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Agenda and Business Papers

Burke Shire Council Ordinary General Meeting

21st March 2013

9.00am Council Chambers

9.00 am	Opening of meeting
10.30 am to 11.00 am	Morning Tea
12.30 pm to 1.00 pm	Lunch

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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; Chief Executive Officer Philip Keirle; Deputy CEO Frederick Aqvillin; Chief Financial Officer Neil Klemola; Works Manager Brett Harris; Workshop Fleet Manager Jenny Williams; A/Executive Officer (Minutes)
On Leave	Nil

03 Prayer

Led by Cr Camp

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 Thursday 21st February 2013

Recommendation

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



130221 Confirmed
Minutes.pdf

06 Condolences

None received at close of agenda.

07 Deputy CEO Reports

07. Deputy CEO Reports

07.01.01 Works and Services Monthly Update Report

07.02.01 Work Shop and Fleet Report

07.02.02 Skid Steer Purchase

07.03.01 Executive Officer Monthly Council Report

07.03.02 Arts and Craft Show 2013 – Change of Date

07.04.01 Finance Monthly Update Report – for the month of February

07.04.02 Supplementary Finance Report – March

07.05.01 Deputy CEO Monthly Update Report

07.05.02 Purchase, transport and installation of office, ablution, crib and testing facility at the
Burketown Water Treatment Plant

Works and Services Reports

07.01.01 Works and Services Monthly Update Report

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Neil Klemola; Works Manager
FILE NO:	BCS/G/CM/R/WM
DATE:	7 th March 2013
LINK TO COUNCIL PLAN/S:	Works Program

1. WORKS MANAGER

Training

Dave Marshall was signed up with Migate (Bonnie McCrae) on the 28th Feb to commence his plumbing apprenticeship; his indenture period will be directly related to the amount of accreditation he receives for prior learning.

Norm Welsh was signed up with MEGT (Rikki Cooper) on the 8th March to commence his Mechanical apprenticeship, as With Dave his indenture period is interlinked with an assessment for skills acquired through prior learning.

Gordon Mears was here on the 25th, 26th and 27th for assessment of workforce skills on a variety of plant and the issuing of tickets of competency. 16 people and 25 tickets were issued (feedback from Gordon was our skills base is a credit to the workforce), it was the first time in 7yrs that he has had everyone pass. The in-house training went a long way to achieving this result.

Road Works

The road-works crew have gone away again for a 10/4 roster, and are currently working on 6801 doing a heavy formation grade (RMPC contract work). Whilst we are also doing a private works order on the Century/Gregory road in conjunction with MMG. Phil and I will be travelling to Century on the 12th of this month to formalize a maintenance agreement for the Century to Gregory road.

We are still in discussions with Roadtek and NPC in regards to “onus of responsibility” for the maintenance of Century to Gregory road as well as 78A Wills Development road due to the amount of haulage. This is in accordance with clause B28 Annexure to Conditions of Contract, “Maintenance of unsealed shire and state controlled roads. Will keep everyone updated as discussions proceed.

We are also on track weather permitting to have all TIDS, RMPC and Emergence works to be completed by June 30th.

Tenders

The airport tender has closed to submissions and is currently under review to select the right quote for the project, and a shortlist will be compiled for discussion.

George Bourne and associates have released the tenders for concrete works for (Louie Creek, Punjuab Road and Burke Street spoon drains) as well maintenance works required for the East Doomadgee Road. This is to fulfill our flood damage works program. This works will run in conjunction with BSC road-crew working on the West Doomadgee Road up until June.

Private Works

We have completed a small trenching job at the Caravan Park, with the prospect of picking up 200 lineal meters of jet patching work on the driveway and access paths.

We have secured a works order for 500m2 of jet patching at Doomadgee on the Tuesday 12th of March and we are currently quoting on a number of other private works jobs.

We have also begun to take on a number of jobs which have formally been just handed to contractors; this therefore reduces Council's cost outlays as well as utilizing our skills base.

General Notes

Ongoing subjects of discussion include:

- Wayne Dowse 'retirement (special thanks to Fred and Glenda).
- Batching Plant I have some figures compiled in relation to cost effectiveness.
- Quarries, quarry management plans, EPA approval in place only awaiting Cultural signoff.
- WTP and STP upgrades, Cert III assessment identified areas of concern for amount of pool testing and training. In the process of gathering quotes for an internal audit to identify all areas of concern.
- Have begun looking into Renewable energy and if it is viable for Council consideration.

2. RANGER/WORKPLACE HEALTH AND SAFETY OFFICER

Induction/s

- 20-Feb-13 – Shaun Portch – Technical Admin Officer

DCEO initiated 3 new induction manuals:-

- Working for Burke Shire Council
- Code of ethics
- Code of conduct

Incident/s reported for this period - 1

- 28 Feb 13 – Burketown WTP –Chemical spill- poly fitting failure released chlorine onto floor of shed, 2 persons were training in closed switch room, nil injuries but potential for serious consequences. –Turned on exhaust fan, shut down acid pump and washed down floor. Due to number of failures with chemical lines and fittings will change over to better quality chemical resistant fittings.

Hazard Inspection/s - Nil for this period

Hazard Reports

- 27 Feb – Hazard of loading/ unloading plant and equipment from council float (426) without a spotter to guide equipment on/ off, in future operator is to have a spotter whenever loading/unloading the float.
- 4 Mar – Lack of storage area/bunding for chlorine storage in the WTP shed
- 4 Mar – Chemical containers (Hydrochloric acid) being stored/ used in direct sunlight - no shelter Available, heat causes fumes from containers, damaging structures and equipment.
- 4 Mar – WTP shed chemical dosing system, number of leaks occurring causing damage to building and recirculating pump, obtaining quotes for better chemical resistant lines and fittings.
- 4 Mar – WTP, electrical switch room is being used as an office, risk of operators working in office and exiting into WTP shed full of potentially dangerous fumes if a chemical leak has started whilst they are in the closed room.

