



Phone: 07 4745 5100
Fax: 07 4745 5181
office@burke.qld.gov.au

Musgrave Street Burketown
PO Box 90
BURKETOWN QLD 4830

*Agenda and Business Papers
Burke Shire Council Ordinary General Meeting
Thursday 12th December 2013
9.00am Council Chambers*

9.00 am	Opening of meeting
10.30 am to 11.00 am	Morning Tea
12.00 pm to 1.00 pm	HACC Christmas Luncheon

01	Opening of Meeting	3
02	Record of Attendance	3
03	Prayer	3
04	Consideration of applications for leave of absence	3
05	Confirmation of minutes of previous meeting(s)	4
	05.01 General Meeting 21 November 2013	4
06	Condolences	4
07	Deputy CEO Reports.....	5
	07.01.01 Works and Services Monthly Update Report	6
	07.02.01 Workshop and Fleet Report	11
	07.03.01 Executive Officer Monthly Report	12
	07.03.02 Proposed Council Meeting date for 2014	17
	07.04.01 Finance Monthly Update Report – for the month of November	19
	07.05.01 Deputy CEO Report	21



08	Chief Executive Officer Reports	24
	08.01.01 Chief Executive Officer Monthly Update Report.....	25
	08.01.02 Amendment to Administration Local Law 1 and Community and Environment Management Subordinate Local Law 3.....	26
09	Late Item Reports.....	28
	09.01 Revision of Councillor Code of Conduct Policy.....	29
	09.02 Material Change of Use – Burke Shire Community Hub.....	31
	09.03 Half yearly budget update – revenue and expenditure figures only	39
	09.04 Council Bank Accounts - Options.....	41
	09.05 Reform of Northern Australia Zone Allowance.....	44
	09.06 Financial Assistance Grant Methodology	46
	09.07 Review of Corporate Plan 2010 to 2015.....	48
	09.08 Portfolios.....	50
	09.09 Allocation of funding for purchase of vehicle for WHSA.....	52
10	Consideration of Notice(s) of Motion and Petitions	54
	10.01 Notices of Motion	54
	10.02 Petitions.....	54
11	Mayoral Report.....	54
12	Councillor Reports	54
13	New business of an urgent nature admitted by Council	54
14	Closed session reports	54
	14.01 Provisional Housing Allocations	54
	14.02 Tender 13-21 Sale of Prado.....	54
15	Deputations and presentation scheduled for meeting	55
16	Closure of meeting.....	55

01 Opening of Meeting

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

02 Record of Attendance

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

03 Prayer

Led by Cr Forshaw

04 Consideration of applications for leave of absence

None received at close of agenda.

05 Confirmation of minutes of previous meeting(s)

05.01 General Meeting 21 November 2013

Recommendation

That the Minutes of the General Meeting of Council held on 21 November 2013 as presented be confirmed by Council.



131121 Confirmed
Minutes.pdf

06 Condolences

None received at close of agenda.

07 Deputy CEO Reports

07.01.01 Works and Services Monthly Update Report
07.02.01 Workshop and Fleet Report
07.03.01 Executive Officer Monthly Report
07.03.02 Proposed Council Meeting date for 2014
07.04.01 Finance Monthly Update Report – for the month of November
07.05.01 Deputy CEO Report

Works and Services Reports

07.01.01 Works and Services Monthly Update Report

DEPARTMENT: Works and Services

RESPONSIBLE OFFICER: Works Manager

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

DATE: 28th November 2013

LINK TO COUNCIL PLAN/S: Works Program

1. WORKS MANAGER

Roads:

TIDS: Doomadgee Road West

- Unable to complete signage installation due to weather conditions.
- Sealers may look to complete work prior to shutdown, weather permitting.

RMPC: DTMR directive to spend half of 2013-2014 RMPC budget by December 15 has encountered weather-related issues, but is still on track.

- Leichardt Bridge approaches: completed
- 78A potholing: completed
- Camooweal Road heavy grade: impacted by weather

Staffing arrangements: Council is indebted to a number of casual appointments who were able to fill key positions in the Roads Crew during the concluding stages of Council's Road Works program for the calendar year. An invitation to the BSC Christmas Party has been extended to these appointments.

RRTG: There was no opportunity to attend the most recent RRTG Technical Committee meeting in Julia Creek. Council did, however, fulfil its requirements to provide relevant information to the Technical Committee (although we still have one TIDS report outstanding).

Council has now received copies of the common set of contracts governing small-medium-large sized tenders. While there has not been an opportunity to go through the whole series of these contracts, it is immediately evident that the ancillary documentation (checklists and other guides) that accompany each contract will make them easy to adopt and implement.

In-Kind Work for CLCAC: A block-clearing / septic removal job has been costed by Council. Provided road works go according to schedule, the plan is to commence these works week beginning 16th December.

2. RANGER/WORKPLACE HEALTH AND SAFETY OFFICER

Induction/s

Shaneen Petersen – Cleaner – Parks & Gardens crew

Incident/s reported for this period: see DCEO report

Hazard Inspection/s: Nil for this period

Hazard Reports – Nil for this period

General

- Traffic counters installed in the following places :-
 - Floraville road
 - Camooweal road after hay farm
 - Before Century mine
 - After Century mine
 - Escott road, difficult installation due to no bitumen, installed on concrete causeway.
 - For Information on road usage, units and installations are continually checked for wear and tear and information regularly downloaded for management, last read 8th November.
 - Traffic counter before Century turnoff had to be repaired when one of the road tubes prematurely failed
- Air quality meters used for confined space entry have both been sent for servicing / recalibration and are both now back in service.
- Works safety plan and Traffic management plan for RMPC Gregory/ Camooweal road, completed an onsite induction prior to commencement of road works.
- Obtained hi visibility shirts for casual truck driver on RMPC job and got his licences and tickets copied
- Ordered supplies to clean and replenish vehicle first aid kits during the wet

Workers Compensation

Nil employees currently on a Workers Compensation claim or under taking Workplace Rehabilitation

Litter Management

No campers now storms have started, rubbish bins have been returned, washed and stored
 Dumping Points x 7 arranging to get filled and the areas rehabilitated prior to the wet
 Following is a summary of where bins are currently placed and maintained

Sites Visited

Truganini Creek/Jetty
 Meat Works
 Brim hole (Nicholson river)

2 Bins in the area
 All bins returned
 1 Bin –
 away – now can't be accessed

Report

Area popular.
 access too wet
 Bin was returned to area whilst I was
 away
 All bins returned access to wet
 at the crossing- still being utilised, up
 out of stream flow if river rises.
 still being utilised, up out of stream
 flow if river rises

River Road

Beamesbrooke Xing

Gregory Xing

Around town conduct a daily early morning deadie run on town and entrance roads to remove nightly road kills before residents / visitors get about also do an early morning check and a general emu parade of town streets. 7 dead wallabies removed from town roads during this period

Animal Control

- One Cat trap still at Mudgee's. No cats have been reported.
- Have disposed of 13 dogs so far this year and impounded 4.

Pest Control

- Weed spraying Rubber vine, Belly ache bush, and Calotrope on Council road reserves and Mesquite and Prickly acacia in Town Common when time permits.
- Chemicals required for vegetation eradication and maintenance of Ergon solar yard at Doomadgee arrived and were distributed throughout yard with good results.
- Notices out for residences who require their yards to be misted for mosquito control

Complaints

Investigated phone call that dogs were harassing 2 horses inside the sewerage treatment effluent area.

General

- Servicing Skytrans RPT flights and daily airport checks whilst Bob Marshall on leave
- Monthly 1080 stock control sheet & Indemnity Forms to DNR Normanton.
- Obtained 4 tubs of "piggout" 1080 baits for Southern Gulf Catchments, they have conducted feral pig baiting trials with participating landholders within our shire –Yeldham station.
- Completed second 1080 baiting (see below)

Results second round 1080 baiting – September - 2013

24 Sept – Nardoo	100 kg	200 pig baits
25 Sept – Westmoreland	Factory baits	200 dog baits
26 Sept – Gregory Downs	Factory baits	200 dog baits
26 Sept – Almora	150 kg	300 pig baits
27 Sept – Escott/Punjab	1250 kg	2500 pig baits
9 Nov - Yeldham	Factory baits	320 pig baits (using feed hoppers)
13 Nov - Wernadinga	1500 kg	3000 Pig baits

400 dog baits distributed

6320 pig baits distributed

3. TOWN SUPERVISOR

- Two staff members are assisting with town and local road signage
- Wooden table and signs in the Morning Glory park are being given a facelift as time allows
- New staff member has joined the team, with a predominant focus on cleaning activities
- Meeting in regards to skeleton crew and work list was held
- Weather restricting work
- Christmas party preparations
- Wind from the cyclone has caused the rodeo ground toilet block to blow over. Until it is drier we cannot fully ascertain the damage that has been caused.

4. BUILDING MAINTENANCE

Maintenance and repairs are being conducted as and when possible.

5. UTILITIES SERVICES MANAGER

Water Treatment

- All systems operating satisfactorily
- Lagoons 1 and 2 normal ongoing maintenance
- Daily routine checks carried out
- WT office furniture has arrived and in the process of assembling and setting up
- Acid stock has arrived in the process of ordering further supply for the wet
- Hypo 10 stock has arrived in the process of ordering further supply for the wet
- Alum stock – 2 pallets on hand in the process of ordering further supply for the wet
- Water samples will be sent prior to the Christmas shutdown
- There was a power outage on the Escott feeder line on Wednesday 20th November 2013
- It was discovered a clamp on the wire had collapsed which resulted in a phase failure to the WTP, STP and Council House 10 also further along the line. Ergon linesmen rectified this fault on Thursday 21st November. This was apparently the result of a lightning strike.

