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*Agenda and Business Papers  
Burke Shire Council Ordinary General Meeting  
Thursday 16<sup>th</sup> January 2014  
9.00am Council Chambers*

9.00 am	Opening of meeting
9.30 am to 10.30 am	Liz Taylor – Town Planner
10.30 am to 11.00 am	Sergeant Oliver Laurence – Burketown Police
10.30 am to 11.00 am	Morning Tea
11.00 am to 12.30 pm	Mark Adams & Barry Riddiford – MMG
12.30 pm to 1.00 pm	Lunch

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## 01 Opening of Meeting

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

## 02 Record of Attendance

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Members	Cr Ernie Camp, Mayor - Chair Cr Paul Poole, Deputy Mayor 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)
On Leave	Cr Zachary Duff

## 03 Prayer

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Led by Cr Camp.

## 04 Consideration of applications for leave of absence

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None received at close of agenda.

## 05 Confirmation of minutes of previous meeting(s)

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### 05.01 General Meeting Thursday 12 December 2013

#### Recommendation

That the Minutes of the General Meeting of Council held on Thursday 12 December 2013 as presented be confirmed by Council.



131212 Confirmed  
Minutes.pdf

## 06 Condolences

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None received at close of agenda.

## 07 Deputy CEO Reports

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07.01.01 Works and Services Monthly Update Report  
07.02.01 Workshop and Fleet Report  
07.03.01 Executive Officer Report  
07.03.02 Mobile Phone Policy  
07.04.01 Finance Monthly Update Report  
07.05.01 Deputy CEO Report

## Works and Services Reports

### 07.01.01 Works and Services Monthly Update Report

Refer to DCEO Report.

## Workshop and Fleet Reports

### 07.02.01 Workshop and Fleet Report

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DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris Work Shop and Fleet Manager

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

DATE: 13<sup>th</sup> January 2014

LINK TO COUNCIL PLAN/S: Works Program

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

Plant Item	Works Carried Out
⇒ Plant #426 Low loader	⇒ Brakes and wheel bearings
⇒ Plant #469 Multi tyred roller	⇒ Punctures and hub nuts
⇒ Plant #470 Loader	⇒ Bell housing- Europe
⇒ Plant #479 Water truck	⇒ Batteries, fuel fault, replaced injectors
⇒ Plant #488 Job truck	⇒ 80K service and window regulator
⇒ Plant #506 Drum roller	⇒ Start relay
⇒ Plant #510 Landcruiser	⇒ 100K service
⇒ Plant #524 Hilux	⇒ 40K service
⇒ Plant #532 Prado	⇒ Sold
⇒ Plant #534 Landcruiser	⇒ Windscreen repairs
⇒ Plant #535 Landcruiser	⇒ Battery
⇒ Plant #536 Landcruiser	⇒ 55K minor service
⇒ Plant #541 HACC Bus	⇒ 15K minor service
⇒ Plant #544 Job truck	⇒ 30K service
⇒ Plant #545 Job truck	⇒ Sent to Townsville for computer/pressure sensor
⇒ Plant #549 DCEO RAV4	⇒ 25K minor service
⇒ Plant #551 Prime mover	⇒ Limp mode, batteries, air tank mount broken
⇒ Plant #561 Landcruiser	⇒ 40K service, rear brake shoes, tyres, windscreen
⇒ Plant #566 Landcruiser	⇒ Induction etc

Extras by workshop staff

Banners, site shelter, wharf lights, Town entry signs, river cameras, pool shade sails and pool pumps etc

#### 2. TENDER UPDATE

From 2013/14 budget

- Replacement Ranger Landcruiser- Arrived and inducted

Extra to budget

- Hilux dual cab- see extra report

#### 3. OFFICER'S RECOMMENDATION

Council notes the contents of the Work Shop and Fleet Manager's January 2014 report.

#### ATTACHMENTS

NIL

## Executive Officer Reports

### 07.03.01 Executive Officer Report

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DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

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

DATE: 8<sup>th</sup> January 2014

LINK TO COUNCIL PLAN/S: Operational Plan (One year)

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#### 1. EVENTS

##### Native Ryme Tour

Native Ryme Tour completed music workshops and a performance in the Hall on the 21<sup>st</sup> of December. The workshops and performance were attended by members of the community.

