



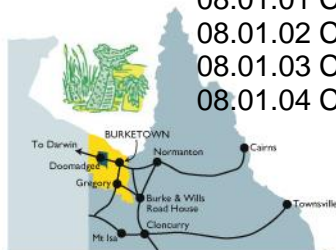
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*Agenda and Business Papers  
Burke Shire Council Ordinary General Meeting  
Thursday 19<sup>th</sup> February 2015  
9.00am Council Chambers*

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

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

## 02 Record of Attendance

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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 – Admin (Minutes)

## 03 Prayer

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Led by Cr Camp

## 04 Consideration of applications for leave of absence

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None received at close of agenda.

## 05 Confirmation of minutes of previous meeting(s)

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### 05.01 General Meeting Thursday 22 January 2015

#### Recommendation

That the Minutes of the General Meeting of Council held on Thursday 22 January 2015 as presented be confirmed by Council.



150122 Confirmed  
Minutes.pdf

## 06 Condolences

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None received at close of agenda.

## 07 Executive Management Team Reports

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### 07. Executive Management Team Reports

07.01.01 Works and Services Monthly Update Report

07.02.01 Work Shop and Fleet Report

07.03.01 Executive Officer Monthly Report

07.03.02 Donation Request – North West Canoe Club Inc

07.04.01 Finance Monthly Update Report

07.05.01 Human Resources Report

07.05.02 Review and Revision - Workplace Health & Safety Policy

## Works and Services Reports

### 07.01.01 Works and Services Monthly Update Report

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DEPARTMENT: Works and Services

RESPONSIBLE OFFICER: Works Manager

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

DATE: 12<sup>th</sup> February 2015

LINK TO COUNCIL PLAN/S: Works Program

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#### 1. WORKS MANAGER

##### General

Works completed or commenced over the last month include (up to 12<sup>th</sup> Feb 2015):

- RMPC – culvert and roadway cleaning.
- Top dressing the park at Gregory.
- Clean up of WTP and town streets (preparation for scrap metal collection).
- Road patch and repair Doomadgee East Road.
- Local roads inspection.

Training:

- Supervisor and Management Group planning training (27<sup>th</sup>-29<sup>th</sup> Jan).
- Road Train training for road crew (assisted by WHSC).

Works for upcoming month:

- Installation of the new Dump Ezy point.
- Works program planning for 2015/16 financial year.
- Tender release for NDRRA works.
- House 6 renovations.
- Commence 100 day planning activities with all staff.
- Survey Archie Creek.
- Commence road verge slashing (RMPC).
- Attend NWRRTG meeting in Cloncurry.
- Meet with Kim Yap (DTMR) regarding Roadtek/Gregory road seal.
- Assistance to CLC (construction of erosion berms).
- Road repair works at Doomadgee (Jetpatcher – if available).

##### RMPC

	Allocation	Claim 7 February	Funds Remaining
Schedule 1	\$432,700.00	\$10,775.40	\$363,883.60
Schedule 2	\$258,300.00	\$703.00	*-\$99,131.12
Schedule 3	\$60,000.00	\$0.00	\$0.02
Schedule 4	\$1,000.00	\$0.00	\$1,000.00
Schedule 5	\$25,000.00	\$0.00	\$5,750.00
Total	\$777,000.00	\$11,478.40	\$271,502.50

Outstanding works to be completed prior to June 15 are:

- Slashing along the entire Burke Shire Section of Wills Development Road \$165k (Sch 1).
  - These works are scheduled for commencement 16 March.
- Opening grade for Camooweal Road \$80k (Sch 2),
  - Commencing 20 April.
- Pothole patching \$10k,
  - Ongoing – monthly.
- Guidepost replacement \$5k, and,
- Any emergent works that arise \$5k.

Washouts at Jacks Gully have been identified for shoulder repairs. These works have been raised with DTMR and guidance has been sought regarding the types of repair to undertake.

An attachment has been prepared to explain the schedule breakdown for works under the Roads Maintenance Performance Contract.

#### NDRRA Flood Damage Works

The tender for the Earthworks component of NDRRA works was advertised over the weekend 6<sup>th</sup> and 7<sup>th</sup> of February. In conjunction with the tender release, a community forum will take place with local contractors to discuss works and the tender process on the 13<sup>th</sup> of February.

#### Gregory Ablution Block

Landmark Pro identified an error made on the 'for construction' drawings for the toilet block at Gregory. Landmark has taken responsibility for incorrect drawings provided to Council and the installer. The CEO and the WM have had discussions with Landmark and are waiting for a new construction completion time. As at 11<sup>th</sup> February, an indicative date supplied by Landmark sees handover of the ablution block on Friday 6<sup>th</sup> March.

#### WHS Incidents

We have had three minor (non reportable) incidents over the last reporting period – further details are supplied in the WHS report. All reports, investigations and notifications have been completed in accordance with BSC policy.

#### Scrap Metal Removal

Zebra Metals have been provided with an addendum to the contract for the removal of scrap metal from the Burketown tip facility. These additional works (approx. \$40k) will incorporate the recovery of material outside of the current scope of works and look to remove scrap from the north face of the tip and the burn mound to the west of the pushed up area. Weather permitting; Zebra Metals hope to commence at the Burketown site no later than week commencing 22 Feb working on an amended six-day program. Works in Gregory will commence two weeks from the completion in Burketown and after works in Doomadgee have been completed.

## 2. RANGER

#### Litter Management

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

Sites Visited	Report
China wall	1 Bin at the fishing site.
Beamesbrook Xing	1 Bin being utilised.
Gregory Xing	2 Bins being utilised, placed up high out of flood reach.

Nine dead wallabies were removed from town streets during this period.

### Animal and Pest Control

- Dog destroyed, had been left behind when owners left town (consent given by family friend).
- Misted airport toilet block for mosquitoes.
- Misted a council residence for ticks and fleas.
- Have been regularly fogging 3 times weekly up until the rain stopped and the mosquito's nuisance abated.
- 29th January Mosquito mister sent to Gregory, requested records have been kept of all misting activity, residences, businesses sprayed, date, time and amount of chemical used.
- Chemical supplied for white ants in rose gardens at the main office.

### Weed Control

- Again sprayed weed "Senna alata" known as candle bush ground around the dump area also treated large infestation beside Laurie Portch's place – still monitoring.
- Currently working on obtaining Pest Management Technicians qualification.
- Sprayed Rubbervine, Prickly Acacia, and Calotrope on road reserves.
- Trial release of moth by CSIRO to control Parkinsonia was undertaken early December, another 18 boxes of caterpillars were freighted in and released 6th February
- Airport sprayed vegetation along sides on main runway, all lights, cables, windsock areas, access into weather station, aircraft parking area, fuel storage & fence lines around passenger area.
- Treated vegetation around guide posts and floodways, airport road, 22 job and WDR out as far as dump turnoff.

### Complaints

- Complaint received by resident regarding three nuisance dogs chasing a child on Musgrave St – discussions are ongoing with the CEO as to how best deal with the broader situation of dogs around town streets.

### General

- Weather bureau rain gauge at the airport was not recording; they initiated a fix for the system – now operating successfully.
- Monitored airport access for the emergency food drop aircraft.
- 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
  - Before Century mine.
  - After Century mine.
  - Units regularly maintained and were downloaded 4th February – results to CEO and WM.
- Ordered 2 new units for further installations and spare parts for current installations, found another supplier who are nearly half the price of the current supplier. Reliability of counters on gravel road is questionable. A new unit will be placed on the bitumen past Adels Grove on arrival.
- Maintaining register of employee licences and tickets etc.
- Attended LGAQ Leadership training.
- Refurbishing first aid kits, cleaning, checking contents and use by dates etc.

## 3. PARKS AND GARDEN

### Programed works

- Cemetery is overgrown, due to the rain and taps being left on. Works will recommence next week.
- Airport slashing completed around apron, runway and road to airport.
- Slashing around town and out of town area has commenced.
- Commenced new daily works program for Gregory.



- Waiting for final quotes for turf and plants for the Nilinda Durlga. Quotes received so far include \$4.50 to \$9.00 depending on turf type (the recommended turf type is 'Sir Walter' based on its drought resistant qualities) and approximately \$7000 for plants.
- Weekly visits to Gregory have commenced by the TRSS to maintain a higher degree of supervision over works in Gregory.

#### Non-programed works

Top dressing of the park in Gregory will be completed by 16<sup>th</sup> February. We are also looking at planting some shrubs and placing a garden around the welcome to Gregory sign (south side). The aim of these work are to substantially improve the appearance of town streets and gardens.

#### 4. BUILDING MAINTENANCE

Surplus members of the road crew are currently being utilised to assess and complete outstanding maintenance issues of a non-technical nature. These works have included basic carpentry and plastering works.

#### 5. UTILITIES

##### Water Treatment Plant

Water usage for January:

DAILY READING WTP BURKETOWN			
JANUARY	TOWN WATER METER	DAILY USAGE (kL)	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE	9389kL	301.4333333	3.349677419
HIGHEST DAILY USAGE	3-Jan	404	
LOWEST DAILY USAGE	12-Jan	224	

DAILY READING WTP GREGORY			
JANUARY	TOWN WATER METER	DAILY USAGE (KL)	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE	KL		
HIGHEST DAILY USAGE	<i>*Gregory data to follow.</i>		
LOWEST DAILY USAGE			

- Prominent Water has been engaged to service the chlor-in-situ unit and install a chiller unit to increase the production of Chlorine for water disinfection
- Recent works
  - Removal of all empty chemical drums and containers from the water yard to the rubbish tip.

##### Water Reticulation

- Water meter reading completed on 11 February
- Future works
  - Marking locations of hydrants / valves / water meters as per allotment

### Sewerage

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit
227784	Burke Shire - Treated Effluent	14/01/2015 8:30	Faecal coliforms	<1000	130	CFU/100mL
227783	Burke Shire - Treated Effluent	14/01/2015 8:30	(Nutrients) TP	<15	1.4	mg/ L P
227783	Burke Shire - Treated Effluent	14/01/2015 8:30	(Nutrients) TN	<20	7.9	mg/L N
227783	Burke Shire - Treated Effluent	14/01/2015 8:30	Total Suspended Solids	<30	21	mg/L
227783	Burke Shire - Treated Effluent	14/01/2015 8:30	pH	6.5-8.5	7.7	
227783	Burke Shire - Treated Effluent	14/01/2015 8:30	BOD	<20	7.8	mg/L

### Sewer Pumping Stations

- All stations functioning satisfactorily.
- Future Works:
  - Replace Pump guide rails, chains and hooks.
  - Check non functional components of the Switchboards for replacement.

### Sewerage Treatment Plant

- Blivet functioning satisfactorily (see effluent test results).

### Sewer Manholes

- Routine checks of manholes:
  - No rain water ingress points have been identified.

### Aquatic Centre

- Access code has been changed as a response to the suspected 'passing on' of the access code and the number of unsupervised children using the aquatic centre.

### Burketown Aerodrome

- Poisoning of grass along side of runway and lights completed.
- Pothole repairs – programmed for repair (Jetpatcher).
- Windsock primary – 2 lamps have ordered.
- Runway lights all operational.
- Follow up on carpark floodlight – Clemments Electrical.
- Perimeter fence is secure.

### Rex Regional Express

#### Airline Performance

- Flights are running as scheduled.
- Occasionally pre-flight manifests are being sent late. This is rectified by requesting paperwork to complete passenger seat allocation prior to flight on the day.

- Ground handlers exercise with Rex staff working quite well at this stage, they will soon be dropping off and let our team handle the usual operations.

#### Nicholson Pump Station

- Building ground and fence in satisfactory condition.
- Pumpwell and pumps functioning satisfactorily.
- Switchboards functioning satisfactorily.
- Genset run and tested weekly, workshop replaced battery.
- Water in river still contains a large amount of sediment.

