



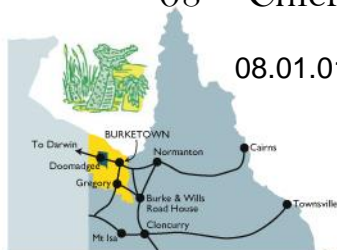
Phone: 07 4745 5100
Fax: 07 4745 5181
office@burke.qld.gov.au

Musgrave Street Burketown
PO Box 90
BURKETOWN QLD 4830

*Agenda and Business Papers
Burke Shire Council Ordinary General Meeting
Thursday 20th November 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

01	Opening of Meeting.....	3
02	Record of Attendance	3
03	Prayer	3
04	Consideration of applications for leave of absence	3
05	Confirmation of minutes of previous meeting(s)	4
	05.01 General Meeting 16 October and Special Meeting 6 November 2014	4
06	Condolences	4
07	Executive Management Team Reports	5
	07.01.01 Works and Services Monthly Update Report	6
	07.02.01 Work Shop and Fleet Report	14
	07.03.01 Executive Officer Monthly Report	16
	07.03.02 Proposed Council Meeting date for 2015	22
	07.04.01 Finance Monthly Update Report – for the month of October	24
	07.05.01 Human Resources Report	29
	07.05.02 HR Policy Review	30
	07.05.03 New HR Policy – Fit for Work	32
08	Chief Executive Officer Reports	34
	08.01.01 Chief Executive Officer Monthly Report	35



09	Late Item Reports	43
09.01	Updated Fees and Charges 2014-15.....	44
09.02	Corporate Risk Register	46
09.03	Former Deputy CEO Credit Card Expenditure	48
09.04	Rates Interest Write Off	50
09.05	Business Continuity Plan	52
10	Consideration of Notice(s) of Motion and Petitions.....	54
10.01	Notices of Motion.....	54
10.02	Petitions	54
11	Mayoral Report.....	54
12	Councillor Reports.....	54
13	New business of an urgent nature admitted by Council.....	54
14	Closed session reports.....	55
14.01	Morning Glory Festival.....	55
14.02	REX Contract Turnaround Service Charge Handling Services.....	55
14.03	Lease for Multi-Purpose Courts on Lot 2 on SP194674	55
14.04	Tender 2014-17 Renovation of Burke Shire Council Admin Building.....	55
14.05	Sale of Council Lots – by auction or tender.....	55
14.06	MCU 2014-09 Extraction of Borrow Pits.....	55
14.07	RFQ 14-14 Renovations to Council House Six	55
14.08	Burketown ILUA.....	55
14.09	Outsourcing Rates.....	55
14.10	Boundary Dispensation for DA.2007-13.....	55
15	Deputations and presentation scheduled for meeting.....	55
15.01	55
16	Closure of meeting	55

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 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 Madison Marshall; Executive Assistant (Minutes)
On Leave	Cr Tracy Forshaw

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 16 October and Special Meeting 6 November 2014

Recommendation

That the Minutes of the General Meeting of Council held on 16 October 2014 and the Special Meeting held on 6 November 2014 as presented be confirmed by Council.



141016 Unconfirmed
Minutes.pdf



141106 Unconfirmed
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 Work Shop and Fleet Report

07.03.01 Executive Officer Monthly Report

07.03.02 Proposed Council Meeting date for 2015

07.04.01 Finance Report

07.05.01 Human Resources Report

07.05.02 HR Policy Review

07.05.03 New HR Policy – Fit for Work

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: 20th November 2014

LINK TO COUNCIL PLAN/S: Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include (up to 13th Nov 2014):

- Completed TIDS work (seal on Doomadgee West Road).
- Commenced installation of new ablutions facility at Gregory.
- Award of the Scrap Metal Tender.
- NDRRA funding expected to be approved this month.

Training:

- Cert III, Civil Construction (Plant) (Pipe laying).
- LGAQ Leadership training for Supervisors

Works for upcoming month:

- RMPC works on Camooweal Road (6801), Re-sheet – various chainages.
- Completion of new ablutions facility at Gregory.
- Patch and seal repair on Wills Developmental Road (78A)
- Maintenance Grade Riversleigh Road

RMPC

DTMR Cultural Heritage Officer's visited the Works Manager to discuss upcoming works and related cultural heritage issues. DTMR has advised BSC that no works are to be conducted in any areas designated as either yellow or red zones until further meetings have taken place with traditional owners from Waanyi and DTMR have given approval, however, all planned works in green zones are permitted to continue. Given the potential sensitivity of planned works on road 78A (around Sandy Creek and the Four Mile Culvert), these works have been put on hold and will be most likely completed in the next financial year.

The required 60% expenditure will now be achieved through the conduct of formation works on 6801 (Camooweal Road). BSC have worked closely with DTMR over the past few weeks to determine a suitable course of action to expend required funds whilst DTMR engage Waanyi with respect to separate cultural heritage issues.

Schedule 1	\$432,700.00	\$2,220.00	\$5,781.00	\$14,877.00	\$6,997.50	\$7,000.00	\$395,824.50
Schedule 2	\$258,300.00	\$5,108.96	\$155,340.00	\$0.00	\$6,426.24	\$7,000.00	\$84,424.80
Schedule 3	\$60,000.00	\$59,999.98	\$0.00	\$0.00	\$0.00		\$0.02
Schedule 4	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,000.00

Schedule 5	\$25,000.00	\$0.00	\$0.00	\$0.00	\$7,250.00	\$15,000.00	\$2,750.00
Total	\$777,000.00	\$67,328.94	\$161,121.00	\$14,877.00	\$20,673.74	\$29,000.00	\$483,999.31

Works Depot Re-structure

The Works Depot will undergo some minor positional changes over the next two months. With the retirement of the RMPC Supervisor, the Engineering Executive Officer will transition to the new role of Roads Contract Officer and take over the development of RMPC routine maintenance planning and claims. She will become the supervisor of the RMPC patch and repair crew and will generate the forward list of works program for approval by DTMR. DTMR have assisted in the development of this position and assisted greatly with ongoing training. The title position of the Technical Administration Officer has changed and the position will now be known as the Works Administration Officer. The Works Manager and the Projects and Human Resources Manager are continuing to work to shape changes necessary within the position description.

HR - New appointments and departures

Interviews for the position of the Works Administration Officer were conducted on the 11th of November with the successful applicant being offered the position to commence on the 27th November. This will allow three days of handover with Jeanette De Grussa prior to her departure on the 2nd of December. The Works Depot would like to acknowledge Jeanette's work over the year and sincerely thank her for her efforts.

Col Baker retires from Council as of the 19th December, likewise, we thank him for his efforts over the past eight years. He has offered his services casually in 2015 to fill the vacancy of the Road Train Driver position on an as needs basis. As previously detailed, the RMPC Supervisor position will not be filled.

Road works

The road crew is currently in camp at the Gregory Depot. The crew will undertake RMPC formation works on 6801, maintenance grade on the Riversleigh Road.

MMG are repairing/replacing three grids on the Wills Road (78).

TIDS – TRAFFIC INFRASTRUCTURE DEVELOPMENT SCHEME

TIDS work commenced on the 15th of September and will be complete on the 19th of November. Photos of the completed works will be available on completion. I would like to invite interested councillors to inspect works with myself during the next week.

NDRRA Flood Damage Works

Confirmation of funding for NDRRA is still unknown. Working in consultation with GBA, it is planned that the works will go out to tender within the next month (or as soon as practicable on confirmation of funding). All works are expected to commence at the conclusion of the wet in 2015 and complete prior to November next year.

Gregory Ablution Block

Kassulke Construction (Landmark Pro installers) commenced installation of the toilet block in Gregory. They will complete the work over a period of three weeks which also allows for plumbing works next week.

Workplace Injury

One Council employee remains away from work on workers compensation. As at this time, he may be able to return to work on light duties earlier than anticipated pending a workplace assessment to be conducted on Monday the 17th November.

Scrap Metal Offer

A joint offer for services for the removal of scrap metal (Burke Shire Council and the Doomadgee Aboriginal Shire Council) closed on the 11th November. Both Councils received two offers from merchants located in Mt Isa and Rockhampton.

LGAQ Supervisor Leadership Training

LGAQ will facilitate a three-day leadership workshop aimed at improving basic leadership and management skills across all work areas in council. The training will focus on communication, small team management, conflict resolution, managing workplace behaviour and team building.

2. RANGER/ WORKPLACE HEALTH AND SAFETY

Litter Management

Dumping Points x 7 have been fully utilised during the year as the Caravan park was frequently full and campers were 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 will see the season out. Dump points will be back filled over the next month.

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

Sites VisitedReport

Truganini Creek/Jetty

3 Bins in the area – significant decrease in tourists camping in area – dumping point at access to area.

Meat Works

5 Bins in the area – dumping point at access to the area.

Brim hole (Nicholson River)

1 Bin brought in before storms cut off access.

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
turnoff.

