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*Agenda and Business Papers
Burke Shire Council Ordinary General Meeting
Thursday 21st August 2014
9.00am Council Chambers*

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

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01 Opening of Meeting

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

02 Record of Attendance

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

03 Prayer

Led by Cr Camp

04 Consideration of applications for leave of absence

None received at close of agenda.

05 Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 17th July 2014

Recommendation

That the Minutes of the General Meeting of Council held on Thursday 17th July 2014 as presented be confirmed by Council.



140717 Confirmed
Minutes.pdf

06 Condolences

None received at close of agenda.

07 Executive Management Team Reports

07. Executive Management Team Reports

07.01.01 Works and Services Monthly Update Report

07.02.01 Workshop and Fleet Report

07.03.01 Executive Officer Report

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:	18 th August 2014
LINK TO COUNCIL PLAN/S:	Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include (up to 18th Aug 2014):

- Appointment new Road Train Driver.
- Completion of Works on House Five.
- Completion of Works at WTP and BOWEN ST residences.
- Second round training for Cert III in Civil Construction.
- Completed access track for Ergon Energy.
- Commenced Floraville road widening.
- Trenching and installation of conduit for council houses.
- Grading conducted on Lawn Hill, Adel's Grove and Doomadgee West.

Training:

- Nil training completed during the reporting period.

Works for upcoming month:

- Installation of grids at Harris Creek and McAdam's Crossing.
- Commence TIDS work (seal on Doomadgee West Road).
- Installation of new ablutions facility at Gregory.

Road Train Driver

The Road Train driver has failed to turn up to commence work. Although he has completed all pre-employment medical assessments, we have not been able to make any contact with him. He was due to commence on the 12th of August and will be terminated if no contact has been made with him on the 21st.

House 5

Major works have been completed on House Five. This has seen the replacement of roof, internal repaint, replacement of screens and doors. Richardson's builders have also been asked to provide the scope of works for other council properties and buildings including the HACC building and visitors centre.

Road works

Road inspections were conducted by the Works Manager and Rural Foreman on the 18th of August on the Doomadgee West Road. Although the road has been graded in the last month it appears that this work has only had minimal effect, with stretches of the road (west of Hell's Gate) deteriorating quickly.

Stock grids will be replaced this month with temporary signage (Visual Message Boards) at either side of the MCADAMS grid and HARRIS CK grid.

Road widening and sealing on Floraville Road and the Leichardt Crossing are ongoing and will be completed next week.

TIDS – Traffic Infrastructure Development Scheme

Upcoming TIDS work will see the sealing of approximately 5km west of Hell's Gate – further detail is yet to be confirmed due to the crossover of works and funding available from the NDRRA. An alternate site for sealing has been identified and is recommended due to availability of water, stockpile of gravel and no existing works that are required through NDRRA funding.

NDRRA flood damage works

Funding for NDRRA is still to be confirmed.

2. RANGER/ WORKPLACE HEALTH AND SAFETY

Litter Management

Dumping Points x 7 had been excavated and are being fully utilised as the Caravan Park is now frequently full and campers are being directed by them to the river camping areas. (one night last week 31 vans were parked between the two main camping areas, jetty and the bridge). Following is a summary of where bins are currently placed and maintained -

Sites Visited	Report
Truganini Creek/Jetty	3 Bins in the area – Area very popular – up to 20 vans a night, easy access for caravans – dumping point at access to area.
Meat Works	5 Bins in the area – dumping point at access to the area
Bream hole (Nicholson river)	1 Bin – Area now being utilised, even caravans venturing down there – dumping point at access to the salt flats
River Road	1 Bin at the bottle heap – dumping point for rubbish at the access to the area, dumping point redug as the first one filled.
Beamesbrook Xing	1 Bin being utilised – dumping point at cross roads
Gregory Xing	2 Bins being utilised – dumping point on ridge

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. 9 dead wallabies removed from town roads during this period

Animal Control

- Cat trap was at pensioners units – no luck.
- Dog trap at pensioners units – dogs haven't been back.
- Sprayed Nardoo station for mosquitoes.
- Toilet block at airport sprayed for mosquitoes.

Weed Control

- Chemical shed poisons audit.
- CLC completed weed spraying project in contracted areas supplied with:-
 - 4 x 5L Pulse
 - 4 x 20L Grazon extra
 - 6 x 5L Access
 - 1 x 5L Dye Total \$6330
- Checking and maintaining vegetation eradication and maintenance of Ergon solar yard at Doomadgee.
- Sprayed depot yard fence lines to save on whipper snipping.
- Sprayed weed "Senna alata" known as candle bush ground around the dump area also treated large infestation beside Laurie Portch's place – still monitoring.
- Currently working on obtaining Pest Management Technicians qualifications to be legally able to control insect pests – includes fogging and misting for mosquitoes.

Complaints

- Complaint received re Dogs whilst I was away.

General

- Servicing Skytrans RPT flights and daily airport checks whilst Bob Marshall on leave x 2.
- Gunns electrical repaired weather station phone at the airport.
- Monthly 1080 stock control sheet & Indemnity Forms to DNR Normanton.
- Updating cemetery register and computerising surveyed graves and water reticulation system for the cemetery – still waiting for Bob to check unknown / unmarked graves.
- Cleaning up campers rubbish at Escott causeway.
- Two occasions chased tourists who were washing down vehicles on grass in front of rodeo grounds toilet block.
- Chasing tourists from camping at the Albert river bridge park, area signed.
- Traffic counters installed in the following places :-
 - Floraville road,
 - Camooweal road after hay farm,
 - Before Century mine,
 - After Century mine,Units maintained and downloaded 7th August and results being collated.
- Maintaining register of employee licences and tickets, Incident reports etc.
- Draft Traffic management plan for Ablution block replacement at Gregory.
- Collected all redundant road signs from along Wills Development Road – 2 loads
- Induction for Megan McGill – Main office

3. PARKS AND GARDEN

- Works program proceeding as normal
- Trevor Marshall injured – two casual staff until further notice
- Drip lines installed at Cemetery as well as dead trees removed.
- Morning Glory Park has also had the dead trees removed.
- Planter boxes constructed for the Information Centre and the Administration Office.
- Shonelle attended the Women in Local Government and enjoyed the experience.
- Quotes being sought for Garden Shed, plants, dedicated Parks and Gardens Tools.
- Planning a drought resistant feature garden to beautify the Welcome to Burketown Signs this will allow tourist/guests to the area to take lovely photos to remember Burketown.

4. WATER SEWERAGE OFFICER

Burketown Water Treatment Plant

Total Used for July 2014: 16,494 kl with a daily average of: 532.06 kl per day.

