



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 22nd January 2015
9.00am Council Chambers*

9.00 am	Opening of meeting
10.30 am to 11.00 am	Morning Tea
11.00 am	Andrew Kerr – Preston Law
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 Thursday 11 December 2014 and Special Meeting Friday 19 December 2014.....	4
06	Condolences	4
07	Executive Management Team Reports	5
	07.01.01 Works and Services Monthly Update Report	6
	07.02.01 Workshop and Fleet Report	10
	07.03.01 Executive Officer Monthly Report	12
	07.04.01 Finance Monthly Update Report – for the month of December	17
	07.05.01 Human Resources Report.....	22
	07.05.02 Staff Relocation Expenses Policy	24
	07.05.03 Smoke-Free Workplace Policy	26
08	Chief Executive Officer Reports	28
	08.01.01 Chief Executive Officer Report	29



09	Late Item Reports.....	36
	09.01 Council Delegations to Conferences/Meetings	37
	09.02 Operational Plan – Quarterly Update – January 2015	39
10	Consideration of Notice(s) of Motion and Petitions	41
	10.01 Notices of Motion	41
	10.02 Petitions	41
11	Mayoral Report.....	41
12	Councillor Reports	41
13	New business of an urgent nature admitted by Council	41
14	Closed session reports	41
	14.01 Closed Session - Overtime Payments	41
	14.02 Closed Session - Over Agreement Payment Management Update	41
	14.03 Closed Session - Allowance Breakdown	41
	14.04 Closed Session - Burke Shire Council Certified Agreement 2015 Development Update	41
15	Deputations and presentation scheduled for meeting	42
	15.01 Andrew Kerr – Preston Law	42
16	Closure of meeting.....	42

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
 Madison Marshall; Executive Assistant (Minutes)

03 Prayer

Led by Cr Murray

04 Consideration of applications for leave of absence

None received at close of agenda.

05 Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 11 December 2014 and Special Meeting Friday 19 December 2014

Recommendation

That the Minutes of the General Meeting of Council held on Thursday 11 December 2014 and the Minutes of the Special Meeting of Council held on Friday 19 December 2014 as presented be confirmed by Council.



141211 Confirmed
Minutes.pdf



141219 Confirmed
Minutes - Special Mee

06 Condolences

None received at close of agenda.

07 Executive Management Team Reports

07. Executive Management Team Reports

07.01.01 Works and Services Monthly Update Report

07.02.01 Workshop and Fleet Report

07.03.01 Executive Officer Monthly Report

07.04.01 Finance Report

07.05.01 Human Resources Report

07.05.02 Staff Relocation Expenses Policy

07.05.03 Smoke-Free Workplace Policy

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:	22 nd January 2015
LINK TO COUNCIL PLAN/S:	Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include (up to 14th Jan 2015):

- Christmas Shutdown.
- Minor beautification works around Gregory and Burketown.
- Mosquito fogging and misting.

Training:

- Nil

Works for upcoming month:

- Installation of the new Dump Ezy point.
- Works program planning for 2015/16 financial year.
- Tender release for NDRRA works.

RMPC

The only RMPC works currently being conducted is road closures and creek / crossing checks for water heights.

HR - New appointments and departures

Martin Dixon departed Council on the 6th of January to recommence work at Gregory Downs Station. Laurie Portch has commenced at Gregory Depot and will remain in location until the end of the wet. Laurie will then move to a 2 day a week program to assist with works in Gregory.

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. Draft tenders should be available from GBA this week for final input.

Gregory Ablution Block

Kassulke Constructions will recommence works at Gregory in early Feb. The variation to the ablution block came in at \$16k.

Workplace Injury

Trevor Marshall has now returned to full duties.

Scrap Metal Removal

Zebra Metals intended to commence work last week in Burketown, however, due to flooding, they have delayed works on a timeline yet to be confirmed.

Christmas shutdown

The Christmas shutdown saw a reduction in works around both Gregory and Burketown. Works focussed on mowing of local areas, maintenance of road reports, painting of the Musgrave Street Unit Verandahs and painting of the toilets at the Burketown Airport.

REX Handover

Skytrans completed air service operations on the 30th of December. REX commenced it's first service into Burketown on the 2nd of Jan and conducted training with ground crew staff on the same day. To date, operations are running smoothly with improvements in flight and manifest information being made available to ground crew. Check-in is currently operating from the Works Depot.

Level II bridge inspection old bridge at Gregory

RoadTek have provided a price to conduct a Level II inspection on the old bridge in Gregory (approx \$10k). This would be the price of the inspection if it was conducted as a stand alone job, however, the price would be reduced if we were able to wait and align this inspection with Beames Brooke bridge.

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.

<u>Sites Visited</u>	<u>Report</u>
China Wall	1 Bin.
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.
- 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.
- 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.
- Weed spraying around weather station and access at the airport, gables, wind socks and access gates.
- 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 being down loaded in the first week of each month and results collated and distributed.
- Maintaining register of employee licences and tickets etc.
- 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.

3. PARKS AND GARDEN

- Works continued as best as possible with the weather.
- Non slip paint has been applied to the cement at the airport.
- Unit verandas have been painted with more non slip paint.
- Residents have been spoken to in regards to the correct way of placing and filling the wheelie bins.
- Shifted table on veranda to allow wheel chair access to the hall

4. BUILDING MAINTENANCE

All maintenance is being conducted when skills are available.