1 Bin being utilised – dumping point at Doomadgee

Gregory Xing

2 Bins being utilised – dumping point on ridge.

Around town - Conduct early morning run on town and entrance roads to remove nightly road kills before residents/ visitors get about also do an early morning check and a general emu bob of town streets. 11 dead wallabies removed from town roads during this period

Animal Control

- Dog trap remains outside the Police residence.
- Second round 1080 baiting to commenced 13th October
- Misted airport toilet block for mosquitoes.
- Misted a council residence for ticks and fleas.
- Dachshund dog found on road between Hells gate and Doomadgee, not micro chipped and unable to locate owner, being looked after by Sue Clarke at Almora until owner comes forward.

Weed Control

- Checking and maintaining vegetation eradication and maintenance of Ergon solar yard at Doomadgee.
- 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 Rubbervine, Prickly acacia, and Calotrope on road reserves.
- Trial release of moth (UU and UU2) by CSIRO to control Parkinsonia scheduled for tomorrow – PR information forwarded to CEO and Works Manager, property owner that the trial is being started on has been informed.

Complaints

- No complaints received during this period. Still plenty of unattended dogs at large

General

- Servicing Skytrans RPT flights and daily airport checks whilst Bob Marshall on leave x 2
- Monthly 1080 stock control sheet & Indemnity Forms to DNR Cloncurry.
- 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.
- Traffic counters installed in the following places :-
 - Floraville road
 - Camooweal road after hay farm (battery changed)
 - Before Century mine
 - After Century mine (cattle had destroyed tubes to counter unit)
- Units maintained and to be downloaded again 10th October and results to be collated.
- Maintaining register of employee licences and tickets etc.
- Traffic management plan and signage requirements for signage on faulty grids Wills development road (x 2).
- Traffic management plan for signage requirements for signage on bulldust hole just inside our boundary 6801 Gregory / Camooweal road.
- RMPC works on 6801 Gregory / Camooweal road, Works safety plan, Traffic management plan and signage requirements for upcoming work, also conducted prestart induction.

The following properties participated in our November (Second round) coordinated 1080 baiting program.

All properties baited for Pigs using 2 ml of 36mg/l of 1080 per bait, one property purchased DeK9 manufactured baits

15-Oct	Cliffdale	1 Tub Dek9	= 200 baits
15-Oct	Almora/ Pandanus	300 kg	= 600 baits
15-Oct	Westmoreland	300 kg	= 600 baits
16-Oct	Yeldham	200 Kg	= 400 baits
16-Oct	Gregory downs	985 Kg	= 1970 baits

17-Oct	Riversleigh	1000 Kg	= 2000 baits
22-Oct	Lawn Hill	1750 Kg	= 3500 baits
31-Oct	Escott/ Punjuab	750 Kg	= 1500 baits
6-Nov	Wernadinga	1000 Kg	= 2000 baits

Total

6125 kg of meat was injected = 12570kg of bait being distributed & 200 factory dog baits

Overall a good response, although not quite broke our record for the amount of meat injected.

No baits were injected or distributed within 10 km of Burketown or Gregory

3. PARKS AND GARDEN

- Program proceeding
- Garden at the entry sign is growing well and is looking fantastic.
- Public toilet gardens and the information centre gardens are also looking good.
- Repaired broken fences at the cemetery.
- Painted the public toilet floors.
- Airport toilets will get a face lift in the near future and the undercover area will be painted with the non slip paint.
- Plans are advancing for the landscaping of the new Community Centre.

4. BUILDING MAINTENANCE

All maintenance is being conducted when skills are available. There was an EOI put out for the repairs to House 6 with several others to follow as budget and time allows.

5. UTILITIES SERVICES MANAGER

Airport

- Minor Electrical work – to be followed up with Clemments Electrical
 - Windsock
 - Floodlight
 - Apron light
- Bitumen Runway
 - Side of bitumen and around lights requires resealing
 - Pothole repairs required and edging
- Runway Lights – replaced several lamps recently
- Future works
 - Complete emulsion spraying of signal area
 - Lower mast by 1.5 meters – flood marker camera “Albert River back of airstrip”
 - Reinstate flood marker gauge
 - Stocktake airport storage shed
 - As necessary order stock for Burketown and Gregory
- Skytrans Operations
 - All systems operating satisfactorily
 - All ground handlers paperwork up to date

- Annual Inspection
 - The Annual Inspection has been completed, the report is yet to be issued.
 - Airport manual requires updating
 - Physical inspection was held on the 9/10th November 2014

Sewer Treatment

- Daily checks ongoing with results being recorded.
- Blivet Unit is up and running again.
 - The fault was in the gearbox.
- Ponds a distribution pipe has been installed between pond 1 and pond 2.
- Fence enclosures are okay.
- Weekly maintenance schedule is ongoing.

Nicholson Pump Station

- Ongoing maintenance
 - Check building.
 - Switchboard - check - test - run – recording.
 - Genset - check - test - run – recording.
 - Fence building enclosure okay.
 - Fence pumpwell enclosure okay.
 - Check pumpwell, valves, power points, pipework including inlet for debris build up.

Water Supply Rising Main

- Nicholson River to Burketown
 - Easement – revegetation no regrowth since last clearing.
 - Pipeline valves all okay.
 - Water meters – some work required to see if unit is still functional.
 - Occasional leak at air valve.
- Weir and Causeway
 - Checks for debris build up and dead animals.

Water Treatment Plant

- New salt chlorination generator unit has ongoing faults occurring.
- Daily checks of all installation.
- Daily reports and recording includes chemical testing.
- Backwashing as required.
- Building and ground maintenance ongoing.
- Lagoons and pumpwell maintenance ongoing.
- Chemical stock monitored as per usage.
- All switchboard operating satisfactorily.
- Water samples sent out to Cairns Regional Council Lab services monthly.

Water Reticulation

- Flushing of water mains as required.
- Monitoring of any leaking water services.
- Reading of water meters occurring monthly.
- Valves and hydrant maintenance ongoing.
- Future works
 - Numbering of each allotment and water meter.
 - Painting of locations of valves and hydrants.

Sewer Pumping Stations

- Stations 1, 2 and 3
 - Daily checks, reading and recording.
 - Cleaning flushing pumpwells monthly.
 - Emergency electrical repairs as required.
- Future Works
 - Replacement o pump guide rails and chains.
 - Compile a list of electrical spares to keep in stock.
 - Paint numbers of each pumping station.
- Sewer manholes
 - Replace damaged concrete lids.
- Sewer outflows outlet
 - Clean silt away from outlet.
 - Check free and grease flapper valve.
- Sewer rising main
 - All mains okay.
 - Check for damaged inspection caps at each house allotment.

6. WATER SEWERAGE OFFICER

Burketown Water

Due to the hot weather this month, we have increased the amount of water used.

Potable water used: 24,313 kl at an average of 784.29 kl per day.

Water Treatment plant running satisfactorily. We do have an issue with the Chlorine Situ system and we are hoping to have a 6 monthly service done to rectify these issues.

Water testing around town has been good with the high town consumption.

We have had one major break in the water mains which occurred a couple of weeks ago. I spoke to the operator and worker on the job site an told them to either dial before you dig or contact myself as I know most service location around town.

Water Samples for Burketown have passed.

Sewerage

We have had a minor issue with sewer station two (electrical). The problem was an earth issue which controls the Multi-Trode level and did not allow the auto change over switch.

All other sewer station pumps operating well. We have an issue with corrosion in sewer station 3 well with the platform deteriorating considerably. We may have an electrolysis issue and will have an electrician check.

Sewer Treatment Plant

We had a breakdown within a couple of weeks after the major works was completed on the Blivet. We could not do a sewerage sample this month due to the breakdown.

The WFM and myself removed the gear box to investigate the cause of the oil leak. We found that a bearing had collapsed he replaced bearing and refitted the gearbox, adjusted/offset the rotors and we tested. The gear box is now running much better than it was before. Testing of the sewerage will be conducted this week.

Aquatic Centre

We have had an increase in people using the pools over the month. All pools are working well. We replaced 2 x pumps due to normal wear and tear.

Thanks to everyone who have helped out over the past month from my staff to the workshop.

7. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Works Program



WORKS PROGRAM -
COMMENCING FY 14-

Workshop and Fleet Reports

07.02.01 Work Shop and Fleet Report

DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris Work Shop and Fleet Manager

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

DATE: 11th November 2014

LINK TO COUNCIL PLAN/S: Works Program

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

Plant Item	Works Carried Out
Plant #426 Low loader	Tyres
Plant #457 10 Tonner	Front Spring
Plant #469 Multi tyred roller	Starter, console hoses and air unions
Plant #470 Komatsu Loader	6,250 hr service, seat and A/C
Plant #474 Rosa bus	Window locks
Plant #479 Water truck	A/C and tachometer
Plant #480 Prime mover	Air leaks and tyre
Plant #485 Backhoe	3,250 hr service and haz lamp
Plant #488 Job truck	90K service and PTO
Plant #522 140M grader	3,750 hr service, radiator and tyre
Plant #522 140M grader	2,750 hr service
Plant #526 Fuel trailer	Nozzle, hose and leaks
Plant #529 John Deere mower	Spindle
Plant #534 Landcruiser	65K minor service
Plant #535 Landcruiser	Split rim
Plant #536 Landcruiser	85K minor service and key
Plant #537 Landcruiser	85K minor service and tyre
Plant #541 HACC bus	25K minor service
Plant #544 Job truck	Shade fitted
Plant #545 Job truck	Hydraulic leak and shade fitted
Plant #551 Prime mover	Batteries and air bag
Plant #560 Water pump trailer	Hoses, service and fittings
Plant #561 Landcruiser dual cab	80K service and fuel filter
Plant #566 Landcruiser	15K minor service
Plant #571 Hilux	5K service

Extras by workshop staff -

River cameras(one to go at airport- had to lower tower), ice machine, banners, Blivet gearbox and rotor, Digital TV, Wharf railway irons

2. TENDER UPDATE

2014-15 Budget

- New rubbish truck with compactor- ordered- expect delivery late November.
- #535- Holding, until outcome of lease verses purchase
- Pad foot roller- specifications pending
- Loader- specs pending

- RMPC ute- due to go
- Rural foreperson ute- due to go
- Road crew foreman dual cab- due to go
- Waste Transfer Bins- first one completed- order more materials

3. OFFICER'S RECOMMENDATION

Council notes the contents of the Work Shop and Fleet Manager's November 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
DATE: 10th November 2014
LINK TO COUNCIL PLAN/S: Operational Plan (One year)

1. EVENTS CO-ORDINATOR

Past Events

BURKE SHIRE TIDY YARD COMPETITION

Burke Shire Council's annual 'Tidy Yard' competition for 2014 has been held. The Tidy yard competition aimed to encourage households & businesses to take pride in their surroundings and promote Burke Shire as a great place to live.

Announcements & Prizes:

1st Place winners of each category receive \$300.00

2nd Place winners of each category receive \$150.00

Certificates are framed and the winners will be announced on Thursday 20th November at the get Ready Burketown event in the Nijinda Durlga.

Promotion:

We used Burke Shire Council's contacts and social media to promote the Burke Shire Tidy Yards Competition. Flyers were also distributed around town, through the mail and to all stations within the shire.

A media release and images will be made available following the announcements of the winners.

.....

MORNING GLORY FESTIVAL

The first inaugural Morning Glory Festival was held from the 25 – 28 September 2014 and was a joint partnership between Burke Shire Council, Burketown Rodeo & Sporting Association and the Carpentaria Land Council Aboriginal Corporation.

A full Morning Glory Festival update is available separately.

Upcoming Events

REMEMBRANCE DAY

Burke Shire Council will host a Remembrance Day Celebration on Tuesday 11th November at the park of the Visitor Information Centre.

Program:

A full program and brief is attached.

Community Involvement:

The Burketown State School will be delivering poems at the Remembrance Day ceremony. School of the Air has also been approached about being involved.

Promotion:

Flyers have been distributed around the Burke Shire
Banners have been placed on the flag poles in Burketown
Social Media announcements have been made and further scheduled
A media release with photos will be distributed following the ceremony

.....
GET READY QUEENSLAND

Burke Shire Council has received a small grant from “Get Ready Queensland” for the amount of \$2,400.00.

The “Get Ready Queensland” campaign focuses on the extreme weather events that occur in Queensland; it’s not so much a matter of ‘if’ but ‘when’. The more prepared we all are, the faster we’ll bounce back afterwards.

Burke Shire Council has been approved to use this funding towards the soft opening of the ‘Nijinda Durlga’ community centre.

Council will also announce the winners of the Burke Shire Tidy Yards Competition at the function.

Promotion:

Flyers were distributed around the Burke Shire, sent in the mail and to stations. Flyer was also distributed to our contacts and advertised on our social media pages.

A media release was also sent prior the function and another sent following.

.....
YOUNG AMBASSADOR PROGRAM

Burke Shire Council collates community donations to give out to the students graduating to high school and attending boarding school for the New Year.

These donations will be distributed at the graduating nights for both the Burketown State School and also the School of the Air.

Dates:

Burketown State School – December 3, 2014

School of the Air Mount Isa – December 2, 2014

Activities to be undertaken:

- EOI to be distributed to Burke Shire Council contacts
- Collation of items donated
- Organisation of attendance from relevant Burke Shire Council staff

Promotion:

A media release will be distributed following the events thanking supporters for their donations. A key photo will be the children receiving gifts and the mayor of Burke Shire Council.

.....
DUX – BURKETOWN STATE SCHOOL

A trust was created from a \$2,000.00 bequeath from the will of John Francis McCalman (a distant relative of Robert O’Hara Burke). Burke Shire Council has continues to top up the trust

account so that the John Francis McCalman Trust Award can continue to be awarded each year to a student in the Shire who is awarded DUX of the Burketown State School.

The award amount is \$200 per year.

This year with two grades graduating the 2014 award will be awarded to two students at \$100.00 each.

The event will take place on graduation night – December 3 2014.

Promotion:

A media release will be issued following the evening with a photo of the mayor and the students receiving the awards.

.....

COMMUNITY CHRISTMAS TREE

This yearly event brings together the Burke Shire Community to celebrate Christmas. Traditionally held in the Morning Glory Park, the 2014 Community Christmas party will be held in the new Nijinda Durlga Community Centre.

Timing:

The Community Christmas Party will be held on Saturday 6th December at the Nijinda Durlga.

Community Engagement:

An EOI has been distributed to call for committee members. No formal responses were received so it was indicated to a few people that help may be required which was received well.

Council have engaged with the Burketown State School P&C who have agreed to take charge of purchasing the gifts for the children to ensure they are wrapped and ready for the event.

Promotion:

Flyer to be distributed to the Burke Shire Council contacts
Flyer to be mailed to all stations and through the Burketown Post Office mail System
Social Media updates about the function
Media Release to be distributed after the function

.....

BURKE SHIRE COUNCIL STAFF CHRISTMAS PARTY

The Burke Shire Council Staff Christmas Party is a way to thank all staff for the work throughout the year and to celebrate Christmas and the holiday period.

Timings:

The Christmas party will be held on Friday 12th September 2014 at the Nijinda Durlga.

Christmas Gift:

All staff has been issued with a Christmas Gift form for completion. They have three choices for a gift being a Ham, Fruit Box or Hamper.

.....

CHRISTMAS LIGHTS COMPETITION

A Christmas lights competition will be held in the Burke Shire. A flyer will be distributed announcing that a selected group of Children will be the judges.

This is currently still being explored.

.....

TACKLING TOUGH TIMES

Burke Shire Council has been successful in receiving a grant for \$6,000.00. The purpose of this project is to bring together people from within the shire to learn how to work together and support each other during tough times such as droughts, the wet and any other emergencies.

This event will not be held until July 2015 – so it falls within the 2015 – 2016 financial year.

OTHER ACTIVITIES PLANNED

- Explore ideas for Australia Day 2014
- Creation of international Women's Day activities (through HACC)
- Anzac Day celebrations explored
- Easter celebrations explored

ArTour:

arTour is Queensland's centre of contemporary touring knowledge. arTour supports Queensland based performing artists and producers to tour work through regional Queensland and nationally. arTour also assists Queensland presenters to program performance work for their local audiences.

Burke Shire Council will engage one artist to perform during the year. We are currently exploring artists and time frames for the next performance. More information will be made available in the next Council report.

RADF

The 2013 – 2014 Annual Report for RADF has been completed and sign off by the Chief Executive Officer

The 2014 – 2015 program is currently being explored with a committee meeting scheduled for Monday November 3 at 10.00am. This is to discuss any upcoming applications for approval.

2. LIBRARY

Digitisation of heritage image content:

All government agencies in Queensland, including Public Libraries, can now apply through State Library of Queensland for the digitisation of original heritage materials in image format. A single provider has been chosen that meets the library's requirements and is now on a three-year Standing Offer Arrangement. Image content includes negatives, slides, transparencies, photographs, microfiche and microfilm. Work is underway for development of a second offer arrangement to cover the digitisation of written and printed items along with large format collections such as maps. Details of the first offer arrangement and contacts are available via the [Queensland Contract Directory](#).

