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Agenda and Business Papers
Burke Shire Council Ordinary General Meeting
Thursday 19th September 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 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 Madison Marshall; Trainee (Minutes)
On Leave	Cr Tracy Forshaw Jenny Williams; A/Executive Officer

03 Prayer

Led by Cr Murray

04 Consideration of applications for leave of absence

Cr Tracy Forshaw would like consideration for her leave of absence for this meeting.

05 Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 15 August 2013

Recommendation

That the Minutes of the General Meeting of Council held on Thursday 15 August 2013 as presented be confirmed by Council.



130815 Confirmed
Minutes.pdf

06 Condolences

None received at close of agenda.

07 Deputy CEO Reports

07.01.01 Works and Services Monthly Update Report
07.02.01 Work Shop and Fleet Report
07.03.01 Executive Officer Monthly Council Report
07.04.01 Chief Financial Officer Monthly Update Report
07.05.01 Acting CEO Report
07.05.02 Differential Ratings Categories – Petroleum Leases

Works and Services Reports

07.01.01 Works and Services Monthly Update Report

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Acting Works Manager
FILE NO:	BCS/G/CM/R/WM
DATE:	3 rd September 2013
LINK TO COUNCIL PLAN/S:	Works Program

1. WORKS MANAGER

- QRA flood damage works for Doomadgee East and West have been completed and claims have been filed. Total claims worth \$ 2,438,009.00
- Doomadgee Streets Project has also been completed with a total claim to date of \$ 1,812,463.00 we still have \$ 42,000 to spend on street reseals and a further \$ 35,000 to spend on jet patching.
- The ongoing issues with the jet patcher were sorted out with our attendance at a show day at Fulton Hogan (Townsville) and the manufacturing of 2 strainer baskets.
- Training from MacDonnell Law in regards to contracts and tendering is ongoing and soon BSC will benefit from a streamlined uniformed system across most Council's in the Central and North West. Courses have been conducted in Julia Creek.
- Work has begun on the 10klm section of road from the Border to Hells Gate which in conjunction with TIDS, F/D and ATSI funding we are looking to seal before the wet season. This will close out most of the 2012 F/D and all of the 2012 TIDS and ATSI money, which leaves us open to be offered unspent money from other shires (therefore not taxing shire funds). Scope of works \$1,500,000.00 we are looking to have all completed by Nov 30th.
- Work began on the footings for Bowen St houses Monday 9th Sept; first house arrived on Wednesday 4th Sept.
- First Aid training was held on Thursday 12th Sept, and we have implemented that all Council employees receive a Hepatitis A & B shot on commencement of work with the Council and all others at risk receive one.
- Airport line marking was carried out on Saturday and Sunday the 14th & 15th of Sept by Wards, to make ready for the new Skytrans aircraft.
- Am looking to do work for Doomadgee Council with their Airport (a new reseal of their runway) in the early stages of negotiations at present.
- We have EOI's and a tender out for work to be carried out on The Gin Arm Crossing, The Gregory Crossing at Tirrana and a 6klm section of road on the Lawn Hill /Gregory Road. As well as a request for Quotation, for the supply and installation of 3 septic tanks / septic lines for the houses on Bowen Street.
- Depot training was conducted for all supervisors in InfoXpert, and ongoing training is planned for the future.
- The closure of the depot for the mandatory Xmas shutdown will be from Dec 23rd – Jan 6th inclusive. However a skeleton crew will be employed to service the community's needs during this time.
- I am looking into opting out of the RMPC contract we have with TMR in 2014, this is purely academic at present. I will be investigating all options and the financial viability of the proposal before presenting it to Council. I just wanted to plant the seed.
- Ergon works completed, well done to the Crew, job is now signed off.

2. RANGER/WORKPLACE HEALTH AND SAFETY OFFICER

Induction/s

7-Aug-13 Di Dillon – Information Centre
12-Aug-13 Neil Tritton – Town Crew

Incident/s reported for this period – Nil – 15 Year to date

Hazard Inspection/s - Nil for this period

Hazard Reports – Nil for this period

General

Councils Traffic controllers (16) due for their 3 yearly licence renewal, 13 attended refresher training. Statements of attainments and Traffic controller accreditation applications have been returned for processing with the Department of Transport, passport photographs taken of those employees who don't possess smart licences.

Traffic counters installed in the following places:-

- Floraville road
- Camooweal road after hay farm
- Before Century mine
- After Century mine
- Another Traffic counter installed on the Escott road, difficult installation due to no bitumen, installed on concrete causeway.

For Information on road usage, units and installations are continually checked for wear and tear and information regularly downloaded for management.

Set up information, permits, checklists and risk assessments for Sewerage and Water crew to enter the confined space of the sewerage pump station pit.

Air quality meters used for confined space entry due for recalibration obtained quotes, sent first away for servicing / recalibration.

InfoXpert training received.

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

Litter Management

Plenty of campers utilising all areas, Caravan Park is turning away travellers every night as they claim they are full and so the overflow all head for the river and word is getting around about free camping down the river.

Dumping Points x 7 all excavated, some are heavily used, all being maintained.