Training

First aid 19 Feb - Norm Welsh, Glenda Booth, Jeremy Booth, Cassy Hinds, Earl Marshall, John Yanner, Cameron Ketchup, Shonelle O'Keefe, Nakischa McKean

Operating tickets 25 & 26 Feb

- Skid steer - Glenda Booth, Nakischa McKean, Shonelle O'Keefe, Cameron Ketchup, Tony Loechte, Martin Dixon, Robert Ah Wing
- Front end loader - Jeremy Booth, Dylan Clements, Clinton Murray, Bob Sinclair
- Backhoe - Tony Loechte, Martin Dixon, Robert Ah Wing, Earl Marshall, Jarrod Campbell
- Excavator - Earl Marshall, Anthony MacNamara, Clinton Murray
- Grader - Earl Marshall, Anthony MacNamara, Robert Sinclair, Colin Baker

General

- Traffic management plan for grid load restriction for traffic on the Gregory/Century road
- First aid kits are gradually being cleaned and refurbished 27 complete, 18 left to do.
- Works safety and traffic management plans for RMPC on 642, Heavy formation and opening grades on the Gregory to Camooweal road, copies to WM, Rural foreman, RMPC and Road/Construction supervisor.
- Road/Construction supervisor issued with the required forms and checks that need to be completed daily for Main Roads e.g. : Site induction list of attendees, Daily site signage record, Forms for daily tool box talks, Cultural heritage forms – 6801 daily pre-start notice, 13H-CH2 – daily field occurrence / sign off etc.
- Induction for the above work held at the Gregory depot, 15 attendees, BSC personnel, Dept of Main Roads and Monitors, also had Main roads induction and Cultural heritage induction.
- Councils Traffic controllers (16) due for their 3 yearly licence renewal, need refresher training, conducted a training session using traffic controller course booklet and the Training management for construction work code of practice.

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

RANGERS ACTIVITIES – March 2013

Litter Management

No Campers along the river but fishermen starting to venture in.

Dumping Points x 7 all filled in and areas rehabilitated prior to the wet.

Following is a summary of where bins are currently placed and maintained

There are currently 7 bins in action.

Around town conduct a daily early morning deadie run on town and entrance roads to remove nightly road kills before residents/ visitors get about also do an early morning check and a general emu parade of town streets. 4 dead wallabies removed from town roads during this period

Pest Control

- Weed spraying Rubber vine, Belly ache bush, and Calotrope on Council road reserves and Mesquite and Prickly acacia in Town common when time permits.
- Distributed long term vegetation regrowth preventative pellets around scrub growing on helipad at the Nicholson pump station.
- Graslan for pea bush Sewerage treatment plant pond walls.
- Roundup for airport weather station fixtures.
- Cleared out bull ant nest resident in picnic shelter at jetty.
- No Mosquito fogging undertaken due to absence of wet and hence no or very few mosquitoes.
- February misted all residences at Gregory for mosquitoes, sprayed council depot as well as Planet and Gregory downs.
- DNR&M requested tentative 1080 baiting dates for 2013
- First round 15 April & second round 23 Sep

General

- Servicing Skytrans RPT flights and daily airport checks whilst Bob Marshall on leave.
- Monthly 1080 stock control sheet & Indemnity Forms to DNR Normanton.

3. TOWN SUPERVISOR

- Training and tickets have been completed
- Parks and gardens went to the JCC meeting
- Wayne Dowse retiring and with Robbie Ah Wing on the road crew a new staff member is required, preferably a cleaner.
- Old health centre has had a tidy up and will be done weekly along with the old teacher's house until told otherwise

4. UTILITIES SERVICES MANAGER

Airport

- Slashing to Runway 03/21 – 95/Slashed
- Poisoning around gables and other areas – 20% completed
- Proposed new perimeter fence extension – northern side partly marked with pegs and light clearing, continued work weather allowing
- Terminal toilet lights now operating
- Terminal floodlight not functioning, waiting for electrician and parts
- Apron floodlight western end not functioning, waiting parts and electrician
- Routine airport inspections, carried out prior to RPT's
- Skytrans flights operating with steady flow of outbound and inbound PAX
- Perimeter fence all okay, no sighting of wallabies for nearly 3 months, this is strange.
- Erosion, scours on embankment is a major concern is a major flood occurs
- PAALC Unit operating satisfactorily
- Weather station, installed Black Box, working

Sewer Treatment

- Blivet unit working okay and daily maintenance continuing
- UV Unit annual service organised, replacement parts quotes received, requisition and order in progress
- Ongoing checks and maintenance daily

Sewer Pump Station

- All pumping station operating – no outage to date
- Pump Wells ongoing maintenance schedule
- Manholes, several require replacement of concrete surround and lid cover
- Rising main and overflow outlet, okay

Water Reticulation

- There are regular leaks in the water service due to the failure of the tapping bands and poly pipes
- Rodeo grounds 2" water service, pipeline installed and connected, still need to tidy up site and backfill and level areas.

Water Treatment Plant

- Daily checks and routine checks as necessary when required
- Treatment plant functioning along with monitoring of chemical dosing and checks

Nicholson Pumping Station

- Standby Genset operating checked and tested weekly.
- Shed PumpWell and all other installation okay.

5. WATER SEWERAGE OFFICER

Water

With lack of wet season and February normally being one of our wettest months.

Total Water Usage: 18,959kl

Daily Average: 677.12 kl

During February we have made changes to our treatment system to rectify problems we had in January. We have now installed the new system, but are experiencing web access problems. This hopefully will be rectified within the next 2 weeks. Water testing around town has improved with new system installed. Testing being done 3 times per week with tests average being 0.53 ppm at last sample points and 1.2ppm at WTP.

Training in Water and Sewerage Management cert3 has finally been completed. Simmons & Bristow trainer has identified issues with both WTP and STP. He recommended an audit of both WTP and STP be done. Currently chasing quotes for audit to be done from Collins Water Solutions and Wide Bay Water. Simmons & Bristow has already quoted on this and it is considerably high.

Sewer

Certificate III Training completed.

Sewerage Treatment Plant operating ok at the moment with works/maintenance ongoing. At the moment we are awaiting on audit report before major works are under taken.

Sewer Man Hole lids have finally arrived 7/3/13. Planning to do when weather permits.

Aquatic Centre

Pool E currently out of order due to water leak. All other pools are good. Repairs to pool E will be under taken as soon when staff are available. Simmons & Bristow has identified an issue with Pool operators. 1. Qualification needed 2 .Ecoli testing be done and 3. Testing 3 times per day. We are currently looking in a 3 day training course with Simmons & Bristow which will give operators accreditation in pool operation.

Rodeo grounds water line has been installed. Extra taps and tiding up will be done when weather permits. Lost time when Plant operator training was done, due to plant being tied up for training and other unforeseen works.

