



BURDEKIN SHIRE COUNCIL



AGENDA

ORDINARY COUNCIL MEETING

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

on 9 April 2013

COMMENCING AT 9:00AM

At this meeting contributions made by members of the public may be recorded by way of audio recording which will be used for the purpose of developing minutes of the meeting and decision making of Council. Burdekin Shire Council is bound by the Information Privacy Act 2009 to protect the privacy of personal information.

Under Local Law 1 Section 35(3) a person must not make an audio or video recording of a local government meeting, a standing committee meeting, a special committee meeting or an advisory committee meeting unless the chairperson at the meeting gives consent in writing to the recording of the meeting.

Further information may be found on council's website at www.burdekin.qld.gov.au



TUESDAY 9 APRIL 2013

ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
1	PRAYER	1
2	DECLARATIONS OF INTEREST	1
3	MINUTES AND BUSINESS ARISING	1
3.1	Ordinary Council Meeting Minutes - 26 March 2013	1
3.2	Burdekin Shire Council Local Disaster Management Group Minutes - 15 March 2013	15
3.3	Burdekin Shire Youth Council Meeting Minutes - 18 March 2013	20
4	REPORTS	26
5	ENVIRONMENT & OPERATIONS	26
6	CORPORATE & COMMUNITY SERVICES	26
6.1	Contribution Towards 2013-2014 Bountiful Burdekin	26
6.2	North Queensland Energy Opportunity Review	28
6.3	Vehicle Policy	31
7	CORRESPONDENCE FOR INFORMATION	38
8	NOTICES OF MOTION	38
9	URGENT BUSINESS	38
10	GENERAL BUSINESS	38
11	CLOSED MEETING ITEMS	38
12	DELEGATIONS	38

1 PRAYER

2 DECLARATIONS OF INTEREST

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 26 March 2013

Recommendation

That the minutes of the Ordinary Council Meeting held on 26 March 2013 be received as a true and correct record.



BURDEKIN SHIRE COUNCIL



MINUTES

ORDINARY COUNCIL MEETING

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

on 26 March 2013

COMMENCING AT 9:00AM



TUESDAY 26 MARCH 2013

ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
1	PRAYER	1
2	DECLARATIONS OF INTEREST	1
3	MINUTES AND BUSINESS ARISING	1
3.1	Ordinary Council Meeting - 12 March 2013	1
3.3	Business Arising - 6.4 - Review of Signage at Woods/Darveniza Roads and Woods/Groper Creek Roads	2
3.2	Building Safer Communities Action Team Meeting Minutes - 13 March 2013	2
4	REPORTS	2
4.1	Capital Projects Monthly Report for Period Ending 28 February 2013	2
4.2	Operating Statement for Period Ending 28 February 2013	2
5	ENVIRONMENT & OPERATIONS	3
5.1	M and J Everett - Development Application for Reconfiguring a Lot at 1232 Woodstock Giru Road, Mount Surround (Lot 16 on RP900239 Parish of Scott, County of Elphinstone)	3
6	CORPORATE & COMMUNITY SERVICES	4
6.1	Aerial Imagery Data Capture 2013	4
6.2	Trustee Lease - Burdekin Touch Association	5
7	CORRESPONDENCE FOR INFORMATION	6
8	NOTICES OF MOTION	6
8.1	2013-2014 Community Calendar	6
9	URGENT BUSINESS	6
10	GENERAL BUSINESS	6
10.1	Priority Projects/Matters for Referral - Community Cabinet Meeting - 21-22 April 2013	6

Ordinary Council Meeting 26 March 2013



BURDEKIN SHIRE COUNCIL



10.2	Installation of CCTV Cameras - Ocean Creek Landing	9
11	CLOSED MEETING ITEMS	9
11.1	Replacement of Redundant Cattle Grid on Bahr Road, Giru	9
11.2	Funding - Detail Design of Home Hill Urban Drainage	10
11.3	Matters for Discussion - Ordinary Council Meeting - 9 April 2013	10
12	DELEGATIONS	10

ATTENDANCE

Councillors W.C. Lewis (Mayor), R.H. Lewis (Deputy Mayor), L.D. McCathie, L. Loizou, U.E. Liessmann and P.M. Dalle Cort

Mr. K. Holt - Chief Executive Officer
Mr. D.P. Mulcahy - Director Corporate and Community Services
Mr. S. Great - Manager Planning and Development
Miss T. Jensen - Manager Environment and Health
Mr. W. Saldumbide - Manager Operations
Mr. K. Byers - Manager Technical Services

Minutes Clerk – Miss Tayla Drain

Leave of Absence: Councillor E.J. Bawden

1 PRAYER

The meeting prayer was delivered by Pastor Martin Vucetic of the Burdekin Community Church.

2 DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

No declarations of interest were identified.

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting - 12 March 2013

Recommendation

That the minutes of the Ordinary Council Meeting held on 12 March 2013 be received as a true and correct record.

Resolution

Moved Councillor Lewis, seconded Councillor Liessmann that the recommendation be adopted.

CARRIED

3.3 Business Arising - 6.4 - Review of Signage at Woods/Darveniza Roads and Woods/Groper Creek Roads

Resolution

Moved Councillor Lewis, seconded Councillor Dalle Cort that as an interim measure, the review of stop and give way signage at the intersections of Woods and Groper Creek Roads and Woods and Darveniza Roads be referred to the Burdekin Road Safety Advisory Committee.

CARRIED

3.2 Building Safer Communities Action Team Meeting Minutes - 13 March 2013

Recommendation

That the minutes of the Building Safer Communities Action Team Meeting held on 13 March 2013 be received and adopted.

Resolution

Moved Councillor Loizou, seconded Councillor Dalle Cort that the recommendation be adopted.

CARRIED

4 REPORTS

4.1 Capital Projects Monthly Report for Period Ending 28 February 2013

Recommendation

That the Capital Projects Monthly Report for Period Ending 28 February 2013 be received.

Resolution

Moved Councillor Liessmann, seconded Councillor Loizou that the recommendation be adopted.

CARRIED

4.2 Operating Statement for Period Ending 28 February 2013

Recommendation

That the Operating Statement for the period ending 28 February 2013 be received.

Resolution

Moved Councillor Liessmann, seconded Councillor Lewis that the recommendation be adopted.

