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*Agenda and Business Papers
Burke Shire Council Ordinary General Meeting
Thursday 11th December 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 Forshaw

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 20 November 2014

Recommendation

That the Minutes of the General Meeting of Council held on Thursday 20 November 2014 as presented be confirmed by Council.



141120 Confirmed
Minutes.pdf

06 Condolences

None received at close of agenda.

07 Executive Management Team Reports

07. Executive Management Team Reports

07.01.01 Works and Services Monthly Update Report

07.02.01 Work Shop and Fleet Report

07.02.02 Review and Revision - Use of Council's Vehicle Policy

07.03.01 Executive Officer Monthly Report

07.04.01 Finance Report

07.05.01 Human Resources Report

Works and Services Reports

07.01.01 Works and Services Monthly Update Report

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Works Manager; Chris Rohan
FILE NO:	Council Meeting Report – December 2014
DATE:	11 th December 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).
- Ablutions facility at Gregory.
- Scrap Metal Tender.
- RMPC works on Camooweal Road (6801), Re-sheet – various chainages.

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.
- Patch and seal repair on Wills Developmental Road (78A)
- Maintenance Grade Riversleigh Road

RMPC

Works are progressing on Camooweal Road and will be completed before Christmas Break. Transport and Main Roads have requested that our claim be in by the 8th December 2014. This will be our sixth claim, and will bring us to our 60% expenditure. This has included (to date) 1.5km of gravel re-sheet from the southern boundary, and 4.7 km of heavy formation grading from the northern end of 6801.

HR - New appointments and departures

- Louise Campbell has commenced with Council as a Depot Administration Officer.
- Col Baker retires from Council as of the 19th December.
- Martin Dixon will depart Council on the 6th of January to recommence work at Gregory Downs Station.

TIDS – TRAFFIC INFRASTRUCTURE DEVELOPMENT SCHEME

The seal work Doomadgee West Road was completed on the 20th of November. These works have been inspected and have found to be of good quality. The claim for the full \$400k will be submitted to DTMR this week.

NDRRA Flood Damage Works

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. There has been a delay in the new design drawings that is holding up construction. As of 3 December, no further advice on completion has been given.

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. One merchant offered a price to council for the removal of scrap at a rate of \$2.50 to \$5.00 per ton whilst the second merchant offered the service cost neutral to council (free).

Although both Councils had selected a supplier to complete these works, the availability of the service in line with the original timeline (provided by the preferred supplier) has prompted us to reconsider both original offers. It is hoped that this service will be completed by early January 2015.

Training

LGAQ Supervisor Training is being conducted over the period 9th - 11th of December.

Further Cert III training in Civil Construction (Plant) (Pipelaying) was conducted over the period 26th - 28th of November.

2. RANGER/ WORKPLACE HEALTH AND SAFETY

Litter Management

Dumping Points x 7 have been filled in ready for the wet and sites rehabilitated.

The workshop has constructed a trial hook lift rubbish cage and will construct the remaining seven to replace the need for rubbish pits in the future. These cages are based on similar commercial designs but at around a quarter of the cost (labour inclusive).

There are very few campers venturing around fishing sites with storms in the area.

Following is a summary of bin placement during the season, bins have now been brought in and washed and stored for the wet.

Sites Visited

Report

Truganini Creek/Jetty	3 Bins were in the area – All removed prior to the wet.
Meat Works	5 Bins were in the area – All removed.
Bream hole (Nicholson River)	1 Bin brought in before storms cut off access.
River Road	1 Bin at the bottle heap – area frequently used by “locals”.
Beamesbrook Xing	1 Bin being utilised – area frequently used by “locals”
Gregory Xing	2 Bins being utilised – area frequently used by Doomadgee traffic.

Around town - Conduct a daily early morning deadie run on town and entrance roads to remove nightly road kills before residents/ visitors get about also do an early morning check and a general emu parade of town streets. 12 dead wallabies removed from town roads during this period

Animal Control

- Misted airport toilet block for mosquitoes.

- Misted a council residence for ticks and fleas.

