



*Agenda and Business Papers
Burke Shire Council Ordinary General Meeting
Tuesday 18th September 2012
9.00am Council Chambers*

9.00 am	Opening of meeting
10.00 am to 10.30 am	Morning Tea – with HACC clients
10.30 am to 11.00 am	Jardine Lloyd Thomas
12.30 pm to 1.00 pm	Lunch
4.30 pm	Tidy Yard Competition Presentation

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01 Opening of Meeting

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

02 Record of Attendance

Members Cr Ernie Camp, Mayor - Chair
 Cr Paul Poole, Deputy Mayor
 Cr Zachary Duff
 Cr Tracy Forshaw
 Cr Tonya Murray

Officers John Page, Acting Chief Executive Officer
 Trevor Connors; Acting Works and Services Manager
 Madison Marshall; Trainee (Minutes)

03 Prayer

Led by Cr Forshaw

04 Consideration of applications for leave of absence

None received at close of agenda.

05 Confirmation of minutes of previous meeting(s)

05.01 General Meeting 23 August 2012 and Special Meeting 7 September 2012

Recommendation

That the Minutes of the General Meeting of Council held on 23 August 2012 and the Special meeting of Council held on 7 September 2012 as presented be confirmed by Council.



120823 Confirmed
Minutes with Appendi



120907 Confirmed
Minutes - Special Mee

06 Condolences

None received at close of agenda.

07 Works and Services Reports

07. Works and Services Reports

07.01.01 Works and Services Monthly Update Report

07.01.02 Tender 12-12 Sale of Two Prado Vehicles

07.01.03 12-16 Supply Full Bitumen Sealing Service

07.01.04 12-18 Quotation for Work Utilities

07.01.05 12-19 Quotation for Elevated Work Platforms

Works and Services Reports

07.01.01 Works and Services Monthly Update Report

DEPARTMENT: Works and Services
RESPONSIBLE OFFICER: Trevor Connors; Works Manager
FILE NO: BCS/G/CM/R/WM
DATE: 7th September 2012
LINK TO COUNCIL PLAN/S: Works Program

1. WORKS MANAGER

Truganini Road R2R Project

This project is at the finish stage: when the bitumen tender closes on 21st September 2012. Two days will be spent final trimming this road in readiness for sealing.

The approaches to pear tree creek culvert will also be worked on to seal them when we do Truganini Road. Allowable monies is \$40,286.00.

Floraville Floodways

Tenders to finish the culverts on Floraville Road have been processed and Trevor Jones will be the contractor. Flood damage monies are starting to trickle in.

Water and Wastewater Audit

The audit report from Welcon Technologies has been received; Council can peruse this report and make some decisions as to which way we are to go. The main item being fixing the problem at the Gregory Pump Station. This should be done before the wet season. The section on Gregory raw water pumps is where we should start insulation conditions and replacing cable if need be.

Rural Roads Crew

The crew has gone up to Hells Gate to do maintenance from the road house to the NT Border. The crew will be staying at Hells Gate Roadhouse and working 12 days straight with 2 days off.

RMPC

RMPC contract has been signed and returned to TMR. New crew and vehicle for RMPC works has been assigned. Works have commenced, slashing of roadsides, grid maintenance, and signage and guidepost replacement. Inspections and logging are ongoing.

Slashing contractor is at present mowing shoulders from Burketown to Gregory and Gregory to Lawn hill to the end of the bitumen and then from Gregory to the Leichhardt River.

There will be an opening grade done from Burketown to Brookdale. An opening grade is required on the Camooweal Road we are currently waiting for Main Roads to organise monitors.

Plant Hire Rates

New plant hire rates and oncost charges have been prepared for council to consider and comment on. These new rates are long overdue and bring a sense of reality to the total cost of any job that council undertakes in the future. The new plant oncost 5.87% compared to the present 58% means we can do more work for the dollar and bring jobs in well under cost.

It must be noted that the oncost for all flood damage work is now set at 2.07%, this is the price that was recommended by Evans and Peck in their findings in the Project Status Report on NDRRA events 2010/2011/2012.

Pipeline from Cemetery to Rodeo Grounds

Poly pipe and fitting have been ordered for this project, when they arrive the job will commence. The old pipe went through Native Title Land. It is my intention to follow the existing road to the cemetery, thus the necessity of using monitors is eliminated and we have access if any future work is needed.

Water Treatment Work Burketown

It is the intention to clean out the settling ponds as soon as is practical. One pond will have to be drained and dried out before we can commence work. A new liner will have to be installed around the bank once it is cleaned out.

Sewer Manhole Lids

On inspecting the lids around town there are eight lids that need replacing or repairing. I am sourcing the cost of replacement lids. There are also a couple of main holes that require work; these works need to be carried out to enable us to keep the sewerage system up to standard.

2. RANGER/WORKPLACE HEALTH AND SAFETY OFFICER

Induction/s

Two staff has received inductions and medicals.

Incident/s reported

24 Aug — Hurt finger right hand, emptying wheelie bin out of trailer at dump (rubbish truck had broken down) and squashed finger between bon handle and side if trailer.

Animal Control

- Second round of 1080 baiting to commence Monday 15th October 2012

3. TOWN SUPERVISOR

- Parks and Gardens are continuing with the daily works program.
- Hit back wall is painted and grass seeds planted.