Building Maintenance Request

Requests for works are progressing when and as they can.

6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Works Program



Road works
program...pdf

Workshop and Fleet Reports

07.02.01 Work Shop and Fleet Report

DEPARTMENT: Work Shop and Fleet Services

RESPONSIBLE OFFICER: Brett Harris; Workshop Fleet Manager

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

DATE: 7th March 2013

LINK TO COUNCIL PLAN/S: Works Program

1. GENERAL SERVICING AND WET SEASON MAINTENANCE

Plant Item	Works Carried Out
Plant #459 Ride on mower	Steering
Plant #470 Loader	A/C condenser and evaporator
Plant #479 Water truck	A/C condenser and evaporator
Plant #480 Prime mover	Cab mounts and king pins
Plant #485 Backhoe	Bucket rams
Plant #488 Job truck	PTO control and Tyre
Plant #505 Kubota ride on	Centre spindle housing
Plant #506 Drum roller	A/C fault and fuel filter- breakdown oil leak
Plant #524 2wd Hilux	20K service
Plant #533 Zero turn mower	Blades and front seal
Plant #535 Landcruiser	20,000 km service
Plant #536 Landcruiser	20,000 km service
Plant #537 Landcruiser	25K Minor service
Plant #544 Job truck	Windscreen
Plant #546 Tractor/slasher	First service
Plant #551 Prime mover	10K service and park brake switch
Plant #554 Triple road train	Check all wheel bearings and brakes
Sewer treatment plant	Make up strainer for pump

2. TENDER UPDATE

- From 2012/13 budget
- Tender 12-18 2 x 2WD utes- Completed
- Tender 12-19 Elevating work platform- Ordered
- Tender 12-20 Quotes for Vacuum Sewer Sucker- Hard to get and expensive- may pay to buy second hand truck already fitted out.
- Treatment plant genset- See Council Resolution
- Skid steer- See Council Resolution
- New Landcruiser dual cab- Ordered, delivery 3 weeks

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

NIL

Workshop and Fleet Reports

07.02.02 Skid Steer Purchase

DEPARTMENT:	Work Shop and Fleet Services
RESPONSIBLE OFFICER:	Brett Harris: Work Shop and Fleet Manager
FILE NO:	BCS/TAQ/2013/13-03
DATE:	7 th March 2013
LINK TO COUNCIL PLAN/S:	Budget and Works Program

1. PURPOSE (Executive Summary)

To purchase a new skid steer loader

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Three quotes were sort as per Local Government Purchasing Policy.

3. PROPOSAL

Purchase a new skid steer

4. FINANCIAL & RESOURCE IMPLICATIONS

The purchase of a new skid steer was provided for in the 2012/13 budget.

5. POLICY & LEGAL IMPLICATIONS

As per Councils Fleet Policy

6. CRITICAL DATES & IMPLEMENTATION

ASAP

7. CONSULTATION

Quotations were sourced from QMAC- no response, Clark Equipment and Hastings Deering.

8. CONCLUSION

Clark Equipment's- \$62,195.00 (90% sure that Attachments will be compatible)

Hasting Deering- \$82,500.00 (All Attachments compatible)

To purchase the more expensive unit from Hastings Deering to keep our Fleet uniform and for the reliability, service and back up which Hastings Deering are proven to provide in our remote environment.

9. OFFICER'S RECOMMENDATION

That Council accept the quotation from Hastings Deering in the sum of \$82500.00 for purchase of a new skid steer loader.

ATTACHMENTS

Nil

Executive Services Reports

07.03.01 Executive Officer Monthly Council Report

DEPARTMENT:	Executive Services
RESPONSIBLE OFFICER:	Jenny Williams; A/Executive Officer
FILE NO:	BCS/G/CM/R/EO
DATE:	8 th March 2013
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

1. EVENTS

Anzac Day

Kahleela Marshall has started organising Anzac Day, contact has been made with Army in Mount Isa – waiting on confirmation of how many Army staff will be available to come to Burketown.

Station Packs have been mailed out. The schedule for this event is being worked on; updates will continue to be emailed out.

Flyers have gone out to the Community. Follow-up flyers will be sent closer to Anzac Day.

Artour

Flyers for this event will go out soon.

Artour - Little Birung by Dr Tulp Performance

Will be visiting Burketown on Wednesday 17 April at 6.00pm

About the Performance

In Little Birung Megan Sarmardin sings the stories of six generations of women of her family, stories shared by her great grandmother, 97 year-old Flora Hoolihan, including recollections of Flora's North Queensland Ngadjon-Jii mother and grandmother. Megan reflects on how she came to understand Flora and to understand the gift of freedom and its cost.

In this 85-minute theatrical song cycle, written and composed by John Rodgers, Megan's exceptionally beautiful singing is complimented by the guitar master Jamie Clark and ranges superbly across styles and genres. The storytelling is assisted by the audio-visual presence of Flora, the one who has witnessed all six generations. Their stories unfold through time as this family has lived up to the challenges thrown down by history inspired by truly rare examples of courage and honour.

Art and Craft Show

First meeting has been held, so far only two people have attended and joined the Advisory Group. Next meeting for the Arts and Craft Show will be held on the 22nd March.

The date for the Arts and Craft show may need to be revised. Seems that it now clashes with the HACC trip to Camooweal, refer to separate report.

2. HOUSING UPDATE

Housing maintenance forms and process is currently working well. Maintenance component has now been handed over to the Depot to look after.

Housing applications and tenancy paperwork will stay with the administration office for now.

Council currently has four people on their waiting list, with one unit and one house available for tenancy.

3. RADF

RADF committee and Council currently working on updating the Arts and Cultural Policy.

Flyers will go out soon with upcoming workshops. RADF Bids are due 31st March 2013.

4. WEBSITE

The website is being kept up to date; more information will be required to be added over time.

5. OTHER

Information Centre has not yet opened for 2013, discussion are currently being made as to how Council is going to proceed with the running of this centre.

Council Newsletter – waiting on confirmation from Skytrans as to whether they will be continuing to support the printing of the newsletter.