CARRIED

5 ENVIRONMENT & OPERATIONS

5.1 M and J Everett - Development Application for Reconfiguring a Lot at 1232 Woodstock Giru Road, Mount Surround (Lot 16 on RP900239 Parish of Scott, County of Elphinstone)

Executive Summary

An application has been received from Brazier Motti on behalf of their client M and J Everett seeking approval for Reconfiguring a Lot (1 into 2 lots) at 1232 Woodstock Giru Road, Mount Surround (Lot 16 on RP900239 Parish of Scott, County of Elphinstone). A Development Application (Code Assessable) has been triggered in accordance with the Burdekin Shire Council's IPA Planning Scheme.

Recommendation

That Council approves the Development Application for Reconfiguring a Lot (Subdivision) at 1232 Woodstock Giru Road, Mount Surround (Lot 16 on RP900239 Parish of Scott, County of Elphinstone) subject to the following conditions:

GENERAL

- 1.1 The Council will not release the formal Plan of Reconfiguration until all rates and charges in arrears in respect of the land, the subject of the application, are paid in full.
- 1.2 Pay the sum of \$59-60 calculated on the basis of a charge of \$29-80 per lot to be levied on the Council by the Department of Natural Resources and Mines for each new valuation.

ROADWORKS

- 2 The construction of any crossovers to give access to the land is to be the owner's responsibility.

PROPOSAL PLAN

3. The reconfiguration of the land must be carried out generally in accordance with:-
 - (a) (i) the proposed Brazier Motti plan numbered 29822/001C;
(ii) the plans, specifications, facts and circumstances as set out in the application submitted to Council;
 - (b) any approval issued under this approval; and
 - (c) any development permit for operational works relating to the reconfiguring of a lot;

PUBLIC UTILITY SERVICES

4. If any existing public utility service including telephone, electricity, water, sewerage or gas needs to be altered or relocated to complete the reconfiguration the developer must bear the cost of alteration or relocation.

ADVICE ONLY (These are not formal conditions)

- Unless otherwise specified by these conditions, the conditions must be complied with prior to approval of the Plan of Survey;
- Council has no future intentions of constructing, upgrading or maintaining the unnamed Road off Woodstock Giru Road that partly fronts proposed Lot 18.

Resolution

Moved Councillor Liessmann, seconded Councillor Dalle Cort that the recommendation be adopted.

CARRIED

6 CORPORATE & COMMUNITY SERVICES

6.1 Aerial Imagery Data Capture 2013

Executive Summary

The Queensland Department of Natural Resources and Mines (DNRM) has invited Burdekin Shire Council to participate in a project which will capture aerial imagery in the Burdekin Shire. Participation includes funding support and in exchange, Council will receive high resolution digital aerial imagery.

Recommendation

That the Council fund DNRM's aerial imagery acquisition project which includes 40cm resolution capture of the entire Burdekin Shire, plus 10cm resolution capture of the urban areas of Ayr, Brandon and Home Hill, at an estimated total cost of \$17,360 (exc GST).

Resolution

Moved Councillor Liessmann, seconded Councillor McCathie that the recommendation be adopted.

CARRIED

Note: This project will be included in the 2013/14 Budget.

6.2 Trustee Lease - Burdekin Touch Association

Executive Summary

The Burdekin Touch Association has requested to extend the boundaries of their current trustee lease to incorporate the additional land being utilised as field 5 (Lot 135 GS980). Formal tenure by way of a trustee lease is required to permit the Association to install underground sprinkler systems and carry out development ancillary to the conduct of the Associations activities.

In order to issue a trustee lease over the area, Council is required to progress steps in accordance with DNRM Policy on Secondary Use of Trust Land and the Land Act 1994 to change the purpose of the Trust Land. The land is currently a Reserve for Local Government (Community Welfare) which is inconsistent with its existing use (Sporting and Recreation).

Recommendation

That Council take the following action towards formalising the Burdekin Touch Associations tenure over Field 5 (Lot 135 GS980):

1. Apply to DNRM to revoke the order in Council 2nd April 1987 to set aside 4424 square metres as a Reserve for Local Government (Community Welfare) Purposes on the grounds that:
 - The lease to the Saint Vincent de Paul Society to develop a Men's Hostel never progressed;
 - the Reserve for Local Government (Community Welfare) purposes is surplus to Council's requirements;
 - It is determined that a more appropriate purpose would be a Reserve for Local Government (Recreation and Sports Grounds); to allow formal tenure to the Burdekin Touch Association as Trustee Lessee;
 - The community has not raised valid concerns on the Associations' utilisation of the area over the past fifteen (15) years;
 - The requirements of the land management plan are being addressed; and,
 - Council is satisfied that the occupation does not diminish the purpose of the trust land.
2. On the grounds that DNRM dedicate the area as a Reserve for Local Government (Recreation and Sports Grounds); Council agrees to extend the existing lease of the Burdekin Tourism Association to include reserve land used as Field 5.

Resolution

Moved Councillor Dalle Cort, seconded Councillor Lewis that the recommendation be adopted.

CARRIED

7 CORRESPONDENCE FOR INFORMATION

8 NOTICES OF MOTION

8.1 2013-2014 Community Calendar

Recommendation

That Council resolves not to proceed with inclusion of the Community Calendar with the 2013-14 annual rate notices.

Resolution

Moved Councillor Liessmann, seconded Councillor Dalle Cort that the recommendation be adopted.

CARRIED

9 URGENT BUSINESS

10 GENERAL BUSINESS

10.1 Priority Projects/Matters for Referral - Community Cabinet Meeting - 21-22 April 2013

Resolution

Moved Councillor Loizou, seconded Councillor Liessmann that the following list of priority projects/matters be adopted for referral to the various State Government Ministers at the Community Cabinet Meeting to be held in the Burdekin from 21 to 22 April 2013:

No.	Issue	Portfolio	Minister
1.	Long term sustainability of the Lower Burdekin Irrigation areas – (rising groundwater BRIA)	Minister for Energy and Water Supply	The Honourable Mark McArdle MP
		Minister for Natural Resources and Mines	The Honourable Andrew Cripps MP
		Minister for Environment and Heritage Protection	The Honourable Andrew Powell MP
		Minister for Agriculture, Fisheries and Forestry	The Honourable John McVeigh MP
2.	Base Load Power Station in region – (Reduce power costs)	Minister for Energy and Water Supply	The Honourable Mark McArdle MP
3.	Insurance equity – (reduce premiums)	Treasurer and Minister for Trade	The Honourable Tim Nicholls MP

