



DISTRICT COUNCIL of PETERBOROUGH



MINUTES of the **ORDINARY COUNCIL MEETING**
held in Council Chamber on Monday 16th April 2018 @ 7.33pm

Heather Parker on behalf of the Interchurch Council offered prayer over the meeting.

1. **ATTENDANCE:**

Her Worship the Mayor (I R Whittle), Crs C Chambers, L Clapp, L Draper, F Hardbottle, G Mercer, K Miller & Messrs P McGuinness (Chief Executive Officer) & C Thomson (Works Manager)

2. **APOLOGIES:** Crs S Mesecke & M Burford

Cr C Chambers moved Cr L Draper seconded that the apologies be accepted.

CARRIED

3. **MINUTES – CONFIRMATION:**

3.1 Council meeting held 19th March 2018

Cr C Chambers moved Cr G Mercer seconded that the minutes of the Council meeting held 19th March 2018 be confirmed, subject to the following amendments: **CARRIED**

Cr L Clapp moved Cr L Draper seconded the amendment:

15.8 LAND SALE – remove “30 Wright Street”

CARRIED

Cr C Chambers moved Cr L Clapp seconded that Cr K Miller’s name be added to the 3.1 minutes amendment, re subject 19.2 from 19/02/2018 council meeting minutes.

CARRIED

4. **BUSINESS ARISING:**

4.1 Council meeting held 19th March 2018 - Nil

Cr G Mercer queried the Potter family meeting with the Yongala Hall Committee.

Cr K Miller updated council.

7.30pm to 7.35pm Mrs B Spooner addressed Councillors regarding RV Campsite compliance.

5. **NOTICE OF MOTION:** Nil

6. **PETITIONS:** Nil

7. **QUESTIONS ON NOTICE:** Nil

8. **MAYORAL REPORT:**

Cr L Draper moved Cr F Hardbottle seconded that the Mayoral report be received.

CARRIED

- * Attended meeting re Peterborough re-branding project.
- * Strategic Plan meeting – draft to go for public consultation.
- * CEO appraisal meetings held and finalised.
- * Judged St Joseph’s sports marching and health hustle.
- * Opening night of Peterborough Art Prize.
- * NRM Board – attended at Martindale Hall.
- * Mid North Health Advisory Council meeting – Jamestown.
- * Unveiling of WWI telegram at history rooms.
- * Spoke to students at St Joseph’s re council and budgets.

- * Opening of golf club winter season.
- * Attended talk on WWI and WWII sites in Europe by Kath Giles.
- * Conducted a quiz at the Probus regional rally and sang with choir.
- * Took part in the filming session at Peterborough carriage for re-branding project.
- * Spoke to Regional Development Australia board re Peterborough projects.
- * Peterborough Expo Day – visited stalls.
- * Opened Youth Week and attended games evening / film in Sporting Complex.
- * Patrons Trophy Day and afternoon tea at Peterborough golf club.
- * Steamtown and tourism meeting – budget discussions.
- * Mayoral office – visits by residents and signing of papers as a JP.

9. DELEGATES' REPORTS: Nil

10. DEVELOPMENT OFFICER'S REPORT:

Cr C Chambers moved Cr F Hardbottle seconded that the Development Officer's report be received.
CARRIED

11. ENVIRONMENTAL HEALTH OFFICER'S REPORT:

Cr K Miller moved Cr L Draper seconded that the Environmental Health Officer's report be received.
CARRIED

12. GENERAL INSPECTOR'S REPORT :

Cr C Chambers moved Cr F Hardbottle seconded that General Inspector's report be received.
CARRIED

13. WORKS MANAGER'S REPORT:

Cr L Draper moved Cr K Miller seconded that the Works Manager's report be received
CARRIED

14. FINANCE & ADMINISTRATION REPORT:

Cr L Draper moved Cr F Hardbottle seconded that the Finance & Admin. report be received.
CARRIED