6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Executive Services Reports

07.03.02 Arts and Craft Show 2013 – Change of Date

DEPARTMENT:	Executive Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Assistant
FILE NO:	BCS/CR/E/ACS/2013
DATE:	10 January 2013
LINK TO COUNCIL PLAN/S:	Operations Plan

1. PURPOSE (Executive Summary)

The Burke Shire Arts and Craft show was decided by Council on the 17th January 2013 to be held on the 24th August 2013. It is proposed to now change the date to Saturday 17th August 2013.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council resolved:

That the Burke Shire Council Arts and Craft Show for 2013 be held on the 24th August 2013. Moved: Cr Murray Seconded: Cr Forshaw Carried 11.130117 4/0

It has come to Council's attention that the date of 24th August is going to clash with the HACC client's trip to Camooweal. Consultation had taken place with HACC previously before securing the date in January's meeting.

3. PROPOSAL

That Council considers changing the Arts and Craft show for 2013 to Saturday 17th August 2013.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council spends a budget amount of up to \$6000, to run this event; a lot of the prizes for the show are donated. Previous year donations have been sort from Community Organisations including Mount Isa.

5. POLICY & LEGAL IMPLICATIONS

ADM12 Entertainment and Hospitality Expenditure Policy

6. CRITICAL DATES & IMPLEMENTATION

Meetings have started, for the event to be planned and move forward a decision is required at the meeting.

7. CONSULTATION

Consultation will occur between Burke Shire Council and community persons who would like to be on the Arts and Craft Show Advisory Group.

8. CONCLUSION

To allow the HACC clients and Pam deJoux to participate and attend the Arts and Craft Show, that the show be brought forward by one week.

The HACC clients and Pam have been a great help with this event in previous years.

9. OFFICER'S RECOMMENDATION

That the Burke Shire Council Arts and Craft Show for 2013 changed to Saturday 17th August 2013.

ATTACHMENTS

1. 11 February 2013 Minutes



130211 Minutes Arts
and Crafts Show Adv

2. 14 July 2011 Minutes



110714 Minutes Arts
and Crafts Show Adv

Financial Services Reports

07.04.01 Finance Monthly Update Report – for the month of February

DEPARTMENT: Finance Department

RESPONSIBLE OFFICER: Frederick Aquilin – Chief Financial Officer

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

DATE: 11th March 2013

1. STATEMENT OF COMPREHENSIVE INCOME

Supporting documentation: Budget Balance Sheet Report

Summary – The current year-to-date operating surplus was reduced by \$409,500 when comparing to last month. This is roughly in line with last months' reduction. If current trends continue, the budgeted operating surplus of \$2,547,910 will be increased by \$323,400 for a total operating surplus of \$2,871,299 for the 2012-13 financial year.

Income – Annual income to-date increased by \$36,300 in relation to last month. This increase mainly related to Dept. of Local Government subsidies (\$16,100), rental income (\$9,200), fees and charges (\$5,200) and interest received (\$5,000). This is a much smaller increase than last month, which is mainly because there wasn't any sale of assets during the month, and the interest received from QTC were less (periodical).

Expenses – Annual expenses to-date increased by \$445,800 in relation to last month. This increase was roughly in line with last month. The increase was mainly due to employee benefits (-\$228,400) and materials and services (-\$217,100).

2. STATEMENT OF FINANCIAL POSITION

Summary – Overall the BSC asset base fell by \$409,500 or 0.4%, as suppose to the 0.3% fall recorded during last month. The CFO considers this to be a part of normal fluctuations.

Current Assets – Current assets held decreased by \$777,700 during the month. This was mainly due to a decrease in cash (-\$417,500) which decreased because of payments of salaries and payments for materials and services (see notes for 'statement of comprehensive income' above). Current assets also decreased due to a reduction in trade and other receivables (outstanding debtor invoices – reduction in what's owed to the BSC) (-\$429,500). This reduction in outstanding debtor invoices is periodical and is mainly flood damage claim related. Inventories at hand increased (\$36,100) and so did other financial assets – term deposits (\$33,200).

Non-Current Assets – Non-current assets increased by \$137,700 due to an increase in works-in-progress (WIK) stock held.

Current Liabilities – Current liabilities decreased (-\$234,400) mainly due to the fact that the BSC paid most of its outstanding invoices to creditors.

Non-Current Liabilities – Remained largely unchanged.

3. STATEMENT OF CASH FLOWS

Supporting document: Budget Balance Sheet Report

Net cash flow from operating activities – Payments to suppliers and employees resulted in a cash outflow of \$678,400 during the month. Receipts from customers, interest received, and rental income

resulted in a cash inflow of \$380,400. Hence, the net cash outflow from operating activities was \$281,900 for the month.

Net cash flow from investing activities – Cash outflow relating to payments for property, plant and equipment – mainly relating to work-in-progress – lead to a cash outflow of \$135,700 during the month.

Summary – In total the BSC net cash at hand decreased by \$417,600 during the month (or 2.2%).

4. CHANGE IN PAYROLL COSTS STEMMING FROM THE EBA

The EBA negotiations and the work completed by Kenneth Hunt resulted in the change/ update of staff pay grades. Council should be aware of the following:

- The average fortnightly payroll cost before the pay grade update was \$87,331
- The first fortnightly payroll cost after the pay grade update was \$91,295
- The additional payroll cost for the remainder of the 2013-14 financial year (another 8 pay periods) is estimated to be \$31,700
- An additional \$67,400 was spent on the back pay (to adjust pays from July 2012 to February 2013).
- The final additional payroll cost may vary slightly depending any changes in allowance payments

Estimated 2012-13 financial year payroll costs:

- Payroll cost estimate – before pay grade upgrades: \$2,270,600
- Payroll cost estimate – after pay grade upgrades: \$2,373,700
- Total: a \$103,100 increase in payroll costs stemming from the EBA

5. NOTE TO COUNCIL – EVENTS WITHIN THE FINANCE DEPARTMENT

Finance positions: As part of the organisational restructure completed in conjunction with the EBA late last year/ earlier this year, the two finance positions were reorganised as LGA 4.1 positions and then re-advertised. Permanent appointments have now been made to these two existing positions. The two successful applicants were Hayley Booth and Ann-Maree Rickerby. A division of existing financial processing work will be made in consultation with the two staff members concerned over the coming months.

Back pay: The back pay – as agreed to during the EBA negotiations – has now been paid to employees in full. \$67,400 was used to complete these payments.

Debtor invoices: The Finance Department have now issued most of the debtor invoices (for funds owed to the BSC) that had yet to be issued earlier on in the financial year, and hence payments from these invoices should start coming in during the coming month.

