



Phone: 07 4745 5100
Fax: 07 4745 5181
office@burke.qld.gov.au

Musgrave Street Burketown
PO Box 90
BURKETOWN QLD 4830

Agenda and Business Papers
Burke Shire Council Ordinary General Meeting
Thursday 21st November 2013
9.00am Council Chambers

9.00 am	Opening of meeting
10.30 am to 11.00 am	Morning Tea
10.30 am	Presentation to Madison Marshall (Completion of Traineeship)
12.30 pm to 1.00 pm	Lunch

01	Opening of Meeting	3
02	Record of Attendance	3
03	Prayer	3
04	Consideration of applications for leave of absence	3
05	Confirmation of minutes of previous meeting(s)	4
	05.01 General Meeting 17 October 2013 and Special Meeting 10 November 2013	4
06	Condolences	4
07	Deputy CEO Reports.....	5
	07.01.01 Works and Services Monthly Update Report	6
	07.02.01 Work Shop and Fleet Report.....	10
	07.03.01 Executive Officer Monthly Report	11
	07.03.02 Committee Approved RADF Activity	16
	07.04.01 Finance Monthly Update Report – for the month of October.....	18
	07.05.01 Deputy CEO Report	21
	07.05.02 Revision of Council Housing Policy	24
	07.05.03 Review and Revision of Council's Vehicle Policy.....	26



08	Chief Executive Officer Reports	28
	08.01.01 Chief Executive Officer Monthly Update Report.....	29
	08.01.02 Amendment to Local Law and Subordinate Local Law – Incorporation of Pests....	31
09	Late Item Reports.....	33
	09.01 Operational Plan – Quarterly Report – September 2013	34
	09.02 Outsourcing Records Management.....	36
	09.03 Social Media Policy	40
	09.04 Dispensation for boundary clearance for new structure at the Burketown Water Treatment Plant	42
10	Consideration of Notice(s) of Motion and Petitions	44
	10.01 Notices of Motion	44
	10.02 Petitions	44
11	Mayoral Minute and Report.....	44
12	Councillor Reports	44
13	New business of an urgent nature admitted by Council	44
14	Closed session reports	44
15	Deputations and presentation scheduled for meeting	45
	15.01 Presentation to Madison Marshall – Completion of Traineeship	45
16	Closure of meeting.....	45

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 Brett Harris; Workshop Fleet Manager Jenny Williams; Executive Officer (Minutes)

03 Prayer

Led by Cr Duff

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 17 October 2013 and Special Meeting 10 November 2013

Recommendation

That the Minutes of the General Meeting of Council held on 17 October 2013 and the Minutes of the Special Meeting of Council held on 10 November 2013 as presented be confirmed by Council.



131017 Confirmed
Minutes.pdf



131110 Confirmed
Minutes - Special Mee

06 Condolences

None received at close of agenda.

07 Deputy CEO Reports

07.01.01 Works and Services Monthly Update Report
07.02.01 Workshop and Fleet Report
07.03.01 Executive Officer Monthly Report
07.03.02 Committee Approved RADF Activity
07.04.01 Finance Monthly Update Report – for the month of October
07.05.01 Deputy CEO Report
07.05.02 Revision of Council Housing Policy
07.05.03 Review and Revision of Council's Vehicle Policy

Works and Services Reports

07.01.01 Works and Services Monthly Update Report

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Works Manager
FILE NO:	BCS/G/CM/R/WM
DATE:	13 th October 2013
LINK TO COUNCIL PLAN/S:	Works Program

1. WORKS MANAGER

Please refer to Works Program for update on progress of TIDS and RMPC road works (attached to DCEO report).

DCEO to present update on projected RMPC work in relation to TMR directives received week beginning 4 November 2013.

CFO to further explain the expenditure requirements under RMPC 2013-2014 contract.

2. GREGORY

Water treatment and supply

- Daily monitoring, two to three checks of plant daily.
- Maintenance carried out as required.
- All electrical systems are functioning correctly (except raw water pump 1 as the VSD is faulty and waiting for a sparky to remove it to send off to be tested.)
- All dosing systems are in good order and operating correctly.
- All chemicals are good, I have got David Marshall to order 6 more drums of chlorine and 2 x 1000 lt pods of Hydrochloric acid.
- Caustic we have 2000 lt on hand (enough for the next five years.)
- Hyperfloc coagulant: 3000 lt.
- Grounds maintenance ongoing.

Water reticulation

- Mains flushed weekly.
- Leaks repaired as required

Parks and gardens

- Mainly pouring water on lawns to try and fatten the local wallaby population, we had put an idea to Neil about fencing off the back side of the park as to try and get some lawn going.

Rubbish collection

- Now that the school holidays and the tourist season are over and the weather is warming up, the flow of rubbish has decreased so our bin run is now down to 2 runs a week in which we service 50 bins ranging from the Leichardt River to Barkly Gully and up to the Shire boundary on the Camooweal Rd.
- In the season 3 runs a week Monday, Wednesday and Friday.
- Wheelie bins on Friday after lunch.

Toilets

- Cleaned daily before smoko usually.
- Some days the artwork in there is a bit feral so they take a bit longer than normal.

Depot

- All rooms are cleaned and made up and ready for use.
- Kitchen and lounge are clean and also ready for use.
- As of the Mon 1st Nov Myuma crew of 4 are in camp for three days. This has the advantage of reducing the cost of the work performed by Myuma so it does not adversely impact on Council's RMPC budget.

Other odds and ends

- As soon as RoadTek have finished the bitumen on the corner the other street light will go up
- Once we get some still days the new sails for the playground will go up
- We are waiting to get the old skid steer down here so we can do a number tidy up jobs before the wet.

3. RANGER/WORKPLACE HEALTH AND SAFETY OFFICER

RWHSO on leave 07.10.13 – 06.11.13

Since returning, RWHSO has collated Traffic Counter Data and submitted final report on September/October 1080 Baiting.

1080 Baiting: Results second round 1080 baiting – September - 2013

24 Sept – Nardoo	100 kg	=	200 pig baits
25 Sept – Westmoreland	Factory baits	=	200 dog baits
26 Sept – Gregory Downs	Factory baits	=	200 dog baits
26 Sept – Almora	150 kg	=	300 pig baits
27 Sept – Escott/Punjab	1250 kg	=	2500 pig baits
-	400 dog baits distributed		
-	3000 pig baits distributed		

DCEO to present Traffic Counter Data in relation to Escott Road during meeting.

4. TOWN SUPERVISOR

- Work roster works are continuing while being short staffed
- Dog faeces in the park is still a major issue, a solution has been discussed. Costings will follow in December's report.
- Laurie is currently assisting Damian on the Jetpatcher
- Cameron is assisting Jeremy with town and local road signage
- Wooden table and signs in the Morning Glory park are being given a facelift as time allows
- Glenda and Kristy are cleaning, however with the appointment of new staff members things will return to normal.