Nicholson Pumping Station

- All systems operating satisfactorily
- Pumping happens twice a week, depending on the demand
- Genset is operated on a fortnightly basis
- Pumpwell and intake is okay
- Causeway water level has dropped in the last month, with the recent rain it has risen and should be running over the causeway
- Weir all okay

Sewer Pumping Station

- Daily routine checks carried out
- All stations operating satisfactorily
- Normal maintenance – ongoing
- Manholes and rising mains all okay
- Future works
 - Order stainless steel guide rails for pumps, at each station
 - Check and review status of spar replacement pumps
 - Follow up ordering of multitrode
 - Replacing damaged manhole covers

Sewer Treatment

- Daily routine check carried out
- Weekly maintenance schedule report blivet, every Wednesday
- UV unit is not operational – waiting for electrical wiring
- All pumps are operational
- Smaller pump is being used at present
- Lagoons both okay
- Fence compound and barbed wire okay
- STP Blivet unit power failure on the 26th November, Acubed Electrical rectified the fault on the 27th November, now operational

Water Reticulation

- Water services to new council houses are connected including water meters
- Waiting on a gate valve to complete the project in Bowen Street
- Ordinary maintenance to valves and Hydrants ongoing
- Flushing of water mains as required
- Tidying up of water connections

Burketown Aerodrome

- Airport shed tidying up including stocktake of equipment
- Service battery and kero flares
- Perimeter and terminal fence maintenance ongoing
- Runway inspection prior to RPT's flights
- Runway ordinary maintenance ongoing
- Runway lights, apron and terminal lights all operational

Skytrans Operations

- Inward and outward correspondence to agency support Cairns
- Routine checking in of passengers mail and freight
- Routine checks of inbound passengers mail and freight
- CASA and Skytrans Audit currently occurring
- Revisions Notice and Dangerous Goods Awareness paperwork

Cemetery

- Mowing watering occurring
- Planting of trees and shrubs
- Fence maintenance ongoing
- Future works
 - Burial register updates
 - Plaques for graves
 - Grave markers number

6. GREGORY

Water treatment and supply

- Daily monitoring: 3-5 checks daily due to the elevated level of the river and the heavy tannin colour of the water.
- Maintenance as required.
- All of our electrical systems are now functioning correctly, including the two raw water pumps. Problems related to phase rotation for these pumps were addressed by Tim Gunn (electrician).

- All dosing systems are running well and are ready for the event of a dirty river.
- Chemical quantities are under control:
- Chlorite usage is slightly elevated due to the heavy colour and bacteria levels in the water.
- The sludge dump valve on the clarifier has been ordered and should arrive shortly.
- This valve drains the settled dirt out of the clarifier which happens every 90 mins depending on turbidity so it is quite important to reinstall this as soon as possible (especially at this time of year).

Water reticulation

- Mains flushed weekly.
- Leaks: ongoing but repaired as required.

Parks and gardens

- The need to water to keep the greenery going has been reduced with 10 mm of rainfall last Sunday and 28 mm on Monday night.
- Cassy has been given the dimensions of the fence along the back of the park of 152m we have made the 2 gates for the truck turnaround.

Rubbish collection

- We are in the process of getting all the bins up the river to higher ground so that we don't lose them in the event of more rain / flooding.
- Wheelie bins collected Friday after lunch.
- The amount of rubbish runs per week is now down to one .

Toilets

- Done once a day in the morning and just a quick check in the arvo.

Depot

- Wiles crew is now gone and we are in the process of washing all the linen and making up the rooms.
- Kitchen and lounge are clean and ready for use
- The Myuma road works crew did not show up.

Other odds and ends

- The other street light isn't up yet but the post-hole digger will arrive shortly. This job is on the ASAP list.
- The skid steer is now here full time and we have the hydraulic broom so we can tidy up the parking areas and street corners.
- The sails in the play ground will go up as soon as the ground dries up a bit.
- BANNERS will be up hopefully by this afternoon.

7. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

NIL

Workshop and Fleet Reports

07.02.01 Workshop and Fleet Report

DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris Work Shop and Fleet Manager

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

DATE: 3rd December 2013

LINK TO COUNCIL PLAN/S: Works Program

1. GENERAL SERVICING AND MINOR BREAKDOWNS BEING THE MAIN WORK CARRIED OUT.

Plant Item	Works Carried Out
⇒ Plant #22 Multipak Roller	⇒ Hyd hose
⇒ Plant #457 10 tonner	⇒ A/C condenser
⇒ Plant #469 Multi tyred roller	⇒ Hub nuts, punctures
⇒ Plant #470 Loader	⇒ Bell housing
⇒ Plant #480 Prime mover	⇒ Guard and puncture
⇒ Plant #485 Backhoe	⇒ Leg ram
⇒ Plant #506 Drum roller	⇒ Electrical faults
⇒ Plant #510 Landcruiser	⇒ Punctures
⇒ Plant #519 Jetpatcher	⇒ Blower hose and roller
⇒ Plant #522 Cat Grader	⇒ Batteries
⇒ Plant #535 Landcruiser	⇒ 70K service
⇒ Plant #538 Workshop truck	⇒ Fit air bags
⇒ Plant #545 Job truck	⇒ Fridge battery
⇒ Plant #548 Cat excavator	⇒ Ripper teeth
⇒ Plant #551 Primemover	⇒ 40K service
⇒ Plant #560 Pump stand	⇒ Services, pumps and hoses
⇒ Plant #561 Dual cab L/cruiser	⇒ 35K minor service

Extras by workshop staff:-

Banners, site shelter, new houses, comms hut, gutter repairs and wharf lights etc

2. TENDER UPDATE

From 2013/14 budget

- Replacement Ranger Landcruiser- Due mid-December

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Executive Officer Reports

07.03.01 Executive Officer Monthly Report

DEPARTMENT: Corporate and Community Services
RESPONSIBLE OFFICER: Jenny Williams; Executive Officer
FILE NO: BCS/G/CM/R/EO
DATE: 2nd December 2013
LINK TO COUNCIL PLAN/S: Operational Plan (One year)

1. EVENTS

Native Ryme Tour Nicole Ogilvie; Event Manager School Holiday activities

Native Ryme have been booked to do some music workshops and a performance in the Hall on the 21st of DEC.

Promotional material is on its way for this to circulate within the community. I secured dates in Croydon and Normanton which brought the costs down to \$1000.

DETAILS OF NATIVE RYME TOUR

Brisbane based Indigenous rap group and National Music Award winners NATIVE RYME are currently touring nationally.

Further information on the tour can be found at: <http://officialnativeryme.com/the1111tour>

Media and PR

Christmas in the Park – North West Star - Tuesday 3rd Dec
Proposed story with Mayor Ernie Camp in 'My Life in the Outback' in the North West Star.
ABC Radio Interview – Thursday 28th NOV

Marketing and Tourism

Advertisement is going into the Cook Tours – Amazing North Publication that is distributed to Visitor Info centres and tourism businesses. 70,000 of these books are distributed from Cairns to WA. Burketown is featured in this publication along with various other businesses that decide to advertise (Burketown Caravan Park, Savannah Lodge etc.)

Young Ambassador Program

Wednesday 4th December – Burketown School - Cr Duff will be presenting the packs.

Four children will be graduating from Burketown State School for 2013, with one child graduating from Gregory.

McCalman Trust Award

Will be presented to Yellagunjimurra Yanner from the Burketown School at the School Presentation night on Wednesday 4th December.

As background information, the Trust was created from a \$2000 bequeath from the will of John Francis McCalman (a distant relative of Robert O'Hara Burke). The Will prescribes *that the sum is provided to the Burke Shire Council for its use and benefit absolutely and the wish that the said sum be invested and the annual income thereof be awarded as an annual bursary to the Dux of the Burke State School.*

Burke Shire Council will continue to top up the trust account so that the John Francis McCalman Trust Award can continue to be awarded each year to a student in the Shire.

Staff Christmas Party

13th DEC 12:30pm – 3:00pm – invitations have been sent out to the staff and councillors

Australia Day Nicole Ogilvie; Event Manager

Currently working on the program for this event, flyers will all be sent out by the 20th December calling for nominations along with program outline.

Australia Day Ambassador confirmed:-

Dr Barbara Piscitelli AM

Barbara Piscitelli is a champion for children. In 1986, Barbara established an archive of children's art. Children from Queensland and the Asia Pacific region feature in her collection. Barbara curated a dozen exhibitions of children's art which have shown in Australia, the United States, Canada, Vietnam and China. In 2004, the collection became part of Queensland's heritage in the John Oxley Library at the State Library of Queensland.

Barbara served as Chair of the Queensland Ministerial Cultural Policy Advisory Committee (2004-2005), an advisory body for the Minister for the Arts. She is currently a member of the Board of Directors of the Queensland Museum and a Member of the Council of the National Museum of Australia. She was awarded a Member (General Division) of the Order of Australia on Australia Day 2006.

Barbara is a "new Australian"; she was born in the United States, migrated to Australia in 1980, and became a citizen in 1991. She retired in 2004 and has been busy ever since with projects in Australia, Hong Kong, Singapore and the United States. Her most recent exhibition, *Children's Voices*, features children's views of their human rights through art.