5. UTILITIES

Water Treatment Plant

Water usage for December: 15979 kl Daily average : 515 kl per day

We have had a few problems with the Chlorine-Situ system. The main problems we did experience was high chlorine temperature which would be due to the high daily temperatures that we experienced during the month of December. Chlorine readings have been good around town with Water Samples all passing.

We did have a power outage on the Escott power line and had to run the Generator for 24 hrs.

Other than the faults on the Chlorine-Situ the Water Treatment plant is running good.
Sewerage:

All pump stations operating good. No problems or Faults at any stations.

Sewerage Treatment Plant

Sewer Treatment Plant running well with the changes to the system working well.

The sewer samples are all good with the exception of the suspended solids being high. This is due to system being set up with the plant pumping from the second pond . This has eliminated the pumps being blocked by trash, which required us to clean pumps and strainers every day. The reason the suspended solids are high is because the sewerage goes through the 1st pond as the primary and the second as a secondary treatment. The ponds use the sunlight to breakdown the sewerage and form algae . We are having some algae coming through to the Blivet which causes the suspended solids to be high.

Aquatic Centre

All pools are functioning well.

We had to replace seals on 1 pump and replaced motor fans on 2 others.

We had children using the pools unaccompanied by adults. After asking the kids how they got access, they said that the vacation care lady had given them the pin code for the pools. We need to be more vigilant when we give out the pin codes to members so they do not give codes to children.

All has been operating good within the water and sewerage systems with general maintenance happening through out December .

6. OFFICER'S RECOMMENDATION

Council notes the contents of the Works Manager January 2015 report.

ATTACHMENTS



WORKS
PROGRAM.xlsx

1. Works Program -

Workshop and Fleet Reports

07.02.01 Workshop and Fleet Report

DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris Work Shop and Fleet Manager

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

DATE: 13th January 2015

LINK TO COUNCIL PLAN/S: Works Program

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

Plant Item	Works Carried Out
⇒ Plant #469 Multi tyred roller	⇒ Air union leaks
⇒ Plant #470 Komatsu Loader	⇒ Tyre
⇒ Plant #472 Quad bike	⇒ Choke
⇒ Plant #474 Bus	⇒ 65K minor service and wheel bearing repack
⇒ Plant #479 Water Truck	⇒ 160K service and A/C
⇒ Plant #504 Skiddy trailer	⇒ Punctured tyre damaged guard
⇒ Plant #506 Ammann Roller	⇒ Electrical faults persist
⇒ Plant #523 140M grader	⇒ Cab glass
⇒ Plant #535 Landcruiser	⇒ 100K service
⇒ Plant #537 Landcruiser	⇒ 90K service-
⇒ Plant #560 Pump trailer	⇒ Pumps
⇒ Plant #561 Landcruiser Dual Cab	⇒ 90K service and 4 x injectors
⇒ Plant #568 Kioti ride on	⇒ 70 hr service, pulley and belt
⇒ Plant #572 Job Truck	⇒ Induction, G scan faults- operator error

Mathew Douglas going well with his apprenticeship

Extras by workshop staff:- River cameras, Data signs, Tennis lights, ABC, Banners

2. TENDER UPDATE






2014-15 Budget

- New rubbish truck with compactor- completed
- #488 & 409- to go to tender
- #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 nearly completed- waiting on paint- materials received for next 6 bins

3. OFFICER'S RECOMMENDATION

Council notes the contents of the Work Shop and Fleet Manager's January 2015 report

ATTACHMENTS

1. Major Plant Service Schedule –

Major Plant Service
Schedule.xls
2. Plant Replacement Program –

Plant Replacement
Program.xls
3. Plant Running Costs –

Plant Running
Costs.pdf
4. Plant End Of Period Audit –

Plant End Of Period
Audit.pdf
5. Plant Utilisation YTD –

Plant Utilisation
YTD.pdf

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:	13 th January 2015
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

1. EVENTS CO-ORDINATOR

Past 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 to help further promote the Shire from their boarding schools.

These donations are distributed at the graduating nights for both the Burketown State School and the School of the Air students within our Shire.

This year, 12 Packs were given out throughout the Burke shire. This number is larger than normal because both Year 6 and Year 7 were graduating.

Donations were received from: MMG, Burke Shire Council, Gregory Pub, Gregory Downs Station, Tirranna Roadhouse, Kylie & Ernie Camp, Savannah Lodge, Burketown Pub, Morning Glory Restaurant, Burketown Convenience Store, Nowlands Engineering, Landmark Cloncurry, Art de Joux and the Carpentaria Land Council Aboriginal Corporation.

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 years graduating the 2014 award was awarded to two students at \$100.00 each. The event took place on graduation night – December 3 2014. The Dux of the School was awarded to Kobe Marshall and Kady Tritton.

COMMUNITY CHRISTMAS PARTY

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

Timing:

The Community Christmas Party was held on Saturday 6th December, Council engaged with the Burketown State School P&C who have picked all the gifts for the children. These were ordered through Kmart and various other places and was delivered as in-kind support from Ringrose Transport.

Funding:

Medicare Local: Medicare Local has agreed to support the event to the value of \$7,000.00. This amount was used to purchase presents, catering, a new tree and decorations for the Christmas events. As we have received additional funding towards presents from Medicare Local the P&C and Kindergarten money which is normally donated by the Burketown Barramundi Fishing Organisation will not be required this year to support the purchasing of presents. This money was not collected by Council.