3. ACCOMMODATION

Council currently has eleven people on the waiting list looking for accommodation, four of these are Council staff (three of which are in Council units) and seven are members of the public. Council Unit 2/172 Musgrave Street is now empty and ready for allocation.

<u>Council Staff Applications</u>	
House Applications	3
Unit Applications	1

General Public

House Applications 5

Unit Applications 5

4. PROMOTION

Social Media

Burke Shire Council Facebook page currently has 213likes and is being well used throughout the community. Gulf Savannah Development have been sharing out job advertisements on their Facebook job page.

Newsletter

Articles are being accepted for the next edition of the newsletter, reminders have gone out and articles are due on the 21st November.

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 Lot 64 Musgrave Street – Generator Shed
- 14-05 RP855145 Wills Developmental Road- Accommodation Building, Function Hall and new deck and amenities block
- 14-05 Lot6 CP907593 – Storage and Disposal of Waste
- 14-06 Wills Developmental Road – New Public Toilets
- 14-07 Lot 87 Beames Street – Shed Roof
- 14-08 Extraction of Material from Page Creek
- 14-09 Extraction of Borrow Pits

6. ENVIRONMENTAL HEALTH SERVICES

All food businesses in the Shire are currently licensed.

7. HOME AND COMMUNITY CARE (Pam deJoux)

HACC have been closed for the last month with Pam taking some well deserved leave. The program started up again on the 11th November.

8. INFORMATION TECHNOLOGY

Managed Services Upgrade

It seems the changeover to the Citrix environment has come along well, the next step is to tidy up and incorporate some programs that are currently not in the environment and to bring the Councillors on board so that they have access to InfoXpert and Councils corporate files.

Recordkeeping

New processes are working well. See attached September report from CorpMem showing file capture and the health of our recordkeeping system.

9. CONFERENCES/TRAINING

October 2014 - Nil

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. CorpMem Report



Admin Report
20141031.pdf

2. Morning Glory Festival Update



Morning Glory
Festival Post-Event R



Copy of Morning
Glory Festival Budget

3. Events Coordinator report



Report
Events_Co-ordinator.

4. Remembrance Day



Remembrance Day
Program.pdf



Burketown
Remembrance Day Pk

Executive Officer Reports

07.03.02 Proposed Council Meeting date for 2015

DEPARTMENT: Corporate and Community Services
RESPONSIBLE OFFICER: Jenny Williams; Executive Officer
FILE NO: Council Meeting Notices
DATE: 11th November 2014
LINK TO COUNCIL PLAN/S: Corporate Plan, Operational Plan

1. PURPOSE (Executive Summary)

Presenting a listing of proposed dates to hold Council meetings in 2015.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has previously held their Council Meetings on the third Thursday of each Month.

That council consider the following dates for their 2015 Council Meetings:

January	Thursday 22 (more time to prepare reports)
February	Thursday 19
March	Thursday 19
April	Thursday 16
May	Thursday 21
June	Thursday 18
July	Thursday 16
August	Thursday 20
September	Thursday 17
October	Thursday 15
November	Thursday 19
December	Thursday 10 (one week early)

3. PROPOSAL

That Council continues to hold their meetings on the third Thursday of each Month, except for January and December, meetings to be held on the second Thursday of the Month.

4. FINANCIAL & RESOURCE IMPLICATIONS

Budgeted for in Council's normal operations.

5. POLICY & LEGAL IMPLICATIONS

Local Government Regulation 2012
Chapter 8 Administration
Part 2 Local government meetings and committees

257 Frequency and place of meetings

- (1) A local government must meet at least once in each month.
- (2) However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.
- (3) All meetings of a local government are to be held—
 - (a) at 1 of the local government's public offices; or
 - (b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.

6. CRITICAL DATES & IMPLEMENTATION

A decision is required by the 2014 December Council meeting as the list of meeting dates is required to be advertised for 2015.

7. CONSULTATION

CEO; Local Government Regulation 2012

8. CONCLUSION

The dates have been presented following Councils decision to hold meetings on the third Thursday of each month.

9. OFFICER'S RECOMMENDATION

That Council adopts the dates below to confirm their ordinary council meetings for 2015:-

January	Thursday 22
February	Thursday 19
March	Thursday 19
April	Thursday 16
May	Thursday 21
June	Thursday 18
July	Thursday 16
August	Thursday 20
September	Thursday 17
October	Thursday 15
November	Thursday 19
December	Thursday 10

ATTACHMENTS - Nil

Finance Reports

07.04.01 Finance Monthly Update Report – for the month of October

DEPARTMENT:	Finance Department
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE NO:	Council Meeting Report - Finance Monthly Update Report
DATE:	20.11.2014

1. STATEMENT OF COMPREHENSIVE INCOME

Supporting documentation: Revenue and Expenditure Report

Recurrent Revenue – Net Recurrent Revenue increased by \$1,000,000. This represents an overall 50% increase in recurrent revenues from the last reporting period. Revenue increases pertain to the following receipts:

Flood Damage Revenue - \$1,725,668- 30% advance payment for Flood damage restoration works.

Sales Revenue -\$316,000 (RMPC Claims for July August and September)

Rental income - \$10,000

Investment Interest - \$50,000

Fees & Charges- \$7,000

Recurrent Expenditure

Year to date recurrent expenditure (Employee Benefits & Materials and services) increased to \$2,530,000

Net Operating Surplus

Year to date net operating surplus for the period was \$2,040,000.

2. STATEMENT OF FINANCIAL POSITION

Supporting documentation: Statement of Financial Position

Current Assets

Asset	Balance 30 Sept	Balance 31 Oct	% Change
Cash & Cash Equivalents	12,878,696	13,511,296	5%
Trade & Other Receivables	2,029,840	2,300,000	13%
Inventories	275,626	279,993	2%
Other Financial Assets	1,745,561	1,619,857	-7%
Total Current Assets	16,929,723	17,711,146	5%

Cash and cash equivalents increased by 5% from the last reporting period. Cash flows are forecast to increase considerably in the following month as rates notices have been sent out to ratepayers. Cash in excess of Council's monthly operational requirements will be reinvested in QTC.

Inventories increased by 2%

Total Current assets increased by 5%

Capital works in Progress - Work in progress increased by \$632,050. Major expenditure incurred in Nijinda Durlga construction works. Nijinda Durlga construction has been completed. The November report will show total project costs to date.

Ongoing Capital Works

Description	Percentage Completion	Year to Date Costs
Gregory Ablution Facilities	20%	85,000
Sewer Treatment Plant (Blivet)	70%	34,000
Total		119,000

Current Liabilities

Current Liabilities balance as at 31 October reported as \$862,000. This figure is relatively high as Council did not manage to process a creditors payment run on the 28th of October, payment was subsequently processed a few days after the end of the month bringing current liabilities down.

3. STATEMENT OF CASH FLOWS

Net cash flow from operating activities-

Cash inflows increased to \$342,374 from the last reporting period. Increases mainly relate to receipts for RMPC claims for July August and September.

Outflows –Employee Wages and Benefits increased to 2,750,891.

Interest received increased to \$162,176 and rental income increased to \$43,355.