Grants Nicole Ogilvie; Events Manager

Morning Glory Festival

The Festivals Australia Grant for \$38,000 from Arts Council Australia has been approved. This is specifically for the 'Savannah Song' Project to bring band 'Blue King Brown' to Burketown to hold a series of music theory workshops in the lead up to a community performance at the Morning Glory Festival on Sat the 27th of September. They will then be the headline act for the Saturday night performance.

The Morning Glory Festival proposal will be presented at the Council meeting in January.

The grant from Tourism and Events Queensland for \$35,000 has been approved. This is to go towards marketing and promoting the Morning Glory Festival 2014. Still waiting on confirmation from the Gulf Savannah regional grant and the Festivals Australia Grant.

In total over \$73,000 has been raised from 2 x Grants for the Morning Glory Festival 2013.

Christmas in the Park Nicole Ogilvie; Event Manager

The Lantern Parades was a resounding success with a diverse cross section of the community coming into the hall to make lanterns in the week leading up to the event. Over 60 lanterns were made and the age group was from 3 years to 90 years!

Everyone got to keep their lanterns after the lantern Parade. Two larger sculptural pieces were made: one Santa sleigh and a large kangaroo, which can be used for various other events.

The Christmas in the Park event was a success. Thanks to the TRSS and Council staff who came in and helped with the set up.

Thanks to the Community Liaison Group who helped with getting the presents in the lead up to the event.

Santa did a great job, but he kept talking about building approvals, he made a few kids cry but overall he delighted the children who all received their presents with glee!

The lantern parade was a great addition to the proceedings and could potentially continue as a feature of this annual event.

I would suggest calling the event “Christmas in Burketown” or “Christmas lights in Burketown” and in future holding the event in the hall for the following reasons:

1. It is too much effort to move all of the stage, tables, chairs, BBQ's etc to the park for an event that goes for 3 hours.
2. The event can be contained to the hall and easily packed down and cleaned up
3. A more 'Christmassy' atmosphere can be created.
4. The Lantern Parade can proceed from the School to the Park for Christmas carols in the park.

Lantern making workshops Nicole Ogilvie; Event Manager

Over 60 people participated in the Lantern Making workshops. It was great to see such a diverse cross section of the community engaged in the workshops.

The Lantern Parade and workshops were a great success – building skills and social inclusion within the community.

SOTA Lantern making workshops can be facilitated in the future with adequate materials etc. The Larger kangaroo lantern can be used for other events within the community and the Sleigh can be stored somewhere for use in next year's lantern parade.

2. LIBRARY

Trista Armstrong is currently attending training in with the State Library in Brisbane (2nd to the 6th December 2013), this will keep her up to date on new processes/reporting required.

Grants Applied

- wireless internet option for members
- purchasing of books and items for the Library
- Broadband for seniors – subsidy internet, new computers (touch screen)

3. HOUSING

Housing maintenance forms and processes have been updated through our easy forms module in InfoXpert. This will allow reports to be produced on outstanding maintenance items and break these down between types of Maintenance required (Electrical/Plumbing/Other).

The maintenance component is being looked after by the Depot with the tenancy paperwork being looked after at the Office.

Council currently has seven people on their waiting list looking for houses. We currently have one unit vacant but not ready for occupancy. The Glendale houses are not quite ready for occupants.

Housing inspections will start in the New Year.

4. RADF

See attached RADF Outcome Report.

5. PROMOTION

Website - The website is being kept up to date; more information will be required to be added over time. Training is booked for February 2014.

Banners – Options for other Council banners and guidelines for community banners will be implemented soon.

Visitor Information Centre – There is a decrease in the number of visitors to the Shire. The Information Centre is now closed.

Council Newsletter – Edition 39 newsletter articles are being collated. This will be the December edition.

6. DEVELOPMENT APPLICATIONS

Floraville Station – Lot 1904 PH 1606 - Development Application – completed

Hammond & Alloway - Lot 80 B13610 – Development Application – Building Application documents received.

Zach Duff and Kerry Dollard – Lot 46 Musgrave Street – Development Application – Building application documents received.

Geoff and Rosita Wade – Lot 87 Beames Street – Development Application – Building application documents received.

Burke Shire Council – Lot 408 Bowen Street – Development Application – Building application documents received.

Burke Shire Council – Lot 82 Marshall Lane – Development Application – Building application documents received.

Burke Shire Council – Lot 406 Bowen Street – Development Application – Building application documents received.

Burke Shire Council – Lot 407 Bowen Street – Development Application – Building application documents received.

Burke Shire Council – Burketown WTP Shade Structure – Development Application – Building application documents received

Burke Shire Council – Community Hub – MCU – Acknowledgment Notice received

7. ENVIRONMENTAL HEALTH SERVICES

All food businesses in the Shire are currently licensed, no complaints have been received.

8. HOME AND COMMUNITY CARE (Pam deJoux)

HACC currently has six Centre Base Day Care Clients and two Social Support Clients. Gregory.

A workshop for the Christmas Lantern Parade was enjoyed by the few HACC clients present. They organized the colours that they wanted on their lantern and they all enjoyed putting the designs on.

On the 28th November Ethleen turned 92 years of age so all of the clients travelled by bus out to Mellish Park to celebrate with her. As well as a birthday cake we had a wonderful cattle station birthday lunch followed by homemade goat's milk ice-cream. Everyone enjoyed their day out. They got to see the latest addition to the station which is two new foals. We finished off our visit with several games of "bingo" where they all won small prizes.

Clients are finishing off their Christmas crafts in readiness for the Christmas luncheon on the 12th December. Table decorations will be the work of the clients as will other decorations on our Christmas tree. Also on display will be some of their handiwork that they have done over the year. Fun photos of the HACC clients past & present will also be on display on the board. I have put together photo albums of "HACC Memories for all our clients for Christmas.

We hope to do a run to Doomadgee next week for last minute shopping to stock up before Christmas and/or wet season.

Gardens are flourishing since the rain started so we have plenty of time outdoors weeding. We hope to get the outdoor seats lacquered before the wet really sets in.

Medicare Local will join us for our Christmas Luncheon, this is the last visit for the year from this team - Dietician and the Podiatrist.

HACC will resume again in the New Year on Tuesday 28th January 2014.

9. INFORMATION TECHNOLOGY

Civica – Migration to Managed Services has started, it is proposed that Council will go live in February.

Recordkeeping – Consultants have started working on Councils Recordkeeping structure and a plan on how to proceed with the outsourcing of the recordkeeping.

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. RADF Report



2. Events Manager Report



3. Cook Tours Ad



Executive Officer Reports

07.03.02 Proposed Council Meeting date for 2014

DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: Jenny Williams; Executive Assistant

FILE NO: BCS/G/CM/N

DATE: 25th November 2013

LINK TO COUNCIL PLAN/S: Corporate Plan, Operational Plan

1. PURPOSE (Executive Summary)

Presenting a listing of proposed dates to hold Council meetings in 2014.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has previously held their Council Meetings on the third Thursday of each Month.

That council consider the following dates for their 2014 Council Meetings:

January	Thursday 16 or 23 (more time to prepare reports)
February	Thursday 20
March	Thursday 20
April	Thursday 17
May	Thursday 15
June	Thursday 19
July	Thursday 17
August	Thursday 21
September	Thursday 18
October	Thursday 16
November	Thursday 20
December	Thursday 18

3. PROPOSAL

That Council continues to hold their meetings on the third Thursday of each Month.

4. FINANCIAL & RESOURCE IMPLICATIONS

Budgeted for in Council's normal operations.

5. POLICY & LEGAL IMPLICATIONS

Local Government Regulation 2012
Chapter 8 Administration
Part 2 Local government meetings and committees

257 Frequency and place of meetings

- (1) A local government must meet at least once in each month.
- (2) However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.

- (3) All meetings of a local government are to be held—
(a) at 1 of the local government's public offices; or
(b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.

6. CRITICAL DATES & IMPLEMENTATION

A decision is required by the 2013 December Council meeting as the list of meeting dates is required to be advertised for 2014.

7. CONSULTATION

CEO; Local Government Regulation 2012

8. CONCLUSION

The dates have been presented following Council's decision to hold meetings on the third Thursday of each month.

9. OFFICER'S RECOMMENDATION

That the dates for the Council meetings for 2014 be adopted as follows:

January	Thursday 16 or 23 (more time to prepare reports)
February	Thursday 20
March	Thursday 20
April	Thursday 17
May	Thursday 15
June	Thursday 19
July	Thursday 17
August	Thursday 21
September	Thursday 18
October	Thursday 16
November	Thursday 20
December	Thursday 18

ATTACHMENTS

Nil

Chief Financial Officer Reports

07.04.01 Finance Monthly Update Report – for the month of November

DEPARTMENT: Finance Department

RESPONSIBLE OFFICER: Frederick Aquilin – Chief Financial Officer

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

DATE: 3rd of December 2013

1. STATEMENT OF COMPREHENSIVE INCOME

Supporting documentation: Revenue and Expenditure Report

Summary – The operating position as the end of November was a surplus of \$577,804 as supposed to a surplus of \$210,421 for the month of October. Significant flood damage revenue is yet to be paid (\$2.35m)

Revenue – The bulk of new revenue throughout the month stemmed from the receipt of a GST credit (\$425,000) due to the amount of flood damage expenditure we've had from July to September, and from the payments of debtor invoices (\$251,900). We also received \$292,600 in additional grants, mainly Financial Assistance Grants.

