



BURDEKIN SHIRE COUNCIL



AGENDA

ORDINARY COUNCIL MEETING

**HELD AT COUNCIL ADMINISTRATION BUILDING,
145 YOUNG STREET, AYR**

on 08 November 2016

COMMENCING AT 9:00AM

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TUESDAY 8 NOVEMBER 2016

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1 PRAYER

2 DECLARATIONS OF INTEREST

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 1 November 2016

Recommendation

That the minutes of the Ordinary Council Meeting held on 1 November 2016 be received as a true and correct record.



BURDEKIN SHIRE COUNCIL



MINUTES

ORDINARY COUNCIL MEETING

**HELD AT COUNCIL ADMINISTRATION BUILDING,
145 YOUNG STREET, AYR**

on 01 November 2016

COMMENCING AT 9:00AM



TUESDAY 1 NOVEMBER 2016

ORDER OF BUSINESS:

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Ordinary Council Meeting 01 November 2016



BURDEKIN SHIRE COUNCIL



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ATTENDANCE

Councillors J.F. Woods (Deputy Mayor), E.J. Bawden, J.T. Bonanno, A.J. Goddard and S.P. Perry.

Mr. T. Brennan – Interim Chief Executive Officer
Mr. D. Mulcahy – Manager Governance and Local Laws
Mrs. K. Olsen - Manager Financial and Administrative Services
Mr. W. Saldumbide - Manager Operations
Mr. K. Byers - Manager Technical Services
Mrs. E. Robinson – Manager Client Services

Minutes Clerk: Mrs. A. Dale

Apologies: Councillor L.A. McLaughlin (Mayor) – Leave of Absence
Councillor U.E. Liessmann – Leave of Absence

1 PRAYER

The meeting prayer was delivered by Paster Luke Stuart of the Seventh Day Adventist Church.

2 DECLARATIONS OF INTEREST

The Deputy Mayor called for declarations of interest.

No declarations of interest were identified.

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 25 October 2016

Recommendation

That the minutes of the Ordinary Council Meeting held on 25 October 2016 be received as a true and correct record.

Resolution

Moved Councillor Goddard, seconded Councillor Bawden that the recommendation be adopted.

CARRIED

3.2 Burdekin Be Active Committee Meeting Minutes - 7 September 2016

Recommendation

That the minutes of the Burdekin Be Active Committee Meeting held on 7 September 2016 be received and adopted.

Resolution

Moved Councillor Bonanno, seconded Councillor Perry that the recommendation be adopted.

CARRIED

4 REPORTS

5 GOVERNANCE & LOCAL LAWS

5.1 Operational Plan 2016/2017 End of First Quarter Comments

Executive Summary

The end of first quarter comments for the 2016/2017 Operational Plan have been collated and are now presented to Council. Council's Senior Leadership Group have improved the reporting format for Council and have included a traffic light system to provide an "at a glance" view of operational plan activities. In response to feedback received from Council, a number of activities and targets have been updated throughout the plan. These are highlighted for convenience.

Recommendation

That Council receive the attached end of first quarter comments report for the 2016/2017 Operational Plan.

Resolution

Moved Councillor Bawden, seconded Councillor Bonanno that the recommendation be adopted.

CARRIED

5.2 Proposal to Declare Neem Tree as a Pest Plant

Executive Summary

Lower Burdekin Landcare Association Inc. has put forward a proposal at the Council meeting held on 27 September 2016 to declare Neem tree as a pest plant in the Burdekin region and be removed from Council parks, beaches and creeks.

Landcare has also proposed a plan of action to implement the above objectives and requested Council support in implementing the plan.

Neem tree is not a prohibited or restricted invasive plant under the *Biosecurity Act 2014* but *under the general biosecurity obligation it is everyone's duty to prevent the spread of any invasive species.*

Dense infestation has been reported to damage the native flora and fauna in coastal regions. Burdekin Shire currently does not have any dense infestation of concern. Isolated infestations have been reported. Proactive actions will help in preventing the occurrence of dense infestations in the region.

Recommendation

That the Council:

1. Agrees to include Neem tree in Burdekin Biosecurity Plan in a medium risk category.
2. Agrees to include Neem tree as a declared local pest under Subordinate Local Law No 3 (Community and Environmental Management) 2012 subject to consultation with the Department of Agriculture and Fisheries about the desirability of the declaration.
3. Supports Landcare in implementing their project plan proposed for the control of the Neem tree noting that Council's resources and actions are limited to existing control actions in Council parks and controlled land.