#### Cemetery

- Future works
  - Update burial register in office
  - Order grave markers
  - Order plaques
  - Update burial register on notice board at gazebo

#### 6. OFFICER'S RECOMMENDATION

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

#### ATTACHMENTS

##### 1. Works Program



Attachment 1 -  
Works Program.pdf



Attachment 2 -  
Roads Maintenance F

##### 2. RMPC Schedule Key

## Workshop and Fleet Reports

## 07.02.01 Work Shop and Fleet Report

DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris Work Shop and Fleet Manager

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

DATE: 10<sup>th</sup> February 2015

LINK TO COUNCIL PLAN/S: Works Program

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

Plant #	Description	Maintenance	Scheduled	Cost	Comment
22	ROLLER - Multipac VV14030 Vibrating	Replaced old seat and belt	No	4 hrs	Old age
422	NEW HOLLAND 80-66S Tractor	Battery, clean radiator	No	2 hrs	Old age
457	Mitsubishi 10 tonner	Air conditioner	No	6 hrs	Insulation fell in
474	Mitsubishi Rosa Bus	Wheel bearing repack and tyre	Yes	4 hrs	60K service
485	New Holland LB90B Backhoe Loader	Seat and belt	No	8 hrs	Operators
486	Haulmark Side Tipper	King pin, ringfeder, rocker box bushes	Yes	8 hrs	Annual maintenance
494	FORKLIFT - CAT DP23N	Front tyre	Yes	1 hr	Worn at 1,255 hrs
505	RIDE-ON MOWER - Kubota F2880	Tie rod ends	No	1 hr	Not tensioned
522	GRADER - CAT 140M	Steering ram seized grease line	No	4 hrs	Blocked for ages
523	GRADER - CAT 140M	Check over and battery	Yes	4 hrs	Annual maintenance
529	Ride on mower - John Deere 1565	Seat switch, spindle and blades	No	6 hrs	Wear
533	ZERO TURN MOWER	Idler wheel, spindles and blades	No	4 hrs	Wear
534	Toyota Landcruiser - Gregory	Minor service and rear tyres	Yes	2 hrs	65K service
535	Toyota Landcruiser -	Service	Yes	6 hrs	100K service
536	Toyota Landcruiser - RF	Service	Yes	2 hrs	95K service
537	Toyota Landcruiser - RMPC	Clutch	No	6 hrs	Unexplainable
544	Mitsubishi Job Truck	Batteries	No	2 hrs	Change of season
546	Kubota Tractor M9540	Blades and caught wire	No	2 hrs	Wear
547	Kubota Tractor M9540	Rear window and jockey bearings	No	2 hrs	Stone came up/ wear
551	Western Star	Service, rotate tanks	Yes	5 hrs	70K service
553	Toyota Hilux 2wd	Service	Yes		35K service
554	Triple Road Train	Hook up, brakes,lights, air leaks	No	12 hrs	Lack of use
561	Landcruiser Dual Cab	Service	Yes	2 hrs	95K service
564	Nifty HR12 EWP	Check over	Yes	1 hr	Daily maintenance
566	Landcruiser Ranger	Service	Yes	4 hrs	20K service

568	Kioti KZ2652 Zero Turn Ride On	Idler wheel, spindles	No	4 hrs	Wear
571	Hilux Dual Cab	Service	Yes	2 hrs	10K

## 2. TENDER UPDATE

### 2014-15 Budget

- #488 & 409- to go to tender
- #535- Holding, until outcome of lease verses purchase is determined
- 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 two nearly completed - waiting on painting

## 3. OFFICER'S RECOMMENDATION

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

## ATTACHMENTS TO VIEW

### 1. Plant Replacement Program

  
14-15 - Five Year (5)  
Plant Replacement Sc

### 2. Plant Running Costs

  
Plant Running  
Costs.pdf

### 3. Schedule of Plant Servicing

  
Master Major Plant  
Services.xls

## Executive Officer Reports

### 07.03.01 Executive Officer Monthly Report

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE NO:	Business Paper
DATE:	9 <sup>th</sup> February 2015
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

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#### 1. EVENTS CO-ORDINATOR

##### Past Events

##### AUSTRALIA DAY 2015

Australia Day 2015 will be held on January 26<sup>th</sup> (Monday). The following activities were held as part of the Australia Day celebrations:

- Cricket Match – there were two strong teams for cricket this year and the cricket match is a definite hit to start off the day. For next year I would like to encourage a community organisation to run a BBQ breakfast to raise some money. This will hopefully encourage a few extra people to come along to watch the match. 2015 saw Jasmine Rohan hold a morning tea to fundraise money for the McGrath Foundation.

The Winning Team for 2015 was Phil's Fiddler Crabs, who beat Mudgee's Mud Crabs by 24 runs (163 to 139). Man of the match went to Dylan Clemments from Mudgee's Mud Crabs.

- Car Rally – as in previous years the rally turned out some madcap driving, strategic approach to finding answers and just those who took their time to get it right. 8 teams registered all of which fought until the end to gather the most correct answers and to arrive at the finish line first. I would like to thank Amanda Wilkinson for helping prepare the questions and answers, along with helping on the day to look nominations and judging. This year proved to be a close finish with time becoming the decider as to a winner.

##### Results:-

Roosters - 40  
No Name - 50  
GirlPower - 51  
Sober Bob Required - 39  
Tritton Family - 51  
The Winners – 54 (arrived at 12.30)  
Jack's Angels – 54 (arrived at 12.35)  
Gaza and Loza – 41

- BBQ Lunch – was enjoyed by all. The small Pavlovas were a favourite amongst most who attended. Thanks to Rachel Gregory for creating these little gems.
- Australia Day Awards
  - Community Champion Award - Madison Marshall.  
The Burke Shire Community has recognised this resident, who has lived their whole life in Burketown and has contributed too many causes to make the community a better place to live for the residents such as;

Conducting themselves as an inspiration to young indigenous women, particularly those living in remote communities such as the Burke Shire. Showing what can be achieved with hard work and determination, particularly "Self Determination". Having commitment to

family and the community. This is truly admirable and should be acknowledged. Your personal drive both professionally and personally is an inspiration.

○ Community Event Award - Gregory Downs Jockey Club

The Burke Shire Community has recognised that this community event has contributed to the community through; Fundraising for worthwhile causes at the Gregory Melbourne Cup Day including raising \$17,000.00 for Andrew Clarke who suffered a spinal injury. Fundraising in 2012 – 2013 for Cystic Fibrosis in memory of Shelley, a friend of many in the Gregory area. Fundraising in 2014, raising over \$4,500.00 for Andrew Clarke and 'Bears of Hope' (in memory of baby Joshua Seymour and in support of his parents Will and Jill).

○ Young Citizen of the Year Award - Shannon Camp

The Burke Shire Community has recognised this resident of the Burke Shire for showing inspiration and talent through your sporting achievements such as; Planning tennis, cricket, rugby and touch matches for their school. Playing rugby for the U13 Toowoomba Bears in the Darling Downs Regional competition and winning the 2014 Premiership. Travelling to South Africa to play rugby for their school and playing several games in a 7 a side competition and of course winning Player of the Tour. Supporting their team to raise funds to assist various schools in the poorer areas of South Africa where you toured. Winning Coach's prize for Touch in 2014. For ongoing commitment to training for a place in U14 Darling Downs Representative Side.

○ Citizen of the Year Award - Ian Forshaw

The Burke Shire Community has recognised this resident of the Burke Shire for contributing too many causes to make the community a better place to live for the residents such as; For over 35 years you have been involved with the Gregory District Sporting Association and have made continuous improvements to the sporting arena, cattle holding yards and helped with the installation of the tennis lights. Has supported the Gregory Downs Jockey Club for over 40 years through being a member and donating time and money throughout this time to ensure its survival. Been an active member in the Gregory Downs School P&C for the whole duration that it was open, including contributing time, materials and equipment during the construction of the school oval. Showing dedication to the Royal Flying Doctors Service for over 40 years and helping with emergency evacuations. Supporting the shire as the Town Fire Warden for many years which has included fighting many fires around Gregory and surrounding areas. Working actively with the SES Gregory/Lawn Hill since its inception in 1989. You have played a fundamental role with the SES which has led to many awards being received for the group.

- Judging of Competitions (Best Lamington, Scones & Colouring in Competition) A big thankyou to our Judges; Kerry Dollard and Stephanie Poole. A lot of thought went into the judging.

Winners

Best Lamington - Hanna Wiles

Judges Comment – All entrants showed flair, creativity with some thinking outside the box, all could be enjoyed on the back veranda with a cup of tea.

A very close completion. Judging on was held on presentation, flavour and consistency. Hanna has taken the cake. Exactly what an Australian Day Lamington should taste like. Moist cake, good chocolate flavour with a jam surprise.

Best Scone – no entries

Colouring Competition – Kady Tritton

- Games – numbers were down this year for all the usual games to be played. Thank you to Cr Camp and Ben Baxter for organising the games. I am sure all the children will enjoy playing with their new sporting equipment.
- Ambassador:  
Australia Day Ambassador Roly Sussex really enjoyed his time in the Burke Shire just as much as we enjoyed listening to his stories.

### Upcoming Events

#### ANZAC DAY – CENTENARY PROJECTS

- Honour Board Restoration – an application for a 'Community Commemorative Grant' for the restoration of the current honour boards has been submitted with the Department of Veterans' Affairs.
- 2015 Burke Shire Schools ANZAC DAY trip to Townsville – quotes are currently being sourced for accommodation, MMG Century have been approached to help out with the flights. Numbers of students who will attend will be confirmed soon. Possible itinerary would include – flying to Townsville Friday 24<sup>th</sup> April, attend services and march in Townsville. (Chris Rohan to attend with students). Sunday may see the children visiting Magnetic Island and complete a Forts Walk. Students will return to Burketown on Monday 27<sup>th</sup> April.

Currently exploring concepts and funding opportunities available for the Burke Shire and the Centenary of ANZAC Day in 2016. The ideas are concepts and are for discussion:

- ANZAC Memorial in Gregory
- Rotunda in Gregory
- Statue in Burketown
- Arboretum in Gregory

#### Other Activities Planned

- March – National Close the Gap Day, Earth Hour
- April - Burketown Barramundi Fishing Comp, International Women's Day, Anzac Day

#### 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.

#### RADEF

The 2014 – 2015 program is currently being explored with a the committee. Proposing EOI's will go out soon calling for applications.

## 2. LIBRARY

The Burketown Library has reopened and is ready for business.

*eReading - eBooks and eMagazines offer the latest reading selections readily available on your compatible portable device. Great for travelling and carrying with you. Search eBooks by title in the RLQ online catalogue( <http://www.auroracloud.com.au/OPAC/QPIL> ) or select from the platforms at this link - [click here](#) . You need your RLQ library barcode and PIN to get started and you must have Adobe Digital Editions or Bluefire Reader downloaded before you borrow. Both area available free from the App Store (iPad or iPhone) or Play Store (Android).*

## 3. ACCOMMODATION

Council currently has eleven people on the waiting list looking for accommodation, three of these are Council staff (two of which are in Council units) and eight are members of the public. Council Unit 2 and 3/172 Musgrave Street are now empty and ready for allocation.



Council Staff Applications

House Applications	2
Unit Applications	1

General Public

House Applications	5
Unit Applications	6

4. PROMOTION

Social Media

Burke Shire Council Facebook page now has 244 members (increase of 13) and is being well used throughout the community. With a dedicated officer to media and communications, Council would see a vast increase in attention to the Facebook pages and the use of Council's Website.

Newsletter

The next edition of the newsletter is planned for distribution in March. All articles are due by 20<sup>th</sup> February 2015.

5. DEVELOPMENT APPLICATIONS

GMA Certification will be visiting soon to complete inspections and to help finalise the older applications. Date to be confirmed.

Applications 2014

- 14-01 Lot 203 & 204 Bowen Street – New Construction of Accommodation Cabins
- 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 Lot 6 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

6. ENVIRONMENTAL HEALTH SERVICES

All food businesses in the Shire are currently licensed.

7. HOME AND COMMUNITY CARE (Pam deJoux)

Discussions continuing in relation to the Home and Community Care program for 2015.

8. INFORMATION TECHNOLOGY

Project Outcomes – CorpMem Update

Burke Shire Council has a Records Management Policy that is current and adequately governs records management. The following outcomes have been achieved:

- a) Significant reduction in quantity of stored hardcopy records;
- b) Implementation of 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.
- c) Operation of a functional Business Classification Scheme with strict rules regarding its structure and configuration with control mechanisms to prevent ineffective and inefficient records management.

- d) Configured Retention and Disposal Authorities that manages the retention periods for all records that Council currently stores in a compliant fashion.
- e) Implementation of a simple method of storing and retrieving hardcopy documents and a role-based security model that removes the overhead of managing access to records on an individual basis.
- f) A security classification model that provides handling requirements for documents once access has been granted to further protect records from unauthorised access.
- g) Access to specialist record keeping skill sets on an ongoing basis with regular auditing and reporting on the health and integrity of the Business Classification Scheme.

#### InfoXpert Training

Training has been organized for Staff and Councillors for the 17<sup>th</sup> and 18<sup>th</sup> February 2014. A Schedule will be emailed out soon.

Cloud Update – some slow performance periods reduce efficiency of Council operations. Civica will be updating its system in the next couple of months (new data centre, installation of data compression/data acceleration hardware), which should show and increase in speed to our system. Monitoring of reasons for diminished system performance will allow Council to implement changed work patterns (i.e. timing of bulk-scanning etc.).

#### 9. CONFERENCES/TRAINING

January                Madison Marshall - Supervisors Course  
Jenny Williams – Planning workshop for Supervisors and Managers

#### 10. OFFICER'S RECOMMENDATION

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

#### ATTACHMENTS

1. CorpMem Report – January



Admin Report  
20150131.pdf



Council Meeting  
Correspondence - Jan

2. Correspondence Report – Jan 1 to current

## Executive Officer Reports

### 07.03.02 Donation Request – North West Canoe Club Inc

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DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

FILE NO: Donation Requests 2014/15

DATE: 10<sup>th</sup> February 2015

LINK TO COUNCIL PLAN/S: Corporate Plan – Section 4.1.2 – Council supports local community groups through resource sharing and financial assistance.

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1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from Alison Whitehead for the North West Canoe Club Inc..

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The North West Canoe Club Inc. received \$1000 cash and \$5615.11 worth of in-kind donations (Rubbish Collection, Portable Toilets, shade Marquee) from Council in the 2013/14 financial year.

Total Donations received for 2013/14 - \$6615.11

3. PROPOSAL

North West Canoe Club Inc. is requesting the following in-kind support:

- Rubbish Collection;
- Provision of star pickets and bunting to cordon off the finish line area at the bridge;
- Grading of access roads to the river; and
- Supplying of Port-a-loo at the bridge finish-line and if possible, at Mellish Park.

There is also an opportunity for Council to become a sponsor for this event.

Sponsorship Levels:-

MAJOR SPONSORS - \$3,000

- Individual sponsorship of specific race category at Gregory River Canoe Marathon i.e. Open Men's K1; Mixed Team TK2.
- Acknowledgment at Race to the River Series and Gregory River Canoe Marathon pre- race briefing and medal presentation;
- Supplied advertising to be placed in race packs ie brochures, product samples, drink bottles etc;
- Logo on Gregory River Canoe Marathon t-shirts;
- Logo in our North West Star and Southern Cross Television advertising;
- Logo at finish line.

To assist with logistics for interstate paddlers, the North West Canoe Club has purchased 5 new kayaks available for hire for the race. As an added incentive as a major sponsor, we shall brand the new kayak with your logo. We anticipate these kayaks will be paddled by elite paddlers and may be the first to cross the line.

