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*Agenda and Business Papers
Burke Shire Council Ordinary General Meeting
Thursday 20th February 2014
9.00am Council Chambers*

9.00 am	Opening of meeting
10.00 am	Rod and Michelle Low Mow – Adels Grove
10.30 am to 11.00 am	Morning Tea
11.00 am	Teleconference – Alan Morton (Morton Consulting)
12.30 pm to 1.00 pm	Lunch
3.30 pm to 4.30pm	Michael Faulkner – Richardson's Building Services
	Sergeant Oliver Laurence – Burketown Police

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01 Opening of Meeting

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

02 Record of Attendance

Members	Cr Ernie Camp, Mayor - Chair Cr Paul Poole, Deputy Mayor Cr Zachary Duff Cr Tracy Forshaw Cr Tonya Murray
Officers	John Page; Chief Executive Officer Philip Keirle; Deputy CEO Frederick Aqvillin; Chief Financial Officer Chris Rohan; Works Manager Brett Harris; Workshop Fleet Manager Jenny Williams; Executive Officer (Minutes)

03 Prayer

Led by Cr Murray

04 Consideration of applications for leave of absence

None received at close of agenda.

05 Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 16 January 2014 and Special Meeting Friday 31 January 2014

Recommendation

That the Minutes of the General Meeting of Council held on Thursday 16 January 2014 and the Minutes of the Special Meeting of Council held on Friday 31 January 2014 as presented be confirmed by Council.



140116 Confirmed
Minutes.pdf



140131 Confirmed
Minutes Special Meeting.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 Workshop and Fleet Report
07.03.01 Executive Officer Monthly Report
07.04.01 Finance Monthly Update Report – for the month of January
07.05.01 Deputy CEO Report
07.05.02 Operational Plan - Quarterly Update - January 201

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: 10th February 2014

LINK TO COUNCIL PLAN/S: Works Program

1. WORKS MANAGER

- Commenced 28th of Jan 2014.
- Attempts to conduct area familiarisation have been limited to bitumen (due to local flooding), although a visit to the Gregory Depot to meet with staff was conducted on the 30th of Jan.
- Conduct visit to Gregory with Mayor and Deputy.
- Attended the North West Queensland Regional Road and Transport Group Technical Committee meeting with the DCEO.
- Works programs completed and weekly programs have commenced. Supervisors have been instructed to complete programs by hour, by day, by week. This will build to a monthly (in advance program over the next three weeks.
- Workshop clean-up has been conducted.
- NDRRA funding has been announced (waiting for value of this commitment).

2. RANGER/WORKPLACE HEALTH AND SAFETY OFFICER

Induction/s - 28 Jan – Chis Rohan

Incident/s reported for this period – 3 - 3 Year to date

- | | |
|-------------|--|
| 1 Town Crew | Cameron Ketchup - Mowing rodeo grounds when mower hit a rough patch of ground, window popped open and shattered. |
| 2 Depot | Dylan Clemments - Depot yard cleaning up, helping to lift old outboard motor by its propeller when he sustained a cut to right hand little finger. |
| 3 Depot | Neil Welsh – Picking up chipped bitumen pieces whilst patching potholes on edge of airstrip, bitten by something – visited clinic – they said it looked like a centipede bite. |

Hazard Inspection/s – Nothing to report.

Hazard Reports –

- Rotor B in blivet STP not spinning – centre of rotor separated from shaft.
- Whirly bird faulty WTP shed – replaced.
- Iron sheeting on roof of WTP shed rusted from gases accumulating inside building.

General

- Traffic counters installed in the following places :-
Floraville road,
Camooweal road after hay farm,
Before Century mine,
After Century mine (this unit is out for repairs),
Escott road – unit removed 2 weeks after drilling ceased – removed late so a measure of “normal” traffic could be measured,
For Information on road usage, units and installations are continually checked for wear and tear and information regularly downloaded for management,
- Council First Aid kits cleaned and replenished – 37 completed - 4 remaining to complete, and,
- Maintaining register of employee licences and tickets.

Workers Compensation

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

Litter Management

- Most rubbish bins have been returned, washed and stored.
- 4 bins still out at local accessible fishing locations.
- Dumping Points x 7 were filled in and the areas rehabilitated prior to the wet.
- 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	All bins returned – access too wet
Brim hole (Nicholson river)	1 Bin – Bin was returned to area whilst I was away – now can't be accessed
River Road	All bins returned access to wet
Beames Brook Xing	1 Bin at the crossing- still being utilised, up out of stream flow if river rises.
Gregory Xing	1 Bin in the area – still being utilised, up out of stream flow if river rises

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

- 51 cat tails handed in during this period – cat sightings now rarely reported
- Disposed of 13 dogs and impounded 4 during 2013

Pest Control

- Weed sprayed and chemical treated Rubber vine, Belly ache bush, Calotrope, Mesquite and Prickly acacia in Town common before the rain started.
- Checking and maintaining vegetation eradication and maintenance of Ergon solar yard at Doomadgee.
- Sprayed vegetation around causeways, floodway's and guide posts on all access roads to town and airport.
- Sprayed vegetation along bitumen edge and around runway lights of main airstrip, airside areas, fence lines, windsock inside fence perimeter and around terminal building.
- Sprayed grid at Harris creek and treated Prickly acacia on road reserve back to town.
- Treated graves at the cemetery and sprayed the fence lines and graves that still had vegetation growing.

