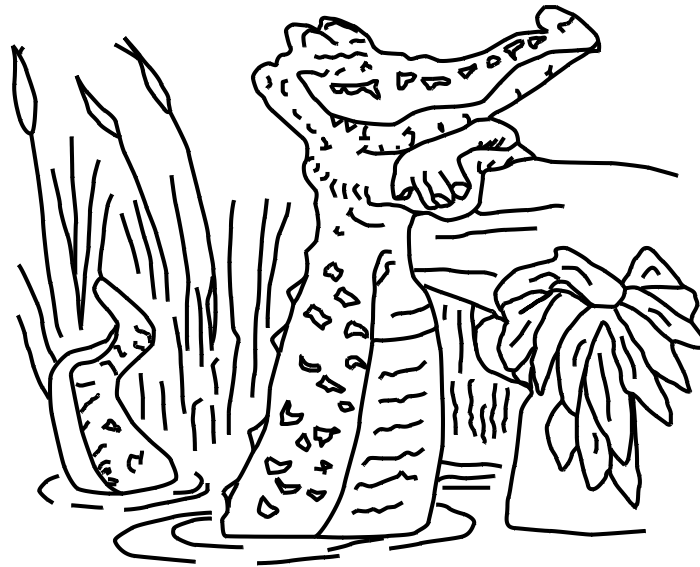


BURKE SHIRE COUNCIL



Minutes of Ordinary Meeting

held on

17 June 2009

UNCONFIRMED

INDEX

01. PRESENT	1
02. OPENING OF MEETING	1
03. PRAYER.....	1
04. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	1
Minutes from Special Meeting 26 May 2009 and Ordinary Meeting 27 th May 2009.....	1
05. COUNCILLOR REPORTS	1
06. MAYORAL MINUTE AND REPORT	1
06.01 Local Government Disaster Management Conference.....	1
06.02 Ministerial Visits to Region.....	1
07. CONSIDERATION OF NOTICE(S) OF MOTION & PETITIONS	2
08.01.01 Agforce Membership	2
08.01.02 Council Organisation Chart	2
08.01.03 Country Race Course Meetings.....	2
08. CHIEF EXECUTIVE OFFICERS REPORTS.....	2
09.02.01 GSD- Invitation to participate in Savannah Symposium	3
09.02.02 Architectural Practice Academy – Proposal for future developments in Burke Shire.	3
09.02.03 Plumbing Inspections – Burke Shire.....	3
09.02.04 LAWMAC - Revised rules of Operation & October Conference in Mackay	4
09.02.05 Proposal for Local Laws Review Mackay	4
09.02.06 Proposal for Planet Footprint Monitoring	4
09.02.07 Membership of Regional Bodies	5
09.02.08 L A Evans – Local Government Searches	5
09.02.09 LA Evans – Retainer Services.....	5
09.02.10 Councillor Expenses Reimbursement Policy Review.....	5
09. WORKS MANAGER REPORTS.....	6
10.02.01 RMPC Contract Negotiations 2009-2010.....	6

10. MANAGER CORPORATE SERVICES REPORTS.....	7
11.02.01 Fees & Charges 2009/2010	7
11.02.02 VIC Standards	7
11.02.04 Police games book.....	7
11.02.05 Request for use of Hall – Department of Communities.....	7
11.02.07 Swimming Pool Access Issues	8
11.02.08 Proposal for Seniors Week 2009.....	8
11.02.09 Proposed “Tidy Yards” Competition.....	8
11.02.10 North Queensland Sports Development Award Bursary	9
11. CLOSED SESSION REPORTS.....	9
12. CONSIDERATION OF CLOSED SESSION RECOMMENDATIONS	10
Organisation Chart.....	10
Position of Chief Executive Officer	10
13. URGENT MATTERS REQUIRING COUNCIL DECISION	10
Bitumen Tenders – Airstrip and Albert River Approaches.....	10
Sustainable Communities Resource Partnership North-West Mineral Provenance Local Leadership Group	10
14. CLOSURE OF MEETING.....	11
15. MINUTES CERTIFICATE	11

01. PRESENT

Cr Ernie Camp (Deputy Mayor - Chair)
Cr Tracy Forshaw
Cr Bill Olive
Cr Tonya Murray

Fred de Waard – Acting Chief Executive Officer
Jenny Williams – Minutes Clerk

02. OPENING OF MEETING

In the absence of the Mayor Cr Camp, Deputy Chair, assumed the Chair of the Meeting.
The Chair declared the Meeting open at 10.29am.

03. PRAYER

Cr Murray led Council in Prayer.

04. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Minutes from Special Meeting 26 May 2009 and Ordinary Meeting 27th May 2009

Moved: Cr Olive
Seconded: Cr Forshaw

That the Minutes of the Special Meeting of Council held on 26 May 2009 and the General Meeting of Council held on 27 May 2009 as presented be confirmed by Council.

CARRIED 01.090617

05. COUNCILLOR REPORTS

Verbal Councillor reports were presented to the Meeting.

Attendance and Change of Chair

Cr Clarke, Mayor, entered the Meeting at 10.30am.
Cr Clarke assumed the Chair of the Meeting

06. MAYORAL MINUTE AND REPORT

The Mayor delivered a verbal report on various matters.

06.01 Local Government Disaster Management Conference

FILE: LGA/01

Moved: Cr Clarke
Seconded: Cr Camp

That Council write to the Local Government Association of Queensland suggesting that the next Local Government Disaster Management Conference be held in the Gulf region given the extent of flooding that occurred in the region earlier this year.

CARRIED 02. 090617

06.02 Ministerial Visits to Region

FILE: SGM

Moved: Cr Camp
Seconded: Cr Olive

That Council write to the Member for Mt Isa, Betty Kiernan, advising that Council has noticed that a number of State Ministers have been attending the region recently without prior notification to Councils and seeking the Member for Mt Isa's advice as to how Council's can be notified of such visits in advance to facilitate access to such Ministers by Councils whilst the Ministers are in the region.

CARRIED 03. 090617

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ATTENDANCE

Cr Olive left the Meeting from 10.57am to 10.58am.
Cr Murray left the Meeting from 11.00am to 11.08am.

07. CONSIDERATION OF NOTICE(S) OF MOTION & PETITIONS

Declaration of Interest

Cr Clarke and Cr Camp declared a conflict of interest with the following matter as they are members of Agforce.

08.01.01 Agforce Membership

FILE: COO/05

Moved: Cr Camp
Seconded: Cr Forshaw

That Council cancel its membership of Agforce as at 30th June 2009.

Attendance

Cr Murray left the Meeting from 11:18am to 11:20am.

A Division was called.

For: Cr Murray, Cr Camp and Cr Olive
Against: Cr Clarke
Abstained (Therefore Against): Cr Forshaw

CARRIED 04. 090617

08.01.02 Council Organisation Chart

FILE: COR/01 & STA/01

Moved: Cr Clarke
Seconded: Cr Camp

That Council review it's recently adopted Organisation Chart in the Closed Session part of the current Meeting.

CARRIED 05. 090617

08.01.03 Country Race Course Meetings

FILE: GRE/01

Moved: Cr Clarke
Seconded: Cr Forshaw

That Council seek advice from the relevant Minister as to whether there are any legislative or administrative impediments with regard to children under 18 years of age attending Country Race Course Meetings.