Cash Flows from investing activities

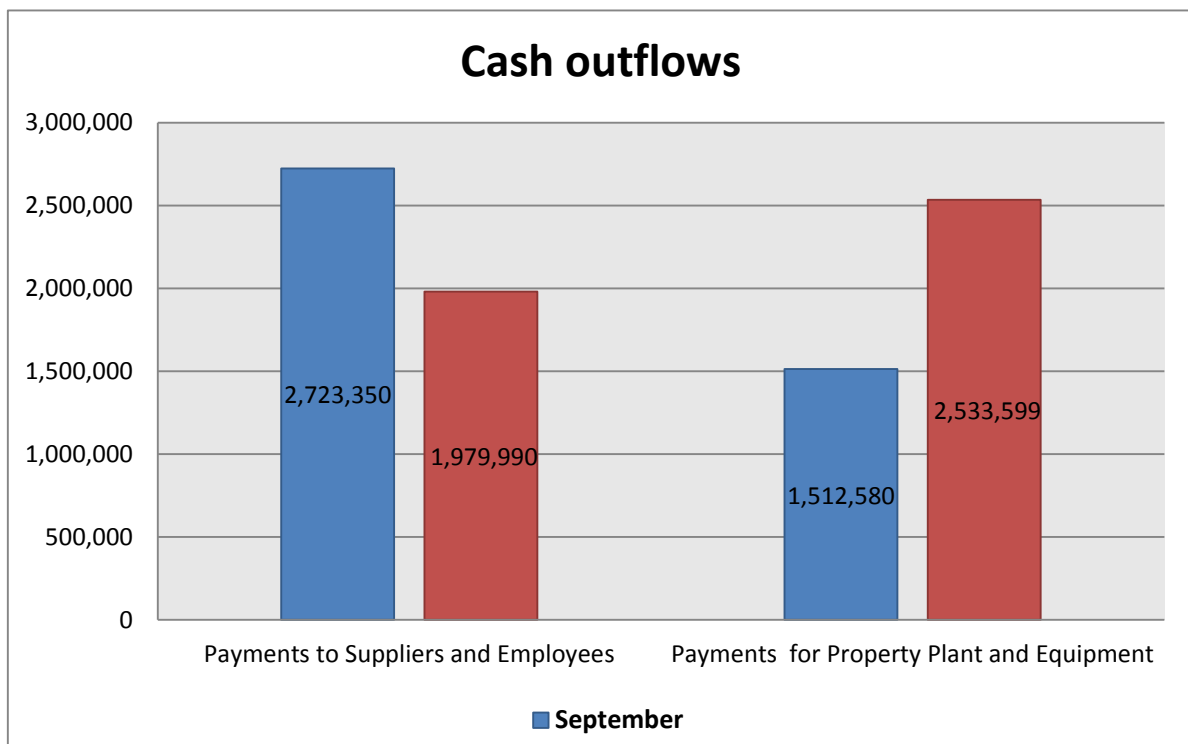
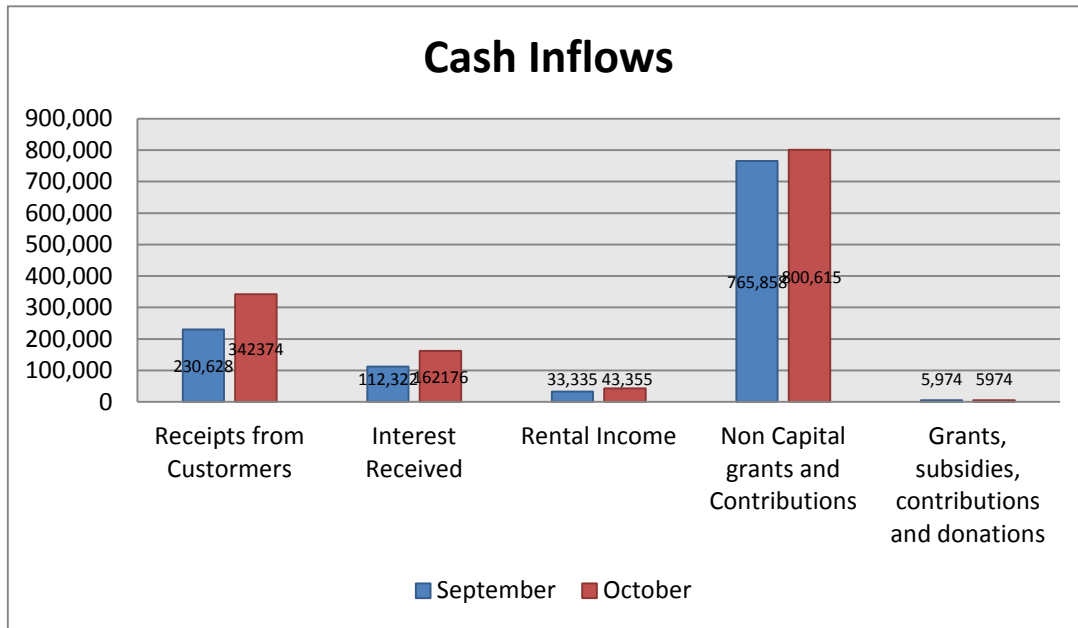
Payments for property plant and equipment increased to \$2,553,599

There were no proceeds from the sale of property plant and equipment.

Cash flows from financing activities

Council does not have any borrowings so there is no movement here.

- Overall Cash at the end of the reporting period sat at \$13,500,000.
- Net cash decreased by \$3.9 million from the beginning of the period.
- Cash inflows should increase considerably as rates revenues are collected over the next few months.



4. FINANCIAL 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 October is 19:1 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 October is 6:1 therefore Council can meet all of its current liabilities and still have positive working capital.

5. FINANCE MONTHLY UPDATE

Rates: Rates levies for the period 1 July -31 December have been issued. Revenues are as follows:

General Rates	\$ 1,622,661.80
Water	\$ 10,965.00
Sewer	\$ 58,695.00
Garbage	\$ 35,583.00

Water Consumption – Water Meter readings are captured on a monthly basis. Council will issue bills for water consumption in the second half of the financial year. Excess water consumption will incur charges as specified in the schedule of fees and charges.

BPAY: Rates Assessment notices now include BPAY as a payment option. To date there the majority of rate payments have been processed via the BPAY option. BPAY provides a reliable mechanism to identify rate and debtor payments.

Rates receipts - The 15% discount on payment of full year's rates appears to be the preferred option by the majority of rate payers. Cash flows should increase considerably between November and the December discount date.

Flood Damage

BrkSC.10.12: Acquittal at 70% complete:

BrkSC.11.12: Acquittal at 70% complete:

BrkSC.13.13: Acquittal at 70% complete:

BrkSC.15.13: Acquittal at 91% complete.

BrkSC.16.14 (REPA): REPA Approved Value \$8,247,734.00 – Council has received a 30% advance payment for restoration works. Deductions for prior year overpayments have been offset against this payment.

Debtors

Finance has instituted an ongoing monthly debtor's process. Part of this process involves assessing collectability of outstanding amounts on a monthly basis, debtor statements are sent out monthly with follow up calls and emails sent out to debtors. There have been positive outcomes as a result of this exercise with debts stretching as far back as 2012 being paid into council's coffers. Debtor's credit history will be assessed in determining whether to extend further credit to customers.

Audit Preparation: External auditors are scheduled for a visit from the 9th to the 12th of December. Audit preparations are well underway. A Forensic Audit was performed in October. Our external auditor commended the efforts made in developing a robust and sound control environment. Several recommendations were made by the external auditor. The Finance department has taken these recommendations seriously and has implemented and will continue to implement changes an effective control environment.

6. OFFICER'S RECOMMENDATION

That Council notes the contents of the Finance Manager November 2014 Monthly Report.

ATTACHMENTS

Nil

Projects and Human Resources Manager Reports

07.05.01 Human Resources Report

DEPARTMENT: Human Resources
RESPONSIBLE OFFICER: Nils Hay – Projects & Human Resources Manager
FILE REF: Council Meeting November 2014 – PHRM Report
DATE: 11th November 2014
LINK TO COUNCIL PLAN/S: Nil

1. HUMAN RESOURCES UPDATE

Staff Changes:

Administration/Records Officer: New Administration Officer, Brian Whitchurch has commenced.

Heavy Vehicle Mechanic Apprentice:

Three internal candidates applied. Matthew Douglas was awarded the position and will commence on Monday 24 November.

Open Positions:

Works & Services Administration Officer: Three local candidates are due to be interviewed for this position on 11/11/2014.

Staff Classification Under New Modern Award:

LGAQ HR consultant Greg Newman spent two days in Burketown, assisting with examination of costs and practical process for transferring existing staff to new classifications under Modern Award.

Next Certified Agreement:

During his visit, Greg Newman also met with Councillors and Management to discuss approaches to formulation of BSC's next Certified Agreement.

2. CONCLUSION

Policies and Processes are being updated, and by December 2014, all should have been reviewed.

Modern Award Classification process will be a significant task, but we are equipped with the tools and support to make this transition in a logical and informed manner. Significant time will be devoted in coming months to preparations for Certified Agreement negotiations.

3. OFFICER'S RECOMMENDATION

That Council notes the contents of this Human Resources Update November 2014.

ATTACHMENTS

Nil

Projects and Human Resources Manager Reports

07.05.02 HR Policy Review

DEPARTMENT: Human Resources

RESPONSIBLE OFFICER: Nils Hay, Projects and Human Resources Manager

FILE REF: Policies – Council Meeting November 2014

DATE: 10th October 2014

LINK TO COUNCIL PLAN/S: Nil

1. PURPOSE (Executive Summary)

To present the following reviewed policies to Council for approval:

- HRM-POL-007 – Absence & Absenteeism Policy
- HRM-POL-008 – Leave Without Pay Policy

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

HRM-POL-007:

This policy has simply been reviewed and updated in line with changes to the LGAQ-supplied template.

HRM-POL-008:

This policy has simply been reviewed and updated in line with changes to the LGAQ-supplied template.

3. PROPOSAL

That the attached policies be adopted.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

It is best practice to review these policies annually; review in each case is now several months overdue.

6. CRITICAL DATES & IMPLEMENTATION

As with other HR Policies, once implemented, these will continue be reviewed and updated on an annual basis.

7. CONSULTATION

LGAQ's Industrial Relations lawyers are responsible for the development of the templates on which these policies are based.

8. CONCLUSION

This revision is part of a wider effort to ensure compliance and best practice in the HR department.