Expenses – Materials and services increased by \$224,600 as supposed to \$443,100 during last month, as the flood damage related expenditure reduced as forecasted. 'Employee benefits' increased by \$161,000 which is according to trend.

2. STATEMENT OF FINANCIAL POSITION

Summary – Overall, the BSC asset base sat at \$108,984,424 as supposed to 108,618,148 last month. The largest increase producing this result related to an increase in cash held.

Current Assets – 'Cash' increased by \$251,900 for the month as receipts stemming from the send out of debtor statements, came through.

Non-Current Assets – 'Capital works in progress' increased by \$138,700 during the month mainly relating to the near completion of the four houses in Burketown. All other non-current assets was according to trend.

Current Liabilities – Current provisions, mainly relating to Skytrans, increased by \$12,000 during the month (sale of tickets ahead of Christmas).

Non-Current Liabilities – Remained largely unchanged from the end of last month.

3. STATEMENT OF CASH FLOWS

Supporting document: Budget Balance Sheet Report

Net cash flow from operating activities –

'Payment to suppliers' increased by \$362,700 during the month, mainly road building related. Receipts from customers increased by \$460,900 during the month, mainly payments stemming from 'flood damage' claims.

Summary – In total the BSC net cash at hand sat at \$17,040,224 at the end of the period, as supposed to \$16,788,300 at the end of last month (an increase of \$251,900).

4. NOTE TO COUNCIL – EVENTS WITHIN THE FINANCE DEPARTMENT

Financial Statement Audit: QAO is currently reviewing the work completed by myself and Crowe Horwath. Hugh Wilson – the external auditor – has given an indication that his manager Brendan McRae wants this completed before the end of December.

Rolling stock takes: The rolling store stock takes has continued throughout the month, and related to PVC products.

Debtor statements: Debtor statements have been sent out with the result of increased payments to Council (\$251,900)

Materials expenditure: You would have noticed that expenditure relating to 'materials' have decreased significantly during the month (\$224,600 as supposed to \$443,100 in the previous month). As the flood damage work has been completed the materials expenditure will come down to normal levels.

5. OFFICER'S RECOMMENDATION

That Council notes the content of the Finance Monthly Update Report

ATTACHMENTS

1. Statement of Comprehensive Income



Statement of
Comprehensive Income

2. Revenue and Expenditure Budget (supporting the above)



Revenue and
Expenditure.pdf

3. Statement of Financial Position



Statement of
Financial Position.pdf

4. Budget Balance Sheet (supporting the above)



Budget Balance
Sheet.pdf

5. Statement of Cash Flows



Statement of Cash
Flows.pdf

Deputy CEO Reports

07.05.01 Deputy CEO Report

DEPARTMENT:	DCEO
RESPONSIBLE OFFICER:	Philip Keirle
FILE NO:	BCS/G/CM/R/DCEO
DATE:	02/12/2013
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

1. MAJOR PROJECTS

Community Hub:

- The Tender for the Design and Construction of the Burke Shire Community Hub was released in November, with a closing date of December 18, 2013.
- Council hosted Project Managers and prospective builders for a site visit on Wednesday 27th November.
- Common themes discussed during these meetings included:
 - o Accommodation for builders during installation/construction phase
 - o Location of site office / lay-down area
 - o Iconic nature of the build
 - o High-spec finish
 - o Commercial quality facilities
 - o Ability for D&C tenderers to alter design concept if a better result could be reached.
- Development Application for Material Change of Use and Amalgamation of Lots in progress.

See Attachment A for projected Project Milestones

Glendale Housing:

- Allocations complete
- All houses completed with provisional sign off. Final certification process to be completed once all services are installed.
- Septic / sewer hook-ups complete
- Awaiting Telstra and electrical connections
 - o Telstra conduit was originally due on 18 November but has been postponed until early-January.
 - o Awaiting final responses to RFQ for electrical services.
- Concreting to resume week beginning 11 November.

2. TRAINING

Training needs analysis currently being conducted with Managers and Supervisors.

- There is interest in WHS Incident Investigation courses as well as computing and records keeping.

Library training

- Currently being conducted in Brisbane

On-the-job training has been taking place in the Roads Crew with some staff showing much promise on various machines.

3. HUMAN RESOURCES MANAGEMENT

JCC Meeting IX

- EBA Compliance continued:
 - o Focus on “Leave” and “Camp Allowance”
- Training Needs Analysis to be conducted again shortly
- SBU to circulate Staff Feedback Survey III with the aim of presenting results at the next JCC.

JCC Meeting X

- Scheduled for Tuesday 10th December
- Updates to be provided in Council meeting

New positions

Works Manager: offer made, position accepted.

Finance (grad): interviews held on Friday 15th November.

WHSA: advertisement to go out shortly.

Parks & Gardens: cleaning position appointed.

Replacement positions: a number of positions will need to be replaced early next year. Council will hold off on advertising these positions until late Jan/early Feb 2014.

Casual appointments for Nov/Dec 2013: will continue until projects concluded / Christmas shutdown, whichever comes first.

4. WORKPLACE HEALTH & SAFETY

Incident/Accident/Near Miss Reports:

There have been 18 Incidents/Accidents so far in 2013 (up to and including 3 December) as compared with 9 Incidents/Accidents during the same period in 2012 and 25 during the same period in 2011. There have been 4 incidents reported in November/December 2013 (22% of the total for the year).

There has been 1.0 days of Lost Time Injuries in 2013 as compared with 4.5 days during the same period in 2012 and 7.0 days during the same period in 2011.

- See attached, WHS Report for additional information

5. ROADS

Royalties for Regions

Lack of formal funding commitment from MMG impacted on the quality of the submission. Council was encouraged to resubmit the application for the next funding round.

MMG Karumba Lead Haulages

MMG expect to have completed 20,000t of haulage on 12.02.2013 and will aim for 25,000t by December 23rd (beginning of the shut-down period at Century). If weather permits, MMG will look to complete a further 5,000t of haulage in the new year.

6. NATIVE TITLE AND CULTURAL HERITAGE

Land Valuations

BSC is still awaiting official confirmation of land valuations from DNRM.

7. COMPLIANCE

Traffic Management Registration Scheme:

Full accreditation received November 2013. Re-registration in 2016.

CASA Surveillance Visit

Scheduled for 13-14 January 2014.

8. STAKEHOLDER MANAGEMENT

MMG: conversations with Mark Adams and Ross Byers in relation to MMG haulage projects completed / nearing completion this year.

Ergon: discussions with Ergon Senior Asset Engineer in relation:

- Acquisition of Ergon's DCDB mapping
- Leasing arrangements for new infrastructure (relocating/upgrading diesel plant + installation of solar farm)
- Solutions to problems with the Escott line

DLGCRR: feedback to Peter Whiting on progress of spending against funding allocations.

EHP & Armour Energy: Rob Lawrence (Director) is unable to send a representative from EHP to Burketown until January 2014. This timeframe also fits in more effectively with Armour Energy.

DNRM: discussions with Gary Jensen in relation to Water Permits.

Southern Gulf Catchments: discussions with Southern Gulf in relation to Nicholson River.

GSD: letter sent via GSD to Jeff Seeney on Burke Shire Council's future land requirements.

CLCAC: discussions in relation to possible Joint Ventures.

DTMR: discussion in relation to future NPC operations out of Century and in relation to Dugald River-Century haulage.

9. OFFICER'S RECOMMENDATION

That Council notes the contents of this report and the attachments.

ATTACHMENTS

1. Community Hub – Project Milestones -



131202 - Burke Shire
Community Hub - Proj

2. Work Health and Safety – Incidents and Injuries – Reports and Data -



Work Health and
Safety - Incidents an

3. Works Program -



131202 - Road
Works Program - Dec

08 Chief Executive Officer Reports

08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Monthly Update Report

08.01.02 Amendment to Administration Local Law 1 and Community and Environment
Management Subordinate Local Law 3

Chief Executive Officer Reports

08.01.01 Chief Executive Officer Monthly Update Report

To be presented to the meeting

Chief Executive Officer Reports

08.01.02 Amendment to Administration Local Law 1 and Community and Environment Management Subordinate Local Law 3

DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: John Page, Chief Executive Officer

FILE NO: BCS/LAE/LL/Adopted

DATE: 2nd December, 2013

LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To present to Council for consideration and adoption amendments to Local Law 1 and Subordinate Local Law 3 to incorporate the weed pests as determined at the meeting on Thursday, 21st November, 2013.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council at the November, 2013 Meeting resolved to amend Subordinate Local law 3 to include the following pests.

Common name	Scientific name	Declaration	Priority
Calotrope	<i>Calotropis procera</i>	Not declared	Medium
Noogoora Burr	<i>Xanthium pungens</i>	Not declared	Low
Grader Grass	<i>Themeda quadrialvis</i>	Not declared	Low

Council has put the amendments out to public consultation and at the time of writing this report no submissions have been received. The closing date is Tuesday, 10th December 2013 and I will report any submissions received.

3. PROPOSAL

To enable Council to make the changes to Local Law 1 and Subordinate Local Law 3, Council needs to make 2 new local laws:

- Administration (Amendment) Local Law (No. 1) 2013; and
- Community and Environment Management (Amendment) Subordinate (No 1) 2013

Both of these new local laws are No. 1 as this is the first time that Council has amended Local Law No. 1 and Subordinate Local Law No. 3.