4.	Burdekin catchment to delta aquifer – (Groundwater quality)	Minister for Energy and Water Supply	The Honourable Mark McArdle MP
		Minister for Natural Resources and Mines	The Honourable Andrew Cripps MP
		Minister for Environment and Heritage Protection	The Honourable Andrew Powell MP
		Minister for Agriculture, Fisheries and Forestry	The Honourable John McVeigh MP
5.	Reduce flooding of Giru township – (modify in-stream works)	Minister for Energy and Water Supply	The Honourable Mark McArdle MP
		Minister for Natural Resources and Mines	The Honourable Andrew Cripps MP
		Minister for Environment and Heritage Protection	The Honourable Andrew Powell MP
		Minister for Agriculture, Fisheries and Forestry	The Honourable John McVeigh MP
		Minister for Transport and Main Roads	The Honourable Scott Emerson MP
		Minister for Local Government, Community Recovery and Resilience	The Honourable David Crisafulli MP
		Minister for Police and Community Safety	The Honourable Jack Dempsey MP
6.	Develop Elliot Main Channel Water Supply – (for coastal agriculture expansion of Burdekin irrigation)	Minister for Energy and Water Supply	The Honourable Mark McArdle MP
		Minister for Natural Resources and Mines	The Honourable Andrew Cripps MP
		Minister for Environment and Heritage Protection	The Honourable Andrew Powell MP
		Minister for Agriculture, Fisheries and Forestry	The Honourable John McVeigh MP
		Minister for Transport and Main Roads	The Honourable Scott Emerson MP
		Minister for Local Government, Community Recovery and Resilience	The Honourable David Crisafulli MP
		Minister for Police and Community Safety	The Honourable Jack Dempsey MP
7.	Review – redevelopment of the Bruce Highway Strategy – progressive development of existing roads as an “alternative heavy vehicle wide load route”; second crossing of Burdekin River at basement rock location; and second crossing of Haughton River for connectivity. Establish appropriate corridors	Minister for Energy and Water Supply	The Honourable Mark McArdle MP
		Minister for Natural Resources and Mines	The Honourable Andrew Cripps MP
		Minister for Environment and Heritage Protection	The Honourable Andrew Powell MP
		Minister for Agriculture, Fisheries and Forestry	The Honourable John McVeigh MP
		Minister for Transport and Main Roads	The Honourable Scott Emerson MP
		Minister for Local Government,	The Honourable

	(particularly south of the Burdekin River) prior to land use changes.	Community Recovery and Resilience	David Crisafulli MP
		Minister for Police and Community Safety	The Honourable Jack Dempsey MP
8.	Connectivity between Ayr and Home Hill during flood and disaster events – (Raise Plantation Creek Bridge on Clare Road) – community safety and evacuation routes. Build Cyclone Shelter – BSC Shire Chambers Multi level car park Cyclone Shelter – Ayr Major drainage upgrades to large townships of Ayr and Home Hill Build new sewerage treatment facilities to accommodate residential developments and established coastal communities needs. Build public infrastructure to replace town pools and aquatic facilities	Minister for Energy and Water Supply	The Honourable Mark McArdle MP
		Minister for Natural Resources and Mines	The Honourable Andrew Cripps MP
		Minister for Environment and Heritage Protection	The Honourable Andrew Powell MP
		Minister for Agriculture, Fisheries and Forestry	The Honourable John McVeigh MP
		Minister for Transport and Main Roads	The Honourable Scott Emerson MP
		Minister for Local Government, Community Recovery and Resilience	The Honourable David Crisafulli MP
		Minister for Police and Community Safety	The Honourable Jack Dempsey MP
		Deputy Premier and Minister for State Development, Infrastructure and Planning	The Honourable Jeff Seeney MP
9.	Queensland Water Sector – 30 year Strategy Discussion Paper: “Shaping our Water Future”. The Burdekin River development and the long term sustainability of this entire area is subject of this submission encapsulated by the Ministerial Statement, in particular the vision.	Minister for Energy and Water Supply	The Honourable Mark McArdle MP

CARRIED

10.2 Installation of CCTV Cameras - Ocean Creek Landing

Resolution

Moved Councillor McCathie, seconded Councillor Dalle Cort that Council investigates the cost of installing security cameras in the most appropriate location at Ocean Creek Landing.

CARRIED

11 CLOSED MEETING ITEMS

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

Resolution

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

275(1)(c) the Council's budget;
275(1)(d) rating concessions;

for the purpose of discussing:

- Methods of rates payments
- Disposal of sorted domestic waste
- Outstanding rates greater than 3 years

CARRIED

Council Meeting opened to Public

Resolution

Moved Councillor Liessmann, seconded Councillor Loizou that the Council meeting be opened to the public.

CARRIED

11.1 Replacement of Redundant Cattle Grid on Bahr Road, Giru

Resolution

Moved Councillor Loizou, seconded Councillor Liessmann that Council undertakes to replace the redundant cattle grid on Bahr Road, Giru situated between Lots 1 and 3 RP 738567 in the current works program noting that funding will be through the deferral of the project in the current works program titled – Laneway adjacent to Queens Hotel.

CARRIED

11.2 Funding - Detail Design of Home Hill Urban Drainage

Resolution

Moved Councillor Liessmann, seconded Councillor McCathie that Council reallocates \$150,000 from the Andersen Street to Beach Road project to fund the detail design of Home Hill Urban Drainage.

CARRIED

11.3 Matters for Discussion - Ordinary Council Meeting - 9 April 2013

Resolution

Moved Councillor Loizou, seconded Councillor Liessmann that the following items be placed on the Agenda for discussion at the next Ordinary Council Meeting to be held on 9 April 2013:

- Methods of rates payments
- Disposal of sorted domestic waste
- Draft Vehicle Policy

CARRIED

12 DELEGATIONS

10.15am - Citizenship Ceremony - Mr Egon Prigge, Mrs Melissa Ann Prigge, Mr Eon Prigge and Mr Meyer Prigge.

There being no further business the meeting closed at 1.30pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 9 April 2013.

MAYOR

3.2 Burdekin Shire Council Local Disaster Management Group Minutes - 15 March 2013

Recommendation

That the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on 15 March 2013 be received and adopted.