Resolution

Moved Councillor Perry, seconded Councillor Bonanno that the recommendation be adopted.

CARRIED

5.3 Renewal of Lease - Burdekin Football Club Inc (Formerly Burdekin Soccer Club Inc)

Executive Summary

The freehold lease held by the Burdekin Soccer Club Inc (now the Burdekin Football Club Inc) expires on 19 January 2017.

Recommendation

That Council approves the reissue of a freehold lease to Burdekin Football Club Inc (formerly Burdekin Soccer Club Inc) over part of Lot 24 on SP156119 from 20 January 2017 for a term of 10 years in accordance with standard terms and conditions including but not limited to the following:

- a) Responsibility for maintenance and upgrade of facilities and grounds will be that of the lessee.
- b) The lessee will be responsible for any costs associated with the registration of the lease documents (if required).
- c) The annual rental payable during the lease term will be 10 cents per annum if and when demanded.
- d) An insurance policy against loss or damage by fire, storm and/or tempest on all buildings erected on the land must be kept current for the term of the lease.
- e) A public risk policy of not less than twenty million dollars (\$20,000,000) must also be kept current for the term of the lease.

Resolution

Moved Councillor Perry, seconded Councillor Bonanno that the recommendation be adopted.

CARRIED

6 CLIENT SERVICES

7 FINANCIAL & ADMINISTRATIVE SERVICES

8 OPERATIONS

9 TECHNICAL SERVICES

10 PLANNING & DEVELOPMENT

11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

14 CORRESPONDENCE FOR INFORMATION

15 GENERAL BUSINESS

15.1 Submission For Bridge Naming - Yellow Gin Creek, Bruce Highway, Wangaratta

Resolution

Moved Councillor Bawden, seconded Councillor Goddard that Council submit a nomination form to the Department of Transport and Main Roads for the naming of the new bridge at Yellow Gin Creek, Bruce Highway, Wangaratta, as the Bill Porter Bridge in recognition of his contribution to the community and grazing within the Burdekin Shire and specifically in the headwaters of the Yellow Gin Creek.

CARRIED

15.2 Approved Leave of Absence - Councillor McLaughlin

Resolution

Moved Councillor Perry, seconded Councillor Goddard that Council approve leave of absence for the Mayor, Councillor McLaughlin from Tuesday 1 November 2016 to Sunday 6 November 2016.

CARRIED

15.3 Approved Leave of Absence - Councillor Liessmann

Resolution

Moved Councillor Bawden, seconded Councillor Perry that Council approve leave of absence for Councillor Liessmann from Tuesday 25 October 2016 to and inclusive of Tuesday 1 November 2016.

CARRIED

15.4 Transport Infrastructure Development Scheme Works Program 2016 - 2021

Resolution

Moved Councillor Goddard, seconded Councillor Perry that Council endorse and submit the amended Transport Infrastructure Development Scheme works programs for the current year (2016/17) and the four-year program for the period 2017/18 to 2020/21 to the North Queensland Regional Roads and Transport Group.

CARRIED

16 CLOSED MEETING ITEMS

Council Meeting closed to Public under Section 275 of Local Government Regulation 2012

Resolution

Moved Councillor Perry, seconded Councillor Goddard that the Council meeting be closed to the public under the following sections of the Local Government Regulation 2012:

- 275(1)(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

For the purpose of discussing;

1. Department of Transport and Main Roads project upgrade proposed. During closed session, the meeting was attended by Ms. Marissa Wise – District Director (Northern), Program Delivery and Operations, Department of Transport and Main Roads, along with other representatives from the department.

2. Report requested regarding training and conference expenses.

CARRIED

Council Meeting opened to Public

Resolution

Moved Councillor Bawden, seconded Councillor Perry that the Council meeting be opened to the public.

CARRIED

15 GENERAL BUSINESS

15.5 Planning and Providing Popular Play Spaces Workshop - Townsville - 11 November 2016

Resolution

Moved Councillor Goddard, seconded Councillor Bonanno that Council supports Councillor Perry and Councillor Woods attendance at the Planning and Providing Popular Play Spaces Workshop to be held in Townsville on 11 November 2016 and any expenses of attendance at the Workshop be met by Council.

CARRIED

17 DELEGATIONS

10.00am - Ms. Marissa Wise – District Director (Northern), Program Delivery and Operations, Department of Transport and Main Roads.

