



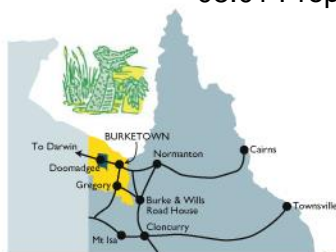
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*Agenda and Business Papers*  
*Burke Shire Council Post-election Meeting*  
*Monday 4<sup>th</sup> April 2016*  
*1.15pm Council Chambers*

1.15 pm	Oath of Declaration
1.30 pm	Opening of meeting

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## Notice of Post-election Meeting

The Post Election Meeting of the Burke Shire Council will be held on Monday 4<sup>th</sup> April 2016 in the Nijinda Durlga, Burketown commencing at 1.15pm.

Pursuant to section 175 of the Local Government Act 2009 the Post-election Meeting must be held within 14 days after the conclusion of each quadrennial election; and the conclusion of a fresh election of its councillors.

The Statutory Meeting is formal in nature and relates specifically to the constitution of the local government body and is not intended to transact substantive business nor entertain general business relating to the functional aspects of the Council's responsibilities. Section 175 of the Act prescribed those matters that must be considered by the Council at this meeting.

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### 01 Opening of Meeting

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The Mayor welcomed members and declared the meeting open at 1.30pm.

### 02 Record of Attendance

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Members	Cr Ernie Camp - Chair Cr John Clarke Cr John Yanner Cr Paul Poole Cr Tonya Murray
Officers	Philip Keirle; Chief Executive Officer Chris Rohan; Works Manager Brett Harris; Workshop & Fleet Manager Simbarashe Chimpaka; Finance Manager Madison Marshall; Executive Assistant (minutes)
On Leave	Nils Hay; Deputy CEO

### 03 Prayer

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Led by Doug Jones

## 04 Appointment of Deputy Mayor

### 04.01 Appointment of Deputy Mayor

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Chief Executive Officer
FILE NO:	Post Election Meeting
DATE:	1 April 2016
LINK TO COUNCIL PLAN/S:	Statutory requirement

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1. PURPOSE (Executive Summary)

Council required to appoint an elected member (other than the Mayor) to the position of Deputy Mayor at the post-election Council meeting.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Councillor Paul Poole was appointed Deputy Mayor on 17 May 2012.

3. PROPOSAL

That Council appoints an elected member (other than the Mayor) as Deputy Mayor.

4. FINANCIAL & RESOURCE IMPLICATIONS

NA

5. POLICY & LEGAL IMPLICATIONS

Section 175 of the Local Government Act 2009 provides as follows:

**175 Post-election meetings**

(1) A local government must hold a meeting within 14 days after—

- (a) the conclusion of each quadrennial election; and
- (b) the conclusion of a fresh election of its councillors.

(2) The local government must, by resolution, appoint a deputy mayor from its councillors (other than the mayor)—

- (a) at that meeting; and
- (b) at the first meeting after the office of the councillor who is the deputy mayor becomes vacant.

Section 165 of the Local Government Act 2009 provides as follows:

**165 Acting mayor**

(1) The deputy mayor acts for the mayor during—

- (a) the absence or temporary incapacity of the mayor; or
- (b) a vacancy in the office of mayor.

(2) If—

- (a) the office of mayor is vacant and the deputy mayor is prevented, by absence or temporary incapacity, from acting as the mayor; or
- (b) the mayor and deputy mayor are both prevented, by absence or temporary incapacity, from performing the role of mayor; or

(c) the offices of both the mayor and deputy mayor are vacant;

the local government may, by resolution, appoint an acting mayor from its councillors.

(3) A local government may, by resolution, declare that the office of deputy mayor is vacant.

(4) The resolution may be passed only if written notice of the resolution has been given to the councillors at least 14 days before the meeting.

(5) If a local government declares that the office of deputy mayor is vacant, it must immediately appoint another deputy mayor from its councillors.

## 6. CRITICAL DATES & IMPLEMENTATION

The appointment of the Deputy Mayor must take place at the post-election Council meeting in line with section 175 of the Local Government Act 2009. Accordingly, Council is required to appoint a councillor to the position of Deputy Mayor on 4 April 2016.