4. WORKSHOP AND FLEET MANAGER

<u>Plant Item</u>	<u>Works Carried Out</u>
Plant #20 Ingersolrand Roller	Battery and start up
Plant #22 Multipak Roller	A/C and repairs
Plant #430 Freightliner	A/C+
Plant #479 Water Truck	110,000 km Service
Plant #480 Western star	Air Pressure
Plant #483 Job Truck	Prepare for sale
Plant #488 Job Truck	Hyd fault
Plant #497 Hilux	UHF
Plant #506 Ammann Roller	1,750 hr Service and dash electrical
Plant #522 Hilux	Coolant hose
Plant #529 1565 Mower	Blades
Plant #538 Workshop Truck	Induction and fit out
Plant #545 Job Truck	Fit 2 tonne crane
Plant #549 RAV 4	Bird smashed front fender-Bullbar Ordered

Tender update from budget 2011/12

- 12-01. 2 x Hilux's. Ordered 24-4-12 but had to go to build so will be 12 weeks away- Still delayed due to supply shortages.
- 12-03. 2 x job Trucks. Completed
- 12-04. Workshop Truck. Completed
- 12-05. 2 x Tractors. Delivered
- 12-07. Excavator. Delivered
- 12-08. Prime mover. Ordered 25-5-12 and expect delivery August/September
- The Office Rav4. Completed
- Kluger-ready for pick up

From 2012/13 budget

- Results of Tender for sale of two Prado
- Quotes for Vacuum Sewer Sucker - Hard to get
- Quotes for Elevating work platform - pending next Council Meeting
- Quotes for 2WD utes - pending next meeting (hard to get some responses)

5. UTILITIES SERVICES MANAGER

Airport

- Runway lights, apron lights and windsock are all operational
- Perimeter fence checked twice a week for wallaby intrusion none sighted in the last month
- Runway 03/21 maintained
- PAALC Unit and weather station all operational
- Terminal building – Female toilet needs glass louvers replaced, building maintenance request form to be completed
- Storage shed door needs repair also require maintenance form
- Skytrans flights have been running on schedule with the only problem being the paperwork arriving at times when the plane is landing or has landed. This issue has been addressed with the agent support team, the last few times has been a computer problem, that's their story, otherwise generally all okay.
- Within a week or so, we can expect a large inflow of gliders of all sorts for the Morning Glory season.
- A visit from BOM to remove the old data logger at the weather station and replace with the new system is expected on the 12th September 2012

Cemetery

- Water and mowing is ongoing
- Maintenance on perimeter fence
- Replacement of shrubs
- Collating grave burial sites and numbering for update of burial register
- New numbers to replace missing one and those graves that can be identified
- Plaques similar to recent purchase already installed

6. WATER SEWERAGE OFFICER

Burketown Water

- WTP running ok with the total usage of 21,293kl being used for the month July. The daily average is 686.205kl per day.
- Chemical usage acid 550 litres per week, chlorine 150-200 litres per week
- Town PH and chlorine readings have been very good with the outer areas getting readings above 0.5
- Will need to upgrade ASAP the ORP system due to numbers and letters flashing.

Sewerage

- Sewer wells are all okay, no real problems there except we will have to change no. 2 pump in sewer well 2 due to the damage wear in pump housing

Aquatic Centre

- All pools are going good. Having problems with dust blowing into the pools.

7. OFFICER'S RECOMMENDATION

Council notes the contents of the Works Manager August 2012 report.

ATTACHMENTS

NIL

Works and Services Reports

07.01.02 Tender 12-12 Sale of Two Prado Vehicles

DEPARTMENT: Works & Services
RESPONSIBLE OFFICER: Brett Harris; Work Fleet Manager
FILE NO: BCS/TAQ/2012/12-12
DATE: 13th September 2012
LINK TO COUNCIL PLAN/S: Referred to in the 2011/2012 Budget

1. PURPOSE (Executive Summary)

To determine the best option for selling two replaced plant.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Two new vehicles have been purchased as per the budget and now we need to remove these two vehicles from the plant register.

3. PROPOSAL

A tender was sent out on the public notice distribution list and to several suppliers, only two people have responded.

Pacific Toyota for \$35,000.00 each plant item
Forshaw Contracting for \$15,000.00 each plant item

4. FINANCIAL & RESOURCE IMPLICATIONS

Will place money into the plant budget.

5. POLICY & LEGAL IMPLICATIONS

Plant Replacement Policy

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

Works Manager, Workshop Fleet Manager and the CEO

8. CONCLUSION

It is concluded that Pacific Toyota purchase the vehicles for \$35,000.00 each.

9. OFFICER'S RECOMMENDATION

That Council accepts the tender of Pacific Toyota for the purchase of Plant 512 and 513 at a price of \$35,000.00 each

ATTACHMENTS



1. 12-03 Tender Summary.pdf

Works and Services Reports

07.01.03 12-16 Supply Full Bitumen Sealing Service

DEPARTMENT: Works & Services
RESPONSIBLE OFFICER: Trevor Connors; Acting Works Manager
FILE NO: BCS/TAQ/2012/12-16
DATE: 13th September 2012
LINK TO COUNCIL PLAN/S:

1. PURPOSE (Executive Summary)

To decide the outcome of tender 12-16 supply full bitumen sealing service to Truganini Road.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Truganini Road has been graded and formatted to ready stage for sealing.

3. PROPOSAL

To determine contractor to supply sealing services for Truganini Road from the four suppliers that have responded to the tender.

1. Sunstate Group Qld	\$206,028.90
2. RMS (NQ) Pty Ltd	\$216,073.28
3. Fulton Hogan	\$403,018.44
4. PNQ Pty Ltd	\$277,750.50

4. FINANCIAL & RESOURCE IMPLICATIONS

Included in 2012/13 Budget

5. POLICY & LEGAL IMPLICATIONS

Nil

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

George Bourne and Associates and CEO

8. CONCLUSION

Four tenders have been submitted and the prices are varied, Sunstate Group Qld is the lowest tender and have been to the shire on previous occasions.

