies Report – Request for comment

09.02.14 Councils – Method of Representation – Request for Council views

09.02.15 Weed & Pest Management Plan Update



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09.01.01 CEO Monthly Report

File: NA	Date:
CEO Reports	Author: Fred de Waard
Attachments: None	

1. EXECUTIVE SUMMARY

Providing Council with an update on Governance, Development and Environmental Management Matters as at 24 May 2009

2. FOR COUNCIL INFORMATION

3. FULL REPORT

3.1 Governance Matters:

3.1.1 Staffing Levels Status

Current staff and their status appears to be as follows:

	# of Established positions	Position Reference	# Employed	# of Vacancies	Comments
	ft – full time, ft-t – Full time trainee, pt – part time/casual, sec – secondment, tem – temporary, ses – seasonal temporary, vac – vacant, contract				
CEO	1 ft		1 tem	1 ft	EA position to be established – to be deployed from FINANCE
FINANCE	6 ft 1ft-t 2 pt 1 ses		6 ft 2 pt	1 ses 1 ft-t	One Customer Service Officer internal secondment being trialled. One Officer to be redeployed to EA Position
WORKS	25 ft 1 contract 2 ses		21 ft 1 contract 2 ses	5 ft	Works Coordinator seconded to Works Manager position. Works Manager Position being advertised. 1 Contract Team engaged by tender when works permit.
Total by type	32 ft 1 ft-t 1 contract 2 pt 3 ses		27 ft 1 contract 2 pt 2 ses 1 tem	6 ft 1 ft-t	
TOTAL	39		33	7	



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3.1.2 Staff attendances at Conferences and Training

Russell Cunningham – Training as WHSO – Townsville – August.

3.1.3 Events Calender

June 2009	
8	Queens Birthday
10-11 June	AgInvest Forum - Townsville
11 June	CEO Meeting – Julia Creek
10-12 June	Inaugural LGAQ Disaster Management Conference - Emerald
17	Council Meeting
20-21	Gregory Campdraft and Horse Sports
21-24	Australian Local Government Association National General Assembly - Canberra
24-25 June	Gulf Catchments Taskforce Meeting - Karumba
24-25 June	Superannuation and Staff Training Days - Burketown
27	School Holidays Commence
July 2009	
7	GSD & NGRMG Open Forum - Georgetown
12	School Holidays end
15	Council Meeting
29-31	Australian Local Government Women's Association (Qld) Conference - Toowoomba
August 2009	
19	Council Meeting
24-27	LGAQ Annual Conference - Brisbane
29	Arts & Craft Show
September 2009	
8-12	Gregory Mini School
16	Council Meeting
19	School Holidays Commence
20	Gregory CWA Horse Sports
October 2009	
4	School Holidays End
21	Council Meeting
21-22 October	Economic Development Conference - Townsville
November 2009	
3	Melbourne Cup (Show Holiday in Burke Shire)
18	Council Meeting



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December 2009	
5	School Holidays Commence
16	Council Meeting
25	Christmas Day
28	Boxing Day

3.1.4 Policy Development and Review

New policies on Investment and Purchasing being presented at this meeting

3.1.5 Grants Status

Local Adaptation Pathway Program Grant (LAPPG)	North West Climate Change Alliance	Grant Sought \$140,000 In Kind \$35,000	Lodged 23/02/2009
Regional and Local Community Infrastructure Program (RLCIP)	Albert River Park Improvements	Grant Allocated \$100,000	Resubmitted 6/3/2009 Agreement signed 8/4/2009 Mailed 14/04/2009 Resigned and resubmitted 7/05/09 Funding received

Current approved projects awaiting commencement

R2R	Road Works	Annual Grant \$272,950	Total Program announced \$1,364,749 over 5 years
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Current projects underway

North West Community Benefits Scheme (NWCBS)	a) Burke Shire Heritage Focal Point (hot baths and boardwalk)	a) Grant of \$294,000 (\$ for \$)	\$147,000 claimed November 2000. No funds expended to date. Full amount of \$147,000 to be refunded as will not be able to do this work by 30/06/2009. 2008/09 budget shows expected expenditure of \$175,000 (\$46,500 reserve funded) \$96,000 claimed in 2000 and \$121,208 spent in 2001/2002 out of a required expenditure of \$384,000 for the construction of the Caretakers cottage at Gregory Balance of \$35,396 to be refunded. 2008/09 budget shows expected expenditure of \$250,000 (\$39,000 reserve funded)
	b) Gregory Downs	b) Grant of \$192,000 (\$ for \$)	



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Projects completed awaiting final acquittal/payment

Smaller Communities Assistance Program (SCAP)	Gregory Water Upgrade		Completed Final Claim Lodged 16/06/2003 \$100,000.00 unpaid – awaiting lodgement of SAMP/TMP
Smaller Communities Assistance Program (SCAP)	Burketown Sewerage Treatment Plant Upgrade	Grant Allocated \$358,109.00 Council \$18,891.00	Completed Final Claim Lodged 26/06/2007 \$27,662.90 unpaid – awaiting lodgement of SAMP/TMP
Smaller Communities Assistance Program (SCAP)	Burketown Water Upgrade		Completed Final Claim Lodged 26/06/2007 \$107,150.00 unpaid – awaiting lodgement of SAMP/TMP
NDRA	Flood Damage Restoration 2007/2008		Completed Final Claim Lodged 05/02/2009 \$670,048.00 unpaid _ additional funds may need to be claimed.
NDRA – Main Roads	Flood Damage Restoration Main Roads Jan/Feb 2007		Final Claim Lodged 15/01/2009 \$1,326,147.85 Unpaid at this time This Claim found to be incorrect – has had to be withdrawn and invoice cancelled.
TIDS	Albert River Bridge		Final Claim Lodged 26/11/2008 \$825,000 Unpaid at this time
Federal Regional Airports Security Program (RASP)	Security Lighting – Burketown Airport		Final Claim Lodged 08/01/2009 \$54,782.20 Unpaid at this time Awaiting audit certificate for claim
TIDS	Doomadgee East	\$	
TIDS	Doomadgee West		

3.1.6 Complaints Status Reports

Council is required to register and deal with complaints in accord with an established Complaints Policy.

No complaints have been received since the last meeting.



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3.2 Development Matters:

The current status of Development Applications lodged with Council is under development. The attached file provides the known details for 2008 and 2009 development applications lodged. I am not satisfied that this is a complete list at this time.

There has been no changes in applications received or their status since the last meeting.

3.3 Health and Environmental Service Matters:

A current status report of health and environment licensing applications (Food, Mobile Vending, ERA's etc) and their status is being developed.

There has been no changes in applications received or their status since the last meeting.

F.M.A. de Waard
Acting Chief Executive Officer



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<p>5. Primary Industries and Fisheries – Community Jobs Plan</p>	<p>That Council remain positively involved with this project to determine possible ways that it can be utilised within the Shire area as part of the overall Gulf Flood Recovery Package</p> <p>09. 090415</p>	<p>CEO to respond, liaise and monitor.</p>
<p>6. Gulf Savannah Development – Offer of Small Business Advisory Services</p>	<p>That Council decline the offer from Gulf Savannah Development to extend the Small Business Advisory Services into Burke Shire for the 2009 calendar year at a cost of \$3,000</p> <p>10. 090415</p>	<p>Letter to be written to GSD.</p>
<p>7. Northern Alliance for Roads associated with Indigenous Communities</p>	<p>That the Department of Main Roads be advised that Council is unable to attend the forum at this time due to other commitments however Council would appreciate being provided with any relevant presentations made at the forum for Council's information.</p> <p>13. 090415</p>	<p>MRD Advised</p>

CLOSED

<p>18-03-2009</p>		
<p>8. Corporate Planning - Architectural Practice Academy</p>	<p>That the Chief Executive Officer prepare a report on the possible use of the Academy of Architects for the preparation of a Corporate Plan for Council consideration.</p> <p>02. 090318</p>	<p>Report to be prepared by CEO Email has been sent to the academy seeking a more detailed proposal from them.</p>
<p>9. Regional Organisations of Councils</p>	<p>That the Chief Executive Officer prepare a report on appropriate Regional Organisations of Councils for Council to consider joining.</p> <p>03. 090318</p>	<p>Report to be prepared by CEO</p>
<p>10. Fencing Near Albert River Bridge</p>	<p>That Council amend it 2008/2009 budget to make provision for expenditure of \$20,000 for the provision of two 4m x 2.1m grids and concrete bases delivered to site to facilitate the public access through any fence at the northern side of the Albert River Bridge and that these grids be provided to the lessee of the land on which the fence and grids is to be erected on the proviso that the lessee undertake to erect the fencing required to keep stock from the road and install the grids to Council's specifications at their own cost upon receipt of the grids.</p> <p>22. 090318</p>	<p>Letter of offer to be prepared to proposed lessee by CEO.</p> <p>CEO needs to ascertain status of proposed lease with DNR and Solicitor before writing to Lessee.</p>



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11. Enterprise Bargaining Process	That the Chief Executive Officer negotiate with and engage the LGAQ to commence and facilitate an enterprise bargaining process between Council and its employees. 42. 090318	CEO to engage LGAQ LGAQ formalising response – to be discussed in closed session.
12. Council and Community Housing Update	That the Chief Executive Officer be asked to prepare a housing policy for Council's consideration 31. 090318	Report to be prepared by CEO Various Draft housing policies have been collated by Jenny Williams. Draft for Council's possible use to be prepared for May Meeting.
24/25-02-2009		
13. Commercial Land	That the writer be advised that land is not currently available and the Acting Chief Executive Officer investigate and report back to Council on how Council can accelerate the release of land under Native Title. 10.090224	Letter sent. Report to be prepared by CEO
14. Land availability	That the Acting Chief Executive Officer prepare a report on the land available for disposal in Burketown and Gregory and the writer be advised that Council is unable to sell the block to him at this time. 12.090224	Letter sent. Report to be prepared by CEO
15. Energy Audit for future funding opportunities	That the Acting Chief Executive Officer provide Council with an update of the status of this matter at a later meeting. 21.090224	Report to be prepared by CEO
18/12/2008		
1. Cattle on Town Common - Burketown	That the Chief Executive Officer take necessary legal action to effect the removal of cattle from town common as soon as possible. 7.081218	Report to be prepared by CEO Presented to April meeting – New local laws implemented.
2. Industrial Land	CEO to identify industrial area at Gregory & Burketown and report back to Council at next meeting with a proposal to acquire available land. 8.081218	Report to be prepared by CEO
3. Unallocated State Land	The DNR&W recently made a commitment to Burke Shire Council to undertake an evaluation of all unallocated State Land in Burketown & Gregory Downs to identify lots suitable for residential development. Resolved that an investigation be made into the State owned lands and a report be brought back to Council.	Report to be prepared by CEO Land has been identified by DNR but is awaiting assessment by Works Manager with respect to suitability for residential development and provision of services.



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4. Ingenro Meeting	Meeting with Ingenro to be scheduled around 15 January 2009 and Cr Murray and CEO to attend. January Ordinary Meeting is set for 15 January 2009.	Have contacted Ingenro in March who are now to reschedule visit in April/May to coincide with Council meeting. CEO to Follow Up
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09.02.01 Lorraine Pastoral Company – Query on Rates

File:	Date: 24/05/2009
CEO Reports	Author: Fred de Waard
Attachments: None	

1. EXECUTIVE SUMMARY

Michael Crisp, Manager of Lorraine Station wrote seeking an explanation as to why the rates for the part of Lorraine Station in Burke Shire are “*priced at such a disadvantage to other properties within the shire*“. A response was provided by the Chief Executive Officer detailing Council’s revenue policy for the relevant years however Mr Crisp was not satisfied with that explanation and has requested that “*council respond with either the reason or formula for calculating the rural rate category pricing amounts, or a reduction in the charge for rating category 6 to a charge in line with what other rural rate payers are charged*”

2. FOR COUNCIL DECISION

RECOMMENDATION:

That Mr Crisp be advised that:

- a) Council’s revenue policy and differential rating categories that are applied to rural properties in Burke Shire were established by Council in the 2006/2007 budget year to deal with significant valuation changes that took effect that year and were determined by Council at the time to be the best option available to Council to maintain relative charges for rural properties at as close as possible to the 2005/2006 rating relativities before the revaluation of properties took effect;
- b) The establishment of the system of differential rates and charges used by Council from the 2006/2007 year onwards was conducted in accord with the requirements of the Local Government Act 1993;
- c) The categorisation method used was to categorise rural properties by bands based on areas of those rateable properties and to apply varying cents on the \$ to such bands so that properties in such bands were levied as close as possible to the same relative rates that were levied prior to the revaluation of such properties that took effect from 1 July 2006;
- d) Council is unable to change such categorisations or its revenue policies or rating decisions in retrospect as such rating decisions, once legally made, can not be changed by Council for the financial years for which such decisions are made at the relevant budget meeting of Council;



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- e) **Council reviews its rating policies at each budget time with the next review due being for the rates for the 2009/2010 budget year;**
- f) **Council will give consideration to the request for a review of the rate applicable to differential rating category 6 in the formulation of its 2009/2010 budget however Council does note that the applicable rates to the part of Lorraine Station in Burke Shire have yet to reach the rates and charges made on that property in the 2005/2006 financial year.**

3. FULL REPORT

3.1 Background:

The details of email correspondence to and from Mr Crisp is in the attached document.



09.02.01
attachment.pdf

Statutory Environment:

Local Government Act 1993, Council's Revenue Policy and Revenue Statement.

Policy Implications: None

Financial Implications: None

Strategic Implications: None

Officers Comment:

There is little that can be added other than what was advised to Mr Crisp in response to his initial email as follows:

“The current rating structure has been in existence since 1st July 2006.

There was a change in the structure from 2005/2006 to 2006/2007 which came about as a result of revaluations of rural properties in the shire by the State Government in 2006 to take effect from 1 July 2006. These revaluations resulting in significant changes to the valuation structure for rural properties in the shire. Valuations were increased by up to 5,683% (56 times) for rural properties with the average increase being 806.92% (8 times). The massive changes and highly inconsistent level of changes provided Council with a significant issue in trying to maintain a level of equity between existing levels of rates paid by property owners.

The Council at that time (early to mid 2006) evaluated three styles of restructure of the existing differential rating system for rural properties to try to mitigate the effect on rural ratepayers of the substantial change in valuations and their relativity. The options evaluated were Firstly- no change to the existing differential rural rating structure, Secondly - a differential rural rating structure based on a mixture of locational and usage criteria, and Thirdly - a differential rural rating structure based on the size of rural properties in the shire.



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The third structure (a differential rural rating structure based on the size of rural properties) is the structure that was adopted by Council. This resultant structure (Which has now been used for the 2006/07, 2007/08 and 2008/09 years) was implemented in accord with the requirements of the Local Government Act 1993.

I note that the net annual rates and charges levied on Lorraine Station under the new structure is still below the net rates and charges that were levied on Lorraine Station prior to the restructure of the charge by Council.