## 7. CONSULTATION

Department of Infrastructure, Local Government and Planning

## 8. CONCLUSION

As outlined in section 175 of the Local Government Act 2009, Councillors are required to appoint a councillor (other than the Mayor) to the position of Deputy Mayor at the post-election Council meeting.

## 9. OFFICER'S RECOMMENDATION

1) That Council notes the contents of this report;

AND

2) In the event that the Mayor calls for nominations for the position of Deputy Mayor and only one seconded nomination is received, that the nominee be appointed as Deputy Mayor pursuant to section 175 of the Local Government Act 2009.

Resolution

That Councillor \_\_\_\_\_ be appointed Deputy Mayor in accordance with section 175 of the Local Government Act 2009.

Nominated:

Seconded:

Carried:

OR

3) In the event that the Mayor calls for nominations for the position of Deputy Mayor and there is more than one seconded nomination, that the details of the nomination and seconding be recorded as follows:

(a) Councillor \_\_\_\_\_ was nominated for the position of Deputy Mayor by Councillor \_\_\_\_\_ . Councillor \_\_\_\_\_ seconded the nomination.

(b) Councillor \_\_\_\_\_ was nominated for the position of Deputy Mayor by Councillor \_\_\_\_\_ . Councillor \_\_\_\_\_ seconded the nomination.

(c) Councillor \_\_\_\_\_ was nominated for the position of Deputy Mayor by Councillor \_\_\_\_\_ . Councillor \_\_\_\_\_ seconded the nomination.

AND

- 4) That councillors conduct a vote, by secret ballot, to appoint the Deputy Mayor.

AND

- 5) That the CEO and Executive Assistant be scrutineers for this vote to appoint a councillor to the position of Deputy Mayor.

AND

- 6) That in the event of a tied ballot, the Chair casts the deciding vote.

AND

- 7) That, on the basis of the vote conducted, Cr \_\_\_\_ be appointed Deputy Mayor in accordance with section 175 of the Local Government Act 2009.

Resolution

That Councillor \_\_\_\_ be appointed Deputy Mayor in accordance with section 175 of the Local Government Act 2009.

Nominated:

Seconded:

Carried:

#### ATTACHMENTS

Nil

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05 Discussions in relation to Advisory Committees

To be discussed at the meeting.

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## 06 Discussions and Appointments in relation to other bodies

### 06.01 Nomination of Council representatives to other Organisations and Associations

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Chief Executive Officer
FILE NO:	Post Election Meeting
DATE:	1 April 2016
LINK TO COUNCIL PLAN/S:	Operational Plan, Corporate Plan

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#### 1. PURPOSE (Executive Summary)

To seek Council's direction on the appointment of Delegates or representatives to other bodies.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The following appointments were made at the May 2012 post-election meeting:

Australia Day Advisory Committee	Cr Forshaw
Agforce	Mayor
Gregory Landcare	Cr Forshaw
Gulf Savannah Development (GSD)	Mayor, Councillor
LGAQ Annual Conference	Mayor, Deputy Mayor
MITEZ	Mayor
Mount Isa Chamber of Commerce	Mayor, Deputy Mayor
North Qld LGAQ	Mayor, Deputy Mayor
NW Regional Roads Group	Mayor, Councillor
Savannah Way Limited	Mayor
Southern Gulf Catchment (SGC)	Cr Duff
Riversleigh Community Scientific - Advisory Committee - RCSAC	Cr Camp
SIA Trust Fund	Cr Murray

#### 3. PROPOSAL

That Council provides direction as to the intended membership or participation of particular Councillors with particular organisations, associations or interest groups.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Covered by Council's budget and the Councillors Expenses Reimbursement Policy.

#### 5. POLICY & LEGAL IMPLICATIONS

NA

#### 6. CRITICAL DATES & IMPLEMENTATION

NA



7. CONSULTATION

LGAQ  
Mayor

8. CONCLUSION

Local Government representatives often feature on the boards or memberships of regional and interest-specific groups.