5. BUILDING MAINTENANCE

- Plumbing issues are being looked into at the present

6. UTILITIES SERVICES MANAGER

Water Supply - Water Treatment

- Lagoon devigitation – ongoing
- Lagoon scour erosion control – ongoing
- Pumpwell maintained as required
- Pump x 3 all operational

Storage Tank

- All systems operational
- Sand filters
- Circulating pumps
- Alum dosing unit
- Chlorine dosing unit
- UV unit
- Pressure pumps x 3
- Switchboards
- Daily checks of all systems
- Water quality monitoring, testing and recording
- Water samples sent out to Laboratory Services monthly
- All chemical stock, usage and restocking managed
- Ground maintenance as required
- Building maintenance as required
- New office building on site, power connected, water connected, just waiting on furniture

Nicholson River Pump Station

- Routine checks includes pumping
- Standby Genset – tested weekly
- Pumpwell installation – operational
- Compound and fencing is secure
- Ground and building maintenance as required

Water Supply Rising Main

- Access road previously graded
- Air valves and service valves operational
- Cleaning surround and marking location of valves ongoing

Water Reticulation

- Ongoing leaking water service as they occur
- Water quality –chlorine level checks occurring regularly
- Flushing of water main – as required
- Valve and hydrant maintenance is ongoing
- Water meter, maintenance – ongoing
- Water meter reading 3 months
- New service connections as required

Burketown Aerodrome

- Runway, apron and terminal – operational
- PAALC system – operational
- AWIB and AWIS weather station – operational

Sewer Treatment

- Blivet unit is operational
- UV unit – non-operational – awaiting parts
- Blivet unit – Desludge as required
- Pumps – operational
- Switchboards – okay
- Lagoons okay – ongoing devigitation occurring
- Perimeter fence – okay
- Barbed wire fence – okay
- Building – okay
- Ongoing daily checks and maintenance

Sewer Rising Main

- No action since last report

Sewer Manholes

- No action since last report

Sewer Pumping Station

- Routine checks / recording of each site

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 ground maintenance as per Parks and Gardens schedule
- Tree and shrub planting in progress
- Future works
 - Plaques – list, quote, order
 - Grave numbering – list, quote, order
 - Burial register display – A4 laminated for rotunda area
 - Update office burial register

7. OFFICER'S RECOMMENDATION

Council notes the contents of the Works Manager November 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/WFM

DATE: 12th November 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 #428 Side tipper	⇒ Ram end
Plant #457 10 tonner	⇒ Gear shift and A/C condenser
Plant #469 Multi tyred roller	⇒ Hub nuts, A/C and unions
Plant #470 Loader	⇒ 5,750 service and fuel leak
Plant #480 Prime mover	⇒ Air leaks, batteries, hub seals etc
Plant #481 Water tanker	⇒ Actuators
Plant #485 Backhoe	⇒ Seat, leg ram etc
Plant #506 Drum roller	⇒ Electrical faults and A/C
Plant #510 Landcruiser	⇒ 95K minor service and tyre carrier
Plant #519 Jetpatcher	⇒ Emulsion filter and conveyor belt
Plant #523 Cat Grader	⇒ Drive tyres
Plant #524 Hilux	⇒ 35K minor service
Plant #529 John Deere ride on	⇒ 800 hr service and spindle
Plant #530 Hilux	⇒ 35K minor service
Plant #534 Landcruiser	⇒ 35K minor service
Plant #535 Landcruiser	⇒ 65K minor service
Plant #536 Landcruiser	⇒ 50K service
Plant #538 Workshop truck	⇒ 20K service
Plant #545 Job truck	⇒ 40K service
Plant #549 RAV4	⇒ 20K service and tyres
Plant #548 Cat excavator	⇒ Bucket and ripper teeth
Plant #553 Town Hilux	⇒ 10K service
Plant #560 Pump stand	⇒ Services, pumps and hoses
Plant #561 Dual cab L/cruiser	⇒ Windscreen

Extras by workshop staff

Banners, fencing, site shelter, new houses and wharf lights etc

2. TENDER UPDATE

From 2013/14 budget

- Replacement Ranger Landcruiser- Due mid-December
- Replacement CEO Prado- Received and in action

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS - Nil

Executive Officer Reports

07.03.01 Executive Officer Monthly Report

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

1. EVENTS

Christmas in the Park Nicole Ogilvie; Event Manager
29th NOV 6pm Morning Glory Park

Flights and accommodation for the Lantern Making facilitators have been booked.
Volunteer has been found to be Santa.
Koodie and Madison have purchased the gifts for the Shire kids.
Lantern Parade workshops start on the 23rd of NOV until the 29th of NOV – see attached
Xmas meeting advisory group meeting to consider prizes.

Sponsorship:-
The Lantern Parade and workshop – RADF.
Local groups TBC.

Young Ambassador Program
Wednesday 4th December – Burketown School

Four children will be graduating from Burketown State School for 2013. Young Ambassadors request for donations will be sent out to the community and goodies are coming in to add to the packs.

Staff Christmas Party
13th DEC 12:30pm – 3:00pm – invitations have been sent out to the staff and councillors

Australia Day Nicole Ogilvie; Event Manager
Currently working on the program for this event, meeting will be called soon.

Australia Day Ambassador confirmed:-
Dr Barbara Piscitelli AM
Barbara Piscitelli is a champion for children. In 1986, Barbara established an archive of children's art. Children from Queensland and the Asia Pacific region feature in her collection. Barbara curated a dozen exhibitions of children's art which have shown in Australia, the United States, Canada, Vietnam and China. In 2004, the collection became part of Queensland's heritage in the John Oxley Library at the State Library of Queensland.

Barbara served as Chair of the Queensland Ministerial Cultural Policy Advisory Committee (2004-2005), an advisory body for the Minister for the Arts. She is currently a member of the Board of Directors of the Queensland Museum and a Member of the Council of the National Museum of Australia. She was awarded a Member (General Division) of the Order of Australia on Australia Day 2006.

Barbara is a "new Australian"; she was born in the United States, migrated to Australia in 1980, and became a citizen in 1991. She retired in 2004 and has been busy ever since with projects in Australia, Hong Kong, Singapore and the United States. Her most recent exhibition, *Children's Voices*, features children's views of their human rights through art.

Leichardt Celebration

Proposing a Tree planting day in recognition of Leichardt, to coincide with another event – possibly the Community Hub.

Bloc Party Report - Nicole Ogilvie; Event Manager

The Burketown Bloc Party was a resounding success with the local community enjoying the day, exceeding visitor's expectations. The kids Hip Hop workshops were a major accomplishment with the song making it onto ABC Radio and the event generating a lot of publicity for the Shire.

The Burketown Rap song facilitated by Nick Grace – was recorded at the School over 3 days. The older kids were able to write a rap song and then record it with Nick Grace. This showed them the principles of Rhymes, Rap and Rhythm. They were then coached to do a live performance which was a hit at the Bloc Party that was integral for the community engagement and audience participation of the event.

Due to the extremely high winds – we were not able to create the story walls on the street – and instead took these into the pub. The photo walls were placed on the exterior of the pub. This was not as engaging as I had hoped for and we did not get any stories from this. However I did see many people looking at the photos and reading the stories that were generated.