- Sprayed depot yard fence lines to save on whipper-snipping.
- Continuing to mist residences who require their yards to be misted for mosquito control
- Mosquito fogging around Burketown as required and weather conditions permit for an effective control.

Complaints - Nil for this period.

General

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

3. PARKS AND GARDEN

- Works programme has been altered to allow staff to have ownership of specific areas. This means that the staff are happier and more engaged with the programme.
- Cleaning position to be filled as soon as possible to allow training before TRSS goes on leave.
- School has been mowed twice and there is another request for this service. Crew fit this in with their other routines.
- Weather is making life difficult for parks and gardens, doing what can be done and waiting patiently for the sunshine.
- Parks and gardens have created a useable space in their shed to allow events to store any items that need storing. This will free up stores, and allow parks and gardens crew, who supply the labour for events to get at items easier and more efficiently.
- Cemetery fence lines and graves have been poisoned by the RWHSO this prevents damage to headstones by whipper snippers and cuts down on time.
- Bulbs have been ordered for the planter boxes around the trees, these should arrive this week.
- Pricing has been requested for doggie do bags these will be installed when ordered and delivered.

4. BUILDING MAINTENANCE

Maintenance and repairs are being conducted as and when possible.

5. UTILITIES SERVICES MANAGER

Water Treatment Plant

January 2014 WATER USEAGE: 10,206 kl AT A DAILY AVERAGE OF 330 kl.

- WTP plant is running well at the moment. Water testing has been good with samples passing Water testing done 3-4 times per week with water samples once a month. We have been flushing mains to get adequate readings around town. This is due to the low water usage around town.
- We had a couple of issues which we are addressing or have addressed.
- All chemicals have finally arrived. (Issue with dangerous good licence at Transport Company).
- Alum feeder motor tripping out. (Workshop currently working on motor).
- The Pioneer Tank has major roof corrosion due to chemical gases building up inside due to the very hot weather we have had over the previous couple of months. We have changed the whirly bird on top tank and I am currently corresponding with the builder who installed the tank. The tank was installed in JULY 2008 and the warranty is current for 10 years. Due to what we are using it for, (potable water), the works needed to be carried out may not be covered under warranty.

Future works

- Discussion of replacing roof and fan on storage tank – due to corrosion from gases generated in the tank.
- Replacement pump for the pump well and also including NRPS pump well as back up spare

Sewer Pump Station

- Stn 1 and 3 have both pumps working. We have pump 1 tripping out at sewer stn
- We are looking into purchasing 2 new pumps for pump stn 2 and 1 for sewer stn
- Sewer stn 2 will have 1 pump replaced and 1 kept as a spare and sewer stn3 will also be kept as a spare.

Sewer Treatment Plant

- Working well at the moment. We are currently down Rotor B in the blivet but it is still operational. We are currently chasing quotes from WRG to replace Rotor B.
- I am also obtaining quotes for sewer pump out / transfer pumps, as we do not currently have any in stock. These are used for transferring sewer from septic pump out tanks to sewer mains. We usually use 2 types.

Aquatic Centre

- All working well. Has had very little use lately due to weather. Only issue at the moment is we need timber replaced on all benches in the centre.
- We have had a few issues but and we have managed them quite well over this period. Thanks to the boys for keeping on top of their work.

Nicholson Pumping Station

- Pumps and pump well all okay.
- Fencing all okay.
- Building maintenance tidying up as required.
- Yard maintained.
- Genset checked and tested weekly.
- Checks and recording during pumping.
- Helipad, cleared access for wet weather.

Water Reticulation

- Flushing of water mains as required.
- Ongoing water service repairs as needed.
- Valves and hydrants maintenance ongoing.

Future works

- Install cateye marker and teardrop on roadway.
- Marking locations of valves and hydrants.