9. OFFICER'S RECOMMENDATION

That Council appoints the following delegates and representatives to the following associations, organisations, interest groups or events:

Australia Day Committee	
Agforce	
Economic Development Queensland	
Gregory Landcare	
Gulf Savannah Development	
LGAQ Annual Conference	
Nth Queensland LGA	
NWQ Rural Roads and Transport Group	
NWQ Regional Organisation of Councils	
Savannah Way Ltd	
Southern Gulf Catchments	

ATTACHMENTS

NIL

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## 07 Setting of Meeting Dates for the remainder of 2016

### 07.01 Adoption of Ordinary Council Meeting Dates for 2016

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Madison Marshall; Executive Assistant
FILE NO:	Council Meeting Notices
DATE:	1 April 2016
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan

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#### 1. PURPOSE (Executive Summary)

Councils are required to consider the day and time for holding other Council meetings at the post-election Council meeting.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council previously considered and developed the dates for the 2016 Ordinary Meetings of Council at the October 2015 Council meeting. Council determined to continue holding Council meetings on the third Thursday of each Month with the exception of December (second Thursday of the month).

At that meeting, Council resolved to hold the 2016 Ordinary Meetings of Council on the following dates:

January	Thursday 21
February	Thursday 18
March	Thursday 17
April	Thursday 21
May	Thursday 19
June	Thursday 16
July	Thursday 21
August	Thursday 18
September	Thursday 15
October	Thursday 20
November	Thursday 17
December	Thursday 08 (second week of December)

#### 3. PROPOSAL

That Council continues to hold their meetings on the third Thursday of each Month, except for the December, meeting to be held on the second Thursday of the Month.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Budgeted for in Council's normal operations.

#### 5. POLICY & LEGAL IMPLICATIONS

Section 256 Local Government Regulation 2012

##### **256 Agenda of post-election meetings**

- (1) The matters a local government must consider at a post-election meeting include the day and time for holding other meetings.

**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**

The day and time for holding Council meetings must feature on the agenda at the post-election Council meeting. Accordingly, Council is required to consider the meeting schedule on 4 April 2016.

**7. CONSULTATION**

CEO;  
Local Government Regulation 2012.

**8. CONCLUSION**

Council is required to conduct meetings in line with the minimum requirements established in the Local Government Regulation 2012. Adopting the meeting schedule proposed below will satisfy the requirements of the Local Government Regulation 2012.

**9. OFFICER'S RECOMMENDATION**

That Council adopts the dates below for the Ordinary Meetings of Council in 2016:-

April	Thursday 21	Burke Shire Nijinda Durlga Boardroom
May	Thursday 19	Burke Shire Nijinda Durlga Boardroom
June	Thursday 16	Burke Shire Nijinda Durlga Boardroom
July	Thursday 21	Burke Shire Nijinda Durlga Boardroom
August	Thursday 18	Burke Shire Nijinda Durlga Boardroom
September	Thursday 15	Burke Shire Nijinda Durlga Boardroom
October	Thursday 20	Burke Shire Nijinda Durlga Boardroom
November	Thursday 17	Burke Shire Nijinda Durlga Boardroom
December	Thursday 08	Burke Shire Nijinda Durlga Boardroom

**ATTACHMENTS**

Nil

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## 08 Discussion, Review and Adoption of Councillor Induction and Budget Timetable

### 08.01 Proposed Councillor Induction and Budget Timetable

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Chief Executive Officer
FILE NO:	Post Election Meeting
DATE:	1 April 2016
LINK TO COUNCIL PLAN/S:	Budget, Operational Plan, Corporate Plan

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1. PURPOSE (Executive Summary)

To propose a post-election Councillor Induction and Budget Timetable.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Local Government Elections were held on 19 March 2016. Following this election, and within a fairly short timeframe, Councillors will be asked to review and revise some of Council's major planning documentation. In the third week of June 2016, Councillors will be asked to adopt the 2016-2017 Operational Plan, the 2016-2017 Budget and associated Budget policies. To operate effectively in this tight timeframe, it will be necessary for Councillors to participate in a variety of education and planning days.