9. OFFICER'S RECOMMENDATION

That Council adopts the following update policies:

1. HRM-POL-007 – Absence & Absenteeism Policy – Version 1
2. HRM-POL-008 – Leave Without Pay Policy – Version 2

ATTACHMENTS

1. HRM-POL-007 – Absence & Absenteeism Policy



Absence and
Absenteeism Policy.p



Leave Without Pay
Policy.pdf

2. HRM-POL-008 – Leave Without Pay Policy

Projects and Human Resources Manager Reports

07.05.03 New HR Policy – Fit for Work

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay, Projects and Human Resources Manager
FILE REF:	Policy – Fit for Work
DATE:	17 th November 2014
LINK TO COUNCIL PLAN/S:	Nil

1. PURPOSE (Executive Summary)

To introduce a new Human Resources Policy:
HRM-POL-009: Fit for Work Policy

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has an existing Drug and Alcohol policy, this policy seeks to extend that policy to include other fit for work matters including fatigue, heat and mental illness.

This policy, and the associate procedure make provision for a range of important health and safety initiatives, including Council's Employee Assistance Program, fatigue management and drug and alcohol testing.

3. PROPOSAL

That the attached policy be adopted.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

As above, this policy augments and replaces Council's existing Drug and Alcohol Policy through the addition of other Fit for Work measures.

6. CRITICAL DATES & IMPLEMENTATION

As with other HR Policies, once implemented, these will continue be reviewed and updated on an annual basis. To allow for suitable workplace education, training and familiarization, the disciplinary elements of the policy and procedure's random drug and alcohol testing provision are subject to a three month amnesty from the policy's introduction. For details see Section 2.14.2 of the attached Fit for Work Procedure document.

7. CONSULTATION

Extensive consultation has taken place with the workforce and LGAQ prior to the introduction of this policy. This has included regular discussion of the policy at Toolbox Talks, since 16 September 2014, where copies of the policy and relating procedure were distributed. This policy was also tabled and approved by the Burke Shire Council Workplace Health & Safety Committee at their inaugural meeting on 17 November 2014.

8. CONCLUSION

This revision is part of a wider effort to ensure compliance and best practice in the HR department.

9. OFFICER'S RECOMMENDATION

That Council adopts the following policy:

1. HRM-POL-009 – Fit for Work Policy Version 0

ATTACHMENTS

1. HRM-POL-009 – Fit for Work Policy



141117 - Draft Fit
for Work Policy.pdf



2. HRM-PRO-006 – Fit for Work Procedure (for reference only)

140828 - Draft Fit
for Work Procedure.p

08 Chief Executive Officer Reports

08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Monthly Update Report

Chief Executive Officer Reports

08.01.01 Chief Executive Officer Monthly Report

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper – November 2014
DATE:	08.10.2014
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	<p>Second community consultation held on 31 October 2014. Once again, the Community consultation was very well attended, with many questions asked and answered on the night. Key discussion points related to purchase price of land, dedication of roads, location of the new landfill, access to pastoral leases and the permitting system for accessing Aboriginal Land Act freehold.</p> <p>Council will be presented with a resolution to adopt the Burketown ILUA at the November Council meeting.</p>	On track
Drinking Water Quality Management Plan	<p>Council has a number of reporting requirements in relation to Drinking Water Quality. The most significant of these in recent times was the development of the Drinking Water Quality Management Plan in 2013. The DWQMP comes under review from the Department of Energy and Water Supply in a number of formats:</p> <ul style="list-style-type: none"> - Periodic Review of Plan submitted 30.09.2014 - Progress report on Risk Management Implementation Program (RMIP) submitted 30.10.2014 - Statewide Water Information Management (SWIM) data to be submitted on 10.10.2014. This data also includes information on the Burketown Sewerage Treatment Scheme. 	Completed
Operational Plan 2014-15	<p>Adopted at Ordinary Council Meeting: July 2014.</p> <p>The first quarterly report on the 14-15 Operational Plan was submitted at the October Council meeting. This report can be accessed on Council's website.</p> <p>Minor revisions to the Operational Plan 14-15 were also adopted at the October Council meeting. These revisions were designed to unpack a range of KPIs and milestones, breaking various organizational and project goals into smaller (and easier to measure) components.</p>	Completed

	A number of new items were also added to the Operational Plan 14-15 in order to ensure the Plan accurately reflected some of the key initiatives and compliance requirements that Council is undertaking.	
Town Planning Scheme	Council will develop the new Planning Scheme as part of a pilot project with the Department of State Development, Infrastructure and Planning.	On track
Pest Management Plan	CLCAC representative Kevin Andersen has revised the existing Pest Management Plan. The Carpentaria Land Council Land & Sea Rangers have also recently put together a Weed Management Plan for Woods Lake.	No update
Transitional Environmental Program: Burketown STP	Council have submitted a draft TEP to the Department of Environment and Heritage Protection. This voluntary process will ensure improved compliance with Council's permitting conditions. To this end, Council has procured the services of an environmental consultancy to complete a biennial irrigation monitoring program and ordered improved signage for the treated effluent storage area.	On track
Transitional Environmental Program: Burketown Landfill	Council will enter a voluntary TEP with the Department of Environment and Heritage Protection in relation to the Burketown Landfill. This will involve full enclosure of the tip; restricted access hours; procurement of surveillance technology to reduce illegal tyre dumping; installation of additional infrastructure; employment of a landfill attendant to monitor material moving in/out of the tip.	On track
Business Continuity Plan	The Executive Management Team completed a Business Continuity Planning day on 10 November 2014. The completion of the BCP increases Council's preparedness to respond to events capable of causing a major disruption to Council services: flood, loss of key personnel, loss of assets (roads, buildings), loss of IT capability (and ability to pay employees and creditors) etc.	Completed
Risk Register	The EMT recently completed a review of the Burke Shire Council Corporate Risk Register. This document was developed in conjunction with Council's Corporate Plan (2014-2019) and the Operational Plan for 2014-2015.	Completed
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. Discussions held with other regional CEOs in relation to adopting similar asset management systems in the future. Council has also been in discussions with LGAQ in relation to the completion of Asset Management training by Management Level staff. Council anticipates that this training will be completed in Burketown.	Monitor
Budget	Adopted at Ordinary Council Meeting: June 2014.	Monitor

	Initial budget review completed in November 2014.	
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

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	<p>Design documentation received from consultant. Council has provided feedback on these designs.</p> <p>Council has issued pre-work notifications to relevant reference agencies: EHP, DAFF, Regional Harbour Master.</p> <p>PHASE 1: The Jetty Specialist was awarded the contract for the installation of the pontoon piles and concrete abutment.</p> <p>This phase of the project will conclude in mid-December 2014.</p> <p>The Volunteer Marine Rescue have committed to a co-funding arrangement for Phase 1 of the project.</p> <p>PHASE 2: the tender documentation for PHASE 2 of the pontoon installation will be developed during December 2014. A funding application for this phase of the project will be submitted to the National Stronger Regions Fund.</p> <p>This phase of the project will conclude in early April 2015.</p>	On track
Scrap Metal Removal	Council will award the tender to remove scrap metal from Burketown, Burketown landfill and Gregory on Monday 17 November 2014. This tender, while separate, was released with an identical tender from Doomadgee Shire Council. Both Councils are looking toward adopting a similar procurement strategy in the future.	Monitor
Renovation of Council Administration Building	The tender for the completion of renovation work to the Burke Shire Council Administration Office closes on 14 November 2014. The tender will be awarded at the November Council meeting.	On track
Gregory Ablutions	The installation of the Gregory Ablution facility is underway with installation scheduled for completion by the end of November 2014.	Overdue
Gravel Pits	Council in discussions with DAFF in relation to providing a comprehensive update on existing gravel pit locations and sizes. Anticipated completion date: late October.	Completed