##### Media and PR

Burke Shire Newsletter was sent out in early December.

##### Staff Christmas Party

I believe all that attended the Staff Christmas Party enjoyed themselves.

##### Australia Day

Program attached, flyers were sent in December calling for nominations along with program outline. Station Packs were sent out in later December.

##### 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

##### Morning Glory Festival

Festivals Australia Grant for \$38,000 from Arts Council Australia  
Tourism and Events Queensland for \$35,000

2. LIBRARY

The Library has been very quiet, which is usual for this time of the year.  
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 all other housing paperwork being looked after at the Office.

Council currently has seven people on their waiting list looking for houses. The Glendale houses are not quite ready for occupants. One house is currently vacant; a small amount of maintenance is required before tenants can move in.

Housing inspections will start in February.

4. RADF

No reports received for this meeting.

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 has been sent out.

6. DEVELOPMENT APPLICATIONS

Full list of Development Applications attached, no new applications received since the December meeting.

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 was closed during December.

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. Australia Day



Australia Day 2014  
Event Plan.pdf

2. Development Applications Status



Development  
Applications.xls

## Executive Officer Reports

### 07.03.02 Mobile Phone Policy

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE NO:	BCS/P&P/P
DATE:	8 <sup>th</sup> January 2014
LINK TO COUNCIL PLAN/S:	Operational Plan

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1. PURPOSE (Executive Summary)

The intent of this policy is to provide understanding and guidance for the appropriate use of mobile phones by council staff, councillors and contractors for the purpose of conducting Council business.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council currently does not have a policy in place for mobile phone use.

The aim of this policy is to provide employees with guidelines regarding the appropriate use of their company supplied mobile phone. Reference is also made to the use of private mobile phones on company business.

3. PROPOSAL

That Council adopts the Mobile Phone Policy as attached.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

Council policies and guideline provisions which must be adhered to in relation to the use of mobile phones.

6. CRITICAL DATES & IMPLEMENTATION

Will be implemented at time of adoption.

7. CONSULTATION

Deputy CEO

8. CONCLUSION

Burke Shire Council recognises that mobile phones provide new opportunities for dynamic and interactive two-way communications which can complement existing communication and further improve information, access and delivery of key services.

9. OFFICER'S RECOMMENDATION

That council adopts the Mobile Phone Policy version 0 as presented.

ATTACHMENTS



ADMIN05 Mobile  
Phone Policy - DRAFT

1. Draft Mobile Phone Policy

## Chief Financial Officer Reports

### 07.04.01 Finance Monthly Update Report

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DEPARTMENT: Finance Department

RESPONSIBLE OFFICER: Frederick Aquilin – Chief Financial Officer

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

DATE: 14<sup>th</sup> of January 2014

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#### 1. STATEMENT OF COMPREHENSIVE INCOME

*Supporting documentation: Revenue and Expenditure Report*

Summary – The operating position as the end of December was a surplus of \$558,450 as supposed to a surplus of \$577,804 for the month of November (a decrease of \$19,354). Expenditure is levelling out post the flood damage and RMPC expenditure carried out in previous months. It's worth noting that this surplus would have been higher had we not paid for salaries and invoices in advance ahead of the Christmas shut-down.

Revenue – The bulk of new revenue throughout the month stemmed from the receipt of interest from QTC (\$257,000) and RMPC invoices (\$497,000). We also received \$97,000 in additional grants, mainly Financial Assistance Grants.

Expenses – 'Materials and services' increased by \$391,100 as supposed to \$224,600 during last month; the additional expenditure related mainly to RMPC road maintenance work. 'Employee benefits' increased by \$366,800 which is according to trend; given that we paid for one fortnight in advance this expenditure is according to trend.

#### 2. STATEMENT OF FINANCIAL POSITION

Summary – Overall, the BSC asset base sat at \$108,963,866 as supposed to 108,984,424 last month; so not much movement in December (a decrease of \$20,558).

Current Assets – 'Cash' decreased by \$957,100 for the month mainly due to the payments of road building related contractors (please note that invoices and salaries were paid in advance ahead of the Christmas shut-down), while 'trade and other receivables' increased by \$590,600 as we issued invoices to RMPC and Armour Energy. 'Inventories' increased by \$41,200 (standard items).

Non-Current Assets – 'Capital works in progress' increased by \$410,600 during the month mainly relating to the near completion of the four houses in Burketown and the roads. All other non-current assets were according to trend.