The proposal is for Council to adopt the 2 amendment local laws, 2 consolidated local laws, consider the results of the public consultation and to note that the changes have been reviewed for anti-competitive provisions and no anti-competitive provisions were identified in the changes. +

4. FINANCIAL & RESOURCE IMPLICATIONS

Administration

5. POLICY & LEGAL IMPLICATIONS

Local Government Act 2009
Local Government Regulation 2012

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

Council
Department of Local Government

8. CONCLUSION

I believe that Council should adopt the 2 amendment local laws and 2 consolidated local laws.

9. OFFICER'S RECOMMENDATION

That Council:

1. adopt the Administration (Amendment) Local Law No. 1) 2013;
2. adopt the Community and Environment Management (Amendment) Subordinate (No. 1) 2013;
3. adopt the Local Law No.1 Administration 2013;
4. adopt the Subordinate Local Law No.3 (Community and Environment Management) 2013;
5. Note that the changes to the Local Law No.1 (Administration) 2013 and Subordinate Local Law No.3 (Community and Environment Management) 2013 were reviewed for anti-competitive provisions and no anti-competitive provisions were identified in the changes.

ATTACHMENTS



PiT.doc

1.



Administration
(Amendment) Local L

2.



Community and
Environment Manage

3.



Subordinate Local
Law No 3 - (consolid

4.



Local Law No 1 -
(consolidated).docx

5.

09 Late Item Reports

Late Item Reports

- 09.01 Revision of Councillor Code of Conduct Policy
- 09.02 Material Change of Use – Burke Shire Community Hub
- 09.03 Half yearly budget update – revenue and expenditure figures only
- 09.04 Council Bank Accounts – Options
- 09.05 Reform of Northern Australia Zone Allowance
- 09.06 Financial Assistance Grant Methodology
- 09.07 Review of Corporate Plan 2010-2015
- 09.08 Portfolios
- 09.09 Allocation of funding for purchase of vehicle for WHSA

Late Item Reports

09.01 Revision of Councillor Code of Conduct Policy

DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Philip Keirle, Deputy CEO
FILE NO:	BCS/P&P/Policies
DATE:	2 December 2013
LINK TO COUNCIL PLAN/S:	Councillor Code of Conduct Policy

1. PURPOSE (Executive Summary)

To review and make suggested revisions to the Councillor Code of Conduct Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The issue of Councillor Conduct is covered by the Local Government Act 2009 and it is one all Councillors need to adhere to when representing Council.

3. PROPOSAL

To revise the Councillor Code of Conduct Policy to ensure compliance with the Local Government Act 2009.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications associated with this revision.

5. POLICY & LEGAL IMPLICATIONS

Potential for disciplinary action where Code of Conduct is breached.

6. CRITICAL DATES & IMPLEMENTATION

For immediate implementation

7. CONSULTATION

Derived directly from the Local Government Act 2009.

8. CONCLUSION

Upon reviewing this policy, changes have been suggested so that the Policy complies with the Local Government Act 2009.

9. OFFICER'S RECOMMENDATION

DCEO recommends that Councillors consider the following changes and vote to incorporate changes that ensure compliance with the Local Government Act 2009.

ATTACHMENTS



131202 - GOV02
Councillor Code of Co

1. Councillor Code of Conduct – Proposed Amendments

Late Item Reports

09.02 Material Change of Use – Burke Shire Community Hub

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle, Deputy CEO Liz Taylor; Consultant Town Planner
FILE NO:	DA/2013-13
DATE:	10 th December 2013
LINK TO COUNCIL PLAN/S:	Operational Plan Planning Scheme

1. PURPOSE (Executive Summary)

In order to proceed with the purchase and installation of the Burke Shire Community Hub, it is necessary for Council to satisfy all requirements under Council's Planning Scheme and the Sustainable Planning Act.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has been working toward the purchase and installation of a Community Hub for the Burke Shire.

Having determined the location for this installation, Council is now required to proceed through a Material Change of Use Application.

In November 2013, an Application for Material Change of Use (MCU) Community or Recreation (Community Centre) was lodged with Council.

The Application is Code Assessable.

3. PROPOSAL

That Council approve the MCU application as detailed below:

ADDRESS: Sloman Street, Burketown,
Lots 72, 73 and 74 B1364

ZONE: Town Zone - Preferred Use Area: Community or Recreation

SITE AND LOCALITY

The site is located in the township of Burketown. The site is generally level and is in an area characterized by community facilities, including the Council Chambers, tennis courts, playground and BBQ facilities.

The site is described as Lots 72, 73 and 74 with an area of 3036m² and a frontage to Sloman Street of 60.5 metres.

The site is connected to Council's reticulated water and sewerage schemes and electricity and telecommunications are also available to the site. Vehicular and pedestrian access is readily available to the site.

PROPOSED DEVELOPMENT

It is proposed to develop a Community Centre on the site. The Community Centre will comprise:

- a hall with an area of approximately 410m² adjacent to a coordination centre of approximately 35m², a board room of approximately 50m², an events storage area of approximately 25m² parents retreat of approximately 20m² with kitchenette and a disabled toilet;
- centrally within the building is a covered breezeway of approximately 110m² with pedestrian ramp and step access to and from the front and rear of the building;
- a bar and commercial sized kitchen with cold room, cleaners store and sports store, with a total area of approximately 150m², including a surrounding verandah on two sides of approximately 200m²; and
- three (3) designated landscaped areas of approximately 40m² in total, adjacent to the front entrance and one (1) designated landscape area of approximately 40m², adjacent to the rear entry.

The Community Centre has been designed to provide flexibility in use to cater for a range of activities and community organisation.

The building is one storey in height and includes a varied roof profile that adds interest to the street elevation. No on-site car parking is proposed in association with the development.

Copies of the Site Layout Plans are attached at [Appendix 1](#).

4. FINANCIAL & RESOURCE IMPLICATIONS

- There are no financial implications related to this MCU application.
- There will be financial implications associated with meeting the conditions of the MCU, but these have been budgeted for previously.

5. POLICY & LEGAL IMPLICATIONS

Compliance with Planning Scheme
Compliance with Sustainable Planning Act

6. CRITICAL DATES & IMPLEMENTATION

The MCU must be obtained prior to the commencement of installation.

7. CONSULTATION

There were no referral agencies for this application.

Consultation has taken place with BSC's Consultant Town Planner, Liz Taylor. Taylor's assessment against the BSC Planning Scheme is as follows:

TOWN PLANNING ASSESSMENT

The proposed development requires assessment against the Burke Shire Planning Scheme.

Burke Shire Planning Scheme

Under the Burke Shire Planning Scheme the site and surrounding area is included in the Town Zone – Preferred Use Area – Community or Recreation. On that basis the proposed development of a Community Centre is entirely appropriate.

The proposed development falls under the land use definition of Community or Recreation, which states, in part:

“Community or recreation” means the use of premises for community or recreation purposes of the following types-

.....
 (d) *community and cultural facilities, including child-care centres, community centres, meeting halls, galleries, libraries, club houses and places of worship.*

A Community or Recreation development is Code Assessable on land in the Town Zone. This means that the Council must approve the application subject to reasonable and relevant conditions.

The Application is Code Assessable against the following Codes:

- Town Zone Code;
- Advertising Devices Code; and
- Planning Scheme Building Matters Code;

An assessment of the proposed development, against these Codes is outlined below.

Town Zone Code

The Town Zone Code seeks to ensure all development contributes to Burketown and Gregory being well serviced, attractive towns which are pleasant and safe places to work, live and visit and that new uses are designed and managed to maintain the prevailing amenity and to maintain the safety of people and works.

The Overall Outcomes sought for the Town Zone in Section 4.6 of the Planning Scheme, are:

- (a) *Burketown and Gregory are well-serviced, attractive towns providing a pleasant and safe place to live, work and visit;*
- (b) *Burketown and Gregory are each a focus for a range of business, industrial, tourist, community and recreational activity in the local government area;*
- (c) *Burketown’s role as the main business and community centre is consolidated;*
- (d) *there is a recognisable focus for business and community activity in each town;*
- (e) *Burketown and Gregory provide a range of housing types, including a second house on a lot, temporary housing and multiple dwellings;*
- (f) *uses are consolidated in areas provided with infrastructure, and uses and works are located and designed to maximise the efficient extension and safe operation of infrastructure;*
- (g) *uses and works are located, designed and managed to—*
 - (i) *be compatible with other uses and works; and*
 - (ii) *maintain the safety of people and works; and*
 - (iii) *maintain the prevailing amenity; and*
 - (iv) *avoid significant adverse effects on the natural and cultural heritage values of the environment.*

The proposed Community Centre is compliant with the Overall Outcomes sought for the Town Zone.

Section 4.7 specifies Consistent Uses and Preferred Use Areas. The site has a Preferred Use Area designation of Community or recreation. A Community Centre is appropriately located in this area.

Section 4.8 specifies Inconsistent Uses in the Town Zone. A Community Centre is not listed as an Inconsistent Use.

Section 4.9 specifies that uses requiring water supply and sewerage are located in the Serviced Area of the town. The site for the Community Centre development is located in the Serviced Area of town and can be connected to the reticulated water and sewerage services.