CARRIED 06. 090617

08. CHIEF EXECUTIVE OFFICERS REPORTS

Moved: Cr Camp
Seconded: Cr Murray

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 09.02.10 of the Business papers be received for consideration.

CARRIED 07. 090617

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09.02.01 GSD- Invitation to participate in Savannah Symposium

FILE: REG/02

Gulf Savannah Development has issued an invitation for Council to participate in the inaugural Savannah Symposium which is to be held in the Northern Territory, 17 - 21 November 2009.

They have advised that if Council has an interest in the future of business in Australia's northern savannah country, they recommend this event. It will provide new ideas and programs, successful case studies and developments in three streams – Sustainable Communities, Conservation Business, and Ecotourism.

Moved: Cr Forshaw
Seconded: Cr Camp

That Council not participate in this event at this time.

CARRIED 08. 090617

09.02.02 Architectural Practice Academy – Proposal for future developments in Burke Shire

FILE: COG/01

The Architectural Practice Academy has provided a draft fee proposal for "future development plans and studies for Burke Shire" in response to a request from Council for them to outline a proposal for the review and preparation of Council's Corporate Plan.

Moved: Cr Camp
Seconded: Cr Murray

That

(a) the Architectural Practice Academy be thanked for their proposal and advised that, due to existing outstanding statutory priorities and limited resources, Council is unable to avail itself of their offer at this time; and

(b) the Chief Executive Officer report back to Council on options for Council to update its Corporate Plan in conjunction with the preparation of the new Community Plan that is to be required under the new Local Government Act that is to take effect later this year.

CARRIED 09. 090617

09.02.03 Plumbing Inspections – Burke Shire

FILE: BUI/10

The Plumbing & Drainage Act 2002 requires Regulated work and on-site sewerage work to be assessed for Compliance with the Standard Plumbing and Drainage Regulation. Council is able to opt out of assessing such work by:

- a) Deciding by resolution which regulated work does not require a compliance permit by Council (Section 83(2)); and/or
- b) Decide not to undertake an assessment of on-site sewerage work if an approved person for the assessment gives Council a notice of compliance in the approved form (Section 86(6)); and/or
- c) Where work is to be carried out in an area prescribed under a regulation as a remote area; and Council has, by resolution, declared that it is satisfied that the absence of assessment of the work at the stages prescribed under a regulation by an inspector will not adversely affect public health or safety (Section 86A(1)).

Moved: Cr Forshaw
Seconded: Cr Olive

That Council

a) In accord with Section 83(2) of the Plumbing & Drainage Act 2002, not require compliance permits for regulated work under that Act for regulated works in the Shire where such work is undertaken by Licensed Plumbers and Drainers;

b) In accord with Section 86(6) of the Plumbing & Drainage Act 2002, not undertake assessment of on-site sewerage work for on-site sewerage works in the Shire if an approved person for the assessment gives Council a notice of compliance in the approved form; and

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c) In accord with Section 86A(1) of the Plumbing & Drainage Act 2002, declare that it is satisfied that, for regulated and on-site sewerage works in the Shire, the absence of assessment of the work at the stages prescribed under regulation by an inspector will not adversely affect public health or safety.

CARRIED 10. 090617

09.02.04 LAWMAC - Revised rules of Operation & October Conference in Mackay

FILE: WAS/02

LAWMAC has provided details of its revised rules of operation and is also seeking advice as to anticipated Council participation in its next Conference in Mackay on the 1st and 2nd of November 2009.

Moved: Cr Forshaw
Seconded: Cr Murray

That the Director Engineering Services attend the LAWMAC conference in Mackay on Council's behalf.

CARRIED 11. 090617

09.02.05 Proposal for Local Laws Review Mackay

FILE: LOC/01

Council has received a proposal for a review of Council's Local Laws. Under the Local Government Act 1993 Council is required to review all its local laws by December 2010 at which time all local laws lapse.

Moved: Cr Murray
Seconded: Cr Olive

That Council not take up the proposal at this time and the Chief Executive Officer report to Council on the suitability of taking up the new Model Local Laws developed by the Department of Infrastructure and Planning once such model local laws are finalised by the Department in lieu of existing local laws of Council to comply with the review requirements of the Act .

CARRIED 12. 090617

09.02.06 Proposal for Planet Footprint Monitoring

FILE: ENV/05

Council has received a proposal for subscribing to the Planet Footprint Scorekeeping Service.

Planet Footprint advises that Councils who subscribe to Planet Footprint can immediately answer questions such as "What is our current carbon footprint?", or "How has our aquatic centre performed over time in terms of energy and water usage compared to the best performing aquatic centres in Australia?". Through Planet Footprint, you will be able to move beyond the frustration of accessing accurate data, to focus more on delivery of actual programs and initiatives to improve energy and greenhouse performance

Moved: Cr Clarke
Seconded: Cr Camp

That Council not take up the proposal.

CARRIED 13. 090617

09.02.07 Membership of Regional Bodies

FILE: REG/02, ROA/71, LGA/16

Council has asked the Chief Executive Officer to report on appropriate Regional Organisations for Council to consider joining.

Moved: Cr Clarke

Seconded: Cr Murray

That Council

- a) rejoin Gulf Savannah Development for the 2009/2010 year and review its ongoing membership in May 2010;
- b) maintain its membership of the North West Regional Roads Group; and
- c) seek an associate (non-corridor) membership of MITEZ for Council for 2009/2010.

CARRIED 14. 090617

09.02.08 L A Evans – Local Government Searches

FILE: LEG/01

Council has received correspondence from Mr L. Evans, its legal advisor, advising of Mr Evans concerns with regard to changes by the Department of Environment and Resource Management that will make it “as difficult as possible for Councils to obtain free searches under the provisions of Section 1126 of the Local Government Act and in fact to make it more expensive for Councils to get free searches than if they paid for them as required.”

Moved: Cr Forshaw

Seconded: Cr Olive

That Mr Evans be advised that Council is of the view that he should use the CITEC system available to him for Council related searches.

CARRIED 15. 090617

09.02.09 LA Evans – Retainer Services

FILE: LEG/01

Council has received correspondence from Mr L. Evans,

Moved: Cr Clarke

Seconded: Cr Camp

That Council retain the services of Mr Evans for Council’s legal services in the 2009/10 financial year.

CARRIED 16. 090617

ADJOURNMENT

That Chair adjourned the Meeting for lunch from 12:38 pm to 1:43pm.

ATTENDANCE

Upon resumption all present at the time of adjournment except Cr Olive were present.

09.02.10 Councillor Expenses Reimbursement Policy Review

FILE: COU/01

Council has asked for a revised expenses policy to be prepared for Council’s consideration.

Moved: Cr Forshaw

Seconded: Cr Camp

That Council propose to make the revised Expenses Reimbursement Policy as presented and modified and forward same to the Department of Infrastructure and Planning for approval before considering same for adoption in accord with the procedures of the Local Government Act 1993.

[Appendix 1 to Minutes]

CARRIED 17. 090617

UNCONFIRMED

ATTENDANCE

Cr Clarke left the Meeting at 1:58pm.
Cr Camp left the Meeting at 1:59pm.
Cr Clarke re-entered the Meeting at 2:00pm.