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 a Sloman Street property – still monitoring especially since rains have started.
- 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 Eueupithecia cisplatensis by CSIRO to control Parkinsonia has been undertaken, Moths (approximately 3000) have been released onto Parkinsonia infestations at five sites on the Wills development road, property owner of the land that the trial is being started on has been informed.
- Further releases have been scheduled for the new year.
- Graslan on prickly acacia on road reserve between bridge and Harris creek

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 1
- Monthly 1080 stock control sheet & Indemnity Forms to DNR Cloncurry.
- 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 being down loaded in the first week of each month and results collated and distributed.
- Maintaining register of employee licences and tickets etc.
- RMPC works on 6801 Gregory / Camooweal road, Works safety plan, and Traffic management plan and signage requirements for upcoming work, also conducted prestart induction.
- Ordered supplies to upgrade our first aid kits during the wet.
- Looking for alternative cost effective suppliers of traffic counter equipment.
- Attended Rex Airline’s aircraft handling training. Conducted on site at the airport.

3. PARKS AND GARDEN

- Program proceeding as per normal.
- Airport amenities – painting has begun waiting for more to complete.
- Matthew Douglas has now left Parks and Gardens and is now in the workshop.
- Cleaning equipment list has been formulated with Executive Assistant Admin.
- Furniture for the Nijinda Durlga has been received and assembled.
- New signs have been ordered for the park to remind dog owners of their responsibilities regarding clean-up of pet faeces.

4. BUILDING MAINTENANCE

All maintenance is being conducted when skills are available.

5. UTILITIES SERVICES MANAGER

Airport

- Bitumen Runway
 - Requires poisoning along edge of bitumen
- Airport fence – checked weekly
- Storage shed
 - Requires tidying up
 - Stocktake of equipment
- Signal Area – spray with emulsion
- Apron floodlight – check and repair 2 lights when electrician is available
- Windsock light – check and repair 1 light when electrician is available
- Side of runway – repair potholes
- Suggestion – burn off some areas as the grass is too thick to spot any wallabies if they are in the enclosure. Could include this exercise with Rural Fire Training.
- Terminal building and grounds – maintenance as required
- Skytrans operations – going well – some minor problems
- Rex Aviation – new company has visited, short briefing of it's operation and the aircraft they will be using to service these ports. There will always be some problems, but will sort out in the long run.

Nicholson Pump Station

- Switchboard, standby Genset – all okay
- Building and enclosure – all okay
- Pumpwell, pumps and pipework – all okay
- No electrical or mechanical problems
- Routine checks are done as required or during start and shutdown of pumps
- Weir and causeway – fresh water flowing in from recent rain
- Rising main and access road – good condition

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 Reticulation

- Routine checks for leaking services
- Flushing of mains as required
- Water sampling sent out on a monthly basis to Cairns Laboratory Services
- Water meter reading on a monthly basis
- Valves and hydrants maintenance ongoing
- Repairs to irrigation as needed

Cemetery

- Watering / mowing carried out as per Parks and Gardens roster
- Repairs to irrigation and water service as required
- Grave markers and plaques – ongoing
- Update of burial register – ongoing

Manholes

- Outstanding replacement of concrete covers

Sewer Rising Main

- Continual checks for damaged inspection cap
- Clearing of sewer blockages as required

WATER SEWERAGE OFFICER

Water Treatment Plant

Due to the very hot weather and lack of rain throughout this month our total water use age is high again.

Total water used 21,439 kl. The highest daily usage was 933kl.

The water treatment plant has been running well with testing around town providing very good results. The Chlorine-situ system continues to have faults and is not producing an adequate supply of chlorine, Prominent water systems have been contacted and we hope to have this rectified early in the new year.

Sewerage

Sewerage pump stations are operating well with a pump needing to be installed at sewer station 2 when the electrician is available.

Sewer Treatment Plant

Blivet is operating efficiently now that we have replaced the gearbox and motor. The test results are now good with an exceedance notice on the Total Suspended Solids. This would be due to having changed our location for drawing water to feed blivet .We are now drawing sewerage from the second pond which is the primary treatment to feed the blivet which now acts as our final treatment process. By drawing treated sewer from the ponds which has algae growth this now can cause the Total Suspended Solids to rise but leaving us with a better final treated-effluent quality.

Aquatic Centre

All pools are functioning good . Cleaning and testing done on a as required basis. We are getting a lot more residents using the pool at the moment. This would change if the Escott Weir starts or keeps running.

Other than maintenance at all sites this month has progressed quite good with the assistance of the utilities crew.

I also received a call from Simmons and Bristow in regards to our trainee's training in water and sewer plant operation .They will get back to me with dates after the new year.