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

Sites Visited

Report

Truganini Creek/Jetty	2 Bins in the area – Area popular.
Meat Works	4 Bins at camp sites along the river
Brim hole (Nicholson river)	1 Bin – Area popular
River Road crossing)	2 Bins along this section of the river (at bottle dump & old
Beamesbrooke Xing	1 Bin at the crossing.
Gregory Xing	2 Bins in the area
Finally got rid of the pigs that were knocking bins over and causing a hell of a mess, bins heavily utilized by tourist traffic, Doomadgee traffic decant alcohol from purchased containers and drinking sessions away from the community, have to conduct an emu parade of area each visit.	

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. 5 dead wallabies removed from town roads during this period

Animal Control

During this period Cat traps were at Norm Welsh, Bob Sinclair, Meat works and Butcher shop, 16 cats caught and destroyed around town since last report, CLC have trapped 14 from outlying areas
Ordered more cat traps

Have disposed of 11 dogs so far this year and impounded 4

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.

Obtained data on how shires declare noxious weeds

SES shed and VMR building sprayed for spiders

Sprayed kitchen area of HACCC hall for white ants – will need spraying with a pest control operator as there is internal timber damage.

20L of Round up to Gregory.

Complaints

Complaints received from several parties re dog in Gregory Street barking all night, trapped and disposed of 2 town dogs annoying dog at this residence.

General

Servicing Skytrans RPT flights and daily airport checks whilst Bob Marshall on leave

Monthly 1080 stock control sheet & Indemnity Forms to DNR Normanton.

Obtained 4 tubs of "piggout" 1080 baits for Southern Gulf Catchments, they will be conducting feral pig baiting trials with participating landholders within our shire – still nothing happening on this front.

Obtained second of 3 Hep B needles.

No camping sign installed at the bridge picnic area to raise awareness – no camping in area

Conducted 1080 baiting at Lawn Hill, for Lawn hill and Riversleigh station, injected 1250kg of meat for pig baits.

1 Tub of DeK9 1080 baits for Gregory downs

1080 baiting notices have been sent out to Burke Shire properties advising of second round of 1080 baiting to commence 23rd September

3. TOWN SUPERVISOR

- Work roster works are continuing while being short staffed
- The poisoning of the edges at the cemetery, airport and depot has saved time and money.
- Bob Marshall has donated Buffalo runners and this has been planted in the old house block in the Morning Glory park, This area has been temporarily fenced off to allow the new grass to take
- Laurie Portch has been cleaning up rubbish in and around the town.
- Parks and Gardens are going to have weekly meetings, to catch up and make sure staff are happy and if there are any areas of concern.
- Dog faeces in the park is a major issue, and some sort of solution needs to be sorted.
- Cemetery taps are now looked and this is due to public watering on weekends and leaving the taps on. There is one person now responsible for the watering.

4. BUILDING MAINTENANCE

Pest Control order has been produced and the time and date will be arranged with the supplier, residents of Council properties will need to be advised of this.

5. UTILITIES SERVICES MANAGER

Water Supply - Water Treatment

- Daily checks monitoring of system, ongoing
- Routine maintenance as required
- Switchboards – all functioning no faults
- Chlorine dosing – operational
- Alum dosing – operational
- Acid dosing – operational
- Backwash system – operational
- Storage tank – operational
- Lagoons and pumpwell – maintenance as required
- Alum stock – levels good
- Chlorine stock – levels good
- Acid stock- levels good
- Ground and fence maintenance ongoing
- Water samples Gregory and Burketown, monthly water quality management

Nicholson River Pump Station

- Switchboards – all okay
- Standby genset – all okay
- Pumpwell, pumps and fittings – all okay
- Enclosure – all okay
- Grounds maintenance as required

Water Supply Rising Main

- No action since last report

Water Reticulation

- Flushing of mains during chlorine level testing of designated test points
- Repairs to leaking water services as they occur

Burketown Aerodrome

- Line marking to occur 14th September 2013, supplier to issue NOTAM.
- Runway, apron and terminal – operational
- PAALC system – operational
- AWIB and AWIS weather station – operational
- Skytrans DAMP report lodged.

Sewer Treatment

- Blivet weekly maintenance schedule – ongoing
- Blivet and UV unit maintenance – non-operational, parts required.
- Pump and detention tank – maintenance occurring weekly
- Fence and ground maintenance when required

Sewer Rising Main

- No action since last report

Sewer Manholes

- No action since last report

Sewer Pumping Station

- Routine checks / recording of each site
- Replaced pump number 2 at station number 2 – some issues with the Multitrode level sensor this will require replacement.

Sewer Mains

- Occasional blockage at some allotment. Minor – as they occur. Due to clogging of pipes from paper and grass from broken inspection cover.

Cemetery

- Cemetery upgrade – no action since last report.

Aquatic Centre

- Staff shortage problem requires close works with Parks and Gardens.

