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*Agenda and Business Papers
Burke Shire Council Ordinary General Meeting
Thursday 18th September 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; Projects & HR Manager Simbarashe Chimpaka; Finance Manager Jenny Williams; Executive Officer (Minutes)

03 Prayer

Led by Cr Murray

04 Consideration of applications for leave of absence

None received at close of agenda.

05 Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 21 August 2014 and Special Meeting Friday 5 September 2014

Recommendation

That the Minutes of the General Meeting of Council held on Thursday 21 August 2014 and the Minutes of the Special Meeting of Council held on Friday 5 September 2014 as presented be confirmed by Council.



140821 Confirmed
Minutes.pdf



140905 Confirmed
Minutes Special Meeti

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 Monthly Report
- 07.03.02 Donation Request – Gregory Branch Mini School
- 07.03.03 Recordkeeping Compliance
- 07.04.01 Finance Monthly Update Report – for the month of August
- 07.05.01 Water Usage Report
- 07.05.02 Sustainable Water Use Policy for Council Owner Properties
- 07.05.03 Timesheet Policy Review

Works and Services Reports

07.01.01 Works and Services Monthly Update Report

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Works Manager
FILE NO:	Business Paper – 18 September 2014
DATE:	18 th September 2014
LINK TO COUNCIL PLAN/S:	Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include (up to 11th Aug 2014):

- Appointment of casual Road Train Driver.
- Installation of stock grid at Harris Ck.
- Completed (minus seal) road widening on Floraville Rd.
- Conducted operator plant maintenance and mobilisation to Hells Gate.
- Completed road design for TIDS work.
- Trenching and installation of conduit for council houses.
- Ongoing work with GBA to complete outstanding NDRRA claims.
- Widening of Floraville Road and the Leichhardt Crossing

Training:

- Nil training completed during the reporting period.
- Next round of training will occur in Nov.

Works for upcoming month:

- Commence TIDS work (seal on Doomadgee West Road).
- Installation of new ablutions facility at Gregory.
- Assistance to the Morning Glory Festival and town beautification.

RMPC

There has been a concerted effort to get the RMPC running efficiently, this has seen several days of practical field training and mentorship provided to BSC staff. Several inspections of the state controlled roads have been conducted over the last month.

This has allowed for the production of an itemised defects list which will enable accurate programming of works over the remainder of the financial year. The first claim for the new financial year has been approved and now awaiting the payment certificate from TMR to send out the invoice.

TMR will be conducting resealing throughout the Shire in October and a scope of works is being prepared for some culvert works at the Four Mile, south of Gregory.

Burke Shire Council 2014/2015 RMPC

	Allocation	Claim 1 (July)	Claim 2	Claim 3	Funds Remaining
Schedule 1	\$432,700.00	\$2,220.00	\$5,781.00	\$14,877.00	\$409,822.00
Schedule 2	\$258,300.00	\$5,108.96	\$155,340.00	\$0.00	\$97,851.04
Schedule 3	\$60,000.00	\$59,999.98	\$0.00	\$0.00	\$0.02
Schedule 4	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Schedule 5	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
Total	\$777,000.00	\$67,328.94	\$161,121.00	\$14,877.00	\$533,673.06

In order to achieve the mandatory 60% expenditure, we will expend or commit approximately \$220k prior to the 15th of December, this will be achieved through further concrete and culvert works (approximately \$100k), pad preparation for TMR (\$25k), Sandy Creek debris removal (\$20-\$40k) and miscellaneous monthly works @ \$20K per month.

Road Train Driver

We have experienced difficulties in finding a suitable applicant to fill the vacant Road Train Driver position. Interviews for this position were completed on the 1st of July with appointment being made on the 7th. To date we have had two 'no shows'. Although both applicants had completed the pre-employment medical testing they have either failed to present and remained un-contactable or have presented with personal reasons that have prohibited a move to Burketown. In the interim, we have made a casual appointment to complete upcoming works to achieve completion of TIDS seal works on the Doomadgee West Road.

I have concluded that there are two issues relating to filling this vacancy:

- Accommodation availability, and,
- Remuneration (Industry start up rate is approx. \$33-35 per hour).

We are currently investigating options to train up personnel in house prior to the next dry season.

Road works

Road works completed over the last month include the widening of the Floraville Road and Leichhardt Crossing. New emulsion has been ordered for the Jet Patcher and should arrive the week of the 15th, given the issues with storage for the emulsion any works will be conducted in a piece meal fashion with product only ordered on an 'as required' basis.

Depending on the availability of staff, I hope to have the Floraville (Bosun Creek area) sealed over the next month.

The installation of the Harris Creek Grid was completed during the week 1-5 Sep. Part of the grid had been installed at Gregory on the pump station access road, given the value of the asset; it was relocated and installed at Harris Creek. The relocation of this grid has provided a substantial saving to council, although, this has caused a delay in the replacement of the stock grid at McAdam crossing.

TIDS – TRAFFIC INFRASTRUCTURE DEVELOPMENT SCHEME

TIDS work commences on the 15th of Sep. The road crew will work a swing of 10 and four for three swings. GBA are handling the seal tender and design work and we expect to seal during the first week of Nov.

NDRRA flood damage works

Funding for NDRRA is still to be confirmed.

2. RANGER/ WORKPLACE HEALTH AND SAFETY

Litter Management

- Dumping Points x 7 are being fully utilised as the Caravan Park is frequently full and campers are being directed by them to the river camping areas.
- Dumping point at the bridge had to be excavated as the first one was filled.
- Dumping point at Floraville is close to full but should see the season out.

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

<u>Sites Visited</u>	<u>Report</u>
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 being fully 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 re-dug 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.

Conducted a daily early morning road run around town and entrance roads to remove nightly road kills before residents/visitors get about also do an early morning check and a general emu bob of town streets. 13 dead wallabies removed from town roads during this period.

Animal Control

- Dog trap was set outside the Police residence.
- The second round 1080 baiting will commence on the 13th of October.
- Misted school toilet block for mosquitoes.

Weed Control

- Chemical shed poisons audit and hazard inspection on the poisons shed.
- 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.
- Sprayed Rubber vine, Prickly acacia, and Calotrope on road reserves.
- Sprayed vegetation in Nicholson pump station yard.

Complaints

- No complaints were received during this period. There are still a large number of nuisance dogs around town, mostly off leash and defecating in public areas. A public notice has been distributed to remind the public about their responsibilities to clean up after dogs and ensure control of dogs in public areas.