Year ended 30 th June	Valuation	Net Rates
2006	\$435,000	\$29,872.34 - Year before introduction of new charging structure.
2007	\$1,050,000	\$26,775.00 - Year after introduction of new charging structure following revaluations
2008	\$1,050,000	\$27,578.25
2009	\$1,050,000	\$28,917.00 – Current Year”

Consulted With:



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09.02.02 Upcoming Events and Council Participation

File:	Date: 24/05/2009
CEO Reports	Author: Fred de Waard
Attachments: None	

1. EXECUTIVE SUMMARY

Council has been invited to attend a number of upcoming events. These are listed with a request that Council determine which of any Council is to attend as well as who is to attend on Council's behalf.

2. FOR COUNCIL DECISION

RECOMMENDATION:

That Council attend the following:

10-11 June 2 days Townsville	AgInvest Forum 2009	ATTENDANCE BY COUNCILLOR ...	Travel (Air) and Accommodation \$2,000 per Councillor Plus registration fee which is yet to be advised
10-12 June 3 days Emerald	Inaugural LGAQ Disaster Management Conference	ATTENDANCE BY MAYOR.	Return Flights via Mt Isa/Brisbane/Emeral d cost approximately \$2,500 plus some estimated \$500 accommodation and expenses plus \$880 registration and \$100 Conference Dinner. Cost of up to \$4,000 per participant (Less if travelling by car).
21-24 June 3 days Canberra	National General Assembly of Local Government	ATTENDANCE BY MAYOR AND DEPUTY MAYOR	Travel (air), accommodation, and registration of some \$3,500 per person
24-25 June 2 days Karumba	Gulf Catchments Pest Task Force Meeting	ATTENDANCE BY COUNCILLOR ...	Travel and Accommodation only estimated at \$1,500



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7 July 1 day Georgetown	GSD and NGRMG – Joint Open Forum	ATTENDANCE By MAYOR , DEPUTY MAYOR AND CEO	2 days travel by car and 1 to 2 days nights accommodation. Estimate \$1,200
24-27 August 4 days Brisbane	LGAQ 113 th Annual Conference	ATTENDANCE BY MAYOR. DEPUTY MAYOR AND CEO	Travel (air), accommodation, and registration of some \$3,000 per person
21-22 October 2 days Townsville	Economic Development Conference 2009	ATTENDANCE BY COUNCILLOR ...	Travel (Air) and Accommodation \$1,800 per Councillor Plus registration fee which is yet to be advised.

3. FULL REPORT

3.1 Background:

Statutory Environment:

Councillor Expenses Reimbursement Policy.

Policy Implications: None

Financial Implications: Noted by event

Strategic Implications: None

Officers Comment:

#	Date Duration Location	Event Name	Comment	Estimated Cost
1	28/29 May 2 day Thuringowa	LAWMAC workshop and General Meeting	Unable to attend due to proximity of meeting to Council meeting and distance. Apologies have been sent. ATTENDANCE NOT RECOMMENDED AT THIS TIME	NA



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2	10-11 June 2 days Townsville	AgInvest Forum 2009	ATTENDANCE BY A COUNCILLOR RECOMMENDED	Travel (Air) and Accommodation \$2,000 per Councillor Plus registration fee which is yet to be advised
3	10-12 June 3 days Emerald	Inaugural LGAQ Disaster Management Conference	ATTENDANCE BY CHAIR OF LOCAL DISASTER MANAGEMENT GROUP RECOMMENDED (MAYOR & CEO)	Return Flights via Mt Isa/Brisbane/Emeral d cost approximately \$2,500 plus some estimated \$500 accommodation and expenses plus \$880 registration and \$100 Conference Dinner. Cost of up to \$4,000 per participant (Less if travelling by car).
4	15 June 1 Day Brisbane	Women in Local Government – Positioning and Transitioning Workshop	Run by Department of Infrastructure and Planning. COUNCIL DIRECTION REQUIRED	Return flights and accommodation approximately \$1,500 per person.
5	21-24 June 3 days Canberra	National General Assembly of Local Government	ATTENDANCE BY MAYOR AND DEPUTY MAYOR RECOMMENDED	Travel (air), accommodation, and registration of some \$3,500 per person
6	24-25 June 2 days Karumba	Gulf Catchments Pest Task Force Meeting	ATTENDANCE BY A COUNCILLOR RECOMMENDED (Council Officer unavailable due to scheduled workforce training on 24 th June.	Travel and Accommodation only estimated at \$1,500
7	7 July 1 day Georgetown	GSD and NGRMG – Joint Open Forum	ATTENDANCE RECOMMENDED RE GULF FLOOD TASK FORCE ISSUES	2 days travel by car and 1 to 2 days nights accommodation. Estimate \$1,200
8	7 July 1 day Capalaba	Queensland Waste Educators Group Workshop	I can see no evidence of prior attendance. ATTENDANCE NOT RECOMMENDED	



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9	24-27 August 4 days Brisbane	LGAQ 113 th Annual Conference	ATTENDANCE BY MAYOR. DEPUTY MAYOR AND CEO RECCOMENDED	Travel (air), accommodation, and registration of some \$3,000 per person
10	21-22 October 2 days Townsville	Economic Development Conference 2009	ATTENDANCE BY A COUNCILLOR RECCOMENDED	Travel (Air) and Accommodation \$1,800 per Councillor Plus registration fee which is yet to be advised.



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09.02.03 Swimming Pool Safety Review

File:	Date: 24/05/2009
<i>CEO Reports</i>	Author: Fred de Waard
Attachments: None	

1. EXECUTIVE SUMMARY

The Department of Infrastructure and Planning is conducting public consultation and road shows for the review of Queensland's swimming pool safety laws. The report of the Swimming Pool Safety Review Committee has been released and can be downloaded from www.dip.qld.gov.au/poolsafety. Submissions are sought and must be lodged by 5pm on Friday 5 June 2009.

2. FOR COUNCIL DECISION

RECOMMENDATION:

That Council advise the Department that the review presents some concerns to Council as follows:

- a) **Any legislation that calls up an Australian Design Standard as legislative requirement that must be met should also ensure that that Australian Design Standard is available to members of the public free of charge;**
- b) **Mandatory follow up inspections for new pools and mandatory pool safety inspection requirements should be subject to exemptions for remote rural areas because of the excessive cost burden that would be imposed on remote rural property owners with swimming pools to comply with such requirements, particularly when private swimming pools in remote areas often present the only 'safe' swimming environment for children.**
- c) **Remote Rural areas should be exempted from the establishment of a register of swimming pools.**

3. FULL REPORT

3.1 Background:

The review of Queensland swimming pools local laws suggests a number of things including the following that may be of concern to Council:

Widening of Swimming Pool safety laws: No concerns

Rationalising pool fencing standards: No concerns with rationalising however the referral to



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an Australian Standard as the one standard will preclude free access to the standard by members of the public as such standards are not freely available. The Government should ensure that any use of Australian Standards in legislation requires that standard to be freely available to members of the public.

Restricting local government pool safety laws	No Concerns
Mandatory follow up inspections for new pools	Significant concerns in remote rural areas where certifiers are not available locally.
Registration of Swimming Pools	The establishment of such a requirement will add to the increasing administrative burden of local governments.
Mandatory ongoing pool safety inspections.	Significant concerns regarding costs in remote rural areas.

Statutory Environment:

Policy Implications: None

Financial Implications: None

Strategic Implications: None

Officers Comment:

Provided in background comments.

Consulted With:



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09.02.04 Shire of Strathbogie – Regional and Local Community Infrastructure Program

File:	Date: 24/05/2009
<i>CEO Reports</i>	Author: Fred de Waard
Attachments: None	

1. EXECUTIVE SUMMARY

The Shire of Stratbogie (Euroa, Victoria) has provided a copy of a letter to the Federal Minister for Infrastructure, Transport, Regional Development and Local Government suggesting the reduction in the \$2M threshold to \$500,000 for small rural local governments and allowing the aggregation of several projects to attain the threshold.

2. FOR COUNCIL DECISION

RECOMMENDATION:

That Council support the proposal made by the Shire of Stathbogie and advise the Federal Minister for Infrastructure, Transport, Regional Development and Local Government accordingly.

3. FULL REPORT

3.1 Background:

The second round of the Regional and Local Community Infrastructure Program issued by the Federal Government sought projects that required a minimum of \$2M in funding and did not allow the aggregation of projects to meet this threshold.

Burke Shire had sought to aggregate projects to reach the threshold but had its application disallowed.

Statutory Environment:

Policy Implications: None

Financial Implications: None

Strategic Implications: None

Officers Comment:

The proposal put by the Shire of Strathbogie is a reasonable one and deserves the support of Council.

Consulted With:



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09.02.05 Swine Flu – Suggested course of action for Local Governments

File:	Date: 24/05/2009
CEO Reports	Author: Fred de Waard
Attachments: None	

1. EXECUTIVE SUMMARY

The LGAQ has issued a Circular on Swine Flu on the 1st of May 2009. Since the issue of that circular the level of alert has been raised from “Preparedness Phase” to the “Contain” Phase on the 22nd of May 2009. This has implications for Council that need to be considered.

2. FOR COUNCIL DECISION

RECOMMENDATION:

That Council implement a communication strategy to its workforce and community outlining the measures that its workforce and community needs to consider implementing during this phase of the Swine Flu Pandemic as identified in the Pandemic Influenza Plan.

3. FULL REPORT

3.1 Background:

There is a pandemic Influenza Plan for Queensland which is a Whole of Government response to pandemics.

The Phases are as follows:

Phases

The [World Health Organisation](#) has 6 global phases to describe the status of a pandemic worldwide. Australia has 6 phases to guide the Australian response to the pandemic as it develops.

It is important to note that the pandemic might not develop in a predictable way. It might move through phases quickly or skip some phases altogether.

As at 24 May 2009, the **Australian Phase is: Contain**

Pandemic influenza - Australian phases

Australian Phase	Description	Key Government Objective
Alert	A new flu virus with pandemic potential causes severe disease in humans who have had contact with infected animals. There is no effective	To be alert to the pandemic risk and prepare for a pandemic



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Pandemic influenza - Australian phases

Australian Phase	Description	Key Government Objective
	transmission between humans. The new virus has not arrived in Australia.	
Delay (Current phase)	Small clusters of human infection with the virus overseas. Virus is becoming increasingly better adapted to humans, but may not yet be fully adapted (substantial pandemic risk).	Delay the virus arriving in Australia
Contain	Pandemic virus has arrived in Australia causing a small number of cases.	Limit the spread of the virus
Sustain	Pandemic virus is established in Australia and is spreading in the community.	Sustain the response while waiting for a pandemic vaccine to be developed
Control	Customised pandemic vaccine is widely available.	Control the pandemic with a vaccine
Recover	Pandemic is controlled in Australia but further waves may occur.	Return to normal while remaining vigilant

Statutory Environment:

Policy Implications: None

Financial Implications: None

Strategic Implications: None

Officers Comment:

Under the Pandemic Influenza Plan the “Contain” phase has the following requirements:



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Australia Phase: Contain 6a

Declaration of a pandemic in Australia by the Prime Minister. Increased and sustained transmission in the general population in Australia, but cases are still localised to one area of the country.

Key Actions	Related Actions	Prim
Declaration of a pandemic in Australia by the Prime Minister, on advice from the Minister for Health and Ageing and the CMO, after consulting First Ministers and the President of the ALGA	<ul style="list-style-type: none"> Regular National Pandemic Emergency Committee meetings Regular State Disaster Management Group meetings 	QH, DPC, DCS, QPS SDMG members and LGAQ
Implement measures to contain spread of infection	<ul style="list-style-type: none"> Activate State Disaster Management Arrangements in support of Queensland Health activities Ongoing review of all non-essential international travel to affected areas based on DFAT advice Establish flu clinics Anti-viral distribution to cases and contacts in the community Process to manage people in home isolation/quarantine Identify cases and trace contacts 	QH, DCS All agencies as advised by DFAT QH, supported by DPW QH supported by DPW, DCS, DoC, LGAs QH
Support maintenance of essential infrastructure and services	<ul style="list-style-type: none"> State agencies and Local Governments, Non-Government Organisations, Government Owned Corporations and privately owned critical infrastructure – activate plans Monitor absenteeism in essential services and implement contingency staffing arrangements as necessary Ongoing review of business continuity strategies, including work from home arrangements 	All state agencies and local governments, non-government agencies, essential services and critical infrastructure operators



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Continue to enforce enhanced border management and quarantine measures	<ul style="list-style-type: none"> • Continue screening passengers at international entry points • Quarantine passengers at international entry points as necessary • Support home isolation/quarantine as requested by QH 	QH supporting AQIS, coordinated with airport operators QH, supported by DPW, DCS QH supported by DPW, DCS, DoC, LGAs
Monitor and support supply of food, supplies and services to affected areas		DT&MR, QPS, DEED&I, DCS and food sector
Strategic deployment of the National Medical Stockpile, including targeted distribution of antiviral drugs and vaccines	<ul style="list-style-type: none"> • Deployment of the Queensland Health stockpile as required • Request access to NMS as required • Deployment of the NMS stockpile in line with Australian Government protocol • QH distributes vaccines (when developed and available) to Health Service Districts 	QH
Implement localised community-level strategies, including social distancing measures		All state agencies and local governments, non-government agencies, essential services and critical infrastructure operators
Strengthen public information campaign with relevant updates		Qld Crisis Communications Arrangements, including LGAQ



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At this time Council needs to look at supporting the maintenance of essential infrastructure and services and implement localized community level strategies including social distancing measures. These are detailed below:

1. Communication to Individuals:

A. What individuals can do

Influenza viruses are generally spread in two ways:

- respiratory droplets from an infected person's coughs or sneezes (these droplets usually remain in the air for only a few seconds and generally travel less than one metre); and
- touching contaminated surfaces (including hands) or fluids and then touching the mouth, nose or eyes.

Accordingly, the most effective ways that people can protect themselves (in the absence of a vaccine) are to:

- stay at home when sick, so you don't infect other people;
- wash your hands regularly with soap and water or an alcohol-based product;
- try to keep your hands away from your face;
- cover your mouth and nose with a tissue (not your hands) when coughing or sneezing, and dispose of the tissue in the closest bin;
- stand and sit back from other people (where possible try to maintain a distance of at least one metre);
- wear a mask if you are sick and need to be in a public space; and
- seek medical advice if you are worried (either via websites, call-centres or in person if necessary), particularly if you have a fever and any one of the following symptoms: difficulty breathing, chills and shivering, muscle aches and pains, sore throat, dry cough, stuffy or runny nose, or extreme tiredness.

Individuals and families might also consider:

- teaching children about hand washing and cough and sneeze etiquette;
- planning how you or your partner might be able to stay at home if you are sick, if you need to care for sick family members or friends, or if your children are not able to attend school or child care temporarily; and
- preparing a list of telephone numbers in case of emergency, including the family doctor. This might also include telephone numbers for your neighbours in case you notice they are ill or need assistance, especially those living alone.

During a pandemic, it is important that Queenslanders listen to authoritative government advice, which will be provided through all available means including television, radio, newspapers, internet sites and public information hotlines.

Further information is available at www.flupandemic.gov.au, www.qld.gov.au/pandemic or refer to the Useful Resources section.