9. OFFICER'S RECOMMENDATION

That Council accept the Tender of Sunstate Group Qld in the sum of \$206,028.90 for the supply of Bitumen Seal works on Truganini Road

ATTACHMENTS

2. Nil

Works and Services Reports

07.01.04 12-18 Quotation for Work Utilities

DEPARTMENT: Works & Services
RESPONSIBLE OFFICER: Brett Harris; Work Fleet Manager
FILE NO: BCS/TAQ/2012/12-18
DATE: 13th September 2012
LINK TO COUNCIL PLAN/S: 2012/2013 Budget

1. PURPOSE (Executive Summary)

To determine the best option to purchase Work Utilities.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Plant replacement options for work utilities.

3. PROPOSAL

To propose an option for the new council work utilities. To utilize quotes or go out to tender.

4. FINANCIAL & RESOURCE IMPLICATIONS

Is budgeted 2012/2013

5. POLICY & LEGAL IMPLICATIONS

Councils Purchasing Policy

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

Nil

8. CONCLUSION

Three quotes have been received from Greatwall, Pacific Toyota and Pickerings Mitsubishi. The amounts of the quotes are in the attached spreadsheet. Pacific Toyota amount is under the need to go to tender.

9. OFFICER'S RECOMMENDATION

That Council accepts the quotation from Pacific Toyota for the supply 2 x 2WD Hilux's vehicles at the price of \$23,968.71 each.

ATTACHMENTS



1. 12-18 Tender
Summary.pdf

Works and Services Reports

07.01.05 12-19 Quotation for Elevated Work Platforms

DEPARTMENT: Works & Services
RESPONSIBLE OFFICER: Brett Harris; Work Fleet Manager
FILE NO: BCS/TAQ/2012/12-19
DATE: 13th September 2012
LINK TO COUNCIL PLAN/S: 2012/2013 Budget

1. PURPOSE (Executive Summary)

To determine the best option to purchase Elevated Work Platforms.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

3. PROPOSAL

An Elevated Work Platform is an expensive but necessary piece of equipment which as well as being utilised by Council, contractors like Ergon etc would hire it as there is no other machine like it in the Shire. Changing a light bulb in the Workshop, adjusting the tennis court lamps, repairing SES shed doors would be easy without the use of dangerous extension ladders etc.

4. FINANCIAL & RESOURCE IMPLICATIONS

Is budgeted 2012/2013

5. POLICY & LEGAL IMPLICATIONS

Purchasing policy
License required for over 11 meters

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

Nil

8. CONCLUSION

Three quotes have been sourced as follows

- | | |
|----------------------|-------------|
| 1. Platform Sales | \$60,500.00 |
| 2. Skyreach sales | \$93,940.00 |
| 3. Queensland Access | \$56,595.00 |

9. OFFICER'S RECOMMENDATION

That Council accept the quote from Queensland Access for the supply of a self propelled work platform at a cost of \$56,595.00 inclusive of GST

ATTACHMENTS



12-19 Tender
Summary.pdf

1.

08 Corporate and Community Services Reports

08. Corporate and Community Services Reports

08.01.01 Corporate and Community Services Monthly Update Report

08.02.01 Payroll HR Monthly Update Report

08.02.02 Home and Community Care Monthly Update Report

Corporate and Community Services Reports

08.01.01 Corporate and Community Services Monthly Update Report

DEPARTMENT: Corporate and Community Community Services

RESPONSIBLE OFFICER: Terry Melchert – A/Deputy CEO

FILE NO: BCS/CM/R/CCSM

DATE: 11th September 2012

LINK TO COUNCIL PLAN/S:

1 CORPORATE SERVICES

Land Sales

As has ready been reported all of the nine lots offered for sale actually sold at auction.

The prices were up on previous sales and the yield for Council, from my perspective, exceeded expectations.

In my opinion Keith and Naomi Douglas of Outback Auctions did a great job in marketing and selling the blocks and this is reflected in the fact that all lots sold for good prices.

The interest in the Burketown blocks validates the Council's decision to encourage the State Government to release more land behind the primary school for residential development.

In this regard I would recommend Council place the net proceeds of the land sales, remembering that Council will benefit from the sale of six lots, three in Burketown and three in Gregory, in the Reserve Fund and earmarked as funding towards the future acquisition of further residential land in Burketown.

At the moment I have identified a number of lots which may be suitable for future development:-

Lot 406 B1361 Bowen Street
Lot 407 B1361 Bowen Street
Lot 182 B1364 Anthony Street

My understanding is Council has likewise identified Lots 406 and 407 as possible development sites and it would be appropriate for title searches to be carried out and for preliminary investigation to be carried out on what level of fill may be required to bring the lots to a level which increase their immunity from flooding.

Council also owns Lots 41 Landsborough Street and Lot 60 Firefly Street; at the bottom end of Burke Street. These form part of a block of allotments which are to varying extents flood prone. Council could consider a joint venture with the owner/owners of the adjoining lots to borrow fill from the lowest area to lift the heights of the balance lots. This most likely could be done cost effectively using a Scraper because of the short haul distances.

Tidy Yard Competition

A report on the results of the competition was provided to Council on 23rd August 2012 and arrangements are currently being made for a presentation ceremony to which all contestants and prize winners will be invited.

Development of 2012/2013 Budget

The budget has been adopted and the Chief Executive Officer is currently preparing the rate notices for dispatch to property owners.

Of particular note the is that Queensland Reconstruction Authority has recently made following payments to Council:-

28/08/2012 \$4,136,937.12

31/08/2012 \$ 772,919.84

The reconciliation of these funds is currently being reviewed. It is clear though that Council has been paid for a significant proportion of Flood Damage works already completed and for new works to be undertaken in the 2012/2013 year. This will have a positive result for Budget.