09. WORKS MANAGER REPORTS

Moved: Cr Forshaw
Seconded: Cr Murray

That

A) The Works Manager Business Papers for information numbered 10.01.01 to 10.01.02 as presented be received by Council and noted; and

B) The Works Manager Business Papers for Council Consideration and Decision numbered 10.02.01 as presented be received by Council for consideration.

CARRIED 18. 090617

ATTENDANCE

Mr Dennis Kerr, Director Engineering Services, attended the Meeting at 2:01pm.
Cr Murray left the Meeting at 2.01pm.

ADJOURNMENT

As there was no longer a quorum present at the Meeting the Chair adjourned the Meeting at 2:01pm until a quorum was re-established.

ATTENDANCE

Cr Murray re-entered the Meeting at 2:02pm.

RESUMPTION

As a quorum was now re-established the Chair resumed the meeting at 2:02pm.

ATTENDANCE

Cr Camp re-entered the Meeting at 2:03pm.
Cr Olive re-entered the Meeting at 2:05pm.

10.02.01 RMPC Contract Negotiations 2009-2010

FILE: ROA/19

Seeking Council delegated authority for the Chief Executive Officer to negotiate and enter into annual contracts with the Department of Main Roads for Roads Maintenance Performance Contracts (RMPC) annually.

Moved: Cr Camp
Seconded: Cr Forshaw

That Council delegate the authority to negotiate and enter into annual Road Maintenance Performance Contract with the Department of Main Roads to the Chief Executive Officer subject to the following provisions:

a) The Chief Executive Officer is to consult with the Director Engineering Services and Director Finance and Community Services prior to entering into such contracts; and

b) The Council is to be advised of any contracts entered into at the next general meeting after any such contract is signed.

CARRIED 19. 090617

ATTENDANCE

Mr Dennis Kerr, Director Engineering Services, left the chambers at 3:03 pm.

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10. MANAGER CORPORATE SERVICES REPORTS

Moved: Cr Camp
Seconded: Cr Olive

That

A) The Manager Corporate Services Business Papers for Information numbered 11.01.01 to 11.01.02 be received by Council and noted; and

B) The Manager Corporate Services Business Papers for Council Consideration numbered 11.02.01 to 11.02.07 as presented be received by Council for consideration.

CARRIED 20. 090617

ATTENDANCE

Ms Zoe Belz, Director Finance & Community Services, attended the Meeting at 3:05pm.

11.02.01 Fees & Charges 2009/2010

FILE: BUD/15

The proposed Schedule of Fees and Charges for the 2009/2010 financial year includes all regulatory and commercial fees charged by Council.

Moved: Cr Olive
Seconded: Cr Camp

That the Schedule of Regulated and Commercial Fees and Charges for the year ending 30 June 2010 as presented and amended be adopted.

[Appendix 2 to Minutes]

CARRIED 21. 090617

11.02.02 VIC Standards

FILE: TOU/02

Moved: Cr Forshaw
Seconded: Cr Murray

That Council write to the relevant body expressing its strong concerns at the new Visitor Information Standards which will ensure that no remote area will be able to achieve accreditation as a Visitor Information Centre.

CARRIED 22. 090617

11.02.04 Police games book

FILE: COG/01

Moved: Cr Forshaw
Seconded: Cr Murray

That Council not take up the offer to advertise in this publication.

CARRIED 23. 090617

11.02.05 Request for use of Hall – Department of Communities

FILE: SHI/03

The Department of Communities is would like to participate in the community activities that will be held in Burketown from 17th to 22nd August 2009 while the group from Inverell will also be in Burketown. The “Linking Up” Committee based in Normanton is requesting use of the Shire Hall for accommodation.

Moved: Cr Olive
Seconded: Cr Murray

That Council waive the hall hire fees for the Dept of Communities for 17th to 22nd August 2009.

CARRIED 24. 090617

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ATTENDANCE

Mr Fred de Waard, Acting Chief Executive Officer, left the Meeting at 3:52pm.

Mr Fred de Waard, Acting Chief Executive Officer, and Mr Dennis Kerr, Director Engineering Services, entered the Meeting at 3:53pm.

11.02.07 Swimming Pool Access Issues

FILE: SPO/06

Moved: Cr Forshaw
Seconded: Cr Murray

That, because of the extended breakdown of the access gate at the swimming pool, existing cards holders be given a 3 month extension to the expiry dates on their access cards.

CARRIED 25. 090617

ATTENDANCE

Mr Dennis Kerr, Director Engineering Services, left the Meeting at 4:06pm

11.02.08 Proposal for Seniors Week 2009

FILE: EVE/05

Seniors Week will be held in Queensland from 15th to 23rd August 2009. Council has previously organised activities and functions for Seniors in Burke Shire.

Moved: Cr Forshaw
Seconded: Cr Olive

That Burke Shire Seniors Week be held on 14th to 18th September with a budget of \$3,000 and an invitation made to Doomadgee Shire Council to participate in the following activities:

1. History Day at the Old Church Hall; and
2. Morning Tea with the Councillors on Wednesday 16 September 2009;

CARRIED 26. 090617

11.02.09 Proposed “Tidy Yards” Competition

FILE: EVE/22

Proposal to utilise the funds that would have been used to participate in the annual Ergon Energy Tidy Towns Competition to create a “Tidy Yard” Competition in the Shire.

Moved: Cr Murray
Seconded: Cr Camp

That Council endorse the following recommendations from the Arts and Craft Volunteer Advisory Group:

- A) Judging to be held 14th to 23rd August 2009;
- B) Prizes for each category (4 sections)– A voucher from a local supplier:
First prize \$300
Runner up - \$150;

AND

Council delegate authority to the Chief Executive Officer to approve the final categories.

CARRIED 27. 090617

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11.02.10 North Queensland Sports Development Award Bursary

FILE: SPO/09

Council is able to nominate a maximum of two junior sports people for the North Queensland Sports Development Award

Moved: Cr Clarke

Seconded: Cr Murray

That Council nominate the following junior athletes for the North Queensland Sports Development Award Bursary:

1. Jordon Marshall
2. Matthew Douglas

CARRIED 28. 090617

ATTENDANCE

Ms Zoe Belz, Manager Community Services, left the chambers at 4.21pm

ADJOURNMENT

The Meeting was adjourned for Morning Tea from 4:22pm to 4:37pm.

ATTENDANCE

At the time of commencement all those present at the time of adjournment excluding Jenny Williams, Minutes Officer, were present.

Mr Dennis Kerr, Director Engineering Services, and Ms Zoe Belz, Director Finance and Community Services, attended the Meeting at 4:38pm.

11. CLOSED SESSION REPORTS

Move into Closed Session

Moved: Cr Forshaw

Seconded: Cr Camp

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

CARRIED 29 . 090617

ATTENDANCE

Mr Dennis Kerr, Director Engineering Services, and Ms Zoe Belz, Director Finance and Community Services, left the Meeting at 5:40pm.

Move into Open Session

Moved: Cr Murray

Seconded: Cr Olive

That the Meeting resume in Open Session to consider recommendations arising out of the Closed Session.

CARRIED 30. 090527

12. CONSIDERATION OF CLOSED SESSION RECOMMENDATIONS

Organisation Chart

FILE: STA/01

Moved: Cr Murray
Seconded: Cr Olive

That Council adopt the revised Organisation Chart.