Section 4.10- Effects of use, seeks to achieve the following outcomes for development:

Non-residential uses and amenity

(a) non-residential uses are located, designed and operated to avoid significant adverse changes to the light, noise, dust, odours, traffic conditions or other physical conditions experienced by occupants of—

(i) associated, adjoining or nearby residential uses; or

(ii) other types of non-residential uses; and

Residential density

(b) residential uses have a density compatible with local amenity; and

Operation of infrastructure

(c) uses are of a type and scale that maintain the standard of service identified in schedule 1, part 1; and

(d) the safe and efficient operation of roads are maintained having regard to—

(i) the nature of vehicles using the road; and

(ii) the location of uses that may be adversely affected by noise or dust generated from use of the road; and

(e) uses are located and designed to avoid significant adverse effects on safe aircraft operations due to—

(i) physical intrusions; or

(ii) reduced visibility; or

(iii) collisions with birds; or

(iv) electromagnetic interference with aircraft navigation systems; or

(v) other functional problems for aircraft (including artificial lighting hazards); and

Pollution

(f) uses are located and designed to avoid significantly polluting the air, water or soil; and

Use of existing buildings

(g) existing buildings and other structures that are vacant or have spare capacity are used for appropriate new or additional uses.

Aircraft operations

(c) for subsection (1)(e)(i)—the maximum height for the carrying out of an activity is 8.5 m.

The proposed Community Centre can comply with these requirements, where relevant.

Section 4.11 Provision and effects of works seeks to achieve the following outcomes for development:

Scale and design of works

(a) buildings and other works are consistent with the scale and design of existing buildings and other works in the town where they occur, and do not intrude into aircraft operational areas; and

Siting and provision of works

(b) buildings and other works are sited and provided on premises having regard to the safety of people using the premises and the adjoining premises, the amenity enjoyed by those people, and the maintenance of buildings and works, including appropriate provision for each of the following—

(i) access to natural light and ventilation;

(ii) privacy;

- (iii) *noise attenuation;*
- (iv) *dust reduction;*
- (v) *landscaping;*
- (vi) *outlook;*
- (vii) *off-street parking; and*

(c) *buildings and other works are sited and provided on premises having regard to the effects on the natural and cultural heritage values of the environment, including loss of natural vegetation, land degradation, water pollution; and*

Provision and design of water supply, sewerage and roads

(d) *water supply, sewerage and roads are provided to—*

- (i) *meet appropriate standards at the least whole-of-life cost, including avoiding unnecessary duplication; and*
- (ii) *be robust and fit for the purpose and intended period of operation; and*
- (iii) *be easily maintained without unnecessarily requiring specialist expertise or equipment; and*
- (iv) *be comprised of components and materials that are as readily accessible and available as practicable; and*
- (v) *be readily integrated with existing systems and facilitate the orderly provision of future systems; and*

Design of roads

- (e) *the safe and efficient operation of roads are maintained having regard to—*
- (i) *the location and design of access points; and*
- (ii) *the design of stormwater drainage.*

Scale of works

- (a) *for subsection (1)(a)—the maximum height of a building, structure or object is 8.5 m;*

Provision and design of water supply, sewerage and roads

- (c) *for subsection (1) (d) —water supply, sewerage and roads are constructed to standards stated in schedule 1, part 2.*

The proposed Community Centre can comply with these requirements, where relevant.

Advertising Devices Code

The submitted Plans show the only signage associated with the proposed Community Centre is located to the façade of the building. The proposed signage is in keeping with the scale and design of the building and is considered acceptable and is recommended to Council for approval.

In addition, it is recommended that a condition be placed on the approval requiring any additional signage to comply with the requirement of the Advertising Devices Code in the Planning Scheme and that no product advertising be permitted. Further, it is proposed that any temporary signage proposed to be erected, such as banners advertising local or community events, be permitted, at the discretion of the Chief Executive Officer.

Building Matters Code

Section 6.18 details the Planning Scheme Building Matters Code

The following Acceptable Solutions comprise the Planning Scheme Building Matters Code—

Scale of works

- (a) *the maximum height of a building, structure or object is 8.5 m;*

Siting of works

- (b) *if new building work associated with Single residential, Secondary residential, Other residential, or Home business—boundary clearances comply with schedule 3;*

(c) *if other new building work—for each boundary, the clearance is the same or greater than the least existing clearance from that boundary.*

The proposed development is considered to be compliant with the Building Matters Code.

8. CONCLUSION

The proposed development will provide a contemporary Community Centre for residents of Burketown and the Shire. The proposed development is supported and recommended for approval, subject to reasonable and relevant conditions.

9. OFFICER'S RECOMMENDATION

That the Council resolve:

1. In accordance with the Sustainable Planning Act 2009, as amended, the applicant be notified that the application for a Development Permit for Material Change of Use for Community or Recreation (Community Centre), located at Sloman Street Burketown, being Lots 72, 73 and 74 on B 1364, is approved subject to the conditions detailed below.

A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

General

1. The development shall be undertaken substantially in accordance with the submitted Site Plans, detailed below, except as modified by this approval.

External Works Plan	Elevation Architecture Studio Pty Ltd	Project No: 8001 WD-02.02
Building Elevations	Elevation Architecture Studio Pty Ltd	Project No: 8001 WD-09.01
Internal Floor Plan	Elevation Architecture Studio Pty Ltd	Project No: 8001 WD-04.01

2. Any future building work on the site shall be carried out generally in accordance with any relevant Council's requirements and to the satisfaction of the Chief Executive Officer.
3. This development approval lapses four (4) years after the day that the development approval takes effect, unless extended under the Sustainable Planning Act 2009.

Site Amalgamation

4. The site is required to be amalgamated prior commencement of the use. Proof of registration of the new Plan of Survey with the State Government is to be submitted to the Council.

Urban Services

5. Any re-profiling of the site to accommodate new buildings shall ensure stormwater and runoff from the site is drained to a lawful point of discharge. Site drainage must not concentrate flow/s on any abutting properties or the roadway, nor create ground erosion problems on abutting properties or the roadway, to the satisfaction of the Chief Executive Officer.
6. The development is to be connected to the reticulated sewerage system and water service infrastructure and/or meet the cost of any alterations to public utility mains, existing mains, services or installations and external road works required in connection with the approved development, to the satisfaction of the Chief Executive Officer.

8. Should any of Council's assets be damaged during the construction of any new buildings or infrastructure, or associated works the cost of the reinstatement of all such assets shall be met by the applicant/proponent and to the satisfaction of the Chief Executive Officer.

Maintenance of the Site

9. The applicant shall ensure the site is maintained in a clean and tidy condition at all times, to the satisfaction of the Chief Executive Officer.

Access and Car Parking

10. As no on-site car parking is to be provided in association with the development on-street car parking is to be provided, as follows:

As a minimum, 90 degree car parking spaces, designed in accordance with the relevant Australian Standard, are required to be line marked along the length of the site frontage to Sloman Street, prior to the commencement of the use and to the satisfaction of the Chief Executive Officer.

On- Street Works

11. Any road shoulder sealing required to facilitate the line-marking of the on-street car parking in Sloman Street is required to be provided in association with the on-street car parking, prior to commencement of the use and to the satisfactions of the Chief Executive Officer.

On Site Activities

15. The main kitchen facility within the Community Centre is required to be of commercial quality and registered by Council's Environmental Health Unit prior to lawful commencement of its use.
16. Any requirement for the bar within the Community Centre to be licenced through Liquor Licencing is to occur prior to commencement of the use or prior to a licenced function being held, whichever is required.

Signage

17. The primary signage, shown on the approved Plan is approved.
18. Any additional signage associated with the development is required to comply with the Advertising Devices Code in the Planning Scheme. However, no permanent product advertising will be permitted. Any short term advertising for community events, that do not require a Building Permit for a structure, such as banner advertising, will be permitted at the discretion of the Chief Executive Officer.

Landscaping

19. The four designated landscaped areas located adjacent to the building front and rear entrances are required to be planted with species tolerant to local conditions, prior to commencement of the use and are to be maintained at all times to the satisfaction of the Chief Executive Officer.

ATTACHMENTS



Appendix 1 Contour
Site Plan.pdf

6. Contour Site Plan

7. Internal Layout Plan



Appendix 2 Internal
Layout Plan.PDF

8. Building Elevations



Appendix 3 Building
Elevations.PDF

9. External Site Plan



Appendix 4 External
Site Plan.PDF

Late Item Reports

09.03 Half yearly budget update – revenue and expenditure figures only

DEPARTMENT:	Finance Department
RESPONSIBLE OFFICER:	Frederick Aquilin, CFO
FILE NO:	BCS/FM/2013-14/Budget
DATE:	Wednesday 4 th of December 2013
LINK TO COUNCIL PLAN/S:	Annual 2013-14 Council Budget

1. PURPOSE (Executive Summary)

This report

The purpose of this report is to provide Council with further details regarding the performance of the current 2013-14 budget (update on the current revenue and expenditure).

Future reports

A separate report detailing an amended budget – to take account of known changes in revenue and expenditure – will be provided ahead of the the January or February Council meeting (update on the budget/ target figures).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council normally receives a half yearly budget update from its Finance Department. The CFO wishes to update Council on the current budget performance (revenue and expenditure) at least one month ahead of providing Council with a proposed amended budget (revised budget/ target figures).