BURDEKIN SHIRE COUNCIL
MINUTES – BURDEKIN SHIRE COUNCIL LOCAL DISASTER MANAGEMENT
GROUP MEETING

Held on 15 March 2013
Commencing at 12.15 pm

1. Attendance

Core Members

Councillor Ross Lewis – Burdekin Shire Council (Acting Chairman)
Trevor Williams – Local Disaster Co-Ordinator
Wayne Saldumbide – Burdekin Shire Council
Libby Davis – Emergency Management Queensland
Robert Sutcliffe – Burdekin SES Controller
Debra Cochran – Burdekin Community Association
Tracy Jensen – Burdekin Shire Council

Specialist Advisors

Councillor Lou Loizou – Burdekin Shire Council
David Jackson – Lower Burdekin Newspaper Company
Daryl Hanger – Red Cross
Phil Thompson – Lower Burdekin Home for the Aged
Mark Biffanti – Ergon Energy
Janai Giddy – Burdekin Shire Council
Sgt. Ben Walsh – Queensland Police Service - Ayr
Snr. Const. Andrew McDowell – Queensland Police Service – Home Hill
Snr. Const. Shane Schifilliti – Queensland Police Service - Clare
Wayne Preedy – Emergency Management Queensland
Tracey Gabiola – Queensland Health
Insp. Tony Hazell – Queensland Fire and Rescue Service
Gordon Yorke – QFRS Rural Operations

Apologies for Absence

Councillor Bill Lowis (Mayor) - Burdekin Shire Council (Chairman)
Ken Holt – Burdekin Shire Council
Kevin Byers – Burdekin Shire Council
Jim Mummery – SunWater
Councillor Ted Bawden – Burdekin Shire Council
Senior Sergeant Steve Barton – Queensland Police Service, Ayr
Paul Giordani – Sucrogen
Julie Davies – Media & Communications Officer, Burdekin Shire Council
Liza Clews – Community Development Officer – Deaf Services Qld.
Merle Scott – Radio Sweet FM
Alan Parravacini – Ayr Group Leader – Burdekin SES
Insp. Ken Johnson – Queensland Fire and Rescue
Deanna Murray – Lower Burdekin Home for the Aged
Ric Revlon – Ergon Energy
Sgt. Brett Smith – Queensland Police Service – Home Hill

Eileen Robinson – Burdekin Shire Council
Ms Beth Whitworth – Burdekin Shire Council
Mary Vicary – Director of Nursing – Ayr Health Service

Minutes Clerk – Mrs. Vicki Walker

2. Minutes Received

Moved Ms Davis, seconded Ms Jensen that the minutes of the Local Disaster Management Group Meeting held on 15 February 2013 be received as a true and correct record noting that Mary Vicary from the Ayr Health Service submitted an apology for this meeting.

CARRIED

3. Correspondence

Trevor Williams circulated a letter from the Torrens Resilience Institute advising of a project the Institute has recently completed for the Australian Government National Emergency Management Program entitled "developing a model and tool to measure community resilience".

4. Weather Update

Trevor Williams reported on the status of Cyclone Tim located in the Coral Sea. The cyclone was not expected to affect the coast.

5. Agency Reporting

Burdekin Shire Council - Tracy Jensen – Manager Environment and Health
Reported on an "Animals in Disaster" Workshop being held on Tuesday 19 March 2013 in Townsville. Relevant Council staff members will attend.

The workshop will deal with:

- Concepts and Principles of Pet Disaster Management
 - Prevention – Mitigation – Preparedness
 - Response
 - Evacuation and Relocation
 - Recovery
-

Red Cross – Daryl Hanger

Advised that sometime ago Red Cross was given a \$1m government grant from the Attorney General's Department to upgrade its registration system. The whole system is going to be put on line. Prior to next season a presentation will be given on how it works.

Ergon – Mark Biffanti

Advised that Ergon is monitoring the weather reports (with regard to Cyclone Tim) and will activate if necessary.

Burdekin SES – Robert Sutcliffe

Six SES members have completed a flood boat course.

Two new members have joined the local SES.

Burdekin Shire Council – Trevor Williams

Under the Flexible Funding Programme, Council has purchased 2 colour variable message boards which can be programmed remotely, for use in conjunction with road closures etc.

Two evacuation shelter kits have been ordered from the Red Cross – in accordance with the memorandum of agreement between Council and Red Cross.

Councillor Lewis reported on shelter box kits available through Rotary – something to possibly consider in the future.

Emergency Management Queensland – Libby Davis

As part of the process of getting the cyclone shelters up and running, there is a programme in place to conduct a field exercise. Even though Burdekin does not have a cyclone shelter, members might be interested in attending. Also funding is being sought for anemometers to be installed at each shelter site to better inform the LDMGs during an event.

SES Recurrent Subsidy - the amount of money allocated to Council to assist the SES has been significantly increased.

In relation to 132 500, the standard scripting advise is for people to purchase their own sand bags. For the Burdekin the scripting will be different. All sandbag requests for this area will be entered as a Request for Assistance and not refer people to Council or the local hardware stores.

Mr. Williams recommended the following wording:

- 1. sand and sandbags are available from the SES*
- 2. assistance will be provided for people who cannot fill their own sandbags.*

Disaster Management Training – Disaster Management Planning course (2 modules) – all LDMG members need to do this training course. This training will be held on the same day as the April LDMG meeting – 19 April 2013 –

commencing at 9.00 a.m. The training will break at 12.00 for the LDMG meeting and re-commence after the meeting.

Evacuation Course - will look at dates for the LDMG members to do this.

7. Presentation to Wayne Preedy

At this stage of the meeting a presentation was made to Mr. Wayne Preedy in appreciation of his many years of service to the Burdekin community through the Local Disaster Management Group.

6. Discussion Exercise – Resupply

At this stage of the meeting Ms Davis conducted a discussion exercise on Resupply.

There being no further business the meeting concluded at approximately 1.05 pm

Next Meeting 19 April 2013.

Councillor Ross Lewis
Acting Chairman

3.3 Burdekin Shire Youth Council Meeting Minutes - 18 March 2013

Recommendation

That the minutes of the Burdekin Shire Youth Council Meeting held on 18 March 2013 be received and adopted.

Minutes of Meeting
Burdekin Shire Youth Council
Meeting held on 18th March, 2013

Held in the John Drysdale Chamber, Burdekin Shire Council Ayr
The meeting commenced at 3.40pm

CLAUSE 1 ATTENDANCE

Tony Vaccaro	Economic & Community Development Manager, BSC
Lauren McKaig	Economic & Community Development Support Officer, BSC
Joseph Lampton	Ayr State Primary School
Ronan Cowper	Ayr State Primary School
Kerrie-Grace Buckland	Burdekin Catholic High School
Rachel Morton	Burdekin Catholic High School
Bonnie Johnson	Working Youth Representative, Burdekin Library
Tayla Drain	Working Youth Representative, Burdekin Shire Council
Lorissa Rennie	St Francis Primary School
Laura Sloan	Ayr State High School
Taylah Pearson	Ayr State High School
Sofia Palombi	Ayr State High School
Brytni Pearson	Ayr State High School
Breanna Rummeny	Ayr State Primary School
Sophie Hancock	Ayr State Primary School

Apologies

Cr. Bill Lewis	Mayor, BSC
Lachlan Grantz	Burdekin Catholic High School
Rylee Caspanello	Home Hill State High School
Andrew Sherrington	Burdekin PCYC
Liam DeWit	Ayr State High School

CLAUSE 2 MINUTES RECEIVED

Moved Kerrie-Grace Buckland, seconded Joseph Lampton that the Minutes of the Burdekin Shire Youth Council Meeting held on the 18th February, 2013 be received.