NDRRA acquittals 2012-2013	<p>The status of Council acquittals for NDRRA projects from 2012-2013 are detailed below:</p> <p>BrkSC.10.12:</p> <ul style="list-style-type: none"> - Acquittal at 70% complete: VfM assessment WIP by Hugh Amos. VfM queries pending <p>BrkSC.11.12:</p> <ul style="list-style-type: none"> - Acquittal at 70% complete: VfM assessment WIP by Matthew Chilton. VfM queries pending <p>BrkSC.13.13:</p> <ul style="list-style-type: none"> - Acquittal at 70% complete: VfM assessment WIP by Matthew Bourke. VfM queries pending <p>BrkSC.15.13:</p> <ul style="list-style-type: none"> - Acquittal at 91% complete. Briefing Note being prepared. David Cheung please provide SIR for briefing note 	On track
NDRRA 2014 (TC Fletcher)	<p>The status of Council's 2014 NDRRA program is detailed below:</p> <p>BrkSC.16.14 (REPA):</p> <ul style="list-style-type: none"> - REPA Approved Value \$8,247,734.00 (incl trigger) - Council to provide program and delivery details as soon as practical <p>BrkSC.17.14 (Emergent):</p> <ul style="list-style-type: none"> - Compliance and VfM assessments complete. Moving towards Briefing Note 	On track
Roads Programs – 5 year infrastructure plan	<p>GBA engaged to assist Council to develop a 5 year road infrastructure plan in line with TIDS, QRA, R2R funding.</p> <p>This project will be completed following the completion of the asset revaluation and rationalization of Council's asset register. This project will run in concert with a full revision of</p>	Monitor
Procurement Project	<p>Council has engaged Macdonell's Law to complete required documentation (contracts, guides, letters etc.) to progress, manage and maintain (a) approved contractor lists and (b) pre-qualified supplier lists.</p> <p>This will improve compliance in the procurement space and improve efficiencies in relation to procurement.</p>	Monitor
HR/EBA review	<p>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.</p> <p>Results were presented to Council during a closed-session report at the August 2014 Council meeting. These findings informed the October JCC meeting.</p> <p>A survey was put to all Council staff and Councillors to resolve the issues identified in the HR review. This vote has been completed.</p>	On track

Water Rates	Rating structure adopted in June 2014. Series of education sessions and website updates have been completed. Council to provide a reminder of responsibilities under new Water Rating scheme with release of Rate Notices in October.	Completed
Media Monitoring	Up and running. A great deal of activity registered recently, in relation to the Burketown ILUA, the former DCEO Fred Aquilin and the Morning Glory Festival.	On track
Nijinda Durlga	Practical Completion on 28 October 2014. Community Opening scheduled for 20 November 2014.	Monitor
Morning Glory Festival	Festival de-brief to be organized. Council to be presented with full report on the MGF by Events Coordinator at the November Council meeting.	Completed
Sale of land: Gregory	Sale of land to be delayed until 2015.	On track
Weed spraying: Gregory	Completed in July 2014. Council has committed funding, subject to receipt of CLCAC's audited financial statements, to fund additional weed spraying in the Gregory catchment over the next two years.	Completed
Records Keeping	Record destruction processes implemented. 150 boxes of records have been processed for destruction in accordance with legislated practices.	On track
Managed Services	Council transitioned to Managed Services on 7 October 2014	Completed
House Inspections	The first round of Housing Inspections were completed on 13-14 October 2014.	On track
ANZAC centenary: BKT	Resolution to confirm Council's commitment to contributing to school Anzac trip in 2015.	Monitor
ANZAC centenary: GRG		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. Once 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
Renovation of the Burketown Visitor Information Centre	Council has engaged a Heritage Architect to develop an appropriate scope of works for this project. This is a complicated task, as different levels of renovation 'intervention' trigger different approval thresholds. Council has submitted a letter of support to CLCAC's application for funding under the Indigenous Advancement	On track

	Strategy. Part of this funding, if successful, would be dedicated to renovating the Visitor Information Centre.	
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
Solar energy for WTP in Gregory	GHD engaged to Project Manage this project. Site evaluations have been partially completed.	On track
Gregory Works Depot	Project planning has not commenced for this project.	Monitor
Airport terminal in BKT	Project planning has not commenced for this project	Monitor
Airstrip realignment in BKT	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. The final set-up will be influenced by the STP re-design project (above)	On hold
BKT North	GBA have been engaged to provide costing for initial infrastructure for BKT North development. Andrew Sly from Economic Development Queensland conducted initial site inspection of Burketown on 19.09.2014 Follow-up visit scheduled for 13 October 2014.	Monitor
Waste Management Strategy	Council to invite a tender (in conjunction with Doomadgee Aboriginal Shire Council) for the removal of scrap metal from the Burketown, Gregory and Doomadgee landfill sites. 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. Council will look to enter an ILUA in relation to this land as well as other reserve/state/lease land in Gregory.	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 BKT - Upgrade	Doomadgee - Normanton fibrelink. This project has been discontinued for the 2-14-2015 financial year.	11.11.2014

	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.	
BKT - ADSL2	No available ports. This is a back haul issue. See above.	08.10.2014
Gregory - mobile services	Awaiting updates from Department of Communications. Mixed messages received in relation to how this funding will be allocated. Discussions with Law and Procter of Telstra also focused on what options are available in Gregory.	11.11.2014

5. POWER

CEO met with representatives from Ergon Energy on 5 November 2014 to discuss renewable energy in Burketown. Discussion points included the location of a solar array in Burketown, possibilities for Council and other parties to purchase part of the array, post-upgrade energy capacity in Burketown and future capacity requirements for Burketown.

6. 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
CEO Roundtable	Brisbane (LGAQ funded)	3 October 2014	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)
Economic Roundtable	Mornington Island	TBC	Mayor, Deputy Mayor, CEO possibly
LGAQ Innovation Forum	Burketown	24 th November 2014	All are welcome

NWQ Regional Roads & Transport Group	Burketown	24 th November 2014	Mayors, CEOs, DTMR, LGAQ
NWQ Regional Organisation of Councils	Burketown	25 th November 2014	Mayors, CEOs, DTMR, Dept. Local Government, LGAQ
GSD Meeting	Burketown	25 th November 2014	GSD members

7. WORK HEALTH AND SAFETY
See Attachment 1: BSC OHS Monthly Report; and Attachment 2: BSC OHS statistics

8. OFFICER'S RECOMMENDATION

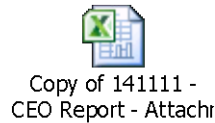
That Council notes the content of the CEO's Council Report

ATTACHMENTS

1. Attachment 1: BSC OHS Monthly Report



2. Attachment 2: BSC OHS statistics



09 Late Item Reports

09. Late Item Reports

- 09.01 Updated Fees and Charges 2014-15
- 09.02 Corporate Risk Register
- 09.03 Former Deputy CEO Credit Card Expenditure
- 09.04 Rates Interest Write Off
- 09.05 Business Continuity Plan

Late Item Reports

09.01 Updated Fees and Charges 2014-15

DEPARTMENT: Corporate and Community Services
RESPONSIBLE OFFICER: Jenny Williams; Executive Officer
FILE NO: Fees and Charges 2014-15
DATE: 17th November 2014
LINK TO COUNCIL PLAN/S: Operational Plan, Budget

1. PURPOSE (Executive Summary)

Under the Local Government Act 2009, Part 2 s 97, Councils are required to set and maintain a register of regulatory fees and charges for the financial year. Council is required to change these fees to include the Nijinda Durlga.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As part of the Local Government Act 2009, Councils are required to maintain a register of regulatory fees.

Cost-recovery fees need not be fixed at the budget meeting and, may be altered at any time during a financial year. A regulatory fee (cost-recovery) must not be more than the cost to the local government of taking the action for which the fee is charged.

3. PROPOSAL

Council adopts the proposed changes to the fees and charges for the 2014-15 financial year to include the Burke Shire Nijinda Durlga.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council sets fees and charges to help recover costs in administering the fee.

5. POLICY & LEGAL IMPLICATIONS

Local Government Act 2009, Part 2 s 97.

6. CRITICAL DATES & IMPLEMENTATION

The fees and charges are to be implemented as soon as possible.

7. CONSULTATION

Consultation has occurred with the CEO and EA.

8. CONCLUSION

It is a requirement under the Local Government Act 2009, to set regulatory fees for each financial year and these may be amended at any time during the year. Attached is a draft copy of the proposed new hire form for the Nijinda Durlga.

9. OFFICER'S RECOMMENDATION

Council adopts the changes to the fees and charges for 2014-15 financial years to include fees for hiring the Nijinda Durlga.

ATTACHMENTS

1. Draft Fees and charges 2014/2015


Copy of Fees and
Charges 2014-15.xls

2. Nijinda Durlga Hire Form – DRAFT


Working - Burke
Shire Nijinda Durlga Hire Form.pdf

Late Item Reports

09.02 Corporate Risk Register

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE REF:	Corporate Risk Register
DATE:	15.11.2014
LINK TO COUNCIL PLAN/S:	Operational Plan 2014-2015 - 1.1.3 Ensure development and maintenance of appropriate systems, procedures and performance standards to manage risk.

1. PURPOSE (Executive Summary)

To consider and adopt the Business Continuity Plan (2014-2015) and Corporate Risk Register (2014-2016).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The emphasis placed on the implementation of risk management policies, processes and documentation has grown in recent years. Legislative and regulatory requirements in the LGA and LGR attest to this, as does the interest of organisations like the Queensland Audit Office in risk management frameworks and associated policies/procedures and guidelines.

In the 2011-2012 and 2012-2013 Management Response letters from QAO, the absence of risk management documentation (policies, procedures) was noted.

The Corporate Risk Register has been developed to increase organizational risk awareness. The next step will be to ensure that risk management processes are embedded into Council's organizational culture and operations.