Activities:

The following are a list of activities that were held for the Community Christmas party.

- 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 – raffled,
- Raffles (hosted by Burketown Kindergarten),
- Lucky Door prizes (20 Hams – supplied by Century MMG),
- Dinner – Cold Meat and Salads, along with Finger Food,
- Christmas hats will be made available to all attending,
- Best Dressed awards, and,
- Face Painting for anyone.

Media:

A media release was issued following the Christmas party.

BURKE SHIRE COUNCIL STAFF CHRISTMAS PARTY

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

The Christmas party was held on Friday 12th September 2014 at the Burketown Pub. Christmas Gifts have been given out to staff, this year staff were able to choose between a ham, Hamper or Fruit Box. The Christmas Party was catered for allowing staff to opportunity to enjoy the day. Alcohol was made available on the day, and no restrictions on staff were required.

CHRISTMAS LIGHTS COMPETITION

The Christmas lights competition was held on the 17th of December. A flyer was distributed throughout town. Jasmine Rohan organised the children to attend before being helped out by Megan for the judging of the competition.

The winning house, selected by the children, was Tonya & Clinton Murray's.

Upcoming Events

AUSTRALIA DAY 2015

Australia Day 2015 will be held on January 26th (Monday). The following activities have been arranged as part of the Australia Day celebrations:

- Cricket Match – will be organised through Clinton Murray and supported by Burke Shire Council,
- Car Rally – organised through Burke Shire Council,
- BBQ Lunch – for the community and organised by Burke Shire Council. Drinks are BYO,
- Australia Day Awards – will be handed out by the Mayor,
- Judging of Competitions (Best Lamington, Scones & Colouring in Competition), and,
- Games – will be organised through Glenda Booth and supported by Burke Shire Council, Activities will be held at the Nijinda Durlga with the exception of the cricket match which will be held at the sports oval behind the school.

Ambassador:

Burke Shire Council has been allocated Roly Sussex. A program is currently being developed..

Awards:

Nominations are now closed for Australia Day awards. These were assessed by a panel on Tuesday 13th January 2015.

ANZAC DAY - CENTURY

Currently exploring concepts and funding opportunities available for the Burke Shire and the Century of ANZACS in 2015. The ideas are concepts and are for discussion:

- ANZAC Memorial in Gregory
- Rotunda in Gregory
- Honour Board Restoration
- Statue in Burketown
- Arboretum in Gregory

Other Activities Planned

- Anzac Day celebrations explored
- Easter celebrations explored

ARTOUR:

arTour is Queensland's center 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.

RADE

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 Burketown Library is currently closed until the renovations are completed in the Administration Office. The Library should be up and running by the end of January.

Tourist membership card update - *With [Drive Tourism](#) at its peak in rural Queensland, interest has sparked around the [RLQ Tourist Membership Card](#) with applications being made online and over the counter at local [RLQ \(Rural Libraries Queensland\) libraries](#). These cards enable travellers to access e-books, audiobooks and printed books whilst travelling through the state without needing to return to the town where they borrowed the item. The card allows tourists to borrow four items for four weeks and return them to any library within the RLQ network. Information about the Tourist card is on the [website](#) with links to join up.*

3. ACCOMMODATION

Council currently has ten people on the waiting list looking for accommodation, four of these are Council staff (three of which are in Council units) and six are members of the public. Council Unit 2/172 Musgrave Street is now empty and ready for allocation, tenant allocated in December has declined Council's offer. Council Unit 3/172 Musgrave Street will become available soon, once inspections are completed.

Council Staff Applications

House Applications	3
Unit Applications	1

General Public

House Applications	4
Unit Applications	4

4. PROMOTION

Social Media

Burke Shire Council Facebook page now has 231 members (increase of 7) 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 planned to be distributed in March.

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 closed 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. Application received for this role, interviews being held on the 15/01/15.

8. INFORMATION TECHNOLOGY

Project Outcomes – CorpMem Update

Burke Shire Council have a Records Management Policy that is current and adequately governs records management.

Significantly reduced quantity of stored hardcopy records and a strategy to continue to dispose of records that are no longer of value to council and have exceeded their retention periods in a manner that meets legislative and regulatory requirements.

Functional based Business Classification Scheme with strict rules regarding its structure and configuration has been implemented with control mechanisms that ensure it will not accidentally take forms that lead to ineffective and inefficient records management.

Configured Retention and Disposal Authorities that compliantly manage the retention periods for all records that council currently store. A simple method of storing and retrieving hardcopy documents. A role based security model that removes the overhead of managing access to records on an individual basis.

A security classification model that provides handling requirements for documents once access has been granted to further protect records from unauthorised access.

Access to specialist record keeping skill sets on an ongoing basis. Regular auditing and reporting on the health and integrity of the Business Classification Scheme. An appraised and cut-off Old InfoVision files library.

InfoXpert Training

Training has been organized for Staff and Councillors for the 10th and 11th February 2014. A Schedule will be emailed out soon.

9. CONFERENCES/TRAINING



December Madison Marshall - Supervisors Course

10. OFFICER'S RECOMMENDATION

That Council notes the contents of the Executive Officer January 2015 Monthly Report.