#### MINOR SPONSORS – \$1,000

- Specific sponsorship of one race in the Race to the River series leading up to the Gregory River Canoe Marathon;
- Acknowledgment at Race to the River Series and Gregory River Canoe Marathon pre- race briefing and medal presentation;
- Supplied advertising to be placed in race packs ie brochures, product samples, drink bottles etc;
- Logo on Gregory River Canoe Marathon t-shirts
- Logo in our North West Star and Southern Cross Television advertising;
- Logo at checkpoint along Gregory River.

#### MINI SPONSOR - \$500

- Acknowledgment at Race to the River and Gregory River Marathon pre-race briefing and medal presentation;
- Supplied advertising to be placed in race packs ie brochures, product samples, drink bottles etc;
- Logo on Gregory River Canoe Marathon t-shirts
- Logo in our North West Star and Southern Cross Television advertising;
- Logo at checkpoint along Gregory River.

#### Project Summary

*The 40<sup>th</sup> Gregory River Canoe Marathon will be held in Gregory on the 2<sup>nd</sup> and 3<sup>rd</sup> May 2015. A large contingent of paddlers and supporters from all over Australia converge on the Gregory Shire for this iconic race. In addition, the North West Canoe Club has provided donations to various committees at Gregory including the Queensland Country Women's Association. Paddlers from around Australia will attend this event.*

*The race is a premier sporting event in Queensland's North West and is one of the Gulf regions most important social events of the year.*

*Both the Mount Isa and Gregory communities have continually embraced the Gregory River Canoe Marathon with local volunteers playing a crucial role in the organisation, entertainment and safety during the weekend.*

*The unique Gregory River ensures that the Canoe Marathon attracts both local and world class paddlers from outside our community. With the Barron River Challenge being held the following weekend, it is a great opportunity for seasoned Australian paddlers to add the Gregory River Canoe Marathon to their racing calendar.*

*The race attracts not only a large number of paddlers, but also a large number of support crew members and spectators. It is undoubtedly one of Queensland's largest canoeing events and also an event the region can be proud of.*

*The Gregory Canoe Marathon is the North West Canoe Club's only fund raising activity throughout the year, and the Gregory Community and the Royal Flying Doctor Service are the major beneficiaries.*

*This event is advertised Australia wide and receives local media coverage prior to the date and during the weekend.*

*Again In 2015, we shall be holding a Race to the River Series, consisting of 4 races at Lake Moondarra, allowing paddlers to build up their training leading into the Gregory River Canoe Marathon. These races will be another opportunity for your business to be recognised as a sponsor.*

*Councils support will be recognized and acknowledged in announcements at the start and finish of the race and our Logo will be utilized in all advertising and competitor t-shirts.*

<u>Total project cost</u>	
	\$\$
Own cash contribution	9000
Own in-kind contribution	9000
Other funding sources	11000
Council Donation Request	to be decided
<b>Total project cost</b>	<b><u>\$29,000</u></b>

4. FINANCIAL & RESOURCE IMPLICATIONS

The current donations budget (\$60,000):

11,000.00 has been spent during 2014-2015. There is \$49,000 left for this budget item.

5. POLICY & LEGAL IMPLICATIONS

ADM-001 Grants to Community Organisations Policy

s189 Local Government Regulations 2012

The annual report for a financial year must contain a summary of—

(a) the local government's expenditure for the financial year on grants to community organisations;

6. CRITICAL DATES & IMPLEMENTATION

The 40<sup>th</sup> Gregory River Canoe Marathon will be held in Gregory on the 2<sup>nd</sup> and 3<sup>rd</sup> May 2015.

7. CONSULTATION

CEO, WM, FM

8. CONCLUSION

Major Sponsorship paid to the North West Canoe Club would be a great advertising benefit for Council in promoting the Shire and to continue promoting this great event. Branding of a kayak with Councils logo along with media coverage would help promote the shire world wide with the attraction of competitors who are both local and world class paddlers.

Council will offer the use of our branded marquee for this event and will ask for it to be erected at the finish line.

A Port-a-loo at the finish line can be available for spectators and event organisers for the Canoe Race weekend (2<sup>nd</sup> and 3<sup>rd</sup> May) with the responsibility of the Canoe Club to clean/monitor and control opening hours. Pump out service will not be available until Monday 4<sup>th</sup> May.

It is the responsibility of the canoe club to contact land owners to organise grading of roads to the river.

9. OFFICER'S RECOMMENDATION

That Council provides the North West Canoe Club with:-

1. \$3000 cash donation to become a Major Sponsor; or
2. \$1000 cash donation to become a Minor Sponsor; or
3. \$500 cash donation to become a Mini Sponsor; and
4. Provide in-kind support for the following services:-
  - a. Rubbish Collection,
  - b. provide star pickets and bunting to cordon off the finish line area at the bridge;
  - c. to supply a portaloo at the bridge finish line.
    - i. A portaloo at the finish line can be available for spectators and event organisers for the Canoe Race weekend (2<sup>nd</sup> and 3<sup>rd</sup> May) with the responsibility of the Canoe Club to clean/monitor and control opening hours. Pump out service will not be available until Monday 4<sup>th</sup> May.

Note – Canoe Club will be advised to contact land owners to organise grading of roads to the river.

ATTACHMENTS



North West Canoe Club Donation Request  
Burke Shire Council Gregory Sponsorship

1. Donation Request

## Finance Reports

## 07.04.01 Finance Monthly Update Report

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Council Meeting Report - Finance Monthly Update Report
DATE:	19.02.2015

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## 1. STATEMENT OF COMPREHENSIVE INCOME (SUMMARY)

<b>Income</b>		
<b>Recurrent revenue</b>		<b>YTD Actual</b>
Rates, levies and charges	3	1,750,775
Fees and charges	3	29,266
Rental income	3	78,800
Interest received	3	283,567
Sales revenue	3	378,539
Other income	3	36,457
Grants, subsidies, contributions and donations	4	3,909,779
<b>Total recurrent revenue</b>		<b>6,467,183</b>
<b>Capital revenue</b>		
Grants, subsidies, contributions and donations		594,947
<b>Total capital revenue</b>		<b>594,947</b>
<b>Total revenue</b>		<b>7,062,130</b>
<b>Capital income</b>	5	-
<b>Total income</b>		<b>7,062,131</b>
<b>Expenses</b>		
<b>Recurrent expenses</b>		
Employee benefits	6	2,225,031
Materials and services	7	1,468,644
Finance costs	8	9,013
Depreciation and amortisation	9	964,497
<b>Total recurrent expenses</b>		<b>4,667,185</b>
<b>Capital Expenses</b>	10	-
<b>Total expenses</b>		<b>4,667,185</b>
<b>Net operating surplus</b>		<b>2,394,946</b>

Rates revenues remain unchanged as the second half levy has not been raised and issued. Rates receipts as at 31 January increased to \$1,871,789 from the last reporting period. To date rate receipts have exceeded the total first half levy reflecting payment of full year rates by most ratepayers

Rental income increased to \$78,000: an increase of \$9,000 consistent with monthly rental revenue forecast.

Interest revenue increased to \$283, 567, an increase of \$43,000 from the last reporting period. Interest revenue for the period was slightly higher than the last three reporting periods (average of \$35,000)

Sales revenues increases were primarily driven by RMPC claims 4 and 5 to the net value of \$47,812.

Grants, subsidies and contributions came up to \$3,909,779. Increase in non capital grant funding primarily reflects the receipt of HACC quarterly funding.

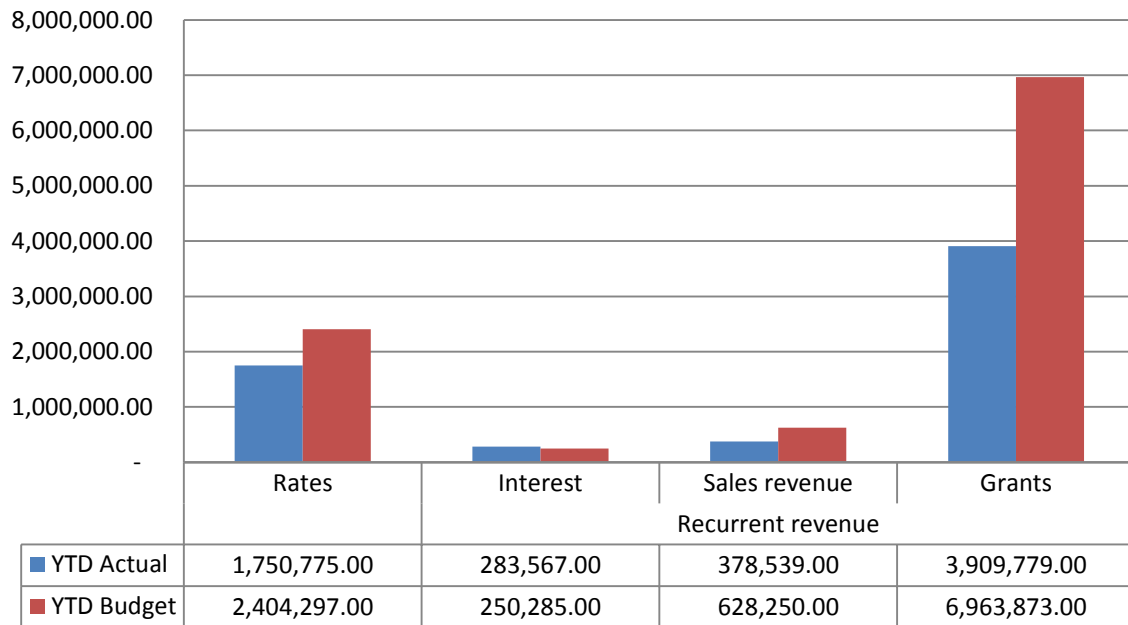
Overall total year to date revenues exceed total year to date expenditure resulting in a net operating surplus of \$2,394,946

## 2. STATEMENT OF COMPREHENSIVE INCOME VARIANCE ANALYSIS

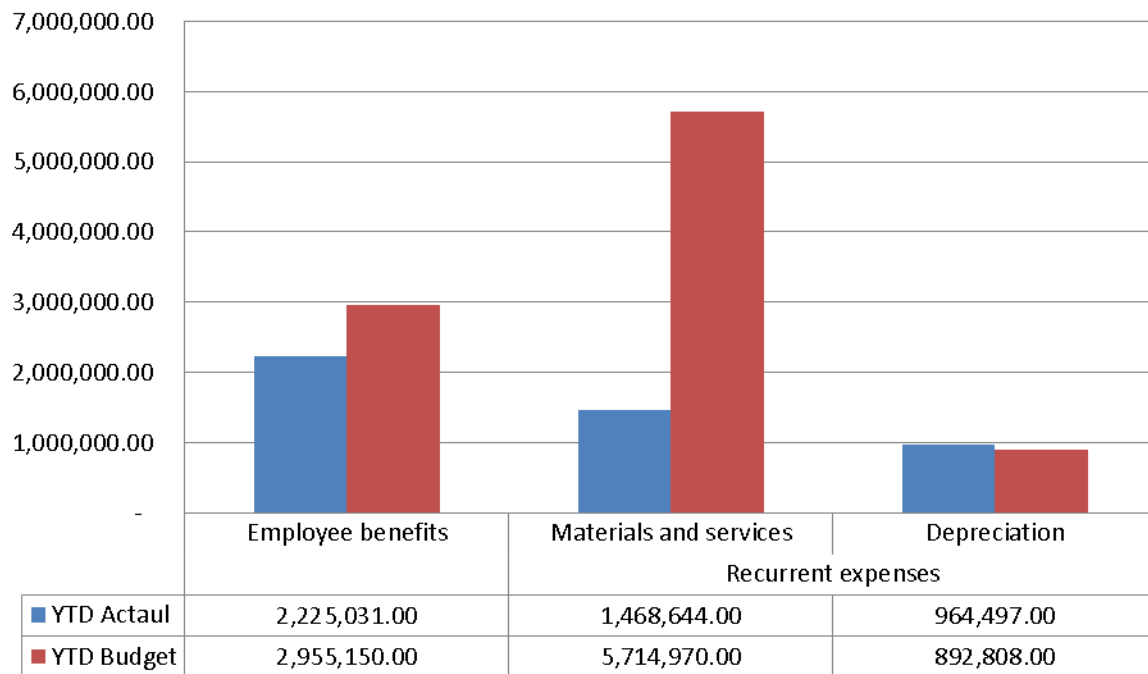
<b>Income</b>			
<b>Recurrent revenue</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>
Rates, levies and charges	1,750,775	2,404,297	- 653,522.00
Fees and charges	29,266	42,406	- 13,140.00
Rental income	78,800	72,919	5,881.00
Interest received	283,567	250,285	33,282.00
Sales revenue	378,539	628,250	- 249,711.00
Other income	36,457	18,431	18,026.00
Grants, subsidies, contributions and donations	3,909,779	6,963,873	- 3,054,094.00
<b>Capital revenue</b>	<b>594,947</b>	<b>247,331</b>	<b>347,616.00</b>
<b>Total Revenue</b>	<b>7,062,130</b>	<b>10,627,792</b>	<b>- 3,565,662.00</b>
<b>Recurrent Expenditure</b>			
Employee benefits	2,225,031	2,955,150	- 730,119.00
Materials and services	1,468,644	5,714,970	- 4,246,326.00
Finance costs	9,013	9,919	- 906.00
Depreciation and amortisation	964,497	892,808	71,689.00
<b>Total Expenditure</b>	<b>4,667,185</b>	<b>9,572,847</b>	<b>- 4,905,662.00</b>
<b>Net Operating Surplus</b>	<b>2,394,945</b>	<b>1,054,945</b>	<b>1,340,000.00</b>



### YTD Actual Revenue Vs Budget



### YTD Actual Expenditure Vs Budget



### **Notes for variances to budget**

All revenue lines except rates continued to increase from the last reporting period.