There were challenges with staff i.e. not having enough support at the event and in the lead up with dedicated event staff – but these challenges will hopefully be overcome with event staffing solutions.

Gregory should be pleased with the event that occurred there in the morning and it was great that Bob Katter was able to meet up with them there – taking the trip from Gregory to Burketown for the Will Developmental Road upgrade celebration.

Stakeholders were very pleased with the outcomes and I have not heard any negative feedback. There was plenty of publicity for the event including – But not limited to:

1. PRE EVENT - 2 x articles in the North West Star – The Guide – What's on in the North West - promoting the event – “Country Band set to rewind” and “Burketown kids primed with their party piece”
2. PRE EVENT - ¼ page editorial – North Queensland Register – “community gearing up for Burketown Bloc Party – Sept 26
3. PRE EVENT - ABC North West radio interview
4. PRE EVENT - ABC Western Queensland Radio Interview
5. POST EVENT - ABC North West – ‘Say Burketown’ Rap song and interview
6. POST EVENT - Double page article in the North West Country Page 6 & 7 November
7. POST EVENT – Full Page colour article – the North West Star - “Burketown unites to party” – Friday 25th OCT

All in all the event was an exceptional success for the Burke Shire Council and I want to thank all the paid staff and volunteers that did help out on the day.

Grants (N Ogilvie)

The grant from Tourism and Events Queensland for \$35,000 has been approved. This is to go towards marketing and promoting the Morning Glory Festival 2014. Still waiting on confirmation from the Gulf Savannah regional grant and the Festivals Australia Grant.

2. LIBRARY

New exchange has arrived. Trista Armstrong will be attending training in December with the State Library, this will keep her up to date on new processes/reporting required.

Grants Applied

- wireless internet option for members
- purchasing of books and items for the Library
- Broadband for seniors – subsidy internet, new computers (touch screen)

3. HOUSING

Housing maintenance forms and processes have been updated through our easy forms module in InfoXpert. This will allow reports to be produced on outstanding maintenance items and break these down between types of Maintenance required (Electrical/Plumbing/Other).

The maintenance component is being looked after by the Depot with the tenancy paperwork being looked after at the Office.

Council currently has five people on their waiting list looking for houses. We currently have one unit vacant but not ready for occupancy. The Glendale houses are not quite ready for occupants yet; all proposed tenants have been advised of Council decision from the October meeting.

4. RADF

RADF round 2 funding - Application for the Lantern Parade to be submitted to Committee (see separate report for Council to approve)

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

Flyers will go out soon with upcoming workshops information.

5. PROMOTION

Website - The website is being kept up to date; more information will be required to be added over time. Training is booked for February 2014.

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

Visitor Information Centre – There is a decrease in the number of visitors to the Shire. The Information Centre is now closed.

Council Newsletter – Edition 39 newsletter articles are being collated. This will be the December edition.

6. DEVELOPMENT APPLICATIONS

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

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

Zach Duff and Kerry Dollard – Lot 46 Musgrave Street – Development Application – Building application documents received.

Geoff and Rosita Wade – Lot 87 Beames Street – Development Application – Building application documents received.

Burke Shire Council – Lot 408 Bowen Street – Development Application – Building application documents received.

Burke Shire Council – Lot 82 Marshall Lane – Development Application – Building application documents received.

Burke Shire Council – Lot 406 Bowen Street – Development Application – Building application documents received.

Burke Shire Council – Lot 407 Bowen Street – Development Application – Building application documents received.

7. ENVIRONMENTAL HEALTH SERVICES

All food businesses in the Shire are currently licensed, no complaints have been received.

8. HOME AND COMMUNITY CARE (Pam deJoux)

HACC currently has six Centre Base Day Care Clients and four Social Support Clients. Gregory.

Elva is going away for the Christmas break, George Watson celebrated his 90th birthday, and Ethylene from Mellish Park turned 92.

The clients have been busy playing Cards/Puzzles along with soft clay being used to stimulate and help with movement in hands and wrists, various Christmas decorations are being made by the clients.

A wonderful time was had by the clients at the Melbourne Cup Luncheon at Gregory with the proceeds going to the Cystic Fibrosis Foundation in memory of Shelly. Everyone had a win of some proportion and had a relaxing day amongst friends.

I attended two National Discussions / Forums in Brisbane from 30th October - 4th November. Discussions were on Community Transport Services under the HACC Program, which was done through Verco Consulting. There were a lot of differences within the States on the delivery of the service, the main focus being on how people access it, the effectiveness and availability and the cost to clients. This is something that they will be bringing into all HACC funded units.

Due to our area being remote quite a lot of the responses in the discussion were more for the urban areas being long distance travel to medical and doctor's appointments. It covered use of volunteers and indirect transport, trip purpose, innovation & local approach, costs for transport and how to record on ONI. One point everyone agreed on was that transport would need to continue to be able to support CBDC and Social Support.

I did however have a meeting after the Forum with Douglas Faircloth from Verco and Louis de Beer the CEO of Transit Care who was very interested in our area and how we were managing. The remote areas are a priority for Mr Louis de Beer who is planning trips to all remote areas and will be in touch with Council. The outcome of these discussions will be analysed over the next few weeks with the final plans and outcome available end of November early December 2013.

The Commonwealth Home Maintenance / Modification Discussion & Forum covered all relevant things within this service. Although we aren't funded for this particular service it is one that we needed to look at. KPMG conducted the discussions which varied greatly within the regions.

Things discussed were retaining block funding, assessments, home maintenance system, RN assessments, home environment. The main issues/ points were more communication needed between department and the service providers as not enough information getting through. The findings on this Report on National Discussion will be out in December 2013 with the final report for the Department in 2014. Cota Queensland has also come on board with Home Maintenance. One interesting thing that came to light was that some units have been funded till June 2015 to make it level with other services.

HACC will be having their Christmas Luncheon & Breakup on Thursday, 12th December. This as an invitation to all Councillors, office staff and who have helped us over the past year to join us for a Christmas Lunch. RSVP by Wednesday 27th November.

9. INFORMATION TECHNOLOGY

InfoXpert

The new EasyForm module has been working well with capturing 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 November.

Recordkeeping – Consultants have started assessing the Council's 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. Separate report in regards to CorpMem proposal.

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

- | | |
|---|--|
| 1. Events Report – October/November | 
Events Report.pdf |
| 2. Christmas in the Park Sponsorship Document |  Xmas in Park
sponsorship document &  Christmas in the Park
Lantern Parade Bu |
| 3. Lantern Workshop Poster | 
Lantern Workshops
poster.pdf |
| 4. Christmas Staff Party | 
Christmas Staff
Party.pdf |
| 5. Bloc Party Report |  Bloc Party Report for
council meeting.pdf  Bloc Party
Budget.pdf  Email letter from
Shane Fry Bloc Party.  EC burketown AIR
multi SHORT.mp3 |

Executive Officer Reports

07.03.02 Committee Approved RADF Activity

DEPARTMENT:	Events
RESPONSIBLE OFFICER:	Nicole Ogilvie; Events Manager Jenny Williams; Executive Officer
FILE NO:	BCS/Comms/A/RADF
DATE:	8 th of NOV 2013
LINK TO COUNCIL PLAN/S:	RADF Arts and Cultural Policy

1. PURPOSE (Executive Summary)

The Regional Arts Development Fund (RADF) is a highly successful state and local government partnership that supports professional and emerging professional artists and arts practitioners living in regional Queensland. The RADF program focuses on the development of quality art and arts practice for, and with, regional communities. RADF is a partnership between the Queensland Government through Arts Queensland and Councils to support local arts and culture.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The RADF committee met to discuss the recent RADF applications
The Application for the Lantern Parade was approved by the committee.
The Lantern Parade will coincide with the Christmas in the Park event.