6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



WORKS PROGRAM
ATT 1.pdf

1. Works Program -

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: Council Meeting Report – December 2014

DATE: 2nd December 2014

LINK TO COUNCIL PLAN/S: Works Program

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

<u>Plant Item</u>	<u>Works Carried Out</u>
⇒ Plant #20 Ingersol rand Roller	⇒ Start switch and battery hold down
⇒ Plant #428 Side tipper	⇒ Ran off L/H/F bearing
⇒ Plant #469 Multi tyred roller	⇒ Multiple punctures
⇒ Plant #470 Komatsu Loader	⇒ Solenoid and A/C
⇒ Plant #472 Quad bike	⇒ Choke and sprayer
⇒ Plant #480 Prime mover	⇒ Hyd oil
⇒ Plant #481 Water Tanker	⇒ Rocker box and torque rod bushes
⇒ Plant #485 Backhoe	⇒ Multiple punctures
⇒ Plant #488 Job truck	⇒ A/C
⇒ Plant #506 Ammann Roller	⇒ A/C and relay holder
⇒ Plant #522 140M grader	⇒ A/C, seat and radiator
⇒ Plant #534 Landcruiser	⇒ 70K service
⇒ Plant #535 Landcruiser	⇒ 95K minor service
⇒ Plant #536 Landcruiser	⇒ 90K service
⇒ Plant #537 Landcruiser	⇒ Windscreen and crack repair
⇒ Plant #538 Workshop truck	⇒ 40K service
⇒ Plant #544 Job truck	⇒ 60K service
⇒ Plant #545 Job truck	⇒ 70K service, fridge and hazard lamp
⇒ Plant #560 Pump stand	⇒ Hoses and pump service
⇒ Plant #561 Landcruiser Dual Cab	⇒ 85K minor service
⇒ Plant #573 35 kva genset	⇒ Batteries and alternator

Mathew Douglas started his apprenticeship - going well

Extras by workshop staff - River cameras, Blivet gearbox and rotor, Gregory power, plant training

2. TENDER UPDATE

2014-15 Budget

- New rubbish truck with compactor- ordered- expect delivery 8th December.
- #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 December 2014 report.

ATTACHMENTS – Nil

Workshop and Fleet Reports

07.02.02 Review and Revision - Use of Council's Vehicle Policy

DEPARTMENT:	Workshop and Fleet
RESPONSIBLE OFFICER:	Brett Harris, Workshop and Fleet Manager
FILE NO:	Policy Update
DATE:	1 st December 2014
LINK TO COUNCIL PLAN/S:	Corporate Governance: Council Policies

1. PURPOSE (Executive Summary)

To consider the relative merits and need for implementing changes to the Council Vehicle Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Extra information has been added to the Use of Council Vehicle policy to include:-

- Authorised Drivers;
- Mobile Phones;
- Seatbelts;
- Traffic Accidents and Offences;
- Alcohol and other drugs;
- Driving in Adverse and or Off-Road Conditions (4WD),
- Lent/Use Council Vehicles (eg RAV 4, other council fleet)

3. PROPOSAL

The main purpose is to include extra information into the policy for the safety of all who drive council fleet.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil financial

5. POLICY & LEGAL IMPLICATIONS

To ensure that drivers of council fleet understand and follow council policy for the use of council vehicles.

6. CRITICAL DATES & IMPLEMENTATION

No deadlines

7. CONSULTATION

Discussion and updates provided by:-

- CEO
- WHSA
- HRM
- WFM

8. CONCLUSION

That Councillors note the suggested changes to the Council Vehicle Policy with a view to passing these changes.

9. OFFICER'S RECOMMENDATION

That Council adopts the Use of Council Vehicle Policy version 2.

ATTACHMENTS



Use of Council
Vehicle Policy.docx

1. Use of Council Vehicle Policy -

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: 1st December 2014
LINK TO COUNCIL PLAN/S: Operational Plan (One year)

1. EVENTS CO-ORDINATOR

Past Events

BURKE SHIRE TIDY YARD COMPETITION WINNERS ANNOUNCEMENT

Burke Shire Councils 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.

Winners for the Burke Shire Tidy Yard Competition were announced at the Community Opening of the Nijinda Durlga.

Announcements & Prizes:

- 1st Place winners of each category receive \$300.00
- 2nd Place winners of each category receive \$150.00

Winners received a framed certificate and letter for payment details.

Winners:

Best Rural Yard:	Winner – Gregory Downs Station Runner Up – Nicole Jansen
Best Patio / Veranda:	Winner – Hayley Booth & Lou Daniel Runner Up – Janet Bishop
Best Non-Residential Yard:	Winner: Burketown State School Runner up: Savannah Lodge
Best Urban Yard:	Winner: Leah Mitchell & Geoff Darrach Runner Up: Elva Portch

Media: A media release was distributed following the announcement.