Current Liabilities – Current provisions, mainly HACC related, decreased by \$35,500 during the month as a refund from last financial year was paid.

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 and employees' increased by \$773,400 during the month, mainly road building related and due to the advance payment of salaries. 'Receipts from customers' increased by \$110,700 during the month, mainly payments stemming from Armour Energy related invoices.

Summary – In total the BSC net cash at hand sat at \$16,083,185 at the end of the period, as supposed to \$17,040,224 at the end of last month (a decrease of \$957,000).

4. NOTE TO COUNCIL – EVENTS WITHIN THE FINANCE DEPARTMENT






Financial Statement Audit: Not much has transpired on this front since the December meeting. I received a request for several remittance advices from relating to QRA and further reconciliation of our superannuation payments, which has been provided to the QAO.

“Money in the bank”: I received a question regarding how much “money Council has in the bank that can be accessed instantly” at the moment. As at the end of December, we had \$15,702,677.50 available in facilities that can be drawn upon instantly.

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.pdf
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

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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)

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#### 1. MAJOR PROJECTS

##### Community Hub:

- The Tender for the Design and Construction of the Burke Shire Community Hub closed on December 18, 2013.
- iGPM have submitted their initial feedback on the tenders submitted and are in further discussions with tenderers.
- Development Application for Material Change of Use completed and approved. Survey of new lots will be required prior to submission of lot boundary changes to the State.

The final report is due on 20<sup>th</sup> January 2014.

The contract documentation should be prepared by 6 February 2014.

This timing may require Council to hold a Special Meeting in early February for the purpose of awarding the tender in order to keep to the project timeline.

See Attachment A

##### Glendale Housing:

- Allocations complete
- All houses completed with provisional sign off. Final certification process to be completed once all services are installed.
- Electrical to be completed week beginning 13<sup>th</sup> January 2014.
- Septic / sewer hook-ups complete
- Awaiting Telstra and electrical connections
  - o Telstra conduit was originally due on 18 November 2013 but has been postponed until February 2014.

##### Pontoon:

- Preliminary discussions with Cairns Regional Council and Main Roads

##### Rubbish Tip Rehabilitation (Tyres):

- Have held preliminary discussions with a potential service provider of rubber shredding
- Have held discussions with MMG's Environment Manager in relation to shredding of tyres
- Have sought quotes in relation to purchase/hire of various equipment required for rehab.

#### 2. TRAINING

Training needs analysis currently being conducted with Managers and Supervisors.

- Some Councillors have expressed some interest in attending:
  - o Planning/Team Building Courses
  - o LGAQ Refresher Course in Mt Isa on 6<sup>th</sup> February
- There is interest in WHS Incident Investigation courses as well as computing and records keeping.
- 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 X

Review of the first year of the Joint Consultative Committee  
SBU presentation of 3<sup>rd</sup> Staff Survey Report  
Next meeting: 10<sup>th</sup> March 2014 at 1.30 pm

#### New positions

Works Manager: offer made, position accepted.  
Finance (grad): offer made, position accepted.  
WHSA: provisional acceptance.  
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.

### 4. WORKPLACE HEALTH & SAFETY

#### Incident/Accident/Near Miss Reports:

There were 18 Incidents/Accidents in 2013 (up to and including 31 December) as compared with 9 Incidents/Accidents during the same period in 2012 and 25 during the same period in 2011. There were 4 incidents reported in November/December 2013 (22% of the total for the year).

There was 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.

There have been no incidents/accidents so far in 2014.

See Attachment B

### 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. However, it is unlikely that MMG will make the kind of commitment the application needs to succeed.

#### MMG Karumba Lead Haulages

- MMG completed haulage for 2013 on 13<sup>th</sup> December and resumed haulage in January 2014.
- BSC received compensation payment for 2013 haulage.
- Same Road Use Agreement governing 2013 haulage governs 2014 haulage.
- MMG will look to complete a further 5,000t of haulage in 2014.

### 6. NATIVE TITLE AND CULTURAL HERITAGE

#### Land Valuations

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

#### Cultural Heritage

Council has submitted initial requests for Cultural Heritage clearance of extensions to quarry pits.