#### **Rates & Utility Charges**

Rates are on target, the variance in actual rates revenue vs budget targets relates to timing differences. Budget figures are averaged out through the financial year but rates levies are raised twice per year. Water consumption will be levied towards the end of the financial year. The majority of council's rate payers have paid full year rates. Discount on rates as at 31-01-2015 was \$80,000 this figure will increase significantly on issue of the second half rates levy as the 15% discount will be applied to all rate payers who have paid their full year rates.

#### **Fees & Charges**

Fees and charges are below budget, variance relates to timing difference.

#### **Rental Income**

Rental income is above budget.

#### **Interest Received**

Interest received is above budget. Interest rates are continuing to drop, however data collected from Curve securities shows that the interest rates on Council's investments compared favourably to other financial institutions. Interest rates will continue to be monitored on a day to day basis to ensure council gets competitive returns on all investments.

#### **Sales Revenue**

RMPC claims are on target. Major RMPC claim for December to the value of \$202,874 was lodged and is pending approval. More RMPC claims to be raised for slashing (Wills Development Road) and open grading (Camooweal Road). \$269,118 in expenditure is still outstanding council is on course to meet the budget target.

#### **Other Income**

Other income is over budget primarily reflecting receipt of unbudgeted refunds from work cover claims.

#### **Grants, subsidies, contributions and donations.**

The first two quarterly FAGS payments for roads and general operational; expenditure have been received. Second half payments will be received in the next round of payments.

Unbudgeted Traineeship funding has been received.

HACC grants are on track with budget estimates.

Unbudgeted flood damage revenues from the 2011 and 2012 flood submissions were also received in November and December 2014.

An advance payment for the 2014 flood damage works was received. Further funding will be received for restoration work.

The Federal Airport Grant as provided for in the budget has not been received to date.

Donations received to date are under budget.

#### **Employee Benefits**

Total employee benefits expenditure is under budget; however the variance relates to timing differences. Major restoration works on flood damaged roads has not commenced consequently wages expenditure is still under budget, however due to the eligibility criteria for NDRRA works council will not be using its day labour, the program will be conducted under contract.

#### **Materials & Services**

Materials and services are under budget, reflecting timing variances. As more operational works commence the expenditure on materials and service should increase.

Finance costs

Bank fees have been paid regularly throughout the year. Total expenditure is favourably under budget.

Capital Revenue

Funding was received for construction of the Community building; this has been remitted to council in full as per funding agreement.

Funding for the water treatment plant upgrade was also received.

Funding is yet to be received for Roads to recovery and TIDS. TIDS works was completed in November 2014. TIDS revenues should be received in the short term.

Year to date actual figures show a positive net operating surplus of \$2,394,945.

Revenues and expenses in some areas compare unfavourably to budget figures, similarly in some instances actual revenues and expenses compare favourably against budget figures. Variances relate to timing differences which will even out in the long term.

## 3. STATEMENT OF FINANCIAL POSITION AS AT 31 JANUARY 2015

	Notes	2015 Actual
<b>Current Assets</b>		
Cash and cash equivalents	11	14,711,188
Trade and other receivables	12	78,191
Inventories	13	282,167
Other financial assets	14	1,258,261
Non-current assets classified as held for sale		-
<b>Total current assets</b>	2	16,329,807
<b>Non-current Assets</b>		
Receivables		-
Property, plant and equipment	15	122,297,971
Accumulated Depreciation	42 -	32,961,444
Capital works in progress		6,007,072
Intangible assets		-
<b>Total non-current assets</b>	2	95,343,599
<b>TOTAL ASSETS</b>		111,673,406
<b>Current Liabilities</b>		
Trade and other payables	20	159,852
Borrowings		-
Provisions	23	196,171
Other		6,000
<b>Total current liabilities</b>		362,023
<b>Non-current Liabilities</b>		
Trade and other payables	20	-
Interest bearing liabilities		-
Provisions	23	650,227
Other		-
<b>Total non-current liabilities</b>		650,227
<b>TOTAL LIABILITIES</b>		1,012,250
<b>NET COMMUNITY ASSETS</b>		110,661,156
Community Equity		
Shire capital		39,529,889
Asset revaluation reserve	25	50,369,222
Retained surplus/(deficiency)		14,057,940
Other reserves	28	6,704,127
<b>TOTAL COMMUNITY EQUITY</b>		110,661,178

## 4. NOTES TO STATEMENT OF FINANCIAL POSITION

Cash and Cash Equivalents

Cash balances have decreased from the last reporting period. This reflects outflows on operational and capital expenditure. Cash balances have decreased from the beginning of the year as expenditure has been incurred in various capital projects, consequently resulting in an increase of the value of capital works in progress. Several completed capital works projects will be capitalised in the next month increasing the value of council's non current assets.

Purchases of inventory have also resulted in a reduction in cash balances.

Trade and other receivables

Receivables increased from the last reporting period primarily due to RMPC claims 4 and 5  
Inventories have increased from the last reporting period.

Other Financial Assets

Prepayments continue to be amortised monthly as per amortisation schedule reflecting the “using up” of expenses paid in advance.

Refunds from the ATO for the June and September BAS were received in January. The December BAS is due for lodgement; council is anticipating a refund from the tax office.

Property Plant and equipment

PP& E remained unchanged as there were no additions or subtractions from the asset register.  
Increases in PP&E will be evident in the next report as several capital projects will be capitalised.  
Council has also purchased a new garbage truck and compactor.  
Depreciation for the month has been run.

Capital works in progress

Capital works in progress value increased in relation to payments made for items of plant (garbage truck and compactor). Payments were also processed for work at the Burketown Wharf Pontoon.

Liabilities

Current liabilities decreased by \$296,773 reflecting the payment of due invoices.

## 5. SUMMARY OF CASH INVESTMENTS HELD

The table below shows indicative interest rates as per Curve Securities data at 31-01-2015

Indicative Term Deposit Interest Rates	
Financial Institution	Rate
St George Bank	2.82%
Bank of Melbourne	2.82%
Bank SA	2.82%
Suncor	2.58%
AMP	3.30%

What is Council getting?

Account	Balance	Rate
QTC Investment	10,877,661.00	3.87%
NAB Term Deposit	500,000.00	3.55%
Westpac Cash Reserve	2,867,245.84	2.35%

Interest rates on Council investments in QTC and NAB compare favourably against the rates offered by other financial institutions. Rates will continue to be monitored on a daily basis as interest rates on investments are continuing to drop.

## 6. FINANCIAL RATIOS

Ratio	Target	2014/15
<b>Current Ratio</b>		
Measures Councils ability to meet short term obligations from cash and liquid financial assets	This ratio should exceed 1:1	45
Current assets		
Current liabilities		
<b>Working Capital Ratio</b>		
Measures the extent to which council has liquid assets available to meet short term financial obligations	This ratio should exceed 1:1	41
Unrestricted current assets		

## Current Liabilities

**Asset Sustainability Ratio**

Measures the extent to which infrastructure assets are being replaced as they reach the end of their useful lives	>90%	10.2%
This ratio assists council to determine its ability to maintain infrastructure assets over the long term		
<u>Capital expenditure on renewals</u>		
Depreciation expense		

**Operating Surplus Ratio**

Measures the extent to which operating revenue covers operational expenses	Between 0 and 10%	28%
<u>Net operating surplus (excluding capital items)</u>		
Total operating revenue (excluding capital items)		

**Net Financial Liabilities Ratio**

Measures the extent to which the net financial liabilities of Council can be serviced by operating revenues	<60%	-237%
<u>Total liabilities - current assets</u>		
Operating revenue (excluding capital items)		

## 7. CAPITAL WORKS IN PROGRESS

Construction of Ablution facility (Gregory)

Project Budget	140,000
Actual expenditure to date	86,767
Budget remaining	53,233
Source of Funds: Council reserves & State Government Grant (DTMR)	
<u>Status Update</u>	
Work Commenced in October 2014	
Toilet block installed	
Plumbing works and installation of fixtures to be completed	

Administration Building Renovation (Burketown)

Project Budget	250,000
Actual Expenditure to Date	246,130
Budget Remaining	3,870
Source of Funds: Council reserves	
<u>Status Update</u>	
Work commenced in December 2014	
Major works completed include ceiling repairs, lighting upgrade, wall repairs, floors, Electrical repairs, office and building redesign, carpeting	
An additional quote has been sought from Richardson's building services to address Structural deficiencies in the roof and ceiling space	

Burketown Wharf (Pontoon)

Project Budget	550,000
Actual Expenditure to Date	196,444
Budget Remaining	353,556

Source of Funds: Council reserves &amp; Royalties for regions

Status Update

Phase one of project complete

Pontoon piles have been jetted down

Phase two: Installation of floating pontoons and gangway

Tender for Phase 2 submitted on 3/02/2015

## 8. CAPITAL EXPENDITURE BUDGET ANALYSIS

2014/2015 Actual YTD Capital expenditure vs Budget analysis				
Council Function	Project	Actual	Budget	Variance
<b>FINANCE &amp; COMMUNITY SERVICES</b>				
	Admin Building Renovations	246,597	250,000	3,403
	Gregory Depot Upgrade	-	250,000	250,000
	Gregory Mobile Coverage	-	1,000,000	1,000,000
<b>ENGINEERING SERVICES</b>				
Roads, Bridges & Streets				
	WIP TIDS (Doomadgee West Road)	995,436	800,000	195,436
	Airport Terminal & Evacuation Centre	-	600,000	600,000
	WIP Roads (Stemming from ILUA)	-	250,000	250,000
<b>ENVIRONMENTAL SERVICES</b>				
Community Amenities				
	Pontoon	196,444	550,000	353,556
	Gregory Ablution Facility	113,387	140,000	26,613
<b>COMMUNITY &amp; CULTURAL</b>				
Public Halls & Museums				
	Community Hub	2,419,006	2,710,000	290,994
	Gregory Hall Upgrade	-	35,000	35,000
	Tourist Info Centre Upgrade	-	20,000	20,000
Housing Programs				
	Refurbish House 5	51,976	55,000	3,024
	One duplex/ multiple dwelling	-	400,000	400,000
	Sale of 2 housing units	-	400,000	400,000
Council Properties				
	Gregory Land Sales	-	50,000	50,000
	Land ILUA related acquisitions	-	1,862,000	1,862,000
<b>GARBAGE UTILITY</b>				
	Gregory Tip Works	-	50,000	50,000
<b>WATER UTILITY</b>				
	Solar Power System Gregory WTP	-	650,000	650,000

Administration building renovations total expenditure to date shows a positive result against budget figures.

Additional quotes to address structural deficiencies in the roof and ceiling area have been sought from Richardson's building services.

TIDS capital works total expenditure exceeded the budget figure.

Pontoon construction total expenditure at the end of the reporting period was still within budget. Construction is 50% complete with over 64% of the budget still unspent. Grant Funding for the project has not been remitted to council to date.

Gregory Ablution construction is 85% complete. Structural defects are being addressed; project should be completed in the next few weeks.

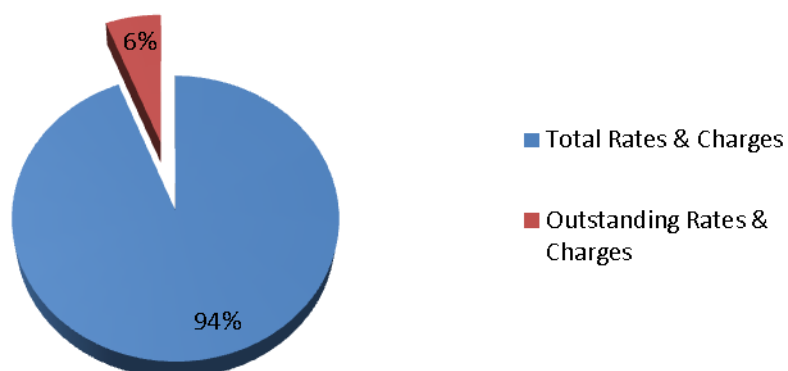
A number of Capital projects identified in the Capex budget have not commenced.

## 9. RATES & DEBTORS

### Rates

Total Rates, Levies & Service Charges	1,836,525.99
Outstanding rates (Current year)	56,816.93
Outstanding rates (over 1 year)	45,438.09
Interest Charges	13,776.08
Total outstanding rates	116,031.10
Percentage outstanding (Current Year)	3%

### Outstanding Rates & Charges



Total overdue rates at the end of the reporting period amount to \$116,031 please *note that some outstanding amounts may have been paid since the preparation of this report.*

### Debtors

	Current	Over 30 days	Over 60 days	Over 90 days	Total
Balance	55,062.32	2,242.84	8,386.25	49,906.51	115,597.92
Number of Debtors	5	5	3	11	
% of Total	48%	2%	7%	43%	

### Debt Recovery

Debt or arrears continue to reduce. This positive development is attributed to council's ongoing process of sending out statements and increased communication with debtors.

### Economic Implications



Ensuring an adequate level of unrestricted cash throughout the year places council in a of council's cash position has a positive impact on delivery of services and operational plan outcomes.

# 10. ASSET REVALUATION

## Background

IAS 16 (*Property, Plant & Equipment* IAS 16) requires that asset revaluations be conducted with sufficient regularity to ensure that the carrying amount of each asset does not differ materially from its fair value.

IFRS 13 defines fair value as:

*"The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date."*

## Project Scope and Objectives

APV Valuers will be conducting a full PPE asset revaluation. The revaluation will cover councils Plant, Equipment and Infrastructure Assets (Water, Sewerage, Roads and Bridges, Land and Buildings).

Asset revaluation will be carried out to ensure any impairment or change in asset values in between comprehensive valuations is taken into account thereby ensuring council has accurate and consistent property, plant and equipment values.