Internal Audit

The main focus of audit has been an ongoing review of pay roll in the context of EBA negotiations and this work is now complete.

We have also reviewed Human Resource management systems and Housing tenancy arrangements and established better processes documentation and recording. This will be a process of continuous improvement over time.

Enterprise Bargaining

A lot of my time has been invested in facilitating and developing support data for the EBA process.

Mr. Ken Hunt, the CEO and the Mayor and Deputy Mayor and the employee team have done a great job in advancing the process with a number of long standing matters being addressed as part of the process.

A number of meetings will occur in October to advance the process to a point where a an Agreement based on negotiated and agreed principles can be put before employees for consideration and then be referred to the Commission for Certification.

It is critical that Council keep the impetus of the process going as it has the potential to create a happier and more engaged workforce and as a result improve project and process efficiencies.

Of course the process does not end with the Certification of the Agreement, this is simply an important milestone, and the committee with the assistance of Mr Hunt should continue to meet reasonably regularly to ensure goals established by Council and its employees are achieved.

Business Continuity Planning

Mr. Heath's report has been forwarded to all Councilors for review.

Now that the Budget is complete Council should review of his work with a view to adopting a final position on the matter.

OFFICER'S RECOMMENDATION

- (i) Council consider placing the net proceeds of recent land sales in the Reserve Fund with the funds to be specifically identified for future land acquisition and development.
- (ii) Council consider scoping the possibility of filling lots in Burke Street for future development. This would need to be some form of joint venture.

- (ii) Council notes the contents of the Corporate and Community Services Manager August 2012 report.

ATTACHMENTS

NIL

Corporate and Community Services Reports

08.02.01 Payroll HR Monthly Update Report

DEPARTMENT: Corporate and Community Services
 RESPONSIBLE OFFICER: Hayley Booth; Payroll HR Officer
 FILE NO: BCS/G/CM/R/PHR
 DATE: Monday 10th September 2012

1. NEW EMPLOYEES, ADVERTISING & JOB TITLES/ROLES

Council has recently employed two (2) casual employees. Both employees are working with the road crew.

Council is not advertising any positions are present.

2. EMPLOYMENT AGENCY EMPLOYEES

Council currently has four (4) staff members from employment agencies.

There are two (2) Lo-Go Appointments members – an Acting Works Manager and an Acting Deputy CEO.

The other two (2) staff members are from Precruitment. Both staff members are working on general administration duties. One (1) staff member will have a three (3) week break starting Friday 14th September and will return to continue carrying out administration duties. The other staff member will continue to work through until Friday 21st September when the contract with BSC will finish up.

3. TRAINING

Two (2) staff members attended the Metro Count training in Cloncurry from Wednesday 5th September until Friday 7th September 2012.

One (1) staff member attended their graduation for the successful completion of their Governance and Administration/Diploma of Local Government Administration Course.

4. LEAVE

Please refer to the below table for personal staff leave –

	No. of Works Staff	No. of Administration Staff
September	6	4
October	1	3

5. RESIGNATION/TERMINATION

There have been no staff resignation/terminations for this period.

6. ENTERPRISE BARGAINING AGREEMENT

The employee committee met with Council and relevant unions on Monday 3rd September 2012. The following was agreed –

- An audit of employee wage levels and entitlements is to be conducted by 12th October 2012. This audit is underway
- A log of claims is to be presented to Council by parties on Friday 14th September 2012
- Negotiations will be held in Burketown on Tuesday 16th and Wednesday 17th October 2012
- Following the negotiations, report back will be made to both Council and employees on the morning of Thursday 18th October 2012.

7. OFFICER'S RECOMMENDATION

That Council notes the contents of the Payroll HR Officer's September 2012 Monthly Update Report.

ATTACHMENTS

Nil

Corporate and Community Services Reports

08.02.02 Home and Community Care Monthly Update Report

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	HACC Team Leader; Pam deJoux
FILE NO:	BCS/Comms/HACC/CR
DATE:	19/9/2012

1. ATTENDANCE / UPCOMING CONFERENCES / TRAINING AND EXCURSIONS

CBDC Clients:--- -6

Social Support Clients:----6

This past month has seen four of our elderly clients taken ill which resulted in three of them spending time in hospital. Two of these are from stations and still away, however this will not affect their support as I am planning trips with the other clients to visit them.

The first HACC meeting in Gregory will be on Thursday, 13th September, and will be held at the Medical Centre/Clinic. This will enable me to meet with some of the locals that attend the clinic as well as the Bidunggu people.

I hope that by providing this opportunity to meet and talk, they get a better understanding of how we function as well as what is required in the eligibility and assessment form. It is hoped that we may acquire a few more clients in and around Gregory.

CBDC clients from here will travel out to Gregory with me on occasion once it is established so that they can benefit as a unit from the social interaction and group activities.

Our Camooweal Drovers Camp was enjoyed by the few clients who travelled with us to the event although not having George with us put a damper on the whole event, not only with my clients but also with the old drovers. We took part in the Parade down the street and got a rousing welcome.

We did our PR work by giving out Burke Shire bags that were popular once again with the tourists and locals alike.

At the Camooweal Races we enjoyed an exciting afternoon of dust and horse racing with a few winners being picked much to their delight. The remainder of our time was spent listening to the entertainment with country artists who know HACC now. We gave the Ball a miss this time.

On our return trip we detoured to visit the Mary Kathleen Mine which they had wanted to see. Although there wasn't much left only foundations, tennis court, gardens and streets they could still connect with it.

Our trip to Camooweal was not totally without mishap with us experiencing a side window on our new bus exploding just after leaving Mt Isa. Thankfully no one was close by and no injuries.