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.
- Contract electrician wired in replacement emergency generator for airport lighting also checked faulty set of windsock lights, reset earth leakage lights worked for two days and tripped again. We are currently waiting for another electrician.
- Weekly emergency airport generator check list drawn up.
- 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, met with Town & Rural services supervisor to formulate a plan to mark unmarked graves.
- Cleaning up campers rubbish at Escott causeway.
- Tourists have been moved on camping at the Albert river bridge park, area signed.
- Traffic counters installed in the following places :-
 - Floraville road
 - Camooweal road after hay farm (battery to be changed this down load)
 - Before Century mine
 - After Century mine
- Units maintained and to be downloaded again 10th September and results being collated.
- Maintaining register of employee licences and tickets, Incident reports etc.
- Draft Traffic management plan for Ablution block replacement at Gregory.
- Traffic management plan and signage requirements for signage on faulty grids.
- Meeting with Peter Klem and Juanita Joy, Senior Lands Officers with Department of Natural Resources and Mines based in Longreach, on Burke Shire Stock Route management.

3. PARKS AND GARDEN

- Works program proceeding as normal.
- Trevor Marshall injured approximately two more weeks until maybe fit for work.
- One casual staff member remains employed and will remain until the end of this month.
- Works for Morning Glory Festival proceeding.
- Dripper line at the cemetery has been completed to water trees.
- All trees at the cemetery have been trimmed and tidied.
- House 5 and 6 have had the large tree removed and fill brought in to level ground.

4. BUILDING MAINTENANCE

A scope of works has been sought for all major works required for council properties. The current priority of work will not see the completion of scope until the Nijinda Dulgra.

5. UTILITIES

Water Usage for August: 18,065 kl.

Water usage has risen from 16000 kl this is more than likely due to dry wind that is blowing, and lawns and yards drying out.

Water Recycle Group should be arriving in Burketown on the 10th September to repair the Blivet at the Sewerage Treatment Plant.

Water samples in the Shire have all passed their monthly testing. Daily testing is occurring around Burketown with good results at each site.

The Aquatic Centre has not had much use in recent months due to the cold weather, however the centre is clean and ready for customers with water testing and cleaning occurring daily.

Extra plumbing jobs are being conducted when they can be slotted into the daily schedule.

WSO's training is ongoing, waiting for time to complete assessments. Need signatures and photographic evidence to prove that the works are completed to standard.

Jayden Douglas is working well and learning on the job skills, this has been witnessed by David Marshall and Jarrod Campbell.

The Utilities Services Manager has been absent for the past couple of weeks due to a family emergency. He is expected to return to work prior to the 12th of Sep.

6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Workshop and Fleet Reports

07.02.01 Workshop and Fleet Report

DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris Work Shop and Fleet Manager

FILE NO: Business Paper – Council Meeting 18 September 2014

DATE: 9th September 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 #20 Drum Roller	⇒ 3,500 hr service
⇒ Plant #457 10 Tonner	⇒ 130K service and windscreen
⇒ Plant #426 Low loader	⇒ Tyres and brakes
⇒ Plant #469 Multi tyred roller	⇒ Air leaks
⇒ Plant #474 Rosa bus	⇒ Tyres and windscreen
⇒ Plant #479 Water truck	⇒ 150K service, A/C
⇒ Plant #480 Prime mover	⇒ Diff studs
⇒ Plant #485 Backhoe	⇒ Tyres
⇒ Plant #488 Job truck	⇒ Tyres, A/C
⇒ Plant #519 Jetpatcher	⇒ Conveyor belt
⇒ Plant #522 140M grader	⇒ 3,500 hr service
⇒ Plant #523 140M grader	⇒ Blade slide wear pads and circle adjust
⇒ Plant #530 Hilux	⇒ 50K service and battery
⇒ Plant #531 SES Hilux	⇒ 10K service and battery
⇒ Plant #534 Landcruiser	⇒ 60K service and rear tyres
⇒ Plant #535 Landcruiser	⇒ Battery
⇒ Plant #536 Landcruiser	⇒ Battery
⇒ Plant #537 Landcruiser	⇒ Battery
⇒ Plant #539 Hilux dual cab	⇒ 25K service
⇒ Plant #544 Job truck	⇒ 50K service
⇒ Plant #544 Job truck	⇒ Tyres
⇒ Plant #545 Job truck	⇒ Turbo
⇒ Plant #548 Excavator	⇒ A/C belt
⇒ Plant #550 Kluger	⇒ 22K service
⇒ Plant #561 Landcruiser Dual Cab	⇒ 70K service

Extras by workshop staff -

Pensioner gate, tennis court lights still, airport genset

2. TENDER UPDATE

2014-15 Budget

- New rubbish truck with compactor- ordered- expect delivery late September.
- WM's replacement Hilux- Delivered and inducted
- #535- Holding for now- Road crew may require for Doom West Job
- 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 September 2014 report.

ATTACHMENTS

NIL

Executive Officer Reports

07.03.01 Executive Officer Monthly Report

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE NO:	Business Paper – 18 September 2014
DATE:	3 rd September 2014
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

1. EVENTS CO-ORDINATOR

Past Events

SENIORS WEEK

Burketown Seniors Week was celebrated with two main events throughout the week 18 – 22 August 2014.

- Bingo was sponsored and held at the Burketown Pub. Over 20 people enjoyed Bingo with most winning prizes and lunch donated by Burketown Pub.
- A Musical day with Wayne Sullivan was held involving the children of Burke Shire participating in a day of making their own instruments and playing to a group of seniors over lunch with their instruments. A great afternoon was had by all.

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
- Promotional material has been distributed throughout the Burke Shire.
- To be judged at the Morning Glory Festival. Judges still need to be finalised.

RECOGNISE THIS

- A BBQ will be held in the Morning Glory Park on September 9th.
- Promotional material has been distributed for the BBQ.
- Council will host a BBQ in the Morning Glory Park.

MORNING GLORY FESTIVAL ACTIVITIES UNDERTAKEN

- Marketing has started for the Morning Glory Festival with it now being featured on TV, Radio & Print mediums.
- All live music is now confirmed for the festival in the Park
- A road closure application has been submitted for the closure of Musgrave Street between the Burketown Pub and the Morning Glory Park
- A liquor licence has been submitted by Burketown Pub. This has been supported by Council.
- MMG has sponsored the Morning Glory Festival with in-kind flights from Townsville for 8 band members and includes overnight accommodation at Century the night prior to leaving.
- Skytrans have sponsored the Morning Glory Festival with 5 taxes only flights return from Cairns and 10 flights at \$189.00 each way. This support has been priceless to the event.
- CLCAC will be hosting their 30 Year anniversary display in the Visitor Information Centre
- CLCAC will be hosting ranger tours during the Morning Glory Festival
- A digital photographic display I currently being organised to showcase photos of the morning glory cloud
- Flags have been ordered to place around the park and outside the council office.