Rates notices (2nd half)/ rates training: Training relating the issuance of rates notices were held from the 12th to the 15th of March. All 2nd half rates notices (for those rate payers that chose not to make annual payments) will be issued during the month of March.

6. OFFICER'S RECOMMENDATION

That Council notes the content of the Finance March Monthly Update Report.

ATTACHMENTS

1. Statement of Comprehensive Income



Statement of
Comprehensive Income

2. Revenue and Expenditure Budget (supporting the above)



Revenue and
Expenditure Budget_I



3. Statement of Financial Position

Statement of
Financial Position_Mai



4. Budget Balance Sheet (supporting the above)

Budget Balance
Sheet_March Council



5. Statement of Cash Flows

Statement of Cash
Flows_March Council

Financial Services Reports

07.04.02 Supplementary Finance Report – March

DEPARTMENT: Finance Department

RESPONSIBLE OFFICER: Frederick Aquilin – Chief Financial Officer

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

DATE: 11th March 2013

1. FINANCIAL BACKGROUND – BURKETOWN KINDERGARTEN

- The Burketown Kindergarten receives funding through the Crèche and Kindergarten Association of Queensland (C&K).
- The funding amounts to 80% of the salary related costs.
- The remaining costs – 20% of salary costs, plus any locality related costs (rates, water and electricity), and education materials etc. – should normally be raised through fees.
- The fees charged does not cover the additional costs – \$3200 per annum (charged) – calculated: \$10 per child and week x 8 children x 40 teaching weeks.
- As the bulk of the \$3200 has never traditionally been paid by parents, the amounts received have been substantially less (\$906 in 2010, \$808 in 2011, and \$0 in 2012).
- The Burketown Kindergarten have been running structural deficits for the last three years (structural deficit: ongoing revenue vs. ongoing expenditure)
- The deficits had to be bridged by temporary fund raising measures
- A back pay lump sum of approximately \$45,000 was also received in 2011 from C&K, which reflected funds owed from previous years. This lump sum covered previously unpaid taxation bills and bridged the structural deficit. None of these funds remain.
- The kindergarten staff expressed that that they've approached all funding sources they could think of and that they will still face an estimated \$6000 funding shortage (salary related) for the period up to June 2013.
- Specifically: the Burketown Kindergarten will run out of money within 2 months (6 weeks from the council meeting) should an additional \$6000 not be received.

2. CONSEQUENCES OF RUNNING OUT OF FUNDS

- The kindergarten Executive Committee have given strong indications that they would be unwilling to go into debt again
- Hence, if funds run out they would have only two options: reduce salaries or close
- As seen in the attached 'income and expenditure report' the current salaries could only be described as low
- Should the current kindergarten close, all current accreditations would be lost
- Any future enterprise would have to reapply for the accreditations
- It is believed that the current venue would need to be renovated in order to pass any re-accreditation, at a significant cost
- Should the kindergarten close this would have an immediate impact on the families of the currently enrolled children
- The children involved and any future children would have to go straight from the home environment to school, without receiving any early childhood education
- Should a kindergarten not be available in Burketown it could potentially affect the perception of Burketown as a vibrant and livable community, which in turn could affect the entire shire negatively

3. OPTIONS FOR COUNCIL

a) **NOT TO FUND** – this option entails providing no funding to the Burketown Kindergarten –
Benefits: initial cost saving of \$6,000 – Dis-benefits/ Risks: (a) that the kindergarten closes and that it would be difficult for another kindergarten to restart in the future. (b) that image of Burketown as a vibrant and livable community is affected.

b) **TO FUND \$6K AND INVESTIGATE** – this option entails providing \$6,000 to the Burketown Kindergarten and then to investigate as part of the annual Council budget process if further funding is to be provided during the 2013-14 financial year, and/or to assist the Burketown Kindergarten to access alternative and permanent funding sources (favored by the CFO) –
Benefits: a working kindergarten in Burketown will continue to provide benefits to the families involved and provide reputational benefits to the Burketown community and hence to the Burke Shire Council – Dis-benefits/ Risks: (a) the \$6,000 cost. (b) that the community is informed of this funding injection and assumes that Council will continue to fund the Burketown Kindergarten without further requirements.

4. INCOME AND EXPENDITURE STATEMENT (3 YEARS)

INCOME		2010	2011	2012
	Donations Received	0.00	27,293.00	2,185.00
	Fees Income	906.00	808.50	0.00
	Funding Received	48182.28	93,523.95	46,979.66
	Grants Received (GACSDT)	3,357.00	3,700.00	5,680.00
	Fundraising Income	0.00	9,022.83	1,006.05
	Interest Received	106.87	73.84	38.14
	Rent Received	1,000.00	2,000.00	3,320.00
	TOTAL INCOME	53,552.15	136,422.12	59,208.85
EXPENSES				
	Administration Expense			
	Audit Fees	0.00	10,500.00	6,000.00
	Administration Expenses - Other	79.92	1,218.47	780.15
	ATO-Garnished funds	0.00	9,000.00	0.00
	Bank Charges	60.00	60.50	80.75
	Bus Expense			
	Fuel & Oil	240.04	164.33	180.97
	Insurance	942.05	1,027.07	1,129.79
	Registration	1,240.32	362.95	826.15
	Service & Repairs	463.14	40.00	152.27
	Cleaning	119.49	208.53	122.63
	Educational Resources			
	Books & Puzzles	160.91	283.32	0.00
	Indoor Equipment	1346.47	367.27	0.00
	Outdoor Resources	0	100.00	379.09
	Teaching Resources	254.48	269.69	65.38
	Electricity	1264.61	790.43	205.56
	Food	759.29	1,274.87	1,047.82

Fundraising Expense	0.00	50.00	0.00
Insurance	2008.04	2,052.71	2,575.77
Licence Fee	300.00	0.00	0.00
Postage	37.27	54.83	12.32
Printing & Stationery	161.64	0	58.73
Rates	12,000.00	6,919.69	1,895.35
Repairs & Maintenance			
Flat Repairs & Maintenance	1449.09	200.00	2,661.86
Kindergarten Repairs & Maintenance	1975.36	538.71	968.51
Staff Training	70.00	955.00	2,571.27
Superannuation	4,074.13	28,728.88	8,214.26
Telephone & Internet	1,551.18	961.28	1,309.97
Wages			
Director	26,516.42	26,714.27	26,592.45
Assistant	19125.37	19,398.58	18,951.83
Relief Staff	622.64	2,249.99	1,349.32
TOTAL EXPENDITURE	76,821.86	114,491.37	78,132.20

5. OFFICER'S RECOMMENDATION

That Council:-

Provide no further funding to the Burketown Kindergarten.