Water usage has stayed around the 16,000 kl for the past two months. The concrete slab around the containers at the WTP has been installed. The chlorination system is operating well. We are achieving very good consistent readings around town.

Burketown Water

Water Meter Readings have been completed around town. Most residents have slowly decreased their water usage with only a few slowly increasing. All visible leaks have been repaired around town with staff continuing to adjust and repair the Morning Glory Park sprinklers to stop the sprinklers from spraying onto the roadway. Parks and Gardens have started to water around the Rodeo grounds for the upcoming races and horse sports.

Burketown Sewerage

All is good with the sewerage system. We have upcoming maintenance and repairs to the Sewer Blivet when WRG is available.

Aquatic Centre

All pools are functioning well with continuing routine maintenance happening daily. We have had very little use of the pools over the month of July with the cooler weather.

Over all the Water, Sewerage and the Aquatic Centre have all been working well throughout the month of July. Many thanks to the Water/Sewer Staff and the Parks and Gardens Staff for being and bit more water wise by limiting the water use, reporting and repairing leaks. Hopefully we can set an example of being water wise to the community and that they can follow our steps.

5. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Monthly Works Program



Works Program
Aug.xlsx

2. 5 Year Capital Works Budget – example



140819 - Attachment
2 - Capital Works Bud

3. Annual Roads Program – example



140819 - Attachment
3 - 110822 Rural Roa

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: 12th August 2014

LINK TO COUNCIL PLAN/S: Works Program

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

Plant Item	Works Carried Out
⇒ Plant #119 Septic pump out unit	⇒ Leaks and valve
⇒ Plant #200 Compressor	⇒ Battery, diaphragm, overheating
⇒ Plant #426 Low loader	⇒ Tyres and brakes
⇒ Plant #469 Multi tyred roller	⇒ Oil and air leaks
⇒ Plant #474 Rosa bus	⇒ Batteries
⇒ Plant #479 Water truck	⇒ Minor service, pump drive
⇒ Plant #480 Prime mover	⇒ 300K service
⇒ Plant #481 Water tanker	⇒ Tyres and weld tank
⇒ Plant #488 Job truck	⇒ Hand brake, A/C, wiring
⇒ Plant #494 Forklift	⇒ Rear tyre
⇒ Plant #503 30KVA genset	⇒ Start up
⇒ Plant #519 Jet patcher	⇒ Batteries, start up, induction
⇒ Plant #522 140M Grader	⇒ Blade slide wear pads
⇒ Plant #529 Ride on	⇒ Deck repairs
⇒ Plant #530 Hilux	⇒ Replaced tyres
⇒ Plant #534 Landcruiser	⇒ Fuel filter, tipper hose
⇒ Plant #536 Landcruiser	⇒ 75K service
⇒ Plant #537 Landcruiser	⇒ 80K service
⇒ Plant #540 Hilux dual cab	⇒ 20K service
⇒ Plant #541 HAAC bus	⇒ Tyres
⇒ Plant #544 Job truck	⇒ Tyres
⇒ Plant #545 Job truck	⇒ Radiator, turbo, fault
⇒ Plant #549 Rav4	⇒ Delivery pending
⇒ Plant #553 2wd Hilux	⇒ 25K service
⇒ Plant #566 Landcruiser- Ranger	⇒ 10K service

Extras by workshop staff: -

Pensioner gate, tennis court lights, Floraville River cam, airport/hub genset, JJJ

2. TENDER UPDATE

2014-15 Budget

- New rubbish truck with compactor- ordered.
- WM's replacement Hilux- ordered
- #535- Will local tender once WM's vehicle arrives
- Pad foot roller- specifications pending
- Loader- specs pending
- RMPC ute- specs pending

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

NIL

Executive Officer Reports

07.03.01 Executive Officer Report

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE NO:	Business Paper – 21 August 2014
DATE:	11 August 2014
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

1. EVENTS CO-ORDINATOR

Upcoming Events

BURKE SHIRE PHOTO COMPETITION

- Theme “wildlife & heritage” has been chosen
- Disposable cameras have been purchased for children in the Burke Shire including SOTA
- Coordination of promotional material ready for distribution
- To be judged at the Morning Glory Festival

SENIORS WEEK

- Coordination of Seniors Week (August 18 – 23)
- Burketown Pub will host a Bingo Day on the 18 August
- HACC will host a musical workshop on the 22 August with Wayne Sullivan
- Pam deJoux will coordinate the RSVPs and host these events

BURKE SHIRE TIDY YARD COMPETITION

- Dates need to be set for the Burke Shire Tidy Yard Competition
- Promotional material to be distributed throughout the shire

RECOGNISE THIS

- To be held from 9 – 10 September
- Council will host a BBQ in the Morning Glory Park

MORNING GLORY FESTIVAL ACTIVITIES UNDERTAKEN

- Website launched in the last week of July 2014 (www.morninggloryfestival.com.au)
- Social Media activities commenced. Facebook is the only medium being utilised
- Co-ordination of the Savannah Song Project as funded by the Australian Council for the Arts
- Marketing schedules for the Morning Glory Festival are complete
- Minister & dignitaries invitations sent – 1 positive response to date (Bob Katter)
- Programs are drafted for all 3 main activities, these need to be continuously updated
- Media Release launching the Morning Glory Festival issued
- Advertising appeared in the Queensland Seniors Magazine – produced by Fairfax Media
- Preparation of the Savannah Song Project funded by Arts Council of Australia

Other Activities Undertaken

- Support the local community engaged in the Suicide Prevention Day (10 September)
- Application for a fly over from the Army for both Gregory and Burketown on Anzac Day 2015
- Application for funding of \$10,000 from FRRR – Tackling Tough Times Grant to host Events

Other Activities Planned

- Explore activities to be held around Enviroweek 2014
- Explore options for activities around Anti-Poverty Week (17 October)
- Remembrance Day Planning
- Young Ambassador donations
- Dux – graduation for State School
- Christmas activities Planning

2. LIBRARY

New touch screen computer has been set up in the Library; this was provided through the Broadband for Seniors Grant. <http://www.necseniors.net.au/>

New books have arrived, more promotion will go out in the next newsletter letting the community know how to order books in via the Library website. This will allow users a larger variety of books to choose from.

3. ACCOMMODATION

Council currently has nine people on the waiting list looking for accommodation, five of these are Council staff (three of which are in Council units) and four are members of the public. Council accommodation are all rented out except House five; building work is completed, just finishing off cleaning/inspections/arrival of furniture.

Council Staff Applications

House Applications	4
Unit Applications	1

General Public

House Applications	2
Unit Applications	3

4. RADF

Total pool for 2014/15 is \$6400. RADF Application for the Morning Glory Festival Art display will be submitted. RADF future funding projects need to be scoped 'History of Burke Shire'.