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B. What businesses and non-government organisations can do

The Queensland Government encourages all businesses and non-government organisations to be prepared. Planning ahead could minimise the impact of a pandemic on the organisation, help protect staff and contribute to national recovery.

It is particularly important that organisations providing key services to the community or key infrastructure make every effort to continue operations. Organisations are encouraged to take steps now to understand and monitor the risk, plan to protect their business, plan to protect staff, plan to communicate with staff, customers and suppliers, and plan to recover as quickly as possible.

Organisations should note the key government preparedness, response and recovery strategies outlined in this plan and consider the implications for their business.

Industry representatives are welcome to contact the relevant Queensland Government Department for their sector with any further queries.

More comprehensive guidance is available through the Useful Resources section. In particular, the Queensland Government has developed *Pandemic Planning in the Workplace* guides for:

- infrastructure owners and operators;
- small-medium businesses; and
- funeral industry operators.

These industry guides are available electronically via www.qld.gov.au/pandemic.

C. What councils can do

Local governments will have a dual role during a pandemic. They will be an essential part of the State Disaster Management System responding to the pandemic, and they are also an employer like any other business. The Queensland Government encourages all councils to be prepared not only to contribute to preparedness, response and recovery operations throughout Queensland, but also to protect staff and customers and maintain core business continuity.

Advice and support to Queensland councils is provided through the Local Government Association of Queensland and the Department of Infrastructure and Planning (DIP).

Social distancing

- ‘Social distancing’ means limiting normal physical and social contact to slow the spread of an influenza pandemic throughout society.
- Governments might encourage voluntary social distancing during a pandemic by recommending that people avoid close contact such as shaking hands, hugging, kissing and attending crowded public places.
- In more serious circumstances governments may also take health advice on measures such as closing schools and child care centres, and postponing or cancelling large public events.
- Australian disease modelling has shown that early introduction of school and child care closures may reduce the rate at which pandemic influenza spreads in the community (depending on the characteristics of the virus). Children typically have higher rates of infection than adults, are more infectious for a longer period of time, and are less able to comply with hygiene measures.



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09.02.06 Consultation Draft on Proposed Animal Management (Cats & Dogs) Regulation 2009.

File:	Date: 24/05/2009
<i>CEO Reports</i>	Author: Fred de Waard
Attachments: None	

1. EXECUTIVE SUMMARY

The Minister for Local Government and Aboriginal and Torres Strait Islander Partnerships has provided a consultation draft of the proposed Animal Management (Cats and Dogs) Regulation 2009 following the release and implementation of the Animal Management (Cats and Dogs) Act 2008. Councils are asked to provide comment on the regulations.

2. FOR COUNCIL DECISION

RECOMMENDATION:

That Council not prepare any submission on the regulations.

3. FULL REPORT

3.1 Background:

The Animal Management (Cats and Dogs) Act 2008 takes effect from the 1st of July 2009. These are the regulations required under that Act.

Statutory Environment:

Policy Implications: None

Financial Implications: None

Strategic Implications: None

Officers Comment:

There are no matters in the regulations that require particular comment by Council.

Consulted With:



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09.02.07 Implementation of the Animal Management (Cats & Dogs) Act 2008.

File:	Date: 24/05/2009
CEO Reports	Author: Fred de Waard
Attachments: None	

1. EXECUTIVE SUMMARY

The Department of Infrastructure and Planning has issued a Local Government Bulletin on the implementation of the Animal Management (Cats and Dogs) Act 2008. The Act commences on the 1st of July 2009 and all Local Governments are required to prepare for the regulatory implementation of particular provisions of the Act from that date. Burke Shire Council has been granted a period of no later than 10 December 2010 to prepare for, implement and regulate the new requirements under the Act.

2. FOR COUNCIL DECISION

RECOMMENDATION:

That Council send its Ranger to the regional workshop on this matter to be conducted in Mt Isa in the near future.

3. FULL REPORT

3.1 Background:

The Animal Management (Cats and Dogs) Act 2008 takes effect from the 1st of July 2009. The Department has advised in its bulletin and through its Acting Area Manager that:

- The legislation **does not** require all cats and dogs to be registered and microchipped from 1 July 2009.
- On 1 July 2009, all local governments will be required to implement the new regulated dogs requirements in the Act to deal with dangerous and menacing dogs.
- Only South East Queensland Councils, Gladstone and Central Highlands Councils will implement compulsory registration of cats and dogs from 1 July 2009. All other councils will implement the registration sections of the legislation between 1 July 2009 and 10 December 2010. Councils need to apply to the Minister for when they want the legislation to commence.
- When the new registration requirements are implemented by councils, the owners of newly acquired cats and dogs will be required to have their pets microchipped. There is no requirement for existing pets to be microchipped. However, the Department will encourage all pets to be microchipped and desexed to promote responsible pet ownership and to ensure lost pets can be returned to their owners.
- The Director-General wrote to all local governments on 24 April 2009 advising them of the requirements of the Act and detailing the additional support the Department will provide to councils to assist with the implementation of the Act.
- The Northern Region of the Department will be conducting a workshop in Mount Isa on the legislative requirements in the coming weeks.

Statutory Environment: Animal Management (Cats and Dogs) Act 2008

Consulted With:



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09.02.08 Offer to explore and develop relationships with Chinese Cities.

File:	Date: 24/05/2009
<i>CEO Reports</i>	Author: Fred de Waard
Attachments: None	

1. EXECUTIVE SUMMARY

The Mayor has requested that an offer from the Australian International Trade Association & Associates to see if Council is “interested in exploring and developing a cooperative relationship with Chinese Cities so that both of cities could benefit from the cooperation and more” be considered by Council.

2. FOR COUNCIL DECISION

RECOMMENDATION:

That Council advise the Australian International Trade Association & Associates that it is a small remote rural local government with limited resources to adequately service a sister city style relationship however Council remains interested in developing such a relationship in a limited way that is sustainable for Council given the joint interests in the region of Council and China’ investment in the region through its recently announced company share acquisitions.

3. FULL REPORT

3.1 Background:

The Mayor has received an email from the Assistant to Michael Guo, CEO of the Australian International Trade Association & Associates enquiring about the interest in developing a relationship between Council and one of a number of Chinese Cities.

Statutory Environment:

Policy Implications: None

Financial Implications: None

Strategic Implications: None

Officers Comment:

Establishment of such relationships are time consuming and expensive given the expectations of mutual exchange visits and the associated preparation of trade mission materials and itineraries.

Whilst they do have the potential to be mutually rewarding Council would need to be very clearly focused on the reason that it would attempt the establishment of such links as well as being



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prepared to fund the establishment at an appropriate level that did not lead to embarrassment and a negative outcome.

At this enquiry stage it may be worthwhile to advise the writer of our comparative size and limited resources whilst maintaining a respectful interest in the offer.

Consulted With:



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09.02.09 Inaugural DLGP CEO Forum Julia Creek 11 June

File:	Date: 24/05/2009
<i>CEO Reports</i>	Author: Fred de Waard
Attachments: None	

1. EXECUTIVE SUMMARY

The Department of Infrastructure and Planning (Formally DLGP) has advised that it is holding an inaugural CEO forum in Julia Creek on the 11th of June and has invited the attendance of all CEO's from the region.

2. FOR COUNCIL DECISION

RECOMMENDATION:

That Council approve the attendance of the acting Chief Executive Officer at this forum.

3. FULL REPORT

3.1 Background:

The Department of Infrastructure and Planning (Formally DLGP) through it aim of seeking to resource and develop local governments has issued an invite for attendance at Julia Creek of all CEO's in the region for an inaugural CEO's



CEO Meeting - Julia
Creek - Invite.pdf



draftAgendaCEO
ForumJulia Creek.pdf



DraftTermsofRefCEO
Meetings.pdf

forum.

Statutory Environment:

Policy Implications: None

Financial Implications: None

Strategic Implications: None

Officers Comment:

The establishment of such a forum is to be welcomed even if the timing is unfortunate. Whilst I have shied away from attendance at any such functions as Acting Chief Executive Officer I believe that there would be value in Council having me attend this forum so that I can impart to the group my experiences of similar forums in other areas as well as being able to emphasise that the Department could be better served to hold such forums via teleconference/videoconference particularly if they are of short duration (i.e. 1 to 2.5 hours).

Consulted With:



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09.02.10 Request for temporary placement of batching plant at Burketown Water Treatment Plant

File:	Date: 24/05/2009
CEO Reports	Author: Fred de Waard
Attachments: None	

1. EXECUTIVE SUMMARY

A request has been received from Ian & Tracey Forshaw of Foreshaw Contracting for permission to set up our mobile concrete batching plant at the Water Treatment Plant.

They advise that “We are contracted to starting pouring concrete next week in Burketown for various people, and we have in the past been granted permission from Council to set up at the water treatment plant. We envisage that we will only be in Burketown for about 3 weeks. We hold a current EPA licence for the mobile batching plant .”

2. FOR COUNCIL DECISION

RECOMMENDATION:

That Council endorse the actions of the Chief Executive Officer in approving the request and that it be Council policy that such requests be able to be approved by the Chief Executive Officer in the future on the proviso that all site safety matter and tidy up are attended to by the applicant, relevant fees (Where they have been set by Council) are paid and the temporary use of the site does not interfere with Council infrastructure or works requirements.

3. FULL REPORT

3.1 Background:

It is the Acting Chief Executive Officers understanding that Council has approved such uses in the past.

Statutory Environment:

Policy Implications: None

Financial Implications: None

Strategic Implications: None

Officers Comment:

Consulted With:



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09.02.11 Channel 7 News Story - Gulf

File:	Date: 24/05/2009
<i>CEO Reports</i>	Author: Fred de Waard
Attachments: None	

1. EXECUTIVE SUMMARY

Mr Michael Coombes (Seven Network Producer/Journalist) has requested assistance with background information and access to sites for two stories in production for the gulf region – one on the cattle industry and one on the region ‘coming alive’ after the floods.

2. FOR COUNCIL DECISION

RECOMMENDATION:

That Council provide assistance to the Seven Network by way of ‘in-kind’ assistance of travel to sites in the shire during the visit as well as providing access to relevant Council staff to help brief the journalist on the stories required.

3. FULL REPORT

3.1 Background:

Statutory Environment:

Policy Implications: None

Financial Implications: None

Strategic Implications: None

Officers Comment: Part of the good news type stories required for the gulf involve assistance to journalists with getting such stories. At this time it is anticipated that the Council sedan will be provided (with Council officer) to assist with some travel to relevant sites and relevant people (such as John Yanner) would be made available for some relevant commentary.

Consulted With:



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09.02.12 Implementation of regulated dogs provisions of the Animal Management (Cats & Dogs) Act 2008

File:	Date: 24/05/2009
CEO Reports	Author: Fred de Waard
Attachments: None	

1. EXECUTIVE SUMMARY

The Department of Infrastructure and Planning has advised of the requirement of Council to implement the regulated dog provisions of the Animal Management (Cats & Dogs) Act 2008 from the 1st of July 2009.

2. FOR COUNCIL DECISION

RECOMMENDATION:

That Council not seek the earlier full implementation of the Animal Management (Cats & Dogs) Act 2008 at this time.

3. FULL REPORT

3.1 Background:

The enactment of the new Anima Management (Cats & Dogs) Act 2008 legislation has occurred and the first part of the provisions (those relating to regulated dogs) take effect from the 1st of July. There are some 25 Act provisions that task the Chief Executive Officer with new functions as follows:

1.	<p>206 Delegation by chief executive officer (1) The chief executive officer of a local government may delegate the chief executive officer's functions under this Act to an officer of the local government. (2) In this section— appropriately qualified means having the qualifications, experience or standing appropriate to the exercise of the power. Example of standing— the officer's classification level in the local government functions includes powers.</p>
2.	<p>15 Notice of changed identifying information (1) This section applies if identifying information for a cat or dog changes (the changed information). (2) The owner of the cat or dog must, within 7 days, give notice of the change to the chief executive officer of the relevant local government unless the person has a reasonable excuse. Maximum penalty—5 penalty units. (3) The chief executive officer must, within 7 days after receiving the notice, ensure the information is updated in the appropriate register in a way that reflects the change.</p>
3.	<p>48 Chief executive officer may ask for further information (1) This section applies if the owner of a cat or dog gives the relevant local government for the cat or dog— (a) a registration form under section 46; or (b) a notice mentioned in section 54(3) or 57(2). (2) The chief executive officer of the local government may, by notice, require the</p>



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	owner to give other information or documents reasonably required to register the cat or dog. (3) The notice must state a reasonable period of at least 14 days to comply with the notice.
4.	51 Local government must keep registration form and information A local government giving a registration notice to the owner of a cat or dog must— (a) keep the registration form and other information about the cat or dog given to it by the owner; and (b) if the information must be recorded in a register kept by the chief executive officer of the local government— within 7 days, record the information in the appropriate register.
5.	55 Relevant local government must give notice of change (1) This section applies if the chief executive officer of the relevant local government for a cat or dog is given a notice under section 54(3). (2) The chief executive officer may ask the owner of the cat or dog for other information or documents in the way mentioned in section 48. (3) The owner must give the chief executive officer the information or documents required to be given in the notice mentioned in section 48(2). Maximum penalty—5 penalty units. (4) If the owner complies with subsection (3), the chief executive must— (a) within 7 days after receiving a notice mentioned in section 54(3) or other information or document given under section 48, ensure the information is updated in the appropriate register in a way that reflects the change; and (b) within 14 days after receiving the notice, ensure the owner is given a notice for the cat or dog that includes the changed information mentioned in section 54.
6.	56 Relevant local government must give renewal notice (1) The chief executive officer of the relevant local government for a cat or dog must give its owner notice (the renewal notice) to renew the registration for the cat or dog.
7.	58 Relevant local government must give registration notice (1) This section applies if the owner of a cat or dog given a renewal notice under section 56 complies with section 57 for the cat or dog. (2) The chief executive officer of the local government may ask the owner for other information or documents in the way mentioned in section 48. (3) The owner must give the chief executive officer the information or documents required to be given in the notice mentioned in section 48(2). Maximum penalty—5 penalty units.
8.	104 Appointment and qualifications (1) The chief executive officer of a local government may appoint any of the following persons as an authorised person to investigate, monitor and enforce compliance with this Act— (a) an employee of the local government; (b) a person prescribed under a regulation. (2) However, the chief executive officer may appoint a person as an authorised person only if the chief executive officer is satisfied the person is qualified for appointment because the person has the necessary expertise or experience.
9.	105 Appointment conditions and limit on powers (1) An authorised person holds office on any conditions stated in— (a) the authorised person's instrument of appointment; or (b) a signed notice given to the authorised person; or (c) a regulation. (2) The instrument of appointment, a signed notice given to the authorised person or a regulation may limit the authorised person's powers under this Act. (3) In this section— signed notice means a notice signed by the chief executive officer.
10.	106 Issue of identity card (1) The chief executive officer of a local government must issue an identity card to each authorised person.



