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*Agenda and Business Papers  
Burke Shire Council Ordinary General Meeting  
Thursday 19<sup>th</sup> March 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 Murray

## 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 19 February 2015 and Special Meeting Monday 2 March 2015

#### Recommendation

That the Minutes of the General Meeting of Council held on Thursday 19 February 2015 and the Minutes of the Special Meeting of Council held on Monday 2 March 2015 as presented be confirmed by Council.



150219 Confirmed  
Minutes.pdf



150302 Confirmed  
Minutes - Special Mee

## 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 Workshop and Fleet Report
- 07.03.01 Executive Officer Report
- 07.04.01 Finance Report
- 07.05.01 Human Resources Report

## Works and Services Reports

### 07.01.01 Works and Services Monthly Update Report

DEPARTMENT: Works and Services

RESPONSIBLE OFFICER: Works Manager

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

DATE: 11<sup>th</sup> March 2015

LINK TO COUNCIL PLAN/S: Works Program

#### 1. WORKS MANAGER

##### General

Works completed or commenced over the last month include (up to 11<sup>th</sup> March 2015):

- RMPC – minor works.
- Top dressing the park at Gregory.
- Commenced opening grades on Shire Roads.
- Request for Services quotations:
  - Road verge slashing, and
  - Bores for Groundwater test monitoring.
- Road patch and repair Doomadgee East Road.
- Tender closes for NDRRA Earthworks.
- Meeting with Kim Yap (TMR) regarding Gregory street damage and repairs.
- Inspection of Archie Creek with GBA.
- Attended the NWQRRTG meeting in Cloncurry.
- Commenced RMPC road verge slashing.
- Local roads inspection.

##### Training:

- PCS and Infoxpert training for supervisors and relevant staff.

##### Works for upcoming month:

- Installation of the Dump Ezy point.
- Works program planning for 2015/16 financial year.
- RMPC – 6801 – Light and medium grade works.
- Housing maintenance and renovations.
- TIDS road design.
- Musgrave St seal repairs.
- IPWEA Asset Valuation training

##### RMPC

	Allocation	Claim 8 March	Funds Remaining
Schedule 1	\$432,700.00		\$363,883.60
Schedule 2	\$258,300.00		*-\$99,131.12
Schedule 3	\$60,000.00		\$0.02
Schedule 4	\$1,000.00		\$1,000.00
Schedule 5	\$25,000.00		\$5,750.00
Total	\$777,000.00		\$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.

#### NDRRA Flood Damage Works

The tender for the Earthworks component of NDRRA closed on the 16<sup>th</sup> of March. Discussions with GBA have indicated that due to the level of interest in these works, the tender evaluation and subsequent recommendation will make for slow progress. Subsequent tenders for remaining works will be released over the next eight weeks.

#### Gregory Ablution Block

Will now be completed week of 23<sup>rd</sup> March.

#### WHS Incidents

We have had one minor incident over the reporting period resulting in 5 hrs loss of work (webbing crush between thumb and forefinger requiring dressing by medical staff).

#### Scrap Metal Removal

Zebra Metals had been delayed by unfavourable weather conditions resulting from TC Marcia. They have since commenced work in the region and will commence work at the Burketown tip on Monday the 15<sup>th</sup>.

#### Opening Grades – Shire Local Roads

Less rain through the region has meant an earlier than anticipated start to maintenance grades across the Shire. Works commenced from both Adel's Grove and Hells Gate on the 2<sup>nd</sup> of March and are due for completion on the 20<sup>th</sup>.

#### Request for Services – Quotations

Road verge slashing – local roads: Closed on the 13<sup>th</sup> of March.

Groundwater monitoring bores: Closed on the 6<sup>th</sup> March.

#### Meeting with Kim Yap – TMR

A meeting was conducted in Cloncurry to discuss seal works for Gregory town streets resulting from damage that occurred during the offload of materials for the Roadtek/TMR camp that was set up in Gregory during 2013. Although representatives from both TMR and Roadtek were present, neither representative was aware of any issues or the works that were to be completed. Both TMR and Roadtek have since inspected the seal damage in Gregory but are yet to advise of a suggested course of action.

#### Archie Creek

Investigations have taking place at the Archie Creek crossing on the on the Gregory – Century Road. Two scenarios are currently being investigated but will require significant road re-design outside of the existing road corridor.

## 2. RANGER

#### Litter Management

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

#### Sites Visited

China wall:

Beamesbrook crossing:

Gregory crossing:

#### Report

1 Bin at the fishing site.

1 Bin being utilised.

2 Bins being utilised, placed up high out of flood reach.

Cleaned up area due to large amount of rubbish left around.