5. PROMOTION

Social Media

Burke Shire Council Facebook page currently has 205 likes; posts are reaching a large numbers of people. The Morning Glory Festival Facebook page is up and running. Burke Shire and Morning Glory Websites updates are being completed as time permits.

Tourist Information Booklet

Councillors and Staff have been requested to submit suggestion for changes of booklet. A schedule has been completed to ensure new booklets arrive in time for Morning Glory. Festival. Businesses have been contacted in regards to updating information. Advertising opportunities have been announced with 1 taking this offer up so far.

Newsletter

Collating of information for the next Burke Shire newsletter. Information and articles have been requested from the community

6. DEVELOPMENT APPLICATIONS

Full list of Development Applications attached. GMA Certification will be visiting soon to complete inspections and help finalise the older applications.

New Applications 2014

- 14-01 Lot 203 & 204 Bowen Street – New Construction of Accommodation Cabins
- 14-02 Lot 116 Truganini Road - Demolition of Burketown Health Clinic - COMPLETED
- 14-03 Lot 567 Gregory Street - New Dwelling

7. ENVIRONMENTAL HEALTH SERVICES

All food businesses in the Shire are currently licensed.

8. HOME AND COMMUNITY CARE (Pam deJoux)

CBDC Clients: 6
Social Support Clients: 2

9. INFORMATION TECHNOLOGY

Managed Services Upgrade – Civica currently have an issue within their cloud, all upgrades are on hold until this is fixed. Please find attached the project plan. It has testing starting from 27/08 and GO-LIVE 29/9/14.

Recordkeeping – New processes are working well. See attached report from CorpMem showing the increase in file capture along with an increase in Staff completing their own filing.

10. CONFERENCES/TRAINING

July 2014

CBC User Conference – Madison Marshall
ALGWA Conference – Jenny Williams and Shonelle O'Keefe
Fire Extinguisher Training – All Staff

11. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Events Update


Events_Co-ordinator
_Monthly_Update_-_

2. Civica Project Plan


MSP - Burke
DiData.pdf

08 Chief Executive Officer Reports

08. Chief Executive Officer Reports

- 08.01.01 Chief Executive Officer Report
- 08.01.02 Council Delegations to Conferences/Meetings
- 08.01.03 Revision of Risk Management Policy

Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Papers – 21 August 2014 Council Meeting
DATE:	17.08.2014
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan and Budget

1. COUNCIL'S KEY PLANNING DOCUMENTATION

The table below provides an update on the status and progress of key Council planning documentation. The majority of these documents are subject to monthly, quarterly and annual review.

Planning Docs	Comments	Status
ILUA	Community consultation for the Burketown ILUA was held on 18 June 2014. No submissions were received by Council in relation to this well-attended consultation.	On track
Local Disaster Management Plan	Annual review of plan completed and submitted. Annual report also submitted.	Completed
Drinking Water Quality Management Plan	Periodic Review of Plan due 30.09.2014 Progress report on Risk Management Implementation Program due 30.10.2014.	On track
Corporate Plan	Adopted at Ordinary Council Meeting: June 2014.	Completed
Operational Plan	Adopted at Ordinary Council Meeting: July 2014.	Completed
Budget	Adopted at Ordinary Council Meeting: June 2014	Budget review to take place in October 2014
Town Planning Scheme	Weekly meetings continue to take place with DSDIP. Harrison Grierson have provided projected costs for drafting Council's Planning Scheme.	Monitor
Pest Management Plan	CLCAC representative Kevin Andersen has revised the existing Pest Management Plan. Further update at the Ordinary Council meeting in September.	No update
Business Continuity Plan	The BCP will be developed in conjunction with Crowe Howarth and with reference to Council's Local Disaster Management Plan	Monitor
Risk Register	The Risk Register will be developed in conjunction with Crowe Howarth.	Monitor
Asset Management Plan	Council are in the process of revising the Asset and Services Management Plan to ensure all recently capitalized Work-in-Progress are updated and to ensure compliance with a range of new Department of Energy and Water Supply KPIs.	Monitor

2. COUNCIL PROJECTS

The table below provides an update on the status and progress of key Council projects. Completed projects will be removed from the list following final project reports and appropriate funding acquittals.

Current Projects	Comments	Status
Pontoon	Grant application submitted. Indications are that this grant will not be successful. The majority of LGGSP Infrastructure Subsidy Grants continue to be allocated to Water & Sewer projects. Key preliminary surveys for this project have been conducted by Ausnorth Consultants.	On track
Gregory Ablutions	\$100,000 received from DTMR. Development Application in process. Installation plan completed. <u>Land tenure</u> : Change Community Purpose Reserve from Public Hall to Public Toilets.	Monitor
Gravel Pits	Cultural Heritage survey completed over 8 Mile, Hells Gate and Armraynald pits. Preliminary indications that there are no Cultural Heritage concerns in relation to the proposed extensions. DAFF have been updated on previous and pending changes to gravel pit activity.	On track
Roads Programs – Financial Management	Council have engaged GBA to assist in close-outs and acquittals of Roads 2 Recovery and NDRRA projects. The majority of these costs are recoverable through the Project Management components of these funding programmes. Part of this involves the development of a new program/job-costing structure, one that aligns with QRA and R2R reporting requirements. This should make the management and acquittal of future funding less arduous.	Monitor
Roads Programs – 5 year infrastructure plan	GBA have been engaged to assist Council develop a 5 year road infrastructure plan in line with TIDS, QRA, R2R funding.	Monitor
Procurement Project	Council to release preferred contractors, preferred suppliers and approved contractors EOIs in late August / early September. This will improve compliance in the procurement space and improve efficiencies in relation to procurement.	Monitor
HR/EBA review	The Projects and Human Resources Manager, in conjunction with the Finance Manager, have conducted a full review of all entitlements under relevant Awards and Council's EBA. The results will be presented to Council during a closed-session report at the August 2014 Council meeting.	On track

Water Rates	Rating structure adopted in June 2014. Series of education sessions and website updates have been completed.	Implemented
Media Monitoring	Up and running	On track
Nijinda Durlga	Anticipated completion date: mid-late September	Monitor
Morning Glory Festival	Bands contracted. Accommodation for VIPs and performers arranged. Sponsorship requests in process. Print, radio and television advertising to commence shortly. Social media advertising has commenced. For further details, refer to Executive Officer Report.	Monitor
Sale of land: Gregory	Ready to proceed.	On track
Weed spraying: Gregory	Completed in July 2014. Council has written a letter of support to extend weed spraying in Gregory next year through EHP's "Everybody's Environment" grant program.	Completed
Weed spraying: BKT	Completed in July 2014.	Completed
Records Keeping	Progressing well. Budget did not take into account part 2 of the archival clean-up and will need to be adjusted accordingly. For further details, refer to Executive Officer Report.	On track
Managed Services	Test-phase to commence on 27.08.2014 with Managed Services operational by 30.09.2014.	Overdue
House Inspections	RFQ released. 5 responses have been received to date. RFQ closes on 21.08.2014	RFQ released on 21.07.2014. RFQ closes on 21.08.2014
WTP/STP: introduction of new Performance Measures for DEWS	CEO and WSO familiar with KPIs. Queries have been submitted to DEWS and responses received. Will incorporate reporting into Operational Plan. KPIs / Data Capture commences 01.07.2014	Monitor
ANZAC centenary: BKT	Positive responses. To action shortly.	Monitor
ANZAC centenary: GRG	Positive responses. To action shortly.	Monitor