There being no further business the meeting closed at 11.10am.

These minutes were confirmed by Council at the Ordinary Council Meeting held on Tuesday 8 November 2016.

MAYOR

3.2 Burdekin Cultural Advisory Group Meeting Minutes - 24 October 2016

Recommendation

That the minutes of the Burdekin Cultural Advisory Group Meeting held on 24 October 2016 be received and adopted.

Minutes of Meeting
Burdekin Cultural Advisory Group
Meeting held on 24th October, 2016

Held in the Ernie Ford Board Room
The meeting commenced at 3.30pm

CLAUSE 1 ATTENDANCE

Cr. Lyn McLaughlin	Mayor, Burdekin Shire Council
Tony Vaccaro	Manager Community Development, BSC
Cr. John Woods	Burdekin Shire Council
Cheryl Plat	Friends of the Burdekin Theatre
Peter Pattinson	Community Representative
Arthur Smith	Burdekin Memorial Hall Committee
Belinda Johnson	Burdekin Junior Eisteddfod
Brian Glover	Community Member
Nicky Achurra	Community Member
Treena List	Community Member
Tammy Quagliata	Community Development Support Officer, BSC

APOLOGIES

Cr. Sue Perry	Burdekin Shire Council
Jocelyn Defranciscis	Burdekin Memorial Hall Committee
John Gooding	Community Member
Marie Finn	Burdekin Festival of Arts

CLAUSE 2 THE ROLE OF ARTS WITHIN A COMMUNITY

Tony Vaccaro advised that following wars or natural disasters, the arts have played an important role in representing and aiding recovery of communities.

He further advised that following the recent earthquake in Italy, the Italian President said that firstly they will restore the churches, following by their theatres as this will engage with the community and bring people together, build community spirit and help to build a sustainable community.

CLAUSE 4 REVIEW OF THE PREVIOUS CULTURAL COMPLEX GROUP HANDBOOK

The group reviewed and made relevant amendments to the previous Cultural Complex Handbook, noting that a new draft Handbook for the Burdekin Cultural Advisory Group (BCAG) will be tabled at the next meeting for adoption.

CLAUSE 4 RECOMMENDATION THAT COMMUNITY HUB COORDINATOR TITLE BE AMENDED TO CULTURAL SERVICES COORDINATOR

A copy of the Review Report undertaken by Lisa Trevellick from Arts Consultancy & Project Management was tabled, along with a list of prioritised recommendations.

Moved Peter Pattinson, seconded Belinda Johnson that the group recommend the current Community Hub Coordinator position title be amended to Cultural Services Coordinator for recruitment of this position.

CARRIED

Tony undertook to forward a copy of the current position description to members, for perusal and recommendations at the next meeting.

CLAUSE 5 RECOMMENDATION THAT COUNCIL ENGAGE LISA TREVELLICK, ARTS CONSULTANCY & PROJECT MANAGEMENT ON A SHORT-TERM BASIS

Moved John Woods, seconded Cheryl Platt that the group recommend Council engage Lisa Trevellick from Arts Consultancy & Project Management to assist with the recruitment of the Cultural Services Coordinator and assist with training and transition on a short-term basis.

CARRIED

CLAUSE 6 DISCUSSIONS REGARDING PROPOSED 'BURDEKIN SNOW' PROJECT

The group considered a proposal from Paul Garnsey regarding his proposed 'Burdekin Snow' screenplay.

Moved Arthur Smith, seconded Nikki Achurra that the group not support the current proposal but should undertake further consultation with the author regarding the project.

CARRIED

CLAUSE 7 CORRESPONDENCE FROM FRIENDS OF THE BURDEKIN THEATRE RE KITCHEN HIRE ARRANGEMENTS

Following discussions regarding the current and future use of the Burdekin Theatre Kitchen, it was recommended that correspondence from Friends of the Theatre be forwarded to Lisa Trevellick from Arts Consultancy & Project Management to be considered in conjunction with a renewed Memorandum of Understanding for the Friends of the Burdekin Theatre.

It was further recommended that an MOU be developed for the Burdekin Memorial Hall.

CLAUSE 8 UMBRELLAS LOCATED OUTSIDE MUSIC LOFT AT BURDEKIN THEATRE & INSTALLATION OF A SHADE SAIL

Tony Vaccaro advised that concerns had been raised regarding the state of the umbrellas located at the music loft at the Burdekin Theatre, noting that they were badly damaged and unsafe.