6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

NIL

Workshop and Fleet Reports

07.02.01 Work Shop and Fleet Report

DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris; Work Shop and Fleet Manager

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

DATE: 11th Sep 2013

LINK TO COUNCIL PLAN/S: Works Program

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

Plant Item	Works Carried Out
Plant #22 Drum roller	⇒ Fuel shut off motor
Plant #457 10 tonner	⇒ 120K service
Plant #469 Multi tyred roller	⇒ Hyd hose and door glass
Plant #470 Loader	⇒ Windscreen and greaser
Plant #480 Prime mover	⇒ 280K service
Plant #510 Landcruiser	⇒ 90K service
Plant #514 SES Hilux	⇒ 35K minor service
Plant #519 Jetpatcher/emulsion tanker	⇒ Stirring/ make up filter to stop blockages
Plant #523 Cat Grader	⇒ 2000 hr Service, adjust circle
Plant #524 Hilux	⇒ 30K Service
Plant #534 Landcruiser	⇒ 30K service and windscreen
Plant #535 Landcruiser	⇒ 55K Minor service
Plant #536 Landcruiser	⇒ 40K Service
Plant #537 Landcruiser	⇒ 45K Minor service
Plant #539 Hilux	⇒ 10K Service
Plant #544 Job truck	⇒ 20K Service
Plant #545 Job Truck	⇒ Brumby hit-windscreen and panel beat
Plant #549 RAV4	⇒ 15K Minor service and strut
Plant #551 Prime mover	⇒ 30K service
Plant #560 Pump stand	⇒ Services and hoses
Plant #561 Dual cab L/cruiser	⇒ 20K service
Plant #564 Elevating work platform	⇒ Induction etc

2. TENDER UPDATE

From 2012/13 budget

- Tender 12-19 Elevating work platform- Completed
- 2012/13 budget completed

From 2013/14 budget

- Replacement Ranger Landcruiser- Tenders close through Local Buy 20-9-13
- Replacement CEO Prado- Tenders close through Local Buy 27-9-13

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

NIL

Executive Officer Reports

07.03.01 Executive Officer Monthly Council Report

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; A/Executive Officer
FILE NO:	BCS/G/CM/R/EO
DATE:	6 th September 2013
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

1. EVENTS

Tidy Yard Competition

Nomination forms must be received by Council before close of business Friday 10th September 2013.

Judging will take place from the 16th to the 22nd September.

Arts and Craft Show

The liaison group is meeting on the 9th September to discuss the outcome of the show. Donations from the auction have been sent out as requested by nominees. Split as per below:-

Money raised for 2013:	
Royal Flying Doctor Service	\$ 2,577.50
Burke Shire Organisations - Burketown School - Burketown Kindy - SOTA	\$ 942.50
Gregory Clinic	\$ 2,760.00
Total Raised	\$ 6,280.00

\$314.17 each to
SOTA,
BKT Kindy
BKT School

**** Even Split Money = \$1315.00**
- this got split between the RFDS and the Burke Orgs

Sunrise/Sunset Competition (Madison Marshall)

The Sunrise Sunset Photo Competition was advertised to the public on the 24th May 2013. The competition called for people to submit photos of a Burke Shire Sunrise or Sunset that would be used in Burke Shire advertising and on the website.

The competition catered to all ages with three categories, open, intermediate and junior. At the competition close on the 2nd August 2013, we had received eighteen entries in the open category and one in the intermediate.

The entries were judged and winners were announced at the 2013 Arts and Crafts Show on Saturday 17th August 2013. The open category winner was Kerre Taylor and the runner up was Ian

Taylor. The intermediate winner was Shannyn Anderson. The winners received a \$100 gift voucher to Frame World Mount Isa and the runner up a \$50 gift voucher.

Christmas in the Park

The liaison group will meet again soon to finalise a date for this event, trying to incorporate the end of year for Burketown students and the SOTA students.

Bloc Party planning

2. LIBRARY

Burketown Library received 65 books from the Indigenous Literacy Foundation to add to our collection.

The Indigenous Literacy Foundation (ILF) provides specially-chosen books to more than 230 remote communities around Australia. It's about practical ways that readers, writers, publishers and booksellers can help close the literacy gap in Australia and share the love of reading and writing. ILF also has a great website which will provide more information about the project and the communities they are working with around Australia. www.indigenousliteracyfoundation.org.au

Two grants are currently being submitted for the Library, one will allow a wireless internet option for members and the other will allow for more books etc to be purchased.

3. HOUSING

Housing maintenance forms and process is currently working well. The maintenance component is being looked after by the Depot with the tenancy paperwork being looked after at the Office.

Council currently has seven people on their waiting list looking for houses and one person looking for a unit. We currently have one unit vacant but not ready for occupancy. The Glendale houses have started to arrive in town.

4. RADF

RADF Annual Report – submitted by the end of September
RADF round 2 funding
RADF Application for the Lantern Parade to be submitted
RADF Funding for a Glass Slumping Workshop in Normanton – to be submitted

RADF committee is currently working on updating their Arts and Cultural Policy.

Flyers will go out soon with upcoming workshops information.

Nicole attended the RADF Liaison training in Rockhampton on the 21st August.

5. PROMOTION

Website - The website is being kept up to date; more information will be required to be added over time. Training is required, working on appropriate dates for this.

Banners –Options for other Council banners and guidelines for community banners will be implemented soon.

Visitor Information Centre –There is an decrease in the number of visitors to the Shire. Di Dillon will be volunteering in the VIC until the end of September.

Council Newsletter – Edition 38 newsletter will start collating articles in late September. This will be the December edition.

6. DEVELOPMENT APPLICATIONS

Burketown Hotel – Development Application – received notice of engagement by private certifier, boundaries alignment been rectified, revised plans received. Certificate of compliance received.

MCU Tourist Facility – an in committee report will be presented to Council for the September meeting

Floraville Station – Lot 1904 PH 1606 - Development Application – received notice of engagement by private certifier.

Hammond & Alloway - Lot 80 B13610 – Development Application – Building Application documents received.