3. PROJECTS TO PLAN AND COST

The following table provides a status update on projects that Council is pursuing over the next 1-2 years. As these projects are costed, they will be submitted to Council for further assessment and possible inclusion in the Capital Expenditure or Operational Expenditure budgets.

Projects to plan and cost	Comments	Status
Sewerage Treatment Re-design	Preliminary costings received on re-design (\$500,000) and for the purchase of an additional blivet to double capacity. Further data is required to determine the most suitable option. The re-design of the Burketown Sewerage Treatment Plant will be submitted for the next round of the LGGSP Infrastructure Scheme.	On track
Sewerage Treatment Plant – ERA	Replacement of Rotor B Blivet. Scheduled for the first week of August 2014	Overdue
Installation of raw water wash-down bay	Some initial quotes and product types have been gathered.	ON HOLD
Solar energy for WTP in Gregory	Costings received from SPS and Total Energy Solutions. Council is currently investigating site placement with respect to potential town growth and previous studies. CEO attended a meeting with GHD and NPC in Gregory on 12.08.2014 to discuss siting arrangements.	On track
Change of Reserve Type	Change Reserve for Public Hall to Reserve for Public Toilets in Gregory (Lot 7 on BK 22)	On track
Gregory Works Depot	Project planning has not commenced for this project.	Monitor
STP/WTP Telemetry	Council are investigating the installation of improved telemetry systems for the Burketown Water and Sewerage Treatment Plants.	On hold
BKT North	GBA have been engaged to provide costing for initial infrastructure for BKT North development. Site visit conducted on 13 th August 2014.	Monitor
Waste Management Strategy	Waiting for feedback from JJ Richards. EHP is interested in entering into a Transitional Environmental Plan with Council. This would establish milestones and timeframes for meeting our permitting conditions.	Monitor
Gregory Landfill	Development Application required to ensure this tip is appropriately regulated. To be actioned week beginning 25.08.2014	Monitor

4. TELECOMMUNICATIONS

The table below provides updates in relation to Council's key telecommunications concerns. Many of these items are outside of Council's direct sphere of influence and require large capital expenditures to proceed through to completion.

Telecoms	Comments	Last Updated
BKT - Optic	Doomadgee - Normanton fibrelink. This project has been discontinued for the 2-14-2015 financial year. Mayor, Deputy Mayor and CEO held discussions with Jason Law and Mark Procter of Telstra to arrange alternative options and costings.	17.08.2014
BKT - ADSL2	No available ports. This is a back haul issue. See above.	17.08.2014
BKT - 4g upgrade	No schedule upgrade for BKT. To follow up.	17.08.2014
Gregory - mobile services	Submission to Department of Communications. Council will need to provide an indication of how much financial and in-kind contributions it would make to this infrastructure. Discussions with Law and Procter of Telstra also focussed on what options are available in Gregory.	17.08.2014

5. UPCOMING MEETINGS/CONFERENCES/DELEGATIONS

What	Where	When	Attendees
LGAQ Roads Discussion	Richmond	13 th August 2014	No Council delegation
NWQ LGA meeting	Richmond	13-15 th August 2014	No Council delegation
Council meeting	Burketown	21 st August 2014	
Economic Development Roundtable	Doomadgee	28 th August 2014	Mayor, Deputy Mayor and CEO
Queensland Western Roads Action Plan	Mt Isa	28 th August 2014	TBD
NWQ RRTG Technical Committee Meeting	Karumba	22 nd August 2014	Works Manager
NWQ RRTG and ROC meeting	Karumba	5 th September 2014	Mayor, CEO
SEGRA (Sustainable Economic Growth for Regional Australia)	Alice Springs	8-10 th October	TBD
LGAQ Annual Conference	Mackay	27-29 th October	Mayor + CEO + Councillor(s)

6. WORK HEALTH AND SAFETY

See Attachment 1: WHSA Monthly Performance; and Attachment 2: WHSA Incident Report

7. OFFICER'S RECOMMENDATION

That Council notes the content of the CEO's Council Report

ATTACHMENTS

1. Attachment 1: WHSA Monthly Performance -



Attachment 1 - CEO
Report - WHSA Montl

2. Attachment 2: WHSA Incident Report -



Attachment 2 - CEO
Report - WHSA Montl

Chief Executive Officer Reports

08.01.02 Council Delegations to Conferences/Meetings

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper – Council Meeting 21 August 2014
DATE:	10.08.2014
LINK TO COUNCIL PLAN/S:	Budget: Conferences, Training and Meetings Corporate Plan: representations at conferences

1. PURPOSE (Executive Summary)

To determine Council delegations to upcoming events:
LGAQ Annual Conference

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

NA

3. PROPOSAL

That Council determine delegations to the events listed below in order to enable confirmation of bookings, flights etc.

4. FINANCIAL & RESOURCE IMPLICATIONS

The 2014-2015 budget provides \$50,000.00 for Conferences, Training and Meetings. Earlier bookings will enable access to “early bird” rates for conference sign-ups and the possibility of securing cheaper flights.

- Western Roads Action Plan: cost of fuel/accommodation or charter
- Economic Development Roundtable: cost of fuel
- NWQRRTG and ROC: cost of charter
- SEGRA: \$1,245.00 p/person for 3 day event + charter/flights/accommodation
- LGAQ: unknown
- GSD: cost of charter

5. POLICY & LEGAL IMPLICATIONS

NA

6. CRITICAL DATES & IMPLEMENTATION

Certain “early bird” discounts apply to a number of these conferences. Determination of delegations during August would enable Council to take advantage of these deals.

7. CONSULTATION

Consultation will take place on the various delegations during this report.