Burketown Aerodrome

- Airport lighting all systems operating.
- Automatic weather stations operating.
- Bitumen runway 03/21 running surface all okay.
- Bitumen runway minor maintenance patching of potholes on side of strip, ongoing.
- Mowing around tights, ongoing due to weather conditions.
- Slashing side of strip, weather permitting, ongoing.
- Poisoning around lights and side of strip completed.
- Patching of potholes with gravel fill – weather permitting.
- Replacement of windsock western end, weather permitting.
- Blackening of signal area with emulsion now urgent.
- Apron, patch potholes in bitumen, weather permitting and availability of material.
- Perimeter fence okay, no wallaby intrusion.
- Minor influx of birds occasionally, due to severe weather condition.

Skytrans Operations

- ASIC cards are up to date except for one staff member who is waiting on the paperwork.
- Visitor VIC cards in operation
- TOLL Dangerous Goods Awareness exam in progress for 14.02.14 completion date

Cemetery

- Tree and shrubs planting in upcoming program

Future works

- Update burial register.
- Plaques for graves.
- Grave numbers.
- Update notice board – A4 laminated burial information at the Gazebo.
- Upgrade water service and drip line service.

6. OFFICER'S RECOMMENDATION

Council notes the contents of the Works Manager February 2014 report.

ATTACHMENTS

NIL

Workshop and Fleet Reports

07.02.01 Workshop 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 February 2014

LINK TO COUNCIL PLAN/S: Works Program

1. GENERAL SERVICING AND WET SEASON MAINTANENCE BEING THE MAIN WORK CARRIED OUT.

Plant Item	Works Carried Out
⇒ Plant #469 Multi tyred roller	⇒ Injection pump leak
⇒ Plant #470 Loader	⇒ Bell housing and radiator
⇒ Plant #479 Water truck	⇒ Fuel fault, replaced injectors
⇒ Plant #485 Backhoe	⇒ 3,000 hr service, punctures and battery
⇒ Plant #494 Forklift	⇒ 1,000 hr service
⇒ Plant #510 Landcruiser	⇒ Windscreen and prepare for trade
⇒ Plant #522 Grader	⇒ 3,000 hr service, faults and radiator clean
⇒ Plant #530 Hilux	⇒ 40K service
⇒ Plant #533 Zero turn mower	⇒ 550 hr service
⇒ Plant #534 Landcruiser	⇒ 40K service
⇒ Plant #535 Landcruiser	⇒ Windscreen and prepare for WM
⇒ Plant #537 Landcruiser	⇒ 60K service and tyres
⇒ Plant #544 Job truck	⇒ Electrical fault
⇒ Plant #548 Excavator	⇒ 750 hr service
⇒ Plant #553 Hilux	⇒ 15K minor service
⇒ Plant #565 Prado	⇒ Accessories fault
⇒ Plant #566 Landcruiser	⇒ 1K service

Extras by workshop staff

Banners, site shelter, Town entry signs, river cameras, WTP steps, regos fitted

2. TENDER UPDATE

Extra to budget

- Hilux dual cab- arrives next Friday pending roads

3. OFFICER'S RECOMMENDATION

Council notes the contents of the Work Shop and Fleet Manager's February 2014 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: 7th February 2014

LINK TO COUNCIL PLAN/S: Operational Plan (One year)

1. EVENTS

2014 Anzac Day

Preparations have begun for the 2014 Anzac Day Celebrations. The only proposed change for this year is to finish the day at the conclusion of the 11.00am service.

2014 Order of the Outback Ball

Please find event proposal attached, more information will come back to Council at their March meeting once the first Advisory Committee meeting has been held and the committee have time to discuss possible themes/dates.

Julia Creek - The Dirt N Dust Festival

Burke Shire Council sent through a proposal to support the Dirt n Dust Festival held at Julia Creek from the 11th – 13th April 2014.

Council's proposal is to supply the event with a 21 seat bus to transport triathletes to the starting point on the Sat morning.

In return BSC have asked to receive the following:

- Display a Branded Marquee displayed along the spectators line for shade during the Triathlon.
- Set up of an area to promote the Morning Glory Festival and the Order of the Outback Ball.
- 6 x tickets to the Race Meeting
- Free Camping space

Councils Event Manager will attend and promote the Morning Glory Festival at the event with posters and marketing collateral.

Branded Marquee

Council will be ordering a 6m x 3m branded marquee. This can be used at all sponsored community events and events run by council.

Australia Day Report

- Participants appreciated and valued the event.
- Participants valued the community involvement and the free aspect of the event.
- The Art Classes were well attended and over 25 people came and got involved. This is a great addition to the Australia Day celebrations.

See more information in the attached Australia Day Report.

Tourism and Marketing

Council is close to completing two advertisements which will be featured in the Amazing North Publication and in the Local Government Directory.

2. LIBRARY

Community Artwork from the Australia Day exhibition is going to be displayed in the Library for a period of time to showcase the talent in our shire.

