



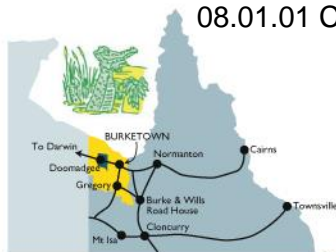
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*Agenda and Business Papers*  
*Burke Shire Council Ordinary General Meeting*  
*Friday 23<sup>rd</sup> May 2014*  
*9.00am Council Chambers*

9.00 am	Opening of meeting
10.00 am to 10.30 am	Wiles Road Services
10.30 am to 11.00 am	Morning Tea
12.30 pm to 1.30 pm	Lunch with HACC at the HACC Hall

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## 01 Opening of Meeting

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

## 02 Record of Attendance

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

## 03 Prayer

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Led by Cr Tracy Forshaw

## 04 Consideration of applications for leave of absence

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None received at close of agenda.

## 05 Confirmation of minutes of previous meeting(s)

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### 05.01 General Meeting 17 April 2014 and Special Meeting 9 May 2014

#### Recommendation

That the Minutes of the General Meeting of Council held on Thursday 17 April 2014 and the Minutes of the Special Meeting of Council held on Friday 9 May 2014 as presented be confirmed by Council.



140417 Confirmed  
Minutes.pdf



140509 Confirmed  
Minutes - Special Mee

## 06 Condolences

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None received at close of agenda.

## 07 Deputy CEO Reports

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07.01.01 Works and Services Monthly Update Report  
07.02.01 Workshop and Fleet Report  
07.02.02 14-08 Rubbish Truck Tender  
07.03.01 Executive Officer Monthly Report  
07.04.01 Finance Monthly Update Report – for the month of April

## Works and Services Reports

### 07.01.01 Works and Services Monthly Update Report

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DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Works Manager
FILE NO:	BCS/G/CM/R/WM
DATE:	13 <sup>th</sup> May 2014
LINK TO COUNCIL PLAN/S:	Works Program

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#### 1. WORKS MANAGER

##### General

Works completed or commenced over the last month include (up to 13<sup>th</sup> May 2014):

- Completion of open grade on the NUGGABURRA RD.
- Commencement of road verge slashing on the DOOMADGEE EAST ROAD. Slashing on 78A has been completed.
- Completed QRA road damage assessment. This has seen the involvement from QRA assessor, engineering consultant (Keith Luckhurst – GBA) and BSC Works Staff. John Tuxworth has visited the Burke Shire to check on the completion status of 2012 flood damage works. Outstanding works include:
  - Re-sheet sections on the NUGGABURRA RD,
  - Re-sheet sections on the MELLISH PK access,
  - Formation grade of shoulders on the FLORAVILLE RD, and
  - Re-sheet sections on the BOWTHORN RD.
    - These works will be split between contractors and day labour to complete works prior to the end of the current financial year.
- Commenced RMPC heavy formation grade and re-sheet on 6801 (CAMOOWEAL RD).
- Works awarded for:
  - Culvert wingwalls (FORSHAW Contracting),
  - Removal of Stumps at GREGORY School (FORSHAW Contracting), and,
  - Pest Weed Spraying (CLC).
- Entry Statement signs for GREGORY were erected.

##### RMPC

The Roads Maintenance Performance Contract is now into the final quarter for the current financial year. Outstanding works include the commencement and completion of wingwalls on culverts along the WILLS DEVELOPMENTAL ROAD (this work will be completed by FORSHAW CONTRACTING). Open grade, formation grade and re-sheet works are underway on the CAMOOWEAL RD. Verge slashing has been completed on the BURKETOWN to GREGORY RD and commenced on the DOOMADGEE EAST RD.

##### TIDS – TRANSPORT INFRASTRUCTURE DEVELOPMENT SCHEME

There is approximately 75-80k of outstanding seal works owing to DOOMADGEE ABORIGINAL SHIRE COUNCIL for the current financial year. Commencement date for these works (pending completion of CAMOOWEAL re-sheet) is the 10<sup>th</sup> of June. I have conducted a site visit (3<sup>rd</sup> April) for the works and expect to complete on 13<sup>th</sup> of June.

An EOI for the re-seal of roads in DOOMADGEE has been released with an expected completion date in mid-June.

## 2. RANGER/ WORKPLACE HEALTH AND SAFETY

### Inductions

16th April – Melissa Laurence – Admin – Main office.

### Incidents reported for this period – 1 - 6 Year to date

- 10.04.2014 David Marshall – Community Hub Works – Whilst tipping dirt with skid steer into truck tray, the skid steer loader has become unstable and tilted forward onto bucket, no injuries, the operator has lowered bucket till machine has righted itself exited machine and checked for damage. Found no damage to machine and has continued to work.
- 30.04.2014 Damian Cooling – Boundary Pit 6801 Gregory/Camooweal Road – Unloading excavator at worksite, excavator bucked was coming near the unloading ramp, dismounted excavator to check that hydraulic hose would not be damaged by the bucket against the ramp, operator stepped into gap where ramp had been widened to accommodate the width of the excavator tracks.