3. PROPOSAL

- That Council notes the progress of the 2013-14 budget (revenue and expenditure)
- That Council starts thinking of reductions/ increases of individual budget lines (revised Budgets/ targets) – the CFO will provide detailed advice when forwarding the proposed amended budget ahead of the January or February Council meeting.

4. FINANCIAL & RESOURCE IMPLICATIONS - OF CURRENT REPORT

Operating budget

The 2013-14 Council operating budget is – as of end of November 2013 – in surplus to the tune of \$577,807. As the end-of-financial-year budget surplus for 2013-14 is projected to be \$2,339,570, the current budget surplus is 25% of the projected figure.

Council carried out significant flood damage and TIDS expenditure during the July – November period, some of which have been claimed but not yet received from QRA. As the majority of this work has been completed (and Council is heading into the wet season), it's expected that expenditure will decrease significantly during the coming three months, while expenditure stemming from current claims will be paid, resulting in an increased surplus.

Capital budget

\$1,344,458 of the \$3,016,500 2013-14 capital budget has been spent to date – or 44.6% (PLEASE NOTE: only capitalised amounts have been included as spent in the capital budget. 'Work-in-progress' asset expenditure is still listed as operating expenditure, in the operating budget)

5. POLICY & LEGAL IMPLICATIONS

Council currently progressing well towards its stated goal of arriving at an end-of-financial-year surplus.

6. CRITICAL DATES & IMPLEMENTATION

Council will be provided with a proposed amended budget ahead of the January or February Council Meeting (update of budget/ target figures).

7. CONSULTATION

Consultation was carried out with – and valuable feedback received from – the Council Sub-Committee on Finance (Cr. Tracey Forshaw and Cr. Zac Duff). The DCEO also provided valuable operational advice during one of the committee meetings.

8. CONCLUSION

Operating budget

The Council operating budget is currently running at a surplus equaling 25% of the projected annual surplus for 2013-14. With decreased flood damage/ TIDS expenditure and the payment of flood damage/ TIDS claims it is expected that the budget surplus will increase to fall in line with the end of year projected surplus.

Capital budget

As the capital budget is currently 44.6% spent as at the end of November, projections indicate that Council will spend its capital budget for the year. This projection is subject to the 'Community Hub' projected expenditure materialising as planned.

9. OFFICER'S RECOMMENDATION

That Council notes the content of this report.

ATTACHMENTS



Copy of Budget GL
Revenue and Expend

1.

Late Item Reports

09.04 Council Bank Accounts - Options

DEPARTMENT:	Finance Department
RESPONSIBLE OFFICER:	Frederick Aquilin, CFO
FILE NO:	BCS/FM/Accounting
DATE:	Wednesday 4 th of December 2013
LINK TO COUNCIL PLAN/S:	2013-14 Annual Council Budget – potential savings

1. PURPOSE (Executive Summary)

To provide Council with options in relation to the day-to-day bank accounts

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has previously asked the CFO if the sweep function could be disabled on its Westpac accounts in order to save on fees paid. The CFO found it wouldn't be cost effective to remove the sweep function as other transaction fees would increase, and thus mitigate the cost saving related to the removal of the sweep function.

During the November 2013 meeting Council raised their wish for the BSC to potentially switch to Westpac's Normanton Branch, to make that branch more viable. The CFO agreed to investigate this further, and also to provide another option for fee free banking, if available.

3. PROPOSAL

This proposal has three options:

1. Status quo: no change to current arrangements
2. Switch to Westpac Normanton Branch
3. Switch to Heritage Bank, Toowoomba

4. FINANCIAL & RESOURCE IMPLICATIONS

Option 1 (Status quo):

This option would entail continuing with existing arrangements at the Westpac's Mt Isa Branch. We have paid the following amounts annually:

Cost implications

- 2011-12 - \$7,428
- 2012-13 - \$6,099
- 2013-14 - \$2,500 (est.) - \$1049 as of November 2013

In April 2013 the Finance Department started to combine payments (completing payroll and creditors on the same day) and running the creditors payments only once weekly. This is the main reason why the cost has been reduced.

Option 2 (Westpac Normanton):

This option would entail Council establishing NEW accounts with the Normanton Branch and THEN cancelling the Mt Isa Branch accounts. Our accounts manager would still have to be in Mt Isa. However, Council would contribute to the turnover of the Normanton Branch, and hence assist the viability of it.

Cost implications

Accounts would be set up free of charge. This option would still cost an estimated \$2,500 per annum (the same as Option 1).

Option 3 (Heritage Bank, Toowoomba)

This option would entail Council switching to Heritage Bank in Toowoomba. Our accounts manager would be in Toowoomba (which to Council wouldn't be any different than the accounts manager being in Mt Isa). After the completion of the change-over process, this option would mirror option 1 as far as day-to-day banking is concerned, but without the associated cost. Council would, however, NOT support any local banking corporations.

Cost implications

Provided we had a term deposit with this branch (of any value) banking would be fee free. Hence, we would be saving \$2,500 per annum.

Change over considerations

Changing bank accounts would have a major impact on the BSC financial system. We would need to notify all of our debtors (such as government departments etc.) and update our ratings system.

5. POLICY & LEGAL IMPLICATIONS

N/A

6. CRITICAL DATES & IMPLEMENTATION

Option 2 and 3 would take up to two months to implement, as Council would need to make sure that the new accounts are active before any change over.

7. CONSULTATION

Discussions were held with our accounts manager at Westpac in Mt Isa, and also with our prospective accounts manager at Heritage Bank.

8. SUMMARY

A. Support Local Banking?

Option 1 would continue to support the Mt Isa region. Option 2 would entail Council supporting the Normanton Branch. Option 3 would take our banking outside the region.

B. Cost

Option 1 and 2 would cost approx. \$2,500 per annum. Option 3 would be fee free.

C. Finance Department efforts – potential systemic risks

Option 2 and 3 would entail significant efforts by the Finance Department to change BSC bank accounts, and would entail a degree of systemic risk. Option 1 would not.

D. Effects on day-to-day banking

As Council doesn't do face-to-face banking, none of the options would affect day-to-day banking.

9. OFFICER'S RECOMMENDATION

The CFO recommends Council pursue either Option 2 (Normanton Branch) or Option 3 (Heritage Bank). Option 2 would entail Council supporting local business, at a cost. Option 3 would entail Council saving money.

ATTACHMENTS

NIL

Late Item Reports

09.05 Reform of Northern Australia Zone Allowance

DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: John Page

FILE NO: BCS/FM/T/RP

DATE: 5th December, 2013

LINK TO COUNCIL PLAN/S: NA

1. PURPOSE (Executive Summary)

To present to Council a letter received from Cr Tony McGrady, Mayor, Mount Isa City Council asking Council to consider his request for support in petitioning the Federal Government to implement an equitable Zone Allowance. Letter attached.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Australian Tax Office allows a Zone Tax Rebate Offset of \$1173.00 for Special Zone A (Burke Shire residents) and \$338 for Zone A (Mt Isa). Cr McGrady is seeking an increase to \$10,000 per year and CPI indexed pa. I will provide a verbal report to the meeting. This matter was considered at the NWQROC Meeting in Julia Creek yesterday and support was given for the Zone Tax Rebate Offset and not a specific Zone Allowance. The NWQROC Meeting supported the increase in the number of days a person has to reside in the Zone from current 183 to approximately 250 to ensure FIFO persons are not eligible for the offset.

3. PROPOSAL

To support in principle for an increase in the Zone Tax Rebate Offset but not a Zone Allowance.

4. FINANCIAL & RESOURCE IMPLICATIONS

No direct implications

5. POLICY & LEGAL IMPLICATIONS

Nil

6. CRITICAL DATES & IMPLEMENTATION

NA

7. CONSULTATION

Cr McGrady
NWQROC

8. CONCLUSION

I believe that Council could give “In Principal” support for the increase in the Zone Tax Rebate Offset but not for the introduction of a Zone Allowance

9. OFFICER'S RECOMMENDATION

That Council give “In Principle” support for the increase in the Zone Tax Rebate Offset and allow the petition to be made available for interested residents to sign.

ATTACHMENTS



131125 Re- Reform
of Northern Australia

1. Letter from Mount Isa Mayor, Cr Tony McGrady -

Late Item Reports

09.06 Financial Assistance Grant Methodology

DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: John Page

FILE NO: BCS/GAS/FAGS

DATE: 5th December, 2013

LINK TO COUNCIL PLAN/S: NA

1. PURPOSE (Executive Summary)

To present to Council a paper submitted for consideration at the NWQROC Meeting held in Julia Creek on Wednesday, 4th December, 2013

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

An item was submitted by Flinders Shire Council in regards to the Commonwealth Grants Commission being asked to identify tangible measures for improving the impact of Local Government Financial Assistance Grants (FAGs) on the effectiveness of local government and their ability to provide services to their residents within the current funding envelope and report by December 2013. As stated by Flinders one of the questions the Commonwealth Grants Commission has been asked to address is as follows;

“identifying the impact of the Minimum Grants principle on the intra-state distribution of FAGs”

The recommendation to NWQROC and subsequently adopted at the Meeting is:

“The NWQROC write to the Queensland Premier and the Minister for Local Government, Community Recovery and Resilience as well as the Commonwealth Treasurer strongly supporting the total abolition of the “minimum grant principle” under the National Principles for the allocation of grants under the Local government (Financial Assistance) Act 1995 and setting out the reasons”.

3. PROPOSAL

To support NWQROC and Flinders Shire Council motion.