Clients were thrilled to learn that they had got second in the Tidy Garden Competition and have encouraged them to better their gardens.

2. ACTIVITIES AND VISITORS

Morning of fishing down at the wharf

Morning tea at the Bush Kitchen /Caravan Park

Day trip to Floraville – morning tea at the Falls followed by a visit to Floraville Stn. and lunch

Gardening: - clients keeping gardens weeded and watered. They are planning to put roses down the side of the building once the sleepers are bought up from the depot.

Ladies have been busy with fancywork and beading as well as bingo/cards/scrabble
Spent morning at Doomadgee on a shopping trip

Bags of rags have been put together and we now have an outlet at Nowlands with the money going into their overnight trips. Depot has stocked up and don't require any yet.

Our Fathers Day Raffle raised \$275 and was won by Lenny Booth.

We have visits from:

Frontier Services -----10th -13th September (Meals on Wheels)

Western Qld Justice Network- Legal Aid ---- Wednesday 12th September

Individual & Group Advocacy/ Disability Qld ----- Wednesday 12th September

Allied Health ----- Week of 17th September

3. OTHER UPDATE

On Thursday 27th & 28th September we are going to Adel's Grove – overnight

On Tuesday 2nd October we are off overseas on our fishing adventure to Sweers Island.

4. OFFICER'S RECOMMENDATION

That Council notes the contents of the Home and Community Care Team Leader Officers
September 2012 Monthly Update Report.

ATTACHMENTS

Nil

09 Chief Executive Officer Reports

09. Chief Executive Officer Reports

- 09.01.01 Chief Executive Officer Monthly Update Report
- 09.01.02 Responses to Matters Raised in Audit Management Letter
- 09.01.03 Councillor Remuneration 2013 Submissions
- 09.01.04 Council Policy – Housing Bonds
- 09.01.05 Plant Hire Rates 2012/2013
- 09.01.06 Annual Valuation of Land Effective 30 June 2013
- 09.01.07 Airport Fencing Project
- 09.01.08 On Cost Rates 2012/2013

Chief Executive Officer Reports

09.01.01 Chief Executive Officer Monthly Update Report

DEPARTMENT: Office of the Chief Executive Officer
RESPONSIBLE OFFICER: John Page – Chief Executive Officer
FILE NO: BCS/G/CM/R/CEO
DATE: 13th September, 2012

1. COUNCILLOR ATTENDANCE CONFERENCES & TRAINING

Crs Camp, Murray attended GSD Meeting in Cairns

2. CURRENT TENDERS

No tenders at present

3. DEVELOPMENT MATTERS

MCU Extraction and Associated Environmentally Relevant Activities – ERA 16(2) (c) Lawn Hill – Century Mine – Mining Lease Area ML90045- Acknowledgement Notice sent

Burketown Hotel – Development Application – received notice of engagement by private certifier, boundaries alignment been rectified, waiting on lodgement of revised plans

Burke Shire Council – new three bed-room house

Ergon Energy – Upgrade of refuelling station, driveways being completed, tanks removed, new fuel tanks to arrive shortly

New power supply to Communication Hut - Ready for connection by Ergon, Council side of power connection completed.

See attachment for more information.

4. FOOD LICENSING LICENSES

EHO officer will be arriving on Monday 17th to complete inspections. Licenses have been issued to all businesses.

5. OTHER RELEVANT INFORMATION

Christmas in the Park

I seek Council's direction for the establishment of a small Committee comprising Councillors, Community members and staff to organise the Christmas in the Park as well as the concept of having similar committees in relation to Anzac Day, Australia Day etc.

Council House – Anthony Street – Glendale Homes

Quotes still being obtained for water, concreting and sewerage connection. Awaiting connection by Ergon.

Position of Deputy CEO/Manager Corporate and Community Services and Works Manager

Both positions are being readvertised

Decisions Made under Delegated Authority

Acceptance of quote from Gary Jefferies to capture asset data for Council's Asset Management Plan

Southern Gulf Catchments Ltd – Local Government Directorship

Council has been advised that Councillor Zach Duff's nomination for the above directorship has been unsuccessful and the Board has invited Cr Shane McCarthy from the Flinders Shire to join the Board. The SGC Board has also advised that they would welcome Councillor Duff's participation on the proposed Southern Gulf Catchments Ltd Local Government Sector Advisory Committee. The purpose of this Committee would be to provide a forum for Local Government within the Southern Gulf Catchments Ltd. Geographic area of responsibility to raise, discuss and identify common solutions and policy to allow better strategic management and improvement of natural resource planning and on-ground services (such as weed and pest management, climate change preparation, carbon opportunities) for Cr McCarthy to bring to the SGC Board.

6. UPCOMING CONFERENCE/S and/or TRAINING

Refer to attached Councillor Calendar and;

LGAQ Conference

2012 Annual Conference 'Making a Difference' 22-25 October, Brisbane Convention and Exhibition Centre, South Brisbane – Separate report

Program - approximate at this stage only

Monday 22nd October:

Registration
Exhibitor bump-in (7am -12)
Sponsor & Trade Briefing 4pm
Networking Drinks (5.30)

Tuesday 23rd October

Conference full day
Conference Free Evening

Wednesday 24th October :

Conference Starts
Gala Dinner

Thursday 25th October:

Conference Starts 8.00am
Conference Close 12.30

Exhibitor Bump out

7. MONTHLY CORRESPONDENCE REPORT

A correspondence listing has been developed and will be forwarded to Councillors at fortnightly intervals, starting 29th September 2012.

8. OFFICER'S RECOMMENDATION

That council notes the contents of the Chief Executive Officer August 2012 Monthly Update Report.