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 focused 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.

The program which was held at the Community opening of the Nijinda Durlga featured presentations, raffles for survival kits and displays with disaster management information.

Media: A media release was sent following the function

COMMUNITY OPENING NIJINDA DURLGA

A community opening of the Nijinda Durlga was held on Thursday 20 November.

The launch gave residents of the Burke Shire to view the new facility and see what was on offer for the community to use.

The evening was attended by over 100 people, who celebrated all the activities taking place that night. Food was provided and bar facilities with all profits being donated to the Burketown State School.

Media: A media release was sent following the function

Upcoming Events

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 (these packs will be sent to the station direct)

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 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 2 years now graduating the 2014 award will be awarded to 2 people at \$200.00 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 PARTY

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.

Council have engaged with the Burketown State School P&C who have picked all the gifts for the children. These have been ordered through Kmart and various other places and will be delivered as support from Ringrose.

Funding:

Medicare Local: Medicare Local has agreed to support the event to the value of \$7,000.00. This amount can be used to purchase presents, a new tree and decorations for the Christmas events.

Activities Planned:

The following are a list of activities planned for the Community Christmas party. These are currently still being organised.

- Christmas presents for the children of Burke Shire
- Santa Photos for all Children – will be printed and sent given to all families
- Christmas Piñata's filled with lollies for the children
- Pass the Christmas Gift game for the children
- Raffles (hosted by Burketown Kindergarten)
- Lucky Door prizes (20 Hams – supplied by Century MMG)
- Dinner (Finger Food)
- Christmas hats will be made available to all attending
- Best Dressed awards
- Face Painting for Anyone

Media: 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 Burketown Pub.

Christmas Gift:

All staff has been issued with a Christmas Gift form for completion. They had 3 choices for a gift being a Ham, Fruit Box or Hamper.

Catering:

The Burke Shire Staff Christmas Party will be catered for allowing staff to opportunity to enjoy the day. Alcohol will be made available on the day, however there will be restrictions placed on people if deemed necessary by the CEO.

Activities:

Activities are currently being explored although these will be kept to a minimum. Lucky door prizes will be made available.

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.

OTHER ACTIVITIES PLANNED

- Explore ideas for Australia Day 2014
 - Anzac Day commemorations explored
 - Easter long-weekend activities 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 2014 – 2015 program is currently being explored with a committee meeting held in November to discuss any upcoming applications for approval. An EOI will go out soon calling for applications.

2. LIBRARY

The State Library provides access to 60 000 high resolution digital files for all of the out of copyright and Creative Commons CC-BY licensed photographs in their collection to download for free from One Search, our catalogue.

These files are of a much higher quality than the versions available on the catalogue, which are optimised for viewing online. The high resolution files allow clients to view each image in greater detail and provide opportunities for use in the creation of new works and publications.

They also provide a [image reproduction service](#), offering clients a high quality photographic print of items held in our collections. Through this service, and subject to copyright and access conditions, you may also be able to order a digital file or photographic print or items that are in copyright.

SLQ has also donated all our out of copyright digitised photographs to [Wikimedia Commons](#), and made them freely available for re-use by anyone.

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. Council Unit 3/172 Musgrave Street will become available in the New Year.

Council Staff Applications

House Applications	3
Unit Applications	1

General Public

House Applications	5
Unit Applications	4

4. PROMOTION

Social Media

Burke Shire Council Facebook page now has 224 users (increase of 11) and is being well used throughout the community. Council event photos are being added, these have been of great interest to the community. It is planned that more sharing of interesting articles from other orgs in the shire will be shared over time.

Newsletter

The next edition of the newsletter will be distributed before the 22nd December.

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)

Home and Community Care will close for 2014 on the 11th December. Council will be holding further discussions in relation to this program and will advise the community early in the New Year.

8. INFORMATION TECHNOLOGY

Managed Services Upgrade

The Citrix environment is working well, Council has now been able to give access to auditors and Engineers.

Recordkeeping

CorpMem Report – November 2014

BACKGROUND

The purpose of the project was to appraise and either mark for destruction or register into infoXpert as many hardcopy files as possible during a 12 day period that includes a day's travel on the first and last day. The files are stored in boxes and on shelves in or about the archival storage facility at the Burke Shire Council (BSC) Administration Office.