### 7. COMPLIANCE

#### Traffic Management Registration Scheme:

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

### 8. STAKEHOLDER MANAGEMENT

#### MMG:

- Contact with key stakeholders at MMG has become increasingly difficult over the last couple of months.
- Discussions with Julie Hilder in relation to Royalties for Regions project funding.
- DCEO and Councillor Poole will meet John Milsom (Environment Manager) at Century Mine on Tuesday 11<sup>th</sup> February to discuss waste management solutions.

Ergon: discussions with Ergon Senior Asset Engineer in relation to:

- 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: EHP representatives will arrive in Burketown on Monday 20<sup>th</sup> January to provide a presentation on the role EHP plays in setting and monitoring the conditions attached to gas exploration permits.

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

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

CLCAC: discussions in relation to possible Joint Ventures.

NPC: discussions to take place next week 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



Burke Shire  
Community Hub - pro

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



Work Health and  
Safety - Incidents and

3. Works Program



140114 - Works  
Program - January Up

## 08 Chief Executive Officer Reports

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08.01.01 Chief Executive Officer Monthly Update Report  
08.01.02 Councillor Remuneration

## Chief Executive Officer Reports

### 08.01.01 Chief Executive Officer Monthly Update Report

Report not received at time of agenda preparation.

## Chief Executive Officer Reports

### 08.01.02 Councillor Remuneration

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	John Page, Chief Executive Officer
FILE NO:	BCS/G/Councillors/CA
DATE:	8 <sup>th</sup> January, 2014
LINK TO COUNCIL PLAN/S:	Operational Plan

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1. PURPOSE (Executive Summary)

To present to Council the decision of the Local Government Remuneration & Disciplinary Tribunal for the 2014/2015 year and seek Council's decision in relation to the remuneration.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Local Government Remuneration & Disciplinary Tribunal is charged with the responsibility of setting the level of remuneration for Mayor, Deputy Mayor and Councillors for the year. In the past Council was presented with a range of remuneration, however as was the case in 2013/2014 the Tribunal set the actual figure.

3. PROPOSAL

The Tribunal has set the following maximum remuneration rates:

Mayor	\$95,488.00
Deputy Mayor	\$55,089.00
Councillors	\$47,744.00

In relation to Councillors the Tribunal has set a base rate of \$23872.00 and an Ordinary Meeting attendance fee of \$1989.00.

Section 247(2) of the Regulation allows Council to set a lesser remuneration rate however the period of time allowed for this is 90 days from Gazettal (13 December, 2013).

4. FINANCIAL & RESOURCE IMPLICATIONS

Councillors Remuneration – If 100% attendance \$120,900

5. POLICY & LEGAL IMPLICATIONS

NIL

6. CRITICAL DATES & IMPLEMENTATION

1 July, 2014

7. CONSULTATION

Nil

8. CONCLUSION

9. OFFICER'S RECOMMENDATION

That Council accept the remuneration level as set by the Local Government Remuneration & Disciplinary Tribunal effective from 1 July 2014.

ATTACHMENTS

Nil

## 09 Late Item Reports

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- 09.01 Corporate Plan
- 09.02 Withholding Tax for Councillors Remuneration
- 09.03 Burke Shire Council Work Health and Safety Policy

## Late Item Reports

### 09.01 Corporate Plan

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	John Page, Chief Executive Officer
FILE NO:	BCS/CM/Plan/CorpP
DATE:	13th January, 2014
LINK TO COUNCIL PLAN/S:	Operational Plan

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1. PURPOSE (Executive Summary)

To allow Council is to determine a suitable date for a workshop for the development of Council's Corporate Plan.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council in 2010 developed a Corporate Plan 2010 – 2015 at that point of time the Corporate Plan had to be consistent with the Community Plan. However Council's Community Plan was not developed till 2011. There is now no provision for the development of a Community Plan however Council can determine to develop the Corporate Plan consistent with the Community Plan. Council is required to develop and adopt a 5 year Corporate Plan in sufficient time to allow a budget and annual Operation Plan (consistent with the 5 year Corporate Plan). The Corporate Plan can be amended by resolution at any time and Council must discharge its responsibilities in a way that is consistent with the Corporate Plan. The Corporate Plan must outline the strategic direction of Council and state performance indicators for measuring Council's progress in achieving its VISION for the future of the local government area.