ATTACHMENTS

1. CorpMem Report - December

 141231 Admin
Report - CorpMem.p
 Burke Shire Council
Archival Storage II R

2. Event Coordinator Report

 Report
Events_Co-ordinator_

Finance Reports

07.04.01 Finance Monthly Update Report – for the month of December

DEPARTMENT: Finance Department

RESPONSIBLE OFFICER: Simba Chimpaka; Finance Manager

FILE NO: Finance Monthly Update Report

DATE: 21.01.2015

1. STATEMENT OF COMPREHENSIVE INCOME

Supporting documentation: Revenue and Expenditure Report

Recurrent Revenue – Total revenue at the end of December was \$6,720,793 as follows:

Rates Levies & Charges – \$1,781,028 (Charges for the period 01-07-2014 to 31-12-2014).
Rates Levies and charges comprise of the following:

General Rates:	\$ 1,549,084
Service Charges (Water, Garbage & Sewer):	\$ 231,944

Sales Revenue – \$328,290 (RMPC Claims for July August and September & Recoverable Works revenue)

Rental income increased by \$14,685 in November increasing the YTD figure to \$68,720

Investment Interest – increased by \$46,894 increasing the YTD figure to \$231,013

Fees & Charges- increased by \$2,592 in November increasing the YTD figure to \$25,959

Grants Subsidies & Contributions – increased to \$2,300,451- increases mainly relate to FAG Grant receipts, Flood damage contributions and Grant funding for the Nijinda Durlga.

FAG General Purpose	\$1,224,632
FAG Roads	\$ 196,756

State Grant (Nijinda Durlga)	\$ 488,000
------------------------------	------------

Flood damage Claims	\$2,270,343
---------------------	-------------

Recurrent Expenditure

Year to date recurrent expenditure (Employee Benefits, Depreciation & Materials and services) increased to \$4,124,648

Net Operating Surplus

Year to date net operating surplus for the period was \$2, 596145

2. STATEMENT OF FINANCIAL POSITION

Supporting documentation: Statement of Financial Position

Current Assets

<u>Asset</u>	Balance 30 Nov	Balance 31 Dec	% Change
Cash & Cash Equivalents	15,083,948	15,120,675	0%
Trade & Other Receivables	621,632	73,382	-88%
Inventories	303,833	274,266	-10%
Other Financial Assets	1,676,163	1,667,947	0%
Total Current Assets	17,685,576	17,136,270	-3%

Cash flows are forecast to decrease considerably in the following month as rates notices as rates have been paid for the 1st half.

Inventories decreased by 10%

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 December as \$875,186

3. STATEMENT OF CASH FLOWS

Net cash flow from operating activities-

Outflows –Suppliers and Employees benefits increased to \$3,932,501

Interest received increased to \$231,013 and rental income increased to \$33,842.

Cash Flows from investing activities

Payments for property plant and equipment increased to \$3,792,796

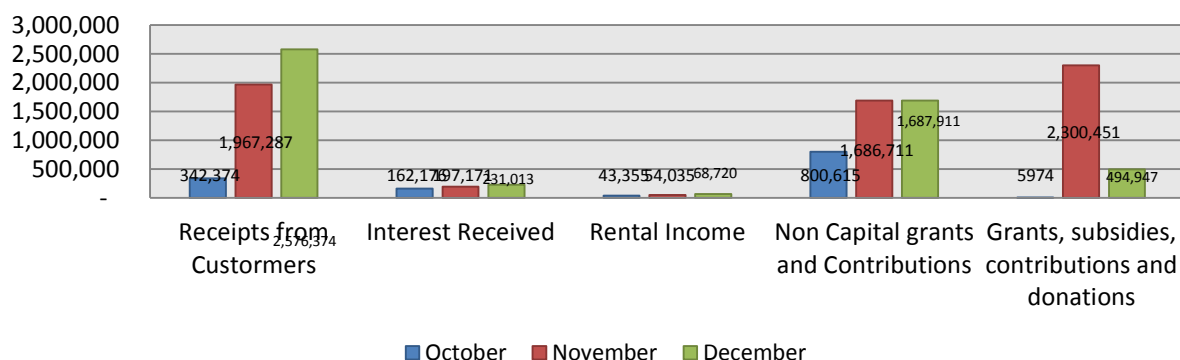
There were no proceeds from the sale of property plant and equipment.