3. HOUSING

Housing maintenance forms and processes are working well and improving productivity in this area.

Unit 3 – Renovations to the unit should be finished by the end of the Month.

Glendale Houses – Ergon have connected three houses and are planning to drive to Burketown to complete House 16 in Marshall Lane (new pole required, weather pending). Council has organised for the final electrical and certifiers inspections to be completed for the three houses in Bowen Street.

House 7 – quotes are being sourced to tidy up House 7 before any tenants are moved in.

Council currently has nine people on their waiting list looking for accommodation.

4. RADF

No reports received for this meeting.

5. PROMOTION

Website - The website is being kept up to date; training is being organised for the 12th and 13th February. Areas of responsibility will be created for council staff; these will fall in line with Government Guidelines and Councils Social Media Policy.

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

Council Newsletter – Edition 40 newsletter is due in March.

6. DEVELOPMENT APPLICATIONS

Full list of Development Applications attached, no new applications have been received in 2014.

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)

CBDC Clients 6
Social Support Clients 2

- HACC resumed on Tuesday 4th February after a long break – Gregory will be starting up again on Thursday 13th February if the rain and cyclones allow us. We started the year with the same clients, with hopes of gaining a few more along the way.

- The client's first job back was to attend to their garden, although Lenny took charge of watering over the Christmas/ New Year break.
- A luncheon at the Burketown Pub has been planned for Thursday. It is hoped over the coming months to have regular morning teas and luncheon's at all the relevant venues in town ie pub / Savannah/ Morning Glory and the Caravan Park. Fortnightly lunches at Gregory will still be ongoing.

Other Updates

- Over the Christmas break I refurbished the toilet and kitchen floors at the HACC hall by cleaning and giving them a coat of paint to brighten it up. When we next get fine weather the wooden seats outside will be lacquered as the weather has dulled and peeled them.
- Over the past few months I have been working on the Plan for Continuous Improvement (PCI) which I understand will replace the National Services Standards which is a three year review.. We are no longer required to submit an Annual Improvement Plan but continue to develop and maintain a PCI throughout the three year cycle to demonstrate compliance with the Standards, updating and including strategies.

Commonwealth HACC Updates - Portal

- Funding for services under Service Groups 2 and 4 of the Commonwealth HACC Program is being extended until 30th June 2015.
- Service Group 2 contains HACC services relating to assessment, client care coordination, and case management and counselling/support, information and advocacy. Although we don't have Service Group 2 or funded for these, we still overlap and relate to assessments with CBDC & Social Support but will wait on clarification on that.
- Service Group 4 relates to Centre Based Day Care. Relevant Commonwealth HACC providers will receive a Deed of Variation for extending the existing funding arrangements which should be sent out during the first few months of 2014.

9. INFORMATION TECHNOLOGY

Civica – Migration to Managed Services has started; it is proposed that Council will go live soon.

Recordkeeping – Consultants have started working on Councils Recordkeeping structure to complete compliance with Retention and Disposal. It is planned that CorpMem will commence with every day filing in mid-February.

10. OFFICER'S RECOMMENDATION

That Council notes the contents of the Executive Officer February 2014 Monthly Report.

ATTACHMENTS

1. Order of the Outback Ball



2. Australia Day



3. Development Applications Status



Chief Financial Officer Reports

07.04.01 Finance Monthly Update Report – for the month of January

DEPARTMENT:	Finance Department
RESPONSIBLE OFFICER:	Frederick Aquilin – Chief Financial Officer
FILE NO:	BCS/G/CM/R/FM
DATE:	14 th of February 2014

1. STATEMENT OF COMPREHENSIVE INCOME

Supporting documentation: Revenue and Expenditure Report

Summary – The operating position as the end of December was a surplus of \$1,178,497 as opposed to a surplus of \$558,450 for the month of November (an increase of \$620,047). Rates notices have just been issued for send-out.

Revenue – The bulk of new revenue throughout the month stemmed from the issuance of rates notices (\$2,033,500) and RMPC invoices (\$399,000). We earned \$24,300 in additional interest, and \$14,800 in additional rental income.

Expenses – ‘Materials and services’ increased by \$636,900 during the month where the largest invoice (stemming from December) related to West Doomadgee Rd road works (\$272,000). ‘Employee benefits’ decreased to \$226,700 from \$366,800 last month which is according to trend, given the reduction in road building activity during the wet season.

2. STATEMENT OF FINANCIAL POSITION

Summary – Overall, the BSC asset base sat at \$109,596,644 as opposed to 108,633,888 last month, an increase of \$632,756.

Current Assets – ‘Cash’ decreased by \$750,617 for the month mainly due to the payments of salaries and the last remaining large road building related invoices, while ‘trade and other receivables’ increased by \$1,133,703 as we issued large invoices for completed QRA work. ‘Inventories’ increased by a mere \$6,000.