CARRIED

CLAUSE 3 MATTERS ARISING FROM AND OUTSTANDING ACTIONS FROM MINUTES

Opportunity to Co-present 360 Allstars

Burdekin Shire Youth Council Mission Statement says:

The Youth Council is a team of young people who represent youth, communicate and liaise with the community and organise projects and events in order to improve the status of all young people and provide them with greater opportunities.

Lauren McKaig believes that co-presenting the 360 Allstars event with the Burdekin Theatre provides BSYC the perfect opportunity to fulfil the aforementioned mission.

As you know, 360 Allstars involves workshops and a performance by a group of men made up of a breakdance, baseball freestyler, bmx flatlander, percussionist, beatboxer and roué cyr artist. In an attempt to boost BSYC numbers Lauren McKaig contacted Burdekin Amateur Basketball, Burdekin BMX, Simply Dance, Rhythm Edge Dance Studios and Karen Healy Dancers and informed them of the 360 Allstars event and BSYC's plan to co-present. She encouraged each club to elect a representative to join BSYC so that they could stay updated regarding the event. Lauren McKaig is hopeful that this will also help boost event attendance numbers and consequently the contribution offered to BSYC by the Burdekin Theatre.

Moved Laura Sloan, seconded Danae Pilla that the Youth Council take part in co-presenting 360 Allstars.

Organise 2013 Battle of the Bands Expression of Interest Forms

National Youth Week funding this year – of \$70, 000 – went directly to PCYC to deliver events across Queensland. As a result BSYC does not currently have the funds to run Battle of the Bands.

Lauren McKaig suggested that BSYC investigate alternatives to Battle of the Bands based on the dwindling number of interested competitors. She suggested an event called "The Burdekin's Next Big Thing" which would be a talent-show-style event, similar to the X-Factor series on television. She said an event like this would be open to all different types of performers: musicians, singers, actors, dancers, comedians or even basketball, soccer, bmx, skateboard or hackisack freestylers. Lauren McKaig hoped that this would draw more competitors and consequently more spectators.

The BSYC members agreed that it was a good idea and that they would like to continue to develop the idea. Lauren McKaig asked BSYC members if they thought the event would work better during the June/July or September holiday break. Most agreed that the September holidays would be best. Tony Vaccaro suggested holding the event during the first week of the school holidays so that BSYC members could advertise the event at school in the weeks leading up to school holidays. He said it would be more difficult to reach the target audience once students were on holidays. The BSYC members agreed.

Lauren McKaig undertook to draft expression of interest flyers and advertising material for the event.

BSYC's involvement with PCYC Youth Week Event

Lauren McKaig spoke with the PCYC Relief Branch Manager, Andrew Sherrington, who advised at this stage BSYC would not be required to assist with the Youth Week event. However he did say that if BSYC had any other ideas for the event he would be happy to discuss them.

Andrew Sherrington provided Lauren McKaig the following information regarding plans for the event:

- Skateboard / BMX Exhibition by Brisbane company,
- Skateboard / BMX Coaching Clinics,
- Skateboard / BMX stickers, shirts and DVD giveaways,
- Skateboards awarded to selected participants,

- Bull-riding machine,
- Laser-tag,
- Sausage sizzle and drinks by PCYC Youth Team, and
- The Pied Piper ice-cream van will sell ice-creams, spiders, milkshakes and slushies.

Lauren McKaig mentioned that Andrew Sherrington would like the BSYC to be involved with the PCYC's Youth Week movie event on Monday 8th April, 2013. Lauren McKaig suggested creating a stall that informed people about BSYC's mission, the events it organises and the community contributions it makes. Kerrie-Grace Buckland also suggested BSYC organise a raffle for the event. Tony Vaccaro noted that BSYC would have to seek permission from PCYC before organising a raffle to raise its own funds at someone else's event. Lauren McKaig undertook to contact Andrew Sherrington regarding the raffle and dependent on the outcome of the conversation, she said she would write letters seeking support from local businesses to contribute to the BSYC raffle.

BSYC's Involvement with Burdekin Relay for Life 2013

Lauren McKaig contacted the Burdekin Relay for Life president, David Jackson who was very pleased that BSYC members were willing to offer their time to the cause. He said that at this time his committee required assistance with setting up for the event on Saturday morning at Rugby Park. However, there will also be the other areas in which BSYC could become involved which will be advised the next Burdekin Relay for Life committee meeting.

David Jackson mentioned that he would be happy to attend the next BSYC meeting to share the Burdekin Relay for Life committee's plans for the event and how BSYC could further assist. He also invited the Youth Mayor and any other interested BSYC members to attend the Burdekin Relay for Life's next meeting on Wednesday 3rd April, 2013 at the PCYC, commencing at 7.30pm.

Kerrie-Grace Buckland enquired whether the BSYC would be nominating a team for the relay. Many BSYC members were interested in forming a team and Lauren McKaig said the idea could be discussed further once David Jackson had informed BSYC of their full responsibilities at the event.

Kerrie-Grace Buckland informed BSYC that the theme for the Burdekin Relay for Life 2013 is "Nursery Rhymes".

CLAUSE 4 CORRESPONDENCE

Inward Correspondence

DRUMBEAT (Discovering Relationships Using Music – Beliefs, Emotions, Attitudes and Thoughts).

Providing Information regarding the DRUMBEAT program which is being used with a wide range of groups to explore relationships central to healthy social function. The three-day workshop costs between \$795 and \$975 per person.

Peter Pattinson President, Burdekin

Providing information regarding the Water

Water Festival Committee Inc.

Festival Ambassador Program and
advising the following dates:

Nominations close: Friday 10th May
Festival launch: Friday 14th June
Junior Ball: Friday 30th Aug
Senior Ball: Friday 6th Sept
Festival Parade: Saturday 7th Sept

Outward Correspondence:

Nil

CLAUSE 5 BUSINESS ARISING FROM CORRESPONDENCE

Nil

CLAUSE 6 GENERAL BUSINESS

BSYC Executive Election

The BSYC Executive Committee will be elected at the next meeting.