Cash flows from financing activities

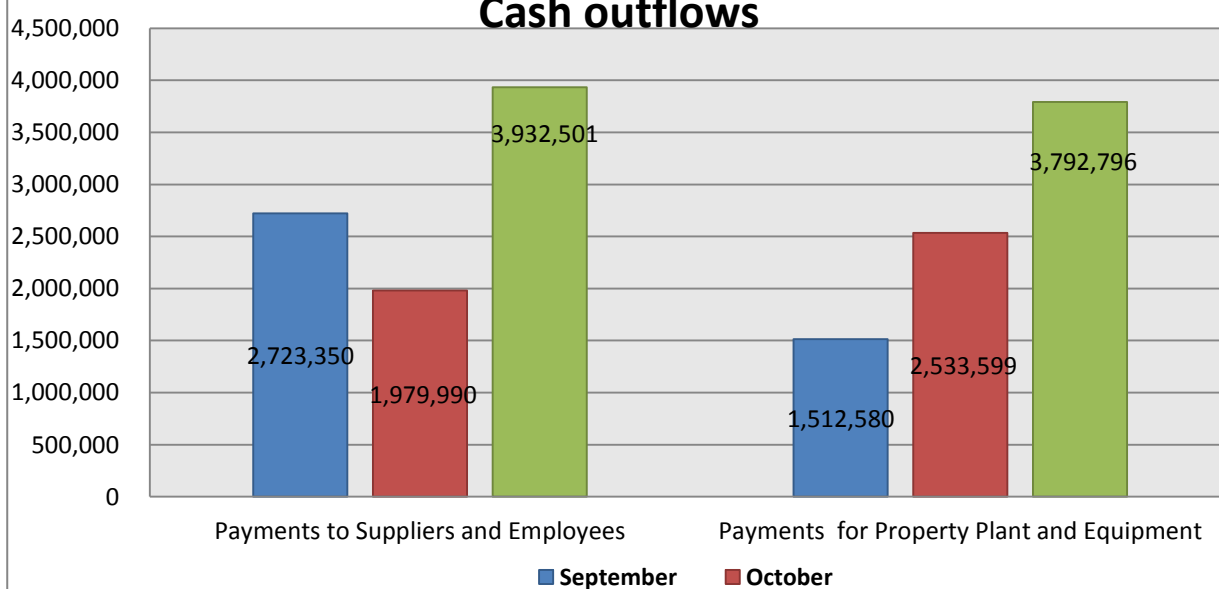
Council does not have any borrowings so there is no movement here.

Overall Cash at the end of the reporting period sat at \$10,822,964.

Cash Inflows



Cash outflows



Financial Ratios

Asset Ratios

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

This ratio should exceed 1:1.

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

Council's Liquidity ratio as at 31 December is 19.6 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 December is 5:2 therefore Council can meet all of its current liabilities and still have positive working capital.

4. FINANCE MONTHLY UPDATE

December Finance Monthly Update

The month of December was very busy with External audit and the lead up to the close of the calendar year.

Audit and Preparation of Financial Statements

External audit was carried out in December 2014. Council has received Management reports and is in the process of drafting responses to the management report. The external auditors acknowledged the steps that have been taken and the improvements that have been implemented and made several recommendations. Council accepts these recommendations and will continue to implement changes and improvements.

The areas earmarked for improvement include the following:

Segregation of Duties
Policy and procedure review and update
Improvements in reporting
Fraud prevention and control
IT policy development
Inventory control
Asset management
Accounts payable process
Monthly review of Bank reconciliations and Balance sheet reconciliations
Master file monitoring
Employee reference and history checks
Internal Audit Committee

Rates Revenue

Council commenced working with Civica's rates administration team. Civica will work closely with council over the next twelve months, with Civica responsible for Councils rates revenue administration. The engagement of Civica should see improvement in the current rating structure and efficiency in rates revenue administration and revenue generation. There will be an ongoing comprehensive audit of rate assessment's to ensure accuracy, correctness and integrity of Council data. Monthly meetings will be held to ensure effectiveness and efficiency and to discuss any issues. Civica's engagement in rates administration will result in more accurate revenue forecasts, rate structure improvement, efficiency and consistency.

Investment

Council will be investing surplus cash in line with Councils investment policy. Approximately two million dollars will be invested given our daily/Monthly cash flow requirements can be met. Council has investigated current investment options with QTC and has been advised of the current interest rates, Rimsec securities will be consulted to ensure council gets the best value for its investment.

Staffing

Applications for the Financial Accountant position have been received, candidates for interview have been selected, and interviews will be held on Wednesday 28 January.

5. OFFICER'S RECOMMENDATION

Council notes the contents of the Finance January 2015 report.

ATTACHMENTS

1. Balance Sheet



Detailed Balance
Sheet.pdf

2. Profit & Loss



Profit & Loss Dec
14.pdf

3. Summary Balance Sheet



Summary Balance
Sheet.pdf

4. YTD Cash Flow



YTD Cash Flow.pdf

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 January 2015 – PHRM Report
DATE:	12 th January 2015
LINK TO COUNCIL PLAN/S:	Nil

1. HUMAN RESOURCES UPDATE

Staff Changes:

Events Coordinator:

Megan McGill resigned on 5 January, and will finish up with Council between now and 27 January, weather depending. We are presently advertising for a replacement, with applications closing 30 January and face-to-face interviews expected to take place soon after.

Open Positions:

Accountant:

Gavin Herbst from Lo-Go Appointments continues as temporary accountant.

Applications for the full-time role closed on 16 January with approximately 2 dozen applications received. Interviews are scheduled for this week and next.

HACAC (Formerly HACC) Coordinator:

Role was advertised locally through December and into early January. There was only one applicant.

Casual Administration Officer:

Role was advertised locally through December and into early January. There were only two applicants.

Modern Award:

Council addressed this matter at the December meeting, deciding to introduce the 2016 Classification Levels of the Modern Award from commencement of the new EBA.

Performance Reviews:

Performance reviews for most staff took place in December, with those that missed out occurring throughout January. The process highlighted the need for improved Position Descriptions to allow for more personalized performance management and reviews.

Over Agreement Payments:

All staff who receive OAPs were notified by letter of Council's intent to modify their contracts of employment, and have subsequently met with management and Councillors to address this. It is hoped that all such instances will be resolved before the end of this month.