[Appendix 3 to Minutes]

CARRIED 31. 090527

Position of Chief Executive Officer

FILE: STA/01

Moved: Cr Forshaw
Seconded: Cr Olive

That Council offer the position of Chief Executive Officer to Leanne Mash.

CARRIED 32. 090527

13. Urgent Matters Requiring Council Decision

Declaration of Material Personal Interest and Attendance

Cr Forshaw declared a Material Personal Interest through her involvement in Forshaw Contracting in the following matter and left the Meeting at 6:42pm.

Bitumen Tenders – Airstrip and Albert River Approaches

FILE: CON/01

Moved: Cr Olive
Seconded: Cr Camp

That Council accept CEC's tender of \$280,889.00 (plus GST) for the utilisation of CEC's Bitumen Spray Sealing Services to seal the approaches to the New Albert River Bridge, Aerodrome Hard Stand Area Extension, along with Resealing the existing Runway, Taxiway and existing Hard Stand area and that Council note that tenders for this work was obtained from a number of suppliers as a matter of emergency (Dispensing with full tendering requirements) to allow the works to be undertaken before 30th June 2009 to preserve grant entitlements.

CARRIED 33. 090527

Attendance

Cr Forshaw re-entered the Meeting at 6:46pm.

Sustainable Communities Resource Partnership North-West Mineral Province Local Leadership Group

FILE: REG/42

Moved: Cr Murray
Seconded: Cr Forshaw

That Council endorse the Mayors acceptance of the invitation for the Mayor to be Council's representative on the Sustainable Communities Resource Partnership North-West Mineral Province Local Leadership Group as Council's representative.

CARRIED 34. 090527

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14. CLOSURE OF MEETING

The Chair declared the Meeting closed at 6:50 pm.

15. MINUTES CERTIFICATE

I hereby certify that these pages numbered 1 to 11 and the attached three (3) appendices in pages 12 to 31 constitute the confirmed minutes of the Meeting of Burke Shire Council held on Wednesday 17th June 2009.

These Minutes are yet to be confirmed.

.....
MAYOR

BURKE SHIRE COUNCIL



DRAFT EXPENSES REIMBURSEMENT POLICY

TITLE: REIMBURSEMENT OF EXPENSES AND PROVISION OF FACILITIES FOR ELECTED MEMBERS

DATE OF ADOPTION:

REVIEW DATE:

1.0 OBJECTIVES:

1. *Use of public moneys in the public interest by responsible budgeting and accounting;*
2. *Fair and reasonable allocation of council resources (allowances, facilities and other benefits) to enable all councillors to conduct the duties of their office;*
3. *Transparent decision-making by public disclosure of policy and resolutions; and*
4. *Accountability for expenditure and use of facilities through full justification and acquittal.*

2.0 RELEVANT LEGISLATION:

Guidelines issued by the chief executive of the Department in accordance with section 1296 of the Local Government Act 1993 and
Local Government Act: sections 236B, 250AR, 250AS, 250AT and 250AU.

3.0 PURPOSE

The purpose of the reimbursement of expenses and provision of facilities policy is to ensure that councillors (including mayors) can receive reimbursement of reasonable expenses and be provided with necessary facilities in performance of their role.

4.0 PROVISION OF FACILITIES

All facilities provided to councillors remain the property of council and must be returned to council when a councillor's term expires.

4.1 Private use of council owned facilities

Based on the principle that no private benefit is to be gained the facilities provided to councillors by local governments are to be used only for council business unless prior approval has been granted by resolution of council.

The council resolution authorising private use of council owned facilities will set out the terms under which the councillor will reimburse council for the percentage of private use – unless otherwise prescribed in this policy.

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4.2 Councillors of the Burke Shire Council will be provided with

- Laptop computer (One per term of office) with Microsoft Office (Including Outlook) installed.
- Email account
- Internet Access Allowance (Broadband/Satellite) of \$500 per annum payable where a broadband or satellite connection exists at the Councillors place of residence.
- Name Badge
- Access to office space and meeting room at Council Office
- Business cards as required
- Diary
- Access to photocopiers, printers, facsimile machines, telephone and internet access at Council Offices
- Safety equipment (where required for site inspections etc).
- A corporate jacket for use at Official functions (One per term of Council).
- Councillors may have access to a council vehicle for official business where such purpose has been approved by Council or the Chief Executive Officer in advance.
- Insurance Cover to indemnify or insure councillors in the event of injury sustained while discharging their civic duties.
- Insurance Cover Paraplegic Benefits Fund.
- Fuel for a council-owned vehicle used for official council business, will be provided or paid for by council.

4.3 Additional Facilities for the Mayor

- A Corporate Credit Card will be issued to the Mayor for purchase of fuel, payment of expenses on official business and/or hospitality in accordance with this policy.
- Access to secretarial support at the Council Office.
- Provision of a fully funded mobile phone for Council business.
- As the Mayor's place of residence is outside of mobile range Council will provide a phone connection at the Mayor's residence for Council related calls.
- The Mayor shall have private use of a Prado wagon (or equivalent) subject to the Mayor maintaining a log book of private use (if applicable) and reimbursing Council for the private use of the vehicle at a rate of 80 cents per kilometre of travel. Private use will not include travel to and from the Mayor's place of residence and the Council offices in Burketown. This vehicle will be available for use by Councillors attending official Council business in consultation with the Mayor.

4.4 Maintenance costs of council owned equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council-owned equipment that is supplied to Councillors for official business use. This includes the replacement of any facilities which fall under council's asset replacement program.

5.0 PAYMENT OF EXPENSES

Expenses will be paid to a Councillor through administrative processes approved by a Council's Chief Executive Officer subject to the limits outlined in this policy.

6.0 EXPENSE CATEGORIES

6.1 Professional development

Council will reimburse expenses incurred for:

- mandatory professional development (Requires a Council resolution determining such development as mandatory in advance); **and**
- discretionary professional development deemed essential for the councillor's role up to a maximum cost (Including GST) of \$3,000 per Councillor per Term of Office (Requires a Council resolution approving such development in advance).

6.2 Travel as required to represent council

A local government may reimburse local (and in some cases interstate and overseas) travel expenses (e.g. flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of council where:

- a councillor is an official representative of council and
- the activity/event and travel have been endorsed by resolution of council.

Councillors are to travel via the most direct route, using the most economical and efficient mode of transport.

Council will pay for reasonable expenses incurred for overnight accommodation when a councillor is required to stay outside the local government's region.

Council will pay for overnight accommodation if a councillor is required to stay overnight in the township of Burketown for the purposes of official business where it is not practical for them to return home (e.g. where they do not have a private residence in the township and their property is in excess of 50km from the township of Burketown and/or on unsealed roads that are not accessible due to wet weather)

NOTE: Any fines incurred while travelling in council-owned vehicles or privately owned vehicles when attending to council business, will be the responsibility of the councillor incurring the fine.

6.3 Travel bookings

All councillor travel approved by council will be booked and paid for by council. Economy class is to be used.

Airline tickets are not transferable and can only be procured for the councillor's travel on council business. They cannot be used to offset other unapproved expenses. (e.g. cost of partner or spouse accompanying the councillor.)