### General

- Traffic counters installed in the following places :-
  - Floraville road,
  - Camooweal road after hay farm,
  - Before Century mine,
  - After Century mine, and
  - Units haven't been unloaded this period.
- Maintaining register of employee licences and tickets, Incident reports etc.
- Email from Aviation ID confirming Jarrod Campbell has been successful in his application for an ASIC card.

### Workers Compensation

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

### Litter Management

- 2 bins still out at local accessible fishing locations
- Dumping Points x 7 had been excavated in time for Easter weekend, locations GPS'd
- 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

5 Bins in the area

Bream hole (Nicholson river)

1 Bin – Bin was returned to area whilst I was away – now can't be accessed

River Road

1 Bin at the bottle heap – dumping point for rubbish at the access to the area

Beamesbrook Xing

1 Bin being utilised

Gregory Xing

2 Bins being utilised

Around town Conduct a daily early morning 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. 7 dead wallabies removed from town roads during this period.

#### Animal Control

- Disposed of 1 dog.
- First round of Shires 1080 baiting campaign finalised – to commence Monday 26th May, no meat injection will occur in town due to previous incidents of dogs getting baits in town.
- Mosquito fogging continued up till Easter weekend, mosquito numbers have since dropped off.

#### Weed Control

- Chemical shed poisons audit.
- 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.
- Quotation received for bulk chemical in case council goes ahead with using contractors to spray selected areas for weeds.
- Sprayed depot yard fence lines to save on whipper snipping.
- Weed sprayed rodeo grounds, fence lines, water points around buildings and tree bases to cut back on the amount of time spent whipper snipping.
- Graslan Prickly acacia adjacent to and on road reserve on the Floraville road.
- Sprayed weed "Senna alata" known as candle bush ground around the dump area also treated large infestation near west end of Sloman Street.
- Airport runway edges, lights, gables, windsocks and weather station area sprayed – rain gauge was completed obscured by grass which would be giving dubious readings.

#### Complaints

- Complaint from Caravan Park – dogs entering park and knocking over bins overnight. Installed a dog trap late each evening and collect first up in the morning – continued for 1.5 weeks – no dogs caught, and no reports of dogs in the park during this period by Jake.

#### General

- Servicing Skytrans RPT flights and daily airport checks whilst Bob Marshall on leave
- Friday 11th April Skytrans RPT broke down, had to fly a replacement aircraft in PM that night, faulty aircraft was finally repaired and departed Sunday 13th April.
- Monthly 1080 stock control sheet & Indemnity Forms to DNR Normanton.
- Updating cemetery register and computerising surveyed graves and water reticulation system for the cemetery – getting Bob to check unknown / unmarked graves.
- Cleaned up campers rubbish at Escott causeway.

### 3. PARKS AND GARDEN

- Would like to thank Kristy for stepping up to Acting Supervisor and doing a great job while I was on leave.
- Slowly returning to the works program now that the wet season has gone.
- Parks and Gardens spent a lot of time and effort with the ANZAC day preparations and did a fantastic job.
- Paddles and Saddles in Gregory saw Parks and Gardens staff assisting Gregory Staff over the weekend. Reports on the performance of P&G staff have been very positive.

### 4. BUILDING MAINTENANCE

Inspection has been sought from local builders to assess and compile scope of works for Council House Five. These requests are being compiled as part of a larger scope of works to address the outstanding backlog of maintenance requests across council properties.



5. UTILITIES SERVICES MANAGER

Water Treatment Plant

Burketown

- Due to the rain period over the month of APRIL 2014 we have used less water:
- WTP TOTAL: 11,898 KL at an average of 396.6 kl per day. Full information on the APRIL 2014 meter readings.
- Compared to the last 2 years the water usage has dropped by approximately 7,000 kl which has been influenced by rain and the introduction of water rate charges. April 2013: 19, 523 kl used April 2011: 19,266 kl used.
- We have had no major issues as of yet with breakdowns with in the Water Reticulation System. We managed to fix all the small leaks around town which has increased the pressure in the water mains, thus requiring us to decrease the mains pressure from 60 psi at the WTP to 50 psi. This reduction was due to the pressure rise in the mains by having all the repairs made.
- UPGRADES to the WTP will be taking place from the 13th –23rd of May with the first week being the Meter Calibrations and then the installation of the New Chlorine System.
- We have been busy preparing the site for the new system by removing the Alum Batching System and pumps for easier access to where we will be installing the new system. Clemments Electrical has to disconnect and move a few power points so that we can still use the current dosing system till work is completed on new system.
- The only problem we have had along the way is the rain which has stopped us using plant to access the items and removal of items to and from the covered area and WTP shed. Hope fully we can repair this area before next rain season.

Gregory

- Water leaks at BIDDUNGU have seen excessive water use within the reserve. The CEO has addressed these issues with Edwin Jacobs and a plumber has been engaged to assist. Water restrictions have been put in place to help alleviate water supply issues until the plumbing issues at BIDDUNGU have been resolved.

Sewer / Sewer Treatment Plant

- We have issued an order for purchase of the new rotor B and the service and installation of rotor B to WRG. This should be completed over the next few months.
- We will be doing our second testing of the sewerage this month. Although April samples have passed we have had a spike in faecal coliforms that will be retested on the 13<sup>th</sup> of May.