3. PROPOSAL

\$2000 RADF Funding towards getting Lantern Workshop facilitator to Burketown for the Christmas lantern Parade.

The Christmas Lantern Parade is an inaugural event celebrating our community and Christmas in a uniquely Australian way.

The lantern parades will start with a series of workshops at the school and at the community hall that will be open to all walks of the community.

The workshops will enable skills development within the community as people will learn to make lantern Sculptures that can create workshops each year to build on the parade items.

The event will offer the community a unique lantern event that will become a signature Christmas event for the region. It will bring together communities and involve the School of the Air kids. This event will offer the community of Burke Shire the opportunity to learn new skills and create a sense of place.

4. FINANCIAL & RESOURCE IMPLICATIONS

This is a \$2000 grant that extracted out of a \$7000 pool of funding for RADF Projects for 2013/14

5. POLICY & LEGAL IMPLICATIONS

Arts and Cultural policy

6. CRITICAL DATES & IMPLEMENTATION

Workshops start on the 23rd of NOV and will go until the 29th of NOV

7. CONSULTATION

RADF committee consulted with and approved the activity. See minutes attached.

8. CONCLUSION

This will become a signature event for the Burke Shire council that will enhance the communities skill set and enable the community to create lanterns each year for the parade and other events. The outcomes will be 2 x large Kangaroo Lanterns (Australian theme instead of reindeers) and one large sled with boxed presents inside.

9. OFFICER'S RECOMMENDATION

That Council approves the RADF application for \$2000 to hold a Lantern Workshop from the 23rd to the 29th November 2013 in Burketown for the Burke Shire Community.

ATTACHMENTS

1. RADF Meeting Minutes from meeting



131030 RADF
Committee - Meeting

2. RADF Application for the Lantern Parade



RADF Applicant Form
- Xmas Lantern.pdf

Chief Financial Officer Reports

07.04.01 Finance Monthly Update Report – for the month of October

DEPARTMENT: Finance Department

RESPONSIBLE OFFICER: Frederick Aquilin – Chief Financial Officer

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

DATE: 13th of November 2013

1. STATEMENT OF COMPREHENSIVE INCOME

Supporting documentation: Revenue and Expenditure Report

Summary – The operating position as the end of September was a surplus of \$210,421 as supposed to a deficit of \$3,160,150. The “return to surplus” very much stems from the receipt of flood damage related reimbursements. We still have significant grants to receive. Expect an increase in the surplus in coming months.

Revenue – As stated above the bulk of new revenue throughout the month stemmed from the receipt of flood damage reimbursements (\$3,341,500). We also received \$237,200 in additional rates and fee revenue, \$57,100 in sales revenue (mainly private works performed on behalf of private town businesses and regional mining companies, and we also receive \$8,300 from interest on our investments .

Expenses – Materials and services increased by \$443,100 during the month and related mainly to flood damage/ TIDS related purchases. All other expenses are according to trend.

2. STATEMENT OF FINANCIAL POSITION

Summary – Overall the BSC asset base sits at \$108,618,148 as supposed to \$105,370,235 last month. The increase relates mainly to the increase in flood damage related claims ‘trade and other receivables’.

Current Assets – ‘Cash’ decreased by \$699,000 for the month as payments to suppliers and for materials were still quite high. The ‘trade and other receivables’ post has increased to \$3,836,700 as the flood damage claims now have been established.

Non-Current Assets – ‘Capital works in progress’ increased by \$100,700 during the month mainly relating to the new housing stock and various Burketown fencing projects. All other non-current assets went according to trend (depreciation).

Current Liabilities – The credit in GST clearing decreased by \$52,100 during the month.

Non-Current Liabilities – Remained largely unchanged from the end of last month.

3. STATEMENT OF CASH FLOWS

Supporting document: Budget Balance Sheet Report

Net cash flow from operating activities –
‘Payment to suppliers’ increased by \$780,900 during the month.

Summary – In total the BSC net cash at hand sat at \$16,788,300 at the end of the period, as supposed to \$17,487,349 at the end of last month (a decrease of \$699,000).

4. NOTE TO COUNCIL – EVENTS WITHIN THE FINANCE DEPARTMENT

Internal auditors: Crowe Horwath (form. WHK) is completing the QAO requested reconciliations for BSC. As discussed, additional information was requested by QAO at the end of October. These additional requests are 75% completed as at the date of this report.

External Auditors: QAO has clarified their position in relation to various requests for information made to the BSC which has assisted us significantly.

Rolling stock takes: rolling store stock takes has continued throughout the month, relating to brass goods and garden supplies.

QRA claims:

- 2010: completed
- 2011: claim 11.3 completed. QRA assurance dept. requested additional documentation for 11.1 which has been supplied
- 2012: Payments has started to flow from our 1st Qtr claim.
- 2013: We have approval for a \$182,145.80 spend. A claim was made in the beginning of October which has yet to be paid.

Roads to recovery: An agreement has been reached with the Department of Infrastructure regarding R2R. As a joint effort we have worked out new reference amounts (which determine if we are over or under) for the years 2009-10, 2010-11, 2011-12, and 2012-13. The new reports – together with a joint spreadsheet establishing the BSC 'own sourced expenditure' – have now been sent to our QAO auditor.

ATO audit: The ATO audit regarding our fuel tax credit claims from Jul – Dec 2012 has been completed. It resulted in the BSC having to return \$23,400, and receiving a fine of \$1,200, a very good result when comparing to alternative outcomes. No further action will be taken by the ATO.

Review of fuel expenditure: a review of fuel expenditure has taken place during October, initiated after the CFO becoming aware of the ATO audit. The review found that – adjusted for the increase in flood damage related expenditure – the liters used has remained constant.

Debtor statements: Debtor statements will be sent out during November for any overdue accounts owed to Council.

Materials expenditure: Due to expenditure relating to flood damage, TIDS, and the Doomadgee Town Streets Project – and due to this expenditure happening early on in the financial year – expenditure on materials have already reached 80% of last years' expenditure. This expenditure is expected to moderate significantly post the completion of the current works. By mid-December, the flood damage, TIDS, and RMPC works are expected to be complete (or 55% complete in the instance of RMPC).