6.4 Travel transfer costs

Any travel transfer expenses associated with councillors travelling for council approved business will be reimbursed provided that tax receipts for same are submitted to Council for reimbursement. Example: Trains, taxis, buses and ferry fares.

Cab charge vouchers may also be used if approved by council where councillors are required to undertake duties relating to the business of council.

6.5 Private vehicle usage

Councillors private vehicle usage will be reimbursed by council if the:

- Travel is to and from the councillor's private residence to attend official business of the council including Council meetings and/or Council arranged inspections or Council approved deputations; **or**
- Other travel that has been endorsed by Council resolution

Subject to:

- The claim for mileage being substantiated with log book details and a signed claim by the Councillor; **and**
- No Council vehicle being available for use by the Councillor to attend the business being claimed for (Councillors may be required to share vehicles for travel or utilise a Council vehicle where this is more economical for Council); **and**
- Total travel claim not exceeding the cost of the same travel using economy flights plus the cost of taxi transfers; **and**
- The mileage rate being paid being 80 cents per kilometre of travel.

6.6 Accommodation

All councillor accommodation for council business will be booked and paid for by council. Council will pay for the most economical deal available. Where possible, the minimum standards for councillors' accommodation should be three or four star rating.

Where particular accommodation is recommended by conference organisers, council will take advantage of the package deal that is the most economical and convenient to the event.

Where a Councillor elects to stay with family or friends in lieu of using Council provided accommodation a per overnight stay allowance of \$50 will be payable.

6.7 Meals

Council will reimburse costs of meals for a councillor when:

- the councillor incurs the cost personally; **and**
- the meal was not provided:
 - within the registration costs of the approved activity/event
 - during an approved flight; **and**
- Tax receipts are obtained for the cost incurred and submitted for reimbursement.

The following limits apply to the amount councils will reimburse for meals:

- *Breakfast* \$20.00 (*Inclusive of GST*)
- *Lunch* \$20.00 (*Inclusive of GST*)
- *Dinner* \$40.00 (*Inclusive of GST*)

No alcohol will be paid for by council.

6.8 Incidental allowance

Up to \$20 per day may be paid (if claimed by Councillors) by Council to cover any incidental costs incurred by councillors required to travel, and who are away from home overnight, for official council business.

7.0 Additional Expenses for Mayor

7.1 Hospitality

Council may reimburse the Mayor up to \$2,000 per annum for hospitality expenses deemed necessary in the conduct of council business provided tax receipts are obtained by the Mayor and submitted for reimbursement or in acquittal of credit card usage.

Burke Shire Council – Minutes of Ordinary Council Meeting 17th June 2009

Appendix 2: Commercial and Regulated Fees & Charges 2009/2010

Details	2009/10 Fee		GST	Legislation	Section	Fee Type
FINANCE PROGRAM						
REPORTS						
Annual Report, Budgets & Financial Statements per printed copy	\$42.50	per publication	No GST	Local Govt Act 1993	s535(2) (c)	Regulatory
Council Minutes & Business Papers - printed copy	\$5.00 plus photocopying fee	Per mailing	No GST	Local Govt Act 1993	s468(b) (c)	Regulatory
Council Minutes & Business papers - emailed copy	free					
LOCAL LAWS						
Council local laws - fully copy	\$116.00	per set	No GST	Local Govt Act 1993	s1071(c)	Regulatory
* Freedom of Information Application (non personal) plus associated cost	As defined by FOI Act	per application	No GST	Freedom of Informaiton Regulation 1992	s6(a)	Regulatory
PHOTOCOPYING						
A4 Sheet - first 5 pages	\$1.10	per sheet	GST			Commercial
A4 Sheet - subsequent pages	\$0.25	per sheet	GST			Commercial
A3 Sheet - first 5 pages	\$1.65	per sheet	GST			Commercial
A3 Sheet - subsequent pages	\$0.35	per sheet	GST			Commercial
<i>Free photocopying for 'Not for Profit Inc' community organisations, available at the Council Administration Office - with prior CEO approval.</i>						
<i>NB: Photocopying on both sides of a single sheet of paper is the equivalent of 2 sheets of paper.</i>						

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Burke Shire Council – Minutes of Ordinary Council Meeting 17th June 2009
Appendix 2: Commercial and Regulated Fees & Charges 2009/2010

Details	2009/10 Fee		GST	Legislation	Section	Fee Type
DEVELOPMENTAL APPLICATION SERVICES						
Development Application Fees						
Lodgement of Private Certifier Approvals	\$75.00	Per application	No GST	Integrated Planning Act		Regulatory
Lodgement of Applications for Assessment	\$75.00	Per application	No GST	Integrated Planning Act		Regulatory
Assessment Fees	At Cost to Council plus \$150.00 (\$150.00 deposit to be paid on application lodgement)	Per application	No GST	Integrated Planning Act		Regulatory
Copies of Approvals	As per Photocopying Charges plus \$5.00 postage		No GST	Integrated Planning Act		Regulatory
Planning Certificates - Full	\$450 plus inspection Costs	per certificate	No GST	Integrated Planning Act		Regulatory
Standard Planning Certificate (No inspection Required)	\$250.00	per certificate	No GST	Integrated Planning Act		Regulatory
Planning Certificates - Limited	\$100.00	per certificate	No GST	Integrated Planning Act		Regulatory
AERODROME OPERATIONS						
AIRPORT LANDING FEES						
Burketown	\$9.00	per movement / per tonne or part thereof	GST			Commercial
* Gregory	\$9.00	per movement / per tonne or part thereof	GST			Commercial
Minimum Fee	\$22.50	Per landing	GST			Commercial

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Burke Shire Council – Minutes of Ordinary Council Meeting 17th June 2009

Appendix 2: Commercial and Regulated Fees & Charges 2009/2010

Details	2009/10 Fee		GST	Legislation	Section	Fee Type
HELICOPTER LANDING FEES						
* Burketown	\$6.00	per movement / per tonne or part thereof	GST			Commercial
* Gregory	\$6.00	per movement / per tonne or part thereof	GST			Commercial
AIRCRAFT OVERNIGHT PARKING						
Nightly	\$5.50	per aircraft	GST			Commercial
* Weekly	\$30.00	per aircraft	GST			Commercial
Per Annum	\$460.00	per aircraft	GST			Commercial
<i>The RFDS are exempt from all airport fees</i>						
RECOVERABLE WORKS & PLANT HIRE						
PRIVATE WORKS						
Private Works including plant hire	at Cost plus 15% Plus GST		GST			Commercial
COUNCIL BUS						
Hire of Bus	\$300.00	per day	GST			Commercial
BOND - Hire of Bus	\$400.00		No GST			Commercial

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Burke Shire Council – Minutes of Ordinary Council Meeting 17th June 2009
Appendix 2: Commercial and Regulated Fees & Charges 2009/2010