New EBA:

Councillors and management met with Greg Newman from LGAQ on 13 January to discuss EBA strategy. A draft EBA to present to staff has been prepared.

Negotiations are expected to commence around February 10.

LGAQ Assistance:

Greg Newman from LGAQ was in Burketown from 12 to 16 January; during this time he assisted Council with planning for the new EBA and shift to the Modern Award, as well as providing advice on OAP management and related changes to employment contracts. He will be returning to be part of Council's EBA negotiations.

Overtime:

A detailed study of the overtime Council paid in 2014 has been carried out. A report will be given in relation to this in closed session.

2. CONCLUSION

The last month has seen significant activity in HR, with preparation of a new draft EBA, above average recruitment activities and the management of OAPs.

3. OFFICER'S RECOMMENDATION

That Council notes the contents of this Human Resources Update for January 2015.

ATTACHMENTS

Nil

Projects and Human Resources Manager Reports

07.05.02 Staff Relocation Expenses Policy

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay; Projects and Human Resources Manager
FILE REF:	Policies
DATE:	19 December 2014
LINK TO COUNCIL PLAN/S:	Budget, EBA, Letters of Engagement

1. PURPOSE (Executive Summary)

To formalise Council's practice of providing new employees with relocation assistance, and provide recourse for Council to recoup funds should employees fail to complete two years employment.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council typically pays a relocation allowance to full-time staff joining the organization from outside the Shire. Until now, no formal guidelines were used to govern the amount of such payments, nor was there any method to recoup such payments.

3. PROPOSAL

That Council adopts this new policy in order to:

- Provide greater certainty to this process
- Enable relocation expenses to be recouped if staff fail to serve a two year period
- Provide greater incentive for staff to stay, reducing turnover and related rehire costs

4. FINANCIAL & RESOURCE IMPLICATIONS

This policy will add certainty to the cost of recruiting new staff from beyond Burke Shire. It has the potential to save money, by recouping some costs when employees fail to complete two years service.

Additionally, it may incentivize employees to complete at least two years tenure with Council, providing greater organizational stability and reducing turnover and related recruitment costs.

5. POLICY & LEGAL IMPLICATIONS

This Policy is supported by Section 7 (g) and (j) of the Burke Shire Council Certified Agreement 2012-2014, by providing additional certainty and equity to remuneration matters. Discretion to vary the terms of this policy for executive appointments remains in the hands of Council.

6. CRITICAL DATES & IMPLEMENTATION

If introduced at the January 2015 Council meeting, this Policy will likely apply to the recruitment of Council's new Accountant and Events Coordinator roles.

7. CONSULTATION

Internal consultation has taken place on this matter between PHRM, FM and CEO. Policy documents have been obtained from several other Councils, on which this policy has been based.

8. CONCLUSION

Adopting this policy will formalise Council's practice of providing new employees with relocation assistance, and provide recourse for Council to recoup funds should employees fail to complete two years employment.

9. OFFICER'S RECOMMENDATION

That Council adopts HRM-POL-016 Staff Relocation Expenses Policy.

ATTACHMENTS



HRM-POL-016 Staff
Relocation Expenses

1. HRM-POL-016 Staff Relocation Expenses Policy -

Projects and Human Resources Manager Reports

07.05.03 Smoke-Free Workplace Policy

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay; Projects and Human Resources Manager
FILE REF:	Policies
DATE:	6 January 2015
LINK TO COUNCIL PLAN/S:	SafePlan, Community Plan

1. PURPOSE (Executive Summary)

To demonstrate Council's commitment to positive health outcomes for all workers, and ensure that Council is complying with smoking-related regulations and legislation.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

A number of Council staff smoke, and it has been acknowledged that at times workers smoke in inappropriate places (in vehicles, close to entrances to buildings) and outside of designated break times. This policy will also make provision for workers access to education and assistance to quit smoking.

3. PROPOSAL

That Council adopts this new policy in order to:

- Formally designate smoking areas, and ensure smoking does not occur outside these areas
- Reduce instances of workers taking smoking breaks outside of their designated break times
- Provide staff with access to education and assistance to quit smoking
- Ensure Council is complying with relevant anti-smoking regulations and legislation

4. FINANCIAL & RESOURCE IMPLICATIONS

This policy will have minimal finance or resource implications. Free anti-smoking education and resources are readily available. The only associated costs will be setting up the DOSAs; erecting existing seating, perhaps covered, between the Administration Office and Nijinda Durlga, delineating the Works Depot DOSA with a painted boundary and installing appropriate cigarette butt disposal facilities.

5. POLICY & LEGAL IMPLICATIONS

This Policy is supported by Burke Shire Council's Community Plan 2011-2021, Section 1.2 "Safeguard Community and Well-Being".

Elements reflect the Tobacco and Other Smoking Products Act 1998, including – but not limited to:

- Part 2BA Smoke-free motor vehicles
- Part 26ZJ Person must not smoke near an entrance to an enclosed place

6. CRITICAL DATES & IMPLEMENTATION

This policy includes a two-month introductory period to allow smoking workers time to modify their behavior, and provide time to properly set up the DOSAs. If introduced at the January 2015 meeting, this policy will take full effect from 22 March 2015.