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

Other Activities Planned

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

RADF

- RADF funding announced with Burke Shire receiving an additional \$1,300.00
- RADF future funding projects need to be scoped 'History of Burke Shire'

2. LIBRARY

The Library has become a busier space since the Information Centre has been closed for renovations. Tourist numbers seem to have slowed down in the last week.

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 Unit 2/172 Musgrave Street is now empty and ready for allocation.

Council Staff Applications

House Applications	4
Unit Applications	1

General Public

House Applications	2
Unit Applications	3

4. PROMOTION

Social Media

Burke Shire Council Facebook page currently has 207 likes; see attached schedule for more information.

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
- All changes and proofing have now been made, the brochure has been designed and sent to print.
- Advertising opportunities – 6 companies have taken up the opportunity to advertise. This will reduce the cost of the brochure by \$2,400.00

Newsletter

- Collating of information for the September Burke Shire newsletter
- Design of the Newsletter has been completed and this has been sent to print.

5. 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
- 14-04 RP855145 Wills Developmental Road- Accommodation Building, Function Hall and new deck and amenities block

6. ENVIRONMENTAL HEALTH SERVICES

All food businesses in the Shire are currently licensed.

7. HOME AND COMMUNITY CARE (Pam deJoux)

CBDC Clients: 5

Social Support Clients: 3

- We started back with Centre Based Day Care on 29th July – Gregory on Thursday 31st.
- We have lost two of our clients due to medical problems.
- The clients at Laura Johnson Aged Care Home were pleased with the knitted /crochet knee blankets along with the domino's that George and Lenny made for the Dementia Ward.
- Seniors Week went well with a full week of activities; we started off the week with an enjoyable night of Musical entertainment/three course meal. Monday was a fun morning of Bingo along with prizes and a light luncheon which was escorted in by bagpipes. Wayne & Dennis again entertained the seniors with their music. The week ended with a Musical Workshop, lunch and entertainment with seniors, school children and community members.
- It is planned to revamp the gardens. Our roses are doing well and are putting on a show.
- A "Side walk" sale with items left over from our last Trash & Treasure is being sold outside the Art & Craft shop on Saturdays for those that are interested. The HACC ladies will be managing it when possible.
- On Thursday, 4th September we will be going out to Mellish Park to celebrate Eileen's 97th birthday with a luncheon "station style".

8. INFORMATION TECHNOLOGY

Managed Services Upgrade

Council is currently in testing mode for the next couple of weeks. 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.

9. CONFERENCES/TRAINING

September 2014 - Nil

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Morning Glory Festival



MGF.pdf

2. CorpMem Report



Admin Report
20140831 (2).pdf

Executive Officer Reports

07.03.02 Donation Request – Gregory Branch Mini School

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE NO:	Donation Requests 2014/15
DATE:	3 rd September 2014
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from Kylie Tait for the Gregory Branch Mini School.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Gregory Branch Mini School through SOTA received \$213.33 worth of in-kind donations from Council in 2013/14 financial year.

3. PROPOSAL

Kylie Tait is requesting for support in a cash donation of \$900.00 from Council to assist with Gregory Branch Mini School and in-kind support in Rubbish Collection and Fuel for the generator.

Project Summary

The group meets only once a year and is not big enough to form a committee. It is run by a group of volunteering mothers, there is a meeting each camp to nominate the next years coordinator, who then is in charge of organise the following years mini school. The Mini School has been held for many years. There are currently 12 members.

The Gregory Mini School is held for four days every September to allow the shires children who attend school of the air to participate in a classroom environment with their school teachers and class mates in person, due to the remote location of these children's properties they will only get to do this once a year so it is of great importance that these children have the opportunity to attend.

The Mini School will be held in Gregory on the 6th and 7th September at the Gregory Hall. It will greatly benefit the families within the Burke Shire who live on properties. All local property families with children who attend SOTA will participate in the project.

Councils support will be recognized and acknowledged in announcements on air during school notices that are broadcast throughout north QLD.

Each family makes a small cash donation towards the coming years mini school.

Total project cost

	\$
Own cash contribution	1 500
Own in-kind contribution	1 200
Other funding sources	350
Council Donation Request	600
Total project cost	<u>3 650</u>

4. FINANCIAL & RESOURCE IMPLICATIONS

The current donations budget: \$4940.91 spent out of a budget of \$60,000 (\$55059.09 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 Gregory Branch Mini School will be held on the 6th and 7th September 2014.

7. CONSULTATION

Finance, CEO

8. CONCLUSION

That Council provides the Gregory Branch Mini School with \$600 cash donation and in-kind support as requested.

9. OFFICER'S RECOMMENDATION

That Council approves the following donations for Kylie Tait:-

1. A cash donation of \$600; and
2. In-kind support for:-
 - a. Rubbish Collection
 - b. Fuel for the Gregory Hall Generator

ATTACHMENTS



ADMIN Donations
Request Form.pdf

1. Donation Request

Executive Officer Reports

07.03.03 Recordkeeping Compliance

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE NO:	Recordkeeping
DATE:	4 th August 2014
LINK TO COUNCIL PLAN/S:	Public Records Act 2002

1. PURPOSE (Executive Summary)

The purpose of this project is to continue to improve temporary and permanent storage and the management of current and future hard copy record collections. In particular, focus is given to processing the disposal of hard copy records in order to address the problem of diminishing available archive or secondary storage capacity at Burke Shire Council.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Refer to report attached Proposal and Burke Shire Council Archival Storage Report.

May 2012 Visit

Based on calculations performed in May 2012 there was only nine percent capacity remaining in the storage room. It was anticipated that storage would run out around January 2014. This was the case; the storage area was full and overflowing by January 2014.

This original project proposal was focused on internal staff from BSC managed records continuum for BSC on an ongoing basis. On 25 November 2013 Council advised CorpMem that BSC will be outsourcing Records management to them. Some components of the original project were removed from the original plan.