Anticipated completion date for the revaluation exercise is 31 May 2015.

Project Cost: \$60,000.00

## Outcomes:

- True reflection of the current value of Councils asset base
- Asset audit and asset register update
- Accurate measure of Depreciation cost – enabling council to more accurately determine the cost of providing services to the community.
- Compliance with Accounting regulations and standards
- Alignment with councils asset management obligations and plans
- Asset revaluation data will assist council strategic planning, reporting and equitable decision-making.
- Audit Compliance

APV Valuers will also conduct a desktop valuation of council assets as at 30-06-2015 in line with reporting and audit requirements (this will be provided at no extra cost to council).

# 11. FINANCE DEPARTMENT MONTHLY UPDATE

## Staffing

Interviews for the Financial Accountant role were conducted; the pool of applicants consisted of several highly qualified and experienced individuals. A suitable candidate (Raymond Gwatidzo) was identified and offered the role. Councils offer was accepted.

Raymond Gwatidzo will be joining Burke Shire Council on the 2<sup>nd</sup> of March 2014.

## Training

Training has been scheduled to ensure continuous professional development for the Finance Officers. Training will be delivered In-house and externally. External training will be delivered by Civica support.

Scheduled dates for training as follows:

In-house Training	Thursday 7 February
External Training: PCS	Monday 16 February to Wednesday 18 February.

Key areas of focus are:

Accounts Receivable and Accounts Payable: to build a thorough understanding of the accounts receivable and accounts payable function, internal control, council policy, enhance skills and competency in system usage and to increase efficiency.

Payroll: to ensure accuracy, consistency, efficiency and timely completion of payroll.

Stores: Ensure adequate system knowledge, stock take process and inventory control process.

12. OFFICER'S RECOMMENDATION

That Council notes the contents of Finance Manager's Monthly Report.

ATTACHMENTS

Nil

## Projects and Human Resources Manager Reports

### 07.05.01 Human Resources Report

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DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay – Projects & Human Resources Manager
FILE REF:	Council Meeting February 2015 – PHRM Report
DATE:	9 <sup>th</sup> February 2015
LINK TO COUNCIL PLAN/S:	Nil

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#### 1. HUMAN RESOURCES UPDATE

##### Staff Changes:

Administration Officer:

Rachel Gregory left the organisation on 6 February 2015.

##### Open Positions:

Accountant:

Gavin Herbst from Lo-Go Appointments continues as temporary accountant. His replacement, Raymond Gwatidzo has been appointed. Raymond will be attending Civica training in Toowoomba from 14-20 February and is expected to commence in Burketown on 2 March 2015.

Events Coordinator:

Phone interviews for this role will take place on 11 February.

Administration Officer:

This position will be advertised locally from 10 February.

HACAC (Formerly HACC) Coordinator:

Recruitment is on hold pending a review of the HACC function.

Casual Administration Officer:

At this stage, this role is not required until around Easter.

##### Performance Reviews:

The final handful of performance reviews are taking place through early February.

##### Over Agreement Payments:

Affected staff will be notified in writing of Council's intent to not take unilateral action on OAPs where mutual agreement has not been reached.

##### New Certified Agreement:

Staff will be provided with administrative assistance to elect a bargaining team for the upcoming CA negotiations.

Greg Newman from LGAQ will be in Burketown in the first week of March to provide an education session on the Modern Award and CA process to all staff, and meeting with Councillors and Management to discuss preparation of a proposed draft EBA.

##### Relocation Assistance:

A study of the relocation assistance Council paid in 2014 has been carried out. A report will be provided to Council in closed session.

##### Leave Liability:

A breakdown of Council's Leave Liability has been prepared. A report will be provided to Council in closed session.

Back Payments:

A number of staff members missed out on incremental classification increases over the past 12-18 months as a result of insufficient monitoring of this process. All cases have been identified and rectified with a back-payment (totaling approximately \$15,000) being made to 7 staff members. Anniversary dates and associate increment progression is now being more closely monitored to prevent recurrence of this issue.

Leadership Training:

Pat Stanley (LGAQ Trainer) returned to Burketown in late January to conduct leadership training with the supervisory group and management. It was a productive three days and laid the basis for the 100-day Plans.

100-day Plans:

On 12-13 February, each department will meet to put together a 100-day plan. This will incorporate existing work processes and events, as well as setting aspirational goals for the department in line with Council's overarching planning framework. The process is designed to put Council on a more proactive footing, while giving staff greater input into and better understanding of Council direction.

Code of Conduct:

The Code of Conduct is out for consultation. The COC has a revised set of values – based upon a framework developed by the Supervisor group at the recent leadership training.

Induction Day:

All staff will undergo a refresher induction in the coming month. This will ensure all staff have been properly briefed on new policies that have been introduced, and made aware of changes to policies that have been recently revised. It will also provide documented evidence that all staff have been familiarized with key Council policies – an area of HR records that is presently patchy. An all-staff BBQ will also take place on this day.

JCC:

JCC XV was held on January 23. Key issues raised include the upcoming CA negotiations and ongoing OAP matter.

PHRM on Leave:

The PHRM will be on leave from 20 February to 16 March.

2. CONCLUSION

January has been a busy month in terms of both recruitment activity and specific HR projects. The over-arching focus continues to be the upcoming CA negotiations, while the OAPs continue to generate large amounts of discussion within the workforce.

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 Review and Revision - Workplace Health & Safety Policy

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DEPARTMENT:	Workplace Health & Safety
RESPONSIBLE OFFICER:	Nils Hay, Projects & Human Resources Manager
FILE NO:	Policy Update
DATE:	9 <sup>th</sup> February 2015
LINK TO COUNCIL PLAN/S:	Corporate Governance: Council Policies

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1. PURPOSE (Executive Summary)

- To consider the relative merits and need for implementing changes to the Workplace Health & Safety Policy.
- To undertake an annual review of the WH&S Policy

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The document has been altered minimally. The name has been changed to Workplace Health & Safety Policy (formerly Work Health & Safety Policy) and the document number has been updated to match the new numbering format.

The only content change was the addition of the “Fit for Work Policy”, “Smoke-Free Workplace Policy” and the “Discrimination, Harassment and Bullying Policy” to the list of Associated Documents.

See attached document for tracked changes.

3. PROPOSAL

The main purpose of the review was to update the numbering format and ensure that regular, annual policy reviews continue to take place

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil financial

5. POLICY & LEGAL IMPLICATIONS

To ensure that Council staff understand Council’s commitment to WHS and the objectives of our WHS framework.

6. CRITICAL DATES & IMPLEMENTATION

No deadlines

7. CONSULTATION

Discussion and updates provided by:-

- PHRM
- WHSC

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 updated Workplace Health & Safety Policy.

ATTACHMENTS



WHS-POL-001

1. Workplace Health & Safety Policy - Workplace Health and Safety Policy

## 08 Chief Executive Officer Reports

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### 08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

08.01.02 Corporate Plan 2014-2019 - amendment

08.01.03 Councillor Remuneration Policy and Meeting Attendance

08.01.04 Councillor Remuneration 2015-2016

## Chief Executive Officer Reports

### 08.01.01 Chief Executive Officer Report

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper
DATE:	21.01.2015
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

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#### 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
Internal Audit Plan	<p>The Internal Audit Plan is being drafted in association with Crowe Horwath, Council's internal auditors, and is based on feedback from the Queensland Audit Office. This Plan will be presented to Council for consideration at the February Council meeting for adoption.</p> <p>The Internal Audit Committee (IAC) is scheduled to meet in March and May 2015, dates to be advised, with reports prepared for April and June Council meetings.</p>	On track
Town Planning Scheme	<p>Council will develop the new Planning Scheme as part of a pilot project with the Department of State Development, Infrastructure and Planning.</p> <p>The process of this Pilot Project is dependent on the passage of Murweh Shire Council's Planning Scheme as well as on the new Government. Conversations with DSDIP officers suggest there is little likelihood that this Pilot Project will be shelved.</p>	On track. Progress conditional on DSDIP.
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>Council's "core" Asset and Services Management Plan will be presented to Council for adoption at the February Council meeting. Further adoption of asset-specific plans will be required in the future. This will follow the full revaluation of all Council assets (APV engaged to complete).</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



ILUA	<p>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 1 April 2015.</p> <p>Meetings on the implementation of the ILUA will take place in February and March.</p> <p>Surveys (Ausnorth) are currently being conducted in/around Burketown. The majority of surveying has been completed: realignment of Truganini Road, Burketown Wharf, Rodeo Reserve, Heritage/Historical Reserve for Boiling Down Works/Landsborough Tree + associated road opening, realignment of cemetery reserve and appropriate road opening/alignment, road opening to Clinic, western boundary road for Burketown, all light industrial areas and associated road openings, regularization of WTP and STP and associated road openings, landfill.</p> <p>The final survey visit will focus on the realignment of Escott Road and the opening of roads near Woods Lake.</p>	Completed
Native Title Consent Determination: - QUD84/2004 - QUD66/2005	<p>Council, by resolution at the December Council meeting, authorised the execution of Native Title Consent Determination QUD84/2004 and QUD66/2005.</p> <p>The Federal Court has set the date of the Determination as 1 April 2015. Determination to be made at the Burke Shire Nijinda Durlga.</p> <p>CLCAC are assisting in program preparation. BSC to assist as required.</p>	On track
Drinking Water Quality Management Plan	<p>Council has a number of reporting requirements in relation to Drinking Water Quality. The most significant of these in recent times was the development of the Drinking Water Quality Management Plan in 2013. The DWQMP comes under review from the Department of Energy and Water Supply in a number of formats:</p> <ul style="list-style-type: none"> <li>- Periodic Review of Plan submitted 30.09.2014</li> <li>- Quarterly Report for October 2014-December 2014 submitted.</li> <li>- Progress report on Risk Management Implementation Program (RMIP) submitted 30.10.2014</li> <li>- Statewide Water Information Management (SWIM) data to be submitted on 10.10.2014. This data also includes information on the Burketown Sewerage Treatment Scheme.</li> </ul>	On track
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 was submitted at the January Council meeting.</p>	Completed

Pest Management Plan	CLCAC representative Kevin Andersen has revised the existing Pest Management Plan. Further discussions on this plan to take place on 10 February 2015.  The Carpentaria Land Council Land & Sea Rangers have also recently put together a Weed Management Plan for Woods Lake.	Further update to be provided at the February Council meeting
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
Budget	Adopted at Ordinary Council Meeting: June 2014.  Initial budget review completed in November 2014.  Council is currently working towards completion of the Capital Expenditure budget for 2015-2016.	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.  Revised Corporate Plan to be submitted at the February Council meeting.	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>Tenders for this project close on 4 March 2015 with an anticipated completion date of early May.</p> <p>A funding application for this phase of the project was submitted to the Royalties for the Regions funding body.</p> <p>A funding application for this phase of the project was 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 &amp; 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.</p> <p>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
Burketown Cultural History Project	<p>Research Services Agreement signed with the University of Queensland. Chapter/content schedule confirmed (subject to participation by those to be interviewed).</p>	Monitor
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"> <li>- Acquittal imminent. Expected eligible expenditure \$3,067,088.13. Expected ineligible expenditure \$2,586.32</li> </ul> <p>BrkSC.11.12:</p> <ul style="list-style-type: none"> <li>- Acquittal at 70% complete: VfM assessment WIP by Matthew Chilton. VfM queries pending</li> </ul> <p>BrkSC.13.13:</p> <ul style="list-style-type: none"> <li>- Acquittal imminent. Eligible expenditure totalling \$129,281.35. Ineligible expenditure totalling \$0.00</li> </ul> <p>BrkSC.15.13:</p> <ul style="list-style-type: none"> <li>- Has passed assessment triage and will now proceed to Firs Pass Compliance and VfM Assessment.</li> </ul>	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"> <li>- REPA Approved Value \$8,247,734.00 (incl trigger)</li> <li>- Council to provide program and delivery details as soon as practical</li> </ul> <p>BrkSC.17.14 (Emergent):</p> <ul style="list-style-type: none"> <li>- Compliance and VfM assessments complete. Moving towards Briefing Note</li> </ul>	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>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.</p> <p>Council will refine the contract documentation with Macdonnell's and commence the development of the relevant Scopes of Works/Services for the procurement strategy.</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
Nijinda Durlga	Practical Completion on 28 October 2014.	Completed
Morning Glory Festival	Completed. Council have since met to determine the scope for the next MGF.	Completed
Sale of land: Gregory	Sale of land to be delayed until May 2015.	On track
Weed spraying: Gregory	Completed in July 2014.	Completed
Records Keeping: archive project	Record retention requirements have been satisfied. Council has now completed the archiving of historical documents and completed the destruction of eligible records in line with legislative requirements.	Completed

Managed Services	<p>Council transitioned to Managed Services on 7 October 2014.</p> <p>Civica are upgrading BSC's data centre and installing data compression/data acceleration hardware to improve the efficiency of operations. This should improve, among other things, the use-ability of a wider range of programs.</p>	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	<p>Application for Commemorative Communities Grant submitted for restoration of Honour Boards.</p> <p>Formation of Committees for progressing funding/delivery of commemorative monuments for Anzac 2016.</p>	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 (Gayle Plunkett) 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-January to collate data to assist in preparation of performance specifications for tender.</p>	On track
Gregory Works Depot	Project planning has not commenced for this project.	Monitor
Airport terminal in BKT	Costings/Designs for Boulia Shire Council's terminal project have been inspected. Council has basic plans for a terminal project (commissioned in 2011).	Monitor
Airstrip realignment in BKT	GBA have been engaged to provide a cost estimate for this project.	Monitor
STP/WTP Telemetry	<p>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).</p> <p>Simmonds &amp; Bristow will be conducting Irrigation Monitoring at the Burketown STP. This visit will also incorporate advice on appropriate telemetry systems for the STP.</p>	On hold
BKT North	<p>GBA have been engaged to provide costing for initial infrastructure for BKT North development.</p> <p>Andrew Sly from Economic Development Queensland conducted initial site inspection of Burketown on 19.09.2014.</p> <p>Further developments on EDQ funding will be conditional on new Govt. priorities.</p>	Monitor
Waste Management Strategy	<p>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.</p> <p>Council has requested an estimate on management of tip operations (employing locals but managed externally, particularly as this relates to EHP compliance requirements)</p> <p>Tyre management discussed at RRTG and ROC and Royalties for the Regions application submitted for the acquisition of a tyre shredder. Success of application conditional on new Govt. priorities.</p>	Monitor
Gregory Landfill	<p>Development Application required to ensure this tip is appropriately regulated.</p> <p>Council will look to enter an ILUA in relation to this land as well as other reserve/state/lease land in Gregory. This component will require land to be excised from the Camping and Water Reserve, which Council will then need to acquire by freehold. Native Title is required to be cleared at this stage (acquisition as freehold).</p>	In progress

## 4. POWER

RDA's Glenys Schunter is following up with Ergon in relation to a solar farm project mooted in 2014.