Wash Down Bay

- Over the past couple of weeks I had been asked about the wash down bay and how we can solve this issue. I have given my report to the Works Manager /Exeng. The Works Manager and Exeng have been chasing up different types and styles of wash down system and prices.

Aquatic Centre

- New furniture is being investigated for the aquatic centre.
- Shade sails have arrived and are waiting to be installed.
- Pool A has a broken part that has now been ordered and should be this week. We have been looking at way to improve the seating at the pools. The options are recycled plastic, concrete and aluminium benches. The metal supports for existing benches currently rusting due to saltwater so we are looking at different products which will work in this environment.

Nicholson Pumping Station

- ABB technicians will calibrate all measuring devices week beginning 12<sup>th</sup> May
- Routine checks on a weekly basis.
- Standby GenSet checked and run during visit.
- Switchboard – okay.
- Pumpwell and enclosure – okay.
- Shed and compound – okay.
- Submersible pumps – operational.
- Old Jetty needs to be cordoned off from public access.

#### Water Reticulation

- Valve and hydrant maintenance ongoing.
- Water meter replacement – town area completed.
- Water supply rising main – water meter has to be replaced and installation of new connection.
- Water meter readings now being conducted monthly.
- Flushing of water mains – carried out regularly or as needed / requested.
- Water samples – sent out to the laboratory service in Cairns for testing and reports on a monthly basis.
- All leaking services are being attended to in an urgent manner.
- Monitoring of all services are done on a daily basis.
- The pipe line to the community hub has been installed.

#### Water Supply Rising Main

- Grading access road at this point in time may be still wet in places.
- Check water meters along the pipeline.
- Devegetate easement along the pipeline.

#### Burketown Aerodrome

- Routine checks prior to RPT's Skytrans.
- Weekly checks – perimeter fence.
- Aerodrome log reporting on days of RPT's flight as per log book.
- Mowing around lights and gables – ongoing.
- Slashing of strip continuation – area now drying out. Will program for the following week
- Building all okay – cleaning and mowing ongoing.
- A NOTAM is current for the airstrip pending the repair of the PAL system.
- Work still required on side of strip – pothole patching.
- Both windsocks have been replaced

#### Gregory Airstrip

- Airstrip solar lighting batteries are ordered and will be replaced this week.

#### Burketown Cemetery

- Mowing and slashing of the area is continuing on a weekly basis.
- Some shrubs and trees have been planted; still require more to complete the task.
- A4 burial register has been attached to the notice board at the gazebo.
- Grave markers and plaques still in the program.
- Fencing – okay.
- Work is required on the drip line watering system.

#### Gregory Cemetery

- Nothing to report.

#### 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.
- Identify unmarked graves
- Trees and shrubs planting, suitable type

#### 6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS – Nil

## Workshop and Fleet Reports

## 07.02.01 Workshop and Fleet Report

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DEPARTMENT:	Work Shop and Fleet
RESPONSIBLE OFFICER:	Brett Harris Work Shop and Fleet Manager
FILE NO:	BCS/G/CM/R/WM
DATE:	13 <sup>th</sup> May 2014
LINK TO COUNCIL PLAN/S:	Works Program

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

<i>Plant Item</i>	<i>Works Carried Out</i>
⇒ Plant #22 Multi pak roller	⇒ A/C and check over
⇒ Plant #407 Sweeper	⇒ Replace broom
⇒ Plant #426 Low loader	⇒ Tyres
⇒ Plant #427 Side tipper	⇒ Bearings, brakes, lights and check over
⇒ Plant #428 Side tipper	⇒ Bearings, brakes, lights and check over
⇒ Plant #429 Dolly	⇒ Bearings, brakes, lights and check over
⇒ Plant #441 Water tank	⇒ Patch rust holes
⇒ Plant #470 Loader	⇒ Batteries
⇒ Plant #486 Side tipper	⇒ Bearings, brakes, lights and check over
⇒ Plant #487 Dolly	⇒ Bearings, brakes, lights and check over
⇒ Plant #488 Job truck	⇒ PTO again
⇒ Plant #522 140M Grader	⇒ 3250 hr service
⇒ Plant #524 Hilux	⇒ 45K service
⇒ Plant #529 Ride on mower	⇒ 1,000 hr service and seat belt
⇒ Plant #533 Ride on mower	⇒ Brake switch, spindles, idler wheel bearings, belt
⇒ Plant #534 Landcruiser (Gregory)	⇒ 50K service
⇒ Plant #536 Landcruiser	⇒ 65 K service
⇒ Plant #538 Job truck	⇒ 30K service
⇒ Plant #541 HACC Bus	⇒ 20K service
⇒ Plant #549 RAV4	⇒ Gone on truck
⇒ Plant #561 Landcruiser dual cab	⇒ 50K service

Extras by workshop staff:-

Banner poles, Wharf lights, Town signs, Data signs, JJJ, Grid repairs

Vehicles due for replacement:-

#535 Landcruiser (works Manager) 80,990 kms. Chris has indicated he would like a Hilux.

2. TENDER UPDATE

Budgeted

- New rubbish truck with compactor- tender report in.