June 2014 Visit

CorpMem staff attended the council office between 2nd June to the 13th June 2014 to undertake the processing of pre-InfoVision hardcopy files. Half a day on the 12th June 2014 was spent mapping documents between the electronic and physical stores. A satisfactory result was achieved with over 70% of documents being accurately mapped. This information was used to finalise the BCS Hard Copy Records Rule and finish development on the box number update routine. After the backup had completed on 19th June 2014 the update routine was executed and 3795 documents were updated with the box number in which the hardcopy was stored. Validation tests revealed that all and only all records expected to be updated during the execution of the update routine were modified.

During this time CorpMem spent a total of 256 hours processing pre-InfoVision hardcopy records. The cost of 86 of those hours was absorbed by CorpMem Business Solutions so that costs were not passed on to council.

This has resulted in council no longer incurring costs for the storage and maintenance of 604 files and 703 files are now discoverable and managed in the InfoXpert EDRMS.

3. PROPOSAL

CorpMem Business Solutions will provide three consultants to appraise and register remainder of files. The files will be processed in an order of priority as directed by BSC.

Benefits

- Available space in the archival storage facility maximized.
- Boxes in the archival storage facility organised in an intuitive and logical order.
- Workplace health and safety risks in the archival storage facility mitigated.
- The area outside the archival storage facility free up for use as a records processing area.
- All files not currently registered into InfoXpert will become discoverable by the organisation.
- The risk and liability caused by the retention of records that have no longer any value to the organisation removed.
- The cost of storing records that have no longer any value to the organisation removed.
- Records registered into InfoXpert will have a calculable management cost.

4. FINANCIAL & RESOURCE IMPLICATIONS

The completion of this project was anticipated in the original agreement with CorpMem, although this was not provided for in the 2014-2015 Budget.

Accordingly, there is currently no committed budget for this expenditure, an oversight that this resolution seeks to remedy.

Approximate costs – Onsite Processing

Three CorpMem consultants for 12 days (including travel time) \$22,000.00

Travel and Accommodation – three CorpMem consultants \$17000.00

Total Cost \$39,000 (pending flight fares)

5. POLICY & LEGAL IMPLICATIONS

Council is obligated to abide by the Public Records Act 2002.

[Queensland State Archives](#)
[Recordkeeping for government](#)

Recordkeeping governance

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

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

The objectives of the Public Records Act 2002 are to:

- *Facilitate the documentation, management and preservation of Government business through full and accurate records, irrespective of the technological or administrative environment in which Government business is conducted or the custodial arrangements for public records.*
- *Better align access principles for public records in the custody of QSA with certain access principles and procedures in the Right to Information Act 2009 and the Information Privacy Act 2009.*
(<http://www.archives.qld.gov.au/Recordkeeping/Governance/Pages/Default.aspx#3>)

6. CRITICAL DATES & IMPLEMENTATION

CorpMem Business Solutions are available to complete this work during November 2014.

7. CONSULTATION

CEO, Finance.

CorpMem Business Solutions through reporting.

8. CONCLUSION

Council has previously committed to the completion of this archival records keeping project, which is now approximately 70% complete. The completion of this project is essential for two reasons; firstly, to ensure that Council complies with relevant legislation; and secondly, to ensure greater efficiencies in Council operations, particularly as this relates to the security and retrieval of records.

9. OFFICER'S RECOMMENDATION

That Council approves the expenditure of up to \$40,000 to engage CorpMem Business Solutions to continue to improve temporary and permanent storage and the management of current and future hard copy record collections.

ATTACHMENTS

1. Project Report – Phase One



Project Report
20140822.pdf

2. Proposal



BSC Proposal
20140623.pdf

Finance Reports

07.04.01 Finance Monthly Update Report – for the month of August

DEPARTMENT: Finance Department

RESPONSIBLE OFFICER: Simba Chimpaka; Finance Manager

FILE NO: Finance Monthly Update Report

DATE: 18.09.2014

1. STATEMENT OF COMPREHENSIVE INCOME

Supporting documentation: Revenue and Expenditure Report

Recurrent Revenue – Net Recurrent Revenue increased by \$768,700. This represents an overall 48% increase in recurrent revenues from the last reporting period.

Revenue increases pertain to the following receipts:

Financial Assistance Grant (General Purpose Funding) - \$612,000 (First Quarter Instalment)

Financial Assistance Grant (Roads) - \$60,000 (First Quarter Instalment)

Rental income - \$9,700

Investment Interest - \$38,000

Fees & Charges - \$6,500

Capital Revenue – Capital revenues increased by 23%. The increase relates to Capital revenue received for the upgrade of the Water Treatment Plant.

Recurrent Expenditure

Year to date recurrent expenditure (Employee Benefits & Materials and services) increased to \$1,168,458 consistent with forecast.

Net Operating Surplus

Year to date net operating surplus was \$1,246,161. The net operating surplus has decreased by \$77,144 from the last reporting period.

2. STATEMENT OF FINANCIAL POSITION

Supporting documentation: Statement of Financial Position

Current Assets

	Balance 31 Jul	Balance 31 Aug	Change
Cash & Cash Equivalents	14,429,532	14,007,471	-422,061
Trade & Other Receivables	2,060,624	2,026,352	-34,272
Inventories	522,022	300,077	-221,945
Other Financial Assets	1,601,246	1,714,885	113,639
Total Current Assets	18,613,424	18,048,785	

Non-Current Assets

Property Plant & Equipment increased by \$36,020. Previously written off Rav 4 was replaced through Councils insurance and subsequently added onto the Asset register.

Note that Depreciation expense remains unchanged as depreciation has not been run for the month of August pending completion of the asset register update.

Capital works in Progress - Work in progress increased by \$664,071. Major expenditure incurred in Nijinda Durlga construction works.