7. CONSULTATION

Internal consultation has taken place on this matter between PHRM and WHSA following come complaints of staff smoking in Council plant and vehicles. This policy was based upon the LGAQ-mandated template.

8. CONCLUSION

Adopting this policy will provide Council with a means to ensure that smoking by staff occurs primarily during designated breaks, and in designated locations – reducing instances of passive smoking. In addition to making us more complaint with relevant legislation, it will also provide greater scope to educate and assist staff who wish to quit smoking, and preserve the health of non-smoking staff.

9. OFFICER'S RECOMMENDATION

That Council adopts HRM-POL-006 Smoke-Free Workplace Policy

ATTACHMENTS



HRM-POL-006
Smoke-Free Workplac

1. HRM-POL-006 – Smoke-Free Workplace Policy -

08 Chief Executive Officer Reports

08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper – January 2015
DATE:	21.01.2015
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	The Burketown ILUA was signed by all parties in December 2014. As the ILUA is subject to Native Title Consent Determination QUD66/2005, the ILUA will take effect on the date of the determination.	Completed
Native Title Consent Determination: - QUD84/2004 - QUD66/2005	Council, by resolution at the December Council meeting, authorised the execution of Native Title Consent Determination QUD84/2004 and QUD66/2005. The Federal Court is expected to make the Consent Determination in either March or April 2015.	Completed
Drinking Water Quality Management Plan	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: <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	Adopted at Ordinary Council Meeting: July 2014. 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. The second quarterly report will be submitted at the Ordinary Council meeting in January 2015.	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	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	EHP has determined that the TEP is not the appropriate mechanism for addressing compliance issues at the Burketown STP. Council is currently in discussions with EHP to determine an appropriate mechanism and methodology for addressing any compliance issues.	On track
Transitional Environmental Program: Burketown Landfill	EHP has determined that the TEP is not the appropriate mechanism for addressing compliance issues at the Burketown Landfill. Council is currently in discussions with EHP to determine an appropriate mechanism and methodology for addressing any compliance issues.	On track
Business Continuity Plan	BCP adopted by Council on 20 November 2014. A representative from Jardine Lloyd Thompson will join the BCP team at Council in April 2015 to review this document.	Completed
Risk Register	Corporate Risk Register adopted by Council on 20 November 2014. A representative from Jardine Lloyd Thompson will join the BCP team at Council in April 2015 to review this document.	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. 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. Will seek to incorporate additional priority projects into the Corporate Plan following discussion at the January and February Council meetings.	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: Completed</p> <p>PHASE 2: the tender documentation for PHASE 2 of the pontoon installation will be developed during December 2014 and January 2015.</p> <p>A funding application for this phase of the project was submitted to the Royalties for the Regions funding body. 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, prior to the Barramundi Fishing Competition.</p>	<p>Phase 1 completed</p> <p>Phase 2 on track</p>
Scrap Metal Removal	<p>Preferred tenderer withdrew offer to provide services. Council will engage alternative provider. The scrap metal removal will not take place until the new year. The arrival of the successful tenderer (Zebra Metals) is weather dependent.</p> <p>See Works & Services report for additional information.</p>	Monitor
Renovation of Council Administration Building	<p>The renovation of the Administration Building was completed on 18 January 2015. Staff have relocated to this building.</p> <p>Renovations were completed on-time and on-budget</p>	Completed
Gregory Ablutions	<p>The installation of the Gregory Ablution facility is underway. Due to some issues in relation to the installation, particularly as these regard the use of adjustable stumps, this project was further delayed and now has an anticipated completion date in February 2015.</p>	Overdue
Gravel Pits	<p>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.</p> <p>As part of this review, the Hells Gate Pit has been placed on Council's Sales Permit. Council also has a number of obligations arising out of this review.</p> <p>Further Cultural Heritage surveys will be required for pits in Waanyi country, including the Nicholson Pit.</p>	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 at 70% complete: VfM assessment WIP by Matthew Chilton. VfM queries pending <p>BrkSC.13.13:</p> <ul style="list-style-type: none"> - Acquittal imminent. Eligible expenditure totalling \$129,281.35. Ineligible expenditure totalling \$0.00 <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. 	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 	On track

	BrkSC.17.14 (Emergent): - Compliance and VfM assessments complete. Moving towards Briefing Note	
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	Macdonell's Law have completed the required documentation (contracts, guides, letters etc.) to progress, manage and maintain (a) approved contractor lists and (b) pre-qualified supplier lists. Council will refine the contract documentation with Macdonnell's and commence the development of the relevant Scopes of Works/Services for the procurement strategy.	Monitor
HR/EBA review	The Projects and Human Resources Manager, in conjunction with the Finance Manager, have conducted a full review of all entitlements under relevant Awards and Council's EBA. Suggested changes, in relation to allowances adopted by Council staff and implemented by Finance Department.	Completed
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.	Completed
Nijinda Durlga	Practical Completion on 28 October 2014. Community Opening held on 20 November 2014 NWQRRTG and NWQROC meetings held. Very positive responses received from regional mayors, CEOs and government delegates.	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 to be presented at February Council meeting.	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	<p>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.</p> <p>Architect arrives on 15 December 2014. Council is awaiting this report.</p> <p>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.</p> <p>It is anticipated that information on the IAS funding will be made available in May 2015, well into the Tourist Season.</p>	On track
Sewerage Treatment Re-design	<p>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.</p> <p>The re-design of the Burketown Sewerage Treatment Plant will be submitted for the next round of the LGGSP Infrastructure Scheme.</p>	On track
Solar energy for WTP in Gregory	<p>GHD engaged to Project Manage this project. Site evaluations have been partially completed.</p> <p>A data logger was placed at the WTP during December-</p>	On track

	January to collate data to assist in preparation of performance specifications for tender.	
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	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

The Ground Handling Services contract went before Council at the Ordinary Council meeting in November and again at the December Council meeting. Council confirmed the fee for the provision of Ground Handling Services at this meeting.