7. ENVIRONMENTAL HEALTH SERVICES

All food businesses in the Shire are currently licensed, including the Burketown Pub.

7. HOME AND COMMUNITY CARE (Pam deJoux)

HACC currently has six Centre Base Day Care Clients and four Social Support Clients, with Gregory HACC being held on Gregory Clinic Days.

The clients have been busy fishing, attending morning tea at Floraville Station, busy keeping their gardens tidy and making crafts. Clients were thrilled to win certificates in various categories with Vi Booth taking out the Grand Champion for the Sewing Section with her amazing long stitch. Our roses were in full bloom for the show and won 1st place.

The clients attended the Camooweal Drovers Camp; it was enjoyed by those who attended. With the long distance travelled the clients were happy to have early nights and an afternoon rest when possible.

At the Drover's Luncheon George received his medallion (OBN) along with three other old drovers who turned ninety.

HACC clients took part in the street parade and distributed the Burke Shire bags although I wouldn't make a paper boy as I think I hit more people than not with my throwing. (Tossing them over the roof of the bus wasn't an option though).

The Country Music Shows were enjoyed by all with some new talent this year. More money lost than won at the Camooweal Races but on the whole a great afternoon. The ladies from Mellish Park met us there - so like kids they were all excited to see one another and check on who was betting on what. After a special Drover's gathering on Sunday morning George helped cut the cake for all the drovers. Following this there was a special Sunday morning service by the Lake Nash Christian Aboriginal Band which was conducted and sang in both English and Aboriginal language. All in all, a great weekend was had.

We had a rest over in Mt Isa on Sunday night giving them time to shop on Monday morning before we left for Burketown.

All our HACC clients came home with a silver Camooweal Drover's Camp Cup as a memento.

8. INFORMATION TECHNOLOGY

InfoXpert

Training was completed in August; staff are already showing more confidence is using this program. A new Easyform module has been set up; this will capture requests for service/complaints coming into Council with timeframes allocated to staff for completion.

Civica – Migration to Managed Services has started, it is proposed that Council will go live by the end of October.

Recordkeeping – Consultants have started assessing the Councils current structure of our filing system to bring it into line with recordkeeping standards. This will include full policies and procedures for Council to follow to keep compliant.

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Events Manager Report



Events Manager
Monthly Update Repc

2. Tidy Yard Poster



Tidy Yard Poster
2013.pdf

Chief Financial Officer Reports

07.04.01 Chief Financial Officer Monthly Update Report

DEPARTMENT: Finance Department

RESPONSIBLE OFFICER: Frederick Aquilin – Chief Financial Officer

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

DATE: 11th of September 2013

1. STATEMENT OF COMPREHENSIVE INCOME

Supporting documentation: Revenue and Expenditure Report

Summary – The operating surplus for Council as at the end of August was \$2,746,537, which is \$406,967 over the budgeted operating surplus of \$2,339,570. This surplus is expected to decrease next month ahead of receiving flood damage reimbursements in October (to be reported on in November).

Revenue – As the rate levies have been issued for the 1st half of the financial year, these are included in the revenue and represent the bulk of the revenue received. Other revenue relates to Financial Assistance Grant instalments.

Expenses – The rather large spend for ‘materials and services’ (\$2,350,207) – 41.1% of the annual budget when only 16.6% of the financial year has elapsed – reflects mainly QRA and Doomadgee Town Streets Project related expenditure. Glendale Homes related expenditure is also included under this post. After the completion of the home construction and the completion of the Doomadgee Town Streets Project this expenditure items will see less increases.

2. STATEMENT OF FINANCIAL POSITION

Summary – Overall the BSC asset base sits at 107,990,239.

Current Assets – ‘Cash’ has decreased since the end of the 2012-13 financial year as normal expenditure has been paid out of ‘cash’ but rate funding has not yet started to flow. ‘Trade and other receivables’ increases reflects mainly debtor invoices issued since the end of the financial year.

Non-Current Assets – The increase in non-current assets since the end of the 2012-13 financial year mainly relates to increases in ‘capital works in progress’ (Glendale Homes) and standard increases in ‘accumulated depreciation’.

Current Liabilities – Increases in current liabilities mainly relates to standard increases in various staff leave entitlements.

Non-Current Liabilities – Remained largely unchanged from the end of 2012-13.

3. STATEMENT OF CASH FLOWS

Supporting document: Budget Balance Sheet Report

Net cash flow from operating activities –

- ‘Interest received’ (+\$59,671) reflects mainly the receipt of the Adelaide and Bendigo Bank Secured Note interest.
- ‘Receipt from customers’ reflects mainly income from Doomadgee Shire Council and some RMPC receipts (issued debtor invoices).
- ‘Payment to suppliers’ mainly reflects payments relating to QRA flood damage works (Doomadgee West Rd) and Doomadgee Town Streets Project invoices.

Net cash flow from investing activities – Stems mainly from payments made (as at the end of last month) to Glendale Homes.

Summary – In total the BSC net cash at hand sat at \$17,861,652 at the end of the period.

4. NOTE TO COUNCIL – EVENTS WITHIN THE FINANCE DEPARTMENT

Internal auditors: WHK is working on the final touches for our ‘desk top’ asset revaluation.