The boxes fell into two categories. The first category included boxes that contained files registered into the pre-InfoVision spreadsheet called New Archive Register 2007 2008.xls. The second category included all other boxes, which would contain records deemed to be un-appraised and unregistered into any recordkeeping system.

COMMENTARY

CorpMem Business Solution (CBS) provided three consultants to appraise and register the files. The consultants attended the administration office from 3/11/2014 until the 14/11/2014. The approach taken by CBS was to concentrate firstly on the first category, which were the pre-infoVision files, before moving onto the second category, which covered all the other records not registered in any recordkeeping system.

Shortly into the period the BSC decided that due to the planned refurbishment of the administration building before the end of the year it would be prudent to shift the focus from the boxes stored on shelves in or about the archival storage facility to boxes that were being stored in the ceiling of the administration building.

To try to accommodate storing an unknown quantity of boxes from the ceiling in the archive storage facility, CBS focused on identifying category two boxes that contained records from the same record series and were due for destruction. 27 boxes were identified and each of the record series identified was entered into a destruction log called 'Unregistered Legacy Records Destruction Log.xlsx'.

94 boxes were removed from the ceiling. Of these, 36 boxes could be identified as also containing records that were from the same record series and due for destruction. The record series in these boxes were added to the destruction log. The record series identified from the ceiling and archive facility occupied a total of 63 boxes that were destroyed by incineration. The required destruction metadata was compliantly recorded in the destruction log and permanently registered into infoXpert. The remaining 58 boxes contained a mixture of record classes that still require appraisal and registration. The movement of the ceiling boxes into the archive facility drastically reduced the facility's available capacity.

Once the ceiling contents had either been destroyed or moved to the archive facility, CBS refocused on the pre-infoVision files. A total of 71 pre-infoVision boxes containing 960 files were processed. Once all the pre-infoVision boxes had been completed CBS focused on processing as many unregistered and un-appraised boxes as was possible in the remaining time. 203 un-appraised and unregistered files were processed making a total of 1163 files appraised during the period. Of these 1163 files, 501 were registered on site and 320 were registered later remotely. This leaves a total of 342 files marked for disposal.

On Thursday 13/11/2014, CBS organised the boxes in the storage facility. 346 boxes are stored in numerical order from box 1 in the far end of the facility to box 346 stored just to the left of the entrance. All boxes are placed on a shelf. No boxes are stored on the floor. Approximately 5 boxes in the shelves were empty. 23 unnumbered boxes containing un- appraised and unregistered records are still stored in shelving in the area immediately outside the archive facility. 16 boxes were appraised as a single record series and registered into infoXpert.

There are 346 numbered boxes and 23 unnumbered boxes (the unnumbered boxes are ok to stay unnumbered) making 396 boxes all together that contain hardcopy records. Of these, 91 boxes have been marked with labels that indicate they contain unregistered and un-appraised records. 58 of these boxes came from the ceiling. The other 33 boxes would have been already stored in or immediately around the archive room. 23 of the boxes that contain unregistered and un-appraised records are stored outside the room so 68 boxes of the 346 boxes stored in the archive room contain unregistered and un-appraised records, leaving 273 boxes that contain records registered in infoXpert and 5 empty boxes.

Appraised Files	
Registered on-site	501
Registered remotely	320
Marked for disposal	342
Total appraised	1163

Appraised Boxes	
Pre-infoVision	71
Unregistered boxes in archive room marked for disposal	27
Unregistered boxes in archive room infoXpert registered	16
Boxes in ceiling marked for disposal	36
Total appraised	150

FURTHER OPPORTUNITIES

There are still 91 boxes that contain records that have not been appraised or registered into infoXpert. Un-appraised records must be retained by the authority permanently and records not registered into infoXpert cannot be processed through the implemented systematic disposal process.

Another effort to appraise and register the remaining 91 boxes would take approximately the same time and resources required for this exercise. Although 150 boxes were processed during this exercise it must be noted that 79 of them were low hanging fruit in the sense that the entire box could be appraised as one 1 or 2 single record series and processed efficiently. The other 71 boxes processed contained many record series that had to be appraised individually and this consumed most of the processing time available.

INFOXPRT TRAINING

Is being organised in the New Year for staff and Councillors. It is planned to bring Councillors into the Citrix environment and allow them access to Councils corporate files.

9. CONFERENCES/TRAINING

December Madison Marshall - Supervisors Course

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. CorpMem Report - November Coming

Finance Reports

07.04.01 Finance Report

None received at time of agenda preparation.