ATTACHMENTS

1. Councillor Calendar -



Councillor Calendar -
01 Sept to 31 Octobe

2. Development Applications -



Development
Register.xls

Chief Executive Officer Reports

09.01.02 Responses to Matters Raised in Audit Management Letter

DEPARTMENT: Office of the Chief Executive Officer
RESPONSIBLE OFFICER: John Page; Chief Executive Officer
FILE NO: BCS/FM/AE/2011-12
DATE: 13th September, 2012
LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To present to Council my responses to the matters raised by the Auditor in the Management letter for 2010/2011 which has been circulated to Councillors at the Special Meeting last Friday.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As part of the audit process a Management Letter detailing the new issues identified when completing the final stage of the audit and Council is required to advise if Council is in agreeance with the responses.

3. PROPOSAL

The proposal is to seek Council's direction in regards to the responses of the matters raised in the letter to the Mayor:-

1. QldRA investigation of NDRRA Funding
2. Policies and Plans
3. Business Continuity Plan

The responses shown for items 1 and 2 are sufficient in my opinion and for item 3 the Auditor be advised that Council is in the process of having a Business Continuity Plan developed through Jardine Lloyd Thompson and it is expected that the plan will be available by the October 2012 Council Meeting.

4. FINANCIAL & RESOURCE IMPLICATIONS

Budget 2012/2013

5. POLICY & LEGAL IMPLICATIONS

LGA and Regulations

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

Auditor

8. CONCLUSION

Council is asked to accept the CEO's responses to the matters raised

9. OFFICER'S RECOMMENDATION

That Council authorise the Chief Executive Officer to respond to the Auditor advising that Council is satisfied with the CEO's responses to 1 and 2 and in relation to item 3 expects that a Business Continuity Plan will be considered by Council at its October, 2012 Meeting.

ATTACHMENTS



1. Burke Shire Council
Management Letter -



2. Burke Shire Council
Management Letter -

Chief Executive Officer Reports

09.01.03 Councillor Remuneration 2013 Submissions

DEPARTMENT: Office of the Chief Executive Officer
RESPONSIBLE OFFICER: John Page; Chief Executive Officer
FILE NO: BCS/G/Councillors/CA
DATE: 13 September 2012
LINK TO COUNCIL PLAN/S: Operational Plan and Budget

1. PURPOSE (Executive Summary)

To seek Council's direction on a submission for Councillor Remuneration for 2013

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Local Government Remuneration and Discipline Tribunal is seeking Council's comments for its deliberations on the remuneration rates to be paid to Councillors effective 1 January 2013.

Council at its Meeting held on 15th February, 2013 passed the following resolution:

Resolution 23.120215 Moved Cr Forshaw, seconded Cr Murray
"That Council write a letter of support to McKinlay Shire Council supporting their proposal in relation to Category 1 Councillor Remuneration and a copy be sent to the Remuneration Tribunal, Minister for Local Government, LGAQ and Category One Councils"

Council passed a further resolution 24.120215 Moved Cr Camp, seconded Cr Clarke "That Council request the Remuneration Tribunal to increase Category One Councillor Remuneration to 16% of the reference rate".

Both of these resolutions were passed unanimously.

3. PROPOSAL

The proposal is for Council to forward a submission to the Tribunal confirming Council's February Resolution.

4. FINANCIAL & RESOURCE IMPLICATIONS

Budgeted 2012/2013

5. POLICY & LEGAL IMPLICATIONS

LGA

6. CRITICAL DATES & IMPLEMENTATION

5 October, 2012

7. CONSULTATION

Nil

8. CONCLUSION

Recommendation

9. OFFICER'S RECOMMENDATION

That Council authorise the Chief Executive Officer to forward a submission to the Remuneration Tribunal reinforcing Council's February resolution and matters raised at the Meeting.

ATTACHMENTS



120202

1. Remuneration Tribunal

Chief Executive Officer Reports

09.01.04 Council Policy – Housing Bonds

DEPARTMENT: Office of the Chief Executive Officer
RESPONSIBLE OFFICER: John Page; Chief Executive Officer
FILE NO: BCS/CP/SH/RPP
DATE: 12th September, 2012
LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To present to Council for consideration a report on Bonds presently being required for Council's Housing.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council at its January, 2012 Meeting adopted the Housing Policy which included the following clause;

“Council will be charging 4 weeks rent as bond; with the CEO delegated authority to approve a reasonable payment scheme for the bond.”

Unfortunately when the letter was forwarded to Council's tenants that provision was not stated and the payment schedule was spread over two pays. Some Council staff have objected to the bonds because of effect of net pay as well as the requirement to pay a bond.

There has been some discussion between Councillors in regards to the issue of tenancy bonds and long term employees whether there should be bonds charged.

At present 4 employees have paid the bond whilst 11 have not.

3. PROPOSAL

For Council to consider not charging a bond where the tenant is a permanent employee of Council but require a bond for non Council employees.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil as bonds are forwarded to Residential Tenancy Authority

5. POLICY & LEGAL IMPLICATIONS

Council Policy

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

Councillors and employees who are tenants of Council

8. CONCLUSION

There are other alternatives that Council could consider and they would be to keep the policy in so far as bonds but allow the payment to be spread over a number of pays so that there is little effect on the net pay.

9. OFFICER'S RECOMMENDATION

That Council amend its Housing Policy in relation to Bonds for Council accommodation to read;
"Council will be charging 4 weeks rent as bond to tenants of Council housing who are not permanent employees of Council".