3. PROPOSAL

That Council notes the content of the "Councillor Induction and Budget Timetable" with a view to altering or confirming all or part of this timeframe.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable

5. POLICY & LEGAL IMPLICATIONS

The proposed "Councillor Induction and Budget Timetable" aims to assist the Burke Shire Council in upholding the Local Government Principles and to discharge a variety of other roles, responsibilities and requirements outlined in the Local Government 2009 and the Local Government Regulation 2012 as these relate to the following:

- Roles and responsibilities of:
  - Local Government
  - Councillors
  - Mayor
  - Chief Executive Officer
    - Recruitment
  - Local Government employees
- Councillor entitlements
- Local Laws
- Ethical Behaviour and decision making
  - Registers of Interest;
  - Material Personal Interest
  - Conflicts of Interest

- Use of Information by Councillors
- Processes for Dealing with Complaints about Councillors
- Councillor conduct:
  - o Inappropriate Conduct
  - o Misconduct
  - o Corrupt Conduct
- Financial Planning Documentation:
  - Five-year Corporate Plan
  - Long-term Asset Management Plan
  - Long-term Financial Forecast
  - Annual Budget
  - Annual Operational Plan
- Financial Accountability:
  - Financial Statements
  - Asset Register
  - Annual Reports
  - Audit Committees
- Financial Policies
  - Investment Policy
  - Debt Policy
  - Revenue Policy
- Rates
  - Revenue Statement
  - Differential General Rates
  - Service Charges
  - Cost Recovery

## 6. CRITICAL DATES & IMPLEMENTATION

Confirmation of the proposed Councillor Induction and Budget Timetable on 4 May 2016 would be appropriate.

## 7. CONSULTATION

Regional CEOs  
Department of Local Government  
Local Government Association of Queensland  
Internal: past Council practices

## 8. CONCLUSION

In order for Councillors to effectively discharge their responsibilities under Local Government legislation, it will be necessary for Councillors to understand the process and content requirements for adopting key Financial Planning Documentation for the 2016-2017 financial year. The proposed timetable is designed to assist in this process.

## 9. OFFICER'S RECOMMENDATION

That Council notes the contents of this report

## ATTACHMENTS

1. Councillor Induction and Budget Timetable



A1 - Induction -  
Proposed Councillor I



A2 - Induction -  
DILGP - Councillor-Re

2. DILGP - Councillor Resource Toolkit

## 09 Discussion & Adoption of Chief Executive Officer Appointment Process

### 09.01 CEO Recruitment – Progress Report

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Chief Executive Officer
FILE NO:	Post Election Meeting
DATE:	1 April 2016
LINK TO COUNCIL PLAN/S:	NA

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#### 1. PURPOSE (Executive Summary)

To provide the newly elected Council with an update report on the Chief Executive Officer recruitment process.

To seek confirmation from Council on the process for appointing the new Chief Executive Officer of the Burke Shire Council.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The table below provides an overview of activity to date in the CEO recruitment process. The aim has been to ensure pre-election recruitment generates as wide an interest in the role as possible, thereby providing the new Council with the ability to commence long-listing, short-listing, negotiation and appointment procedures once sworn into office.

CEO Recruitment - current timetable			
Item	Details	Day	Date
1	Incumbent CEO provides notice of intention not to renew contract	Thursday	21-Jan-16
2	Mayor, Deputy Mayor discuss recruitment process with Department of Local Government Representatives (Peter Whiting and Jo Stephenson)		Jan 2016
3	RFQs for Recruitment Agencies released	Monday	25-Jan-16
4	RFQs for Recruitment Agencies submitted and reviewed	Monday	25-Jan-16
		Wednesday	27-Jan-16
		Thursday	28-Jan-16
5	Follow-up with LGMA (Peta Irvine) and LGAQ (Greg Hoffman, Tony Goode) in relation to latest developments on industry standards related to CEO recruitment and contracting.	Tuesday	2-Feb-16
6	CEO discusses recruitment process with Department of Local Government.	Tuesday	2-Feb-16
7	Notification to unsuccessful agencies	Tuesday	2-Feb-16
8	Recruitment process awarded to successful agency	Tuesday	2-Feb-16
9	Current LGAQ/LGMA-endorsed contract forwarded to Recruitment Agency for review.	Thursday	4-Feb-16
10	Recruitment process update provided to Councillors	Friday	5-Feb-16
11	PD and Advertising copy circulated to Councillors	Thursday	11-Feb-16