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11.	<p>109 Resignation An authorised person may resign by signed notice given to the chief executive officer of the local government that appointed the person.</p>
12.	<p>110 Return of identity card A person who ceases to be an authorised person must return the person's identity card to the chief executive officer of the local government that appointed the person within 21 days after ceasing to be an authorised person unless the person has a reasonable excuse. Maximum penalty—10 penalty units.</p>
13.	<p>174 Chief executive officer must give information (1) A chief executive officer of a local government must give the chief executive notice if— (a) a restricted dog is registered in the local government's area under chapter 3; or (b) under chapter 4, the local government makes a regulated dog declaration for a dog in the local government's area.</p>
14.	<p>175 Chief executive officer must give information about owner (1) This section applies if the chief executive officer of the relevant local government for a regulated dog receives a notice from— (a) an owner of the dog, under section 54; or (b) the permit holder for the dog, under schedule 1, section 8. (2) The chief executive officer must, within 7 days after receiving the notice, give the chief executive— (a) if the notice was given under section 54—notice of the changed information; or (b) if the notice was given under schedule 1, section 8—notice of the holder's new residential address.</p>
15.	<p>176 Chief executive may ask for confirmation of particular information (1) The chief executive may give notice (the request) to the chief executive officer of a local government that the chief executive seeks a notice (the response) about whether particular information is still accurate according to the records kept by the chief executive officer. (2) The request may be made only once in a period of 12 months. (3) The chief executive officer must give the chief executive the response within 28 days after receiving the request.</p>
16.	<p>177 Registers comprising cat and dog registry (1) The chief executive officer of each local government must keep the following registers about cats or dogs usually kept or proposed to be kept in the local government's area— (a) a general register; (b) another register prescribed under a regulation. (2) The registers are collectively called the cat and dog registry of the local government.</p>
17.	<p>181 Who may apply for review (1) An interested person for an original decision made by the chief executive under chapter 2, part 1, division 3, subdivision 3 or chapter 6, may apply to the chief executive for a review of the decision (a PID review application). (2) An interested person for an original decision made by the chief executive officer of a local government may apply to the chief executive officer for a review of the decision (a general review application).</p>
18.	<p>183 Requirements for making general review application (1) A general review application must be— (a) in the approved form approved by the chief executive officer of the local government who made the decision; and (b) supported by enough information to enable the chief executive officer to decide the application; and (c) made within 14 days after the applicant is given the information notice about the original decision the subject of the application. (2) However, the chief executive officer may, at any time, extend the time for making a general review application.</p>



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19.	<p>184 Stay of operation of original decision</p> <p>(1) A PID review application or general review application does not stay the original decision the subject of the application.</p> <p>(2) However, the applicant may, immediately after being given the information notice about the original decision, apply for a stay of the original decision to the Magistrates Court.</p> <p>(3) The court may stay the original decision to secure the effectiveness of the review and a later appeal to the court.</p> <p>(4) A stay may be granted on conditions the court considers appropriate.</p> <p>(5) However, if the original decision relates to a regulated dog declaration a condition must be imposed that each owner of, and responsible person for, the dog must, until the appeal is decided, ensure the requirements under schedule 1, section 3, are complied with for the dog the subject of the declaration.</p> <p>Note— See schedule 1, section 3 (Muzzling and effective control in public) and also sections 66 (Prohibition on supply of restricted dog) and 67 (Prohibition on supply of declared dangerous dog or menacing dog).</p> <p>(6) The period of the stay must not extend past the time when—</p> <p>(a) if the chief executive makes a PID review decision about the original decision—the chief executive makes the decision and any later period the court allows the applicant to enable the applicant to appeal against the review decision; or</p> <p>(b) if the chief executive officer of a local government makes a review decision about the original decision—the chief executive officer makes the decision and any later period the court allows the applicant to enable the applicant to appeal against the review decision.</p> <p>(7) A PID review application or general review application affects the original decision, or carrying out of the decision, only if the decision is stayed.</p>
20.	<p>186 Other review decisions</p> <p>(1) The chief executive officer of a local government must, within 20 days after receiving a general review application made under section 183—</p> <p>(a) conduct a review of the original decision the subject of the application; and</p> <p>(b) make a decision (the review decision) to—</p> <p>(i) confirm the original decision; or</p> <p>(ii) amend the original decision; or</p> <p>(iii) substitute another decision for the original decision.</p>
21.	<p>187 Notice of PID decision or review decision</p> <p>(1) The chief executive must, within 10 days after making a PID review decision, give the applicant notice (the review notice) of the review decision.</p> <p>(2) The chief executive officer of a local government must, within 10 days after making a review decision, give the applicant notice (also the review notice) of the review decision.</p>
22.	<p>199 Evidentiary value of certificates</p> <p>(1) This section applies to a certificate that—</p> <p>(a) purports to be about the state of, or a fact in, a record of the local government; and</p> <p>(b) purports to be signed by the chief executive officer.</p> <p>(2) The certificate is evidence of the matters contained in the certificate.</p>
23.	<p>204 False or misleading information</p> <p>A person (the relevant person) commits an offence if the relevant person gives, either orally or in a document, the following persons information the relevant person knows is false or misleading in a material particular—</p> <p>(a) the chief executive;</p> <p>(b) a chief executive officer of a local government;</p> <p>(c) an authorised person;</p> <p>(d) an authorised planter;</p> <p>(e) a licence holder.</p> <p>Maximum penalty—100 penalty units.</p>
24.	<p>209 Approval of forms</p> <p>(1) The chief executive may approve forms for use under chapter 2, part 1, division 3, subdivision 3, chapter 6 or section 183.</p> <p>(2) The chief executive officer of a local government may approve forms for use under this Act other than for the provisions mentioned in subsection (1).</p>



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Statutory Environment:

Policy Implications: None

Financial Implications: None

Strategic Implications: None

Officers Comment:

The provisions that come into play immediately relate to Regulated Dogs. Regulated dogs are:

60 What is a regulated dog

A **regulated dog** is—

- (a) a declared dangerous dog; or
- (b) a declared menacing dog; or
- (c) a restricted dog.

61 What is a declared dangerous dog

A **declared dangerous dog** is—

- (a) a dangerous dog declared under section 94 to be a dangerous dog; or
- (b) a dog declared under a corresponding law to be dangerous dog.

62 What is a declared menacing dog

A **declared menacing dog** is—

- (a) a menacing dog declared under section 94 to be a menacing dog; or
- (b) a dog declared under a corresponding law to be menacing dog.

63 What is a restricted dog

(1) A **restricted dog** is a dog of a breed prohibited from importation into Australia under the Customs Act 1901 (Cwlth).

Note—

See the Customs (Prohibited Imports) Regulations 1956 (Cwlth), section 3 and schedule 1 (Goods the importation of which is prohibited absolutely).

(2) Also, a dog is a **restricted dog** if it is the subject of a restricted dog declaration.

Council may also seek to have the entire Act apply from an earlier date. In the absence of seeking the earlier implementation of the entire Act it will take full effect on the 10th of December 2010.

Consulted With



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09.02.13 Review of Grants and Subsidies Report – Request for Comment

File:	Date: 24/05/2009
<i>CEO Reports</i>	Author: Fred de Waard
Attachments: None	

1. EXECUTIVE SUMMARY

The Department of Infrastructure and Planning has released a report on the Review of Grants and Subsidies arising out of the commissioning of Deloitte to undertake the review to identify key issues and recommend strategies to address the large amount of unpaid grants each year. Comment was sought on the 22nd of April with a response sought by the 18th of May.

2. FOR COUNCIL DECISION

RECOMMENDATION:

That the Department be advised of the Chief Executive Officers suggested responses.

3. FULL REPORT

3.1 Background:

Council's specific comment is sought on the following questions:

How can DLGSR better engage and interact with Local Government in relation to grants?

What other innovative ideas do you have to expedite expenditure on funded projects?

What expectations need to be set for project reporting and monitoring conditions to strike the right balance between effective grants management and limiting the administrative burden?

What further capabilities do regional offices need to support Local Government?

How should the management of risks associated with grants and funded projects be shared between DLGSR and Local Government?

Statutory Environment: None

Policy Implications: None



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Financial Implications: None

Strategic Implications: None

Officers Comment:

The study by Deloitte focused on SCAP, Q150 and Water and Sewerage Programs (WASP) with respect to programs that affect Burke Shire Council. Other programs not used by Burke Shire also formed part of the initial review.

Of these programs Council has only really experienced delays with respect to SCAP in that the final payment of grants under existing SCAP approvals for projects undertaken by Council are being held pending the provision by Council of the required SAMP's and TMP's as sought by the Department of Natural Resources to allow the approval of the final payments.

Typically Council is asked to forecast expenditure on the funding approvals and this forecast is sought to be updated on a quarterly or six monthly basis. A number of proposals are suggested in the review which in essence seek to implement more formal grants and subsidy agreements with an agreed set of expectations. In response to the set of questions posed by the Department I would suggest the following:

How can DLGSR better engage and interact with Local Government in relation to grants?

A clear timeline for submissions for grants needs to be established that is cognisant of the budgetary timelines of local governments. This means, for example, that applications for funds (other than in emergencies) for a particular financial year should be lodged with the Department by the previous December/January and have the assessment and approvals or rejections provided by April/May in order to allow for the local government to incorporate approvals or rejections into their upcoming budget and works programs. Differing timelines for differing projects and unclear timelines for processing of approvals/rejections can make coordination of the project planning unnecessarily complex.

What other innovative ideas do you have to expedite expenditure on funded projects?

Delays in expenditure on projects are often experienced due to unclear and late approvals of projects that have not been adequately incorporated into works programs with the result that their commencement occurs well beyond the initial projected starting dates. With a number of local governments, if a window of time to do the project in a particular annual cycle is missed the effective commencement date for the project is delayed by 12 months. Cost blowouts can then lead to further unnecessary delays as alternative sources of funding for extra costs of estimates are sought. More rigour as to application and processing times could reduce this area of project delay.



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What expectations need to be set for project reporting and monitoring conditions to strike the right balance between effective grants management and limiting the administrative burden?

A risk management approach needs to be used so that not the same standards are applied to all grants. Minor grants (Say \$150,000 or less) would need to be a staged advance payment (if not full upfront payment with 10% retention for final report) basis with the requirement that a final project report be submitted to acquit the project on completion. Given that many local governments do not have access to auditors except at audit time the timing of any audit should coincide with the annual audit of the local government. Larger projects need and agreed timeline for key milestones with quarterly reporting (via web access and update) on progress as occurs now with other programs.

What further capabilities do regional offices need to support Local Government?

No need for additional capabilities of regional offices are envisaged other than clear lines of contact with the relevant officer handling the grant process.

How should the management of risks associated with grants and funded projects be shared between DLGSR and Local Government?

Risks need to be managed jointly and be referenced to the relative size of the project.

Consulted With:



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09.02.14 Council's Method of Representation – Request for Council views

File:	Date: 24/05/2009
<i>CEO Reports</i>	Author: Fred de Waard
Attachments: None	

1. EXECUTIVE SUMMARY

The Department of Infrastructure and Planning is seeking Council's views on whether Council wants to have its method of representation changed for the next election. The request is specifically restricted to whether or not Council should be represented on a divided or undivided basis for the next election. The Minister would like to 'test the views of all Councils for any future approach'.

2. FOR COUNCIL DECISION

RECOMMENDATION:

That Council advise the Department that its preference is for Councillors to be elected on an undivided basis and for there to be an increase in the number of Councillors allocated to the Shire.

3. FULL REPORT

3.1 Background:

Whether Councillors are elected from divisions or from the Shire as a whole is a reviewable matter under the Local Government Act. The Minister is seeking input through the Department on possible future changes in this area.

Statutory Environment: None

Policy Implications: None

Financial Implications: None

Strategic Implications: None

Officers Comment:

The recommendation is, I believe, in accord with Council's stance on this matter.

Consulted With:



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09.02.15 Weed and Pest Animal Management Plan Update

File:	Date: 24/05/2009
<i>CEO Reports</i>	Author: Fred de Waard
Attachments: None	

1. EXECUTIVE SUMMARY

The Department of Industries and Fisheries has provided a detailed update on a number of matters with respect to Weed and Pest Management. Included in this update are advices on the following:

- a) Council's are required to have reviewed their Pest Management Plans at least three months before the commencement of each financial year
- b) the 10th Queensland Weed Symposium will be held in Yeppoon in July 2009 and relevant weed management staff, supervisors and managers are encouraged to attend.

2. FOR COUNCIL DECISION

RECOMMENDATION:

That Council advise the Department that a review of Council's Pest Management Plan will be undertaken in the later part of 2009 due to resourcing issues and that no one from Council will be attending the Weed Symposium on this occasion;

AND

That Southern Gulf Catchments or the Northern Gulf Management Group be approached to assist with the Pest Management Plan review for the Shire with a view to updating the Pest Management Plan and identifying relevant strategies for Council to concentrate on in its region for the next five years.

3. FULL REPORT

3.1 Background:

Councils are required to review their Pest Management Plans annually – I can not find evidence of a review in recent years. Accordingly this review and the relevant process for the review will need to be resourced.

Statutory Environment: None

Policy Implications: None

Financial Implications: None

Strategic Implications: None

Officers Comment:

Consulted With:



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10. ACTING WORKS MANAGER REPORTS

Recommendation:

That

- A) the Acting Works Manager Standing Business Papers for information as presented in Reports 10.01.10 to 10.01.02 of the Business papers be received by Council and noted; and**
- B) the Acting Works Manager Business Papers for Council Consideration and Decision as presented in Reports 10.02.01 to 10.02.08 of the Business papers be received for consideration.**

10. Acting Works Manager Reports

10.01. Standing Business Papers for Information

10.01.01 Works Program Updates

10.01.03 Status Report

10.02. Business Papers for Council Consideration and Decision

10.02.01 Proposed Haulage of gravel along Gregory/Lawn Hill Road

10.02.02 Burketown Wastewater Treatment Plant – Repairs Report

10.02.03 Fatigue Management regulations

10.02.04 Oz-Minerals proposal for upgrading of sections of the Gregory to Lawn Hill Rd

10.02.05 NDRRA Preliminary Flood Damage Assessment Update

10.02.06 Outstanding requirements for Water Supplies

10.02.07 Outstanding Requirements for RMPC Contracts

10.02.08 Drug & Alcohol Management Plan for aerodrome



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10.01.01 Works Program Update

File:	Date: 25/05/2009
Engineering (Works & Services)	Author: Acting Works Manager
Attachments:	

1. EXECUTIVE SUMMARY

Following a Supervisors meeting held on Friday 22 May 09 this meetings data and information has been utilised with current budget information to activate a mini Works Program with a full Draft Program being actioned immediately to bring about a satisfactory works plan targeting priorities for the balance of this financial year, some major works activities have been identified and are being urgently programmed e.g. the completion of the New Albert River Bridge approaches pavement base course and sealing in conjunction the construction of the Hard Stand Area extension at Burketown Aerodrome, both these projects are to be constructed in parallel with completion anticipated during June 2009.

Other projects being hastened along are Flood Damage Emergent Works with production of the current Flood/Storm event submission documentation being finalised for presentation to the DI&P-LG (Department of Infrastructure & Planning Local Government).