Moved John Woods, seconded Brian Glover that the group recommend the removal of the umbrellas located outside the Burdekin Theatre Music Loft, noting that they are in a state of disrepair and are currently a safety issue.

CARRIED

Moved Peter Pattinson, seconded John Woods that a shade sail be erected outside the music loft, following the removal of the damaged umbrellas.

CARRIED

CLAUSE 9 OTHER GENERAL BUSINESS

Possible contribution towards shade sails by Friend of the Theatre

Cheryl Platt noted the possibility of the Friends of the Theatre contributing some costs towards the installation of a new shade sail at the outside loft area.

Blank Walls in Queen Street near Sibbys/ Adcocks Building

Brian Glover raised the idea of having the blank walls in Queen Street, Ayr (located between Sibbys & Adcocks buildings); be professionally painted with relevant Burdekin murals.

Official Burdekin Theatre Tours

Discussion was held with regards to commencing official tours of the Burdekin Theatre & Burdekin Library. It was noted that this could include historical picture and information, a video. An official flyer would need to be created for these tours.

Historic Pictures at Burdekin Theatre

It was recommended that consideration be given to the future display of historical pictures from the Burdekin Theatre, formerly displayed in the Theatre Foyer.

Concerns re Damaged Equipment at Burdekin Theatre

Peter Pattinson raised concerns regarding the damaged black & white scrims at the Burdekin Theatre. It was recommended that Council look into replacing at least 1 scrim as soon as possible. Tony Vaccaro to report back with replacements cost urgently.

Concerns re Close of Theatre Facility Over Christmas/New Year Period

Peter Pattinson raised concerns regarding the closure of the Burdekin Theatre Facility over the Christmas Period. He suggested that Council give consideration to reducing the closing times over the usual Christmas/New Year period.

Use of Burdekin Theatre Electronic Sign/What's On Posters

The group expressed the importance of having the electronic sign at the front of the Burdekin Theatre up to date at all times, especially over the Christmas Period. It was further noted that the Council 'What's On' Posters be kept up to date at all times, noting the timeframe of events.

Burdekin Theatre Gift Vouchers

It was recommended that investigations be sought into having Burdekin Theatre Gift Vouchers available, especially in the lead up to the Christmas Period.

Concerns were also raised that Friends of the Burdekin Theatre were unable to use theatre tickets as raffle prize. Tony Vaccaro undertook to investigate this matter and report back at the next meeting.

Ticket Collection/Purchases Prior to Show

Concerns were raised with regard to the large line up of people both collecting and purchasing tickets within the hour prior to Theatre Shows. Tony Vaccaro undertook to look into the possibility of having a separate line for ticket collections.

Suggestion of Mayor's Command Performance

Cr. John Woods raised the idea of possibly holding a Mayor's Command Performance at the Burdekin Theatre, in the aim of rebuilding Theatre audiences. It was suggested that a sub-committee be formed to organise this event, with a production time around Easter 2017.

There being no further business, the meeting closed at 5.40pm

NEXT MEETING – Monday 28th November at 3.30pm.

4 REPORTS

5 GOVERNANCE & LOCAL LAWS

5.1 Quotations - QBSC/16/029 - Project Co-Ordination and Management - Energy Efficiency Projects

Document Information

Referring Letter No: N/A

File No: 1462

Name of Applicant: N/A

Location: Burdekin Shire

Author and Title: Dan Mulcahy, Manager Governance and Local Laws

Executive Summary

An Energy Audit has previously been undertaken on Council sites. A recommendation from the audit was to follow up on various energy saving initiatives such as LED lighting and solar power. Quotations have been sought to engage a specialised consultant to follow on from the audit and develop a co-ordinated and logical roadmap of energy efficiency initiatives to be investigated and undertaken and guide Council through a process of implementing such initiatives where proven economically feasible.

Recommendation

That in respect of QBSC/16/029:

1. The Council accepts the recommendation of the evaluation committee and engages Tropical Energy Solutions on the following basis:
 - a) accept the quotation for the provision of the coordinated and logical plan of energy efficiency initiatives or roadmap; and
 - b) accept the quotation for implementation of initiatives subject to receipt and acceptance of fixed prices for each of the energy efficiency initiatives to be undertaken.
2. that the project be funded from the recurrent maintenance reserve.