External Auditors: the latest estimate for their arrival is Monday the 23rd of September. They will stay for about a week. It would be appreciated if Councilor queries/ requests could be kept to a minimum during that week (this includes any queries made to the CEO/ DCEO/ EO, as the audit may demand time from these parties as well).

Rolling stock takes: rolling store stock takes has begun and is expected to proceed monthly. This to minimise any EOY surprises. The depot staff has acted exemplary.

QRA: Major work has gone into preparing the close-off documentation in relation to the 2010 and 2011 QRA program of works. This has now been completed. Bar of ‘assurance works’ (when QRA requests supporting documentation – which can happen at any time) this work has been completed.

An updated reporting structure has also been put in place for the BSC 2012 and 2013 program of works, in that reports will now be provided to QRA (together with supporting documentation) monthly. This to in order to minimise any errors that needs to be corrected at the end of the financial year.

Rates: The rate notices for the 1st half of the financial year went out in early September. Other than complaints of rate increases (4 – mainly water related), three “errors” have been reported so far. All these “errors” related to payments having been made but not receipted to the particular property.

The reason for these “errors” were that funds arrived in the BSC account without reference and were hence put in escrow as ‘unidentified’ revenue. Explanations have been provided to the relevant rate payers, together with requests for the supply of further information ahead of any future payments.

Roads to recovery: to be discussed in a separate report.

Fire levy: We will be ready to issue any fire levies due for properties within the BSC, by the required date of 1st of January 2014. The CFO is currently working with the Dept. of Community Safety to identify any properties for which the Fire Levy will apply. The BSC is mandated to collect the Fire Levy and does not receive any funding in return.

A councilor made the suggestion for the Finance Dept. to include a statement for any properties affected by the levy, together with the applicable rate notices. This has been taken onboard and will be actioned for the next levy issuance.

Salary increases: The salary increase – as mandated by the EBA – has been put through, reflecting 4.4%. The average fortnightly pay has hence moved from approx. \$93,000 to approx. \$97,000.

5. OFFICER'S RECOMMENDATION

That Council notes the content of the Finance Monthly Update Report

ATTACHMENTS

1. Statement of Comprehensive Income -


Statement of
Comprehensive Income

2. Revenue and Expenditure Budget (supporting the above) -


Revenue and
Expenditure Support

3. Statement of Financial Position -


Statement of
Financial Position.pdf

4. Budget Balance Sheet (supporting the above) -


Budget Balance
Sheet Support Report

5. Statement of Cash Flows -


Statement of Cash
Flows.pdf

Deputy CEO Reports

07.05.01 Acting CEO Report

DEPARTMENT:	DCEO
RESPONSIBLE OFFICER:	Philip Keirle
FILE NO:	BCS/G/CM/R/DCEO
DATE:	1/9/2013
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

1. MAJOR PROJECTS

Community Hub:

- Council have received the latest plans from Elevated. These plans have been circulated to Councillors.
- Council's RFQ for Project Management Consultancy Services attracted 20 responses through Local Buy's Vendor Panel system. These are currently under consideration.

Glendale Number 1:

- The first of the Glendale houses has arrived. The next is scheduled to arrive week beginning Monday 16th September.
- Furniture for these houses has been ordered.
- An Expression of Interest for the plumbing (installation of septic tanks and septic lines) was released on Tuesday 10th September and will close on 20th September.

Glendale Number 2:

- After discussions with the Works Manager, Town Planner and Councillors, the blocks selected for the second pair of houses are as follows:
 - o Lot 407 Bowen Street
 - o Lot 82 Marshall Lane
- There was some conjecture over whether an existing structure on Lot 81 Marshall Lane encroached onto Lot 82 or whether this existing structure was too close to the boundary between Lots 81 and 82. After discussions with Liz Taylor, Council's consultant town planner, solutions to both problems have been found. Attach email.

Gregory Crossing:

- An Expression of Interest for the repair of the causeway at the Gregory Crossing was released on 30th August 2013, closing on Thursday 12th September 2013.
- Preliminary funding approval for this project has come through QRA.
- Discussions between Keith Luckhurst (GBA consultant) and Council suggest that accessing Betterment Funding through QRA did not represent an ideal approach to this repair job.

Gin Arm Weir:

- An Expression of Interest for maintenance work on the Gin Arm Weir was released on 30th August 2013, closing on Thursday 12th September 2013.
- Preliminary funding approval for this project has come through QRA.

2. TRAINING

Completed

- First Aid training completed on 12th September for staff.
- ExEng and WM received training on RRG tender documentation in Julia Creek on 5th September. All NWQRRG members have contributed financially to a project to generate standard tender documentation across the region. This standardization should promote a higher degree of certainty among tenderers as well as Councils.
 - o WM to provide further details.

Projected

In-house training on InfoXpert will be targeted at particular individuals/teams to promote compliance and productivity and efficiency:

- Utilities: recording data for the Burketown water treatment scheme
- Roads: uploading of photos and labeling protocols to improve (less double-handling)
- Works and Services: more efficient handling of EOs and Tenders will also promote compliance
- Ranger: use of complaints register and direction notices

3. HUMAN RESOURCES MANAGEMENT

Next JCC meeting: 23rd September 2013

- Discuss the Performance Review Process
- Training:
 - o Productivity and Efficiency
 - o Compliance

4. WORKPLACE HEALTH & SAFETY

Water Treatment Plant

Procurement of Burketown's new water treatment system has commenced. We are awaiting confirmation details of arrival of salt (the key input for the new system) prior to arranging installation and commissioning date.