BSYC T-Shirts

Kerrie-Grace Buckland enquired whether there were any more BSYC T-Shirts available. Lauren McKaig advised that there were very few left in stock and that they were all extra large. Lauren McKaig said that she would arrange for more T-Shirts to be ordered in the near future.

NEXT MEETING Monday 15th April, 2013 at 3.30pm

There being no further business, the meeting closed at 4.15pm

Shannyn Pattinson
SECRETARY

CURRENT ACTION ITEMS

Action	Person Responsible	Status
Consider nominating for executive role	BSYC Members	Ongoing.
Notify Les Alberts of BSYC's decision RE: 360 ALLSTARTS	Lauren McKaig	Done.
Draft expression of interest flyers and advertising material for the event.	Lauren McKaig	Preview available.
Contact Andrew Sherrington regarding the raffle.	Lauren McKaig	Awaiting response.

Write letters seeking support from local businesses to contribute to the BSYC raffle.	Lauren McKaig	
Order more BSYC T-Shirts.	Lauren McKaig	In progress.

4 REPORTS

5 ENVIRONMENT & OPERATIONS

6 CORPORATE & COMMUNITY SERVICES

6.1 Contribution Towards 2013-2014 Bountiful Burdekin

Document Information

Referring Letter No: 1241034

File No: 103

Name of Applicant: Lower Burdekin Newspaper Company

Location: N/A

Author and Title: Tony Vaccaro, Economic and Community Development Manager

Executive Summary

The Lower Burdekin Newspaper Company has requested a contribution of \$14,500 (inc. GST) for the production of the 2013-14 edition of the Bountiful Burdekin publication, being the equivalent amount requested in 2011-12 and 2012-13.

Recommendation

Council approves funding of \$14,500.00 (GST Inc.) to contribute towards the production of 30,000 copies of the 2013-2014 edition of the Bountiful Burdekin publication in A5 format in full gloss, to include a full page Council advertisement, Mayor's welcome message and photo, two maps of the area, a half page advertisement for the Burdekin Tourism Association and the printing of the Burdekin Tourism Website address on the bottom of each page of the publication, noting that Council will be considering production for a period of two years in the future rather than an annual production.

Background Information

The Lower Burdekin Newspaper Company has agreed to maintain Council's contribution towards the production of the 2013-14 edition of the Bountiful Burdekin being the amount equivalent to last two years. This equates to approximately 48 cents per copy.

Currently the publication is distributed to the following locations:

- Caravan and Camping Shows in Brisbane, Sydney, Melbourne, Adelaide and Perth;
- Exhibition Shows in Brisbane, Sydney, Melbourne, Adelaide and Perth;
- Various tourism centres throughout Queensland;

-
- Hotels in Townsville;
 - Townsville Enterprise;
 - Local Motels, Hotels, Shops, Businesses and Restaurants.

The Manager of the Lower Burdekin Newspaper Company advised that volunteers man the Caravan and Camping and Exhibition Shows. To her knowledge, all booklets distributed to these outlets are all dispersed.

Discussions have been held with the Manager of the Lower Burdekin Newspaper Company to revert the publication to a period of two years in the future in an endeavour to reduce budget costs. It was noted that the publication was previously produced every two years. In summary, the Lower Burdekin Newspaper Company manages the editing, photographs, advertising, page set-up, graphics, distribution and freight. Council's contribution is more of an investment in the promotion and development of the Shire. Due to all the positive feedback from the publication, Council's investment is considered to be worthwhile.

Link to Corporate/Operational Plan

6. To promote, support and facilitate development of the identity and capacity of the community.

Consultation

Discussions with Lower Burdekin Newspaper Company and Burdekin Tourism Association.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

Contribution of \$14,500.00 (GST Inc.). This amount is covered in the Economic and Community Development budget allocation.

Report prepared by:

Tony Vaccaro, Economic and Community Development

Report authorised by:

Ken Holt, Chief Executive Officer

Attachments

1. N/A

6.2 North Queensland Energy Opportunity Review

Document Information

Referring Letter No: 1240175

File No: 103

Name of Applicant: Townsville Enterprise Ltd

Location: N/A

Author and Title: Tony Vaccaro, Manager Economic and Community Development

Executive Summary

Townsville Enterprise Ltd. has requested financial support to undertake a North Queensland Energy Opportunity Review to identify the optimal strategic and commercially viable solution to resolve the regions ongoing energy constraints.

It is envisaged that this review will be used as a key advocacy document to provide credible insight to both the state and federal government, and private industry on a viable solution to reducing the delivered price of energy for North Queensland.

Recommendation

Council approves financial support towards the development of a North Queensland Energy Opportunity Review.

Background Information

At the Regional Economic Development – Regional Organisation of Councils meeting held on 15th March 2013, Townsville Enterprise Ltd raised the issue of affordable energy solutions for the greater North Queensland region.

With the recent announcement of the State Government's commitment to develop a 30 year strategy, there is a critical need to undertake the Energy Opportunity Review as soon as possible.

TEL has developed a North and North-West Queensland energy opportunity review terms of reference to undertake an initial energy demand audit and identification of a commercially viable solution to the regions energy issues.

The expected outcomes from the energy opportunity review are as follows:-

1. Identification of North & North West Queensland's energy capacity.
2. Identification of the most strategic and commercially viable solution to reducing the delivered price of energy to the region

-
- 3.(If generation is identified as a viable solution) Identification of Energy Generation Opportunities for the region
 - 4.(If generation is identified as a viable solution) Identification of key elements associated with the successful attraction of a private energy generator to North – North West Queensland.

To date, TEL has been unsuccessful in securing \$60,000 funding required to engage a credible energy consultant to undertake this review. TEL is seeking the financial support of the following stakeholders:

- Burdekin Shire Council
- Townsville City Council
- Hinchinbrook Shire Council
- Charters Towers Regional Council
- Richmond Shire Council
- Sun Metals
- Townsville Chamber of Commerce
- Port of Townsville Ltd.
- Regional Development Australia -Townsville and North West
- Regional Development Australia – Far North

Whilst TEL has not suggested a contribution amount from the Burdekin Shire Council, it is envisaged that it will be between \$2000-\$3000.

TEL has verbally advised that should Government funding be secured for this project, all funds contributed will be returned to stakeholders.