ATTACHMENTS

Nil

Chief Executive Officer Reports

09.01.05 Plant Hire Rates 2012/2013

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	John Page; Chief Executive Officer
FILE NO:	BCS/PES/P/PHR
DATE:	10 th September, 2012
LINK TO COUNCIL PLAN/S:	Budget 2012/2013

1. PURPOSE (Executive Summary)

To present to Council suggested plant hire rates for 2012/2013

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Plant Hire rates shown attached have been calculated on the basis of full cost pricing in a commercially oriented environment given the conditions and operational requirements which exist in the Shire. The costs include the GST which would be payable by a commercial operator and the plant units are priced at their current replacement value making allowance for condition and age.

Plant acquisitions are assumed, for the purposes of the costing/pricing exercise, to be based on 100% entity funded. Council's expected Return on Capital Employed is set at 9% for the following year.

Competitive neutrality adjustments also apply to the maintenance program for many of the items of equipment. In Council, workshop personnel handle practically all the repair and maintenance on plant which can often mean delays incurred in trips to site, downtime for plant, and unproductive operator time. In many commercial environments, plant operators have greater responsibility for the maintenance and for undertaking minor repairs. Allowance needs to be made for the differences in work practices. Having said that: -

Note on Pricing: There is a tendency to simply compare plant hire on the basis of pricing ie. rate per hour or day rate, and to look for the lowest rate as being the prime objective. There are many small operators who operate limited items of plant on a marginal cost basis who do not have the capacity or reliability to undertake projects as a principal plant contractor but are able to provide supplementary services only. This is not the yardstick by which Council plant hire charges should be compared. Given Council's responsibility to ensure that its road network is maintained in a satisfactory standard, that its response times to infrastructure damage eg flood damage, are rapid, and that the necessary level of flexibility is inherent in its operational structure, its pricing policies need to reflect all the cost elements required to keep its fleet at a high level of efficiency.

DRY HIRE within the context of Council's operations includes fuels and oils but excludes the plant operator.

The Plant Hire rates do not include GST. The equipment prices shown are exclusive of GST and the fuel costs are input taxed. Input taxing also applies to the imputed interest on debt. The Rate of Return on Capital is a nominated pre-income tax rate.

Comparisons with leasing company rates or private contractor rates need to recognise the effects of the "minimum hire periods" which usually form part of the hiring contract. A lower rate at a minimum daily hire of 8 hours can be far more expensive than a higher rate based on the actual hours used (which is the basis Councils generally use in charging for services).

The same applies to weekly and extended hire arrangements. This is important especially when negotiating with the Department of Main Roads. MUST compare LIKE with LIKE. On sole-supplier arrangements, the Department of Main Roads "requires" that the effect of the implementation of full cost pricing must not lead to an increase in rates as previously notified.

This argument can only reasonably apply to the current year and should not affect negotiations in future years. Then and only then can any "profits" be identified and held over for other roadwork's activities.

The determination of the following Plant Hire rates based on the current replacement value means that the maintenance costs shown in the Plant Register require adjustment. All units have residual values where applicable.

It is imperative for the success of the operational management of Council's resources that the plant hours are correctly and fully charged to the activities on which they are employed.

3. PROPOSAL

The proposal is for Council to adopt the plant hire rates as submitted.

4. FINANCIAL & RESOURCE IMPLICATIONS

Budgeted for. The introduction of these plant hire rates

5. POLICY & LEGAL IMPLICATIONS

LGA

6. CRITICAL DATES & IMPLEMENTATION

To be effective from 1 July, 2012

7. CONSULTATION

Consultant Accountant, Workshop Fleet Manager, Works Manager

8. CONCLUSION

Council is asked to adopt the plant hire rates for 2012/2013

9. OFFICER'S RECOMMENDATION

That Council adopts the Plant Hire Rates 2012/2013 as presented with a retrospective date of 1 July, 2012.

ATTACHMENTS



Plant Hire Rates.pdf

1.

Chief Executive Officer Reports

09.01.06 Annual Valuation of Land Effective 30 June 2013

DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: John Page; Chief Executive Officer

FILE NO: BCS/CP/GIOAP/V

DATE: 10th September, 2012

LINK TO COUNCIL PLAN/S: Operational Plan - Rating

1. PURPOSE (Executive Summary)

To seek Council's direction on whether an annual valuation of Burke Shire Council should be undertaken to be effective 30 June, 2013.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In accordance with the Valuation of Land Act 2010 the Valuer-General is required to undertake an annual statutory valuation of all rateable land in Queensland except in unusual circumstances or after consideration of :

- A market survey report of the Local Government area which reviews sales of land in the area since the last valuation and the probable impact of the sales on the value of land since the last annual valuation; and
- The results of consultation with the local government for the area, and appropriate local and industry groups.

Under the Act valuations are required to be issued prior to the 31st March in the year the valuation is to take effect.

The Valuer-General is seeking Council's opinion on this matter.

My concern is that if there is not a review each year then there is the potential for a substantial revaluation in subsequent years.

3. PROPOSAL

The proposal is to advise the Valuer-General that it supports annual valuation reviews.

4. FINANCIAL & RESOURCE IMPLICATIONS

Financial implication regarding rating

5. POLICY & LEGAL IMPLICATIONS

LGA, Valuation of Land Act 2010

6. CRITICAL DATES & IMPLEMENTATION

30 September, 2012

7. CONSULTATION

Nil

8. CONCLUSION

NA

9. OFFICER'S RECOMMENDATION

That Council authorise the Chief Executive Officer to advise the Valuer-General that Council believes that annual valuations should be undertaken.