Safe Plan 3

Resource sharing arrangement with Carpentaria Lands Council continues to benefit Burke Shire Council in the WHS compliance space.

Incident/Accident/Near Miss Reports:

There have been 14 Incidents/Accidents so far in 2013 (up to and including 12 September) as compared with 7 Incidents/Accidents during the same period in 2012 and 18 during the same period in 2011. There were no incidents or accidents reported in August 2013.

There have been 0 days of Lost Time Injuries in 2013 as compared with 4.5 days during the same period in 2012 and 6.5 days during the same period in 2011.

- See attached, WHS Report for additional information

5. ROADS

Royalties for Regions

Awaiting response on whether funding application will proceed to the Business Case stage.

MMG Dugald River Haulage

Haulage from Dugald River to the Century Mine is projected to conclude in the last week of September.

MMG Karumba Lead Haulage

Negotiations have almost concluded with respect to a Road Use Agreement with MMG in relation to 15,000-23,000t of Lead Concentrate haulage from Century Mine to Karumba.

NPC, MMG, BSC: rectification works on Wills Road

Rectification works commenced on 29 June 2013 and were completed on 2 August 2013, a total of 35 continuous days of road work. NPC have requested their contribution to these rectification works remain confidential until they have been audited. These will be discussed in **closed session**.

- NPC committed personnel and plant to the project.
- MMG committed personnel and plant to the project and were responsible for site inductions, site monitoring and project planning.
- BSC committed traffic signage, prepared Traffic Management Plans and provided in-kind contributions to the project by allowing project staff to stay at the Gregory Depot.

Escott Road & Armour Energy

Discussions have almost concluded with respect to a Road Maintenance Contribution Agreement between Burke Shire Council and Armour Energy. This agreement will have a very short duration and will be revised each year to reflect the extent of Armour's impact on the Road and associated infrastructure.

6. NATIVE TITLE & CULTURAL HERITAGE

DNRM's State Land Valuer was in Burketown on Monday 16th September to assess land in the Native Title Claim Area.

Council has approached CLCAC with requests for cultural monitoring for work on the Gregory Crossing and for trenching work related to the installation of houses in Bowen Street.

7. REPORTING REQUIREMENTS

DEHP

Council has completed a questionnaire on its administration of the *Environmental Protection Act 1994* for the Department of Environment and Heritage Protection.

Only one section of this survey, related to animal nuisance complaints, was relevant to Council. The survey requested the number of noise complaints related to animals as well as the number of direction notices arising out of these complaints.

Prior to our recent update of our Complaints Management process, Council was not adequately capturing this data.

QRA:

CFO as well as the WM and ExEng have worked diligently toward closing out 2010, 2011 and Pear Tree Creek flood damage reporting requirements.

8. STAKEHOLDER MANAGEMENT

DLGCRR: meeting with Peter Whiting and Margaret Lessells over Community Hub and other funding.

Armour Energy: discussions with Roger Cressey and Mike Kelly in relation to Road Maintenance Contribution. Armour have agreed to a contribution amount and Council will look to build on this agreement as traffic impact increases on this road.

QRA: CFO to provide further details on 2010/2011/Pear Tree Creek close-outs.

Carpentaria Lands Council: no issues or approaches other than requests for Cultural Heritage Monitoring to report.

DNRM: correspondence returned detailing Council's cessation of interest in purchase of unallocated state land (Lots 87-97) in Marshall Lane and Landsborough Street.

DSDIP and the Burke Shire Planning Scheme

- "In relation to your request to defer the review of the BS Planning Scheme, I can confirm DSDIP has agreed to your request to defer the review of the planning scheme by a further 12 months, from 1 October 2013."

Jeff Seeney, Deputy Premier.

9. GSD and MITEZ:

North West Queensland Strategic Development Study is going ahead. BSC have supported this study through a financial contribution.

10. WORKS PROGRAM

To be discussed in Council. See Attachment 2: BSC Works Program v2

11. UPDATES

ENG01 Bounty Scheme:

The Bounty Scheme has been implemented. Policy circulated and Ranger + Customer Service Officers briefed on procedural requirements. To date, no tails have been submitted for claims.

12. OFFICER'S RECOMMENDATION

That Council notes the contents of this report and the attachments.

ATTACHMENTS



130912 -

Occupational Health &

1. Work Health and Safety Update -

Deputy CEO Reports

07.05.02 Differential Ratings Categories – Petroleum Leases

DEPARTMENT:	Office of the DCEO
RESPONSIBLE OFFICER:	Philip Keirle; Deputy CEO
FILE NO:	BCS/FM/R/L
DATE:	1/9/2013
LINK TO COUNCIL PLAN/S:	Budget

1. PURPOSE (Executive Summary)

As it is likely that Armour Energy's exploration permits in the Burke Shire will transition to Petroleum Leases in the future, it is necessary that Council implement a number of differential rating categories in order to capture future operational and production activities associated with the Petroleum Lease.

Council staff has been conducting research into these ratings categories and now seek approval to progress this research in a systematic way with the aim of incorporating new differential rating categories onto the books.