12	Advertising Copy and Remuneration range confirmed	Friday	12-Feb-16
13	Position Description Confirmed	Friday	12-Feb-16
14	Advertising goes live	Monday	15-Feb-16
15	Progressive rating and ranking of incoming applications	Monday	15-Feb-16
16	Phone and Video assessment of applicants commences	Tuesday	22-Feb-16
17	105 Applicants; 23 ranked 75% or higher; 34 not rated as yet;	Monday	7-Mar-16

### 3. PROPOSAL

That Councillors confirm the method for appointing the next Chief Executive Officer of the Burke Shire Council. Councillors will need to confirm which components or stages of the appointment process will be delegated.

CEO Recruitment - proposed timetable			
18	Local Government Election	Saturday	19-Mar-16
19	Closure of Applications for CEO Position at 12.00pm	Monday	21-Mar-16
20	Report on applicants to be prepared and submitted by Recruitment Agency.	Monday	4-Apr-16
21	Post-election Council Meeting: determination of scope/extent of delegation of selection and appointment powers; Agency to present Long-List to Council (top 10-12); Agency to present Short-List to Council (top 5);	Monday	4-Apr-16
22	Council confirms/amends shortlist; Behavioural Tests issued to short-listed candidates; Agency sets-up candidate interviews.	Thursday	7-Apr-16
23	Behavioural Testing returned, assessed and provided to Council	Monday	11-Apr-16
24	CEO Recruitment Update provided to Councillors during workshop	Wednesday	13-Apr-16
25	Face-to-Face interviews from 15th to 19th April 2016 in Cairns (destination may change subject to location of shortlisted candidates). Face-to-Face interviews conducted by committee (TBD)	Fri - Tues	19-Apr-16
26	Complete reference checks of shortlisted candidates Council update on interview stage of CEO recruitment	Wednesday	20-Apr-16
27	Council meeting: endorse the committee's recommendation	Thursday	21-Apr-16
28	Verbal offer made (preferred candidate to review contract)	Friday	22-Apr-16
29	Negotiation/Acceptance (week beginning 26 April)	Tuesday	26-Apr-16
30	New CEO commences role in Burketown (earliest anticipated start date)	Monday	6-Jun-16
31	Incumbent CEO contract concludes	Friday	24-Jun-16

### 4. FINANCIAL & RESOURCE IMPLICATIONS

Recruitment processes budgeted for in the 2015-2016 budget.

### 5. POLICY & LEGAL IMPLICATIONS

Section 194 of the Local Government Act 2009 provides as follows:

(1) A local government must appoint a qualified person to be its chief executive officer.

- (2) A person is qualified to be the chief executive officer if the person has the ability, experience, knowledge and skills that the local government considers appropriate, having regard to the responsibilities of a chief executive officer.
- (3) A person who is appointed as the chief executive officer must enter into a written contract of employment with the local government.
- (4) The contract of employment must provide for—
  - (a) the chief executive officer to meet performance standards set by the local government; and
  - (b) the chief executive officer's conditions of employment (including remuneration).

6. CRITICAL DATES & IMPLEMENTATION

19 Mar 2016: Local Government Election  
16 Jun 2016: Proposed Budget adoption date

7. CONSULTATION

Department of Local Government  
Local Government Association of Queensland  
Local Government Manager's Association  
Employment agencies

8. CONCLUSION

The report provides background information on the recruitment process for the Burke Shire Council CEO position and seeks direction from Council in relation to the final stages of the recruitment, selection and appointment process.