Non-Current Assets – ‘Capital works in progress’ increased by \$360,645 during the month mainly relating to the near completion of the four houses in Burketown and the roads. All other non-current assets were according to trend (accumulated depreciation).

Current Liabilities – Current provisions, mainly relating to Skytrans, decreased by \$15,900 during the month as invoices to Skytrans were paid.

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 and employees' increased by \$975,918 during the month, mainly due to the payment of the last remaining large road related invoices and the normal payment of staff and suppliers. It should be noted here that debtor invoices being issued to QRA were subject to some discussion; instead of credit notes being issue and then debtor invoices being re-issued by the BSC, invoices were written off, causing 'bad debt to rise'. These errors are about to be corrected through a manual journal. 'Receipts from customers' increased by \$1,265,323 during the month, mainly payments stemming from RMPC and QRA payments.

Summary – In total the BSC net cash at hand sat at \$16,083,185 at the end of the period, as opposed to \$17,040,224 at the end of last month (a decrease of \$957,000).

4. NOTES TO COUNCIL – EVENTS WITHIN THE FINANCE DEPARTMENT

Financial accountant graduate – arrived: Please note that the financial accountant graduate, Simba Chimpaka, has arrived and has already contributed significantly to performance of the finance dept. He has already been freeing up the CFO to conduct reviews and reconciliations as per Council requests.

R2R revenue: During a review it was discovered that the October 2012-13 'Roads to Recovery' claim was never submitted. Should these amounts pass the current QRA audit in time, Council will stand to recoup an additional \$323,107.00.

QRA audit: Very little concrete to report. The CFO received another request for information/clarification.

2nd Half Rates Notices – issued: the notices were sent out on the 17/02/2014 and the discount period (in case constituents ask you) expires on Monday the 17/03/2014. Please note that the notices will include the 'State Emergency Services Levy' for the first time. A letter was attached to the notices explaining this. The letter also reiterated the importance of rate payers attaching a reference to EFT payments as Council received quite a few unreferenced payments from the 1st half rates notices (currently sitting as unallocated revenue). It is expected that applicable rate payers will contact Council, supplying supporting documentation for past unreferenced payments, when they receive the 2nd half rate notice.

Reconciliations: this month the finance department worked on reconciliations stemming from 3 functional centres:

- a. Swimming Pool
- b. Parks & Gardens (Burketown Cemetery, Mounigibi & School Ovals, and the Rodeo Grounds)
- c. Libraries and Tourist Information Centers (Library, Sporting Library, and the Tourist Information Centre)

Other reconciliations worked on related to:

- 1. Housing Maintenance Overview
- 2. Rates Charges for Water Utilities (preparatory)
- 3. Various reconciliations stemming from the budget update

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 Budget.pdf

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

Deputy CEO Reports

07.05.01 Deputy CEO Report

DEPARTMENT:	DCEO
RESPONSIBLE OFFICER:	Philip Keirle
FILE NO:	BCS/G/CM/R/DCEO
DATE:	02/12/2013
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

1. MAJOR PROJECTS

Community Hub:

- The Tender for the Design and Construction of the Burke Shire Community Hub has been awarded with Richardson's the successful tenderer.
- Development Application for Material Change of Use completed and approved. Survey of new lots will be required prior to submission of lot boundary changes to the State.

Project milestones are currently being completed on time (see Attachment A)

Glendale Housing:

- Final certification process to be completed by Glenn Chambers from GMA on Friday 14 February 2014.

Pontoon:

- Discussions with Cairns Regional Council and Main Roads continue.

Rubbish Tip Rehabilitation:

- Quotations sourced for rubber shredder
- Meeting with MMG's Environment Manager on Tuesday 11th February 2014.

2. TRAINING

Congratulations to Norm Welsh and Clinton Murray for completing their apprenticeships.

- Norm Welsh completed a Certificate III in Automotive Mechanical Technology – Heavy Vehicle Road Transport.
- Clinton Murray completed a Certificate III in Automotive Electrical Technology.

Realistic Training Solutions will be visiting Burketown week beginning 24 February 2014 to discuss Plant Operator training as well as Certificate 3 in Civil Construction and Certificate 4 in Civil Supervision.

- Significant funding is available to Local Governments for this training and for these training packages.

LGAQ Refresher Course for Councillors postponed due to weather.

Office Admin staff will be completing website-related training in mid-February.

Depot Administrators to attend RMPC training session in Cloncurry in late February.

3. HR

Joint Consultative Committee meetings in 2014:

JCC meetings will be held quarterly in 2014. The first meeting is scheduled for March 2014.