This should/may involve:

- 1) Site visits and face-to-face discussions with Western Downs Regional Council, who have been through a similar process over the last five years and have one of the more complex rating structures for activities associated with Petroleum Leases;
- 2) Consulting with an expert on rating structures for Local Governments with petroleum leases in their LGA.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Burke Shire Council has a responsibility to appropriately capture mining/extractive activities in its rates. Council has experience with this in relation to mining activities, but no experience or expertise in relation to rating structures for Petroleum Leases.

The Deputy CEO has:

- 1) Participated in phone conversations with Ratings Officers from relevant Shire Councils
- 2) Participated in phone conversations with rating consultant Alan Morton
- 3) Participated in phone conversations with DNRM land valuation Officers in relation to Unimproved Capital Values for Petroleum Leases
- 4) Tasked administration staff with accumulating details of differential ratings categories utilized by Councils with Petroleum Leases in their respective LGAs.

3. PROPOSAL

That Council authorise the following activities as required:

- 1) Charter/Flights for representatives of Council to visit Western Downs Regional Council
 - a. Council to determine who those representatives will be.
- 2) Contract a ratings consultant to assist in introduction of differential ratings category:
 - a. This may not be required given the outcomes of a site visit.

4. FINANCIAL & RESOURCE IMPLICATIONS

Activities would be paid for out of the Travel and Representations Budget

5. POLICY & LEGAL IMPLICATIONS

To avoid challenges to our ratings categories, it would be expedient to have them established as soon as possible.

6. CRITICAL DATES & IMPLEMENTATION

As yet, there are no critical dates. However, we should aim to introduce these differential ratings categories well before the exploration permits become petroleum leases to avoid any challenges to the categories in the future.

7. CONSULTATION

- Alan Morton: rates consultant
- Bulloo Shire
- Quilpie Shire
- Maranoa Shire
- Balonne Shire
- Goondiwindi Shire
- Western Downs Regional Council
- DNRM land valuers

8. CONCLUSION

It would be in Council and Councilors' best interests to arrange some form of sight visit and discussion with a Council who has recently gone through the process of developing ratings categories to capture petroleum/gas extractive activities.

While the focus would be primarily on ratings categories, such a trip would also present an opportunity to discuss the impact of mining activities on road infrastructure. To this end, it may be appropriate for the CFO and the Works Manager to attend.

9. OFFICER'S RECOMMENDATION

That Council resolve:

- 1) Whether or not to proceed with a site visit to Western Downs Regional Council.
- 2) If Council resolves to proceed with this site visit, to determine who will participate in this site visit.

ATTACHMENTS

1. Map - LG Areas in Qld -



130715 - LG Areas in Qld.pdf

2. Map - Northern Queensland -



130718 - Exploration Permits and Petroleum

3. Map - Southern Queensland -



130718 - Exploration Permits and Petroleum

4. Examples of rating structures - Balonne – Rates



130912 - Balonne - Rates.pdf

5. Examples of rating structures - Maranoa – Rates


130912 - Maranoa -
Rates.pdf

6. Examples of rating structures - Western Downs Regional Council – Rates


130912 - Western
Downs Regional Coun

08 Chief Executive Officer Reports

08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Monthly Update Report

Chief Executive Officer Reports

08.01.01 Chief Executive Officer Monthly Update Report

Verbal report to be provided at the meeting.

09 Late Item Reports

Late Item Reports

09.01 Operational Plan Report 2012-2013 (June Quarter)

09.02 - Installation of Motorized Gate and Fence at Pensioners' Units

09.03 Membership – Gulf Savannah Development Inc

Late Item Reports

09.01 Operational Plan Report 2012-2013 (June Quarter)

DEPARTMENT:	DCEO
RESPONSIBLE OFFICER:	Philip Keirle, DCEO
FILE NO:	BCS/CM/Plan/OP
DATE:	17 September 2013
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE (Executive Summary)

The Operational Plan provides an account of Council's core business, the Departments and personnel responsible for delivering requirements under the plan, and the kinds of milestones and deliverables Councillors and residents can expect from the Council Executive.

The Plan is updated annually and reviewed quarterly.

This report represents the final quarterly report on the 2012-2013 Operational Plan.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The majority of the items contained in the Operational Plan are permanent features on Council's agenda.

3. PROPOSAL

That Council considers this report, the progress made against deliverables and provides feedback and comments as desired.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications that are not accounted for in the budget.

5. POLICY & LEGAL IMPLICATIONS

The Local Government Regulations require that Council prepare an Operational Plan each financial year, which needs to be consistent with the annual budget and state how Council will progress the implementation of the 5 year Corporate Plan during the period of the annual Operational Plan.

6. CRITICAL DATES & IMPLEMENTATION

This report concludes Council's reporting requirements for the 2012-2013 Operational Plan.

7. CONSULTATION

DCEO has consulted with other Managers in assessing milestones and deliverables.

8. CONCLUSION

Council continues to make steady progress in delivering the goals of the Operational Plan. Particular mention should be made here in relation to improved QRA compliance. The September Quarterly Report will confirm progression in this area.

9. OFFICER'S RECOMMENDATION

That Council note the contents of the attachment and provide commentary or feedback as desired.

ATTACHMENTS



130917 - June report
- 2012-2013 Operatic

1. June Report - Operational Plan 2013-2013 -

Late Item Reports

09.02 - Installation of Motorized Gate and Fence at Pensioners' Units

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; Deputy CEO
FILE NO:	BCS/CP/SP/SH/Unit7
DATE:	16 th September 2013
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE (Executive Summary)

This report considers the merits and proposed costs for the installation of motorized gates and a fence at the Burketown Pensioner Units.