14.1 MONTHLY FINANCIAL RESULTS

Cr F Hardbottle moved Cr K Miller seconded that the Bank Reconciliation, Cheque Listing, Operating Statement, Operating Statement over functions, Statement of Financial position, Statement of changes in Equity and Budget comparison be received and contents noted.
CARRIED

15. CHIEF EXECUTIVE OFFICER'S REPORT & LATE REPORT:

Cr G Mercer moved Cr C Chambers seconded that the Chief Executive Officer's report & late report be received.
CARRIED 15.1

MULTIPLE POLICY AND PROCEDURE UPDATES

Cr C Chambers moved Cr Miller seconded that Council adopt the following policies and procedures:

- Complaints Handling Procedure – Elected Members
- Complaints Policy
- Whistleblower Protection Policy
- Access to Council and Committee Meetings and Documents – Code of Practice

CARRIED 39/04/18

15.2 PROCUREMENT OF SPECIALIST SUPPLIERS

Cr F Hardbottle moved Cr C Chambers seconded

1) That Council engage:-

- The Dematec Group for the specification, supply and installation of instrumentation and associated equipment for the Peterborough High Rate Algal Ponds in accordance with their quotation No.Q8074-V2 dated 04th April 2018; for \$96,480.00; and
- Brister and Co Pty Ltd to specify, design, fabricate, supply and install the HRAP Paddle Wheels, Drive Trains and associated equipment in accordance with their quotation of \$95,000.00.

2) That Council record the reasons for departing from its adopted Purchasing Policy are due to unique knowledge of the recommended suppliers, the need for urgency to meet extremely restrictive Federal Government grant funding deadlines, the recommended suppliers' proven ability to deliver under tight deadlines in remote areas, and previous market tested pricing ensuring satisfactory value-for-money.

CARRIED 40/04/18

15.3 BITUMIZING

Cr C Chambers moved Cr K Miller seconded that Council appoint Mini Pave to carry out the bitumizing of all trenches associated with the CWMS project and that Council invokes 8.10.3 from the procurement policy.

CARRIED 41/04/18

9pm Meeting adjourned

9.18pm Meeting reconvened

16. CORRESPONDENCE FOR INFORMATION:

Cr G Mercer moved Cr L Clapp seconded that the correspondence for information be received.

CARRIED

16.1 RV PARK NOTES AND RECEIPTS LEFT BY USERS – Update

16.2 AUTOMATED WEATHER STATION – Reply from the Bureau of Meteorology

16.3 NORTHERN PASSENGER TRANSPORT – Newsletter – April 2018

16.4 BELINDA SPOONER – Letter re RV Campsite

18. QUESTIONS WITHOUT NOTICE:

Cr K Miller – Queried Mike Stephenson's time left managing the project.
Advised that the hours would be reduced sometime in May.

Cr L Clapp – Queried the Senior Citizens' PA system, as it is old and may need repairing/replacing soon.

Mayor – Queried placing a windmill in the Don Ferguson Drive garden.

Cr C Chambers – Requested that the Town Hall caretaker check the Town Hall flags more frequently.

Cr K Miller – To make enquiries about windmills.

Mayor – Requested the CEO to look at the Senior Citizens' Hall care and control.

19. MOTIONS WITHOUT NOTICE: Nil

20. MOTION IN CONFIDENCE - CEO:

Cr F Hardbottle moved Cr C Chambers seconded that:

1. pursuant to Section 90(2) of the Local Government Act, 1999, the public other than the Chief Executive Officer, and Works Manager be excluded from the meeting to receive, discuss and consider this report and information contained in this report, on the basis of Section 90(3){e}
2. pursuant to Section 91(7) of the Local Government Act, 1999, the District Council of Peterborough orders that this report, and the advice received relating to this report, be kept confidential until 30th June 2018, at which time this order will be reviewed, and pursuant to Section 91(9){c}, Council delegates to the Chief Executive Officer the power to revoke this order.