3. OFFICER'S RECOMMENDATION

Council notes the contents of the Work Shop and Fleet Manager's May 2014 report.

ATTACHMENTS - Nil

## Workshop and Fleet Reports

### 07.02.02 14-08 Rubbish Truck Tender

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DEPARTMENT: Works & Services

RESPONSIBLE OFFICER: Brett Harris; Workshop and Fleet Manager

FILE NO: InfoXpert File Number

DATE: 13 May 2014

LINK TO COUNCIL PLAN/S: Asset Management Plan

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1. PURPOSE (Executive Summary)

To award the tender 14-08 Job Truck with Hooklift and Rubbish Compactor. There were three suppliers offering six responses with options to this tender which are listed below.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Tender 14-08 is in accordance with Council's plant upgrade/replacement practices.

3. PROPOSAL

That a decision be made to grant purchase of vehicle to either supplier as per attached summary.

4. FINANCIAL & RESOURCE IMPLICATIONS

In the 2013/14 plant replacement budget, \$160,000.00 was allocated to this purchase.

5. POLICY & LEGAL IMPLICATIONS

Tendered through LocalBuy conforming to Council's Procurement Policy;  
L/H bin lift to comply with road laws.

6. CONSULTATION

24 suppliers were invited to tender through vendor panel with three responses.

7. OFFICER'S RECOMMENDATION

That the NPR400 Isuzu truck with automatic gearbox, TAM hook lift and Russ minipactor with L/H bin lift be purchased from Tony Ireland Isuzu with the optional kerbside bin lift for \$222,908.78.

### ATTACHMENTS



14-08 Rubbish Truck  
Summary.xlsx

1. Rubbish Truck Summary -

## Executive Officer Reports

### 07.03.01 Executive Officer Monthly Report

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DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Frederick Aquilin, Deputy CEO

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

DATE: Wednesday 14<sup>th</sup> May 2014

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

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#### 1. EVENTS

##### 2014 Anzac Day

Anzac Day was completed successfully. Great attendance at both services.

##### 2014 Order of the Outback Ball

Ball meeting was held on Sunday 11<sup>th</sup> May 2014. The Advisory Group has made some firm decisions, updates will be sent out shortly to the Councillors and Management Group.

##### Newsletter

Deadline for newsletter submissions is COB Friday 16<sup>th</sup> May 2014 to Madison Marshall. The newsletter will be released at the end of May.

##### MMG Briefing

MMG will arrive on Monday 19<sup>th</sup> May 2014 for a community briefing between 6pm and 7.30pm. Venue to be listed on the impending notice.

#### 2. LIBRARY

This month the team has focused on the library exchange (book exchange between BSC and the State Library) which has now been completed.

#### 3. ACCOMMODATION

Housing allocations will be dealt with in a closed session report submitted by the CEO.

Council currently has ten people on their waiting list looking for accommodation, six of these are Council staff and four are members of the public. Council currently has two houses vacant (House 5, on Musgrave Street and House 12, on Anthony Street). House five has not yet been release for tenancy. There are three Council units vacant (Unit 1 – 171 Musgrave, Unit 6 – 172 Musgrave and Unit 7 – 172 Musgrave).

##### Council Staff Applications

House Applications	3
Unit Applications	3

##### General Public

House Applications	3
Unit Applications	3

4. RADF

The RADF Funding application for 2014-15 has been submitted.

5. PROMOTION

Website – Social Media Training will be held in Gregory on Wednesday 21<sup>st</sup> May 2014. Council has been increasing Facebook posts throughout the month.

6. DEVELOPMENT APPLICATIONS

The Old Burketown Hospital has been demolished.

Full list of Development Applications attached, no new applications received over the last month.

7. ENVIRONMENTAL HEALTH SERVICES

Environmental Health Officer, Noel Milner will be in Burketown from 10<sup>th</sup> June 2014 – 14<sup>th</sup> June 2014 to complete inspections of Food Businesses.

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 is still travelling to Gregory every second Thursday where the clients are enjoying their meetings and activities.
- A few HACC visitor's travelling through from interstate have visited HACC and it was interesting to hear what they are doing in their respective units.
- The clients have been into new crafts with mosaic tiled blackboards being their latest venture. Over two sessions they produced some wonderful work.
- The clients are all excited at the prospect of doing some woodwork, especially the men. Their workbench was assembled with much enthusiasm and seeing them hanging all the tools in their respective places was fun to watch. The ladies are keen to try their hand as well so it looks promising for all.
- The HACC gardens outside the Hall have been replenished and now have a few vegetables and herbs growing amongst the flowers.
- The HACC officer will be taking the HACC bus down to Gregory for the May Day Races on Saturday, May 3<sup>rd</sup>. The clients are looking forward to a day out so that they can dress up and meet with the Gregory clients for a fun day.
- Although none of the clients attended the Anzac Day Service, a wreath was laid on behalf of the HACC clients.
- On Sunday 11<sup>th</sup> May HACC went to Adel's Grove on a fishing trip and staying overnight - returning on Monday
- On Wednesday, 21<sup>st</sup> of May HACC will visit Kindy join them in activities and morning tea to celebrate "Under 8s Week".