New positions

- Works Manager: Chris Rohan has commenced in this position
- Finance (grad): Simba Chimpaka has commenced in this position
- WHSA: offer made to applicant
- Technical Administration Officer: commences week beginning 17.02.2014.
- Parks & Gardens: commences week beginning 17.02.2014.
- Roads Crew, Plant Operator: commences beginning 17.02.2014.
- Roads Crew, Road Train Driver: applications close on 14 February 2014.

4. WORKPLACE HEALTH & SAFETY

Refer to RWHSO report

See Attachment B

5. ROADS

Royalties for Regions

Application submitted. Letters of Support for the application were gratefully received from:

- MMG: special thanks to Mark Adams, Julie Hilder, Chris Potter and Jillian D'Urso
- DTMR: special thanks to Peter Trim
- Carpentaria Shire Council: special thanks to Bob Owen
- Forshaw's Contracting: special thanks to Ian and Tracy Forshaw
- Adels Grove: special thanks to Michelle Low Mow
- North West Queensland Regional Road and Transport Group: special thanks to Gerard Read and Councillor John Wharton
- Robbie Katter: special thanks to Robbie for previous Letter of Support

MMG Karumba Lead Haulages

- Meeting to be organized to discuss 2014 haulage arrangements.

6. NATIVE TITLE AND CULTURAL HERITAGE

Land Valuations

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

7. STAKEHOLDER ENGAGEMENT

MMG:

- Discussions with Julie Hilder (Manager Commercial) and Chris Potter (Site Services Superintendent) in relation to Royalties for the Regions funding application.
- Discussions with Matt Lord (Closure Planning Superintendent) in relation to current rehabilitation practices at Century Mine. It may be possible to arrange for Matt Lord to present some of the practices/projects MMG are undertaking in this area to Burke Shire residents.
- Discussions with John Milsom (Environment Manager) in relation to waste management issues.
- Discussions with Ross Byers and Eddie Connor in relation to lead haulage arrangements for 2014.

Ergon:

- Discussions with Daniel Warne (Asset Engineer). Ergon will be adding new switching points to the Escott line in the next 6 months, which will allow supply to be maintained to the Water Treatment plant in the event of a downstream line fault.

EHP:

- EHP representatives presented to Burke Shire residents on EHP's role in setting and monitoring the conditions attached to gas exploration permits.

NPC:

- Discussions in relation to waste management solutions to issues facing Doomadgee and Burke Shire Councils

8. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Community Hub – Project Milestones



Attachment A -
Burke Shire Communit



2. Work Health and Safety – Incidents and Injuries – Reports and Data

Work Health and
Safety - Incidents and

Deputy CEO Reports

07.05.02 Operational Plan - Quarterly Update - January 2014

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Philip Keirle; Deputy CEO
FILE NO:	BCS/CM/Plan/OP
DATE:	13.02.2014
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

1. PURPOSE (Executive Summary)

This quarterly report provides a written assessment of Council's progress toward implementing the annual operational plan is presented pursuant to Division 4, s174(3) of the Local Government Regulation 2012.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council receives quarterly updates on the Operational Plan.

3. PROPOSAL

That Council makes use of these reports to:

- a) Continue identifying areas of particular strategic/operational interest and concern; and
- b) Use these reports as a means of mapping progress toward implementing the annual operational plan and broader Corporate Plan.

4. FINANCIAL & RESOURCE IMPLICATIONS

Contingent on progress update and organizational needs arising from Report.

5. POLICY & LEGAL IMPLICATIONS

Local Government Regulation 2012: requirements to develop and report on Operational Plans and to align these plans with Council's Corporate Plan and Council's budget.

6. CRITICAL DATES & IMPLEMENTATION

Reporting period: November 2013 – January 2014

7. CONSULTATION

Internal consultation with the CEO, CFO and Executive Officer.

8. CONCLUSION

Council is tracking well against the majority of items contained in the Operational Plan. Areas of interest and areas of concern are identified in Attachment 1.

9. OFFICER'S RECOMMENDATION

That Council notes the contents of this Report and the contents and commentary contained in Attachment 1.

ATTACHMENTS



140212 - 2013-2014
Operational Plan - Jar

1. Operational Plan 2013-2014 – 2nd Quarter Update -

08 Chief Executive Officer Reports

08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Monthly Update Report
08.01.02 Appointment of Acting Chief Executive Officer
08.01.03 Major Review of Burke Shire Planning Scheme
08.01.04 Savannah Way Ltd – Platinum Membership

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: 11th February, 2014

1. COUNCILLOR ATTENDANCE CONFERENCES & TRAINING
19th February, 2014 Corporate Plan Workshop Council Meeting Room
25th February, 2014 GSD Meeting Normanton – Mayor, Dep Mayor, CEO
5th March 2014 NMWRRG and NWQROC – McKinlay Shire – Mayor, Dep Mayor, CEO
13th March, 2014 Elected members Update Normanton - Councillors

2. CURRENT TENDERS

3. OTHER RELEVANT INFORMATION

Town Entrances Signage

Signs for Burketown arrived, posts installed – awaiting end of wet season to install
Signs for Gregory nearly completed
Copyright query – will respond to at the meeting.