5. OFFICER'S RECOMMENDATION

That Council notes the content of the Finance Monthly Update Report

ATTACHMENTS

1. Statement of Comprehensive Income



2. Revenue and Expenditure Budget (supporting the above)



3. Statement of Financial Position



Statement of
Financial Position.pdf

4. Budget Balance Sheet (supporting the above)



Budget Balance
Sheet.pdf

5. Statement of Cash Flows



Statement of Cash
Flows.pdf

6. Fuel expenditure review – spreadsheets



Fuel Review.xlsx

Deputy CEO Reports

07.05.01 Deputy CEO Report

DEPARTMENT:	DCEO
RESPONSIBLE OFFICER:	Philip Keirle
FILE NO:	BCS/G/CM/R/DCEO
DATE:	14/11/2013
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

1. MAJOR PROJECTS

Community Hub:

- Elevation Architects have produced the latest plans for the Burke Shire Community Hub facility.
- DCEO in discussions with MMG to arrange transport of potential builders to Burketown to assess the proposed site.
 - o While this looked like a strong possibility during initial discussions, MMG will not be able to provide this service.

Glendale Housing:

- Allocations complete
- All houses nearing completion
- Septic installation complete on Bowen Street Housing
- Awaiting Telstra and electrical connections.
- Concreting to resume week beginning 11 November.

Gregory Crossing:

- Work completed.
- GBA to assess.
- Lightweight Concrete Construction charged a penalty for non-compliance with Cultural Heritage Agreement.

2. TRAINING

- Admin Trainee completes Cert IV in Business Administration and secures position as Executive Assistant, Administration. Congratulations to MM and to all who assisted.
- 2 staff nearing completion of Mechanic Apprenticeships.
- WSO is making progress through Plumbing Apprenticeship. MMG will assist in this process.

See also Training / Qualification Schedule (Attachment A)

3. HUMAN RESOURCES MANAGEMENT

JCC Meeting IX

- EBA Compliance continued:
 - o Focus on "Leave" and "Camp Allowance"
- Training Needs Analysis to be conducted again shortly
- SBU to circulate Staff Feedback Survey III with the aim of presenting results at the next JCC.

New positions

Works Manager: interviews held Friday 8th November.

Finance (grad): interviews held on Friday 15th November.

WHS: advertisement to go out shortly.

Parks & Gardens: interviews for Cleaning and Grounds Maintenance (Floater) positions held on Tuesday 12th November and will conclude on Friday 15th November.

4. WORKPLACE HEALTH & SAFETY

Incident/Accident/Near Miss Reports:

There have been 15 Incidents/Accidents so far in 2013 (up to and including 14 November) as compared with 9 Incidents/Accidents during the same period in 2012 and 23 during the same period in 2011. There were no incidents or accidents reported in August or September 2013.

There has been 0.5 days of Lost Time Injuries in 2013 as compared with 4.5 days during the same period in 2012 and 7.0 days during the same period in 2011.

- See Attachment B: WHS Report for additional information

5. ROADS

Royalties for Regions

Feedback session to be held on 14 November 2013. Further updates to be provided during Council meeting.

MMG Karumba Lead Haulages

1 incident recorded so far (see Attachment C)
Most recent progress report (see Attachment C)

See also Attachment D: Works Program

6. NATIVE TITLE AND CULTURAL HERITAGE

Land Valuations

BSC is still awaiting official confirmation of land valuations from DNRM.

7. COMPLIANCE

EHP Visit to Burketown, Gregory, Armraynald, Beames Brooke

Sewerage Treatment Plant: improved monitoring required
Pontoon: some regulatory hoops to go through
Rubbish Tip: rehabilitation strategies discussed

CASA Surveillance Visit

Scheduled for 13-14 January 2014.

DTMR – Traffic Management Registration Scheme

The Traffic Management registration for Burke Shire Council expires on the 1 December 2013. Council will complete the renewal application prior to this. It is likely that we will receive conditional approval.

8. STAKEHOLDER MANAGEMENT

DLGCRR: continued discussions with Margaret Lessells over Community Hub funding.





Armour Energy: Road Maintenance Contributions finalized and paid.

EHP: Rob Lawrence (Director) has offered to send an expert on Shale Gas exploration to Burketown for a community meeting. No feedback received from Councillors so far on this meeting.

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Qualification Schedule – All Staff

Qualification
schedule - all staff.xls
2. Occupational Health and Safety – Incidents and Injuries – Reports and Data

Work Health and
Safety - Incidents and
3. MMG update on Lead Haulage to Karumba

Attachment 3 - MMG
update on Lead Haul
4. Works Program

Attachment 4 - Road
Works Program - Nov

Deputy CEO Reports

07.05.02 Revision of Council Housing Policy

DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Philip Keirle, Deputy CEO
FILE NO:	BCS/PAP/Policy and BCS/CP/SP/SH/RPP
DATE:	14 November 2013
LINK TO COUNCIL PLAN/S:	Housing Policy

1. PURPOSE (Executive Summary)

To review and make suggested revisions to Council's Housing Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The issue of Housing has long been a topic of interest in the Burke Shire, particularly in Burketown due to a persistent housing shortage.

Accordingly, the Housing Policy is due for review and revision on an annual basis.

3. PROPOSAL

To submit suggested revisions of the Housing Policy to Councillors for their consideration.

4. FINANCIAL & RESOURCE IMPLICATIONS

Two proposed changes, if implemented, would impact on Council financially.

- 1) Introduction of the new rental category, "partially furnished", would reduce Council's upfront expenditure on housing for "Self-Contained" or "Fully Furnished" housing;
- 2) Introduction of new power for Council to direct tenants as to the type of housing package they will be offered: self-contained, fully furnished, partially furnished, unfurnished

5. POLICY & LEGAL IMPLICATIONS

None

6. CRITICAL DATES & IMPLEMENTATION

For immediate implementation

7. CONSULTATION

Discussions concerned with amending the Housing Policy have occurred within Management Group Meetings and Council meetings. Aspects of the Housing Policy have been discussed at Joint Consultative Committee meetings also.

8. CONCLUSION

The Housing Policy requires annual review. Upon reviewing this policy and on the basis of discussions with various stakeholders, it is clear that there are a number of issues that require clarification within the Housing Policy.

This policy review presents an opportunity to do so.

9. OFFICER'S RECOMMENDATION

DCEO recommends that Councillors consider the following changes and vote either for or against their incorporation into the Housing Policy:

- a) Incorporation of a definition of Executive Management into the Policy
- b) Incorporation of an "Offer of Tenancy" clause which establishes Council's right to designate the type of tenancy offered: self-contained, fully furnished etc.
- c) Incorporation of new rental category: partially furnished
- d) Incorporation of new criteria for allocating housing

ATTACHMENTS



Attachment 1 -
131030 - Housing Poli

- 1. Housing Policy – Proposed Amendments

Deputy CEO Reports

07.05.03 Review and Revision of Council's Vehicle Policy

DEPARTMENT:	Office of the DCEO
RESPONSIBLE OFFICER:	Philip Keirle; Deputy CEO
FILE NO:	BCS/PAP/Policy and BCS/PES/Policy
DATE:	14 th November 2013
LINK TO COUNCIL PLAN/S:	Corporate Governance: Council Policies

1. PURPOSE (Executive Summary)

To consider the relative merits and need for implementing changes to the Council Vehicle Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

There has been some confusion over the different entitlements that Council provides in relation to the use of vehicles under the Use of Vehicles Policy.