CARRIED 42/04/18

CARRIED 43/04/18Conf

20. NEXT MEETING:

Monday 23rd April 2018 @ 7pm

Monday 21st May 2018 @ 7.30pm – Ordinary Meeting

CLOSURE

Mayor Whittle declared the meeting closed at 10.30pm

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Mayor I.R. Whittle OAM

..... Date

Update/A – APR '18 (A = Amended)	ADOPTED	Motion No.	REVIEW 2013 None	REVIEW 2014 Motion No.	REVIEW 2015 Motion No. 96/08	REVIEW 2016 Motion No.	REVIEW 2017 Motion No. 30/04	REVIEW 2018 Motion No.
Amended Rate Notices (Adjoining Properties)	19/01/04	05/04			17/8		18/4	
Apex Van – Lions	22/04/03	83/03			17/8		18/4	
Asbestos & Asbestos Cement	17/03/14	18/14			17/8		18/4	
Asset Accounting & Depreciation	16/06/08	94/08			17/8		18/4	
Aus. Day – Swimming Pool Entry	16/02/09	30/09			17/8		18/4	
Blue Slips	16/06/03	164/03			17/8		18/4	
**Building Fire Safety Committee	07/10/03	285/03			17/8		18/4	
Building & Swimming Pool Inspection	23/03/14	23/14			17/8		18/4	
Caretaker Policy & Guidelines	21/07/14	74/14			17/8		18/4	
Casual Vacancy – Elected members	22/11/10	236/10			17/8		18/4	
Cemeteries	20/04/15	36/15			17/8		18/4	
Code of Conduct – Elected members	22/04/03	77/03	19/8/13A		17/8		18/4	
Code of Conduct – Employees	18/03/13	45/13			17/8		18/4	
Code of Practice – Access to Meetings, Committees & Docs (Major changes need to go to public consultation)	03/11/03	310/03	176/12/1 3A		17/8		18/4	39/4
Community Lands – Management Plans	05/10/04	271/04			17/8		18/4	
Complaints Policy & Procedure	16/04/18	39/18						
Complaints – Elected Members	18/11/13	157/13			17/02A 17/8		18/4	39/4
Conflict of Interest	21/03/16	24/16				24/03 177/11A	18/4	
Council Dev Assess Panel – Complaints Handling Policy	21/07/14	78/14			17/8		18/4	
Council Enforcement Policy	18/05/15	45/15			17/8	24/03A	18/4	
Council Members – Allowances & Benefits	22/04/14	31/14			17/8		18/4	
CWMS Hardship Policy	19/01/15	05/15			05/01 17/8		18/4	
Dawson Hall Inc.	05/12/05	328/05			17/8		18/4	
Disposal of Land & Other Assets	21/07/14	74/14			17/8		18/4	
Drugs & Alcohol	18/05/04	126/04			17/8		18/4	
Drug & Alcohol Policy Testing Proc	17/03/14	18/14			17/8		18/4	
Elected Members – Training & Development	19/01/15	05/15			05/01 17/8		18/4	
Elected Members – Records Mngmt	16/11/15	144/15			144/11		18/4	
Election Signs – Gen Approval G'lines	19/02/18	15/18						
Emergency Services/Fire Fighting	20/9/02	76/02W	14/1/13A		17/8		18/4	
Fair Treatment	21/01/08	05/08	63/13spA		17/8		18/4	
Financial Assistance – Groups	27/06/11	119/11sp			17/8		18/4	
Fire Arms – Use of	17/03/14	18/14			17/8		18/4	
Fire Prevention Officer (CFS)	16/10/17	82/17						
Fire Safety – Info from staff on Defect Notice	16/09/02	205/02			17/8		18/4	
Flags	18/01/10	01/01/10			17/8		18/4	
Flood Drain Fence	03/11/03	318/03			17/8		18/4	
Food Regulations – Inspection Fees	01/03/04	30/04			17/8		18/4	
Food Re-Inspection Fee	15/06/09	116/06/09			17/8		18/4	
Fraud & Corruption Prevention	21/12/09	252/12/09		31/04A	17/8		18/4	
“Free” Waste Pickup – Pensioners	21/11/05	310/05			17/8		18/4	
“Free” Waste Pickup	21/11/05	311/05			17/8		18/4	
Funding	22/04/14	31/04			17/8		18/4	
Grids on Public Roads	06/05/0W 21/05/02	44/02W			17/8		18/4	
Handling Frivolous or Vexatious Complaints	22/08/16	126/16				126/08	18/4	
Human Resource Policy	20/05/03	126/03			17/8		18/4	
Humane destruction of Galahs & Little Corellas – Code of practice	6/5/02w 21/05/02	43/02W			17/8		18/4	
ID required for Dog Registration	18/05/15	45/15			17/8	24/03A	18/4	
Induction for New Councils	21/07/14	78/14			17/8		18/4	
Informal Gatherings	21/03/16	23/16				23/03 178/11A 200/12A	18/4	