Retransmission of Digital Television

Television working well except in rainy conditions.
ABC Radio causing issues – new transmitters to be sent by N-Comm.

Extension of Gregory Water Treatment Plant

DNR&M awaiting valuation of extension area for lease determination.

Road Opening Wills Road MR78A to Gregory River

DNR&M following up with MH Lodewyk in an attempt to locate the Survey plan that was allegedly prepared some years ago but never registered.

White Paper Joint Select Committee Developing Northern Australia

Submission forwarded to Joint Select Committee and GSD Limited

Activation NDRRA Fletcher and Ex Fletcher

Council has been advised that funding under NDRRA for Counter Disaster Operations and Restoration of Essential Public Assets was activated on 7th February, 2014 for the period commencing 2nd February, 2014.

Counter Disaster Operations – Evacuation of 2 adults and 2 children from Bowthorn and 2 adults from Kingfisher Camp – accommodation Savannah Lodge and resupply of food.

Local Disaster Management Group

The LDMG met on Monday, 3rd February, 2014 to ensure readiness for approaching Cyclone Fletcher. All parties believed they were prepared for any event. Appropriate notices were forwarded through public notices.

Toilet/Shower Amenities Block Gregory

Discussions with Mr Peter Trim regarding TMR's contribution. Obtaining quotations and will be presented to Council when to hand.

Annual Report 2012/2013

Awaiting completion of Audit. I am hopeful that this will be reported to the March Meeting.

Burketown Rubbish Tip

Concern has been expressed at the operation of the tip and various solutions put forward. This matter is raised to allow for discussion and direction from Council.

Resupply Friday, 14th February, 2014

Resupplies to Burketown Convenience Store and Nowlands occurred on 14th February 2014 due to the road closures at Beames Brook.

4. OFFICER'S RECOMMENDATION

That council notes the contents of the Chief Executive Officer February, 2014 Monthly Update Report.

ATTACHMENTS

Nil

Chief Executive Officer Reports

08.01.02 Appointment of Acting Chief Executive Officer

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	John Page, Chief Executive Officer
FILE NO:	BCS/P/A/D
DATE:	5 th February, 2014
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE (Executive Summary)

To advise Council that the Mayor has approved Leave for me from and including Friday, 21st March, 2014 to Monday, 7th April, 2014 and seek Council's appointment of Mr Philip Keirle as Acting Chief Executive Officer during that period.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Act requires Council to appoint an Acting CEO during periods of absence of the Chief executive officer.

3. PROPOSAL

The proposal is for Council to appoint Mr Philip Keirle as Acting CEO during the period 21st March to 7th April, 2014

4. FINANCIAL & RESOURCE IMPLICATIONS

Administration

5. POLICY & LEGAL IMPLICATIONS

Local Government Act 2009

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

Mayor, DCEO

8. CONCLUSION

NA

9. OFFICER'S RECOMMENDATION

That Council appoint Mr Philip Keirle as Acting Chief Executive Officer during the period 21st March, 2014 to 7th April incl.

ATTACHMENTS

Nil

Chief Executive Officer Reports

08.01.03 Major Review of Burke Shire Planning Scheme

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	John Page, Chief Executive Officer
FILE NO:	BCS/LUP/PS
DATE:	5 th February, 2014
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE (Executive Summary)

To present to Council a report from Council's Consultant Town Planner Ms Liz Taylor detailing the process for a major review of the Town Planning Scheme and seeking Council's direction to undertake a major review, seeking Expressions of Interest as well as appointing Ms Taylor as Project Manager for this process.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Burke Shire Council's Town Planning Scheme was adopted in 2003 and due for a major review within 10 years after the Planning Scheme was originally adopted.

3. PROPOSAL

The proposal is twofold, firstly for Council to resolve to undertake a major review of the Planning Scheme in accordance with the requirements of the Sustainable Planning Act 2009 (SPA) and the Queensland Planning Provisions and expressions of interest be sought from suitably qualified consultants to undertake the preparation of the Planning Scheme in consultation with Council's consultant planner in accordance with the requirements of SPA and the Tender Document and secondly appoint Ms Liz Taylor as Project Manager for the review process.

4. FINANCIAL & RESOURCE IMPLICATIONS

Provision will need to be made in the 2014/2015 budget

5. POLICY & LEGAL IMPLICATIONS

Sustainable Planning Act 2009

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

8. CONCLUSION

I believe that the process suggested by Council's Consultant Town Planner is the best way forward.