These relate to:

- Executive Management entitlements
- Commuter Use of Council Vehicles
- Private Use of Council Vehicles

How this Council Vehicle Policy operates has implications for developing contracts, for the administration of Fringe Benefits Tax, and for the maintenance of certainty among Council staff and ratepayers as to how Council vehicles will be used.

3. PROPOSAL

The main purpose is to create more certainty around entitlements to the use (and type of use) of Council Vehicles under the policy.

4. FINANCIAL & RESOURCE IMPLICATIONS

Fringe Benefits Tax
Negotiation of Contracts to take precedence over Council Vehicle Policy

5. POLICY & LEGAL IMPLICATIONS

Private Use of a Council Vehicle: Council offered more protection through development of Appendix 2.

6. CRITICAL DATES & IMPLEMENTATION

No deadlines

7. CONSULTATION

Requests for clarification of Council's Vehicle Policy have come from Councillors, Managers, Supervisors, staff as well as from the SBU.

The policy has been discussed in Manager's Meetings, Joint Consultative Committee meetings and has been the subject of some discussion in recent Council Meetings.

8. CONCLUSION

That Councillors note the suggested changes to the Council Vehicle Policy with a view to passing these changes or offering suggestions for change during the November Council Meeting.

Such an amendment would be based on the following:

- Providing greater clarity in relation to entitlements and responsibilities under Council's Use of Vehicle Policy
- Responding to stakeholder requests for revision and review of this policy

9. OFFICER'S RECOMMENDATION

That Councillors resolve to support the following amendments to the Use of Council Vehicle Policy either in their current form or as revised during Council meeting:

- a) Deletion of the policy "Background" section
- b) Deletion of repetitive clauses and sections
- c) Incorporation of four separate categories of Council Vehicle usage
- d) Incorporation of Appendix B

ATTACHMENTS



- Attachment 1 -
131031 - ADMIN04 U
1. Use of Council Vehicle Policy -

08 Chief Executive Officer Reports

08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Monthly Update Report

08.01.02 Amendment to Local Law and Subordinate Local Law – Incorporation of Pests

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:	12 th November, 2013

1. COUNCILLOR ATTENDANCE CONFERENCES & TRAINING

LGAQ Conference 22 October to 24th October Cr E Camp, Cr P Poole, CEO and DCEO – reports previously forwarded to Councillors and Senior Management.

2. OTHER RELEVANT INFORMATION

Town Entrances Signage

Mr Rod Lucas will have two signs painted for Burketown by the end of November and the three Gregory Signs by Christmas.

Road Opening MR78A to Gregory River – Wills Road Continuation to Wills Development Road

Application lodged and being processed by Department of Natural Resources and Mines for the road opening over part of Camping and Water Reserve Lot 5 on BK28. An application was lodged some years ago but not progressed.

Additional Land Gregory Water Treatment Plant

Application to lease Lot 11 AP13658 and add to existing Water Treatment Plant at Gregory proceeding with assessment by DNR&M.

Insurance Claims

There are presently two 2 insurance claims been submitted to Council's Insurer for a car accident in November 2011 and a dog attack at the Information Centre.

District Disaster Management Group

A meeting was held on Wednesday, 13th November and I will provide an update prior to the meeting.

Local Disaster Management Group

A meeting was held on Wednesday, 20th November, 2013 and I will provide a report to this meeting.

Works Managers Position

Telephone interviews were conducted with 4 of the 5 shortlisted candidates on Friday, 8th November, 2013 and further shortlisted to two for a formal interview in Burketown. One applicant has since withdrawn. We are attempting to have the remaining candidate in Burketown for interview week commencing 18th November.

Easements – Burketown Water Supply

Following queries from DNR&M in regards to a renewal of a lease over Portion 109 Pc37 it was found that there had never been easements for the water main obtained from the pump station on the Nicholson River to the Water Treatment Plant. Surveyors AusNorth will be in Burketown over the coming weeks in regards to boundary realignments and will carry out the survey so that applications can be made for easements over Unallocated State Land and Town Common. There will need to be negotiations with two landholders in regards to easements where the pipeline passes through their property.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Chief Executive Officer Reports

08.01.02 Amendment to Local Law and Subordinate Local Law – Incorporation of Pests

DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: John Page, Chief Executive Officer

FILE NO: BCS/LAE/LL/A

DATE: 11th November, 2013

LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

- To present to Council proposed local pests (not already covered by State Legislation) to be included into Council's Subordinate Local law No 3 and to seek advice from Council to ascertain if there are any other pests that Council would like to add.
- To advise Council of a proposal to amend Local Law No 1 to enable the repeal of the gates and grid local law that remains on Council's database.
- To seek Council's advice on the level of public consultation that Council considers is appropriate to make these amendments. The level of consultation is totally up to Council – (could decide a notice on the notice board is sufficient.)

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

When Council adopted the Local Laws and Subordinate Local Laws no provision was made for individual pests (not covered by State Legislation) and the purpose of this report is to commence the necessary process to incorporate the pests (not covered by State Legislation) designated in Council's Pest Management Plan into Subordinate Local law No 3 as well as any others determined by Council. Also at the time of repealing the previous Local Laws and Subordinate Local laws Local Law No 3 Gates and Grids remains on Council's database. It is not necessary or a requirement to conduct State Interest tests.

3. PROPOSAL

The proposal is to add the following local pests to Council's Subordinate Local Law No 3 and to seek advice from Council as to the inclusion of any other pests that Council would like to see included. To also advise Council of the proposal to amend Local Law No 1 to enable the repeal of Local Law No 3 Gates and Grids.

NON-DECLARED PRIORITY WEEDS (ENVIRONMENTAL PESTS)

Common name	Scientific name	Declaration	Priority
Neem Tree	<i>Azadirachta indica</i>	Not declared	Low
Calotrope	<i>Calotropis procera</i>	Not declared	Medium
Noogoora Burr	<i>Xanthium pungens</i>	Not declared	Low
Grader Grass	<i>Themeda quadrialvis</i>	Not declared	Low

4. FINANCIAL & RESOURCE IMPLICATIONS

Administration

5. POLICY & LEGAL IMPLICATIONS

LGA 2009 and Local Government Regulation 2012

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

Department of Local Government

8. CONCLUSION

The recommendation allows for the procedure to make the required alterations to the Local Laws and Subordinate Local Laws.