The Corporate Risk Register plans will require continual review and updating to ensure that it remains relevant to Council and so that Council's commitment to risk management deepens over time..

3. PROPOSAL

That Council adopts:

- 1) The Corporate Risk Register (2014-2015)

4. FINANCIAL & RESOURCE IMPLICATIONS

Documentation of this type, when grouped with others in Council's risk management framework, has the potential to reduce upward pressures on insurance premiums. It is unlikely that this document will reduce insurance premiums.

5. POLICY & LEGAL IMPLICATIONS

Section 164 of the Local Government Regulations requires that:

- (1) A local government must keep a written record stating the following-
 - a. The risks the local government's operation are exposed to, to the extent they are relevant to financial management;
 - b. The control measures adopted to manage risks;

This Risk Register provides coverage of these risks. However, it will be necessary to continue breathing life into this document in order to ensure that Council's awareness and treatment of financial risk remains current and relevant.

6. CRITICAL DATES & IMPLEMENTATION

The Corporate Risk Register should be adopted by Council prior to the external audit.

7. CONSULTATION

Jardine Lloyd Thompson
Bundaberg Regional Council
Department of Local Government
Queensland Audit Office

8. CONCLUSION

This Corporate Risk Register is a new document. As such, it will need to be reviewed and expanded over time. With this process initiated, the likelihood that risk management processes will be embedded into Council's operations increases.

9. OFFICER'S RECOMMENDATION

That Council adopts the Corporate Risk Register 2014-2016 as submitted.

ATTACHMENTS



Corporate Risk
Register 2014-2016.†

1. Corporate Risk Register

Late Item Reports

09.03 Former Deputy CEO Credit Card Expenditure

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka, Finance Manager
FILE REF:	Business Paper – Council Meeting
DATE:	18 November 2014
LINK TO COUNCIL PLAN/S:	Nil

1. PURPOSE (Executive Summary)

To approve the write off of former Deputy CEO credit card expenditure.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Former Deputy CEO Fred Aquilin incurred several credit card expenses prior to his departure to the amount of \$5,475.71

Council made several attempts to obtain the receipts from the Former Deputy CEO to no avail. To date Council has not received the requested receipts from the Former Deputy CEO. Council managed to recover three receipts; however there are several outstanding receipts.

Finance does not reasonably foresee the possibility of receiving receipts from the Former Deputy CEO at this stage.

Lack of supporting documentation may lead to a qualified Audit opinion. In the absence of receipts it is difficult to determine if this expenditure was compliant with Council's policies or Aquilin's contractual entitlements (i.e. that the expenditure was incurred validly on behalf of council).

3. PROPOSAL

That council approves the write off of the amount in question to sundry/general expenses.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council cannot substantiate this expenditure in the absence of supporting receipts/invoices.

5. POLICY & LEGAL IMPLICATIONS

It is best practice to have supporting documentation for all council related expenditure.

6. CRITICAL DATES & IMPLEMENTATION

NIL

7. CONSULTATION

Internal Auditors – Crowe Howarth

8. CONCLUSION

It is important that council maintain supporting documentation and records related to expenditure.

9. OFFICER'S RECOMMENDATION

That Council writes off the expenditure to sundry/general expenses.

ATTACHMENTS

1. Former Deputy CEO Credit Card Statements 1&2



F Aqvilin Credit Card Statement.pdf



F Aqvillin Credit Card Statement 2.pdf

Late Item Reports

09.04 Rates Interest Write Off

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka, Finance Manager
FILE REF:	Rates Interest Write Off
DATE:	18 th November 2014
LINK TO COUNCIL PLAN/S:	Nil

1. PURPOSE (Executive Summary)

- (a) To approve the write off of interest charges on rates processed on 11/07/14; and
- (b) To approve the reversal of interest on rate payers who paid full year rates last year.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

- (1) Council raised its rates levy on 11/07/14. Inconsistencies were identified before the assessment notices were sent out to ratepayers.

Council's financial management system calculates interest on rates once the discount period expires.

As a result of the identified anomalies, the assessment notices were not sent out to rate payers, consequently the discount period expired and the interest on rates kicked in.

Council has reversed the incorrect rates levy raised on 11/07/14 and raised another levy on 31/10/14. In order to complete this process in a compliant fashion, it is necessary that interest that had been incorrectly raised on the incorrect levy is written off.

(2) Last Year several rate payers paid full year rates entitling them to a 15% discount on their rates. Council offers two discounts – (5% discount on payment of 6 months rates and 15% on payment of 12 months rates). Council's financial system (PCS) cannot handle two different discount rates so the 15% discount has to be manually applied. This was not done: some ratepayers who were entitled to the 15% discount only got a 5% discount, consequently the system calculated interest on the balance outstanding. This interest needs to be reversed as ratepayers had paid their rates in full.

3. PROPOSAL

- (1) That council approves the interest write off that was processed on 31/10/14.
- (2) Council also approves the reversal/write off of interest in cases where ratepayers have paid 12 months rates within the discount period but have not received the 15% discount and interest has accrued on the balance.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

Revenue is captured accurately and ratepayers are levied appropriately. Rates have subsequently been reissued appropriately and any interest that accrues on the overdue rates will be correct for the first half of the financial year.

6. CRITICAL DATES & IMPLEMENTATION

Interest on rates will continue to be monitored and updated on a monthly basis.

7. CONSULTATION

CIVICA Rates Experts were consulted and advised Council of the steps that were required to correct the identified anomalies.

8. CONCLUSION

Ratepayers would be prejudiced if they were to be charged interest on rates in this instance.

9. OFFICER'S RECOMMENDATION

That Council

- a) approves the write off Interest raised on an inconsistent rate levy; and
- b) approves the write off of interest on last years rates where rate payers have paid full year rates within the discount period.

ATTACHMENTS



Rates Interest Write
Off.txt

1. Rates Write off Listing

Late Item Reports

09.05 Business Continuity Plan

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE REF:	Business Continuity Plan
DATE:	15.11.2014
LINK TO COUNCIL PLAN/S:	Operational Plan 2014-2015 - 1.1.3 Ensure development and maintenance of appropriate systems, procedures and performance standards to manage risk.

1. PURPOSE (Executive Summary)

To consider and adopt the Business Continuity Plan (2014-2015)

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The emphasis placed on the implementation of risk management policies, processes and documentation has grown in recent years. The LGA and LGR require that Council's attend to risk management processes. So too Workplace Health & Safety Legislation, the Disaster Management Act, the Queensland Audit Office and our insurance provider.

In the 2011-2012 and 2012-2013 Management Response letters from QAO, the absence of risk management documentation (policies, procedures) was noted and Council indicated that this lack of documentation would be remedied. The drafting of the Burke Shire Council Business Continuity Plan (2014-2015) is one part of a broader suite of documents that now address the issue of risk.

This plan will require continual review and updating to ensure that it remains relevant to Council and continues to deepen Council's commitment to risk management.

3. PROPOSAL

That Council adopts:

- 2) The Business Continuity Plan (2014-2015)

4. FINANCIAL & RESOURCE IMPLICATIONS

Potential that this documentation will reduce upward pressures on insurance premiums.

5. POLICY & LEGAL IMPLICATIONS

Section 164 of the Local Government Regulations requires that:

- (2) A local government must keep a written record stating the following-
 - a. The risks the local government's operation are exposed to, to the extent they are relevant to financial management;
 - b. The control measures adopted to manage risks;

6. CRITICAL DATES & IMPLEMENTATION

The adoption of the BCP should take place prior to the arrival of Council's external auditors.

7. CONSULTATION

The Management Group developed the BCP following advice and templates provided by the Department of Local Government, Community Resilience and Recovery.

Burdekin Shire Council

8. CONCLUSION

Council will need to review this document on a regular basis in order to ensure the ability of Council to rebound from majorly disruptive events is not diminished.

9. OFFICER'S RECOMMENDATION

That Council adopts the 2014-2015 Business Continuity Plan.

ATTACHMENTS

1. Burke Shire Council Business Continuity Plan (2014-2015)



DRAFT Burke Shire
Business Continuity P

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 Morning Glory Festival
- 14.02 REX Contract Turnaround Service Charge Handling Services
- 14.03 Lease for Multi-Purpose Courts on Lot 2 on SP194674
- 14.04 Tender 2014-17 Renovation of Burke Shire Council Admin Building
- 14.05 Sale of Council Lots – by auction or tender
- 14.06 MCU 2014-09 Extraction of Borrow Pits
- 14.07 RFQ 14-14 Renovations to Council House Six
- 14.08 Burketown ILUA
- 14.09 Outsourcing Rates
- 14.10 Boundary Dispensation for DA.2007-13

15 Deputations and presentation scheduled for meeting

15.01

16 Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 11th December 2014.