Link to Corporate/Operational Plan

7.6 Foster and develop effective partnerships and networks which will enhance tourism and economic development.

Consultation

Discussions with Townsville Enterprise Ltd and discussions at the Regional Economic Development – Regional Organisation of Councils meetings.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

This amount can be allocated from the Industry/Business/Research area of the Economic and Community Development budget allocation.

Report prepared by:

Tony Vaccaro, Economic and Community Development

Report authorised by:

Ken Holt, Chief Executive Officer

Attachments

1. N/A

6.3 Vehicle Policy

Document Information

Referring Letter No:

File No: 433

Name of Applicant:

Location:

Author and Title: Beth Whitworth, Executive Officer

Executive Summary

As part of the ongoing policy register review, the Vehicle Policy has been updated, with input from Council and senior management.

Recommendation

That Council adopt the proposed Vehicle Policy.

Background Information

A policy dealing with private, commuter and business use of Council vehicles was adopted on 8 May 2007. As part of the ongoing policy register review, the Vehicle Policy has now been updated, with input from Council and senior management.

The updated policy includes additional salary sacrifice arrangement choices for Full Private Use vehicles. Procedural elements of the previous policy have been moved to a new Vehicle Procedure and the Vehicle Use Agreement form has been updated to align with the new policy.

Link to Corporate/Operational Plan

This policy supports the following Corporate Plan strategies:

- 1.4 *Progress towards achieving “Employer of Choice” status.*
- 2.23 *Maintain a modern, effective, flexible and efficient plant fleet that matches organisational needs.*

Consultation

Input was sought from management and councillors in preparing the amended policy.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

Additional Full Private Use options, including the option to take a four-cylinder vehicle or no vehicle, may reduce maintenance and running costs across Council's fleet.

The "no vehicle" option may affect the number of pool vehicles available on any given day. This will be monitored.

Report prepared by:

Beth Whitworth, Executive Officer

Report authorised by:

Ken Holt, Chief Executive Officer

Attachments

1. DRAFT Vehicle Policy



Vehicle Policy

Commencement Date: <D Month YYYY>

Function: Financial Management

RESPONSIBILITIES

Policy Owner	Chief Executive Officer
Policy Contact	Chief Executive Officer
Approval Authority	Council
Next Review Date	<D Month YYYY>

REVISION HISTORY

Rev	Status	Date	Approver / Meeting	Resolution / Document No.
0	Adopted	08/05/2007	Council Ordinary Meeting	
1	DRAFT			

1 PURPOSE

Due to the diverse nature of Council's operations, and to meet standards of safety and effectiveness, Council provides and maintains a fleet of vehicles appropriate to the work activities undertaken by our employees.

This policy outlines the conditions for provision, maintenance, and use of Council vehicles.

2 SCOPE

This policy applies to all motor vehicles under Council's control.

All associated documents, which detail responsibility for the use, care and maintenance of vehicles, should be read in conjunction with this policy.

3 DEFINITIONS

'casual commuter use' is business related commuter use of an allocated vehicle on a short term, irregular and *ad hoc* basis. Typically this would involve business related commuter use being necessary for only one or two nights and must be approved by the relevant director.

'minor, infrequent and irregular private use' means private use in addition to commuter use or travel that is incidental to travel in the course of an officer's duties of employment. Minor, infrequent and irregular private use attracts Fringe Benefits Tax.

'responsible officer' means a Council employee designated by the relevant director.

'temporary commuter use' is business related commuter use of an allocated vehicle for other than permanent or casual use. Typically this will involve the authorisation of commuter use for the duration of a "special" project or to undertake a "special" inspection activity. Temporary business related commuter use must meet the criteria for business related commuter use and the approving officer must specifically assess the cost of alternatives including the option of work redesign.

4 PRINCIPLES

- 4.1 It is recognised that Council's workplace is the Burdekin Shire and that a cost-effective mode of transport is an essential tool for carrying out Council functions. From time to time it will be necessary to conduct Council related business outside the Shire.
- 4.2 Council will provide vehicles that are suitable for the task as one mode of transport.
- 4.3 Council will purchase or lease vehicles that will provide the optimum financial outcome for Council over the life of the vehicle.
- 4.4 The optimum need for business related uses during normal business hours, together with sound fleet management practices, will be the basis for determining numbers and types of vehicle allocated to each department.
- 4.5 Council retains the right to have the first call on the use of all Council vehicles in Category 1 and 2 for Council purposes and for Category 3 vehicles only during normal hours of work.
- 4.6 Under the *Work Health and Safety Act*, all Council vehicles are deemed to be a workplace for the purpose of business/commuter use.

5 POLICY STATEMENT

Contravention of this policy may attract disciplinary action.

5.1 Vehicle Classes

The class of vehicle shall be chosen to meet operational needs as determined by the Chief Executive Officer or his/her delegate.

The choices of vehicle shall include:

- utility
- 4WD twin-cab utility
- four-cylinder SUV, e.g. Toyota RAV
- standard four-cylinder sedan
- standard six-cylinder sedan

Diesel vehicles are preferred.

Vehicles purchased for Commuter Use will generally be vehicles, such as utilities, that do not attract Fringe Benefits Tax.

5.2 Identification

All Category 1 and 2 vehicles (see Section 5.6) shall be clearly identified with the Council logo and plant number permanently affixed to both front quarter panels of the vehicle, unless the Chief Executive Officer approves another arrangement to meet Council business needs, e.g. vehicles on surveillance or similar duties.

5.3 Optional Extras

All vehicles will be fitted with the following as standard equipment:

- Air conditioning
- Seat covers or upholstery protection
- Mud flaps
- Cruise control for automatic transmission vehicles

Any officer requiring optional extras in addition to those listed above must have his/her request approved in writing by the relevant director together with an approved method of meeting any additional costs involved.

5.4 Vehicle Replacement

The replacement period for the various types of Council vehicles is based on lifecycle costing principles and will be reviewed annually to ensure achievement of Principle 4.3 of this policy.

At vehicle replacement time, supervisors are to review the ongoing requirements for the vehicle.

5.5 Operating Costs

Council shall meet service, maintenance, registration, operating costs and Fringe Benefit Tax (if applicable).

5.6 Vehicle Use Categories

Category 1 - Business Use

Business Use is the use of a vehicle at any time to meet business needs and to provide optimum customer service. Unless otherwise authorised in accordance with this policy, all Category 1 vehicles will be marked with the Council logo and plant number and, outside of normal business hours, will be garaged at the Jones Street Depot.

There shall be no minor, infrequent or irregular private use of these vehicles.