9. OFFICER'S RECOMMENDATION

That Council:

1. Authorise the Chief Executive Officer to submit the amendment Subordinate Local Law No 3 incorporating the following local pests to the December, 2013 Meeting;

NON-DECLARED PRIORITY WEEDS (ENVIRONMENTAL PESTS)

Common name	Scientific name	Declaration	Priority
Neem Tree	<i>Azadirachta indica</i>	Not declared	Low
Calotrope	<i>Calotropis procera</i>	Not declared	Medium
Noogoora Burr	<i>Xanthium pungens</i>	Not declared	Low
Grader Grass	<i>Themeda quadrialvis</i>	Not declared	Low

2. Authorise the Chief Executive Officer to place a Notice on the Public Notices advising the public of the amendments;
3. Authorise the Chief Executive Officer to submit the amendment to Local Law 1 to repeal the Gates and Grid Local law;
4. Authorise the Chief Executive Officer to submit the consolidated versions of the Local law and Subordinate Local Law to the December Meeting of Council to be held on Thursday, 12th December, 2013.

ATTACHMENTS

Nil

09 Late Item Reports

Late Item Reports

09.01 Operational Plan – Quarterly Report – September 2013

09.02 Outsourcing Records Management

09.03 Social Media Policy

09.04 Dispensation for boundary clearance for new structure at the Burketown Water Treatment Plant

Late Item Reports

09.01 Operational Plan – Quarterly Report – September 2013

DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Philip Keirle, Deputy CEO
FILE NO:	BCS/CM/Planning/OP
DATE:	15 November 2013
LINK TO COUNCIL PLAN/S:	Operational Plan 2013-2014

1. PURPOSE (Executive Summary)

To provide a quarterly update on Council's Operational Plan 2013-2014.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council consistently engages with all areas of the Operational Plan.

3. PROPOSAL

That Councillors acknowledge the contents of the Quarterly Update and provide comments/concerns/queries in relation to the status of particular projects.

4. FINANCIAL & RESOURCE IMPLICATIONS

Following this review, I will double check to see that the Operational Plan 2013-2014 aligns with the 2013-2014 budget (as revised). Any gap between Operational Plan requirements and Budgetary provisions will necessarily require a review of the former.

5. POLICY & LEGAL IMPLICATIONS

The Operational Plan engages with all Council policies and is influenced by State and Federal policies, funding bodies and requirements.

6. CRITICAL DATES & IMPLEMENTATION

As mentioned in the Operational Plan 2013-2014. Many of these dates are as-directed by legislation pertinent to Local Government.

7. CONSULTATION

Consultation has taken place between Managers in fleshing out the Status Updates for this Operational Plan Quarterly Report.

Consultation with representatives of State and Federal Departments also informs this update.

8. CONCLUSION

Council is tracking adequately against its deliverables, but there is room improvement.

9. OFFICER'S RECOMMENDATION

Please note the contents of the Quarterly Report (attached) and provide commentary/queries as desired.

ATTACHMENTS



131115 - 2013-2014
Operational Plan - SEI

1. Quarterly Report-

Late Item Reports

09.02 Outsourcing Records Management

DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE NO:	BSC/IM/RM/RR
DATE:	20 November 2013
LINK TO COUNCIL PLAN/S:	Budget

1. PURPOSE (Executive Summary)

To present the relative merits of outsourcing records management processes with the aim of securing on-going funding to support the outsourcing of records management to CorpMem Business Solutions.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has a need to manage its inactive and archival records systems in accordance with recordkeeping best practices and standards to meet its legislative obligations.

With these obligations it is crucial that Council has records management strategies that provide it with options on how it will be able to deliver day to day operations given its geographical remoteness and the current skill level of staff responsible for managing Council's Records Management Program.

All Queensland public sector employees, regardless of their position, have a responsibility under the Public Records Act 2002 to create and manage full and accurate records of their business activities.

Public records are the corporate memory of government. They provide evidence of actions, decisions and communications and are at the basis of government accountability. Effective recordkeeping systems, practices and programs support:

- business continuity
- efficient public administration
- delivery of Government business and services
- accountability
- E-government
- the preservation of Queensland's cultural heritage.

Council's recordkeeping obligations and objectives of the *Public Records Act 2002* are to:

- Facilitate the documentation, management and preservation of Government business through full and accurate records, irrespective of the technological or administrative environment in which Government business is conducted or the custodial arrangements for public records.

Full and accurate records are valuable assets that help make public authorities efficient and effective organisations. Public records:

- provide evidence of actions and decisions of government business
- ensure accountability and transparency within government
- promote the effective and efficient management of government business and service delivery.

Recordkeeping is important in keeping clear and accurate records, which contributes to the success of an organisation. Recordkeeping:

- provides evidence of business activity

- helps employees do their job more efficiently
- helps employees make more informed business decisions
- enables public authorities meet their legislative obligations
- enables access to corporate information
- protects the interests of the Government and a public authority.

Council has already engaged the services of CorpMem to improve temporary and permanent storage and the management of current and future hard copy record collection over the records continuum. The focus of this project is to process the disposal of hard copy records in order to address the problem of diminishing available archive or secondary storage capacity at Burke Shire Council.

Council has been without a skilled records management officer for some time, due to this, a backlog in processing of documents which have reached their disposal period along with a proper understanding of the Recordkeeping including retention and disposal of public records has caused problems with processing/correct file paths/documents not making it to filing and generally an overall acceptance by staff that record keeping is not a core function of Council.

3. PROPOSAL

That Council considers outsourcing its Records Management function to CorpMem Business Solutions Pty Ltd.

4. FINANCIAL & RESOURCE IMPLICATIONS

Resource implications:

- On-going cost of outsourcing the Records Management Function: ~\$40,000 per year
- This cost will be offset from the salaries of a no longer needed LGAO 2.1 position, which costs \$48,566.27 per annum. The Office Administration Team is currently in need to fill a LGAO 2.1 position. This will no longer be needed should this proposal be adopted.
- Freeing up time across the organisation to concentrate on core business. This is especially pertinent given the low computer literacy levels of the majority of BSC staff.
 - o To effectively mitigate these low levels of computer literacy, Council is currently allocating *at least* 1FTE position to records management (the cumulative time of the Executive Officer, Executive Assistant Admin, Executive Assistant Eng + an additional Office staff member).
 - o Additionally, Council's present need for Records Management services – to make our archive compliant – is due to organisational difficulties in discharging the records management function effectively. In the absence of outsourcing this function or through the employment of a dedicated and appropriately qualified Records Manager, this need will persist.
- Reducing the amount of time spent searching for key documents
- Reducing the amount of time spent on training
- This proposal is supported by the CFO; the CFO has verified the figures in this proposal.

5. POLICY & LEGAL IMPLICATIONS

The Queensland Government recordkeeping policy framework includes the following:

- Public Records Act 2002
- Information Standard 40
- Information Standard 31

The **Public Records Act 2002** (PDF, 422KB) was proclaimed on 1 July 2002, and replaced Part 7 (sections 56-67) of the *Libraries and Archives Act 1988* and the *Libraries and Archives Regulations 1990* with a new statute devoted specifically to the management of public records.

The main purpose of the Act is to ensure the public records of Queensland are made, kept, managed and preserved in a useable form for the benefit of present and future generations.

The Act promotes consistency and accountability in recordkeeping practices across government. QSA has been provided with the legislative authority to establish and implement a policy framework which reflects national and international best practice in recordkeeping.