All Services are considered to be operating at and maintaining acceptable levels of service with minimal issues.

2. FOR COUNCIL INFORMATION

3. FULL REPORT

3.1 Comprehensive Information Report

Forward is a list of Works Activities currently being executed and programmed for the balance of May and June 2009, a Draft Forward List Works Program with Works Construction and Maintenance Activities being included for immediate action.

The List of points below is indicative of the activities planned for the balance of the works periods of May and June

Capital Works Activities

- Completion of Pavement and Sealing of Approaches to the New Albert River Bridge
- Construction of Hard Stand Area Extension at Burketown Aerodrome
- Resealing of Runway, Taxiway and Hard Stand Areas at Burketown Aerodrome



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Operations and Maintenance Activities

- Flood Damage Opening Grading (Emergent Works NDRA-EMQ)
- Signage erection on Lawn Hill Road deviation to be erected this period
- RMPC (Main Roads Maintenance Contract) Wills Development Road specific Road Side Works has been completed
- Town Streets potholes and cleaning, signage and guidepost restoration is planned,
- Parks and Gardens; mowing and watering
- Gregory Town Operations and Maintenance seems to be maintaining acceptable levels of service with minimal issues
- Council Units; Gazebo is currently being erected and non slip surface being installed
- Pool Operations are consistent with systematic maintained , scheduled staining of timber fixtures are to be completed this period
- Cemetery clean up and signage restoration has taken place
- Council Land; blocks being mowed/cleaned up
- Waste Services as per scheduled program on Fridays is being maintained
- Water Treatment Plant and associated Infrastructure; Operating at acceptable service levels, new Alum dosing machine is expected to be operational within 1 week, Chlorine levels are fading considerably by the time water reaches town and technical assistance is being sought to eliminate the dosing variations for this chemical
- Sewerage Treatment Plant and associated Infrastructure; Operating at acceptable service levels with very few matters of concern
- Aerodrome operations are consistent and maintenance slashing/mowing is again completed

Workshop and Fleet Management

- Most Fleet and Machinery are operating at acceptable levels of service some isolated unscheduled maintenance did occur however e.g. Air Conditioner Unit on Cat 140H
- Routine Major Servicing of Wheeled Front End Loader, and Fleet Vehicle Servicing

Conclusion

Generally the works and Services applications through some intense planning and programming can achieve opportunities to speed up progress of works programs and efficiencies of resources available.



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10.01.02 Works Manager Status Report

File:	Date:
<i>WM Reports</i>	Author: Don McEvoy
Attachments: None	

1. EXECUTIVE SUMMARY

Providing Council with the status of actions previously sought by Council for action

2. FOR COUNCIL INFORMATION

3. FULL REPORT

The status of matters previously resolved is as follows:

15-04-2009		
1. Policy on Replacement of Water Filters	3. any filters installed in Council facilities by removed forthwith as their use is not warranted given that Council delivers a palatable and potable water supply to its communities. 11. 090415	Filters to be removed from all Council facilities at which filters are installed (Depot, Office, Hall, HACC/Church building etc).
2. Gregory Park - Naming	That Council name Gregory Park as "Elvee's Park" 14. 090415	Name sign for the park to be obtained and installed
3. Roads Alliance Board – Participation in Net Risk Assessment and asset data collection	That Council participate in the state-wide NetRisk and asset data collection project by nominating all Council roads that Council has designated as Local Roads of Regional Significance in the project at an estimated cost of \$22,220 (Subject to confirmation once contracts are let by the Roads Alliance). 17. 090415	Letter written to Road Alliance and form completed for lodgement. CLOSED
4. Roads to Recovery (R2R) Program July 2009 to June 2014	That Council allocate its annual Roads to Recovery allocation under the new Roads to Recovery Program to commencing the resealing of roads within the Shire with priority to be allocated to: a) Road sections on Local Roads of Regional Significance; b) Other Council sealed roads (including urban roads). 18. 090415	Roads to be resealed in 2009/2010 to be identified for budget meeting and works program. Report to be prepared by A/WM for Budget Meeting.



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18-03-2009		
1. Gregory Hall	That cost estimates for upgrading the air-conditioning at the Gregory Hall on the Racecourse reserve be obtained for Council's consideration during its 2009/10 budget deliberations. 21. 090318	Report to be prepared by A/WM for Budget Meeting
2. Access to Grow Out Facility for Fish Restocking	That estimates of cost to provide a public access to the grow out facility for fish restocking be prepared for consideration in Council's 2009/10 budget. 23. 090318	Report to be prepared by A/WM for Budget Meeting
3. NQCCS – Request for Council to enter into a contract for Mtce Works of Serco facility at Burketown airport	That NQCCS be advised that Council is not prepared to enter into the agreements sought to be signed by them however Council is prepared to continue with the maintenance of the facility provided a) a clear list of work sought to be done is provided by them and b) NQCCS accepting that Burke Shire Council will charge for such works as they are carried out at current private works charging rates; and c) NQCCS undertake to pay accounts issued by Burke Shire Council for undertaking such works within 30 days of issue. 25. 090318	Letter Done Alternative arrangements entered into CLOSED
4. Swimming Pool entry rails – Burketown Pool Complex	That costs be obtained to allow for elderly /disabled access to the pools at the Burketown Pool Complex and such estimates be referred to Council at its 2009/10 budget deliberations. CARRIED 26. 090318	Report to be prepared by A/WM for Budget Meeting
24/25-02-2009		
1. Waste Disposal in Burketown and Gregory	That the Acting Chief Executive Officer prepare a report with further options and costings for Council's consideration. 15.090224	Report to be prepared by A/WM



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18/12/2008		
1.	Resolved that the Chief Executive Officer contact LAWMAC regarding advice on the relocation of the Burketown tip.	Report to be prepared by A/WM
2.	Resolved that the Acting Works Manager arrange for wire netting to be placed around the Gregory tip to assist with tidiness.	Report to be prepared by A/WM
3.	Meeting to be arranged in early 2009 with Kath Logan regarding road maintenance.	Meeting held – awaiting advice from Zinifex A/WM to Follow Up
21/10/2008		
1.	The CEO investigate the provision of handball courts in Burketown	Report to be prepared by A/WM for Budget Meeting
2. Boating Infrastructure Capital and Maintenance Program	That Council apply for funding under the Boating Infrastructure and Maintenance program for a boat ramp with a small pontoon in the vicinity of the Albert River Bridge. 07.081021	A/WM to action and prepare a report for Budget Meeting of Council
3.	Council refers pedestrian access across the middle section of the old Albert River Bridge to Major Projects Manager, Don McEvoy for a report	Report to be prepared by A/WM
15/10/2008		
1. Inverell Accommodation Services	The Works Manager to identify projects that have had funds allocated that would be appropriate for the IAS to construct. Further that a letter of support be forwarded to the IAS in relation to their work	Report to be prepared by A/WM IAS To attend in July/August Report to May Meeting on works proposed.
2.	Council requested the following items be actioned: The pond in Morning Glory park receive regular maintenance. An open day once Barra Facility is completed.	A/WM to follow up with TWM. – Currently pump is not working – electrician to be engaged to check. Report to be prepared by A/WM regarding public access issues.



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10.02.01 Gregory/Lawn Hill Road – Proposed Haulage of Gravel Along this Road

File:	Date: 02/02/2009
Engineering (Works & Services)	Author: Acting Works Manager
Attachments:	

1. EXECUTIVE SUMMARY

Gregory Lawn Hill Road needs a Level of Service agreement putting in place so it is quite clear what is expected of Ozminerals Century Mine, this will also allow Council monitor the roads condition and the roads agreed Level of Service standards will dictate what the specific maintenance specification requirement on the road are to be maintained at.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council enter into discussions with Ozminerals Century Mine, to draft a formalised Level of Service specification and documented agreement for the Specific section of Gregory to Lawn Hill Road that Ozminerals Century Mine utilises.

3. FULL REPORT

3.1 Background: Gregory to Lawn Hill Road is the route used extensively for access to Ozminerals Century Mine to this end there has been historically some agreements verbal and documented in the place (that may or may not be current) for the maintenance of the Gregory Lawn Hill Road

3.2 Statutory Environment: An agreement as recommended above would assist Council to manage this specific section on this road infrastructure in a best practice manner that would also fit any LRRS (Local Road of Regional Significance) or RRG (Regional Road Group) or at a Council level for Strategic Asset Management

3.3 Policy Implications: This recommendation would normally fit the requirements most Local Government Roads Levels of Service Policy.

3.4 Financial Implications: There would be major cost benefits to Council as a Level of Service agreement is the specification for all stakeholders to be committed to, thus in this case provide Level of Service stipulated in the agreement is adhered to it would have a considerable impact on Councils risk liabilities with this section of road.



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3.5 Strategic Implications: A Level of Service agreement with any stakeholder is considered best practice Asset Management procedures

3.6 Officers Comment: Currently Asset Management Infrastructure Levels of Service is a strategic element of overall Infrastructure Asset Management and is being promoted throughout Queensland Local Government in a very proactive way.

3.7 Consulted With: Councils Acting CEO and recourses from IPWEA (Institute of Public Works & Engineering Australia) NAMS (National Asset Management Systems) Plus Asset Management framework rollout nationally workshops and documentation.



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10.02.02 Burketown Wastewater Treatment Plant – Repairs Report

File:	Date: 25/05/2009
Engineering (Works & Services)	Author: Acting Works Manager
Attachments:	

1. EXECUTIVE SUMMARY

Technical advice has been received from WRG (Water Recycle Group) on the status of the Council Blivett at Burketown WWTP (Waste Water Treatment Plant). Some remedial work by WRG in April 2009 has brought the Plant back into operation again, however there are further needs for additional minor maintenance issues to be remedied along with some major items that need to be investigated for assessment on a needs basis and costing estimates for budget consideration.

Operator training has been recommended in the WRG report and is possibly needed for the efficiency and longevity of the WWTP Infrastructure, along with producing a more accurate result in the waste water sampling and reporting process.



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2. FOR COUNCIL DECISION

RECOMMENDATION:

That consideration by way of investigations into the needs for further maintenance to the WWTP (Waste Water Treatment Plant) Infrastructure as a matter of urgency with cost estimates provided for consideration in the 2009-2010 budget deliberations.

That minor recommended electrical maintenance be actioned and training for operators at the WWTP be provided for in the coming 2009-2010 budget considerations.

3. FULL REPORT

3.1 Background: The Technical report presented to Council by WRG (Water Recycle Group) indicates that maintenance performed during an April 2009 visit was quite extensive however will only tide the Waste Water System over for a few months until a further recommended scheduled maintenance visit is available, this could be in the new budget year where some more substantial repairs could be considered bring the plant back into a more reliable condition.



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The observations and findings from the current maintenance visit indicates that there are some;

Short term items in the system that should be repaired before failure occurs and possibly more extensive damage occurs, these include some remedial issues that need addressing like occasional electrical component failures and;

Longer term as a budget consideration, issues are rotor repair and replacement as in accessible rotor components may be close to the end of its useful life and eminent failure, particularly as the first 4 layers of one of the rotors had to be replaced to make the plant operational again in the April visit and as mentioned earlier there unknowns in the more internal components of the rotor assembly.

3.2 Statutory Environment: If failure of the Waste Water Treatment Plant occurs there may be possible violation of Environmental compliances.

3.3 Policy Implications: As a service provider some Levels of Service issues arise from WWTP (Waste Water Treatment Plant) failure may put at risk Councils ability to service the community as per its Strategic obligations.

3.4 Financial Implications: An investigation and estimate for budget consideration would be needed for Council to consider the WWTP repairs.

3.5 Strategic Implications: By utilising the process of a needs investigation and budget consideration would bring this Infrastructure Asset into a planned or scheduled maintenance status.

3.6 Officers Comment: From the WRG (Water Recycle Group) technical report there are some operator training needs put in place the group has recommended that Councils operators need some external training at another site to bring Councils operators up to speed with the technical knowledge needed to operate this system this would include waste water testing processes. There are opportunities to investigate these activities.

3.7 Consulted With: Councils Acting CEO and reference to the WRG (Water Recycle Group) technical report.



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10.02.03 Fatigue Management Regulations

File:	Date: 25/05/2009
<i>Engineering (Works & Services)</i>	Author: Acting Works Manager
Attachments:	

1. EXECUTIVE SUMMARY

Council has liaised with King and Company for a legal opinion and has been liaising with LGAQ in an alliance of Gulf Councils proposing to bring about a combined submission on a relaxation or exemption of the Fatigue Management Regulation.

The chief executive of Queensland Transport does have the powers to allow relaxation or exemption where it can be demonstrated or proved that a Council can manage fatigue within its employee/driver an contractor environment through other avenues of fatigue management

The process for relaxation is quite complex and requires very onerous provisions regarding driver operations and rest management practices to this end LGAQ has the resources and abilities to negotiate the best outcome for the Councils it is representing in this matter.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council endorse the continuance with the Alliance of Gulf Councils by means of LGAQ who are making a combined submission for an exemption to the requirements of the Fatigue Management Regulations to effect a more realistic process for Council Works operations drivers as opposed to long haul driver fatigue management.

3. FULL REPORT

3.1 Background:

Council is liaising with LGAQ in an alliance of Gulf Councils proposing to bring about a combined submission on a relaxation or exemption of the Fatigue Management Regulation the chief executive of Queensland Transport does have the powers to allow relaxation or exemption where it can be demonstrated or proved that Council can manage fatigue within its employee/driver an contractor environment.

The process for relaxation is quite complex and requires very onerous provisions regarding driver operations and rest management practices.



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It is understood that the joint submission of Councils through LGAQ are addressing the list of activities below the points listed are an exert from King & Campbell legal Opinion Document.

1) Fatigue Management legislation to the Transport Operations (Road Use Management – Fatigue Management) Regulation commenced on 29th September 2008, as part of national reforms to combat heavy vehicle fatigue.

2) The regulation identifies those parties having responsibility for a fatigue related heavy vehicle to include, amongst others:

- a) An employer of the driver of a vehicle
- b) A prime contractor for the driver of the vehicle

3) Council instructs us (King & Company) that it employs drivers and engages drivers under contracts for service. As a result, Council is a party having responsibility under the regulation.

4) With that in mind, Council is implementing systems to ensure it complies with its responsibilities under the regulation.

5) As such, Council seeks advice on:

- a) Methods for complying with the legislation in relation to work and rest hours;
- b) Wether it can request a work and rest exemption and/or a work diary/logbook exemption from the chief executive of Qld Transport;
- c) The records it is required to keep for its drivers;
- d) The responsibilities Council has in relation to its contracted drivers, as distinct from its employed drivers; and
- e) The responsibilities of each party in the “chain of responsibility”.

3.2 Statutory Environment: The Fatigue Management Regulations are law and must be adhered to, the only relaxation or exemption can be granted by the chief executive of Qld Transport through the provision of onerous submissions to the transport department

3.3 Policy Implications: The implementation of the Fatigue Management Regulation in its present form has many implications on Council policies.

3.4 Financial Implications: The Fatigue Management Regulation in its present form and to a lesser extent however will still have quite a repercussion on the cost of transport in the Works operations of Council.