9. OFFICER'S RECOMMENDATION

Council resolve

- (a) To undertake a major review of the Planning Scheme in accordance with the requirements of the Sustainable Planning Act 2009 (SPA) and the Queensland Planning Provisions and expressions of interest be sought from suitably qualified consultants to undertake the preparation of the Planning Scheme in consultation with Council's consultant planner in accordance with the requirements of SPA and the Tender Document;
- (b) Appoint Ms Liz Taylor as Project Manager for the review process.

ATTACHMENTS

1. Report from Liz Taylor -



2014 02 05 Draft
Report to Council.pdf



2. Draft tender Documents from Liz Taylor -

2014 01 31 Draft
Tender Document.doc

Chief Executive Officer Reports

08.01.04 Savannah Way Ltd – Platinum Membership

DEPARTMENT: Office of the Chief Executive Officer
RESPONSIBLE OFFICER: John Page, Chief Executive Officer
FILE NO: BSD/ED/A/SWL
DATE: 10th February, 2014
LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To submit to Council a request from Savannah Way Limited or Council to consider becoming a Platinum member of Savannah Way Limited.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council in the past has been a Gold member at \$990 (incl gst) however has not renewed the membership for this year.

3. PROPOSAL

The proposal is for Council to consider becoming a Platinum Member at a cost of \$10,000 excl gst with support from various businesses.

4. FINANCIAL & RESOURCE IMPLICATIONS

Area Promotion budget \$10,000

5. POLICY & LEGAL IMPLICATIONS

NA

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

Savannah Way Ltd
Savannah Lodge
Burketown Hotel

8. CONCLUSION

I believe that Council and indeed the Shire could benefit from the membership of Savannah Way Limited.

9. OFFICER'S RECOMMENDATION

That Council become a Platinum Member of Savannah Way Limited with industry support.

ATTACHMENTS

1. Savannah Way Limited membership benefits

09 Late Item Reports

Late Item Reports

09.01 14-03 Quotation for RAV 4

Late Item Reports

09.01 14-03 Quotation for RAV 4

DEPARTMENT: Workshop and Fleet Services
 RESPONSIBLE OFFICER: Brett Harris; Work Fleet Manager
 FILE NO: BCS/TAQ/2014/14-03
 DATE: 18th February 2014
 LINK TO COUNCIL PLAN/S: 2013/2014 Budget

1. PURPOSE (Executive Summary)

To determine the best option to purchase new council vehicle for the CFO

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

New fleet item

3. PROPOSAL

To purchase a RAV 4 for the CFO, this can also be utilized by the Councils office staff

4. FINANCIAL & RESOURCE IMPLICATIONS

Extras to budget 2013/2014

5. POLICY & LEGAL IMPLICATIONS

Tenders sought through Local Buy and one emailed from Trinity Honda- not conforming to Local buy rules

6. CRITICAL DATES & IMPLEMENTATION

Purchase to comply with employee contract

7. CONSULTATION

Council, CFO

8. CONCLUSION

Six quotes have been sourced as follows:-

	RAV 4 GX	RAV 4 GXL	Delivery
1. Southside Toyota	\$33,791.00		28 days?
2. Torque Toyota	\$34,636.45		42 days
3. Pacific Toyota	\$34,842.90		42 days
4. Pacific Toyota		\$37,658.90	14 days
5. Central Highlands Toyota	\$39,900.00		Not stated
6. Trinity Honda CRV	\$34,993.00		Immediate?

Workshop and Fleet Manager recommends that the RAV 4 GX be purchased from Pacific Toyota for \$34,842.90 inclusive of GST to keep our vehicle fleet uniform and a favourable history with Pacific Toyota.

9. OFFICER'S RECOMMENDATION

That Council:-

1. That Council Purchase the RAV 4 GX from Pacific Toyota for \$34,842.90 inclusive of GST.

ATTACHMENTS



RAV 4 quotes.tif

1. Quotation



**Tender Summary
office vehicle.xlsx**

2. Summary

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 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 - Confidentiality Status of ILUA 'in principle negotiated agreement'
- 14.02 Closed Session – Donation Request
- 14.03 Closed Session – Function Centre Review
- 14.04 Closed Session – Half Yearly Budget Update
- 14.05 Closed Session - Morning Glory Festival

15 Deputations and presentation scheduled for meeting

- 15.01 Rod and Michelle Low Mow – Adels Grove
- 15.02 Alan Morton – Morton Consulting
- 15.03 Michael Faulkner - Richardson's Building Services
- 15.04 Sergeant Oliver Laurence – Burketown Police

16 Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 20th March 2014.