Background Information

During 2013/14, an Energy Audit (Level 2 as per Australian Standard 3598:2000) at all sites for which metered Ergon Energy electricity accounts are operated was undertaken.

As a result Council has implemented the recommended tariff changes where Ergon has approved.

The Audit also indicated other energy saving initiatives were likely (such as LED retro fitting), however, further analysis is required to firmly establish the business case for each initiative.

Council at its meeting held on 2 August 2016 resolved to seek quotations to progress energy efficiency projects for the Council.

The quotation specification defined the role of the respondent as follows:

1. To develop a co-ordinated and logical roadmap of energy efficiency initiatives to be investigated and implemented.
2. To investigate the feasibility of projects including the business case for each project.
3. To co-ordinate and manage the delivery of the project via but not limited to the following services:-
 - i. Planning
 - ii. Site investigations
 - iii. Business case development including ROI/pay back periods and sign off by Principal
 - iv. Tender document preparation
 - v. Tender evaluation
 - vi. Construction phase/contract administration services

The implementation timetable was defined as:

- Priority 1 – Development of a roadmap of energy efficiency initiatives is to be prepared, agreed and adopted by Council.
- Priority 2 – Implementation of the roadmap depending on funding constraints.

As part of the funding of the energy efficiency initiatives, Council will investigate whether any external funding is available and the criteria for same. This funding element may dictate the timing of the delivery of the projects.

The type of infrastructure projects under consideration includes:

1. Supply and installation of solar PV systems.
2. Office lighting upgrades and retrofits with LED lighting.
3. Heat reflectant coatings.
4. Determining the efficiency and/or upgrade of office HVAC systems.

The type of non-infrastructure projects include:

1. Energy efficient training for Council staff.
2. Continuous energy management tasks such as tariff analysis and electricity account management.

Evaluation Panel

An evaluation panel of Keith Lewty, Facilities Management Coordinator; Dan Mulcahy, Manager Governance and Local Laws; and Cr. Bonanno met to discuss and provide a recommendation on the successful tenderer.

Council resolved on 4 October 2016 to appoint Cr. Bonanno as Council's Representative on the Energy Efficiency Projects Working Group.

Quotations Received

Eleven (11) quotations were received and considered.

Link to Corporate/Operational Plan

4.1.6 Promote the adoption of environmental best practice by Council, residents and business.

Consultation

Consideration of quotations received. No further consultation required.

Legal Authority or Implications

Requirement to follow Local Government Regulation 2012 with regard to calling of quotations.

Policy Implications

N/A

Financial and Resource Implications

It is intended to fund the project work from the Recurrent Maintenance Reserve. Monies from this source should be used for once off projects and not for recurring operational expenditure. This project complies with this requirement.

The funding of future initiatives may also be funded from this source. It is expected that if future initiative is undertaken, it will result in a reduction in operational expenses.

As part of the funding of the energy efficiency initiatives, Council will investigate whether any external funding is available and the criteria for same. This funding element may dictate the timing of the delivery of the projects.

Report prepared by:

Dan Mulcahy – Manager Governance and Local Laws

Report authorised by:

Dan Mulcahy – Manager Governance and Local Laws

Attachments

Nil

6 CLIENT SERVICES

6.1 Staff Accrued Annual Leave and Long Service Leave Entitlements Reports

Document Information

Referring Letter No: N/A

File No: N/A

Name of Applicant: Belinda Tinus

Location: Council

Author and Title: Belinda Tinus

Executive Summary

Discussion regarding current Annual Leave and Long Service Leave accrued entitlements for staff.

Recommendation

That the Staff Accrued Annual Leave and Long Service Leave Entitlement Reports be received and adopted.

Background Information

Council regularly monitors and reports on Annual Leave and Long Service Leave entitlements of staff for Management review.

Link to Corporate/Operational Plan

N/A

Consultation

N/A

Legal Authority or Implications

N/A

Policy Implications

EBA requirement

18.3 Council encourages all employees to take their full complement of annual leave during each year of employment. If the employee accumulates more than ten weeks annual leave Council requires the employee to submit a plan to take all leave in excess of the ten weeks within a reasonable time frame.

21.6 Employees will be required to keep their long service leave balance below two blocks of entitlement (i.e. twenty years). Employees who exceed this entitlement will be required to submit an appropriate leave plan to reduce their balance within an appropriate timeframe.