Ongoing visits from Health Agencies:

- Disability /Advocacy: Tuesday, 29<sup>th</sup> April
- Medicare Local: Friday, 9<sup>th</sup> May  
Tuesday, 20<sup>th</sup> May

In compliance with the changes made recently to the Australian Privacy Principles (APP):- our Policies in force comply and cover all the requirements in regard to aspects of assessment and the privacy of personal information of our clients.

9. INFORMATION TECHNOLOGY

Civica – Updated timeframe will be presented to Council. Data is still being copied ready for the testing phase.

Recordkeeping – New processes are working well, catchup has been broken up into stages to spread the load out over the next few months. CorpMem will be visiting in June to start the disposal processes for the archive room.

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



Yearly Register.xls

1. Development Applications Status -

## Deputy CEO Reports

### 07.04.01 Finance Monthly Update Report – for the month of April

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DEPARTMENT: Finance Department

RESPONSIBLE OFFICER: Frederick Aquilin – Deputy Chief Executive Officer

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

DATE: 14<sup>th</sup> of May, 2014

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#### 1. STATEMENT OF COMPREHENSIVE INCOME

*Supporting documentation: Revenue and Expenditure Report*

Summary – The operating position as at the end of April was a surplus of \$2,386,250 (the budgeted surplus for the year being \$2,339,570). For the month of March a surplus of \$3,341,901 was achieved.

Revenue – Small, standard increases in revenue occurred throughout the month in the areas of 'rental income' (\$9,520), 'interest received' (\$8,156), and 'grants' (\$7,340). Significant revenue from 2013 flood damage is expected during late May/ early June (program close off payment), and an R2R payment of \$323,000 is also expected. The final 2013-14 Financial Assistance Grant worth \$282,456.20 will be received and also an estimated \$1.6m in 2014-15 "early pay" grants from the same source.

Expenses – 'Employee benefits' expenses paid during the month was \$260,750, (\$400,560 during March), the increase reflecting standard payroll payments (the out-of-town road crew rosters had not fully started during the month). 'Materials and services' increased by a mere \$162,476 during the month as road building activity had not started due to the slightly late/ prolonged wet season.

#### 2. STATEMENT OF FINANCIAL POSITION

Summary – Overall, the BSC asset base was \$110,631,756 as at the end of April, which reflects a decrease of \$1,060,841 from the March figures, which reflect a reduction in cash due to normal payments and the reduction in Property Plant & Equipment (PPE) due to the update of the asset register ahead of the EOFY. In March the asset base came in at \$111,692,597.

Current Assets – 'Cash' decreased by \$501,773 for the month due to normal payments of salaries and materials. 'Inventories' decreased by \$81,686 as very little was purchased during the month. 'Trade and other receivables' decreased by \$47,880 during the months as more debtors' invoices – owing to the BSC – were paid than were issued.

Non-Current Assets – 'Capital works in progress' increased by \$669,167 during the month, mainly stemming from the payment of invoices relating to the community hub and the new water treatment plant system. Works was performed to update the asset register and to balance this to the general ledger causing 'Property, plant and equipment' to decrease by \$314,664.

Current Liabilities – Progressing close to trend.

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 – 'Payments to suppliers and employees' of \$535,415 were made during the month which mainly reflected standard payments of invoices and salaries. 'Receipts from customers' increased by \$73,968



during the month mainly due to debtor invoices stemming from private works. As expressed above, standard increases in 'interest received', 'rental income' and 'grants' also contributed to this result.

Summary – In total the BSC net cash at hand was \$18,510,300 as at the end of the period (\$19,012,073 during March) representing a decrease of \$501,773 since last month).

#### 4. NOTES TO COUNCIL – EVENTS WITHIN THE FINANCE DEPARTMENT

QRA – ¾ of a billion project: All available information has been supplied for this audit. The Deputy CEO has heard nothing back either from the QRA or from the QAO (who took over the audit once the data was collected by QRA). It was previously stated that the QRA or the QAO would get back to Council if more information was needed.

The 2012-13 Financial Statement Audit: As briefly stated last month, the outstanding matter for this audit now relates to asset valuations (and hence also depreciation levels as these are determined during the asset revaluation process). As asset condition assessment reports were not available for BSC assets in June-July-August of 2013 and a formal revaluation was not conducted during 2012-13, the QAO has requested details from our current 2013-14 asset revaluation to substantiate the 2012-13 figures by inference. This information has been provided to the QAO. The Deputy CEO is waiting to hear back from the QAO regarding their determination of the applicability of the current data to the 2012-13 financial year.

Background: the BSC conducted a full scale asset revaluation in 2009-10, which should have taken us through to the end of 2014-15 (as Council valuations are valid for 5 years). For the 2012-13 financial audit the auditors – while not formally requesting a revaluation – requested various information that when taken together, would only become available when conducting a formal revaluation.