4. FINANCIAL & RESOURCE IMPLICATIONS

Financial Assistance Grant

5. POLICY & LEGAL IMPLICATIONS

Nil

6. CRITICAL DATES & IMPLEMENTATION

NA

7. CONSULTATION

NA

8. CONCLUSION

I believe that Council should support NWQROC and Flinders Shire Council.

9. OFFICER'S RECOMMENDATION

That Council support NWQROC and Flinders Shire Council resolution and write to the Queensland Premier and Minister for Local Government, Community Recovery and Resilience as well as the Commonwealth Treasurer strongly supporting the total abolition of the "minimum grant principle" under the National Principles for the allocation of grants under the Local government (Financial Assistance) Act 1995 and setting out the reasons.

ATTACHMENTS



Financial Assistance
Grants Methodology.

1. Business Paper NWQROC 04/12/13 -

Late Item Reports

09.07 Review of Corporate Plan 2010 to 2015

DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: John Page, Chief Executive Officer

FILE NO: BCS/CM/Planning/CP

DATE: Date of the Report

LINK TO COUNCIL PLAN/S: Corporate Plan

1. PURPOSE (Executive Summary)

To seek Council's views on the conduct of a review of Councils Corporate Plan 2010 to 2015.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council in 2010 adopted the Corporate Plan as per attached document. The existing Corporate Plan details the previous Council and organization structure as well as the direction that the then Council wanted to set. The Corporate Plan must outline the strategic direction of Council and state performance indicators for measuring the Council's progress in achieving its vision for the future of the area. The Corporate Plan must be prepared in line with the Community Plan even though the legislation no longer requires a Community Plan.

3. PROPOSAL

The proposal is to seek Councils direction for a review of the Corporate Plan to be undertaken and the level of consultation. Should Council agree to review the Plan then I would be advising that early in the new year Council should allocate a day to set the strategies that Council wants to achieve.

4. FINANCIAL & RESOURCE IMPLICATIONS

Administration

5. POLICY & LEGAL IMPLICATIONS

Local Government Regulation 2012 s165 and 166

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

NIL

8. CONCLUSION

I believe that Council should review the Corporate Plan in order to outline the strategic direction of Council.

9. OFFICER'S RECOMMENDATION

That Council conducts a review of the Corporate Plan in early 2014.

ATTACHMENTS



1. 2010 – 2015 Corporate Plan - 2010 to 2015 15
Corporate Plan - ado

Late Item Reports

09.08 Portfolios

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	John Page, Chief Executive Officer
FILE NO:	BCS/G/Councillors/C&P
DATE:	5 th December, 2013
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE (Executive Summary)

To put before Council the Mayor's request for the creation of two new Portfolios and appoint Councillors to those Portfolios.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has created two Portfolios previously namely Finance (Crs Forshaw and Duff) and Community Hub (Cr Poole).

Cr Camp's suggestion is to create the Portfolio of Development of Infrastructure to support Housing and Industrial expansion in Burketown. Suggest Cr Poole and Cr Murray to be Portfolio reps and to liaise with DCEO Philip Keirle and relevant staff as required.

To create the Portfolio of Plant Replacement. Suggest Cr Duff to be portfolio rep and liaise with WFM Brett Harris and relevant staff as required.

3. PROPOSAL

To create the Portfolio of Development of Infrastructure to support Housing and Industrial expansion in Burketown. Suggest Cr Poole and Cr Murray to be Portfolio reps and to liaise with DCEO Philip Keirle and relevant staff as required.

To create the Portfolio of Plant Replacement. Suggest Cr Duff to be portfolio rep and liaise with WFM Brett Harris and relevant staff as required.

Cr Camp states the creation of the above portfolios will pre-empt emerging needs and negate overall time spent debating these matters as background information can be supplied prior leading to more directed discussion during formal meetings. The conditions of these, and all, portfolios must be that the Mayor and CEO be made aware in advance, where possible, of meeting dates and times and agenda to allow for possible attendance (I appreciate that there may be times where an impromptu or urgent meeting needs to take place due to availability of attendees and matters arising) and in all cases a written report, even if just dot points, is made available as soon as possible after the meeting in order to disseminate information to Councillors and appropriate executive team members.

Of course no decisions on issues can be made at portfolio level. If a decision on a matter is required it must come to whole of Council.

4. FINANCIAL & RESOURCE IMPLICATIONS

Administration

5. POLICY & LEGAL IMPLICATIONS

Local Government Act and Regulation

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

NIL

8. CONCLUSION

I believe that Council should create the two Portfolios along the lines suggested by Cr Camp

9. OFFICER'S RECOMMENDATION

That Council

1. create the Portfolio of Development of Infrastructure to support Housing and Industrial expansion in Burketown and appoint Cr Poole and Cr Murray to be the Portfolio reps and to liaise with DCEO Philip Keirle and relevant staff as required;
2. create the Portfolio of Plant Replacement and appoint Cr Duff to be portfolio rep and liaise with WFM Brett Harris and relevant staff as required;
3. Require that the Mayor and CEO be advised in advance of all meeting dates and times and agenda items; and
4. Require all meetings to be reported back to the next Ordinary Meeting of Council

ATTACHMENTS

Nil

Late Item Reports

09.09 Allocation of funding for purchase of vehicle for WHSA

DEPARTMENT:	Office of the Deputy CEO
RESPONSIBLE OFFICER:	Philip Keirle, Deputy CEO
FILE NO:	BCS/PES/Aq/T
DATE:	10 th December 2013
LINK TO COUNCIL PLAN/S:	Operational Plan Budget – Work Health and Safety

1. PURPOSE (Executive Summary)

To provide relevant information to Councillors in relation to a potential purchasing decision of a vehicle for the WHSA position.

To secure a Council resolution for the funding of a work vehicle for the WHSA position.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Fleet management is a permanent agenda item at Council meetings and a frequent agenda item at Management/Supervisors meetings.

Where the purchase of a new vehicle is on the agenda, Council considers the following:

- Necessity of the purchase: is there existing capacity within Council's current fleet?
- Necessity for the position: is a vehicle actually required for a particular position?
- Type of vehicle required: if a vehicle is necessary for a particular position, what type of vehicle is required for this position?
- Budget: is the purchase budgeted for?

3. PROPOSAL

That Council resolves to determine:

- Whether or not to allocate a vehicle to the WHSA position;
- Whether or not to allocate funding for the purchase of this vehicle;
- The type of vehicle to be allocated/purchased, should Council determine to allocate funding for this purpose;
- Confirm the WHSA position as one entitled to "commuter use" of a vehicle

4. FINANCIAL & RESOURCE IMPLICATIONS

The purchase of this vehicle is not directly budgeted for in the 2013-2014 budget. However, the CFO has advised that it will be possible to cover this unanticipated expenditure through under-spending in the capital expenditure budget.

Provisional quotes received from Pacific Toyota indicate costs as follows:

2wd Hilux ute	\$27,000
2wd Hilux dual cab	\$29,500
4wd Hilux SCC ute	\$32,400
4wd Hilux dual cab	\$40,300

5. POLICY & LEGAL IMPLICATIONS

Ability to satisfy Work Health & Safety legislation and regulations would be enhanced.
Council Vehicle Policy

6. CRITICAL DATES & IMPLEMENTATION

- 21 days required for tenders for non-current assets. Tender to be conducted via Local Buy and can commence Friday 13th December.
- Expected January commencement of WHSA (start date to be confirmed prior to shut-down)

7. CONSULTATION

Consultation has taken place with the following:

- CFO: in relation to available finances for the purchase.
- WFM:
 - o In relation to pricing and suitability of car for position. Pricing received from Pacific Toyota, Cairns.
 - o In relation to current vehicle availability.
- Carpentaria Shire Council: in relation to WHSA access to vehicle: commuter vs. private

8. CONCLUSION

A key part of the WHSA's role will be to conduct site investigations, hazard assessments, worksite inductions, incident investigations and administer drug and alcohol tests. This role will require a high degree of independence and mobility. To ensure the job is capable of being discharged effectively, access to a vehicle will be critically important.

9. OFFICER'S RECOMMENDATION

1. That Council agrees to allocate funding from the under-spent CapEx budget for the purchase of a work vehicle for the Work Health Safety Advisor position.
2. If Council agrees to allocate funding for the purchase of a work vehicle for the WHSA, that Council determines the type of vehicle appropriate to this position, either from the following list or through an alternative direction:
 - a. 2wd Hilux ute \$27,000
 - b. 2wd Hilux dual cab \$29,500
 - c. 4wd Hilux SCC ute \$32,400
 - d. 4wd Hilux dual cab \$40,300
3. That Council designates the WHSA position as one entitled to commuter use of the vehicle on the basis that the WHSA will be expected to mobilize immediately in the event of an incident or accident involving plant/personnel.

ATTACHMENTS - Nil

10 Consideration of Notice(s) of Motion and Petitions

10.01 Notices of Motion

None received at time of agenda preparation

10.02 Petitions

None received at time of agenda preparation

11 Mayoral Report

Report to be provided to meeting.

12 Councillor Reports

Councillors will provide reports to the meeting.

13 New business of an 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:-

14 Closed session reports

14.01 Provisional Housing Allocations

14.02 Tender 13-21 Sale of Prado

15 Deputations and presentation scheduled for meeting

None received at time of agenda preparation

16 Closure of meeting

The next Ordinary Meeting of Burke Shire Council will be determined at this meeting.