The Following Capital Works Projects have been completed:

House 5 Renovations

Dome Shelter at the Water Treatment Plant

TIDS –Doomadgee West Road seal

Water Treatment Plant Tank Upgrade

Ongoing Capital works

Description	Percentage Completion	Year to Date Costs
Nijinda Durlga	90%	2,760,874
Gregory Ablution Facilities	60%	85,000
Water Treatment Plant Upgrade	100%	34,650
Total		2,880,524

Current Liabilities

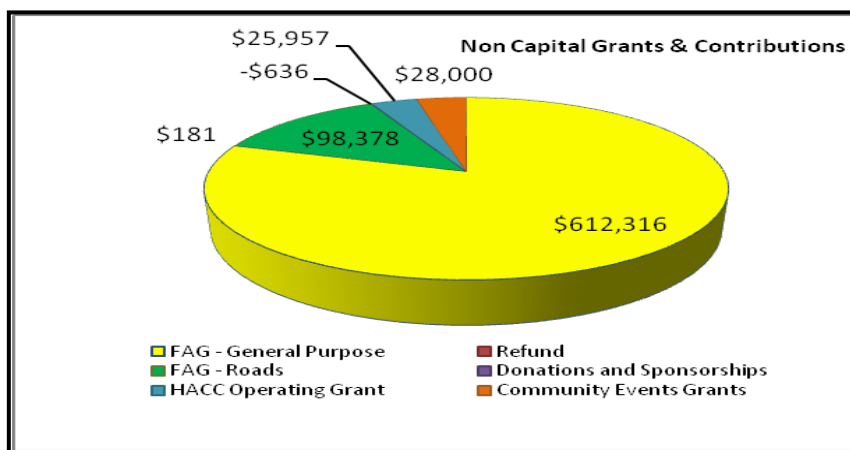
Current Liabilities balance as at 31 August reported as \$196 629. This mainly relates to invoices not yet due for payment as at 31 August.

3. STATEMENT OF CASH FLOWS

Net cash flow from operating activities-

Cash receipts as indicated in the chart below mainly relate to FAG General Purpose and Roads Grant. Major payments relate to progress claims for the Nijinda Durlga works.

Overall Cash at the end of the reporting period sat at \$14,000,000



4. STRATEGIC FINANCIAL RATIOS

Asset Ratios

Liquidity Ratio:

This ratio indicates the ability of Council to meet its short-term obligations.

This ratio should exceed 1:1.

A ratio of 1:1 indicates the ability to pay all current liabilities, if necessary, from their cash and liquid financial assets.

Council's Liquidity ratio as at 31 August is 30:1 therefore council has substantial ability to meet its current liabilities.

Working Capital:

This ratio indicates the amount by which short term assets exceed short term obligations.

This ratio measures a firm's ability to pay off its current liabilities with current assets

Ideally working Capital ratio should be close to or above 2:1

Council's working capital ratio as at 31 August is 22:1 therefore Council can meet all of its current liabilities and still have positive working capital.

Revenue Ratio

This ratio reflects Council's dependence on general rate revenue as a percentage of total operating income.

Council's Revenue ratio as at 31 Aug was 72:1

5. FINANCE MONTHLY UPDATE

BPay: Council has managed to set up BPay with Westpac Bank. BPay will enable council to effectively and accurately keep track of deposits and payments from rate payers and customers.

Staffing: Financial Accountant has commenced employment with Burke Shire Council.

Rolling Stock take: An inventory count was conducted at the end of the month. There were no significant variances in stock and inventory quantities.

Flood damage Submissions and Roads Program: Council is working closely with George Bourne Associates to complete flood damage acquittals and closeouts of NDRRA and Roads to Recovery projects. There is a significant amount of work to be carried out to complete this project.

Asset revaluation: The asset revaluation project is ongoing. George Bourne Associates are working closely with XY Mapping to complete the revaluations. There are several queries to be addressed in relation to the data provided. The queries raised may result in a delay in regards to anticipated completion date.

Updating Procedures and Policies: Ongoing- Accounting Manual to be adopted, the manual contains several policies required to meet Local Government regulations. There are several other policies, plans and registers to be reviewed and updated including the Audit Committee Charter, Risk Register and Asset Management Plan these will be developed in conjunction with Crowe Howarth.

Budget: Budget review to take place in October.

5. OFFICER'S RECOMMENDATION

That Council notes the contents of the Finance Report August 2014.

ATTACHMENTS

1. Statement of Cash Flows -



Statement of Cash
Flows.pdf

2. Statement of Comprehensive Income -



Statement of
Comprehensive Income

3. Statement of Financial Position -



Statement of
Financial Position.pdf

Projects and Human Resources Manager Reports

07.05.01 Water Usage Report

DEPARTMENT: Projects

RESPONSIBLE OFFICER: Nils Hay, Projects and Human Resources Manager

FILE REF: Business Paper – Water

DATE: 9 September 2014

LINK TO COUNCIL PLAN/S:

1. PURPOSE (Executive Summary)

To update Council on water usage in Burke Shire since the introduction of the new water rating system.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

An update was sought at the August 2014 Ordinary Council Meeting.

3. PROPOSAL

While it is difficult to offer comparison with FY13-14, as monthly water meter readings only commenced around May 2014, it is possible to report upon water usage for the 2014/15 Financial Year, since the introduction of meter-based water rates.

As at 01/09/2014:

- 20 properties had used more than 50% of their 900kL annual water allocation (see table overleaf):
 - o Five were commercially owned, and as such higher than average use would be expected
 - o One was a community in Gregory, which comprises multiple residences
 - o Four were parks/reserves
 - o Eight were residences
 - o The Burketown Council Depot and Medical Clinic are also both on this list
- Works carried out at Bidunggu saw a large decrease in water usage in July 2014. This has since risen due to an increase in occupancy and an active drive to improve the lawns and gardens of the community during August.
- Average water use Shire-wide sits at 199.7kL for the first two months of the financial year
 - o Assuming equal monthly usage, 150kL represents two months' worth of a 900kL allocation, but given that July and August are typically quite high-use months, this figure appears reasonable
 - o Approximately 67% of all properties are at or below this average usage figure
- Note that, as part of the introduction of the new water rating system, Council was not counting July's usage towards the annual allocation for ratepayers

4. FINANCIAL & RESOURCE IMPLICATIONS

Reduced water consumption reduces the variable costs of providing treated water.

5. POLICY & LEGAL IMPLICATIONS

Council's high representation in these figures reinforces the need for a Sustainable Water Use Policy for Council Owned Properties.

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

Community consultation and education was carried out as part of the introduction of the new rating system, along with consultation with a water rates expert during the development process.

8. CONCLUSION

Water use appears to be tracking in line with last year, however in the absence of monthly usage data for that period it's difficult to be certain, given that the drier months typically see greater water usage.

It is important that Council continues to monitor its water usage, and introduce – where practical – further water saving initiatives and/or infrastructure that reduces the variable costs of supplying treated water via the Gregory and Burketown schemes.

Water use will continue to be monitored and a further update will be provided in several months' time.

9. OFFICER'S RECOMMENDATION

That Council notes the findings of this report.