Update/A – APR '18 (A = Amended)	ADOPTED	Motion No.	REVIEW 2013 None	REVIEW 2014 Motion No.	REVIEW 2015 Motion No. 96/08	REVIEW 2016 Motion No.	REVIEW 2017 Motion No.	
Installation of pipeline – under a Council road	15/11/04	306/04			17/8		18/4	
Internal Control	20/05/03	127/03			17/8		18/4	
Interpretative signs	19/07/04	200/04			17/8		18/4	
Leave : Annual + Long Service	01/03/04	45/04			17/8		18/4	
Local Nuisance & Litter Control Procs:	18/09/17	75/09						
<ul style="list-style-type: none"> • Evidence Collection • Expiations • Obtaining a Warrant • Prosecutions • Litter (Identifying & Measuring) • Assessment of Material or Serious Environmental Harm • Issuing of Notices • Managing Nuisance Complaints 								
Mulch Deliveries	07/07/03	174/03			17/8		18/4	
Naming Roads & Public Places	22/04/14	31/14			17/8		18/4	
Needle-Sticks/Sharps	17/03/14	18/14			17/8		18/4	
Non-Smoking	17/03/14	18/14			17/8		18/4	
Ombudsman Enquiry Procedure	22/04/14	31/14			17/8		18/4	
Order Making	20/11/17	93/17						
Privacy Policy	21/07/14	74/14			17/8		18/4	
Procurement	17/03/14	18/14			17/8		18/4	
Prudential Management	15/07/13	102/13			17/8		18/4	
Public Consultation (Major changes to policy need to go to public consultation)	18/12/00	None given		82/08A	17/8	123/08A	18/4	
R.S.L. Auxiliary – ANZAC B'fast					17/8		18/4	
Rating Policy	21/07/14	74/14			17/8		18/4	
Records Management & Procedures	16/02/15	17/15			145/11A		18/4, 82/10	
Request for Service	22/04/14	31/14			17/8		18/4	
Review of Council Decision	22/04/14	31/14			17/8		02/01A, 18/4	
Risk Management	16/11/09	236/09			17/8		18/4	
Corporate Governance – Risk Management Policy & Proc	21/07/14	74/14			17/8		18/4	
Road Rent – Yongala	18/02/08	18/08			17/8		18/4	
Roadside Vegetation Management Plan	07/10/03	281/03			17/8		18/4	
Safe Environment Policy & Proc	19/8/13	119/13			17/8		18/4	
Signatories Policy	22/11/10	234/10			17/8		18/4	
Slashing Policy	18/10/10	211/10			17/8		18/4	
Snake Management Procedure	16/10/17	82/17						
Staff Vehicles	19/03/09	53/09			17/8		18/4	
Tables & Chairs on Footpaths	18/02/02	29/02			17/8		18/4	
Threatening Behaviour at any Council Place of Work	20/06/16	80/16				80/06	18/4, 47/5A, 94/11A	
Treasury Management	21/07/14	74/14			17/8		18/4	
Tree Guides - Footpath	19/11/07	220/07			17/8		18/4	
Tree Management	06/12/04	316/04			17/8		18/4	
Unightly Land	01/03/04	39/04			17/8		18/4	
Volunteer Policy	01/11/04	299/04			93/08spA 17/8		18/4	
Waste & Recycling Policy	17/05/10	96/10			17/8		18/4	
Waste/Transfer/Recycling Operations	18/01/10	03/10			17/8		18/4	
Whistle Blowers Protection	21/12/09	253/09			17/8		18/4	39/4
Work Zone Traffic Management Audit	17/03/14	18/14			17/8		18/4	