Financial and Resource Implications

N/A

Report prepared by:

Belinda Tinus

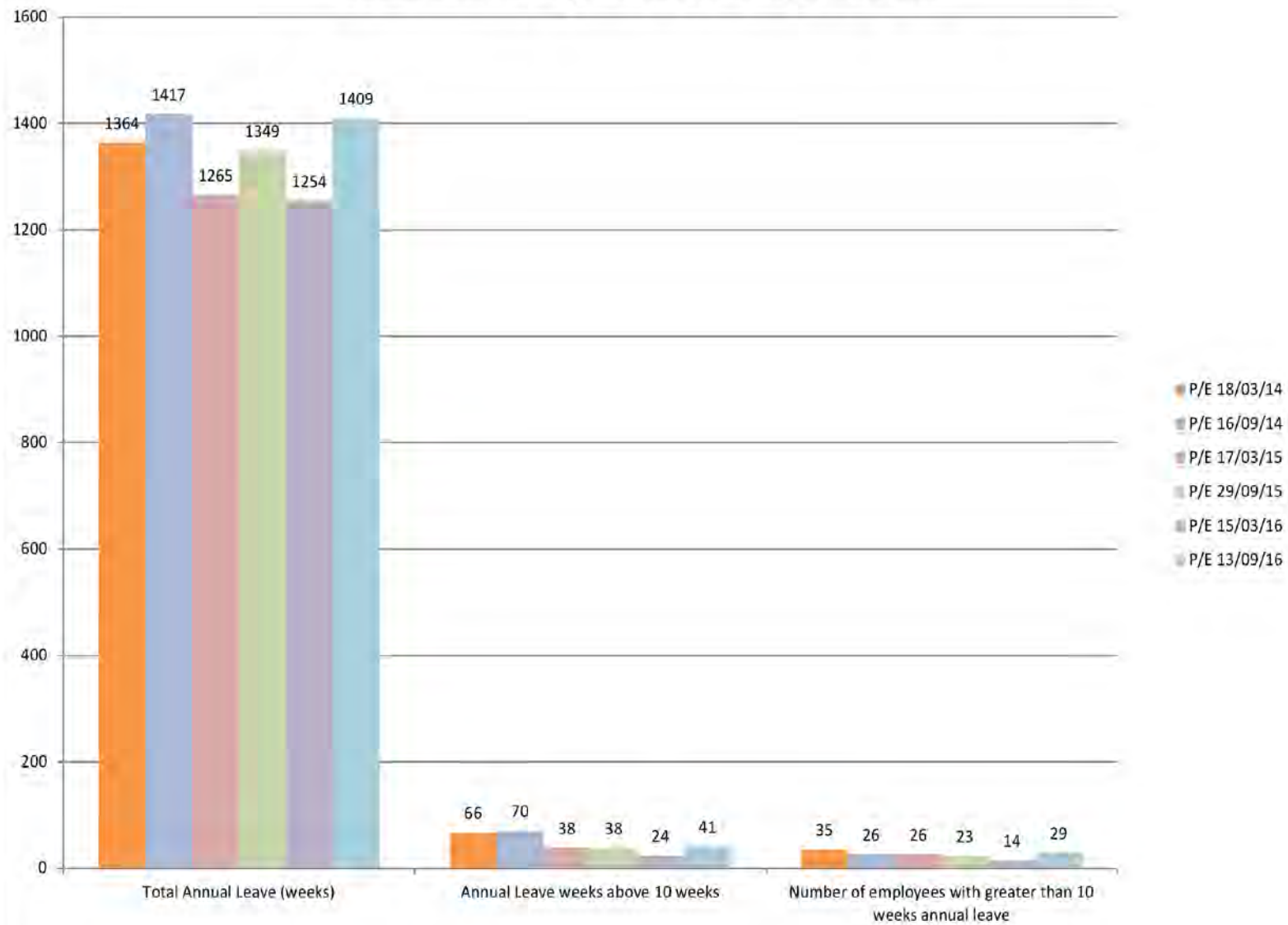
Report authorised by:

Eileen Robinson

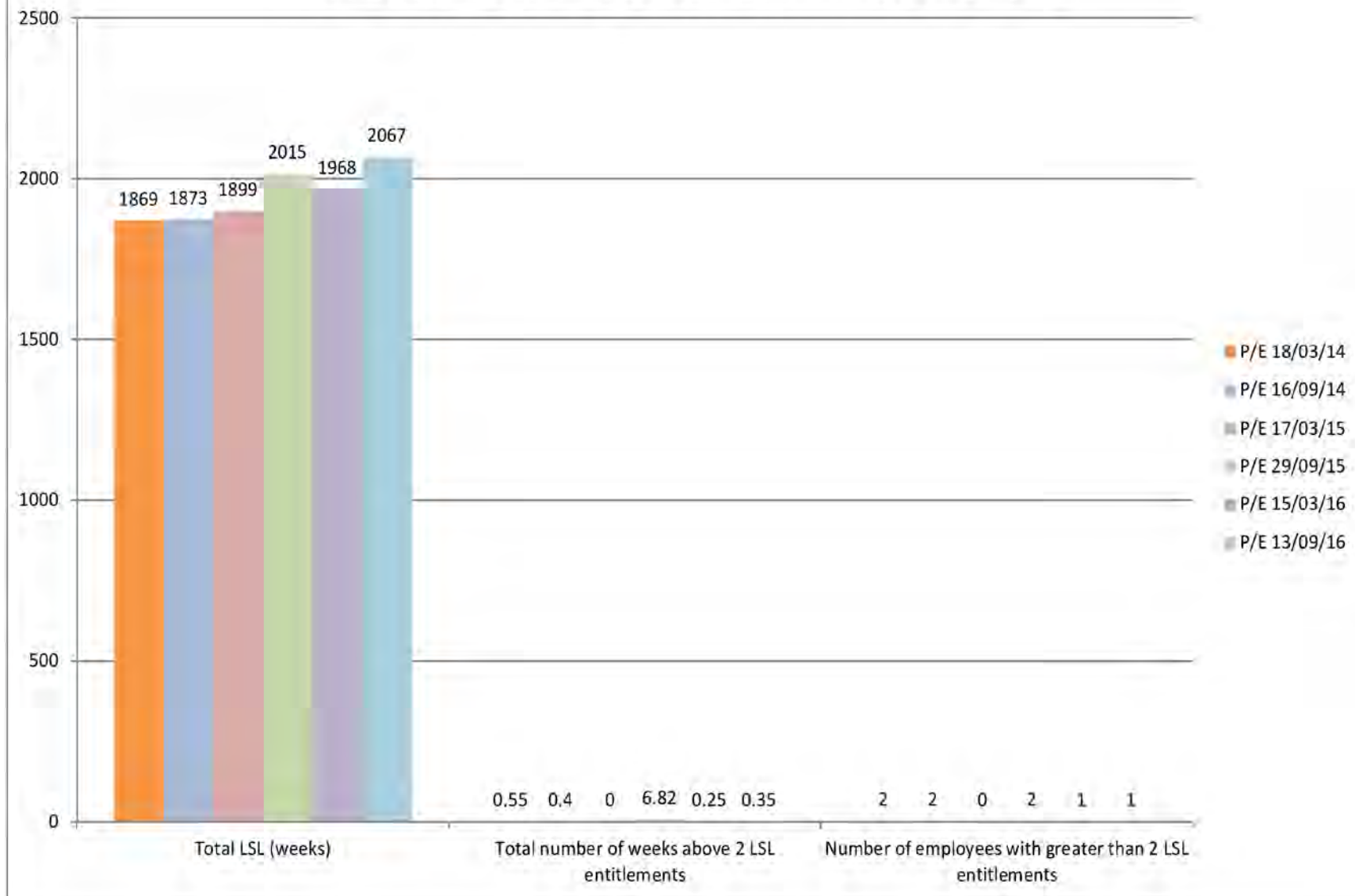
Attachments

1. Annual Leave Report – Period Ending 13 September 2016
2. Long Service Leave Report – Period Ending 13 September 2016

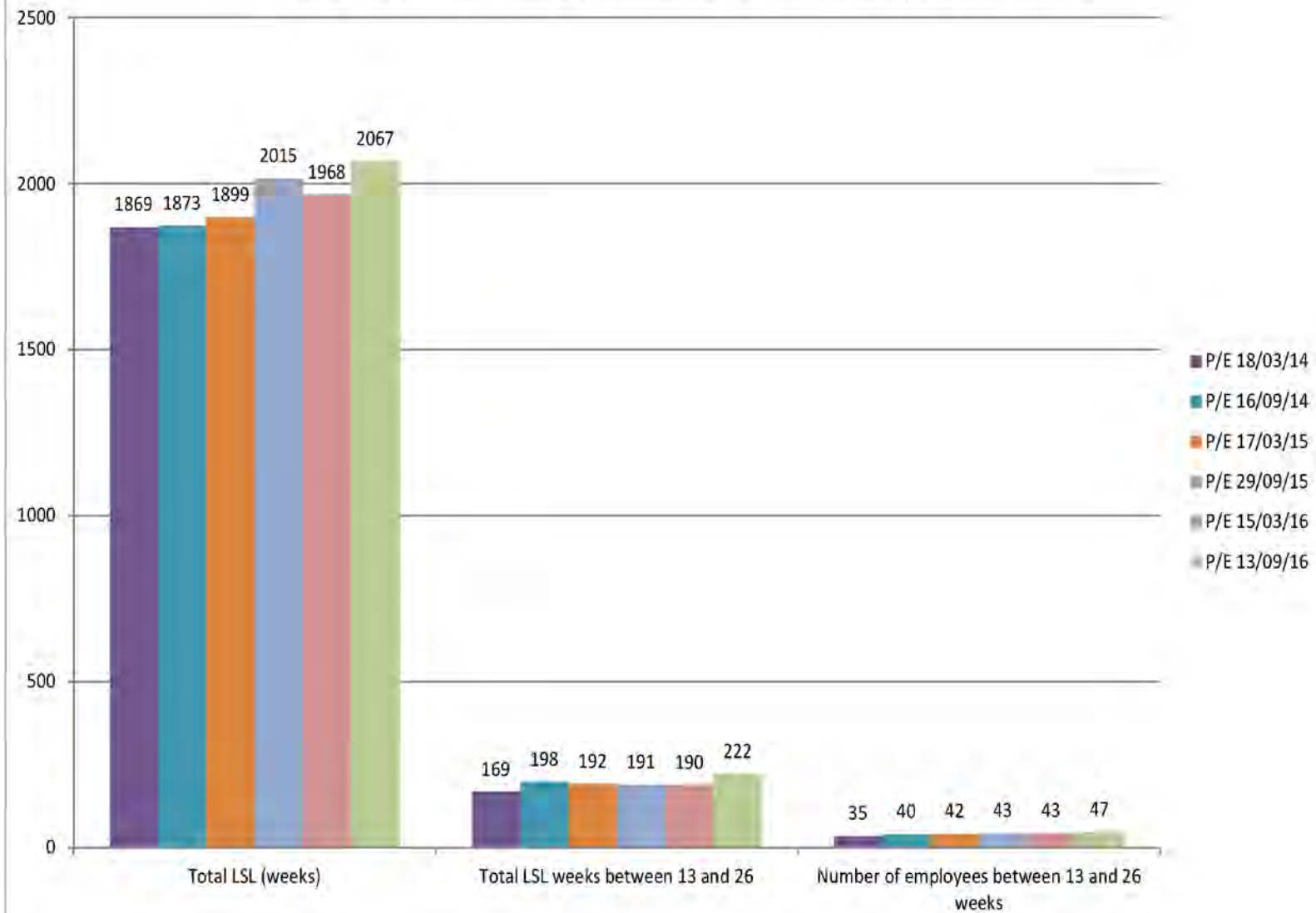
Annual Leave Report for Council P/E 13.09.16



Long Service Leave Report for Council P/E 13/09/16



LSL Report for Council (13weeks to 26weeks) P/E 13/09/16



7 FINANCIAL & ADMINISTRATIVE SERVICES

8 OPERATIONS

9 TECHNICAL SERVICES

10 PLANNING & DEVELOPMENT

11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

14 CORRESPONDENCE FOR INFORMATION

Tabled Separately

15 GENERAL BUSINESS

16 CLOSED MEETING ITEMS

17 DELEGATIONS

17.1 Presentation - Police-Citizens Youth Club

10.00am – Mr. Andrew Sherrington - Branch Manager and Mrs. Jackie Kiloh – Program/Projects Coordinator of Police-Citizens Youth Club, to present an overview of the youth programs being delivered in the Burdekin.

17.2 Presentation - Ergon Energy

11.00am – Mr. Andrew Gillespie, Meter Strategy Manager of Ergon Energy, to present the LED Streets Project.

17.3 Presentation - Regional Development Australia

11.30am – Ms. Glenys Schuntner, Chief Executive Officer of Regional Development Australia, to present an overview of Regional Development Australia and how they can provide assistance to Local Government.