## 5. MEETINGS/CONFERENCES/DELEGATIONS

What	Where	When	Attendees
Economic Development Roundtable	Doomadgee	28 <sup>th</sup> August 2014	Cr Camp, Cr Poole, Cr Murray
Queensland Western Roads Action Plan	Mt Isa	28 <sup>th</sup> August 2014	Cr Forshaw
NWQ RRTG Technical Committee Meeting	Karumba	22 <sup>nd</sup> August 2014	Works Manager
NWQ RRTG and ROC meeting	Karumba	5 <sup>th</sup> September 2014	Mayor, CEO
Burketown ILUA negotiator meeting	Brisbane	12 <sup>th</sup> 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 <sup>th</sup> October	Cr Poole, Cr Duff, PHRM
LGAQ Annual Conference	Mackay	27-29 <sup>th</sup> October	Mayor + CEO + Councillor(s)
Economic Roundtable	Mornington Island	TBC	Mayor, Deputy Mayor, CEO possibly
LGAQ Innovation Forum	Burketown	24 <sup>th</sup> November 2014	Mayor, Deputy Mayor, Cr Forshaw, CEO, PHRM
NWQ Regional Roads & Transport Group	Burketown	24 <sup>th</sup> November 2014	Mayors, CEOs, DTMR, LGAQ
NWQ Regional Organisation of Councils	Burketown	25 <sup>th</sup> November 2014	Mayors, CEOs, DTMR, Dept. Local Government, LGAQ
GSD Meeting	Burketown	25 <sup>th</sup> 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
Meeting with DNRM – Gregory Land Tenure	Cairns	23-24 February 2015	Mayor, Deputy Mayor, CEO
NWQROC	Hughenden	12-13 March 2015	Mayor, Deputy Mayor, Cr Forshaw, CEO

NWQRRTG	Hughenden	12-13 March 2015	Mayor, Deputy Mayor, Cr Forshaw, CEO
Native Title Consent Determination	Burketown	1 April 2015	Councillors
NQLGA	Palm Island	3-5 August 2015	Mayor, Deputy Mayor, CEO

6. WORK HEALTH AND SAFETY

See Attachment 1

7. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



150209 - CEO  
Report - Attachment

1. WHS Report



## Chief Executive Officer Reports

### 08.01.02 Corporate Plan 2014-2019 - amendment

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DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: Philip Keirle; CEO

FILE NO: Corporate Plan

DATE: 10<sup>th</sup> February 2015

LINK TO COUNCIL PLAN/S: Operational Plan, Budget

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1. PURPOSE (Executive Summary)

To present Councillors with suggested amendments to the Corporate Plan (2014-2019).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the Corporate Plan (2014-2019) by resolution at the June 2014 Council meeting.

3. PROPOSAL

That Council reviews the suggested amendments to the Corporate Plan 2014-2019 with a view to adopting the amendments as submitted.

4. FINANCIAL & RESOURCE IMPLICATIONS

The Corporate Plan will influence the development of the budget and Operational Plans for the next 5 years.

5. POLICY & LEGAL IMPLICATIONS

The *Local Government Act 2009* and *Local Government Regulation 2012* require that Council review and adopt a Corporate Plan every 5 years. Once adopted, the Corporate Plan directs the development of the budget and operational plans.

The Corporate Plan details the kinds of services that Council will deliver to the Community. Accordingly, all operations flowing from the Corporate Plan must be in accordance with relevant statutes, regulations, guidelines etc.

In order to amend the Corporate Plan (2014-2019), Council must comply with s262 of the *Local Government Regulations 2012*:

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

6. CRITICAL DATES & IMPLEMENTATION

To ensure the Corporate Plan (2014-2019) continues to reflect Council priorities, it is important that the plan be updated as required.

7. CONSULTATION

Proposed amendments to the Corporate Plan (2014-2019) were discussed with Councillors at the January 2015 Council meeting.

8. OFFICER'S RECOMMENDATION

That Council adopts the amendments to the Corporate Plan 2014-2019 as submitted.

ATTACHMENTS



150210 - Corporate  
Plan 2014-2019 amer

1. Corporate Plan 2014-2019 – amended

## Chief Executive Officer Reports

### 08.01.03 Councillor Remuneration Policy and Meeting Attendance

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle, CEO
FILE REF:	Policies
DATE:	9 <sup>th</sup> February 2015
LINK TO COUNCIL PLAN/S:	Councillor Remuneration Policy – Meeting Attendance

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#### 1. PURPOSE (Executive Summary)

To consider proposed amendments to the Councillor Remuneration Policy (HRM-POL-013) that are designed to:

- Incorporate required changes to the proportionate payment of a Councillor's base payment and meeting attendance payment;
- Provide direction on meeting attendance payments in the event of absence or partial attendance.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has not previously considered meeting attendance as part of its Councillor Remuneration Policy. The Department of Local Government, Community Recovery and Resilience strongly advocates the adoption of such a policy as does the Local Government Remuneration and Discipline Tribunal.

#### 3. PROPOSAL

That Council considers the proposed amendments to the Councillor Remuneration Policy with a view to adopting this policy at the February Council meeting.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Financial implications of this policy relate to:

- Proportional change to Councillor (excluding Mayor and Deputy Mayor) payments for the 2015-2016 financial year: base payment as a proportion of total payment increases.
- Pro rata payments for partial attendance at meetings (excluding Mayor and Deputy Mayor)
- Potential non-payment of Councillors who do not attend meetings (excluding Mayor and Deputy Mayor) and do not provide a fair and reasonable reason for doing so.

#### 5. POLICY & LEGAL IMPLICATIONS

The Local Government Remuneration and Discipline Tribunal provided the following advice on Councillor remuneration and attendance in the Local Government Remuneration and Discipline Tribunal Report 2014:

“Continuing its previous practice of adopting a cautious approach when reviewing levels of councillor remuneration, the Tribunal has decided to increase the maximum level of remuneration for all councillors (including mayors and deputy mayors) by 2.3% from 1 July 2015. In addition, the Tribunal has carefully considered the arguments and submissions put to it by many Councils in Category 3 about both the weighting attached to the meeting fee part of councillor remuneration in that Category as well as the administration and operation of the meeting fee payment regime.

As a result of its deliberations on this matter, the Tribunal has decided to restructure the method of remunerating Category 3 councillors to comprise a base rate of 2/3 of the determination amount for that Category, with the remaining 1/3 to be paid as meeting fees reflecting attendance at, and participation in, each of the 12 mandated Council meetings each year. In making this adjustment to the base rate and meeting fee regime, the Tribunal does not resile from its comments in 2013 to the effect that attendance at, and full participation in, Council meetings is the highest order of business required by a councillor and that, unless special circumstances exist, all councillors should attend all Council meetings.

That having been said, the Tribunal does accept that, from time to time, a particular councillor who is otherwise a regular attender at Council meetings may not be able to attend a meeting. This might be because of a bereavement, the need to attend another meeting as a representative of the Council, special leave of absence to attend an important event (e.g. an interstate or overseas wedding of a sibling), a natural disaster, a medical emergency and so on. If a councillor is absent for that type of reason they should not be deprived of payment of a meeting fee. Further, Council might also periodically permit a particular councillor or councillors to participate in the regular monthly meeting by teleconference (as permitted by section 276 of the Regulation) when there are good and cogent reasons why the councillor can only participate by that method.

It is also necessary to record that payment of the meeting fee is dependent upon an individual councillor's attendance at, and participation in, the whole of the particular Council meeting. For example, a councillor who attends a meeting for only 90 minutes, when the meeting is scheduled to run for five hours, should not expect to be, and should not be, paid the full meeting fee for that meeting unless there are real and genuine reasons for their early departure (e.g. a call-out of a volunteer fire fighter who might also be a member of Council).

A councillor who leaves a meeting early without a clearly legitimate reason would only qualify for part-payment of the meeting fee, reflecting their time of attendance. The decision as to whether a particular councillor qualifies for all, part or none of a meeting fee payment should rest with the mayor and/or chief executive officer of each Council. They are much better placed than the Tribunal to decide whether the councillor concerned qualifies for payment in accordance with the guidelines set out above. This is because local knowledge and simple common sense should enable consistent, logical and defensible decisions to be taken in each case where a question about qualification for payment of a meeting fee arises.”

The Department of Local Government, Community Recovery and Resilience provides the following advice in relation to Remuneration Payable after 1 July 2014:

“Each local government is responsible for determining how and when it will pay meeting fees to its councillors. Local governments should consider whether the mayor or the chief executive officer will certify attendance and the process for certification. Local governments should also consider what proportion of time in attendance at a meeting entitles payment of a meeting fee.

There will be times when councillors are absent from meetings while on official Council business or for other unavoidable reasons.

To address this issue, local governments should decide whether a meeting fee would be payable to councillors absent from meetings where leave has been granted for all or part of a meeting by the Council. The decision on payment of meeting fees for absences should not be inconsistent with the provisions of section 162(1)(e) of the Local Government Act 2009.

It is therefore recommended that local governments adopt a policy which covers as a minimum:

- whether the mayor or chief executive officer certify attendance and the method of certification
- whether meeting fees are payable where leave is granted”

6. CRITICAL DATES & IMPLEMENTATION

The February Council meeting would be a suitable time to review amendments to the Councillor Remuneration Policy.

7. CONSULTATION

- Department of Local Government, Community Recovery and Resilience
- Local Government Remuneration and Discipline Tribunal
- Douglas Shire Council
- Napranum Aboriginal Shire Council

8. CONCLUSION

Recommendations from the Department of Local Government and the Remuneration and Discipline Tribunal note that Council is best placed to determine how meeting attendance payments should be regulated.

Nevertheless, both the Department and the Tribunal point toward a test of “reasonable-ness” to determine whether or not payment should be made in circumstances of total absence (with a Leave of Absence granted) or partial absence from a Council meeting.

Council needs to determine what it considers to be reasonable before enacting this threshold into policy.

9. OFFICER'S RECOMMENDATION

- a) That Council notes the contents of this report; and
- b) That Council adopts the Councillor Remuneration Policy as submitted.

ATTACHMENTS

1. Councillor Remuneration Policy



150209 - Councillor  
Remuneration Policy ·



150209 - Councillor  
Remuneration Policy ·

2. Local Government Remuneration and Discipline Tribunal Report 2014  
3. Department of Local Government, Community Recovery and Resilience, “Advice to Councils”



150209 - Councillor  
Remuneration Policy ·

## Chief Executive Officer Reports

## 08.01.04 Councillor Remuneration 2015-2016

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle, CEO
FILE REF:	Councillor Remuneration
DATE:	9 <sup>th</sup> February 2015
LINK TO COUNCIL PLAN/S:	Budget 2015-2016

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## 1. PURPOSE (Executive Summary)

The Councillor Remuneration schedule (effective 1 July 2015) was gazetted on 5 December 2014. This schedule defines the remuneration that must be paid to Councillors unless Council makes a resolution not to pay the maximum amount.

This report outlines previous Councillor Remuneration schedules as well as the Councillor Remuneration schedule gazetted on 5 December 2014.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Council considers the Councillor Remuneration schedule each year with a view to determining whether it will accept the Remuneration Schedule as gazetted or elect to pay Councillors at a rate lower than that contained in the Remuneration Schedule.

Previous and Current Remuneration Schedules:

**Remuneration Schedule as gazetted (2012 Report – to apply from 1 July 2013)**

- Burke Shire Council as Category 1 Council

	% reference amount	\$ pa
Mayor	52.5	\$73,803
Deputy Mayor	22.5	\$31,630
Councillor	16	\$22,492

**Remuneration Schedule as gazetted (2013 Report – to apply from 1 July 2014)**

- Burke Shire Council as Category 3 Council

	% reference amount	\$ pa
Mayor	65	\$95,488
Deputy Mayor	37.5	\$55,089
Councillor	32.5	\$47,744

Note: For Councillors in Category 3 Councils, a base payment of \$23,872 is payable from 1 July 2014. **A meeting fee of \$1,989 is payable for attendance at each of the mandated monthly meetings** of Council subject to certification by the Mayor or Chief Executive Officer of the Council. Mayors and Deputy Mayors in Category 3 receive the full remuneration.

**Remuneration Schedule as gazetted (2014 Report – to apply from 1 July 2015)**

- Burke Shire Council as Category 3 Council

	% reference amount	\$ pa
Mayor	None provided	\$97,684
Deputy Mayor	None provided	\$56,356

Councillor	None provided	\$48,842
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Note: For Councillors in Category 3 Councils, a base payment of \$32,562 is payable for the 12 months commencing 1 July 2015. **A meeting fee of \$1,356.66 is payable for attendance at each of the mandated monthly meetings of Council** subject to certification by the Mayor and/or Chief Executive Officer of the Council. Mayors and Deputy Mayors in Category 3 Councils are to receive the full remuneration level shown.