Or

Provide \$6,000 to the Burketown Kindergarten and investigate if further funding is to be provided during the 2013-14 financial year.

ATTACHMENTS

Nil

Deputy CEO Reports

07.05.01 Deputy CEO Monthly Update Report

DEPARTMENT: Office of the Deputy CEO
RESPONSIBLE OFFICER: Philip Keirle; Deputy CEO
FILE NO: BCS/G/CM/R/DCEO
DATE: 13th March 2013

1. HUMAN RESOURCES UPDATE

1.1 Organisational (Re-)Structure

The following contracts have been signed/agreed to:

Workshop & Fleet Manager:	Brett Harris (signed)
Executive Officer:	Jenny Williams (signed)
Assistant Workshop & Fleet Manager:	Clinton Murray (signed)
Finance Officer:	Ann-Maree Rickerby (agreed)
Finance Officer:	Hayley Booth (agreed)

This almost completes the recruitment and appointment process for the organisational restructure. We are currently looking into sharing a Work Health & Safety Officer with another Council. Entering into such arrangement, providing it works, would complete this restructure.

1.2 Parental Leave

A number of requests for information on parental leave entitlements were currently made. Staff making enquiries were told that the Certified Agreement, relevant awards and National Standards govern these arrangements. Staff were notified of their entitlements under these awards and standards.

1.3 Planning to fill pending vacancies

There is a need to plan for pending vacancies and understaffed departments.

1.4 Training

Many staff have recently been through training courses and accreditation processes:

- 23 new accreditations for use of plant equipment were awarded to 16 staff.
- First Aid training was completed with positive feedback.

A more thorough and user-friendly process of recording training and accreditation data has been developed.

David Marshall has signed up with MIGATE and will commence his plumbing apprenticeship imminently.

Norm Welsh commence his Automotive Mechanic apprenticeship in late March.

2. JOINT CONSULTATIVE COMMITTEE

The second JCC was held on March 4, 2013. Updates on the items to be actioned from the previous meeting were discussed, as were methods of improving productivity and efficiency (P&E).

Previous meeting: commitments made on various aspects of Workplace Health & Safety. There has been quite a bit of movement in this area, with a number of quantifiable results not far away. These include:

- Arrangements in place for 5 staff to participate in a Work Health & Safety Representatives course. These participants will form our Safety Committee and improve our organisational capability to comply with OH&S requirements.
- Toolbox "Take 5s" to be re-introduced from 19 March, 2013.
- Process for documenting, generating and analysing OH&S data developed. This data will provide the informational backbone of monthly OH&S reports.
- Current Meeting: focused on P&E. Parks and Gardens plus SBU representatives attended. The main points arising out of the meeting included:
 - Training is promoting a multi-skilled workforce. This will lead to increased P&E.
 - There is a need to constantly question whether we are using appropriate equipment and processes in our work.
 - Conviction that OH&S can drive P&E.
- The session with Parks and Gardens will act as a template for subsequent discussions with other Department Managers/Supervisors.
- The next JCC will focus on the Performance Review Cycle.

3. ROAD MAINTENANCE AGREEMENT WITH MMG

Meeting held at Century on 12 March 2013. Working toward formalisation of agreement by 9 April 2013.

4. OFFICER'S RECOMMENDATION

That council notes the contents of the Deputy CEO March 2013 Monthly Update Report.

ATTACHMENTS

Nil

Deputy CEO Reports

07.05.02 Purchase, transport and installation of office, ablution, crib and testing facility at the Burketown Water Treatment Plant

DEPARTMENT: Office of the Deputy CEO

RESPONSIBLE OFFICER: Philip Keirle; Deputy CEO

FILE NO: BCS/SP/SB/BWTP/Refurb

DATE: 7th March 2013

LINK TO COUNCIL PLAN/S: Corporate Plan, Budget, *Water Supply and Sewerage Services: Strategic Asset Management Plan and Total Management Plan*, 2010

1. PURPOSE (Executive Summary)

To seek approval for funding the purchase, transportation and installation of a combined office/ablution/crib/testing building at the Burketown Water Treatment Plant.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The provision of an office/ablution facility at the Water Treatment Plant has been a long-standing issue for the Council. Most recently, the issue was raised by David Marshall at the Joint Consultative Committee meeting of 13 February 2013.

The issue has two dimensions. The first relates to the current use of the Treatment Plant's electrical-switch room as an office. The second relates to the absence of ablution facilities at the Water Treatment Plant.

Whenever raised, this issue has been discussed in the language of Occupational Health and Safety. Accordingly, I include references to relevant legislation, regulations, codes of practice and other documentation that governs the Council's OH&S responsibilities to its staff.

Legislation:

Work Health and Safety Act 2011

- Part 2 Health and Safety Duties:
 - All measures that are "reasonably practicable" must be taken to eliminate or minimize risks to the health and safety of employees and the health and safety of their work environments.

Regulations:

Work Health and Safety Regulation 2011

- Part 3.2: General Workplace Management
 - Clause 40 Duty in relation to general workplace facilities
 - Clause 41 Duty to provide and maintain adequate and accessible facilities
 - Clause 51 Managing risks to health and safety
- Chapter 4: Hazardous Work:
 - Confined Spaces

Codes of Practice:

- Confined Spaces Code of Practice 2011
- Hazardous Chemicals Code of Practice 2003
- How to Manage Work Health and Safety Risks Code of Practice 2011
- Managing the Work Environment and Facilities Code of Practice 2011

Council Documents (various)

Burke Shire Council, *Corporate Plan, 2010-2015*

(http://www.burke.qld.gov.au/c/document_library/get_file?uuid=93e7a7e8-f5dc-41dd-befe-c3363a2b1c76&groupId=5174497 accessed 01/03/2013)

- The age of **compliance** (p. 4)
- Shareholder needs and aspirations are considered in relation to desired social, economic and environmental outcomes and **legislative demands** (p. 5).

Burke Shire Council, *Budget, 2012-2013*.