ATTACHMENTS



Water Usage
Update.xlsx

1. Water Usage -

Projects and Human Resources Manager Reports

07.05.02 Sustainable Water Use Policy for Council Owner Properties

DEPARTMENT: Works & Services

RESPONSIBLE OFFICER: Nils Hay; Projects and Human Resources Manager

FILE REF: Business Paper - Policy

DATE: 9 September 2014

LINK TO COUNCIL PLAN/S:

1. PURPOSE (Executive Summary)

To establish a Sustainable Water Use Policy for Council Owned Properties for Burke Shire Council.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

With the introduction of usage-based water rates, it has been recognized that – as one of the largest water users – Council has a responsibility to manage water in a sustainable fashion. This Policy is intended to codify Council's commitment to sustainable water use practices.

3. PROPOSAL

The Policy provides minimum standards for water efficiency in new buildings, projects and upgrades of existing Council facilities. It confirms Council's commitment to a swift response to incidents and also promotes – where practicable – the use of alternative water supplies.

4. FINANCIAL & RESOURCE IMPLICATIONS

In addition to the environmental benefits, given that water in Burketown and Gregory costs more to treat and supply than Council recoups, any reduction in water usage will equate to a saving for Council.

5. POLICY & LEGAL IMPLICATIONS

Nil

6. CRITICAL DATES & IMPLEMENTATION

The Policy will be effective immediately from adoption, and can be implemented easily on new projects/upgrades by applying the Minimum Standards table (Section 8) to water-using appliances and equipment in those projects.

7. CONSULTATION

Community consultation and education has taken place as part of the process of introducing the new water rating system. During this consultation, the concern was raised that Council was imposing restrictions upon ratepayers that it would not be affected by.

8. CONCLUSION

This Policy is intended to cement Council as a leader in sustainable water usage, and ensure that the outcomes from the new rating system are equitable.

9. OFFICER'S RECOMMENDATION

That the Sustainable Water Use Policy be adopted as drafted.

ATTACHMENTS



140616 - Sustainable
Water Use Policy.doc

1. Sustainable Water Use Policy -

Projects and Human Resources Manager Reports

07.05.03 Timesheet Policy Review

DEPARTMENT: Human Resources

RESPONSIBLE OFFICER: Nils Hay, Projects and Human Resources Manager

FILE REF: Business Paper - Policy

DATE: 9 September 2014

LINK TO COUNCIL PLAN/S:

1. PURPOSE (Executive Summary)

To review Council's Timesheet Policy, last reviewed July 2013

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The current Policy was introduced on 18 July 2013, this review is taking place as part of the annual review of all HR policies.

3. PROPOSAL

The existing Policy has been reviewed and found to still be relevant and compliant with the BSC Certified Agreement, Awards and internal procedures, it is virtually unchanged from the version adopted last year.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

Nil

6. CRITICAL DATES & IMPLEMENTATION

This Policy was introduced in July 2013, and was slated for review in July 2014. While not legislatively mandated, it would be desirable to complete this review as soon as practicable.

7. CONSULTATION

The existing Policy was compared to the latest legally approved LGAQ template available (the template that it was originally developed from) and found to still be current.

8. CONCLUSION

This Policy is intended to provide Council with a written Timesheet Policy for all staff, and this review will ensure that this Policy remains relevant and legally compliant.

9. OFFICER'S RECOMMENDATION

That the reviewed Timesheet Policy be adopted as submitted.

ATTACHMENTS



1. Timesheet Policy - 140902 - HRM-POL-003.2 - Tim

08 Chief Executive Officer Reports

08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

08.01.02 Telecommunications upgrade - Burketown

Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper 18 September 2014
DATE:	17.08.2014
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, 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	Burke Shire Council representatives to meet with State of Queensland and Gangalidda & Garawa on Friday 12 September 2014	On track
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
Operational Plan	Adopted at Ordinary Council Meeting: July 2014. First quarterly report to be submitted at October Council meeting.	Completed
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
Local Disaster Management Plan	Annual review of plan completed and submitted. Annual report also submitted.	Completed
Corporate Plan	Adopted at Ordinary Council Meeting: June 2014.	Completed
Budget	Adopted at Ordinary Council Meeting: June 2014	Budget review to take place in October 2014

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	Design documentation received from consultant. Council has provided feedback on these designs. Tender to be issued shortly.	On track
Gregory Ablutions	Installation to be completed by 30 September.	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. Awaiting formal report from CLCAC.	On track
Roads Programs – Financial Management	Council has 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 programs. Part of this involves the development of a more efficient job-costing structure, one that aligns with QRA and R2R reporting requirements.	Monitor
Roads Programs – 5 year infrastructure plan	GBA engaged to assist Council to 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 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. Results were presented to Council during a closed-session report at the August 2014 Council meeting. These findings will inform the October Joint Consultative Committee 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-October	Monitor
Morning Glory Festival	Bands contracted. Accommodation for VIPs and performers arranged. Sponsorship requests in process. Print, radio and television advertising have commenced. 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
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 has commenced with Managed Services to be operational by 30.09.2014.	Monitor
House Inspections	Housing Inspections to commence on 13-14 October 2014.	On track
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
Solar energy for WTP in Gregory	Consultant engaged to project manage tender process. Burke Shire to initiate ILUA discussions with Traditional Owners.	On track
Change of Reserve Type: public hall in Gregory	Adjustment Notice submitted to DNRM	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. Andrew Sly from Economic Development Queensland scheduled to arrive in Burketown on 19.09.2014	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. Tyre management discussed at RRTG and ROC, as well as in discussions with Doomadgee and Mornington Shires.	Monitor
Gregory Landfill	Development Application required to ensure this tip is appropriately regulated. To be actioned week beginning 25.08.2014	In progress

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. Option to fund a feasibility study into an alternative network upgrade. The cost of the feasibility study will be absorbed in the final cost of the capacity upgrade.	15.09.2014
BKT - ADSL2	No available ports. This is a back haul issue. See above.	15.09.2014
BKT - 4g upgrade	No schedule upgrade for BKT. To follow up.	15.09.2014
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.	15.09.2014