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3.5 Strategic Implications: There will need to a comprehensive management plan introduces to get the most efficient outcomes from the burdens on this Council from the Fatigue Management Regulation.

3.6 Officers Comment: The best result that could be expected would to continue the alliance of Councils with the submission for exemption or at least relaxation of the requirements of the Fatigue Management Regulation.

3.7 Consulted With: Councils Acting CEO and information from King and Company's document regarding the legal opinion.



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10.02.04 Oz – Minerals Proposal for Upgrading Sections of Gregory-Lawn Hill Road

File:	Date: 25/05/2009
Engineering (Works & Services)	Author: Acting Works Manager
Attachments:	

1. EXECUTIVE SUMMARY

Oz-Minerals Superintendent of Site Services at Century Mine approached Councils Works Manager with a proposal to provide a mine contractor to supply machinery services for maintenance and upgrading of specifically nominated sections of the Gregory-Lawn Hill road that is utilised by the Century Mine traffic with a request that Council supply the necessary materials.

There are Legislative compliances along with Council purchasing policy commitments which have elements of NCP (National Competition Policy) compliances prohibiting Council from entering into sole purchasing and proposals that have monetary values.

Due to the current wet seasons flood and storm events there is a submission for remedial works being prepared to this end this activity would normally have to be administered by Council complying with the appropriate guide lines for NDRA Flood Damage which without investigation there is some doubt as to the appropriateness of utilising this funding in any arrangement other than as per the NDRA guidelines.

2. FOR COUNCIL DECISION

RECOMMENDATION:

That Council respond to Oz-Minerals Superintendent of Site Services stating that Council has considered the Oz-Minerals proposal for provision of a Mine contractor to assist with maintenance and upgrade works on specific sections of the Gregory-Lawn Hill Road and pending further investigations into the allocation of funds for this project Council is unable to concur with Oz-Minerals proposal.

3. FULL REPORT

3.1 Background: From documentation available it seems a meeting took place between Councils Works Manager and the Superintendent of Site Services at Century Mine regarding proposals to utilise the Oz-Minerals Maintenance Contractor with Council supplying the materials to repair the specifically nominated sections of the road by the Mine Site Services Superintendent.



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It is understood that any Council funding available would be through NDRA Flood Damage, and to this end Council would be unable to enter into any sole partnership arrangements without first going the requirements of Councils Purchasing Policy which is in compliance with NCP (National Competition Policy) in addition in the event of the work being in excess of \$150,000 a public tender for the work would have to be triggered and a successful tender endorsed by Council for the project.

3.2 Statutory Environment: For Council to comply with the proposed work several statutory elements would have to be addressed including the clarification of the use of Flood Damage funding for this type of Infrastructure maintenance Works.

3.3 Policy Implications: Similarly to Statutory needs Councils policies as they stand would not allow for a sole arrangement to take place for this project.

3.4 Financial Implications: There are several benefits to Council if an amicable outcome can be achieved with a Level of Service Agreement can be reached for this particular section of Road were a contribution by Oz-Minerals supports the maintenance or upgrading of Road Asset.

3.5 Strategic Implications: A tactical plan is needed so agreed levels of service can be maintained through an endorsed agreement of Stakeholders

3.6 Officers Comment: Further investigations with the appropriate Stakeholders and State Government departments to ascertain the most beneficial out come to Council and the Road Asset.

3.7 Consulted With: Councils Acting CEO and the available current Oz-Minerals documentation on this matter.



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10.02.05 NDRA Preliminary Flood Damage Assessment Update

File:	Date: 25/05/2009
Engineering (Works & Services)	Author: Acting Works Manager
Attachments:	

1. EXECUTIVE SUMMARY

LGInfrastructure Services has approached the Chair of the NWQRRG (North West Queensland Regional Road Group) Mr Paul Woodhouse offering any member Council of the Group services to prepare the NDRA Flood Damage submission for the current year's event.

Council's officers have compiled this Council's Shire Roads Flood Damage submission and the documents are now ready for the Acting Works Manager to examine the submission prior to the CEO and or Mayoral certification of the submission.

Council's officers have been proactive in formulating the submission ready for examination, certification at the Council level.

2. FOR COUNCIL DECISION

RECOMMENDATION:

That may wish to respond to the NWQRRG Chair advising Council has the NDRA Flood Damage submissions well advance and thanking the Chair for LGInfrastructures offer for services and future submissions may require the services offered.

3. FULL REPORT

3.1 Background: LGInfrastructure Services has approached the Chair of the NWQRRG (North West Queensland Regional Road Group) Mr Paul Woodhouse offering any member Council of the Group service to prepare the NDRA Flood Damage submission for the current years event.

Council's officers have compiled the Council Roads submission and the documents are now ready for the Acting Works Manager to examine the submission prior to the CEO and or Mayoral certification of the submission.

Council's officers have collected the data for the Main Roads component there are photographs to be taken to complete the information needed, this is expected to be completed during this current week while other tasks in the area are being completed, following those activities the actual documentation drafting for this Main Roads component will be performed.



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3.2 Statutory Environment: The current status of the Flood Damage submission has statutory impacts.

3.3 Policy Implications: Councils Policies are being adhered to with this activity.

3.4 Financial Implications: The submission value will be unknown till the Acting Works Manager has examined the documentation

3.5 Strategic Implications: Once the submission is completed planning for implementation of a flood damage works program can commence.

3.6 Officers Comment: Councils resources seem to have achieved in the collection of the data need for the submission and conversion to usable information.

3.7 Consulted With: Councils CEO, Councils Works Foreman (Overseer), and the Officer collating the data to information appropriate for the submission.



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10.02.06 Outstanding Requirements for Water Supplies.

File:	Date: 25/05/2009
<i>Engineering (Works & Services)</i>	Author: Acting Works Manager
Attachments:	

1. EXECUTIVE SUMMARY

A legislative requirement of Council as a drinking water service provider is to regularly furnish drinking water monitoring and reporting documentation.

According to the OWSR (Office of the Water Supply Regulator, Council was issued a request in the form of a letter on the 28th November 2008 asking for a legislative required drinking water reporting form be completed and submitted to the office of the Regulator, to this a further letter was written to Council on the 24th March requesting the documentation be submitted by the 27th April 2009.

The recommendation below outlines the proposed submission of this reporting document.

2. FOR COUNCIL DECISION

RECOMMENDATION:

That Council receive this report and to be assured the reporting for Councils drinking water supplies as the Shires service provider a requirement by legislation to the Office of the Water Supply Regulator drinking will be submitted post haste.

3. FULL REPORT

3.1 Background: According to the OWSR (Office of the Water Supply Regulator, Council was issued a on the 28th November 2008 requesting a legislative require form be completed and submitted to the office of the Regulator to this a further letter was written to Council on the 24th March requesting the documentation be submitted by the 27th April.

This report is to aware Council of the breakdown with complying with the Regulators request to date and to assure Council the document will now be submitted as requested by the Regulator

3.2 Statutory Environment: Councils obligations under this code should be fulfilled once the completed reporting document is supplied to OWSR.

3.3 Policy Implications: It is anticipated that Councils reporting policies to State Water Regulators will be achieved in future.



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3.4 Financial Implications: At this stage no financial implications are evident.

3.5 Strategic Implications: These reporting processes would be action according to Councils Strategic commitments to State Regulators.

3.6 Officers Comment: It is expected by the meeting date this form will be furnished.

3.7 Consulted With: Councils Acting CEO and the documentation relating to the State Regulators requirements and request.



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10.02.07 RMPC Contract Outstanding Management Plans & Associated Documents

File:	Date: 25/05/2009
<i>Engineering (Works & Services)</i>	Author: Acting Works Manager
Attachments:	

1. EXECUTIVE SUMMARY

Council is required to produce 4 management plans to comply with the Main Roads RMPC contract, to date this requirement has not been fulfilled, however the current Acting CEO has instigated processes to fulfil this requirement and the Acting Works Manager has been directed to follow through with the appropriate processes to insure the document requirements are completed as quickly as possible.

Councils Acting Works Manager will liaise with the appropriate personnel at Main Roads to maintain the established undertaking by the ACEO to supply the necessary requirements for the RMPC contracts.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council receive this report and be assured the RMPC contract documents required will be treated as urgent and delivered to Main Roads as soon as completed and that Main Roads will be kept informed of the documents preparation and development.

3. FULL REPORT

3.1 Background: Council is required to produce 4 management plans to comply with the Main Roads RMPC contract, to date this requirement has not been fulfilled, however the current Acting CEO has instigated processes to fulfil this requirement and the Acting Works Manager will follow through to insure the document requirements are completed as quickly as possible.

Councils Acting Works Manager will liaise with the appropriate personnel at Main Roads to maintain the established undertaking to supply the necessary requirements for the RMPC contracts.

3.2 Statutory Environment: Contractual requirements will be fulfilled once these documents are provided to Main Roads.



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3.3 Policy Implications: Councils procedures and abilities to service recoverable works such as RMPC contracts should be reinstated with Main Roads once the satisfactory submission of these required documents are supplied.

3.4 Financial Implications: There could be a withholding of further claims for the RMPC contract recoverable works payments until the management plans are submitted.

3.5 Strategic Implications: Future management plans for RMPC contract requirements for Councils Network Stewardship on Main Roads behalf should be less involved with reviews of the documents being the only need.

3.6 Officers Comment: Main Roads officers have been quite helpful with all elements of the RMPC contract and it anticipated to get the contract running according the contract requirements.

3.7 Consulted With: Councils Acting CEO and documentation from Main Roads on the matter.



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10.02.08 CASA (Civil Aviation Safety Authority) and Aerodrome Drug and Alcohol Management Plan.

File:	Date: 25/05/2009
<i>Engineering (Works & Services)</i>	Author: Acting Works Manager
Attachments:	

1. EXECUTIVE SUMMARY

CASA (Civil Aviation Safety Authority) is updating its DAMP (Drug & Alcohol Management Plans) database and have requested Council submit the following:

- DAMP in place to meet the requirements of CASR (Civil Aviation Safety Regulations) Part 99.035 (2) (a) (ii)
- DAMP contact – Name, Phone, Email (CASR Part 99.045)
- Best phone contact – is it 07 4745 5100?

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council receive this report along with an assurance that the Acting Works Manager will follow through to getting the appropriate DAMP (Drug & Alcohol Management Plan) drafted to satisfy Councils obligations to CASA (Civil Aviation Safety Authority) and in due course present the proposed Plan to Council with a recommendation for consideration and possible Council endorsement.

3. FULL REPORT

3.1 Background: CASA (Civil Aviation Safety Authority) is updating their DAMP (Drug & Alcohol Management Plans) database and have requested Council submit the following:

- DAMP in place to meet the requirements of CASR (Civil Aviation Safety Regulations) Part 99.035 (2) (a) (ii)
- DAMP contact – Name, Phone, Email (CASR Part 99.045)
- Best phone contact – is it 07 4745 5100?

3.2 Statutory Environment: Obligations under the Civil Aviation Safety Authority Regulations requirements for Aerodrome operations is a requirement for a DAMP.



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3.3 Policy Implications: These documents should fulfil Councils policy requirements as a service provider.

3.4 Financial Implications: There will be some costs associated with preparation of this document which a cost estimate would need to be resourced.

3.5 Strategic Implications: Once the DAMP is in place Council will be satisfied a further management plan for guidelines to a strategic asset's operations, also relieving Council of a further major obligation with strategic benefits on a regional basis.

3.6 Officers Comment: Councils Acting Works Manager will liaise with the CASA officer to continue an established relationship and good will, and that the DAMP will be supplied as soon as available.

3.7 Consulted With: Consulted with Council's Acting CEO and documentation from CASA's officer.



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11. MANAGER CORPORATE SERVICES

Recommendation:

That

- A) the Manager Corporate Services Standing Business Papers for information as presented in Reports 11.01.01 to 11.01.02 of the Business papers be received by Council and noted; and**

- B) the Manager Corporate Services Business Papers for Council Consideration and Decision as presented in reports 11.02.01 to 11.02.20 of the Business papers be received for consideration.**

11. Manager Corporate Services Reports (Reports Yet to be prepared)

- 11.01. Standing Business Papers for Information
 - 11.01.01 Monthly Financial Report
 - 11.01.02 Status Report

- 11.02. Business Papers for Council Consideration and Decision
 - 11.02.01 Request for Purchase of old wheelie bins – Ken Dean, Escott Station
 - 11.02.02 Outback Calling Ltd request for Council participation in directory
 - 11.02.03 Draft Investment Policy
 - 11.02.04 NQSF calling for nominations for bursaries
 - 11.02.05 Burketown Pub – Request for waiver of fees for hall hire – RFDS visit
 - 11.02.06 Annual Flying Doctor Outback Trek – request to camp at rodeo grounds
 - 11.02.07 Request for support for RFDS Outback Air Race 2009
 - 11.02.08 Rating of Bidungu Aboriginal Trust Land for Services
 - 11.02.09 Productivity Placements Program 2009/10 Year – LGAQ – Signing of Draft Memorandum of Understanding sought
 - 11.02.10 Jobs Fund Program
 - 11.02.11 Local Government Week activities – Councillor nomination required
 - 11.02.12 Council policy regarding bonds – State and Federal Government Departments
 - 11.02.13 Council Housing Policy
 - 11.02.14 Council policy on assistance in kind to community organisations
 - 11.02.15 Gregory District Sporting Association – assistance request with Gregory Campdraft
 - 11.02.16 Biggest Morning Tea – cancer Council – Request for assistance
 - 11.02.17 Queensland Government Arts Council – “Building on Success Report” – request for Council feedback
 - 11.02.18 Request for assistance – GSRA – Vacation Care
 - 11.02.19 Revised Purchasing, Disposals Stores and Freight Policy
 - 11.02.20 Arts & Craft Show 2009 – consideration for change of date



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11.01.01 Monthly Financial Report

File: ACC/01	Date: 23/05/09
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

The Financial Reports for the month ended 30 April 2009 are attached.

2. FOR COUNCIL INFORMATION

3. FULL REPORT

3.1 Background: Reports are provided in the attachments below: (Double click on icons to access)



3.2 Statutory Environment: Section 528 of Part 6, Chapter 7 of the *Local Government Act 1993* and the *Local Government Finance Standard 2005* apply.