ATTACHMENTS

Nil

Chief Executive Officer Reports

09.01.07 Airport Fencing Project

DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: John Page; Chief Executive Officer

FILE NO: BCS/TAT/RADS

DATE: 14th September, 2012

LINK TO COUNCIL PLAN/S: Operational Plan Budget 2012/2013

1. PURPOSE (Executive Summary)

To seek Council's direction in relation to funding for the Airport Fencing Project from a Federal perspective.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council during 2011 made application for funding under the Remote Airstrip Upgrade Funding for the upgrade of the perimeter fence at the Burketown Airport on the basis that Council contributed 1/3 and the State and Federal Governments each contributing 1/3.

Council has now received advice that the Federal Government has approved an amount of \$95,333 (GST excl) subject to Council acceptance of the funding. Council has provided funds in the 2012/2013 budget for this purpose. At the time of writing this report no confirmation of State funding has been received. I have been informed that a decision may be known by the end of next week.

3. PROPOSAL

The proposal is for Council to accept the funding from the Federal Government subject to third party funding from the State Government.

4. FINANCIAL & RESOURCE IMPLICATIONS

Budget 2012/2013

5. POLICY & LEGAL IMPLICATIONS

LGA

6. CRITICAL DATES & IMPLEMENTATION

29 September 2012

7. CONSULTATION

Nil

8. CONCLUSION

I believe that the recommendation is the course of action to be taken.

9. OFFICER'S RECOMMENDATION

That Council authorise the Chief Executive Officer to advise the Federal Department of Infrastructure and Transport that Council accepts the funding of \$95333 (GST excl) subject to the Queensland State Government contributing a similar level of funding.

ATTACHMENTS

Nil

Chief Executive Officer Reports

09.01.08 On Cost Rates 2012/2013

DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: John Page; Chief Executive Officer

FILE NO: BCS/FM/B/2012-13

DATE: 13 September, 2012

LINK TO COUNCIL PLAN/S: Operational Plan and Budget

1. PURPOSE (Executive Summary)

To present to Council for consideration on cost rates for 2012/2013

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

A review of Council's on cost rates has been undertaken and the calculations are based on full recovery of employee related entitlements and expenditure during the estimated working weeks of an employee's year. All the identified items have either a direct or a close relationship with the hours that the workforce employee spends on the job.

Working Week	Inside	Outside
Total Weeks in the Year	52	52
Less Annual Leave Entitlement	5	5
Less Public Holidays	2	2
Less Sick Leave Entitlement (Adjusted for Likelihood)	1.2	1.5
Less Training Time	1	0.6
Available Working Weeks	42.8	42.9
LSL years of service for entitlement	10	10

The review as well as an examination of Council's R2R project and the QRA Report identified that the existing on cost rates were too high and as such Council was not achieving Value for Money.

3. PROPOSAL

The proposal is for Council to adopt the on cost rates as submitted with a retrospective date of 1 July, 2012

4. FINANCIAL & RESOURCE IMPLICATIONS

Budgeted

5. POLICY & LEGAL IMPLICATIONS

LGA

6. CRITICAL DATES & IMPLEMENTATION

1 July 2012

7. CONSULTATION

Consultant Accountant, Auditor

8. CONCLUSION

I ask Council to consider the adoption of the on cost rates for 2012/2013

9. OFFICER'S RECOMMENDATION

That Council adopts the on cost rates as presented for the 2012/2013 year.

ATTACHMENTS



Oncosts 2012-13.pdf

1.

10 Late Item Reports

10.01 Presentation of Arts Council Artour presentation “Chasing the Lollyman.”

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Acting Deputy CEO
FILE NO:	BCS/CommS/Arts/AQ
DATE:	14 th September 2012
LINK TO COUNCIL PLAN/S:	Operational Plan (One year) Corporate Plan

1. PURPOSE (Executive Summary)

The purpose of this report is to suggest to Council it invite all local schools and young children to the above presentation at no charge.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has previously approved the presentation of the event in the Shire Hall Burketown at its cost on Friday 19th October 2012.

The show is presented by a young aboriginal man and is targeted at school age children.
The total cost including a post show forum with the presenter is \$1052

While Council does have the opportunity to sell tickets to the event the low cost gives the Council the opportunity to involve children in an event at no cost.

3. PROPOSAL

To allow school children and school age children in the Burke Shire to attend the Arts Council presentation “Chasing the Lollyman” free of charge

4. FINANCIAL & RESOURCE IMPLICATIONS

Provision has been made in the Budget according to Council direction.

5. POLICY & LEGAL IMPLICATIONS

Corporate Plan

6. CRITICAL DATES & IMPLEMENTATION

As the show is a month away early approval of the “free” show will allow a month to promote the presentation with local schools and school children.

7. CONSULTATION

Consultation regarding the promotion of the event has been carried out with Artour coordinator Mr Adam Tucker.

8. CONCLUSION

The Council maximize participation for the Community by presenting the event at no cost to the community.

9. OFFICER'S RECOMMENDATION

That Council present the Artour event "Chasing the Lollyman free of charge as detailed in the body of the report.

ATTACHMENTS

1.  Lolly Man - CTL
teachers notes.pdf

2.  Lolly Man - DL
Leaflet.pdf

11 Consideration of Notice(s) of Motion and Petitions

11.01 Notices of Motion

None received at time of agenda preparation

11.02 Petitions

None received at time of agenda preparation

12 Mayoral Minute and Report

Report to be provided to meeting.

13 Councillor Reports

Councillors will provide reports to the meeting.

14 New business of an urgent nature admitted by Council

Recommendation (if required)

That Council consider the following matters as they are considered to be of an urgent nature requiring immediate consideration by Council:-

15 Closed session reports

None received at time of agenda preparation

16 Deputations and presentation scheduled for meeting

16.01 Jardine Lloyd Thomas Update

To discuss with council about the:-

- Enterprise Risk Management
- New WHS Act
- Harmonisation Changes

17 Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 18th October 2012