8. OFFICER'S RECOMMENDATION

That Council determines whether delegations will be sent to the following events and, where delegations are confirmed, the names of the delegates:

1. Queensland Western Roads Action Plan in Mt Isa:
 - Thursday 28 August 2014
2. Doomadgee, Burke, Mornington Economic Development Roundtable:
 - Thursday 28 August 2014
3. NWQRRTG and NWQROC in Karumba:
 - Friday 5 September 2014
4. GSD AGM in Georgetown:
 - Wednesday 10 September 2014;
5. SEGRA (Sustainable Economic Growth for Regional Australia) conference in Alice Springs:
 - Wednesday 8 October – Friday 10 October 2014;
6. LGAQ Annual Conference in Mackay:
 - Monday 27 – Wednesday 29 October 2014

ATTACHMENTS

1. Regional Roads IWG Chair Rick Britton to RRTG Chairs
2. SEGRA Conference:



140810 - Attachment
1 - Delegations to Coi



140810 - Attachment
2a - Delegations to C

a. Program



140810 - Attachment
2b - Delegations to C

b. Registration Brochure

Chief Executive Officer Reports

08.01.03 Revision of Risk Management Policy

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Policy – Risk Management
DATE:	19.06.2014
LINK TO COUNCIL PLAN/S:	Corporate and Operational Plans

1. PURPOSE (Executive Summary)

To update Council's Risk Management Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

NA

3. PROPOSAL

That Council adopts the Risk Management Policy as submitted.

4. FINANCIAL & RESOURCE IMPLICATIONS

Presence of a Risk Management Policy may assist Council in attracting funding from funding agencies.

5. POLICY & LEGAL IMPLICATIONS

Adoption of this policy will assist Council in complying with *Local Government Regulation 2012* ss164, 175, 191 and 207.

6. CRITICAL DATES & IMPLEMENTATION

The policy is due for review.

7. CONSULTATION

Various Risk Management Policies and Risk Management frameworks have been assessed.

CEO completed discussions in relation to Risk Management during mentoring program with Townsville City Council.

8. OFFICER'S RECOMMENDATION

That Council adopts the Risk Management Policy as submitted.

ATTACHMENTS



GOV03 - Risk
Management Policy.d

1. GOV03 – Risk Management Policy

-

09 Late Item Reports

09. Late Item Reports

- 09.01.01 Donation Request – Burketown Rodeo and Sporting Association
- 09.01.02 GSD Membership and Nomination for Burke Shire Council representation on the GSD Management Committee
- 09.01.03 Installation of ablution facility at Gregory rest area
- 09.01.04 Adoption of the 2014 Local Disaster Management Plan
- 09.01.05 New Burke Shire Council Town Planning Scheme
- 09.01.06 Annual Report
- 09.01.07 Delegations Register
- 09.01.08 Confirmation of name change: Burke Shire Durlga to Burke Shire Ngijinda Durlga
- 09.01.09 Finance Update Report

Late Item Reports

09.01.01 Donation Request – Burketown Rodeo and Sporting Association

DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

FILE NO: Donation Requests 2014/15

DATE: 14th August 2014

LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from the Burketown Rodeo and Sporting Association.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Burketown Rodeo and Sporting Association received \$380.38 in-kind donation from Council in 2013/14 financial year.

3. PROPOSAL

The Burketown Rodeo and Sporting Association are requesting for support in a cash donation of \$2000 from Council to assist with running the 2014 Campdraft, Rodeo and Races and in-kind support in rubbish collection, use of the Council Loader (help prepare the racetrack and move dumped concrete), pump sewerage tanks before/during event, clean toilets over the weekend.

Project Summary

The Burketown Rodeo and Sporting Association have been established for approx. 28 years and currently have 20 members.

The 2014 Campdraft, Rodeo and Races will be held on Thursday 25th, Friday 26th and Saturday 27th September at the Burketown Sporting Grounds. The project will benefit the Burke Shire Community by providing entertainment for the community/visitors and attracting visitors to the area.

Councils support will be recognised and acknowledged in flyers, regular announcements and name an event.

Funding will also be sourced Sponsors.

Total project cost

	\$\$
Own cash contribution	20 000
Own in-kind contribution	4 800
Other funding sources	15 000
Council Donation Request	2 000
Total project cost	41 800

Plus in-kind support; Loader - 8 hours + 2 hours float (approx. \$1330); rubbish collection; sewerage pump-out and cleaning of toilets.

4. FINANCIAL & RESOURCE IMPLICATIONS

2014/15 donations budget: \$2600.00 spent out of a budget of \$60,000 (\$57,400 remaining).

5. POLICY & LEGAL IMPLICATIONS

ADMIN1 Grants to Community Organisations Policy

Council is required to report on donations made in its annual report and also on its financial statement. These will be available to the public and other authorities on the Council website.

6. CRITICAL DATES & IMPLEMENTATION

The Burketown Rodeo and Sporting Association require the use of the Loader on the 16th August for 8 hours and will require the in-kind works to be completed from the 25th to 27th September inclusive.

7. CONSULTATION

CEO and Works Manager

8. CONCLUSION

That Council provides the Burketown Rodeo and Sporting Association with \$2000 cash donation and in-kind support as requested to help keep this great event which benefits the whole community.

The Burketown Rodeo and Sporting Association hold events for the community/region including campdrafts, rodeo, races, novelty events and fun days. They are NFP and make donations to other community groups which include the Burketown Health Clinic, Burketown Kindergarten and the Burketown State School.

9. OFFICER'S RECOMMENDATION

That Council approves the following donations for the Burketown Rodeo and Sporting Association:-

1. A cash donation of \$2000; and
2. In-kind support for:-
 - a. Rubbish Collection
 - b. Use of the Council Loader – 16th August approx. 8 hours
 - c. Pump Sewerage before/during event
 - d. Clean toilets during the event

ATTACHMENTS

1. Donation Request



140814 Burketown
Rodeo and Sporting A

Late Item Reports

09.01.02 GSD Membership and Nomination for Burke Shire Council representation on the GSD Management Committee

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Gulf Savannah Development
DATE:	17.08.2014
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan

1. PURPOSE (Executive Summary)

- a. That Council determines whether or not it will continue as a member of Gulf Savannah Development (GSD); and that if Council determines to remain a member of GSD
- b. That Council nominates a candidate (or candidates) for representation on the Gulf Savannah Development Inc. Management Committee.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council last considered GSD membership and nominations to the Management Committee in September 2013.

Council resolved to continue its membership through 2013-2014 and nominated Cr Ernie Camp for the position of Chairman.

The Management Committee consists of the Chairman, the Deputy Chairman, the Secretary (the CEO of GSD) and a corporate voting member.

3. PROPOSAL

To confirm whether Council continues to supports its membership of GSD.

If Council resolves to continue its membership of GSD, that Council nominates a Council representative for a position on the GSD Management Committee.

4. FINANCIAL & RESOURCE IMPLICATIONS

Item is budgeted for in Governance: "Regional Bodies Membership".
GSD membership for 2014-2015 will be set at the GSD AGM in September.