- Budget 2012/2013: see Budgeted Statement of Changes in Reserve
 - \$1,000,000 was transferred into Budget Reserve for Water Infrastructure:
 - See attached

Burke Shire Council, *Water Supply and Sewerage Services: Strategic Asset Management Plan and Total Management Plan, 2010*.

- [22] – "...no major capital outlay for water supply or sewerage infrastructure is likely to be necessary in the life of this management plan..."
- As it is not an existing asset, it is not considered in the Total Management Plan / Asset Management Plan.

3. PROPOSAL

That we purchase, transport and install a demountable office block (with crib room, testing station, ablutions) at the Burketown Water Treatment Plant.

4. FINANCIAL & RESOURCE IMPLICATIONS

- a) Financial impact: will depend on the type of office block Council approves, should Council decide to approve the purchase of an office block.

Maintenance costs will be dependent on the type of office block Council approves, should Council decide to approve the purchase of an office block.

- b) Is it budgeted for?

No direct provision has been made for the purchase of an office block for the Water Treatment Plant in any BSC budget or plan. Nevertheless, it is mandatory that some form of permanent office + ablution facility be placed on-site.

Having said this, additional resources were set aside in August 2012 for the Burke Shire Council's Asset Replacement Reserve. In terms of Water Infrastructure, the amount set aside was \$1,000,000.

While we would certainly not be replacing like-for-like, we would certainly be providing staff at the Water Treatment Plant with a replacement office.

- c) Will it save money/cost money?

While questions of financial cost are negotiable, questions of occupational health and safety are not. We are required, by legislation, to provide a suitable work environment for our staff and to eliminate/minimize, as far as is reasonably practicable, any hazards and/or risks they encounter while employed by Council.

Should we fail to do this and should this failure be implicated in the cause of an illness, injury or death to an employee, we would be looking at significant penalties, both criminal and civil (Part 2, Division 5, *Work Health and Safety Act 2011*).

- Maximum - \$3,000,000 (Category 1 Offence: Reckless Conduct)
 - Maximum - \$1,500,000 (Category 2 Offence)
 - Maximum - \$500,000 (Category 3 Offence)
- Penalty Unit = \$100 (Penalties and Sentences Act (Qld) 1992, s5c).

5. POLICY & LEGAL IMPLICATIONS

Appropriate Head of Power: the Council is required to comply with Queensland's work health and safety laws.

Legal implications: there are a range of legal implications that might apply if no action is taken on this issue. Some of these include:

- Receipt of notices by inspectors:
 - Improvement
 - Prohibition
- On-the-spot fines
- Suspension of a license or accreditation
- Prosecutions
- Enforceable undertakings

For a list of WH&S prosecutions in Queensland, including associated financial penalties, see: <http://www.deir.qld.gov.au/workplace/law/prosecutions/summary/index.htm>

6. CRITICAL DATES & IMPLEMENTATION

11-3-2013 – 21-03-2013:

- Continue to request and receive quotes from relevant suppliers.
- Establish time-frame for transport and installation of office facility.
21-03-2013: Council Meeting
- Seek resolution from Council to confirm acquisition of office/ablution facility.
Post 21-03-2013:
- Proceed with purchase ASAP.

7. CONSULTATION

External:

- MMG: no availability
 - Jillian D'Urso
- Ausco Modular: quote received
 - Glynn Jones



Modular
Quotation.pdf

- Remote Building Solutions: quote received
 - Brent Brosseuk



Remote Building
Solutions.pdf

Internal:

- Dave Marshall
- Neil Klemola

Conclusion:

The current situation is unacceptable as regards our Occupational Health and Safety obligations. Action should be taken to remedy our non-compliance as soon as possible.

8. CONCLUSION

Provide a closing statement to the report

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of this submission; and
2. That Council votes in the affirmative to proceed with the purchase, transportation and installation of an office at the Water Treatment Plant.

Attachments:

- Hazard Reporting:



Hazard Risk Report
Form Office.pdf

- Dave Marshall

08 Chief Executive Officer Reports

08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Monthly Update Report

08.01.02 Street Numbering Burketown

Chief Executive Officer Reports

08.01.01 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: 14th March, 2013

1. COUNCILLOR ATTENDANCE CONFERENCES & TRAINING

Mayor - Minister Simon Crean
- NWQRRG and NWQROC

2. CURRENT TENDERS

13-05 Requests for Quotation - Highbred Office Vehicle

3. DEVELOPMENT MATTERS

MCUExtraction and Associated Environmentally Relevant Activities – ERA 16(2) (c) Lawn Hill – Century Mine – Mining Lease Area ML90045:-

In response to your letter dated 7 February 2013 requesting an extension to the information request response period, under Section 279(b) of the Sustainable Planning Act 2009, I confirm that the Council is prepared to grant an extension for three (3) months up to and including 4 June 2013.

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

See attachment for more information.

4. FOOD LICENSING LICENSES

Application sent to the Burketown Pub in December to complete their Food Business License.

5. OTHER RELEVANT INFORMATION

Community Centre

The plan as well as photos of the present building has been forwarded to Carmichael Builders for an audit to be conducted.

QRA Finalisation 2010 Event

The required Form 9 was submitted by 20 December 2012 as promised to Council at the last meeting. QRA have now advised that the removal of the rubble at Floraville Road Crossings are to be included under the 2010 event so this will further stall the close off. Work has commenced on this item and will be transported to the Burketown Rubbish Tip. Once completed and ledger updated we will be in a position to finally close off on this project. QRA have requested additional information in regards to copies of actual orders and invoices to substantiate these costings. This work will be completed prior to Council's Meeting. The construction of the Pear Tree Creek Causeway is to be included in 2012 event.

Enterprise Bargaining Agreement.

The affidavit has been forwarded to LGAQ for completion with Unions and Certification through the QIRC. At present still awaiting the QSU to sign off. All other Unions have signed the document.

Town Entrances Signage

The plan of the signs have been forwarded to MMG as discussed at the last Meeting. I have contacted Mr Rod Lucas to keep him informed of progress.

Constitutional Recognition of Local Government

The Committee examining this has agreed to approach the Federal Government for a referendum to be held in conjunction with the Federal Election on 14th September, 2013.

Retransmission of Digital Television

Apparatus Licences 1958273 to 1958277 have been issued for Burketown and installation will commence within the next 6 to 8 weeks. In relation to Gregory Quotations have been requested. At the time of writing this report 1 quotation has been received.