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:	2 nd December 2014
LINK TO COUNCIL PLAN/S:	Nil

1. HUMAN RESOURCES UPDATE

Staff Changes:

Works and Services Administration Officer: Louise Campbell commenced in the role 1 December 2014, to replace Jeanette De Grussa finishes on 2 December 2014

Matthew Douglas commenced as Heavy Vehicle Mechanic Apprentice on 24 November 2014.

Open Positions:

Accountant: A temporary accountant has been sought through Lo-Go appointments to assist with Audit/Asset Revaluation requirements while a full-time replacement is recruited. Gavin Herbst is expected to commence on 5/12/2014.

The recruitment process for a full-time replacement will commence early in the new year.

Modern Award:

Council will need to commence the reclassification process for the move to the Local Government Industry Award (Closed session report has been prepared) over the next month or two. There are a number of ways in which Council can complete this transition.

Performance Reviews:

Performance reviews will take place prior to shutdown on 19 December 2014.

Over Award Payments:

A report will be presented (during closed session) to discuss Council's management of Over Award Payments.

New EBA:

Management is considering the desired makeup of the new EBA, with negotiations able to commence in mid-February 2015. A more comprehensive report on this matter will be delivered at the January 2014 Council meeting.

2. CONCLUSION

With the policy framework having undergone recent review, procedural HR matters like recruitment and performance reviews are taking some focus this month. However, the move to the LGIA and new EBA continue to be the primary HR focus for the PHRM, and will remain so well into 2015.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS - Nil

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 Report

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Council Meeting Report – December 2014
DATE:	04.12.2014
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.</p> <p>Council presented with a resolution to adopt the Burketown ILUA at the November Council meeting. Council delegated authority to Mayor and CEO to sign the ILUA subject to the incorporation of a number of changes. These changes are currently being incorporated into the final draft of the Burketown ILUA. Document to be signed week beginning 8 December 2014.</p>	On track
Native Title Consent Determination: - QUD84/2004 - QUD66/2005	Council to consider the Consent Determinations for QUD84-04 and QUD66-05 at the December Council meeting.	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. This data set is currently under review by DEWS. 	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>The second quarterly report will be submitted at the Ordinary Council meeting in January 2015.</p>	Completed
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	<p>CLCAC representative Kevin Andersen has revised the existing Pest Management Plan.</p> <p>The Carpentaria Land Council Land & Sea Rangers have also recently put together a Weed Management Plan for Woods Lake.</p>	No update
Transitional Environmental Program: Burketown STP	<p>Council has submitted a draft TEP to the Department of Environment and Heritage Protection.</p> <p>EHP requires one amendment to this plan (related to installation of high level alarms at pump stations.) The first monthly report (for November operations) has been submitted to EHP.</p>	On track
Transitional Environmental Program: Burketown Landfill	<p>Council will enter a voluntary TEP with the Department of Environment and Heritage Protection in relation to the Burketown Landfill.</p> <p>EHP requires that Council amend the dates in the TEP. One aspect of this TEP requires the establishment of a site office at the BKT landfill site. CEO has entered discussions with MMG in relation to provision of a site office.</p>	On track
Business Continuity Plan	<p>BCP adopted by Council on 20 November 2014.</p> <p>A representative from Jardine Lloyd Thompson will join the BCP team at Council in April 2015 to review this document.</p>	Completed
Risk Register	<p>Corporate Risk Register adopted by Council on 20 November 2014.</p> <p>A representative from Jardine Lloyd Thompson will join the BCP team at Council in April 2015 to review this document.</p>	Completed
Asset Management Plan	<p>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.</p> <p>Discussions held with other regional CEOs in relation to adopting similar asset management systems in the future.</p> <p>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.</p>	Monitor

Budget	Adopted at Ordinary Council Meeting: June 2014. Initial budget review completed in November 2014.	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

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>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>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	Preferred tenderer withdrew offer to provide services. Council will engage alternative provider. The scrap metal removal will not take place until the new year.	Monitor
Renovation of Council Administration Building	Tender awarded to Richardson's Building Service. Renovations to commence on 19 December 2014.	On track
Gregory Ablutions	The installation of the Gregory Ablution facility is underway.	Overdue
Gravel Pits	CEO, Works Manager and Rural Works Supervisor have completed a full review of the boundaries of Burke Shire Council gravel pits operated under Sales Permit 002293. The results have been submitted to DAFF.	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 imminent. Expected eligible expenditure \$3,067,088.13. Expected ineligible expenditure \$2,586.32 <p>BrkSC.11.12:</p> <ul style="list-style-type: none"> - Acquittal outcome expected: \$729,705.01 as eligible, with \$34.40 ineligible. <p>BrkSC.13.13:</p> <ul style="list-style-type: none"> - Acquittal imminent. Eligible expenditure totalling \$129,281.35. Ineligible expenditure totalling \$0.00 	On track