2012-2013 Voting membership: \$33,000.00
2013-2014 Voting membership: \$44,000.00

5. POLICY & LEGAL IMPLICATIONS

Certain formalities must be completed prior to the nomination of a candidate for membership on the GSD Management Committee as a representative of an ordinary voting member. These requirements are outlined in Section 15 of the GSD Rules of Association is as follows:

ELECTING THE CHAIRMAN and DEPUTY CHAIRPERSON

15.

- (1) For the purposes of these Rules, the Chairman and the President are deemed to be one and the same.
- (2) A Chairman and Deputy Chairperson of the Association may only be elected as follows:
 - a) the candidate to serve as Chairman or Deputy Chairperson must be an ordinary voting member or ordinary voting member nominee;
 - b) the nomination must be –
 - i. in writing; and
 - ii. backed by a written resolution or authority from the organisation which the candidate represents; and
 - iii. signed by the candidate and seconded by another voting member; and
 - iv. given to the Secretary at least 7 days before the annual general meeting or special meeting at which the election is to be held;
 - c) each voting member may vote for their choice of candidate (the number of votes being in accord with that members voting rights) at the annual general meeting or special meeting in person or by written instruction to the Secretary prior to the meeting;
 - d) if, at the start of the meeting, there is no candidate nominated, nominations consistent with clause 15 (2) (i-iii) may be taken from the floor of the meeting.
- (2) Except where there are no candidates nominated within seven days of the annual general meeting or special meeting, a list of the candidates' names in alphabetical order, with the names of the member who seconded each candidate, must be provided to all voting members for at least 5 days immediately preceding the annual general or special meeting.
- (3) If required by the Management Committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

6. CRITICAL DATES & IMPLEMENTATION

The GSD AGM in on 10 September 2014. Confirmation of nominations (in writing) must be provided to the Secretary (Lara Wilde) of GSD 7 days prior to the AGM.

7. CONSULTATION

Mayor and CEO discussed this item mid-August 2014.

8. CONCLUSION

Provide a closing statement to the report

9. OFFICER'S RECOMMENDATION

1. That Council resolves to continue its GSD membership;
2. That Council nominates Cr Ernie Camp for the position of Chair/Deputy Chair on the GSD Management Committee;

ATTACHMENTS



140817 - Attachment
1 - Gulf Savannah De

1. GSD – Articles of Incorporation -

Late Item Reports

09.01.03 Installation of ablution facility at Gregory rest area

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Development Application (Pre-Lodgment)
DATE:	18.08.2014
LINK TO COUNCIL PLAN/S:	Corporate Plan

1. PURPOSE (Executive Summary)

To provide an update to Council on the progress of the installation of ablution facilities in Gregory and to receive permission to release funding to:

- (a) Complete the relocation of the existing facility; and
- (b) Complete the installation of the new facility.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council had been in discussions with DTMR over improvements to rest-areas within the Shire. As part of these discussions, the ablution facilities at the Gregory rest-area were identified as an improvement item.

Council has also, at various times, discussed the difficulty of cleaning the existing ablution facilities in Gregory. The facility purchased incorporates a design that will address this issue.

3. PROPOSAL

That Council confirms the release of funding to complete the relocation of the existing facility and to complete the installation of the new facility.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council received \$100,000 from DTMR to proceed with an upgrade to the rest area in Gregory, where the upgrade related to the installation of a new ablution facility. Council have purchased an \$85,000 ablution facility from Landmark Pro (\$93,500 with GST, recoverable by Council), which leaves \$15,000 for the installation of the new facility.

Landmark Pro have provided a quote for installation of \$40,000. Council can mitigate these costs by providing an installer to work alongside the Landmark Pro installer. This quote does not include cement, plant required for install, electrician/plumber for connection or the certification process.

In terms of the allocation of funding, there is a budget of \$250,000 for upgrades to the Gregory Depot. This part of the Capex Budget could incorporate the relocation and installation of the existing facility – as planned – so that these ablution facilities become part of the Gregory Depot.

5. POLICY & LEGAL IMPLICATIONS

Standard acquittal processes for expending DTMR finances: photos, invoices, financial system proof.

6. CRITICAL DATES & IMPLEMENTATION

Monday 1st September: Council would like to have mobilized and engaged all required persons/plant by this date. Relocation of the existing structure is required prior to installation of the new facility.

7. CONSULTATION

Consultation has taken place with the following:

- Landmark Pro: purchase, delivery, installation requirements/options
- GMA Certifiers: certification requirements
- DTMR: funding
- Water & Sewer Officer: location of existing infrastructure
- NQ Building Solutions: site mapping

8. CONCLUSION

The relocation of the existing ablution facility presents an opportunity to improve facilities for Council staff at the Gregory depot. The installation of the new ablution facility presents an opportunity to improve the Gregory rest-area and to make the cleaning of this facility an easier process than it currently is with the existing facility.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. Approves an allocation of funding to complete the installation of the new ablution facility at the Gregory rest area.

ATTACHMENTS



140818 - Attachment
1 - Gregory Ablution f

1. Gregory Ablution Relocation A -

Late Item Reports

09.01.04 Adoption of the 2014 Local Disaster Management Plan

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Local Disaster Management
DATE:	18.08.2014
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan

1. PURPOSE (Executive Summary)

Council is required to review the effectiveness of the Local Disaster Management Plan once per year. In 2014, there was a requirement that this review process take place with reference to the Disaster Management Self-Assessment Tool. This 'Tool' was pre-populated with areas of the LDMP that required revision.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the revisions to the 2013 LDMP on Thursday 15th August 2013.

3. PROPOSAL

That Council adopts the LDMP as revised and submitted by the Local Disaster Coordinator.

4. FINANCIAL & RESOURCE IMPLICATIONS

NA

5. POLICY & LEGAL IMPLICATIONS

In accordance with s. 58 of the Disaster Management Act, the LDMP must be consistent with the Queensland Local Disaster Management Guidelines and other associated Guidelines which form part of the QDMA. Under s. 59 the LDMP may be reviewed, or renewed, when the local government considers it appropriate, however, the effectiveness of the plan must be reviewed at least once a year.

In accordance with s. 60 (1) of the Act, a copy of the LDMP must be available in written or electronic form for inspection, free of charge, by members of the public at the local government's head office and at other places the CEO of the local government considers appropriate. This must include making the LDMP available on the local government website.

According to s. 57 of the Act, a LDMP must include provision for:

- the State SPF and local government policies for disaster management;
- the roles and responsibilities of entities involved in disaster operations and management in the area;
- the coordination of disaster operations and activities performed by these entities;
- events that are likely to happen in the area;
- strategies and priorities for disaster management for the area;
- the matters stated in these Guidelines as matters to be included in the plan; and
- other matters about disaster management the local government considers appropriate.