### 3. PROPOSAL

That Council considers whether it will reduce Councillor Remuneration below the scheduled amounts gazetted in December 2015 (to take effect on 1 July 2015).

### 4. FINANCIAL & RESOURCE IMPLICATIONS

The Councillor Remuneration schedule for 2015-2016 introduces a change to the proportion of a Councillor's (not Mayor or Deputy Mayor) remuneration received as base payment and for attending monthly meetings.

Given the high levels of attendance by Burke Shire Councillors at Ordinary Council meetings, it is not anticipated that changes to the proportion of a Councillor's wage that is received as salary/meeting attendance will have a noticeable budgetary impact.

The maximum expenditure on salary/meeting attendance for BSC Councillors for the 14-15 financial year is \$296,005.00.

In the event that no reduction to the Remuneration Schedule takes place, the maximum expenditure on salary/meeting attendance for BSC Councillors for the 15-16 financial year is \$300,566.00.

This represents a projected increase in the overall salary/meeting attendance budget for 2015-2016 (as compared with 2014-2015) of 1.54%.

### 5. POLICY & LEGAL IMPLICATIONS

Under s247(6) of the *Local Government Regulation 2012*, Councillors must be paid the maximum remuneration amount unless Council makes a resolution, within 90 days of Gazettal, not to pay the maximum amount.

If Council elects to reduce the remuneration of Councillors below that scheduled in the Gazette, it will be necessary to maintain the same proportion between Base Payment and Meeting Attendance amounts (2:1).

Councillor Remuneration Policy to be amended as necessary.

s244 of the *Local Government Regulation (2012)* precludes the Tribunal from including amounts in its remuneration determination for expenses to be paid or facilities to be provided to Councillors under a Council's Expenses Reimbursement Policy.

s244 of the *Local Government Regulation (2012)* precludes the Tribunal from including in its determination any contribution a Local Government may make to a voluntary superannuation scheme for Councillors. Accordingly, the level of superannuation payments made to a Councillor is a matter to be determined by each individual Council having regard to the relevant Commonwealth legislation and section 226 of the Act, as is the issue of whether a Councillor may salary sacrifice such contributions.

### 6. CRITICAL DATES & IMPLEMENTATION

If Council is to adopt a remuneration schedule different to that specified in the gazetted schedule, it must do so by Tuesday 3<sup>rd</sup> March 2015. Consideration (and resolution if necessary) of this item at the February Council meeting will satisfy all time requirements.

7. CONSULTATION

CEO has spoken with Department of Local Government, Community Recovery and Resilience.

8. CONCLUSION

Council has the ability to reduce the Remuneration of Councillors beneath the level determined by the Remuneration and Discipline Tribunal.

9. OFFICER'S RECOMMENDATION

That Council:

- 1) Resolves to adopt the Councillor Remuneration schedule as gazetted on 5 December 2014; or

That Council:

- 2) Resolves to pay Councillors less than the amount defined in the Councillor Remuneration schedule as gazetted on 5 December 2014; and
- 3) Resolves to pay according to the following schedule:

Office	Salary component	Meeting attendance component
Mayor		NA
Deputy Mayor		NA
Councillor		

ATTACHMENTS

1. Local Government Remuneration and Discipline Tribunal Report 2014



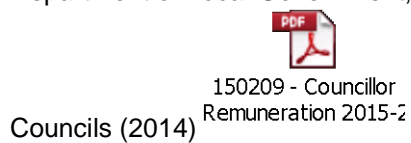
2. Queensland Government Gazette, vol. 367, no. 74.



3. Local Government Remuneration and Discipline Tribunal Report 2013, p. 16.



4. Department of Local Government, Community Recovery and Resilience, Advice to Category 3





## 09 Late Item Reports

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### 09. Late Item Reports

- 09.01 2013-2014 Financial Statements
- 09.02 Burke Shire Council – Adoption of Asset & Services Management Plan
- 09.03 Tyre Shredder - R4R application and funding commitment
- 09.04 Anzac Day Commemorations – 2015 & 2016
- 09.05 Review and Revision – Code of Conduct
- 09.06 Appointment of Internal Audit Committee
- 09.07 Internal Audit Plan

## Late Item Reports

### 09.01 2013-2014 Financial Statements

---

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Financial Statements
DATE:	10 February 2015
LINK TO COUNCIL PLAN/S:	Operational Plan 2014-2015

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1. PURPOSE (Executive Summary)

To present Burke Shire Council's audited Financial Statements for the 2013-2014 financial year.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As with the audit of Council's 2012-2013 financial statements, Council received an unqualified audit in 2013-2014. Council improved on the 2012 - 2013 reporting by having all sustainability ratios verified by the Queensland Audit Office.

3. PROPOSAL

That Council notes the contents of this report and the attached Financial Statements for the 2013-2014 financial year.

4. FINANCIAL & RESOURCE IMPLICATIONS

NA

5. POLICY & LEGAL IMPLICATIONS

Council must be cognisant of the following **Local Government Regulations (2012)** related to Financial Statements:

Division 1 Financial statements and report

176 Preparation of financial statements

For each financial year, a local government must prepare each of the following (the financial statements)—

- a) a general purpose financial statement;
- b) a current-year financial sustainability statement;
- c) a long-term financial sustainability statement.

177 General purpose financial statement

A local government's general purpose financial statement must be prepared in compliance with the following documents (each a prescribed accounting standard) published by the Australian Accounting Standards Board—

- a) Australian Accounting Standards;
- b) Statements of Accounting Concepts;
- c) Interpretations;
- d) Framework for the Preparation and Presentation of Financial Statements.

178 Financial sustainability statements

- (1) A local government's current-year financial sustainability statement must state the relevant measures of financial sustainability for the financial year to which the statement relates.
- (2) A local government's long-term financial sustainability statement must state—
  - (a) the relevant measures of financial sustainability for the 9 financial years following the year to which the statement relates; and
  - (b) an explanation of the local government's financial management strategy that is consistent with the long-term financial forecast

183 Financial statements

The annual report for a financial year must contain—

- a) the general purpose financial statement for the financial year, audited by the auditor-general; and
- b) the current-year financial sustainability statement for the financial year, audited by the auditor-general; and
- c) the long-term financial sustainability statement for the financial year; and
- d) the auditor-general's audit reports about the general purpose financial statement and the current-year financial sustainability statement.

**Local Government Act (2009)**

- 104(5) The system of financial management established by a local government must include—
- (b) the following financial accountability documents prepared for the local government—
    - (i) general purpose financial statements;

6. CRITICAL DATES & IMPLEMENTATION

The Financial Statements for the 2013-2014 financial year should be noted by Council at the Ordinary Council meeting in February 2015. These statements will be incorporated into the Annual Report for 2013-2014, which is scheduled to be adopted by Council at a Special Council meeting (to comply with regulated timeframes) on 3 March 2014.

7. CONSULTATION

Consultation has taken place between Burke Shire Council and:

- The Queensland Audit Office;
- Crowe Horwath (internal auditors)

8. CONCLUSION

Council received an unqualified audit in 2013-2014 and all financial sustainability ratios were verified by the Queensland Audit Office.

9. OFFICER'S RECOMMENDATION

That Council notes the contents of this report;

ATTACHMENTS

1. Burke Shire Council Audited Financial Statements 2013-2014



14-4001 Burke SC -  
Financial Statements

## Late Item Reports

### 09.02 Burke Shire Council – Adoption of Asset & Services Management Plan

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle, CEO
FILE REF:	Asset & Services Management
DATE:	7 February 2015
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget (Capital Expenditure & 10 year financial forecast)

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#### 1. PURPOSE (Executive Summary)

- a) To provide information on Council's legislative and regulatory requirements in the area of asset management;
- b) To submit Council's draft Asset & Services Management Plan for adoption by Council;
- c) To outline areas of the plan for subsequent update and review.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In November 2009, the Queensland Government in conjunction with the LGAQ lodged a formal submission with the Commonwealth Government seeking funding from the Local Government Reform Fund to support Councils in the development of Asset Management plans.

Council's "Core" Asset & Services Management Plan was funded through this initiative and developed immediately after the completion of a Full Asset Revaluation of all Council assets in 2010 (APV). However, while the Plan was apparently adopted at the Ordinary Council meeting of April 2012, the Plan does not seem to have gone "live". In addition, QAO continue to note the Plan as displayed on the website notes that the Plan is a "Draft".

##### 09.01.03 Asset & Services Management Plan

That Council adopts the draft Asset and Services Management Plan as presented.

Moved: Cr Forshaw

Seconded: Cr Olive

Carried 13.120418 4/0 FILE NO: BCS/G/AM/MP

Council's Strategic Asset Management Plan and Total Management Plan (Water & Sewer) was adopted in 2010. This plan is scheduled for review in September 2015.

#### 3. PROPOSAL

That, in order to remedy past confusion, Council provides direction to remove "Draft" from the Asset and Services Management Plan.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

To successfully update these plans, Council will need to complete a full asset revaluation.

5. POLICY & LEGAL IMPLICATIONS

**Local Government Act 2009**

**Part 3 Financial Planning and Accountability**

**s104 Financial Management Systems**

(5) The system of financial management established by a local government must include

(a) the following financial planning documents prepared for the local government—

- (i) a 5-year corporate plan that incorporates community engagement;
- (ii) a long-term asset management plan;
- (iii) a long-term financial forecast;
- (iv) an annual budget including revenue statement;
- (v) an annual operational plan;

**Local Government Regulation 2012**

**Division 2 Long-term asset management plan**

**s167 Preparation of long-term asset management plan**

(1) A local government must prepare and adopt a long-term asset management plan.

(2) The long-term asset management plan continues in force for the period stated in the plan unless the local government adopts a new long-term asset management plan.

(3) The period stated in the plan must be 10 years or more.

**s168 Long-term asset management plan contents**

A local government's long-term asset management plan must—

- (a) provide for strategies to ensure the sustainable management of the assets mentioned in the local government's asset register and the infrastructure of the local government; and
- (b) state the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan; and
- (c) be part of, and consistent with, the long-term financial forecast.

As the Plan currently stands, it will not be compliant with s168 of the Local Government Regulation (2012) on the basis that it does not contain capital expenditure of renewing, upgrading and extending the assets for the period covered by the plan. This can be remedied following the completion of Council's scheduled asset revaluation in May 2015.

It should also be noted that many of the Service Level Agreements required in the Asset and Services Management Plan are governed by legislation, regulations and guidelines appropriate to different asset classes and types.

6. CRITICAL DATES & IMPLEMENTATION

It would be prudent for Council to adopt the Asset & Services Management Plan at the February Council meeting with a view to seeking regular updates on the financial data to be incorporated into the plan and the progress of improvement items within the plan.

7. CONSULTATION

External:

- APV Valuers and Asset Management
- CT Management Group
- Carpentaria Shire Council

Internal:

- CEO, Finance Manager & Works Manager

8. CONCLUSION

The “Core” Asset & Services Management Plan was prepared in 2011 and adopted in April 2012. However, the document was never stripped of its “Draft” status. Alleviating this confusion would be beneficial to all.

9. OFFICER'S RECOMMENDATION

That Council confirms resolution 13.120418 and confirms the transition from “draft” to “adopted” status of Burke Shire Council’s Asset and Services Management Plan.

ATTACHMENTS

1. Draft “Asset & Services Management Plan”



110930 Asset and  
Services Managemen

## Late Item Reports

### 09.03 Tyre Shredder - R4R application and funding commitment

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	R4R Funding & Tyre Shredder
DATE:	Wednesday 11 February 2015
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan

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#### 1. PURPOSE (Executive Summary)

To seek direction from Council in relation to a funding commitment for the joint purchase of a tyre shredder with other NWQROC Councils.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The issue of tyres in Gregory and Burketown is of long-standing interest to Councillors and the Burke Shire community. It is also an item of interest to the Department of Environment and Heritage Protection.

A decision was reached at the September NWQROC meeting to submit a joint application for a tyre shredder under the Royalties for the Regions Round 4 funding round. This application was provisionally successful, though the outcome will be dependent on the new government honouring previous government commitments. At this meeting, Council's provisional financial support for a tyre shredding machine was given.

Details of the tyre shredder proposed in the R4R application are detailed below. Please note that this particular machine may be changed, though the funding commitment from the R4R program is unlikely to increase. Please also see relevant attachments for drawings:

The Brentwood Mobile Tyre Shredding Plant as shown on drawing 8008 (attached), includes the following equipment:

- Triaxle semitrailer - spring suspension, 265/70 x 19.5 T/L tyres
- Shredder Model Az150W - 110kW (electric motor) Dual Shaft with 70mm wide cutters, infeed hopper, support stand and chute to conveyor under
- Diesel Genset - 550kVA stand-by with Caterpillar C15 motor, high ambient acoustic enclosure including support frame,
- Tyre lifter - for elevating tyres from ground level up into the tyre shredder. Includes electric drive for positioning lifter in transport position
- Discharge Conveyor - 1200mm wide belt with split frame to allow for positioning (with included winch) conveyor in transport position, support frame
- Electrical controls by PLC with touch control panel, connection and wiring from genset to all items
- All motors electric drive
- Fully assembled on trailer in operating condition

Excludes:

- On road costs and registration
- Fuel
- Prime mover

The Shredding Plant is capable of shredding:

- Car and truck tyres
- Production capacity - up to 8t/hr

Budget price \$785,000 +GST

Pricing is:

- ex works Wollongong

GST needs to be added to all prices

### 3. PROPOSAL

That Council considers whether or not it will financially support the joint purchase of the Brentwood Mobile Tyre Shredding Plant or similar machine in the sum of \$25,000

That Council considers whether or not it will financially support the ongoing maintenance costs of the tyre shredder according to the terms set out in an MOU, which is still under development.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

\$25,000 – currently unbudgeted. However, Council received \$55,000 from the Department of Health in 2014 as compensation for dumping the demolished clinic at the Burketown Landfill. Part of this \$55,000 could be allocated to the joint purchase of the tyre shredder.