3.3 Policy Implications: NA

3.4 Financial Implications: NA

3.5 Strategic Implications: NA

3.6 Officers Comment:



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11.01.02 MCS Status Report

File:	Date: 09/05/2009
MCS Reports	Author: Zoe Belz
Attachments: None	

1. EXECUTIVE SUMMARY

Providing Council with the status of actions previously sought by Council for action

2. FOR COUNCIL INFORMATION

3. FULL REPORT

The status of matters previously resolved is as follows:

15-04-2009		
16. Policy on Replacement of Water Filters	<p>1. the community be advised that:</p> <p>a) Council does not provide water filters as part of its provision of potable water to the community;</p> <p>b) The maintenance of the water filters that have been distributed by Council remains the responsibility of the person to whom the filter was provided;</p> <p>c) Such filters, if not maintained, will result in non potable water being supplied through the filter over time;</p> <p>and</p> <p>d) Council's water supply reticulation system delivers potable water that does not require filtration prior to consumption.</p> <p>AND</p> <p>2. Tenants of Council houses where filters have been fitted be advised that:</p> <p>a) Council does not provide filters to Council houses;</p> <p>b) The maintenance of any such filters will be the responsibility of the tenant – If the tenant does not wish to use the filter they may disconnect it; and</p> <p>c) The comments with respect to these filters for the general community should be noted by tenants.</p> <p>11. 09041</p>	<p>Policy (Part 1) to be advised to the community via the Council website and via the next community newsletter.</p> <p>Letter written.</p> <p style="text-align: right;">CLOSED</p>
17. Impounding Local Law	<p>E) the Chief Executive Officer incorporate an appropriate schedule of Prescribed Impounding Fees under Local Law No. 2 (Impounding of Animals) 2009 for Council's consideration in the next review of Council's Regulatory Fees and Charges for Council's consideration;</p> <p>12. 090415</p>	<p>Fees to be included in 2009/2010 draft fees and charges.</p> <p style="text-align: right;">CLOSED</p>



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<p>18. RADF Funding – Council Project – Photographic book of Burke Shire</p>	<p>That Council roll over the \$6,000 Arts Queensland RADF Contribution to the 2009/2010 financial year; AND That alternative proposals for use of the funding be investigated and reported back to Council as part of the 2009/2010 budget process.</p> <p>20. 090415</p>	<p>Budget modified</p> <p>MCS to prepare a report to the budget meeting of Council.</p>
<p>19. North & West Queensland Primary Health Care – Request for Assistance</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. waive the fee and bond for the use of the Shire Hall on 25 May 2009 by North & West Queensland Primary Health Care, provided that the hall is clean and tidy following the clinic; 2. not contribute financially towards the clinic at this time and they be encouraged to submit an application for annual financial assistance when applications are next called by Council from community organisations; and 3. not make available a Council vehicle for free use by the North & West Queensland Primary Health Care for regular clinics however they be advised that private hire may be available. <p>21. 090415</p>	<p>Letter sent.</p> <p>Hire rate for suitable vehicles and policy for such use to be prepared by MCS.</p>
<p>18-03-2009</p>		
<p>20. Provision of Councillor Uniforms</p>	<p>That the Chief Executive Officer be asked to prepare a revised Councillor Expenses Reimbursement Policy for Council’s consideration.</p> <p>14. 090318</p>	<p>Report to be prepared by MCS</p>
<p>21. Fencing Near Albert River Bridge</p>	<p>That Council amend it 2008/2009 budget to make provision for expenditure of \$20,000 for the provision of two 4m x 2.1m grids and concrete bases delivered to site to facilitate the public access through any fence at the northern side of the Albert River Bridge and that these grids be provided to the lessee of the land on which the fence and grids is to be erected on the proviso that the lessee undertake to erect the fencing required to keep stock from the road and install the grids to Council’s specifications at their own cost upon receipt of the grids.</p> <p>22. 090318</p>	<p>Budget amended</p> <p style="text-align: right;">CLOSED</p>



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11.02.01 Request for purchase of old wheelie bins

File: WAS/01	Date: 12/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

Council has received a letter from Ken Dean, Escott Station enquiring about purchasing old wheelie bins prior to the next Council auction.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That the writer be advised that wheelie bins are not currently available for sale and that the community will be notified once the date is set for the next Council auction.

3. FULL REPORT

3.1 Background: Council replaced the wheelie bins in Burketown mid-2008. The old ones are that still in a useable condition have been stored and will be sold at the next Council auction. New wheelie bins are available for purchase for \$70 plus GST. Mr Dean's request is below.



Letter from
Escot.pdf

3.2 Statutory Environment: None

3.3 Policy Implications: None

3.4 Financial Implications: None

3.5 Strategic Implications: None

3.6 Officers Comment:

3.7 Consulted With:



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11.02.02 Outback Calling Ltd

File: EVE/01	Date: 12/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

Outback Calling Ltd, is inviting Council to become part of its National Rural Service Providers Directory.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council not participate in the Outback Calling Ltd National Rural Service Providers Directory.

3. FULL REPORT

3.1 Background: Outback Calling Ltd is a not-for-profit entity chaired by Bruce Campbell AM MBE, the founder and chairman of the “Year of the Outback”. A copy of correspondence received by Council is below.



Outback Calling.pdf

The National Rural Service Providers Directory is an on-line directory that lists commercial and government contacts for rural and remote areas Australia-wide. The cost of listing in this directory is:

- \$150 for a basic registration; or
- \$300 for a standard registration; or
- \$500 for a priority enhanced listing.

3.2 Statutory Environment: None

3.3 Policy Implications: None

3.4 Financial Implications: None

3.5 Strategic Implications: None

3.6 Officers Comment: This is essentially an advertising listing that would cost Council a minimum of \$150 per annum. This directory is better suited to commercial enterprises.

3.7 Consulted With:



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11.02.02 Investment Policy

File: BAN/01	Date: 23/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

Council is charged by the ratepayers with securing the best possible return on its investments. An investment policy sets out the guidelines to achieve this.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council adopt the Burke Shire Council Investment Policy as presented.

3. FULL REPORT

3.1 Background: An Investment Policy outlines the process Council must follow when investing public monies and evaluating potential investments. The Burke Shire Council Investment Policy is attached below.



InvestmentPolicy
Version 1 1.pdf

3.2 Statutory Environment:

3.3 Policy Implications: New Policy

3.4 Financial Implications:

3.5 Strategic Implications:

3.6 Officers Comment:

3.7 Consulted With:



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11.02.04 North Queensland Sports Development Award Bursary

File: SPO/09	Date: 23/05/2009
	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

The North Queensland Sports Foundation is calling nominations for the BHP Billiton's Cannington Mine North Queensland Sports Development Bursary.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council invite nominations for the North Queensland Sports Development Bursary from the Burke Shire Community.

3. FULL REPORT

3.1 Background: The BHP Billiton's Cannington Mine North Queensland Sports Development Bursary is open to individual sports persons under the age of 18. Twenty-five bursaries of \$500 will be awarded to winners from the North Queensland Shires. Nominations will only be accepted from member Councils. Each Council is able to nominate two applicants. Applications closed 26 June 2009. Application information is below.



BursaryInfo 09.pdf

3.2 Statutory Environment:

3.3 Policy Implications:

3.4 Financial Implications:

3.5 Strategic Implications:

3.6 Officers Comment: It is recommended that Council call for nominations from the Burke Shire Community. Should more than two people be nominated Council would resolve which applicants should be nominated.

3.7 Consulted With:



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11.02.05 Burketown Pub – Request for Assistance

File: EVE/01	Date: 23/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

The participants in the Royal Flying Doctors Outback Trek are holding an evening function in Burketown on 6 June 2009. The Burketown Pub is hosting and catering for the function and is requesting the use of the Shire Hall at no cost.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council waive the hall hire fees and the bond for the Burketown Pub for the use of the Shire Hall for the RFDS Outback Trek on 6 June 2009.

3. FULL REPORT

3.1 Background: The RFDS Outback Trek will be in Burketown on 6 June 2009. The Burketown Pub will be catering for the evening meal. Due to the number of the participants organisers of the Trek have requested that the Burketown Pub has book the Shire Hall as the venue for the dinner. The publican Greg Watt has requested that Council assist by offering the hall at no cost. The request is below:



Burketown Pub -
RFDS.pdf

3.2 Statutory Environment:

3.3 Policy Implications:

3.4 Financial Implications:

3.5 Strategic Implications:

3.6 Officers Comment: The cost of hiring the hall for commercial functions is \$115 per day and a bond of \$250. As the organisers of the charity event have requested that the Burketown Pub cater the dinner at the Shire Hall rather than at the pub, it is recommended that the fee and bond are waived.

3.7 Consulted With:



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11.02.06 Annual Flying Doctor Outback Trek – request to camp at rodeo grounds

File: EVE/01	Date: 24/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

The organisers of the Flying Doctor Outback Trek have requested permission to camp at the rodeo grounds on the night of Tuesday 9 June 2009.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council provide the in-kind assistance as requested.

3. FULL REPORT

3.1 Background: The organiser of the Trek, Stephen Knox writes

I am the organiser of the annual Flying Doctor Outback Trek which will be staying overnight in Burketown on Tuesday 9th June. Numbers have grown spectacularly and we are now expecting to have about 350 people with us. We have booked all accommodation in town but will still be 100 to 150 beds short. Can we camp in the showgrounds and if so, will there be any charge?

We are looking forward to our visit to Burketown. We are discussing dinner with the pub and the P&C are doing breakfast. There will be about 150 vehicles and we have alerted Nowland's.

The request was referred to the Rodeo Committee by the Acting CEO. Council may be requested to provide in-kind assistance such as the provision of tables and chairs for the breakfast or additional rubbish bins.

3.2 Statutory Environment:

3.3 Policy Implications:

3.4 Financial Implications:

3.5 Strategic Implications:

3.6 Officers Comment:



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3.7 Consulted With:

11.02.07 Request for Support for the RFDS Outback Air Race 2009

File: EVE/01	Date: 24/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

A team participating in the RFDS Outback Air Race (combined with the Outback Trek) has requested that Council provide a donation to the RFDS to assist their team to meet entry requirements.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council donate \$100 to the RFDS to contribute to the entry fee for the writers,

AND

That Council amend its donations budget for the 2008/09 to allow for said donation.

3. FULL REPORT

3.1 Background: The request is provided below.



RFDS Donation.pdf

Council and the Burke Shire Community have an ongoing relationship with RFDS and regularly participate in fundraising activities with the proceeds going to the RFDS.

3.2 Statutory Environment:

3.3 Policy Implications:

3.4 Financial Implications: Council has already exceeded its donations budget by \$2,500 for the 2008/09 financial year.

3.5 Strategic Implications:



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3.6 Officers Comment: Council has received other requests for in-kind assistance for the Air Race and Outback Trek and it is recommended that Council approved this request along with the others.

3.7 Consulted With:



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11.02.08 Rating of Bidungu Aboriginal Land Trust for services

File: RAT/02.230/15000	Date: 23/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

Council is not currently charging Bidungu for services via the annual rates levy.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council include charges for services provided to Bidungu Aboriginal Land Trust in the Revenue Statement and Revenue Policy for the year ending 30 June 2010.

3. FULL REPORT

3.1 Background: In 2006/2007, Council resolved to connect Bidungu to the Gregory water supply at no cost for the connection. Council further resolved that Bidungu would be levied a single annual water supply charge based on the uses of the water by the Community. However the Revenue Statement and Revenue Policy does not allow for this charge so Council has been unable to levy a water supply charge.

3.2 Statutory Environment:

3.3 Policy Implications:

3.4 Financial Implications: Council has not received any income from water access to Bidungu.

3.5 Strategic Implications:

3.6 Officers Comment: In order to receive any income from Bidungu for water access, Council needs to ensure the Revenue Statement and Revenue Policy for 2009/2010 includes these charges.

3.7 Consulted With:



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11.02.09 Productivity Placements Program 2009/10 Year – LGAQ – Signing of Draft Memorandum of Understanding Sought

File: STA/01	Date: 24/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

The LGAQ is requesting all Councils participating in the Productivity Placements Program (PPP) for 2009/10 sign a draft MOU which outlines the responsibilities of LGAQ and Council. Burke Shire Council did not bid for any placements for the 2009/10 year, therefore is not required to sign the MOU.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council submit a bid for the Productivity Placements Program for the 2010/11 year;
AND
That Council authorise the Chief Executive Officer to sign a Memorandum of Understanding for this bid should it be required.

3. FULL REPORT

3.1 Background: Council did not submit a bid for the PPP for 2009/10 as traineeship funding received for 2008/09 is able to be carried forward to 2009/10 to be utilised for the Administration Trainee that Council will be hosting through Skills360 Australia (formerly Cairns Regional Group Training). Skills360 is currently recruiting to fill the traineeship.

3.2 Statutory Environment:

3.3 Policy Implications:

3.4 Financial Implications:

3.5 Strategic Implications:

3.6 Officers Comment: Council was not in a position to submit a bid for the 2009/10 funding due to the organisational review that it is currently undergoing to determine the staffing levels including trainees. Also, Council was able to carry forward the funding received in 2008/09 for an Administration Traineeship.

3.7 Consulted With: Acting Chief Executive Officer



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11.02.10 Jobs Fund Program

File: STA/01	Date: 24/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

The Jobs Fund is an Australian Government grants program which commences on 1 July 2009 and completes on 30 June 2011. It is aimed at funding projects that create employment in areas significantly affected by the economic downturn.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council not apply for funding from the Jobs Fund Program for the 2009/10 financial year.

3. FULL REPORT

3.1 Background: The guidelines are attached below.



Jobs Fund
Guidelines_.pdf

In order to be eligible, Burke Shire Council would have to demonstrate that the community has suffered significant job losses due to the economic downturn and would be required to nominate a project that is ready for immediate start and would create additional local employment.

3.2 Statutory Environment:

3.3 Policy Implications:

3.4 Financial Implications:

3.5 Strategic Implications:

3.6 Officers Comment: Council would have to nominate a project that is in the current budget that would require additional employees recruited from the local area with the skills specifically required for the nominated project.

3.7 Consulted With:



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11.02.11 Local Government Week Activities – Councillor Nomination required

File: EVE/13	Date: 24/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

Local Government Week runs from 1st to 8th June 2009 and the theme is “Switched On Councils!”.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Cr _____ present the Local Government Week prizes and participate in the excursion.

3. FULL REPORT

3.1 Background: Students from Burketown State School, School of the Air (SOTA) and Gregory Educational Facility were invited to participate in a colouring competition. Winners will be presented with a prize and certificate during Local Government Week. Students from SOTA and Gregory will also be invited to participate in an excursion to Burketown. The Council bus will be used to transport the rural students. A Councillor(s) is(are) sought to present the prizes and be present on the bus trip with the rural students.

3.2 Statutory Environment:

3.3 Policy Implications:

3.4 Financial Implications:

3.5 Strategic Implications:

3.6 Officers Comment:

3.7 Consulted With:



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11.02.12 - Council Policy regarding bonds - State and Federal Government Departments

File: SHI/03	Date: 24/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

Council has received a request from the DPI to waive the bond when using the Shire Hall. The register of fees and charges refers to specific groups that are not required to pay a bond when hiring the hall.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council waive the bond payable by the DPI for hire of the Shire Hall on 18 June 2009;

AND

That a policy for exemptions from payment of hire fees and/or bond be prepared for Council's consideration.

3. FULL REPORT

3.1 Background: State and Federal Government Departments and other Government Organisations are not generally required to provide bonds when hiring community halls. Council does not have a specific policy outlining the eligibility criteria for exemption from paying a hire fee and/or bond. The register of fees and charges does however list several groups who have previously and currently receive exemptions.