This report arises out of concerns expressed in relation to the entry of dogs and children into the Pensioners' Units on Musgrave Street, Burketown.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council's Housing Policy restricts residents from keeping pets at the Pensioners' Units.

Council's Local Law No. 2 (Animal Management) places a responsibility on Council to respond to animal complaints.

To my knowledge, the prospect of gating and fencing the Pensioners' Units as a means of addressing dog/child entry has not previously progressed to Council Report stage.

3. PROPOSAL

One possible solution to concerns over unfettered access to the units is the installation of a motorized gate and fence at the front of the property. Given the age and infirmity of some of the residents as well as the number of residences, the installation of a motorized gate was seen as one way that could ensure a close-to-permanent restriction on access to the property, while not inconveniencing elderly residents.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council allocates an annual maintenance budget of \$5,500 for each Council property.

Initial estimates suggest a price tag of around \$15,400 (GST exclusive) for this installation. This represents a cost of around \$2,200 per unit (GST excl.).

Traditionally, this budget has been under-spent in relation to the Pensioner Units on Musgrave Street. After consultation with the CFO, we have confirmed that this budget was under-spent in each of the last two financial years; and, that no maintenance funding has been spent on the Pensioner Units in this financial year.

In addition, the gate/fence will become a Council asset, which means that the initial expenditure will be expensed over the life of the fence, as per normal practice.

See the "Attachments" section for a breakdown of anticipated costs.

5. POLICY & LEGAL IMPLICATIONS

Burke Shire Housing Policy: installation would give effect to provisions contained within the Policy as these relate to restricting dogs on the property of the Musgrave Street Pensioner Units.

Local Law No. 2 (Animal Management): while installation would certainly not solve issues related to animal control in Burketown, this installation would reduce the impact of dogs on the property and residents of Council's Pensioner Units.

6. CRITICAL DATES & IMPLEMENTATION

There is an estimated 4 week lead-time on ordering the materials for this project.

7. CONSULTATION

This potential solution was discussed at a Management Meeting on 13th September 2013. An estimated costing was sought from Tony Bennett of Antz Landscaping.

8. CONCLUSION

The number of complaints based on (stray) dogs accessing the Pensioner Unit grounds should decrease as a result of such an installation.

In addition, installation would ensure that Council is not placed in a position where it restricts dog ownership in the Units, while doing nothing to fetter access.

Presently, the majority of residents are Council employees. Allocating funds to this kind of project may risk commentary along the lines of, "Council looks after its own, what of my concerns?" from non-Council residents. Such a challenge can be managed through noting the maintenance budget allocation for Council Properties.

9. OFFICER'S RECOMMENDATION

That Council consider the merits of installing a motorized gate and fence at the Pensioner Units in Burketown and resolves to:

- Proceed with the project in order that an RFQ may be circulated;
- Dismiss the project.

ATTACHMENTS

Quote price for motorized gates and fence at pensioner units.

Gates:

2 X 3 metre motorized gate on rollers	\$3000.00
2 X solar drive motors	\$2600.00
10 X opener clickers	\$400.00
Freight	\$1000.00
Concrete : 3mts	\$1800.00
Steel	\$100.00
TOTAL	\$8900.00 + GST

Fence:

60 diamond galv	
Posts 32nb	
Pipe 25nb elgpe	
Wire 1200X60X2.5 s\g kk	\$ 4960.00 +GST

Labour	\$1540.00 + GST
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Late Item Reports

09.03 Membership – Gulf Savannah Development Inc

DEPARTMENT: Office of the Chief Executive Officer
RESPONSIBLE OFFICER: John Page, Chief Executive Officer
FILE NO: BCS/ED/A/GSD
DATE: 17th September 2013
LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To seek Council's direction in relation to the membership of Gulf Savannah Development Inc for the next 12 months and seek Council nomination of Cr Ernie Camp for the position of Chairperson.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has been a member of Gulf Savannah Development Inc for 2012/2013 and Cr Ernie Camp has been the Chairperson for the last 12 months.

3. PROPOSAL

The proposal is for Council to renew its membership for the 2013/2014 year and nominate Cr Ernie Camp for the position of Chairperson

4. FINANCIAL & RESOURCE IMPLICATIONS

Council's membership fee for 2012/2013 was \$35,000.00.

5. POLICY & LEGAL IMPLICATIONS

Nil

6. CRITICAL DATES & IMPLEMENTATION

24th September, 2013

7. CONSULTATION

Mayor

8. CONCLUSION

I believe that Council should renew its membership for the 2013/2014 and nominate Cr Ernie Camp as Chairman

9. OFFICER'S RECOMMENDATION

That Council:-

(a) renew its membership of Gulf Savannah Development Inc for the 2013/2014 year;

and

(b) nominate Cr Ernie Camp for the position of Chairperson for the next 12 months.

ATTACHMENTS

Nil

10 Consideration of Notice(s) of Motion and Petitions

10.01 Notices of Motion

None received at time of agenda preparation

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

14.01 Closed Session – MCU Application

14.02 Acting CEO Report - Closed Session Report

14.03 Closed Session – Financial Report – Supplementary Matters

15 Deputations and presentation scheduled for meeting

None received at time of agenda preparation.

16 Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 17th October 2013.