Seven dead wallabies removed from town roads during this period.

#### Animal Control

- Misted a council residence for ticks and fleas.
- Yet to spray Almora for mosquitoes.
- Call to remove a snake for a class room at the school.
- Regularly checking/ monitoring whether there is live stock and how many in the following areas, Town common, STP, Camping Reserve, Racecourse & Burketown south.
- Sprayed Utilities building Moungebii oval for white ants, destroying the wall sheeting, cleaned up white ant trains coming up out side wall- will check monthly until pest control operator can attend.

#### 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 qualifications to be legally able to control insect pests – includes fogging and misting for mosquitoes.
- Sprayed Rubbervine, Prickly acacia, and Calotrope on road reserves.

#### Complaints

- None in the reporting period.

#### General

- Serviced the Rex RPT flights whilst Bob Marshall on leave also conducted the regular airport checks.
- Weather bureau rain gauge at the airport has not been recording this issue has been reported to the BOM and replacement parts have been ordered.
- 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 last downloaded 4<sup>th</sup> February – results to CEO and WM.  
 Batteries replaced in units before and after Century turnoff.  
 Two new counters arrived and will be placed out in the field once locks arrive.
- Maintaining register of employee licences and tickets etc.
- Attended LGAQ Leadership training.
- Attended Infoxpert training
- Refurbishing first aid kits, Cleaning, checking contents and use by dates etc.
- Traffic management plans drafted for wet weather road closures, 6801,78A, Nardoo road and Doomadgee road

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

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

15-Oct	Cliffdale	1 Tub Dek9	= 200 Dog baits
15-Oct	Almora/ Pandanus	300 kg	= 600 baits
15-Oct	Westmoreland	300 kg	= 600 baits
16-Oct	Yeldham	200 Kg	= 400 baits
16-Oct	Gregory downs	985 Kg	= 1970 baits
17-Oct	Riversleigh	1000 Kg	= 2000 baits



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

Total

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

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

### 3. PARKS AND GARDEN

Programed works

- Works programme continued.
- Airport mowed.
- Slashing around town and out of town area has commenced.
- Daily works program has started for Gregory
- Plants and Turf have arrived and are now installed at the Nijinda Durlga.
- Have completed laying turf and garden beds have also been done.
- Catching up with mowing and tidy up around town areas
- Parks and Gardens are receiving a handover of the aquatic centre from the utilities crew.
- Weekly visits to Gregory are ongoing, Tony and Laurie attend Tool Box meetings each Tuesday
- Ongoing repairs and maintenance to Morning Glory Park sprinkler system.

Non programed works

Turf was laid around BBQ area at Gregory, additional plants will be planted at Gregory next week.

Commenced tidy up of the cemetery at Gregory.

Old school shed as also been cleaned out.

Slashing continues around Gregory.

### 4. BUILDING MAINTENANCE

Clemments electrical have conducted servicing of air-conditioning units in the admin building. Richardson's have completed further works on the admin building. Quotes have been received for the re-roof of the building.

### 5. UTILITIES

Water Treatment Plant

Water usage for January:

DAILY READING WTP BURKETOWN			
FEBRUARY	TOWN WATER METER	DAILY USAGE (kL)	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE	17,190kl	614	
HIGHEST DAILY USAGE	807	27 Feb	
LOWEST DAILY USAGE	305	24 Feb	

DAILY READING WTP GREGORY			
FEBRUARY	TOWN WATER METER	DAILY USAGE (KL)	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE			

#### Water Reticulation

- Water meter reading completed on 5 March.
- Future works
  - New water meter tags have been installed in Burketown, Gregory will be completed over the next month.

#### Sewerage

Effluent testing continues to provide results within guidelines. The most recent test result was not available at the time of writing this report.

#### Sewer Pumping Stations

- All stations functioning satisfactorily.

#### 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

- All pools have been functioning well. We have carried out a lot of maintenance on the electrodes as they had a lot of scaling and were not producing the chlorine results that we needed.

#### Burketown Aerodrome

- Pothole repairs – programmed for repair (Jetpatcher).
- Runway lights all operational.
- Perimeter fence is secure.

#### Rex Regional Express

##### Airline Performance

- No significant delays have effected Burketown over the reporting period – an aircraft breakdown in Doomadgee on the 9<sup>th</sup> March saw the cancellation of pick-up passengers and a minor delay to the arrival of the aircraft in Burketown.
- 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.