3.2 Statutory Environment:

3.3 Policy Implications: There is no current policy

3.4 Financial Implications:

3.5 Strategic Implications:

3.6 Officers Comment:

3.7 Consulted With:



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11.02.13 Council Housing Policy

File: SHI/20	Date: 25/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

The Burke Shire Council Housing Policy is currently under development. The issues in relation to allocation of current vacant housing stock and a review of rental rates can be dealt with prior to the finalisation of the housing policy.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That

1. Council housing unsubsidised rental rates be set as follows:

- **3 Bedroom Houses – Executive – furnished \$225.00 per week**
- **3 Bedroom Houses – partly furnished \$180 per week**
- **3 Bedroom Houses – unfurnished \$165 per week**
- **Two Bedroom Units – partly furnished \$150 per week**
- **Two Bedroom Units – unfurnished \$140 per week**
- **One Bedroom Units – partly furnished \$140 per week**
- **One Bedroom Units - unfurnished \$130 per week**

and that all tenants (except for Council tenants who have currently subsidised rentals and/or a contractual entitlement to housing at the current rental rates) be advised of these revised rates and be given appropriate notice that the new rates are to apply from the 1st of August 2009;

2. Existing Council employees in Council houses at nominal or subsidised housing rates (up to \$50 per week) who do not have contractual entitlement to housing at the current rental rates or have contractual entitlements that state the rental rates are subject to review or are at the rates currently set by Council are to be given notice that rental rates for the accommodation used by them will be increased by \$30 per week from the 1st of August 2009 and a further \$30 per week each six month thereafter until the rental rates are at the unsubsidised rental rate level set for the accommodation used by them ;



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3. The allocation preference for housing in the unit complex on Lots 172-173 Musgrave Street be determined in the following order of priority:

- 1. Defined Council positions**
- 2. Council Employees**
- 3. General Public – aged or frail**
- 4. General Public;**

AND

4. The allocation of all other housing is determined in the following order of priority:

- 1. Defined Council positions**
- 2. Council Employees**
- 3. General Public.**

3. FULL REPORT

3.1 Background: Council engaged Herron Todd White Valuers to provide rental assessments for the following accommodation, as summarised:

- House # 5 – Lot 84 Musgrave Street – 3 bedrooms - \$150 per week
- House # 6 – Lot 85 Musgrave Street – 3 bedrooms - \$180 per week
- House # 11 – Lot 40 Burke Street – 3 bedrooms - \$140 per week
- Units 1 – 3, 171 Musgrave Street – 1 bedroom each - \$130 per week per unit

These valuations did not include an assessment of the value of furnishing of the relevant houses.

The assessments and rationale are contained in the report below.



Rent
Assessment.pdf

Council rental is currently \$50 per week regardless of the type or standard of housing and the whether the tenant is a council employee.

It is recommended that Council set a reasonable standard rental rate for units and houses based on the rent assessments provided. This rental rate should apply to all tenants who have no current contractual entitlement to housing at the current rental rates. The suggested rental rates are set out in the recommendation.

The unit complex on Lots 172-173 Musgrave Street, known as the Seniors Units, are not under any legislative or funding requirements restricting them to use by “seniors”. Council has no current policy in relation to the selection of tenants other than the eligibility criteria that prospective tenants should be over the age of 55. The status of the tenancies are as follows:

- Unit 1 – Council employee
- Unit 2 – Council employee
- Unit 3 – Council employee



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- Unit 4 – Vacant
- Unit 5 – Non-Council employee over 55 years of age
- Unit 6 – Currently used to house consultants / temporary employees
- Unit 7 – Vacant

It is proposed tenancies in the complex are determined in the following order of priority:

1. Defined Council positions
2. Council Employees
3. General Public – aged or frail
4. General Public

It is further proposed that other vacant housing stocks are determined in the following order of priority:

1. Defined Council Positions
2. Other Council employees
3. General public

All allocations of housing to Council employees should terminate on the cessation of employment with Council.

All allocations of housing to other than Council employees should be on a fixed tenancy basis (maximum 12 month term).

3.2 Statutory Environment:

3.3 Policy Implications: Housing Policy is under development

3.4 Financial Implications: The current rental rate does not fund housing maintenance let alone rates and charges or maintenance of furnishings where provided. An increase in the rental rate would decrease the funding required from general rates and help fund improved maintenance of the Council houses.

3.5 Strategic Implications:

3.6 Officers Comment: Applicants for vacant council positions who can not be sourced from the local employment pool, may not have other housing options within the Shire.

There are housing implications arising from the recent recruitment of plant operator, and in the absence of a formal housing policy, the above recommendations would allow the process to be completed.

3.7 Consulted With: Acting CEO



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11.02.14 – Council policy on in-kind assistance to community organisations

File: COO/06	Date: 24/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

Council received a request from the Gregory Downs Jockey Club for additional rubbish removal during the Labour Day long weekend. As this is assistance that Council has traditionally provided the request was approved by the Acting CEO pending endorsement by Council at the next Council Meeting.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council endorse the Acting CEO's approval of in-kind assistance provided to the Gregory Downs Jockey Club;

AND

That Council authorise the CEO to approve in-kind assistance to community organisations of up to \$250 for photocopying and \$1,500 for additional rubbish collections per event;

AND

That Council invite community organisations to submit requests for monetary or additional in-kind assistance for Council's consideration for the 2009/10 budget.

3. FULL REPORT

3.1 Background: Council has historically provided in-kind assistance for various community events in the way of photocopying, additional rubbish collections, provision of the Shire Hall and minor equipment. Such assistance needs to be clearly defined and included in the annual budget.

3.2 Statutory Environment:

3.3 Policy Implications:

3.4 Financial Implications:

3.5 Strategic Implications:



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3.6 Officers Comment:

11.02.15 Gregory District Sporting Association – request for assistance – Gregory Campdraft

File: COO/02	Date: 24/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

Council has received a request from the Gregory District Sporting Association for in-kind assistance for the Gregory Campdraft on 20th & 21st June 2009.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council provide in-kind assistance to the Gregory District Sporting Association in the form of photocopying and rubbish removal at the Gregory Campdraft on 20th and 21st June 2009.

3. FULL REPORT

3.1 Background: The request for assistance is below.



Gregory
Campdraft.pdf

Council has previously provided photocopying and rubbish removal for this annual event.

3.2 Statutory Environment:

3.3 Policy Implications:

3.4 Financial Implications:

3.5 Strategic Implications:

3.6 Officers Comment:



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11.02.16 Biggest Morning Tea – Cancer Council – Request for Assistance

File: EVE/02	Date: 24/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

Council has received a request for a donation from the Cancer Council for Australia's Biggest Morning Tea.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council donate \$100 towards to the Cancer Council for Australia's Biggest Morning Tea;

AND

That the budget for donations be amended to include said donation.

3. FULL REPORT

3.1 Background: The request for assistance is below.



Biggest Morning
Tea.pdf

Jenny Williams hosted a Biggest Morning Tea in Burketown on Mother's Day on 10 May 2009. Proceeds from the morning tea and raffles totalled \$626.

3.2 Statutory Environment:

3.3 Policy Implications:

3.4 Financial Implications:

3.5 Strategic Implications:

3.6 Officers Comment: As the donations budget has already been exceeded for the 2008/09 financial year, it is recommended that Council donate \$100 and amend the budget accordingly.



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11.02.17 Queensland Government Arts Council – “Building on Success Report” – request for Council feedback

File: ART/01	Date: 25/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

Arts Queensland is requesting feedback on its 2007-2009 Queensland Arts Industry Sector Development Plan to assist with the preparation of the 2010-2012 plan.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council not provide feedback on the 2007-2009 Queensland Arts Industry Sector Development Plan.

3. FULL REPORT

3.1 Background: A letter of information from the Deputy Director-General of Arts Queensland is below.



Arts Qld.pdf

Written feedback on the plan is required by 31 July 2009.

3.2 Statutory Environment:

3.3 Policy Implications:

3.4 Financial Implications:

3.5 Strategic Implications:

3.6 Officers Comment: Council does not have the current resources to evaluate the plan and provide a written submission.

3.7 Consulted With:



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11.02.18 Request for assistance – GSRA – Vacation Care

File: SPO/12	Date: 25/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

GSRA has experienced difficulty in filling co-ordinator positions for the Burketown Vacation Care Program and are asking Council for assistance.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That GSRA be advised that Council is supportive of the program and can provide in-kind assistance to the Vacation Care Program run by GSRA by way of:

- Free use of the Shire Hall;
- Free use of the Burketown Aquatic Facility; and
- A local Council officer to record local bookings for the program;

however GSRA will need to provide the administration and co-ordination for the program and employ any employees required to deliver the program in the Shire.

3. FULL REPORT

3.1 Background: Correspondence from Mike Stevenson of GSRA is below.



GSRA - Vacation
Care.pdf

GSRA has encountered difficulties recruiting locals from Burketown to co-ordinate and deliver the vacation care program, therefore GSRA staff members have assumed the roles in Burketown. This has impacted negatively on the GSRA staffing levels and administration costs. GSRA is requesting Council to staff, administer and co-ordinate vacation care in Burketown for 10 weeks each year.

3.2 Statutory Environment:

3.3 Policy Implications:



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3.4 Financial Implications: GSRA would be the grant recipient and would pay Council \$10,000 per annum for the delivery of the service. Any additional costs would be borne by Council.

3.5 Strategic Implications:

3.6 Officers Comment: Council is not in a position to commit its A&CDO for ten weeks each year to deliver the vacation care program. The cost of committing this officer to the program would be approximately \$15,000 per annum. Council would also be required to provide a minimum of one additional temporary staff member for the program, at an approximate cost of \$7,500 per annum. The A&CDO would also need to be replaced in the administration office during this time at an approximate cost of \$7,500. Essentially Council would be required to fund at least \$20,000 should it agree to the GSRA proposal.

3.7 Consulted With: Acting CEO



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11.02.19 Revised Purchasing, Disposals, Stores and Freight Policy

File: ACC/01	Date: 24/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

Council's current purchasing policy was adopted in 1999, with the most recent update of the guidelines and procedures in 2003.

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council adopt the revised purchasing policy as presented.

3. FULL REPORT

3.1 Background: Council is required to have a purchasing policy that complied with the *Local Government Act 1993* and *Local Government Finance Standard 2005*.

The revised policy is attached below.



Purchasing Policy
Draft Version May 2009

3.2 Statutory Environment: Required under the *Local Government Act 1993* and *Local Government Finance Standard 2005*.

3.3 Policy Implications: Revised Policy

3.4 Financial Implications:

3.5 Strategic Implications:

3.6 Officers Comment:

3.7 Consulted With: Acting CEO



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11.02.20 Arts & Craft Show 2009 – consideration for change of date

File: EVE/20	Date: 25/05/2009
MCS Reports	Author: Zoe Belz
Attachments:	

1. EXECUTIVE SUMMARY

The annual Burke Shire Council Arts & Craft Show is scheduled for Saturday 29 August 2009. The annual LGAQ State Conference will be held in that same week

2. FOR COUNCIL DECISION

OFFICER RECOMMENDATION:

That Council endorse the selection of Saturday 29 August 2009 for the annual Arts & Craft Show.

3. FULL REPORT

3.1 Background: The annual arts and craft show is a Council funded event that is run by Council's Community Development Officer and a Volunteer Advisory Group (VAG) in August each year. The 2008 VAG chose Saturday 29 August 2009 for the 2009 show after discussions with the Burketown Rodeo Committee as these events have previously clashed. The LGAQ State Conference will be held in Brisbane on 24-27 August 2009 which will make it difficult for Council delegates to participate in the arts and craft show.

3.2 Statutory Environment:**3.3 Policy Implications:****3.4 Financial Implications:****3.5 Strategic Implications:**

3.6 Officers Comment: I have been advised that the 2008 VAG conducted extensive discussions with other community groups to ensure that the event would not clash with any other proposed events. The alternative dates for the show are Saturday 22 August or Saturday 5 September. However there are already other significant events on these dates. The HACC clients and staff will be attending the Drivers' Reunion in Camooweal on Saturday 22 August, and the Gregory Mini-School will running on 5 September. Given these restrictions it is recommended that Council endorse the date chosen by the VAG.

3.7 Consulted With: A&CDO



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12. CONSIDERATION OF COMMITTEE RECOMMENDATIONS

12.01 – Burke Shire Regional Arts Development Fund (RADF) Community Advisory Committee

The unconfirmed minutes of the last meeting of the above committee are attached:



RADF Meeting
Minutes 090417.pdf

Recommendations arising from this Committee that require Council endorsement are as follows:

a. Membership of the Committee

EOI's were received from Zoe Belz, Kylie Camp, Pam de Joux, Jenny Williams, Annie Clarke, Jane Dibble.

The suggestion is that "These 6 people will form the new RADF Committee for 2009 with Cheryl Portch as RADF Liaison Officer."

Recommendation:

That Council endorse the membership of the Burke Shire Regional Arts Development Fund Community Advisory Committee as being the following:

Voting Members: Zoe Belz, Kylie Camp, Pam de Joux, Jenny Williams, Cr Annie Clarke and Jane Dibble.

Administrative Support (Non Voting Members): Cheryl Portch as RADF Liaison Officer.

b) Chairperson

The suggestion is that "Chairperson to be elected next meeting when there are more committee in attendance."

Recommendation:

That the Chairperson by Cr Annie Clarke and that a Deputy Chairperson be elected at the next meeting of the committee.



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c) Burke Shire's 135th birthday

The suggestion is that "Committee looking at RADF working with other organisations to celebrate this occasion with a cultural/tourism event."

Recommendation:

That Council endorse the Committee's suggestion.

d) Attendance at RADF meeting in Cloncurry on 21 April

The suggestion was that "Kylie will attend and & report back to committee"

It is noted that this attendance did occur.

Recommendation:

That the committee be reminded that it is an advisory committee of Council and it is not authorised (nor able to be legally authorised) to expend any funds (Council or RADF Grants) and that any requests for such expenditure must be approved by Council (or the Chief Executive Officer or delegates of the Chief Executive Officer).



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13. CLOSED SESSION REPORTS

Recommendation

That Council move into closed session to discuss Confidential Items under Sections 463(a), (b) and (h) of the Local Government Act 1993.

- 13.01 Update on Native Title Claims – Gangalidda Garawa directions hearing
- 13.02 Resolutions required for Kalkadoon People Claim Memorandum of Understanding
- 13.03 Establishment of Local Government Employment Advisory Group (Enterprise Bargaining)
- 13.04 Resignation of Acting Works Manager and related matters
- 13.05 Engagement of Temporary Acting Works Manager
- 13.06 Invoice issue cancellation
- 13.07 Employment Bonus payments
- 13.08 Application of increases in award to Council employees
- 13.09 Status of 1981 Industrial Instrument for State Award Employees
- 13.10 Position of Chief Executive Officer
- 13.11 Position of Director Engineering Services
- 13.12 Organisational Structure (Functional and Positional)

[NOTE: Closed Session Reports are confidential and are provided via a separate document. Council is unable to make decisions on Closed Session matters whilst the meeting is in Closed Session.]

Recommendation

That the Meeting resume in open session to consider any recommendations arising out of the Closed Session.

14. NEW BUSINESS OF AND URGENT NATURE ADMITTED BY COUNCIL

Recommendation (If Required)

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

15. CLOSURE OF MEETING