6. CRITICAL DATES & IMPLEMENTATION

21 August 2014: the first opportunity for Council to pass the LDMP since submission to District Disaster Coordinator on 30 July 2014.

The LDMP, after adoption by Council, will be presented to the LDMP for adoption at an Ordinary Group Meeting.

7. CONSULTATION

Emergency Management Queensland

8. OFFICER'S RECOMMENDATION

That Council adopts the Burke Shire Local Disaster Management Plan 2014.

ATTACHMENTS

1. 2014 Burke Shire Disaster Management Plan



140818 - Attachment
1 - 2014 Burke Shire I

2. DM Plan Self-Assessment Tool 2014 – Burke LDMP



140818 - Attachment
2 - 2014 Burke Shire I

3. Queensland Local Disaster Management Guidelines



140818 - Attachment
3 - 2014 Burke Shire I

Late Item Reports

09.01.05 New Burke Shire Council Town Planning Scheme

DEPARTMENT:	Projects: Town Planning
RESPONSIBLE OFFICER:	Nils Hay, PHRM
FILE NO:	Town Planning Scheme
DATE:	21 st August 2014
LINK TO COUNCIL PLAN/S:	Burke Shire Planning Scheme, Corporate Plan, Operational Plan

1. PURPOSE (Executive Summary)

To prepare a new Town Planning Scheme that is compliant with the *Sustainable Planning Act 2009*.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council's existing planning scheme is based upon the *Integrated Planning Act 1997*, which has since been superseded by the *Sustainable Planning Act 2009*; it is, consequently, out of date and in need of replacement.

Following the adoption of amendments to the existing scheme in June/July 2013, a letter was received from the Minister for State Development, Infrastructure and Planning (SDIP) dated 20/08/2013, giving Burke Shire 12 months from 01/10/2013 to undertake a review of its planning scheme.

In addition to satisfying that requirement, the development of a new scheme will ensure that Council's interests – as identified in the Community Plan and Corporate Plan can be realized from a planning perspective. Furthermore, it will allow Council to more effectively manage new projects like solar power for Gregory and post-ILUA developments, which were not considered when the existing scheme was created.

3. PROPOSAL

That Council resolves to prepare a new town planning scheme.

4. FINANCIAL & RESOURCE IMPLICATIONS

Preliminary indications are that town planning consultancies may be as high as \$150,000.00 to progress a Town Planning Scheme to the submission stage.

Council is in discussions with DSDIP officers to determine ways of reducing the kind of cash outlay mentioned above.

5. POLICY & LEGAL IMPLICATIONS

As previously mentioned, Burke Shire's existing Planning Scheme was developed under the *Integrated Planning Act 1997* and as such is not fully compliant under the *Sustainable Planning Act 2009*.

6. CRITICAL DATES & IMPLEMENTATION

In terms of the current timeframe that Council is working toward – outlined in correspondence from the Minister for SDIP – Council must resolve to adopt a new Planning Scheme either at the August or September Council meetings.

In accordance with *Statutory Guideline 2/14 – Making or Amending A Planning Scheme*, Council will advise the Minister for SDIP as soon as possible of this decision, and provide a statement of the state interests that Council considers relevant, and how these may be integrated within the proposed planning scheme.

7. CONSULTATION

The CEO and PHRM have been in regular contact with DSDIP in relation to the process of creating a new scheme, and the development of a compliant statement of state interests.

They have additionally, with the Mayor, met with representatives from Harrison Grierson town planning consultants to further ascertain where professional input from an outside party may be most beneficial.

Community Consultation has also taken place with regard to ILUA-related development of residential, rural-residential and light industrial land. As a precursor to further town planning discussions, no concerns were expressed about the nature of the proposed developments.

8. CONCLUSION

With a number of new developments slated for Burke Shire in the coming years, it is important that Council has a planning scheme that is both compliant with the relevant Act, but also provides the necessary framework and flexibility to allow for future growth.

9. OFFICER'S RECOMMENDATION

That Council resolves to prepare a new town planning scheme and notifies the Minister, in writing, of this resolution.

ATTACHMENTS

1. Letter to Deputy Premier – Notice of Adoption of Priority Infrastructure Plan
2. Table A – State Interests



130823_Burke_Shire
_Planning_Scheme_-



140725 - Table A
State Interests.xlsx

Late Item Reports

09.01.06 Annual Report

Report still to come.

Late Item Reports

09.01.07 Council's Delegations Register

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Delegations
DATE:	19.08.2014
LINK TO COUNCIL PLAN/S:	Operational Plan 2014-2015

1. PURPOSE (Executive Summary)

To provide an update to Council on Council's Delegation Register and the processes of review and amendment.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council most recently altered the Delegation Register through the repeal of Standing Delegation DEL-BSC-003 in March 2013.

3. PROPOSAL

That Council reviews the legislative, regulatory and practical requirements of reviewing the Delegation Register, with a view to engaging in a full overview and revision from September 2014.

4. FINANCIAL & RESOURCE IMPLICATIONS

None at present, although future revisions to financial delegations may have financial implications.

5. POLICY & LEGAL IMPLICATIONS

Local Government Act 2009

The following provisions on delegations are contained in the LGA 2009

257 Delegation of local government powers

(1) A local government may, by resolution, delegate a power under this Act or another Act to—

- (a) the mayor; or
- (b) the chief executive officer; or
- (c) a standing committee, or joint standing committee, of the local government; or
- (d) the chairperson of a standing committee, or joint standing committee, of the local government; or
- (e) another local government, for the purposes of a joint government activity.

(2) However, a local government must not delegate a power that an Act states must be exercised by resolution.

(3) A joint standing committee, of the local government, is a committee consisting of Councillors of 2 or more of the local governments.

258 Delegation of mayor's powers

(1) A mayor may delegate the mayor's powers to another councillor of the local government.

(2) However, the mayor must not delegate the power to give directions to the chief executive officer or senior executive employees.

259 Delegation of chief executive officer powers

(1) A chief executive officer may delegate the chief executive officer's powers to an appropriately qualified employee or contractor of the local government. (2) However, the chief executive officer must not delegate the following powers—

- (a) a power delegated by the local government, if the local government has directed the chief executive officer not to further delegate the power;
- (b) a power to keep a register of interests.

260 Local government delegations register

(1) The chief executive officer must establish a register of delegations that contains the particulars prescribed under a regulation.

(2) The chief executive officer must record all delegations by the local government, mayor or the chief executive officer in the register of delegations.

(3) The public may inspect the register of delegations.