Regional Air Services have now commenced.

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	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

7. WORK HEALTH AND SAFETY

Council's WSHA is currently on leave, returning on 30 January 2015. During the Christmas shutdown period, no injuries/accidents were reported.

8. OFFICER'S RECOMMENDATION

That Council notes the content of the Chief Executive Officer's Council Report.

ATTACHMENTS - Nil

09 Late Item Reports

09. Late Item Reports

09.01 Council Delegations to Conferences/Meetings

09.02 Operational Plan – Quarterly Update – January 2015

Late Item Reports

09.01 Council Delegations to Conferences/Meetings

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Madison Marshall; Executive Assistant
FILE NO:	Business Paper – Council Meeting 22 January 2015
DATE:	16/01/2015
LINK TO COUNCIL PLAN/S:	Budget: Conferences, Training and Meetings Corporate Plan: representations at conferences

1. PURPOSE (Executive Summary)

To determine Council delegations to upcoming events:

ALGWA National Biennial Conference
NQLGA Conference
RRG/ROC/Roads Forum

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Emails received from Cr Camp and Cr Forshaw requesting attendance to the meeting/s above.

3. PROPOSAL

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

4. FINANCIAL & RESOURCE IMPLICATIONS

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

- ALGWA: \$579.20 (early bird rate) + cost of accommodation/flights
- NQLGA: Accommodation & Flights
- RRG/ROC/Roads Forum: Fuel/charter + Accommodation

5. POLICY & LEGAL IMPLICATIONS

NA

6. CRITICAL DATES & IMPLEMENTATION

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

7. CONSULTATION

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

8. CONCLUSION

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




1. ALGWA National Biennial Conference in Barossa Valley:
- 25th – 28th March 2015
2. NQLGA Conference in Palm Island:
- 3rd – 5th August 2015
3. NWQRRRTG, NWQROC & Roads Forum in Hughenden:
- 12th – 13th March 2015

9. OFFICER'S RECOMMENDATION

That Council approved the following delegations:-

1. Cr Tracy Forshaw attends the ALGWA National Biennial Conference in the Barossa Valley – 25th to 28th March 2015
2. Cr ???? attends the NQLGA Conference in Palm Island - 3rd to 5th August 2015
3. Cr ???? attends the NWQRRRTG, NWQROC and Roads Forum in Hughenden - 12th to 13th March 2015

ATTACHMENTS

- | | | |
|-----------------------------------|---|---|
| 1. ALGWA Conference Information - | 
Australian Local
Government Women's | 
Program _ Australian
Local Government Wk |
| 2. NQLGA Conference Information - | 
NQLGA Conference
Details.pdf | |
| 3. Roads Forum Information - | 
Regional Roads
ForumInformation.px | |

Late Item Reports

09.02 Operational Plan – Quarterly Update – January 2015

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Operational Plan
DATE:	22 January 2015
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

1. PURPOSE (Executive Summary)

This quarterly report provides a written assessment of Council's progress toward implementing the annual operational plan and is presented pursuant to Division 4, s174(3) of the Local Government Regulation 2012.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council receives quarterly updates on the Operational Plan. The first quarterly update on the 2014-2015 Operational Plan was presented at the October Council meeting (16.10.2014).

3. PROPOSAL

That Council makes use of these reports to:

- a) Continue identifying areas of particular strategic/operational interest and concern; and
- b) Use these reports as a means of mapping progress toward implementing the annual operational plan and broader Corporate Plan.

4. FINANCIAL & RESOURCE IMPLICATIONS

Contingent on progress update and organisational needs arising from Report.

5. POLICY & LEGAL IMPLICATIONS

Local Government Regulation 2012: requirements to develop and report on Operational Plans and to align these plans with Council's Corporate Plan and Council's budget.

6. CRITICAL DATES & IMPLEMENTATION

Reporting period: October 2014 – December 2014

7. CONSULTATION

Internal consultation with the Executive Management Team.
Consultation with relevant external stakeholders.

8. CONCLUSION

Council is tracking well against the majority of items contained in the Operational Plan. Areas of interest and areas of concern are identified in Attachment 1.

9. OFFICER'S RECOMMENDATION

That Council note the contents of this Report and the contents and commentary contained in Attachment 1.

ATTACHMENTS

1. Operational Plan 2014-2015 – 2nd quarterly report



150118 - Operational
Plan - Attachment 1 -

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 Closed Session - Overtime Payments

14.02 Closed Session - Over Agreement Payment Management Update

14.03 Closed Session - Allowance Breakdown

14.04 Closed Session - Burke Shire Council Certified Agreement 2015 Development Update

15 Deputations and presentation scheduled for meeting

15.01 Andrew Kerr – Preston Law

16 Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 19th February 2015.