A direction is needed in relation to the quantum of rebate that Council decides for those residents who are outside the transmission footprint.

6. OFFICER'S RECOMMENDATION

That council notes the contents of the Chief Executive Officer February 2013 Monthly Update Report.

ATTACHMENTS

1. Development Applications -



2. Councillor Calendar -



Chief Executive Officer Reports

08.01.02 Street Numbering Burketown

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	John Page, Chief executive Officer
FILE NO:	BCS/Road/BS/SN
DATE:	8 th March, 2013
LINK TO COUNCIL PLAN/S:	Nil

1. PURPOSE (Executive Summary)

To present to Council for consideration suggested street numbering for properties within Burketown.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council in 2011 has previously requested that a report on street numbering be submitted to Council for consideration. I believe that the request for property numbering was for emergency location across the Shire. A similar exercise is being conducted for Gregory Downs and still requires determination of corner blocks and access. This will be completed in the next two weeks.

3. PROPOSAL

The street numbering presented has been developed on the following criteria;

- The address from each road start at the road start datum
- The numbers for each parcel start at 2 and move in increments of 2 with even numbers on the right hand side and odd numbers on the left;
- Corner Blocks :
 1. Only corner blocks with a driveway have been assigned a number. The standards state the major access of a corner block determines its street and therefore its number;
 2. Provisions have been made on each corner block for either street address.

4. FINANCIAL & RESOURCE IMPLICATIONS

Administration costs. There are other financial implications in regards to the physical numbering of the addresses. A direction is required as to whether Council would require the individual residents to provide the numbering or Council.

5. POLICY & LEGAL IMPLICATIONS

Nil

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

From my understanding there has been no consultation with the residents of Burketown.

8. CONCLUSION

Council to consider the street numbering system presented.

9. OFFICER'S RECOMMENDATION

That Council adopt the street numbering

ATTACHMENTS

1. Maps
- | | |
|---|---|
|  |  |
| Burketown North
Adressing.pdf | Burketown South
Adressing.pdf |

09 Late Item Reports

09. Late Item Reports

- 09.01 Appointment North West Queensland Regional Organisation of Councils (NWQROC) Rep
- 09.02 Application for Renewal of Pastoral Holding No 8/3505 Lot 3505 on PH1038
- 09.03 Quotation 13-04 One New or Near New 50 KVA Genset

Late Item Reports

09.01 Appointment North West Queensland Regional Organisation of Councils (NWQROC) Rep

Will be emailed out prior to meeting

Late Item Reports

09.02 Application for Renewal of Pastoral Holding No 8/3505 Lot 3505 on PH1038

DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: John Page Chief executive Officer

FILE NO: PF/00407-10000-000

DATE: 15th March, 2013

LINK TO COUNCIL PLAN/S: NA

1. PURPOSE (Executive Summary)

To seek Council's views on the application for renewal of Pastoral Holding No 8/3505 (Lot 3505 on PH 1038) Brookdale Station

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

NA

3. PROPOSAL

To advise Department of Natural Resources and Mines that Council has no objection to the application for renewal of Pastoral Holding No 8/3505 9Lot3505 PH1038)

4. FINANCIAL & RESOURCE IMPLICATIONS

NA

5. POLICY & LEGAL IMPLICATIONS

NA

6. CRITICAL DATES & IMPLEMENTATION

30 April, 2013

7. CONSULTATION

Nil

8. CONCLUSION

I cannot see any reason why Council would object to this renewal.

9. OFFICER'S RECOMMENDATION

That Council authorise the Chief Executive Officer to advise Department of Natural resources and Mines that Council offers no objection to the application for renewal of Pastoral Holding No 8/3505 Lot 3505 on PH1038.

ATTACHMENTS

1. Letter DNR



Application for
Renewal.pdf

Late Item Reports

09.03 Quotation 13-04 One New or Near New 50 KVA Genset

DEPARTMENT: Work Shop and Fleet Services
RESPONSIBLE OFFICER: Brett Harris: Work Shop and Fleet Manager
FILE NO: BCS/TAQ/2013/13-14
DATE: 14th March 2013
LINK TO COUNCIL PLAN/S: Budget and Works Program

1. PURPOSE (Executive Summary)

To move and replace the old and failing backup generator at the Burketown Water Treatment Plant

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Provided for in the 12/13 budget. Council to provide new slab with conduit.

3. PROPOSAL

To fit a new/near new 50 kva generator with updated auto start and protection

4. FINANCIAL & RESOURCE IMPLICATIONS

40K was allowed for the purchase and fitting

5. POLICY & LEGAL IMPLICATIONS

As per Councils Fleet Policy

6. CRITICAL DATES & IMPLEMENTATION

Needs to be completed with haste as old generator unreliable

7. CONSULTATION

3 x quotes were sort as per Councils purchasing policy

8. CONCLUSION

KAC electrical- no response
Genelite- 22,825.00 Supply only
Gunn's Electrical- 37,832.30 Fitted with extra's

Gunn's Electrical be awarded the Tender due to the fitting and extras which have been quoted on but may not be used and there for not charged.

9. OFFICER'S RECOMMENDATION

That Council accept the quotation of Gunns Electrical in the sum \$37,832.30 for the supply of a 50kva generator for the Burketown Water Treatment Plant.

ATTACHMENTS

Nil

10 Consideration of Notice(s) of Motion and Petitions

10.01 Notice of Repeal Amendment – Standing Delegation

Notice of Repeal Amendment
Local Government Regulation (Operations)

I, DCEO Philip Keirle hereby request that Council make the following resolution in accordance with s59 Local Government Regulations (Operations) at the Council Meeting on 21 March 2013:

To repeal Standing Delegation “DEL-BSC-003”, which delegates to the CEO the power:

“To appoint the Finance Manager or the Director of Engineering Services to the position of Acting Chief Executive Officer while the appointed CEO is absent from the office for periods of longer than two (2) days (section 195 of the Local Government Act 2009).”

Consideration of Notice(s) of Motion and Petitions

10.02 Petitions

None received at time of agenda preparation

11 Mayoral Minute and Report

Report to be provided to meeting.

12 Councillor Reports

Councillors will provide reports to the meeting.

13 New business of an urgent nature admitted by Council

Recommendation (if required)

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

14 Closed session reports

None received at time of agenda preparation

15 Deputations and presentation scheduled for meeting

Nil

16 Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 18th April 2013.