Details	2009/10 Fee		GST	Legislation	Section	Fee Type
ANIMAL CONTROL						
REGISTRATION OF ANIMALS						
Regulated Dog Registration	\$200.00	per animal	No GST	Animal (Cats & Dogs) Act		Regulatory
Cat Registration	\$10.00	per annum	No GST	Animal (Cats & Dogs) Act		Regulatory
Dog Registration - entire	\$50.00	per annum	No GST	Animal (Cats & Dogs) Act		Regulatory
Dog Registration - desexed	\$10.00	per annum	No GST	Animal (Cats & Dogs) Act		Regulatory
Lodgement of Ownership Advice (Including update)	\$5.00	per animal	No GST	Animal (Cats & Dogs) Act		Regulatory
IMPOUNDING OF ANIMALS						
* Dogs, Cats	\$26.00	per animal	No GST	Local Govt Act 1993	Local Law 2	Regulatory
* Horses, Cattle, Donkeys, Goats and Swine	Full Cost with \$100.00 Minimum	per animal	No GST	Local Govt Act 1993	Local Law 2	Regulatory
* Officer Callout Fee (For impoundings outside of ordinary hours)	\$92.00	per animal	No GST	Local Govt Act 1993	Local Law 2	Regulatory
RELEASE FEE (Payment of Impound Fee PLUS)						
Dogs, Cats	\$35.00	per animal	No GST	Local Govt Act 1993	Local Law 2	Regulatory
Horses, Cattle, Donkeys, Goats and Swine	\$100.00	per animal	No GST	Local Govt Act 1993	Local Law 2	Regulatory
* Officer Callout Fee (For release outside of ordinary hours)	\$92.00	per animal	No GST	Local Govt Act 1993	Local Law 2	Regulatory
Sustenance and maintenance fee	\$6.00	per animal per day	No GST	Local Govt Act 1993	Local Law 2	Regulatory
Additional Fee for unregistered Dog or cat	\$25.00	per animal	No GST	Local Govt Act 1994	Local Law 2	Regulatory

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Burke Shire Council – Minutes of Ordinary Council Meeting 17th June 2009
Appendix 2: Commercial and Regulated Fees & Charges 2009/2010

Details	2009/10 Fee		GST	Legislation	Section	Fee Type
ENVIRONMENTAL HEALTH						
GENERAL						
* Application fees	\$50.00	Applicable to all applications. Approval fee to be invoiced after assessment	No GST	Local Govt Act 1993		Regulatory
ENVIRONMENTAL PROTECTION ACT						
* Environmentally Relevant Activity (ERA) Applications	\$200.00	per application	No GST	Environmental Protection Act 1994	s73d	Regulatory
Annual Licensing Fee	\$150.00	per licence	No GST	Environmental Protection Act 1994	s73d	Regulatory
FLAMMABLE & COMBUSTABLE LIQUID STORAGE						
* Application & Assessment fees	\$150.00	Applicable to all applications. Annual Registration fee to be invoiced after approval	No GST	Local Govt Act 1993		Regulatory
Annual Registration Fee						
* Fuel Depot	\$150.00	per renewal	No GST	DGSMR 2001	s182(a)	Regulatory
* Retail Fuel Outlet	\$150.00	per renewal	No GST	DGSMR 2001	s182(a)	Regulatory
* Commercial and Industrial - Fuel for own use	\$100.00	per renewal	No GST	DGSMR 2001	s182(a)	Regulatory
* Private Storage - Minor	\$50.00	per licence	No GST	DGSMR 2001	s182(a)	Regulatory
* Licence Transfer	\$50.00	per renewal	No GST	DGSMR 2001	s182(a)	Regulatory
* Alterations or Additions to Fuel Tanks or Dispensing Pumps - Minor	\$50.00	per renewal	No GST	DGSMR 2001	s182(a)	Regulatory
* Alterations or Additions to Fuel Tanks or Dispensing Pumps - Major	\$150.00	per renewal	No GST	DGSMR 2001	s182(a)	Regulatory
* Pre-Sale inspections	Actual Cost	per inspection	GST			Commercial

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Burke Shire Council – Minutes of Ordinary Council Meeting 17th June 2009
Appendix 2: Commercial and Regulated Fees & Charges 2009/2010

Details	2009/10 Fee		GST	Legislation	Section	Fee Type
<u>Copies of Plans for Alterations</u>						
* Search Fee	\$50.00	per renewal	No GST	DGSMR 2001	s182(a)	Regulatory
* Copy of Approved Plan	As per Photocopy fee	per renewal	No GST	DGSMR 2001	s182(a)	Regulatory
<p><i>The submission of a plan drawn to scale is required for all initial applications for storage and any other alterations and additions to outlets. The plan must show the location of all storage and lines on connections with the storage. In the case where no fee is prescribed the fee shall be determined by the CEO.</i></p>						
<u>FOOD BUSINESS LICENCE IN PERMANENT PREMISES</u>						
* Application fees	\$100.00	Applicable to all new Food Business Licence/Amendment applications. Annual Licence fee to be invoiced with issue of licence	No GST	Local Govt Act 1993		Regulatory
* Annual Licence Fee	\$150.00	per annum - Pro-rata for new businesses after 31 December	No GST	Food Act 2006	s52(1) (a)	Regulatory
* Licence amendment (licensee change)	\$50.00	per approval	No GST	Food Act 2006		Regulatory
* Pre-Sale inspections	Actual Cost	per inspection	No GST	Food Act 2006		Regulatory
* Licence for Community Not-for-profits organisations	\$0.00	per annum	No GST	Food Act 2006	s52(1)(a)	Regulatory
Notification of Food Safety Supervisor	\$0.00	per notification	No GST	Food Act 2006		Regulatory
Accreditation of Food Safety Program	Actual Cost		No GST	Food Act 2006		Regulatory

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Burke Shire Council – Minutes of Ordinary Council Meeting 17th June 2009
Appendix 2: Commercial and Regulated Fees & Charges 2009/2010

Details	2009/10 Fee		GST	Legislation	Section	Fee Type
CEMETERY						
CEMETERY FEES						
Per Internment (Burketown and Gregory)	\$170.00 plus Council Costs	per internment	GST			Commercial
PUBLIC HALLS						
HALL HIRE						
Per Day & Night Hire - private functions	\$60.00		GST			Commercial
Per Day & Night Hire - Charitable functions - local non-for-profit	\$30.00		GST			Commercial
Per Day & Night Hire - Charitable functions - non-local non-for-profit	\$60.00		GST			Commercial
Per Day & Night Hire - Government Departments	\$60.00		GST			Commercial
Per Day & Night Hire - Commercial functions	\$180.00		GST			Commercial
Night Only	2/3 of above cost		GST			Commercial
Day Only	2/3 of above cost		GST			Commercial
BOND - Hall Hire	\$250.00		No GST			Commercial/Other
TABLE AND CHAIR HIRE - Separate location						
<i>Selected tables and chairs only</i>						
* Hire of Chairs (minimum charge of \$20)	\$0.50	per chair per day	GST			Commercial/Other
* Hire of Tables (minimum charge of \$20)	\$3.50	per table per day	GST			Commercial/Other
* BOND Chairs	\$50.00		No GST			Commercial/Other
* BOND Tables	\$50.00		No GST			Commercial/Other
Local Community Not for profit - free hire.						
<i>Payment of fee and/or bond <u>may</u> be waived following a written request to Council.</i>						

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**Burke Shire Council – Minutes of Ordinary Council Meeting 17th June 2009
Appendix 2: Commercial and Regulated Fees & Charges 2009/2010**