	<p>BrkSC.15.13:</p> <ul style="list-style-type: none"> - Has passed assessment triage and will now proceed to Firs Pass Compliance and VfM Assessment. 	
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	GBA engaged to assist Council to develop a 5 year road infrastructure plan in line with TIDS, QRA, R2R funding.	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>Suggested changes, in relation to allowances adopted by Council staff and implemented by Finance Department.</p>	Completed
Water Rates	<p>Rating structure adopted in June 2014.</p> <p>Series of education sessions and website updates have been completed.</p> <p>Council to provide a reminder of responsibilities under new Water Rating scheme with release of Rate Notices in October.</p>	Completed
Media Monitoring	Up and running.	Completed
Nijinda Durlga	<p>Practical Completion on 28 October 2014.</p> <p>Community Opening held on 20 November 2014</p> <p>NWQRRTG and NWQROC meetings held. Very positive responses received from regional mayors, CEOs and government delegates.</p>	Completed
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: archive project	Record retention requirements have been satisfied. Initi. Council has now completed the archiving of historical documents and completed the destruction of eligible records in line with legislative requirements.	Completed
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.	Completed
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. Architect arrives on 15 December 2014. Council has submitted a letter of support to CLCAC's application for funding under the Indigenous Advancement Strategy. Part of this funding, if successful, would be dedicated to renovating the Visitor Information Centre.	On track
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. REGIONAL AIR SERVICES

Council staff have met with various representatives from REX to discuss training requirements and the costs of delivering the Ground Handling Services contract.

The Ground Handling Services contract went before Council at the Ordinary Council meeting in November and will go before Council again at the December Council meeting.

5. 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 – Radio Upgrade	Council waiting on quotes from Telstra in order to determine which of two solutions to pursue. Both options presented at LGAQ/Telstra Innovations Forum.	11.11.2014
BKT - ADSL2	No available ports. This is a back haul issue. See above.	08.10.2014
Gregory - mobile services	Latest updates on Mobile Blackspot Program have come through. Projects in/around Gregory still considered eligible. BSC to continue pushing for this option.	04.12..2014

6. 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.

7. 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	Mayor, Deputy Mayor, Cr Forshaw, CEO, PHRM
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
DLG Roundtable	Cairns	2 December 2014	Mayor & Deputy Mayor
Burketown ILUA signing ceremony	Burketown	11 December 2014	All Councillors and CEO

8. WORK HEALTH AND SAFETY

See Attachment 1: BSC OHS Monthly Report; and Attachment 2: BSC OHS statistics

9. OFFICER'S RECOMMENDATION

That Council notes the content of the Chief Executive Officer'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 Internal Audit Committee Charter

Late Item Reports

09.01 Internal Audit Committee Charter

DEPARTMENT:	Finance Department
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Council Meeting Report – December 2014
DATE:	2 December 2014
LINK TO COUNCIL PLAN/S:	Operational Plan, Corporate Plan

1. PURPOSE (Executive Summary)

Council is required to establish an Internal Audit Committee. In order to do this correctly, the IAC requires a Charter, or guiding document that establishes operational parameters for the IAC.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

All Queensland Councils are now required to have an Internal Audit Committee as well as an internal audit function.

3. PROPOSAL

That Council adopts the Internal Audit Committee Charter as submitted.

4. FINANCIAL & RESOURCE IMPLICATIONS

The IAC has the potential to impact positively on Council's finances and financial administration in a number of ways:

- The existence of an IAC may deter or guard against fraudulent activity;
- IAC operations will subject Council's internal processes to external scrutiny;
- Promotes Councillor engagement and oversight of financial management;

5. POLICY & LEGAL IMPLICATIONS

Local Government Act 2009

Section 105: auditing, including internal auditing

(1) Each local government must establish an efficient and effective internal audit function.

(2) Each large local government must also establish an audit committee.

(3) A **large local government** is a local government that belongs to a class prescribed under a regulation.