5. MEETINGS/CONFERENCES/DELEGATIONS

What	Where	When	Attendees
Economic Development Roundtable	Doomadgee	28 th August 2014	Cr Camp, Cr Poole, Cr Murray
Queensland Western Roads Action Plan	Mt Isa	28 th August 2014	Cr Forshaw
NWQ RRTG Technical Committee Meeting	Karumba	22 nd August 2014	Works Manager
NWQ RRTG and ROC meeting	Karumba	5 th September 2014	Mayor, CEO
Burketown ILUA negotiator meeting	Brisbane	12 th September 2014	Cr Poole, CEO
SEGRA (Sustainable Economic Growth for Regional Australia)	Alice Springs	8-10 th October	Cr Poole, Cr Duff, PHRM
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

- Attachment 1: WHSA Monthly Performance



- Attachment 2: WHSA Incident Report



Chief Executive Officer Reports

08.01.02 Telecommunications upgrade - Burketown

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE REF:	Telecommunications, Business Paper 18 September 2014
DATE:	15.09.2014
LINK TO COUNCIL PLAN/S:	Corporate Plan, 2014-2015 Budget

1. PURPOSE (Executive Summary)

Consideration of two proposals from Telstra that relate to telecommunication upgrades in Burketown.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has previously considered two options in relation to co-funding (with Telstra) telecommunications upgrades to Burketown.

The first of these relates to installation of additional fibre haul and the upgrading of the towers at Doomadgee, Burketown and the repeater off the Wills Developmental Road. Initially, this was costed at \$725,000.00, although the revised figure would appear to be closer to \$630,000.00.

The second of these relates to co-funding the installation of optic fibre to Burketown. This was originally expected to cost \$500,000.00 on the expectation that Telstra would be funding the installation of fibre optic between Doomadgee and Normanton. As this project has been de-prioritised, the required funding from Council to ensure this fibre-option goes ahead has increased to \$2,600,000.00

3. PROPOSAL

That Council determines to proceed with either:

- The upgrade to existing services via tower and repeater upgrades; or
- The installation of optic fibre

4. FINANCIAL & RESOURCE IMPLICATIONS

Due to previous uncertainties around this project, there was no budgetary allocation for a particular telecoms upgrade project.

If Council decides to move ahead with either option, Council will be required to pay Telstra \$46,000.00 (GST excl.) for a feasibility study. This amount will be incorporated into the total project cost.

Additional implications will be determined by the path Council elects to take in relation to a telecoms upgrade for Burketown.

5. POLICY & LEGAL IMPLICATIONS

NA

6. CRITICAL DATES & IMPLEMENTATION

NA

7. CONSULTATION

Council has discussed the two upgrade options with Telstra. These options have changed a number of times over the last 4 months, with the optic fibre link recently taken off the agenda due to budget cuts in Telstra.

The current availability of ADSL2+ ports in Burketown is zero. There are 19 remaining ADSL1 ports.

STATE	SITE_NAME	ESA_CODE	MDF_CODE	ISAM_AVAIL_PRTS_MAX_20MBPS	ADDNL_AVAIL_PRTS_MAX_20MBPS	ADDNL_AVAIL_PRTS_MAX_8MBPS	TOTAL_AVAIL_PRTS
QLD	BURKETOWN	BURK	BURK01	0	0	19	19

Telstra will provide additional information on comparative benefits under the new systems in time for the Council meeting on Thursday 18 September 2014.

8. CONCLUSION

Council has an important role to play in improving telecommunications in the Shire, co-funding what Telstra would fully fund in metropolitan areas. While Council has this important role, it is also in a situation where it is information poor, not knowing when the Doomadgee-Normanton fibrelink will re-emerge as a Telstra priority. Accordingly, Council is at risk of allocating expenditure to a project (repeater/tower upgrades) that would be obsolete should the fibrelink option generate renewed interest from Telstra in the next 2-3 years.

9. OFFICER'S RECOMMENDATION

That Council approves the allocation of funding to conduct the feasibility study for the upgrade to Burketown's telecommunications infrastructure (tower/repeated option) with a view to allocating funding for the completion of this project in either the 2014-2015 or 2015-2016 financial year.

ATTACHMENTS

NA

09 Late Item Reports

09. Late Item Reports

09.01 Accounting Manual: policies and procedures

09.02 Council's Delegations Register

Late Item Reports

09.01 Accounting Manual: policies and procedures

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE REF:	Finance – Policy and Procedures
DATE:	15.09.2014
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE (Executive Summary)

To present to Council the “Burke Shire Council 2014-2015 Accounting Manual: policies and procedures” for consideration and for adoption by resolution.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In the QAO Management Report for the 2012-2013 Financial Year (report received on 8 August 2014), Council was encouraged to mitigate financial risks to the organisation through reviewing, adopting and implementing updated policies and procedures for the Finance Department.

The “Burke Shire Council 2014-2015 Accounting Manual: policies and procedures” is Council’s response to this risk mitigation requirement.

The manual was developed by Council’s internal auditor (Crowe Horwath) in conjunction with Council’s Finance Manager.

3. PROPOSAL

a) That Council adopts the “Account Manual: policies and procedures” as submitted.

4. FINANCIAL & RESOURCE IMPLICATIONS

NA

5. POLICY & LEGAL IMPLICATIONS

The Local Government Regulation 2012 requires that Council prepare and adopt the following:

- 1) s193: Revenue Policy
- 2) s195: Community Grants Policy
- 3) s196: Entertainment and Hospitality
- 4) s197: Advertising Policy
- 5) s198: Procurement Policy

This policy represents an important risk mitigation measure for Council, ensuring it is able to meet QAO requirements.

6. CRITICAL DATES & IMPLEMENTATION

The “Burke Shire Council 2014-2015 Accounting Manual: policies and procedures” should be adopted prior to the arrival of external auditors on 13 October 2014.

7. CONSULTATION

Consultation has taken place between Council's internal auditor, Finance Manager and CEO.

8. CONCLUSION

This Accounting Manual represents a revision of all of Council's previous Accounting policies and revises the majority of policies that Council is required to review under the Local Government Regulation. Accordingly, the development and annual revision of this document will enable Council to discharge a number of its regulatory responsibilities and encourage the internal coherence of these policies.

9. OFFICER'S RECOMMENDATION

That Council adopts Governance Policy 007: the Accounting Manual, Policies and Principles as submitted.

ATTACHMENTS

1. Accounting Manual, Policies and Principles



GOV07 Burke Shire
Council - ACCOUNTIN

Late Item Reports

09.02 Council's Delegations Register

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Delegations – Business Paper 18 September 2014
DATE:	19.08.2014
LINK TO COUNCIL PLAN/S:	Operational Plan 2014-2015

1. PURPOSE (Executive Summary)

To submit suggested revisions to the Delegation Register to Council and to elicit initial feedback on submissions prior to the proposal of specific amendments at the October Council meeting.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

Council considered the existing Delegation Register at the August Council meeting.