Category 2 - Commuter Use

Commuter Use is the provision of a marked vehicle for commuting directly, by the shortest possible route as approved by the relevant director, between the employee's residence and designated normal place of work or the employee's residence and a location other than the designated normal place of work where the employee may be required to start and/or finish work to meet business needs.

Employees who reside outside of the Burdekin Shire are ineligible for Commuter Use.

During normal business hours, these vehicles will be made available to meet business needs. There shall be no minor, infrequent or irregular private use of these vehicles.

Commuter Use may include casual or temporary commuter use.

Category 3 - Full Private Use

Full Private Use is as detailed in each employment contract for eligible officers, i.e. the CEO, directors and managers.

Officers who reside outside of the Burdekin Shire are ineligible for Full Private Use.

Eligible officers may choose to not take up the offer of a Full Private Use vehicle. Eligible officers may also terminate a vehicle use agreement by giving Council fourteen (14) days notice in writing addressed to the Chief Executive Officer.

The cost to eligible officers of a Full Private Use vehicle will be as follows:

Vehicle Class	Annual Salary Sacrifice Amount
Four-cylinder sedan or 2WD utility	\$10,000
Four-cylinder SUV, six-cylinder sedan or 4WD	\$15,000

Upon termination of a current vehicle use agreement, the salary of the eligible officer will be adjusted from the first pay period following surrender of the vehicle.

5.7 General Conditions of Use

5.7.1 Responsible Officers are to ensure:

- Vehicles are to be parked off street within the confines of a residential property to minimise impacts on residential amenity, unless the CEO approves alternative parking arrangements. Vehicles must not be parked across footpaths (Categories 2 & 3).
- Vehicles must be securely locked when unattended.
- Tools and equipment must be locked in the vehicle or kept within secure locked boxes on the vehicle (Categories 1, 2 & 3).
- Approvals are to be reviewed if complaints are received from the public (Categories 1, 2 & 3).
- Supervisors are to check regularly that these conditions are being observed, and the relevant director is to be advised of any breach (Categories 1, 2 & 3).
- Category 1 vehicles shall be stored within the Jones Street Depot or other Council property as approved by the relevant director.
- No vehicle shall be stored overnight at the Council Chambers, 145 Young Street, Ayr (Categories 1, 2 & 3).

5.7.2 Smoking is prohibited in all Council vehicles at all times.

5.7.3 Unless an emergency exists at the time, it is not permissible for any person other than the Responsible Officer, to drive the Council vehicle. However, where circumstances warrant, the Responsible Officer may authorise a person as a driver and this shall be duly entered into the vehicle Log Book for each trip by a person authorised by the Responsible Officer for Business Use except for Category 3 vehicles, which are subject to the officer's employment contract.

5.7.4 Vehicles shall not be driven in areas where damage may be incurred due to unfavourable ground conditions. Drivers shall exercise particular care and judgement at all times when driving vehicles.

5.7.5 All Council vehicles are under the direct control of the Council. All Council vehicles are to be utilised as pool vehicles during normal office hours and after normal hours by arrangement.

5.7.6 The Council vehicle assigned to a Responsible Officer may not be used:

- a) for transportation of persons or goods for hire or reward;
- b) for any unlawful purpose;
- c) whilst it is in an unsafe or defective condition; or
- d) for any purpose in the pursuit of a private commercial nature, i.e. a personal business venture.

In addition, a Council vehicle must not be used to compete in any race, speed test, car rally or competition whatsoever, nor shall the vehicle be used in any manner that may contravene the vehicle manufacturer's warranty.

5.7.7 A Responsible Officer must hold a current licence appropriate for the vehicle being operated and shall notify the Chief Executive Officer if a situation arises that will prevent the Responsible Officer being able to meet this requirement. No person is permitted to drive a Council vehicle unless they hold a relevant current Driver's Licence, except where authorised tuition to upgrade a licence is being undertaken.

5.8 Conditions - Business & Commuter Use

The use of Council vehicles outside of normal working hours is only permitted with the authorisation of the relevant director.

The vehicle is not to be used outside of the Shire without the prior approval of the relevant director.

5.9 Conditions - Full Private Use

The cost of fuel purchased outside of the Burdekin Shire Council area for private use is to be paid by the Responsible Officer.

Private use applies during periods of paid leave up to the officer's annual entitlement, or a maximum of six (6) weeks with the approval of the Chief Executive Officer.

Private Use is not available during periods of unpaid leave greater than three (3) weeks.

The Council fuel card may not be used during periods of paid or unpaid leave.

5.10 Absences from the Workplace

During absence from the workplace, due to Annual Leave, Sick Leave, or Long Service Leave in excess of one (1) working day, the Responsible Officer of any Category 2 vehicle shall return the vehicle to Council.

When a section is reliant on a vehicle to carry out Council business, i.e. where one vehicle is used by several officers in that section, that vehicle shall also be returned by the Responsible Officer on his/her rostered days off. The relieving officer of that section shall be responsible for the vehicle for that period.

5.11 Use Agreement

Responsible Officers shall enter into an agreement with the chief executive officer on behalf of the Council that ensures compliance with this Policy (refer Appendix 1). Notwithstanding this agreement, all Council vehicles are to be utilised as pool vehicles during normal office hours and after hours by arrangement.

5.12 Infringements

Under no circumstances will the Council be liable to pay any fine or costs incurred by the driver of a Council vehicle if that person infringes road Traffic Regulations, the Local Laws of any Local Government with respect to parking restrictions, or any other regulation that relates to the use of vehicles.

The onus for payment of a fine or other costs resides with the offender.

A Responsible Officer convicted of drink driving at any time shall automatically forfeit rights for usage of the Council vehicle for at least the period of licence cancellation (if any).

In the instance of parking or traffic infringements, if the actual driver cannot be determined, the Responsible Officer shall be held liable for the penalties involved.

A Responsible Officer, who receives a traffic infringement notice, shall be deemed in contravention of this policy and shall be subject to Council's Disciplinary Procedures.

A Responsible Officer shall notify his or her director of the Traffic Infringement Notice within seven (7) days of its issue.

6 ASSOCIATED DOCUMENTS

Vehicle Procedure

Employee Code of Conduct

No Smoking Policy

7 CORRESPONDENCE FOR INFORMATION

Tabled Separately

8 NOTICES OF MOTION

9 URGENT BUSINESS

10 GENERAL BUSINESS

- Methods of rates payments
- Disposal of sorted domestic waste

11 CLOSED MEETING ITEMS

12 DELEGATIONS