Public liability insurance: Public liability insurance policies are set to increase substantially next financial year. To avoid large increases the BSC agreed to participate in a 'public liability insurance audit'. Within this audit various requirements are itemized which will lower our premiums, such as having:

- A Complaint Handling System
- A Service Request Procedure
- A Checklist for staff receiving a complaint
- A registry listing all our foot paths
- A "Formal written intervention protocol" – a document detailing when roads/ footpaths should be replaced.
- Details of foot path inspections (inspection reports)

The DCEO is currently in discussions with Jardine Lloyd Thompson (LGM Queensland Public Liability Insurance provider) to ascertain records keeping requirements. The DCEO is of the opinion that we meet all the requirements of the audit, but that we may need to formalise our record keeping and/or policies in some instances to avoid insurance increases.

Roads to recovery – good short term progress and more medium term administrative work:

The R2R Annual Reports submitted to the QAO has been finalised and submitted to the Department of Infrastructure, and so have any outstanding quarterly reports, general ledger details and spreadsheets. The Department of Infrastructure has approved our current claim of \$323,000 dating back to 2011-12 which will be paid within a week, and currently the BSC is NOT in breach.

For the 2013-14 R2R Annual Report (must be submitted before 31 October 2014) significant more work will have to be done to:

- Rework the Council reference amount (what Council needs to spend on roads annually in order to qualify for R2R funding) back to 2004-05 and up to 2012-13 based on information supplied by the Department of Infrastructure.
- As an example, Croydon's reference amount is close to \$147,000, Diamantina's is \$365,000 and BSC's is \$1.5m (hence, given that our populations, road length, and budgets are similar the reference amount for the BSC seems too high). If our reference amount is lowered the BSC will qualify for R2R funding more easily.

Further work will occur as part of the EOFY process, and Council will be kept informed.

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



4. Budget Balance Sheet (supporting the above)



5. Statement of Cash Flows



## 08 Chief Executive Officer Reports

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### 08. Chief Executive Officer Reports

#### 08.01.01 Chief Executive Officer Monthly Update Report

## Chief Executive Officer Reports

### 08.01.01 Chief Executive Officer Monthly Update Report

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DEPARTMENT:	CEO
RESPONSIBLE OFFICER:	Philip Keirle
FILE NO:	BCS/G/CM/R/CEO
DATE:	12/03/2014
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

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#### 1. MAJOR PROJECTS

Community Hub: Project milestones are currently being completed on time. Project completion date has been extended to account for Richardson's method of construction.

Pontoon: Discussions with Carpentaria Shire Council, environmental consultants and potential suppliers of pontoon structures continue.

Rubbish Tip Rehabilitation: Meetings with JJ Richards to develop a waste management strategy for Burketown, Gregory and potentially Doomadgee.

Gregory Works: DTMR have agreed to contribute \$100,000 toward the installation of a new ablution facility in Gregory.

Morning Glory Festival: Council has appointed Krista Hauritz, a very experienced Project/Events Manager to deliver the Morning Glory Festival in association with members/personnel/staff from Council, Carpentaria Land Council Aboriginal Corporation and the Burketown Rodeo and Sports Association.

#### 2. PLANNING

Corporate Plan (2014-2019): Council has conducted three Corporate Planning sessions in preparation for the updating of Council's key, 5-year strategic document. Much of this planning process has been shaped by the extensive community consultation conducted in 2011 as part of the development of the Shire's Community Plan (2011-2021). Council will solicit further community feedback on the Corporate Plan in the coming weeks.

Operational Plan (2014-2015): Operational plan reporting will be updated and improved from 1<sup>st</sup> July 2014. Council's Operational Plan will be confirmed following the passage of its 'parent' planning document: the Corporate Plan.

Shire Planning Scheme: given changes to Planning Scheme requirements, Council will introduce a new Planning Scheme later in the year. The requirement to introduce a new Planning Scheme aligns well with a variety of land tenure/future development discussions Council is currently conducting for Gregory and Burketown. Public consultation on the Planning Scheme will take place in accordance with state planning requirements.

#### 3. TRAINING

Townsville City Council: CEO participated in two weeks of mentoring with Townsville City Council, which involved workshops in Asset Management, Project Management, Financial Modelling, development of Rating classifications and charges, Knowledge Management, Fleet Management, Sustainability initiatives, HR, WHS and Procurement. This was a fantastic experience and Burke Shire Council would like to extend their appreciation to all those involved, particularly Kim Corrie

(Director of Corporate Services - TCC), Ray Gordon (CEO - TCC), Jo Stephenson (DLGCRR), Selina Hale (DLGCRR) and Peter Whiting (DLGCRR).

Certificate Level training is to commence shortly for the majority of outdoor staff.

RMPC training session in Cloncurry to be held on 21-22 May 2014.

4. HR

Joint Consultative Committee meetings in 2014:

JCC meetings will be held quarterly in 2014. The first meeting was held on 25 March 2014 and focused on the objectives of the Certified Agreement. Following this, discussions centred on the role of the Single Bargaining Unit and the annual Classification Review.

5. WORKPLACE HEALTH & SAFETY

See Attachments A-B

6. ROADS

Royalties for Regions: DSDIP have indicated that Council will receive feedback on the EOI stage of the application process in mid-May.

MMG Karumba Lead Haulages: Meeting to be organized to discuss 2014 haulage arrangements.