9. OFFICER'S RECOMMENDATION

- 1) That Council notes the contents of this report and any attachments hereto; and
- 2) That Council endorses, in principle, the proposed timeframe for progressing and completing the recruitment of the Burke Shire Council Chief Executive Officer; and
- 3) That Council endorses the long-list and/or shortlist of candidates prepared by the Recruitment Agency submitted; or
- 4) That Council alters and endorses a long-list and/or shortlist of candidates for the BSC CEO position; and
- 5) That Council appoints a CEO Shortlisting and Interview Committee to perform the following roles:
  - a. To communicate with the Employment Office in relation to the recruitment and selection process of the BSC CEO; and
  - b. To conduct interviews with the shortlisted candidates for the BSC CEO position; and
  - c. To present an Appointment Recommendation report to Council for consideration at the 21 April 2016 meeting of Council;
- 6) That Council, subject to appointing a qualified applicant to be the CEO at the 21 April 2016 meeting of Council, delegates authority to the Mayor to conclude contractual negotiations with the appointed person in accordance with sections 194(3) and 194(4) of the Local Government Act 2009.

ATTACHMENTS

- 1) Employment Office: Burke Shire Council CEO Recruitment Process Report and Long/Shortlisting of Candidates (due 4 April 2016).



A1 - CEO  
Recruitment - Proposa



## 10 Donation Request: Isolated Children's Parent's Association

### 10.01 Donation Request – ICPA Qld Inc.

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Karen Meyers, Administration Officer Nils Hay, Deputy CEO
FILE NO:	Donation Requests 2015/16
DATE:	22 <sup>nd</sup> March 2016
LINK TO COUNCIL PLAN/S:	Operational Plan

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1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from the ICPA QLD Inc.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

NIL

3. PROPOSAL

Purpose or Function:

*Mt Isa ICPA BOTA is hosting the ICPA Qld Inc State Council for its 2016 mid year meeting on 16/17 April. The Isolated Children's Parents Association (ICPA) is a not for profit group that represents rural and remote students and their families to advocate for equity of access to educational outcomes regardless of location. We are a grassroots organisation that engages on a local branch, State and Federal level. In Qld. ICPA Qld has 46 branches representing over 1200 families. Mt Isa BOTA represents over 35 families within the MISOTA catchment area with members from NT to Richmond, Urandangi to Normanton and all points in between. All executive of ICPA whether at Federal/State or Branch level are volunteers and are not remunerated for their service. Each year Council offers branches the opportunity to host its mid year meeting. Mt Isa Branch of the Air (BOTA) will host this meeting in 2016. As a number of members (including State Council member, immediate Past President and current Vice President of BOTA Kylie Camp) live in Burke Shire we chose to host the meeting in this sector of our catchment area and Kylie will be the co coordinator for the meeting on the Branch's behalf. Fifteen State Councillors (some with partners in tow) from far afield as Texas in Sthn Qld will arrive in Burketown on Friday 15 March for a day and a half of discussions and forward planning. They will meet with available branch members and seek opportunities to engage with local educational representatives. Many of the Councillors have never been this far North and this will provide a unique opportunity for them to understand the challenges of remote area living and the implications this has for education. They will be using local businesses for meals, accommodation and fuel costs and a positive experience will provide valuable word of mouth promotion of our area.*

Structure

*The ICPA (QLD)Inc. is a non-profit organisation that currently is run by a management committee. This organisation has been established for 38 years and currently has 1200 (state) and 35 (Branch) members. State members currently live all rural and remote areas of Qld. Branch members are from NT in the West, Richmond in the East, Urandangi in the South and Normanton/Burketown in the North.*

Project Summary

*Saturday 16 April – Sunday 17 April – Nijinda Durlga 8-5 on Saturday, 8-2 on Sunday*

How will the project benefit Burke Shire Communities

ICPA (Qld) advocates for rural and remote students and their families for equity of access to educational opportunity. Their advocacy efforts benefit the students of Burketown School and Kindergarten and the students completing their education via Distance Education via dealings with corporate and governmental representatives on issues ranging from curriculum, allowances, transport, special needs, communications through to early childhood access and teacher education. ICPA has lobbied for improvements in internet technology to allow children to fully engage with curriculum and some families from Burke Shire will be participating in the LTSS trial. Its advocacy efforts have seen speech therapy services be trialled using Qld Health telehealth infrastructure and this is available through the Burketown Health Centre for our students. ICPA Qld also wrote a letter of support for the Optic Fibre project that BSC has been successful in obtaining funding for. Fifteen Councillors, some with partners will be coming to Burketown and will be utilising facilities for accommodation, meals, fuel etc during their three days in town. They will engage with local ICPA members and are also hoping to engage with local education representatives in order to develop and strengthen relationships that will assist in improving their advocacy efforts.