Update/A – APR '18 (A = Amended)	ADOPTED	Motion No.	REVIEW 2015 Motion No.96/08	Procedure Updated 2015/6	Review 2017	Date of Next Official REVIEW
WHS ONE SYSTEM	18/11/13	160/13				
WHS & Return to Work Policy	18/11/13	160/13	110/9A		92/11A	06/2020
Suitable Employment Proc	15/02/16	10/16				
Re-Employment Proc (Work Injury)	15/02/16	10/16				
Workplace Return to Work Proc	19/12/16			201/16		09/2020
Hazard Management Policy	18/11/13	160/13	110/9A			09/2020
Incident Reporting & Investigation Proc	18/11/13	160/13	17/8	08/16		11/2018
Plant Proc	18/11/13	160/13	17/8	08/16		11/2018
Hazard Management Proc	18/11/13	160/13	17/8	08/16		11/2018
Workplace Inspection Proc	18/11/13	160/13	17/8	08/16		11/2018
Admin of the WHS Management System Policy	18/11/13	160/13	110/9A			09/2020
WHS Document Management Proc	18/11/13	160/13	17/8	08/16		11/2018
WHS Internal Audit Proc	18/11/13	160/13	17/8	08/16		11/2018
WHS Induction & Training Proc	18/11/13	160/13	17/8	08/16		11/2018
WHS Corrective & Preventative Actions Proc	18/11/13	160/13	17/8	08/16		11/2018
Planning & Prog Dev Proc	18/11/13	160/13	17/8	08/16		11/2018
Communication & Consultation Policy	18/11/13	160/13	110/9A			09/2020
WHS Cons & Communication Proc	18/11/13	160/13	17/8	08/16		11/2018
WHS Contractor Management Policy	18/11/13	160/13	110/9A			09/2020
WHS Contractor Management Proc	18/11/13	160/13	17/8	08/16		11/2018
WHS Emergency Management Policy	18/11/13	160/13	110/9A			09/2020
WHS Emergency Management Proc	18/11/13	160/13	17/8	08/16		11/2018
First Aid Proc	17/02/14	11/14	17/8	08/16		02/2019
Hazardous Work Policy	18/11/13	160/13	110/9A			09/2020
Confined Space Proc	18/11/13	160/13	17/8	08/16		11/2018
Asbestos WHS Proc	19/12/16			201/16	04/01A	12/2019
Isolation/Lockout Tag Out Proc	18/11/13	160/13	17/8	08/16		11/2018
Electrical Safety Proc	18/11/13	160/13	17/8	08/16		11/2018
Hazardous Manual tasks Proc	18/11/13	160/13	17/8	08/16		11/2018
Prevention of Falls Proc	18/11/13	160/13	17/8	08/16		11/2018
Hot Work Proc	18/11/13	160/13	17/8	08/16		11/2018
Work Zone Traffic Management Proc	19/05/14	47/14	17/8	08/16		05/2019
Excavation & Trenching Proc	18/11/13	160/13	17/8	08/16		11/2018
Inclement Weather/Heat Stress Proc	17/02/14	11/14	17/8	08/16		02/2019
Remote/Isolated Work Proc	17/02/14	11/14	17/8	08/16		02/2019
Hazardous Chemicals Proc	18/11/13	160/13	17/8	08/16		11/2018