3. PROPOSAL

The proposal is for Council to consider the development of a Mission Statement as well as its Vision and determine a convenient day that work shopping could be held to develop the Corporate Plan.

4. FINANCIAL & RESOURCE IMPLICATIONS

Administration

5. POLICY & LEGAL IMPLICATIONS

S165 and 166 of the Local Government Regulation 2012

6. CRITICAL DATES & IMPLEMENTATION

Prior to budget and Operational Plan preparation

7. CONSULTATION

Nil

8. CONCLUSION

Nil

9. OFFICER'S RECOMMENDATION

That Council determines a date for the development of the 5 year Corporate Plan.

ATTACHMENTS



2. 2010-2015 Corporate Plan - 2010 to 2015 15  
Corporate Plan - adop



3. 2011 – 2021 Community Plan - Burke Shire  
Community Plan 2011

## Late Item Reports

### 09.02 Withholding Tax for Councillors Remuneration

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DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: John Page, Chief Executive Officer

FILE NO: BCS/G/Councillors/CA

DATE: 13th January, 2014

LINK TO COUNCIL PLAN/S: Operational Plan

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1. PURPOSE (Executive Summary)

To present to Council for consideration the question of withholding tax for Councillors Remuneration.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As stated in my email on 9<sup>th</sup> January, 2012 I have investigated the possibility of Council being able to withhold tax of Councillors Remuneration and provide the following for your information.

Under the Taxation Administration Act Council can resolve to be an “Eligible Local Governing Body” and have tax withheld. However the decision has to be unanimous and cannot be changed in the future.

The implications to this is that Councillors are thereby regarded as employees in so far as the Tax Act is concerned and restrictions in regards to Personal Superannuation contributions (limit \$25,000 per year). A further implication is FBT liability eg Council lunches during meetings would be subject to FBT as well as other benefits.

3. PROPOSAL

The proposal is for Council to consider whether to resolve to be an “Eligible Local Governing Body” under the Taxation Administration Act for the purposes of having withholding tax deducted from Remuneration payments.

4. FINANCIAL & RESOURCE IMPLICATIONS

Administration

5. POLICY & LEGAL IMPLICATIONS

Nil

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

Nil

8. CONCLUSION

Nil

9. OFFICER'S RECOMMENDATION

That the Report on Taxation of Councillors Remuneration be received and noted.

ATTACHMENTS

Nil

## Late Item Reports

### 09.03 Burke Shire Council Work Health and Safety Policy

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Philip Keirle, Deputy CEO
FILE NO:	BCS/P&P/Policy
DATE:	14 <sup>th</sup> January 2014
LINK TO COUNCIL PLAN/S:	Operational Plan

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1. PURPOSE (Executive Summary)

To introduce an updated Work Health & Safety Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Work Health & Safety is a permanent agenda item in Council meetings.

3. PROPOSAL

That Council review and adopt the attached WHS Policy.

4. FINANCIAL & RESOURCE IMPLICATIONS

NA

5. POLICY & LEGAL IMPLICATIONS

Compliance with WHS legislation and regulations.

6. CRITICAL DATES & IMPLEMENTATION

NA

7. CONSULTATION

Carpentaria Shire Council  
Townsville City Council

8. CONCLUSION

In order to signal Council's commitment to Work Health and Safety in a constantly changing environment, it is necessary to update policies such as these to reflect changes/amendments/developments in WHS regulations and legislation.

9. OFFICER'S RECOMMENDATION

That Council resolves to adopt the WHS policy as proposed.

ATTACHMENTS



131212 - Burke Shire  
Council - Work Health

1. Work Health & Safety Policy -

## Late Item Reports

### 09.04 Procurement and Project Delivery of Glendale Homes

## 10 Consideration of Notice(s) of Motion and Petitions

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### 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

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Report to be provided to meeting.

## 12 Councillor Reports

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Councillors will provide reports to the meeting.

## 13 New business of an urgent nature admitted by Council

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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

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14.01 13-24 Quotation for Hilux Dual Cab change number and move

14.02 Confidential ILUA Task List – Prepared by DNRM

## 15 Deputations and presentation scheduled for meeting

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15.01 Liz Taylor – Planning

15.02 Sergeant Oliver Laurence – Burketown Police

15.03 Mark Adams & Barry Riddiford – MMG

## 16 Closure of meeting

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The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 20<sup>th</sup> February 2014.