Council would need to enter an MOU with other Councils involved in the joint purchase with respect to ongoing maintenance costs.

There is an opportunity for Council to recoup funding/maintenance commitments through shredding tyres for MMG at the Century Mine. At this stage, no commitments/undertakings with MMG have been formalized.

In the absence of other Councils contributing funding, Burke Shire Council may be asked to make a greater contribution or the project might be scuttled.

Indicative costs on the haulage of tyres-as-is from the Shire to a tyre-recycling yard (distance 1100km) are as follows:

230 truck tyres p/trailer @ \$2,200 (+GST) per trailer

460 car tyres p/trailer @ \$2,200 (+GST) per trailer

Assuming 3,000 tyres (1,500 truck + 1,500 car), indicative costing suggests 10 trailers @ \$2,200.

The reduction in the total volume of the tyres post-shredding is unknown at this stage.

The cost differential between tyre/shredded tyre at a recycling yard is also unknown at this stage.

### 5. POLICY & LEGAL IMPLICATIONS

The joint acquisition of a tyre shredder would enable Council to periodically shred tyres located at the Burketown and Gregory landfill sites. This capability could be incorporated into the Burke Shire's Waste Management strategy (under development).

The shredding of tyres would improve Council's ability to run permit-compliant landfills in Burketown and Gregory.

### 6. CRITICAL DATES & IMPLEMENTATION

Direction is required prior to the next NWQROC meeting, to be held in Hughenden on Friday 13 March 2015.



7. CONSULTATION

All consultation to date has been internally with other NWQROC members. Some consultation with DSDIP in relation to whether or not R4R Round 4 funding commitments will be honoured.

8. CONCLUSION

In order for the NWQROC member Councils to proceed with this purchase, Burke Shire and other Councils will need to commit funding.

As yet, there are a number of unknowns. These include whether or not other Councils will confirm provisional commitments made at the NWQROC as well as firm pricing on the costs to dispose of tyres stored at Council landfill sites in Burketown and Gregory (transport + p/tyre cost of recycling). There is also a degree of uncertainty as to the ongoing operational and maintenance costs of this piece of equipment.

9. OFFICER'S RECOMMENDATION

That Council:

- a) Resolves to contribute \$25,000 to the joint purchase of a tyre shredder; and
- b) Resolves to contribute to the ongoing maintenance and operational costs of the tyre shredder;

OR

- c) Resolves not to proceed with the \$25,000 contribution to the joint purchase of the tyre shredder.

ATTACHMENTS

1. 8008 – Product Drawings



150211 - 8008 - Tyre  
Shredder - Attachmei

2. MPS & SM Plant Information



150211 - MPS SM  
Plant information - Ty

## Late Item Reports

### 09.04 Anzac Day Commemorations – 2015 & 2016

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Anzac Day
DATE:	16 February 2015
LINK TO COUNCIL PLAN/S:	Operational Plan (Events)

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#### 1. PURPOSE (Executive Summary)

To present options to Council for the commemoration of Anzac Day 2015 and 2016 with a view to Council allocating funding and in-kind assistance to commemorative activities and memorials for the 2015-2016 financial year.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has previously considered the nature of the contribution it would make to the commemoration of the Anzac centenary. However, no resolution can be found that authorizes a particular course of action. Accordingly, this report seeks to generate Council authorization for a range of commemorative activities/actions for Anzac Day 2015 and 2016.

Unfortunately, there will be little to distinguish Anzac Day 2015 ceremonies from the typical commemorative events that Council runs on Anzac Day each year. It is unlikely, for instance, that Council will be able

#### 3. PROPOSAL

That Council confirms support for sending Burketown State School students (year 5-7) and SOTA students (year 5-6) to Townsville for Anzac Day 2015.

That Council allocates funding toward a commemorative statue/memorial to mark the centenary of Anzac and WWI in Gregory to the value of \_\_\_\_\_ (suggest \$20,000) for the 2015-2016 financial year with an expectation of matched funding.

That Council allocates funding toward a commemorative statue/memorial to mark the centenary of Anzac and WWI in Burketown to the value of \_\_\_\_\_ (suggest \$20,000) for the 2015-2016 financial year with an expectation of matched funding.

That Council authorizes the establishment of Advisory Committees to assist in the research, planning and completion of Anzac Day commemorations in Burketown and Gregory for 2016.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Townsville Trip:

- In-kind contribution: use of Council bus for travelling to and from Century Mine.
- Financial contribution: not greater than \$2,000 (unlikely that this amount will be required)

Gregory commemorative event/statue/memorial: \$20,000

Burketown commemorative event/statue/memorial: \$20,000

5. POLICY & LEGAL IMPLICATIONS

Hire of Council Vehicle agreement.

6. CRITICAL DATES & IMPLEMENTATION

To ensure greater certainty in relation to planning for all commemorative activities, it would be useful to receive Council direction at the February Council meeting.

7. CONSULTATION

Council:

- MMG
- Burketown State School
- Mt Isa School of the Air
- Travel/booking agent
- Australian Army

Previous consultation has taken place in relation to commemorative memorials to mark the centenary of Anzac Day 2015. While a number of people appear to be very interested in these projects, very few people (less than 10) returned feedback on community consultation documentation circulated in 2014. Such feedback is crucial to the success of grant applications.

8. CONCLUSION

Assisting Burke Shire school students (of an appropriate age level) to travel to Townsville for the Anzac Day 2015 commemorative activities aligns with Council's previously stated objectives in relation to the Anzac Day centenary.

By providing guidance and allocating funding toward Anzac Day commemorations in 2016, Council has an increased chance of attracting external funding to assist in the delivery of commemorative activities.

9. OFFICER'S RECOMMENDATION

That Council:

- a) Provides financial and in-kind assistance to support the Anzac Day 2015 trip to Townsville for Burke Shire school children (years 5-7):
  - a. Financial: \$2,000
  - b. In-kind: use of Council vehicle for transport to and from the Century Mine.
- b) Allocates \$20,000 of funding toward 2016 Anzac Day commemorations in Gregory;
- c) Allocates \$20,000 of funding toward 2016 Anzac Day commemorations in Burketown;
- d) Authorises the establishment of Advisory Groups to assist in the development and delivery of 2016 Anzac Day commemorative memorials.

ATTACHMENTS

1. Townsville Trip



150213 - Anzac Day  
2015 - Attachment 1.

2. Advisory Group Guidelines



150213 - Anzac Day  
2016 - Attachment 2

## Late Item Reports

### 09.05 Review and Revision – Code of Conduct

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DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay, Projects & Human Resources Manager
FILE NO:	Code of Conduct Update
DATE:	16 <sup>th</sup> February 2015
LINK TO COUNCIL PLAN/S:	Corporate Governance: Council Policies

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1. PURPOSE (Executive Summary)

- To provide Council with information relating to the updated Code of Conduct
- To undertake an annual review of the Code of Conduct

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This document has undergone some key changes:

- Amalgamation of Code of Conduct and Code of Ethics into single document
- Inclusion of Council Values developed largely by Supervisor team during training with Pat Stanley on 28 January 2015 (Expressed as 'Corporate Values' – Section 5)

3. PROPOSAL

The main purpose of this review was to streamline some documentation (combining the Codes of Conduct and Ethics), meet our goals of reviewing policies in a regular and timely fashion, and to insert agreed-upon values content (developed by staff) into the document.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil financial

5. POLICY & LEGAL IMPLICATIONS

The Code of Conduct is an important document, in that – unlike many policies – it has bearing on every aspect of Council business. For the sake of good governance, it is important that this document is adhered to, and its values upheld, by all Council staff.

6. CRITICAL DATES & IMPLEMENTATION

No deadlines

7. CONSULTATION

Discussion and updates provided by:-

- PHRM
- Leadership group, through contribution of Values
- All staff, through distribution of Code and Values at Toolbox meetings on 3 and 10 February 2015 and subsequent discussion/feedback
- Councillors, through distribution of Code and Values via email on 3 February 2015

8. CONCLUSION

While it is not required for Councillors to formally adopt a Code of Conduct, as opposed to a Policy, given the organization-wide influence of this document it is important that everyone be familiar with its contents. It details not only some of our legislative requirements, but also a set of values and a way of doing business that all levels of Council staff have had input into and agreed upon.

9. OFFICER'S RECOMMENDATION

That Council notes the new Code of Conduct.

ATTACHMENTS



150216 Burke Shire  
Council Code of Conc

1. Burke Shire Council Code of Conduct -

## Late Item Reports

### 09.06 Appointment of Internal Audit Committee

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Internal Audit Committee
DATE:	Monday 16 February 2015
LINK TO COUNCIL PLAN/S:	Operational Plan, Internal Audit Plan

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#### 1. PURPOSE (Executive Summary)

To confirm appointment of members of the Internal Audit Committee and to confirm the appointment of the Internal Audit Committee's Chairperson.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted an Internal Audit Committee Policy in September 2014.  
Council will confirm its Internal Audit Plan at the February Council meeting in 2015.

#### 3. PROPOSAL

That Council appoints the following persons to the Internal Audit Committee:

- 1) External member: Mark Wright
- 2) 1<sup>st</sup> Councillor: Cr \_\_\_\_\_
- 3) 2<sup>nd</sup> Councillor: Cr \_\_\_\_\_
- 4) Member: Simba Chimpaka
- 5) Member:

That Council appoints Mark Wright as the Chairperson of the Internal Audit Committee.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

There are costs associated with the appointment of an external member who has significant experience and skills in financial matters. Standard costs for the provision of these services are between \$1,500 and \$1,900 per day.

There will also be costs associated with implementing recommendations from the Internal Audit Committee.

#### 5. POLICY & LEGAL IMPLICATIONS

Section 207 of the Local Government Regulation 2012 requires that

(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.

#### 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) 1, 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.

In terms of satisfying s210(1b)(ii), Mark Wright has expertise in the following areas: asset management, auditing, audit plan preparation, budgeting, financial management and planning, governance, federal/state/local government, insurance, information technology, quality assurance, payroll, performance measurement, financial policies and procedures, procurement, project management and risk management.

## 6. CRITICAL DATES & IMPLEMENTATION

The appointment of the Internal Audit Committee should take place at the February Council meeting.

## 7. CONSULTATION

Burke Shire Council has consulted with:

- Crowe Horwath
- The Queensland Audit Office
- Bundaberg Regional Council
- LGAQ

## 8. CONCLUSION

The appointment of the Internal Audit Committee is crucial to the operation of the Internal Audit function within Council.

## 9. OFFICER'S RECOMMENDATION

That Council appoints the following persons as members of the Internal Audit Committee for the remainder of this Council's term:

- External member: Mark Wright
- 1<sup>st</sup> Councillor:
- 2<sup>nd</sup> Councillor:
- Member: Simba Chimpaka
- Member:

AND

That Council appoints Mr. Mark Wright as the Chairperson of Burke Shire Council's Internal Audit Committee for the remainder of this Council's term.

## Late Item Reports

### 09.07 Internal Audit Plan

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Internal Audit Plan
DATE:	Monday 16 February 2015
LINK TO COUNCIL PLAN/S:	Operational Plan

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1. PURPOSE (Executive Summary)

To submit the Internal Audit Plan 2014-2015 to Council.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the Internal Audit Committee Policy in September 2014.

3. PROPOSAL

That Council adopts the Internal Audit Plan as submitted.

4. FINANCIAL & RESOURCE IMPLICATIONS

The appointment of an external member who has significant experience and skills in financial matters.

5. POLICY & LEGAL IMPLICATIONS

Section 207 of the Local Government Regulation 2012 requires that

(1) For each financial year, a local government must—

- e) prepare an internal audit plan; and
- f) carry out an internal audit; and
- g) prepare a progress report for the internal audit; and
- h) assess compliance with the internal audit plan.

(2) A local government's internal audit plan is a document that includes statements about—

- d) the way in which the operational risks have been evaluated; and
- e) the most significant operational risks identified from the evaluation; and
- f) 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—

- c) the progress report mentioned in subsection (1)(c); and
- d) at least twice during the year after the internal audit is carried out, each of the following documents—
  - iv. a summary of the recommendations stated in the report;
  - v. a summary of the actions that have been taken by the local government in response to the recommendations;
  - vi. 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



6. CRITICAL DATES & IMPLEMENTATION

The Internal Audit Plan should be adopted at the February Council meeting.

7. CONSULTATION

Burke Shire Council has consulted with:

- Crowe Horwath
- The Queensland Audit Office
- LGAQ
- Department of Local Government, Community Recovery and Resilience

8. CONCLUSION

The Internal Audit Plan identifies suitable items and projects for investigation.

9. OFFICER'S RECOMMENDATION

That Council adopts the Internal Audit Plan as submitted.

ATTACHMENTS



150216 - Internal  
Audit Plan 2014-15 - ,

1. Internal Audit Plan

## 10 Consideration of Notice(s) of Motion and Petitions

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### 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

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Report to be provided to meeting.

## 12 Councillor Reports

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Councillors will provide reports to the meeting.

## 13 New business of an urgent nature admitted by Council

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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

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14.01 Closed Session - Mobile Blackspot Programme

14.02 Closed Session - Leave Liability Report

14.03 Closed Session - Relocation Expense Report

14.04 Confidential - Allocation of Council Accommodation

## 15 Deputations and presentation scheduled for meeting

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None received at time of agenda preparation.

## 16 Closure of meeting

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The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 19<sup>th</sup> March 2015.