7. STAKEHOLDER ENGAGEMENT

Bidungu: Discussions in relation to plumbing solutions for the Bidungu Aboriginal Reserve

Waanyi Aboriginal Corporation, Northern Project Contracting, SPS Solar, GHD, JJ Richards: Discussions focused on long-term planning for the township of Gregory, including discussions about waste management, reticulation of power, renewable energy and land use. These discussions will lead to the development of a 'master plan' for the Gregory.

Townsville City Council: Completion of mentoring program

Department of Energy and Water Supply: consultation in relation to new Water & Sewer Scheme KPIs to be introduced on 1 July 2014.

District Disaster Management Group: submission of Member Status Update Report and participation in DDMG meeting 6 May 2014.

DTMR: Finalising arrangements for supply and installation of new ablutions facility in Gregory

Ergon: Discussions Ergon in relation to installation of 3 phase power west of Burketown.

Community Hub: Discussions with builder and project managers in relation to project variations.

Regional Road and Transport Group (RRTG): Council will send its normal delegation to the Technical Committee meeting in Karumba on 16<sup>th</sup> May 2014 and Mayor/Deputy Mayor and CEO will attend the Elected Members RRTG in Richmond on 4<sup>th</sup> June 2014.

DSDIP: Discussions with Greg Palm in relation to R4R funding applications; Zyra Knight in relation to the development of a new Shire Planning Scheme; Rod Wilkinson in relation to both Royalties for the Regions and Planning Scheme.

GSD: Discussions with GSD Board and new CEO in relation to Strategic Planning Day and Northern Australia workshops scheduled for late June in Townsville.



CLCAC: Confirmation of Council's acceptance of CLCAC's response to weed spraying RFQ.

Alan Morton: Discussions in relation to water rates

8. OFFICER'S RECOMMENDATION

That Council notes the contents of the Chief Executive Officer's report and its attachments.

ATTACHMENTS

1. Attachment A: WHSA Monthly Performance -   
Attachment A - WHSA Monthly Perfo
2. Attachment B: WHSA Monthly Incident Report -   
Attachment B - WHSA Monthly Incide

## 09 Late Item Reports

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### 09. Late Item Reports

09.01 Water Policy

09.02 Corporate Plan 2014-2019

## Late Item Reports

### 09.01 Water Policy

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	BCS/Water
DATE:	14.05.2014
LINK TO COUNCIL PLAN/S:	Budget

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1. PURPOSE (Executive Summary)

The purpose of this report is to present a draft Water Policy for Council's consideration and discussions. Following input from Councillors, this policy will be amended and presented for resolution at the Ordinary Council meeting on 19 June 2014.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council will adopt new water rating categories for 2014-2015. These mandated changes require Council to replace a 'fixed charge' rating structure with one that incorporates charging according to usage.

Given this emphasis on accountability, it is important for Council to determine how it will address water consumption charges impacted by leaks and faulty meters.

3. PROPOSAL

That Council reviews and provides feedback on the attached policy.

4. FINANCIAL & RESOURCE IMPLICATIONS

With the introduction of Council's new water rating system, all water users will be more accountable for the water consumption.

Previously, Council has borne all costs associated with water wastage and conspicuous consumption.

The new system will apportion accountability for water consumption more equitably, which is likely to reduce the costs to Council of delivering this service and to ratepayers who fund this service.

5. POLICY & LEGAL IMPLICATIONS

Water Supply (Safety and Reliability) Act 2008  
Local Government Regulation 2012

6. CRITICAL DATES & IMPLEMENTATION

1 July 2014



7. CONSULTATION

Research project: comparative assessment of Local Government and Service Provider policies across Australia

8. OFFICER'S RECOMMENDATION

That Council receives and reviews this draft policy.

ATTACHMENTS



Reduction of Water  
Consumption Charges

1. Draft Reduction of Water Consumption Charges Policy -

## Late Item Reports

### 09.02 Corporate Plan 2014-2019

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	BCS/CM/Planning/CP
DATE:	20.05.2014
LINK TO COUNCIL PLAN/S:	Asset Management Plan, Long Term Financial Plan, Operational Plan, Budget

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1. PURPOSE (Executive Summary)

To present the Corporate Plan (2014-2019) to Council for consideration and adoption by formal resolution.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Councillors have conducted three Corporate Planning sessions between March-May 2014..

3. PROPOSAL

The Council adopts the Corporate Plan 2014-2019 as submitted, or subject to any amendment required.

4. FINANCIAL & RESOURCE IMPLICATIONS

The Corporate Plan will influence the development of the budget and operational plans for the next 5 years.

5. POLICY & LEGAL IMPLICATIONS

The *Local Government Act* 2009 and *Local Government Regulation* 2012 require that Council review and adopt a Corporate Plan every 5 years. Once adopted, the Corporate Plan directs the development of the budget and operational plans.

The Corporate Plan details the kinds of services that Council will deliver to the Community. Accordingly, all operations flowing from the Corporate Plan must be in accordance with relevant statutes, regulations, guidelines etc.

6. CRITICAL DATES & IMPLEMENTATION

The Corporate Plan (2014-2019) must be adopted prior to the adoption of the budget and operational plan for 2014-2015.

7. CONSULTATION

Community consultation: extensive community consultation was undertaken in developing Council's Community Plan (2011-2021). There has been little subsequent change between now and then in terms of the challenges faced by Council in delivering services that meet the needs/expectations of the Community.