Information Standard 40: Recordkeeping is designed to help public authorities meet their recordkeeping obligations under the *Public Records Act 2002* and promote recordkeeping best practice across the public sector.

There are seven mandatory principles in this Information Standard and they are:

- Principle 1: Public authority recordkeeping must be compliant and accountable
- Principle 2: Recordkeeping must be monitored and audited for compliance
- Principle 3: Recordkeeping activity must be assigned and implemented
- Principle 4: Recordkeeping must be managed
- Principle 5: Recordkeeping systems must be reliable and secure
- Principle 6: Recordkeeping must be systematic and comprehensive
- Principle 7: Full and accurate records must be made and kept for as long as they are required for business, legislative, accountability and cultural purposes.

Information Standard 31: Retention and disposal of public records is designed to help public authorities meet their recordkeeping obligations as set out in the *Public Records Act 2002*.

Each public authority is responsible for assessing and retaining records to meet the accountability, legal, administrative, financial and research needs of Government and the community.

As outlined in the *Public Records Act 2002*, records must be retained for as long as they are required. A public record can only be disposed of with consent from the State Archivist. Consent is given through an approved retention and disposal schedule.

Council does not have a qualified Records person on staff.

Incorrect Records Management risks various contraventions of Council's legal requirements: privacy and confidentiality, retention obligations.

6. CRITICAL DATES & IMPLEMENTATION

The decision to proceed with outsourcing the Records Management function prior to CorpMem's archival clean-up will save Council ~\$24,000.

CorpMem have the capacity to take on this project.

7. CONSULTATION

Executive Officer Jenny Williams has discussed the Records Management function with a range of qualified personnel and at various conferences/seminars dedicated to Records Keeping. The majority of these discussions have been with InfoXpert representatives. There have also been ongoing discussions with CorpMem.

8. CONCLUSION

Outsourcing to CorpMem will ensure the records management system is more efficient in processes, provide more efficient use of time for current users and ensure that documents are processed and protected in a way for end users to find with ease. The use of reports will help Council to keep on track and ensure processes are being followed.

It is critical that Council maintains its multitude of records in a manner that complies with our legal obligations and promotes easy navigation of our electronic database of documents.

9. OFFICER'S RECOMMENDATION

That Council approves the outsourcing of records management to CorpMem Business Solutions.

ATTACHMENTS

1. CorpMem Proposal



OutsourcingPresenta
tion.pdf



2. Records and Information Management Outsourcing

Outsourcing
Brochure.pdf

Late Item Reports

09.03 Social Media Policy

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE NO:	BCS/P&P/P
DATE:	8 th November 2013
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE (Executive Summary)

The intent of this policy is to provide understanding and guidance for the appropriate use of social media platforms and tools by council staff, councillors and contractors for the purpose of conducting Council business.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council currently does not have a policy in place for Social Media.

This policy applies to all people who are involved in Councils Social Media. The policy also applies to Users who contribute to external blogs and sites that identify themselves as associated with Burke Shire Council.

3. PROPOSAL

That Council adopts Social Media Policy as attached.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

Council policies and guideline provisions which must be adhered to in relation to the use of social media.

Seek legal advice as appropriate where an issue is likely to be contentious or may create legal risk for Council.

6. CRITICAL DATES & IMPLEMENTATION

Will be implemented at time of adoption.

7. CONSULTATION

Events Manager, EO and DCEO

8. CONCLUSION

Burke Shire Council recognises that social media provides new opportunities for dynamic and interactive two-way communications which can complement existing communication and further improve information, access and delivery of key services.

9. OFFICER'S RECOMMENDATION

That council adopts the Social Media Policy version 0 as presented.

ATTACHMENTS



ADM17 - Social Media
Policy (2).docx

1. Draft Social Media Policy

Late Item Reports

09.04 Dispensation for boundary clearance for new structure at the Burketown Water Treatment Plant

DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Philip Keirle Deputy CEO
FILE NO:	DA/2013/DA.2013-12
DATE:	18 th November 2013
LINK TO COUNCIL PLAN/S:	Planning Scheme

1. PURPOSE (Executive Summary)

To seek Council support-by-resolution to locate a proposed structure at the Burketown Water Treatment Plant within the minimum “boundary-to-structure” distance outlined in the Burke Shire Planning Scheme (Division 8, Part 6c).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

None

3. PROPOSAL

The Planning Scheme, with reference to the siting of new structures on lots with existing structures, states that “...for each boundary, the clearance is the same or greater than the least existing boundary clearance (Division 8, Part 6c).”

In this situation, compliance would lead to a poor outcome for Burke Shire Council.

- The minimum existing distance between structure and boundary at the WTP is 8m (Barramundi grow-out facility to Southern boundary)
- Requiring an 8m distance between the boundary and the dome-shaped shelter would considerably reduce yard size at the Water Treatment Plant.
 - o This would impact on site usability while providing no discernible benefit in terms of safety or amenity.

Locating the installation 4m from the boundary, as proposed, would improve **site safety**:

- Increased space for vehicles and workforce between structure, WTP shed and WTP office.

Locating the installation 4m from the boundary, as proposed, would improve **site usability**:

- Increased space for vehicles between structure and WTP facilities.

Locating the installation 4m from the boundary, as proposed, would not interfere with **site amenity**:

- The WTP is set back from the road, so issues related to street-scaping are non-existent;
- The building is not big or bulky

4. FINANCIAL & RESOURCE IMPLICATIONS

None

5. POLICY & LEGAL IMPLICATIONS

- Council is the Assessment Manager of Development Applications and is entitled to provide boundary dispensations in certain cases.
 - o After consultation with GMA Building Certifiers and Council's Town Planner, Council is entitled to proceed with a boundary dispensation (see "Consultation" below) in this instance.
- Reducing the boundary clearance to 4m would not interfere with Building Code Compliance.
- Reducing the boundary clearance to 4m would not strictly comply with the Burke Shire Planning Scheme.
- Adhering to the Planning Scheme in this instance would interfere with the Scheme's own Strategic Framework:
 - o Division 2, s1.4(f): "...**new uses and works are located, designed and managed** in ways **that maximise the efficiency of infrastructure**, and compatibility with other uses, works, cultural heritage features, and natural or cultural resources."

6. CRITICAL DATES & IMPLEMENTATION

None

7. CONSULTATION

GMA Building Certifiers: the proposed installation location does not contravene the Building Code 1975.

Liz Taylor, Town Planner: the Planning Scheme is not designed to produce poor outcomes. Dispensation-by-Council resolution should be sought in this instance to ensure that the usability of the WTP site is not compromised by a clause contradictory to the Strategic Framework underpinning the Scheme.

8. CONCLUSION

That Council notes the arguments for and against the resolution.

9. OFFICER'S RECOMMENDATION

That Council resolves to provide dispensation to install the dome-shaped shelter at a minimum distance of 4m from the WTP boundary.

ATTACHMENTS

1. Burketown WTP – Site Survey



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

None received at time of agenda preparation

15 Deputations and presentation scheduled for meeting

15.01 Presentation to Madison Marshall – Completion of Traineeship

16 Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 12th December 2013.