Details		2009/10 Fee		GST	Legislation	Section	Fee Type
LIBRARY FEES							
TEMPORARY MEMBERSHIP - Non-residents of Burke Shire							
*	Borrow three books	\$30.00	Refundable bond	No GST			Commercial
	Calico Bag	\$2.00		GST			Commercial
INTERNET CHARGES							
	Internet Access	\$2.00	per 20 minutes or part thereof	GST			Commercial
	Printing of documents	As Per Photocopy fees		GST			Commercial
BURKETOWN AQUATIC FACILITY							
POOL CARD CHARGES							
	Daily Access	\$4.00	per card	GST			Commercial
	Per week Access	\$10.00	per card	GST			Commercial
	Per month Access	\$20.00	per card	GST			Commercial
	Per three Month Access	\$40.00	per card	GST			Commercial
	Per six Month Access	\$70.00	per card	GST			Commercial
	12 month Access	\$130.00	per card	GST			Commercial
	BOND - Card Deposit	\$25.00	per card	No GST			Commercial

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Burke Shire Council – Minutes of Ordinary Council Meeting 17th June 2009

Appendix 2: Commercial and Regulated Fees & Charges 2009/2010

Details	2009/10 Fee		GST	Legislation	Section	Fee Type
WASTE DISPOSAL FEES						
WASTE DISPOSAL CHARGES						
Asbestos Waste	at Cost plus 15% Plus GST (Minimum \$110.00)		GST			Commercial
WHEELIE BINS						
Replacement of Wheelie Bin (Beyond normal wear and tear)	\$110.00	per Wheelie Bin	GST			Commercial
Casual Wheelie Bin usage	\$20 Delivery/pickup plus \$5 per bin emptying fee per pickup	per Wheelie Bin	GST			Commercial
SEWERAGE						
SEWERAGE CONNECTIONS						
Connection to Sewerage - House	At Cost plus 15%	per connection	No GST			Regulatory
WATER						
WATER CONNECTIONS						
20mm Water Connection	\$750.00	per connection	No GST			Regulatory
25mm Water Connection	\$1,000.00	per connection	No GST			Regulatory
Other Water Connections	Quote with \$1,500 deposit	per connection	No GST			Regulatory

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Burke Shire Council – Minutes of Ordinary Council Meeting 17th June 2009

Appendix 2: Commercial and Regulated Fees & Charges 2009/2010

Details	2009/10 Fee	GST	Legislation	Section	Fee Type
REGULATORY FEES NOT ELSEWHERE MENTIONED					
Per Application Lodgement	\$100.00	No GST			Regulatory
Per annual Licence/permit	\$50.00	No GST			Regulatory
Per Assessment of application	Cost plus \$50.00	No GST			Regulatory
Per Reinspection	At Cost plus 15% - Minimum \$50.00	No GST			Regulatory
COMMERCIAL FEES NOT ELSEWHERE MENTIONED					
	At Cost plus 15% (Private Works Rates) Plus GST	GST			Commercial

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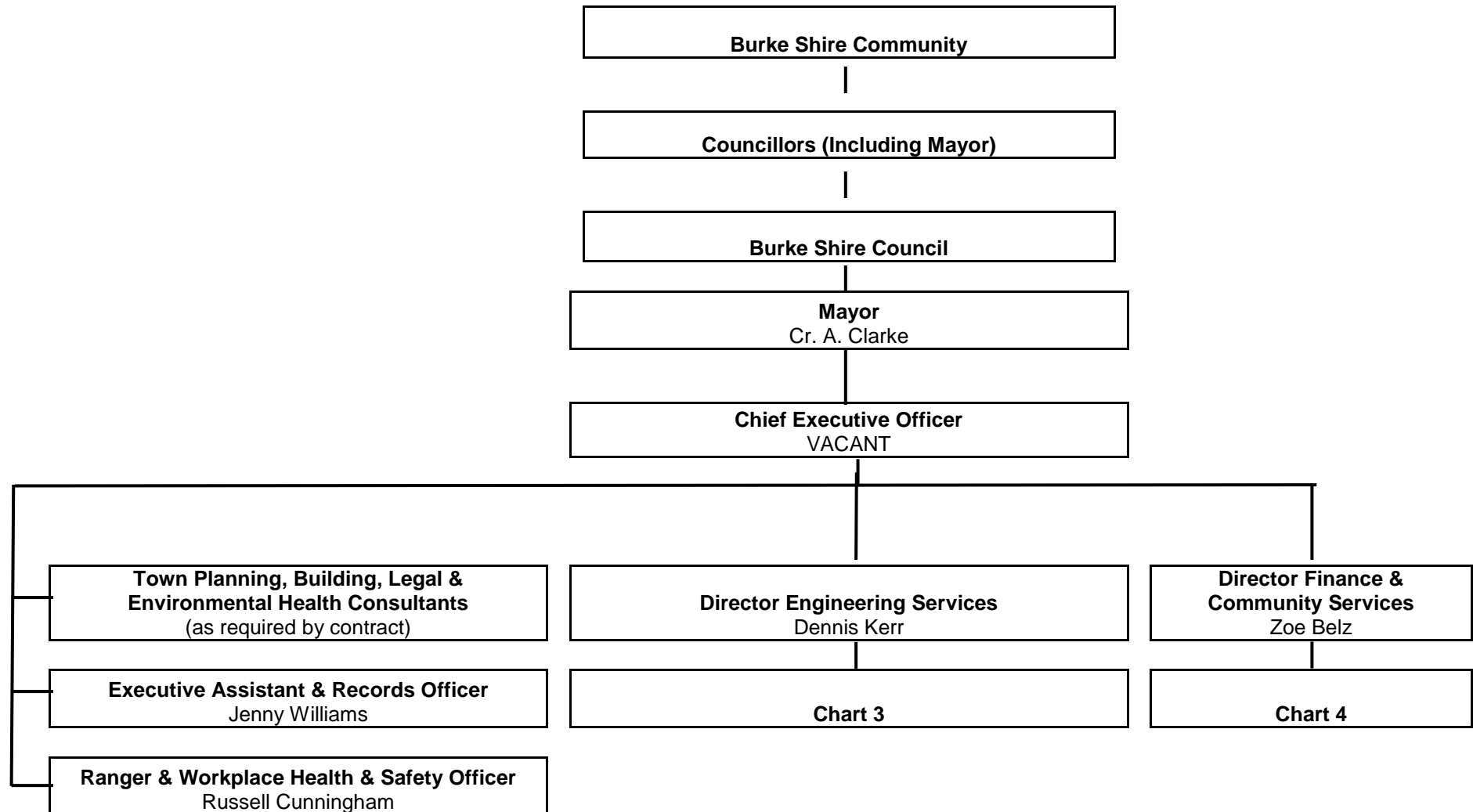
Functional Organisation Chart

CHART 1 - Functional Organisational Chart

<p>Chief Executive Officer Corporate, Development & Environmental Services Corporate Governance Workplace Health & Safety Regional Cooperation and Development Economic Development Development Services (Town Planning, Building, etc) Disaster Management Animal Control Environmental Health Services Environmental Protection</p>	<p>Director Engineering Services Infrastructure, Commercial and Utility Services Engineering Administration Council Roads, Bridges & Footpaths Contract works Private Works Town works Aerodromes Wharfs & Boat Ramps Plant Operations Cemeteries Community Amenities (Toilets) Parks Gardens & Reserves Electricity Supply - Gregory Refuse Collection & Disposal Sewerage Treatment and Disposal Water Treatment & Supply Fish Restocking Facility</p>	<p>Director Finance & Community Services Finance, Administration and Community Services Finance Rates & Charges Grants Administration Wages Overheads Investments Public Halls & Museums RADF Council Housing Community & Cooperative Housing Library UHF, Television & Radio Retransmission Facilities HACC Program Events Council Properties Donations & Charities Tourist Info</p>
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Positional Organisation Chart