Council engaged Peter Hackshaw as a consultant with a view to identifying all of the legislative and regulatory requirements of a Corporate Plan as well as to identify the best possible means of aligning the Corporate Plan with the variety of State of Queensland planning documents and State of Queensland strategies and guidelines.

CEO Philip Keirle consulted with Townsville City Council staff on the development of performance measures, performance targets and data collection methods.

Council has also made every effort to review a wide range of Corporate Plans adopted by other Queensland local governments.

8. OFFICER'S RECOMMENDATION

That Council adopts the Corporate Plan 2014-2019 as submitted.

ATTACHMENTS



Corporate Plan -  
Second Draft.docx

1. Corporate Plan 2014-2019 -

## 09.03 Sale of land in Gregory

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DEPARTMENT: Office of the Chief Executive Officer  
RESPONSIBLE OFFICER: Philip Keirle; Chief Executive Officer  
FILE NO: InfoXpert File Number  
DATE: 23.05.2014  
LINK TO COUNCIL PLAN/S: Budget

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1. PURPOSE (Executive Summary)

To confirm Council's support for the sale of land in Gregory, including:

Lot 36 on RP743008  
Lot 37 on RP743008  
Lot 40 on RP743008  
Lot 41 on RP743008  
Lot 42 on RP743008  
Lot 43 on RP743008  
Lot 44 on RP743008

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The most recent discussions in relation to the sale of land in Gregory occurred on 6<sup>th</sup> May during long-term planning discussions for the township of Gregory. A number of blocks were identified for potential sale during these discussions.

3. PROPOSAL

The Council provides authority for the Chief Executive Officer to initiate proceedings with a view to selling the lots defined in Section 1.

4. FINANCIAL & RESOURCE IMPLICATIONS

If sold, Council will receive proceeds from the sale of land and forego the payment of rates for these properties.

5. POLICY & LEGAL IMPLICATIONS

All sales of Council land must comply with the requirements of the Local Government Act 2009 and Local Government Regulation 2012.

6. CRITICAL DATES & IMPLEMENTATION

NA

7. CONSULTATION

As mentioned in Section 2, Councillors have discussed the possibility of selling lots in Gregory in the context of long-term planning discussions for the township of Gregory.

This resolution, if passed, will initiate further consultation required to initiate the sale of Council-owned land.

9. OFFICER'S RECOMMENDATION

That Council authorizes the CEO to make the required arrangements to proceed with the sale of Lots 36-37 on RP743008 and Lots 40-44 on RP743008.

ATTACHMENTS



1. Gregory – Mapping of Lots for possible sale - Gregory - Map of Lots for possible sale.

## 09.04 Confirmation of name for the Burke Shire Community Hub

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Philip Keirle
FILE NO:	InfoXpert File Number
DATE:	23.05.2014
LINK TO COUNCIL PLAN/S:	Budget

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### 1. PURPOSE (Executive Summary)

To seek Council's confirmation of the official name to be used for the Burke Shire Community Hub.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Throughout the planning, development and early construction stage of this project, the building has been referred to as the Burke Shire Community Hub.

Recently, there has been a suggestion that a more appropriate title for the installation might be found, one that incorporates a Gangalidda word into the title.

### 3. PROPOSAL

The Council discusses a) the title of the building; and b) the possibility of providing different names to different parts of the building, before providing direction on how this building and its respective parts will be named.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

NA

### 5. POLICY & LEGAL IMPLICATIONS

NA

### 6. CRITICAL DATES & IMPLEMENTATION

Confirmation of the name will assist sign writers engaged to create the signage for the building complete their commission.

### 7. CONSULTATION

The Mayor, Deputy Mayor and CEO have discussed the prospect of adopting a Gangalidda word – Durlga – for use in the naming of the building.

### 8. CONCLUSION

There is a rich literature on the politics of naming places, particularly as this relates to Indigenous and introduced languages. In Australia, the National Indigenous Languages Policy aims at keeping Indigenous languages alive and supports Indigenous Australians to connect with their language, culture and country. While this policy does not engage in protocols or suggestions for the usage of

Indigenous words in the naming of buildings/places etc. it speaks to a broader interest in raising the profile of Indigenous language.

9. OFFICER'S RECOMMENDATION

- 1) That Council confirms the official title for the Burke Shire Community Hub; and
- 2) That Council confirms whether different parts of the building will have different names; and
- 3) If Council does resolve to name different parts of the building, that Council:
  - a. Determines which parts of the building will be named; and
  - b. Directs the CEO to develop a naming strategy for different parts/areas of the building

ATTACHMENTS

NA

## 10 Consideration of Notice(s) of Motion and Petitions

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### 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

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Report to be provided to meeting.

## 12 Councillor Reports

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Councillors will provide reports to the meeting.

## 13 New business of an urgent nature admitted by Council

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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

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14.01 Confidential – Council Housing Tenancies – Allocation of Housing

14.02 Closed Session Report - 2013-14 May Budget Update

## 15 Deputations and presentation scheduled for meeting

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15.01 Wiles Road Services

## 16 Closure of meeting

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The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 19<sup>th</sup> June 2014.