Local Government Regulation 2012

The Regulations define information requirements for the Delegations Register at s305:

305 Particulars to be contained in register of delegations—Act, s 260

(1) For section 260(1) of the Act, the particulars prescribed for a register of delegations are—

- (a) The name or title of the person, or the name of the committee, to whom powers are delegated; and
- (b) A description of the powers delegated, including the provisions under a Local Government Act permitting or requiring the exercise of the powers; and
- (c) If the delegation was by the local government—a summary of the resolution by which powers are delegated, including—
 - (i) the date of the resolution; and
 - (ii) a summary of any conditions to which the delegation is subject; and
 - (iii) if the resolution is numbered—its number.

(2) The chief executive officer may include any other information in the register the chief executive officer considers appropriate.

Local Government (Operations) Regulation 2010 (Subordinate Legislation 2010 No. 125):

Should Council wish to repeal or amend the delegations register, the following section must be complied with (as for the repeal or amendment of any decision by resolution).

S59: Repeal or amendment of resolutions

A resolution of a local government may be repealed or amended only if written notice of intention to propose the repeal or amendment is given to each councillor at least 5 days before the meeting at which the proposal is to be made.

6. CRITICAL DATES & IMPLEMENTATION

The Delegation Register should be reviewed and updated annually as necessary. Due to sometime between revisions, it would be beneficial to Council to proceed with more frequent updates/revisions over the next 10 months.

7. CONSULTATION

Local Government Association of Queensland
Department of Local Government Community Recovery and Resilience
Ray Burton; CEO Townsville City Council

8. CONCLUSION

There is a wealth of potential delegations that might be adopted. Determining which pieces of legislation and which delegations are the most important will be essential to ensuring this process of progressive review is effective and efficient.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of this report; and
2. That Council requests the review of existing delegations for the September Council Meeting; and
3. That Council identifies legislation/regulations that it considers to be a priority for review in relation to the creation of new delegations

ATTACHMENTS

3. Burke Shire Council Delegations Register



140818 - Attachment
1 - CEO Report - Dele

4. LGAQ Delegations Register – Complete



140818 - Attachment
2 - CEO Report - Dele

5. King and Company - Instructions for Completion of Delegations Register



140818 - Attachment
3 - CEO Report - Dele

Late Item Reports

09.01.08 Confirmation of name change: Burke Shire Durlga to Burke Shire Ngijinda Durlga

Report still to come.

Late Item Reports

09.01.09 Finance Monthly Update Report – for the month of July

DEPARTMENT: Finance Department

RESPONSIBLE OFFICER: Simba Chimpaka; Finance Manager

FILE NO: Finance Monthly Update Report

DATE: 20.08.2014

1. STATEMENT OF COMPREHENSIVE INCOME

Supporting documentation: Revenue and Expenditure Report

Revenue – Increases in revenue occurred throughout the month driven by various income streams mainly 'rental income' (\$13,560), 'interest received' (\$41,290), Recoverable works revenues (\$2,897) HACC and Community Events grants (\$53,957).

Expenses – 'Employee benefits' paid amounted to \$396,835. Materials and Services \$156,432.

2. STATEMENT OF FINANCIAL POSITION

Supporting documentation: Statement of Financial Position

Current Assets: Closing Balances Cash and Investments

QTC Cash Fund -	\$12,192,737.69
Term Deposits -	\$500,000
Cash at bank -	\$495,374.71
Receivables -	Comprise of rates receivable, Community Events grants, flood damage claims for emergent works and recoverable works amounting to \$2,805,547.

Non-Current Assets – Significant decrease in Capital Works in Progress is noted as completed Capital works in Progress were capitalised at year end, consequently there is a corresponding increase in Property plant and equipment. Capitalised assets range from road infrastructure to property plant and equipment. Incomplete projects include works such as the Community Hub.

Current Liabilities – Mainly relate to invoices that remain unpaid as they are not yet due for payment. Council is steadily moving towards paying outstanding liabilities as and when they are due to ensure maintenance of sufficient cash flows.

3. STATEMENT OF CASH FLOWS

Net cash flow from operating activities- Receipts during the month of July mainly relate to Non Capital Grant revenue received for Community events approximately \$54,000. Rental Income - \$13,560 and Interest on investments -\$41,630.

Expenditure

Payments to suppliers and employees' of \$1,577,544 were made during the month which mainly reflected standard payments of invoices and salaries.

Significant inflows of cash anticipated as rates will be issued and payments will be receipted in the next few weeks.

4. NOTES TO COUNCIL – EVENTS WITHIN THE FINANCE DEPARTMENT

- (i) 2012-13 Audit: Audited Financial Statements for the year ending 2012-13 were received by BSC Management. Council must consider and adopt the 2013 Annual report by Monday 8 September 2014 to meet legislative requirements.
- (ii) Final Management Letter: Council has received the Draft Final Management Letter. Several key issues were raised. Council has responded to the Management letter addressing the key issues. Much of what is contained in the letter is being dealt with and some of the issues have already been resolved for example adoption of a new Corporate Plan with KPIs.
- (iii) Internal Audit Progress: This is ongoing and addresses most of the key issues raised in the 2012-13 Management Letter. Significant progress has been made in relation to preparation for the 2013-14 audits. Outstanding issues relate mainly to the Asset register. Over the next few weeks Council assets will be revalued and the asset register will be updated as required, this will resolve and complete the outstanding asset register project.
- (iv) 2014-15 Outlook: Policies and procedures will be updated as part of the ongoing internal audit process. This is in line with Legislative requirements and the need to establish a robust and firm Finance department. Several key issues raised in the management letter pertain to monthly processes; Key areas include developing a robust Asset Management Plan, Monthly account reconciliations, Audit Committee review, Fraud detection and prevention and improvement of Financial Statement preparation processes. The Finance department has the key task of implementing and adopting key financial management processes. Significant steps have already been taken in this regard. Interviews for a Financial Accountant are currently underway as part of the process to build a solid team.
- (v) Budget: Budget review to be conducted on an ongoing basis. Projects must stick to budget otherwise Council will have to fund the over-expenditure from general revenue/surplus.
- (vi) Rates: Currently working towards issuing rates. Approved increases will be factored in.
- (vii) 2012-13 Flood Damage Claims/Closeouts: The BSC is currently working towards finalizing outstanding Flood damage reports. BSC is working closely with George Bourne Associates to finalize the claims and set systems in place to manage future flood damage claims and submissions diligently.

5. OFFICER'S RECOMMENDATION

That Council notes the contents of the Finance Monthly Update Report.

6. ATTACHMENTS

1. Statement of Comprehensive Income



2. Statement of Financial Position



3. Statement of Cash Flow



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 Confidential - Matters Concerning Payroll and EBA

15 Deputations and presentation scheduled for meeting

None received at close of agenda.

16 Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 18th September 2014.