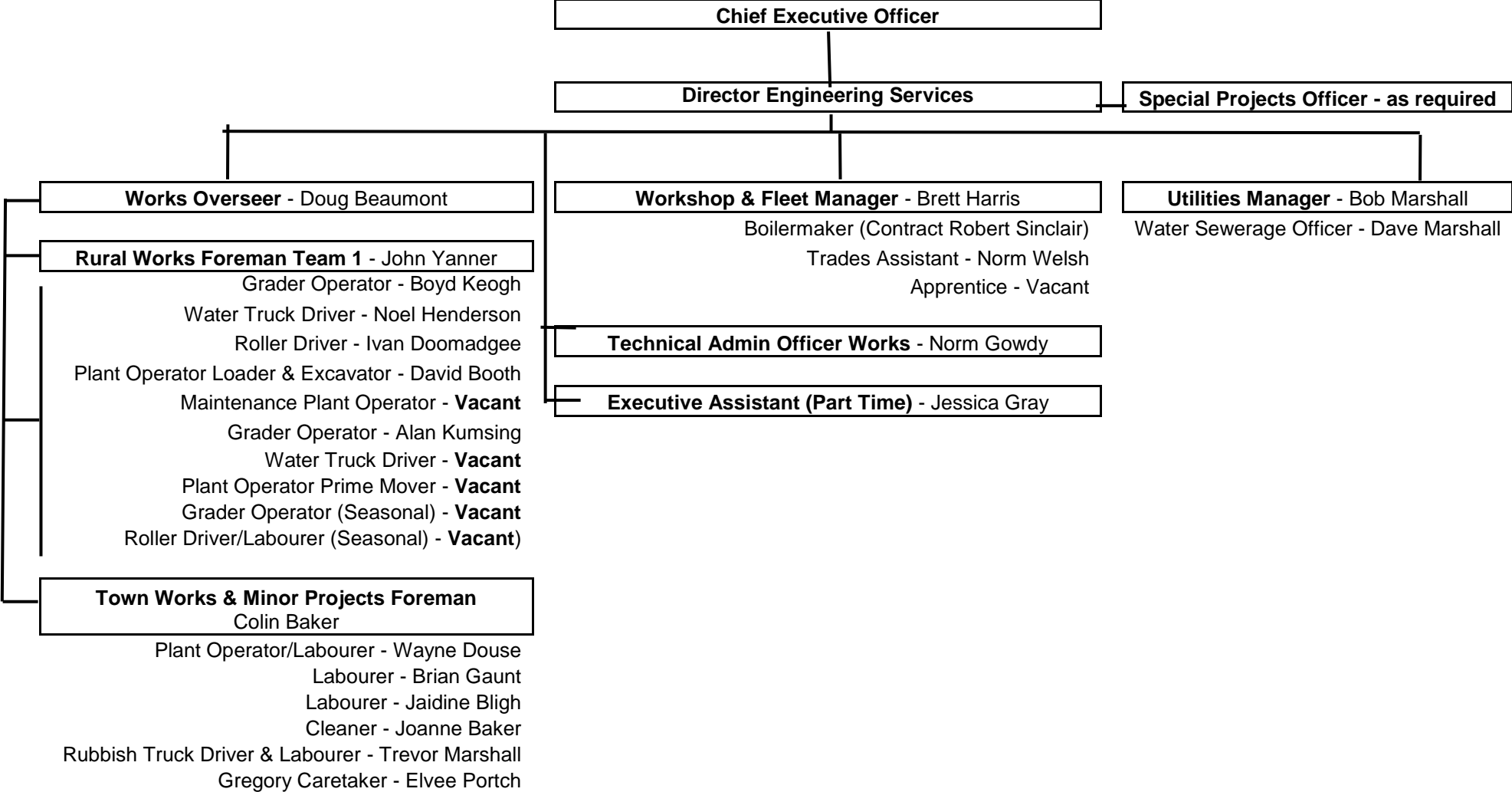
CHART 2 - Main Positional Organisational Chart



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Positional Organisation Chart

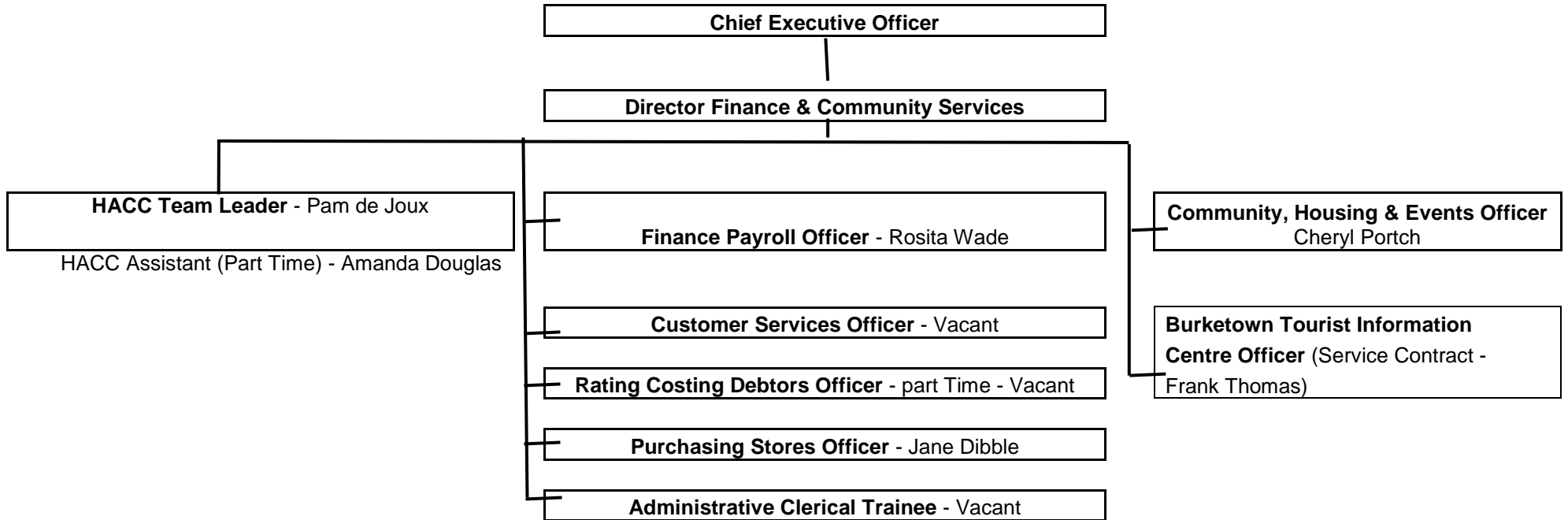
CHART 3 - Works & Services Positional Organisational Chart



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Positional Organisation Chart

CHART 4 - Finance & Community Services Organisational Chart



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