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.

That Council considers suggested revisions to the existing delegations on the Council delegation register.

That Council considers the incorporation of additional delegations from the Water Act 2000 and the Disaster Management Act 2003.

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.

This report highlights potential review items from the existing delegation register and proposes delegations under the Disaster Management Act 2003 and the Water Act 2000.

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 October 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

1. Burke Shire Council Delegations Register - amendment suggestions & considerations



140916 - Attachment

1 - CEO Report - Dele

Late Item Reports

09.03 Support for Gregory River Catchment Weed Proposal

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE REF:	Business Paper 18 September 2014
DATE:	18.09.2014
LINK TO COUNCIL PLAN/S:	Pest Management Plan, Corporate Plan, Budget

1. PURPOSE (Executive Summary)

For Council to consider making a two-year financial contribution to a Gregory River Catchment weed project in the amount of \$50,000 (\$25,000 per year). This amount would represent 10% of the total project cost as outlined in Attachment 1: "Business Case Gregory Weeds".

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In 2013-2014, Council committed additional funding to weed management projects in Burketown and in Gregory donation of herbicide, providing funding and in-kind contributions to various land care groups to assist in the delivery of their projects.

3. PROPOSAL

The following is taken from "Business Case Gregory Weeds" (attached):

The aim of the project is to halt the spread and reduce the distribution of key threatening weeds species in the upper catchment of the Gregory River. Importantly, it will not just be the end result that provides benefits to the region through reduced weed numbers. Of equal significance is that the methods employed to deliver this result will also provide much-expanded future enterprise opportunities, additional training, employment and social outcomes for new Indigenous rangers.

Specifically the project aims to:

1. Prevent the Westerly spread of Rubber Vine, Prickly Acacia and Bellyache Bush (WoN's species) using a variety of tools including chemical and fire application
2. Protect prime habitat for at 26 threatened species including the iconic Purple-crowned Fairywren and Gouldian Finch and River Pandanus;
3. Introduce prescribed burning around significant riparian habitat on the permanent flowing upper Gregory catchment (ex-Wild River) and on pastoral leasehold land to improve environmental outcomes and pastoral productivity;
4. Educate pastoral landholders in the use of fire as a tool for weed control and habitat protection;
5. Develop property based weed management plans to ensure landholder follow up;
6. Diversify the funding base, employ, train and mentor five Bidunggu (Waanyi) Indigenous rangers over the life of the project to be work-ready in the natural resource/land management sector; and
7. Create a new Indigenous owned and run enterprise/ranger group and ensure it is viable going forward with the necessary skills and capacity to take advantage of ongoing commitments from the pastoralists we work with to manage weeds into the future.

4. FINANCIAL & RESOURCE IMPLICATIONS

Proposed Budget

Investor	Amount over 2 years
Everyone's Environment Grant	\$150,000
CLCAC	\$150,000
Gregory River Land care Group (mostly from individual pastoralists)	\$40,000
Century Mine	\$50,000*
Burke Shire Council	\$50,000 [#]
Totals	\$480,000**

*Note: The CLCAC is currently negotiating a similar proposal with Century Mine. Early indications are favourable for the provision of funds.

[#] Note: Subject of this funding proposal.

Potential long-term economic benefits in/around Gregory

Support for this project has the potential to encourage continued development of the Bidunggu Rangers in land care management.

The Bidunggu Rangers are a group of rangers the CLCAC has employed and trained to undertake prescribed burning and weed control under a Commonwealth Government grant (Biodiversity Fund). This grant only allows for approximately eight weeks work per year (over four years) and is mostly concentrated in the Bidunggu Land Trust area.

This proposal would allow the five rangers to expand their work up the Gregory catchment and fund 20-25 weeks work (in first year) and four to eight weeks in the second. We believe this project will have a significant impact on the catchment and establish a capacity in the region that will live on well beyond this two year project. Key areas to be targeted within the catchment include the Gregory O'Shannasy and Seymour Rivers, Archie's, Carl, Lawn Hill, Accident, Widdallion and Elizabeth Creeks.

The Bidunggu Rangers are currently negotiating with MMG (Century) Mine for ongoing weed and fire related contracts which we believe will allow this group to continue for many years to come.

5. POLICY & LEGAL IMPLICATIONS

Council is committed to engaging in weed management projects under the Pest Management Plan. How it does this on an annual basis has recently been determined by assessing the value of projects over and above Council's own activities in managing weeds.

6. CRITICAL DATES & IMPLEMENTATION

List any deadlines and outline implementation details

7. CONSULTATION

CLCAC and Burke Shire Council have discussed funding arrangements. CLCAC have liaised and received support from various organisations and property holders for this project.

8. CONCLUSION

Council has recently contributed to the funding or provision of in-kind contribution to weed management projects in the Shire. Given the nature of funding rounds, it is not always possible to link budgetary cycles to provision of funding for weed management projects.

Should Council decide to support this project, Council will spend more money than allocated in the budget for weed management in 2014-2015 by, roughly, the amount of the proposal: \$25,000.00

9. OFFICER'S RECOMMENDATION

That Council considers the attached proposal and supporting documentation and determines to:

- a) Support a contribution of \$50,000 over two years to the Gregory River Catchment Weed Proposal; or
- b) Support a contribution either greater or less than \$50,000 over two years; or
- c) Not support the project.

ATTACHMENTS

1. Business Case Gregory weeds BSC



Attachment 1 -
Business Case Gregor

2. Proposal to BSC re funding



Attachment 2 -
proposal to BSC re fu

3. Letter of support - Gregory River Landcare Group



Attachment 3 - letter
of support - gregory r

4. Letter of support - Riversleigh Lawn Hill



Attachment 4 - letter
of support - riversleig

5. Letter of support – Southern Gulf Catchments



Attachment 5 - letter
of support - sgc.pdf

6. Letter of support – Yeldham Station



Attachment 6 - letter
of support - yeldham.

7. Map - Bellyache Bush



Attachment 7 - map -
bellyache bush.pdf

8. Map - Prickly Acacia



Attachment 8 - map -
prickly acacia.pdf

9. Map - Rubber Vine



Attachment 9 - map -
rubber vine.pdf

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

None received at time of agenda preparation

15 Deputations and presentation scheduled for meeting

None received at time of agenda preparation

16 Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 16th October 2014.