(4) An **audit committee** is a committee that—

(a) monitors and reviews—

(i) the integrity of financial documents; and

(ii) the internal audit function; and

(iii) the effectiveness and objectivity of the local government's internal auditors; and

(b) makes recommendations to the local government about any matters that the audit committee considers need action or improvement.

Local Government Regulation 2012

Part 11 Auditing

Division 1 Internal audit function

Subdivision 1 Internal auditing and reporting

207 Internal audit

- (1) For each financial year, a local government must—
 - (a) prepare an internal audit plan; and
 - (b) carry out an internal audit; and
 - (c) prepare a progress report for the internal audit; and
 - (d) assess compliance with the internal audit plan.
- (2) A local government's **internal audit plan** is a document that includes statements about—
 - (a) the way in which the operational risks have been evaluated; and
 - (b) the most significant operational risks identified from the evaluation; and
 - (c) the control measures that the local government has adopted, or is to adopt, to manage the most significant operational risks.
- (3) A local government must give its audit committee—
 - (a) the progress report mentioned in subsection (1)(c); and
 - (b) at least twice during the year after the internal audit is carried out, each of the following documents—
 - (i) a summary of the recommendations stated in the report;
 - (ii) a summary of the actions that have been taken by the local government in response to the recommendations;
 - (iii) a summary of any actions that have not been taken by the local government in response to the recommendations.
- (4) If a local government does not have an audit committee, a reference to the committee in subsection (3) is taken to be a reference to the chief executive officer.

Subdivision 2 Audit committee

208 Application of sdiv 2

This subdivision applies to an audit committee whether it is established by a large local government or another local government.

209 Prescribed class for large local government—Act, s 105

For the Act, section 105(3), definition *large local government*, a large local government is a local government belonging to a remuneration category of 3 or a higher number mentioned in the remuneration schedule.

Note—

Under section 105(2) of the Act, a large local government is required to establish an audit committee.

210 Audit committee composition

- (1) The audit committee of a local government must—
 - (a) consist of at least 3 and no more than 6 members; and
 - (b) include—
 - (i) 2, but no more than 2, councillors appointed by the local government; and
 - (ii) at least 1 member who has significant experience and skills in financial matters.
- (2) The chief executive officer can not be a member of the audit committee but can attend meetings of the committee.
- (3) The local government must appoint 1 of the members of the audit committee as chairperson.

211 Audit committee meetings

- (1) The audit committee of a local government must—
 - (a) meet at least twice each financial year; and
 - (b) review each of the following matters—
 - (i) the internal audit plan for the internal audit for the current financial year;
 - (ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;
 - (iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212;
 - (iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and
 - (c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.
- (2) At a meeting of the audit committee—
 - (a) a quorum is at least half the number of members of the committee; and

Examples—

 - 1 If the committee consists of 4 members, a quorum is 2.
 - 2 If the committee consists of 5 members, a quorum is 3.
 - (b) either—
 - (i) the chairperson presides; or
 - (ii) if the chairperson is absent, the member chosen by the members present as chairperson for the meeting presides.
- (3) The audit committee may, for performing its functions under subsection (1)(b), seek information or advice from the person who has carried out the internal audit.
- (4) The chief executive officer must present the report mentioned in subsection (1)(c) at the next meeting of the local government.

6. CRITICAL DATES & IMPLEMENTATION

Council's internal audit function and Internal Audit Committee need to be operational in the very near future.

7. CONSULTATION

Burke Shire Council and Crowe Horwath
Burke Shire Council and Queensland Audit Office

8. CONCLUSION

QAO have identified the need for Council to improve risk management and governance frameworks. Establishing an internal audit function and establishing an Internal Audit Committee will assist Council to meet its statutory requirements to monitor and review:

- the integrity of financial documents;
- the internal audit function;
- the effectiveness and objectivity of the local government's internal auditors and external audit; and
- the effectiveness of Council's internal controls.

9. OFFICER'S RECOMMENDATION

That Council adopt the Internal Audit Charter as proposed.

ATTACHMENTS



141202 - Internal
Audit Committee Cha

1. Draft - Internal Audit Charter

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 Transition to Modern Award Classification System

14.02 REX contract – Turnaround Service Charge / Handling Services Contract

14.03 QUD84-04 - Consent Determination

14.04 Over Agreement Payments

14.05 Shell Financial Statements

14.06 Confidential - Council Housing Tenancies - Allocation of Housing

14.07 Confidential - QUD66-05

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 22nd January 2015.