Who will participate

ICPA State Councillors and Mt Isa ICPA BOTA members.

Target Audience

*This is a meeting thus not strictly an event.*

Donation Support Request

In-Kind donation of \$651.75. We would request that Council waves the hire fees associated with the hire of the boardroom, kitchen/coolroom/deck area and tables and chairs for luncheon with local members over the weekend of the 16/17 April.

How Council will be recognized and acknowledged

Council's support would be recognised through letter of thanks from the Branch, in our Branch minutes, in correspondence and during discussions with State Council. We would invite Council representatives to meet with State Council for a meal during the course of their time here.

Total project cost

	\$\$
Own cash contribution	1,200.00
Own in-kind contribution	400.00
Other funding sources	10,000.00
Council Donation Request	651.75
<b>Total project cost</b>	<b><u>\$12,251.75</u></b>

List Sources for Other Funding

ICPA State Council will be paying for travel for Councillors, accommodation/meal expenses for travellers etc

Local Businesses will be approached for items to present to State Councillors

ICPA Branch members will volunteer to set up/pack up, provide smokos as well as their own costs for travel for meeting with State Council.

Other information relevant to this application

[www.icpa.com.au](http://www.icpa.com.au) is the website for ICPA Federal/State councils and Branches. This on line resource will provide valuable information regarding the organisation, the Branch and the work that this group of volunteers does for its members.

4. FINANCIAL & RESOURCE IMPLICATIONS

<i>Budget</i>	<i>60000.00</i>	
<i>YTD Expenditure</i>	<i>- 10913.29</i>	
<i>Current Balance</i>	<i>49086.71</i>	
<i>Less Committed</i>	<i>-2022.00</i>	<i>Gregory Sports Facility Fuel</i>
	<i>-20000.00</i>	<i>Proposed BSS Sporting Facility</i>
	<i>- 1800.00</i>	<i>Approx. BRSA approved in-kind support</i>
	<i>- 1639.00</i>	<i>BSS Christmas Party &amp; Awards Night</i>
	<i>- 5625.00</i>	<i>Queensland Womens Association – Gregory Branch</i>
	<i>- 3000.00</i>	<i>North West Canoe Club</i>
	<i>- 5000.00</i>	<i>Burketown Barramundi Fishing Organisation</i>
	<i>- 5000.00</i>	<i>Gregory Downs Jockey Club</i>
	<i>- 500.00</i>	<i>Holly Hammond &amp; Jason Munchenberg</i>
<i>Remaining Budget</i>	<i>4500.71</i>	

5. POLICY & LEGAL IMPLICATIONS

ADMIN1 Grants to Community Organisations Policy  
Council is required to report on donations made in its annual report and also on its financial statement. These will be available to the public and other authorities on the Council website.

6. CRITICAL DATES & IMPLEMENTATION

A decision is required at the April 2016 Post Election Meeting to ensure Council sponsorship is included in promoting this event.

7. CONSULTATION

Deputy Chief Executive Officer

8. CONCLUSION


That Council provides the ICPA (QLD) Inc. with a \$651.75 cash donation, to cover the cost of the hiring of the Boardroom and kitchen in the Durlga, over the weekend of the 16-17 April 2016 to hold their mid year meeting.


9. OFFICER'S RECOMMENDATION

That Council approves a \$651.75 donation to the ICPA QLD Inc. to provide financial reimbursement for the money that has already been outlaid for the hiring of the Nijinda Durlga.

ATTACHMENTS

1. Donation Request
 

  
 FIN-FRM-020  
 Donations Request Form
2. Financial Statements
 

  
 ICPA QLD AUDITED  
 FINANCIAL STATEMENTS

## 11 Closure of meeting

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The next Ordinary Meeting of Burke Shire Council is Thursday 21 April 2016.