#### 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 plagues
  - Update burial register on notice board at gazebo

6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



Attachment 1 -  
Works Program.pdf

1. Works Program

## Workshop and Fleet Reports

## 07.02.01 Workshop and Fleet Report

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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> March 2015

LINK TO COUNCIL PLAN/S: Works Program

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

Plant #	Description	Maintenance	Scheduled	Cost	Comment
422	New Holland 80-66S Tractor	A/C and check over	No	4 hrs	Old age
426	Drake Low Loader	Tyres, side shift ram, brakes	No	18 hrs	Speed, old age, annual
427	Haulmark side tipper	Brakes, bearings, rockers	Yes	40 hrs	Annual maintenance
479	Mitsubishi Fuso Truck	A/C and batteries	No	8 hrs	Age
480	Western star Prime mover	310K service and hangers	Yes	8 hrs	Maintenance
487	Haulmark Dolly	Brakes, bearings, rockers, turntable, check over	Yes	24 hrs	Annual maintenance
494	FORKLIFT - CAT DP23N	1,250 hr service	Yes	4 hr	Maintenance
506	Ammann Drum Roller	Vibe fault	No	10 hr	Cheap roller
522	GRADER - CAT 140M	A/C receiver drier	No	4 hrs	Fault
524	2wd Hilux	Hazard lamps	No	2hrs	Fault
529	Ride on mower - John Deere	Tyres	No	2 hrs	Wear
538	Workshop Truck	45K service and tyres	Yes	4 hrs	Maintenance
539	Toyota Hilux	30K service	Yes	2 hrs	Maintenance
545	Mitsubishi Job Truck	Hazard lamp, tie rod, tyre	No	6 hrs	Wear
546	Kubota M9540 Tractor	Filters, grease, check over	No	2 hrs	Maintenance
547	Kubota M9540 Tractor	Check over, skids, set	No	6 hrs	Wear
554	Triple Road Train	Tyres	No	3 hrs	Wear
561	Landcruiser Dual Cab	Fuel filter	No	1 hrs	Dirty
568	Kioti KZ2652 Zero Turn	Spindle bearings and blades	No	4 hrs	Wear- 145 hrs
	River Cameras	Having to restart	No	20 hrs	High maintenance
	Hub Grass	Assisted	Yes	32 hrs	Looks good
	Banners	Easter banners up	Yes	2 hrs	
	Ice machine	On going	No	2 hrs	Come good
	Gregory Workshop	Frame extended, roof on	Yes	40 hrs	Overdue
	Gregory Depot Genset Shed	Side walls and exhaust on	Yes	20 hrs	Overdue
	Tennis Lights	High work completed	No	2 hrs	Future- LED

## 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 done
- 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 March 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 Report

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE NO:	Business Paper
DATE:	10 <sup>th</sup> March 2015
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

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#### 1. EVENTS CO-ORDINATOR

##### 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 to the Department of Veterans’ Affairs.
- 2015 Burke Shire Schools ANZAC DAY trip to Townsville – final arrangements being made in relation to this trip. Application has been made to MMG to cover the flights to Townsville and return. Seven children and two adults will be attending from Burketown State School. 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 the 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

- April - Burketown Barramundi Fishing Comp, International Women’s Day, Anzac Day

##### ARTOUR:

Two Council representatives will be attending professional development training in Winton on the 23<sup>rd</sup> March. The training will cover marketing, budgeting, programming and community engagement and will be full of practical resources and suggestions that will help meet the specific needs of Burke Shire audience and community.

Burke Shire Council will engage one artist to perform during the year. We are currently exploring artists and time frames for the next performance.

##### RADF

Further training will be provided in Winton in relation to the changes to the RADF programme and discuss ways that monies can be spent to support the community.

2. LIBRARY

The Burketown Library has reopened and is ready for business. Council Staff member will be attending training in Brisbane from 23 to 27 March. Each year the State Library of Queensland hosts a week-long professional development program in Brisbane for staff of small rural and regional libraries. The program comprises a series of workshops and presentations, and allows public library staff to engage in discussions and hands-on activities with industry peers, colleagues and guest presenters to explore the concepts and ideas behind the provision of vibrant public library services in the 21<sup>st</sup> Century.

3. ACCOMMODATION

Council currently has ten people on the waiting list looking for accommodation, two of these are Council staff (one of which are in Council units) and eight are members of the public.

Council Staff Applications

House Applications	2
Unit Applications	0

General Public

House Applications	5
Unit Applications	6

4. PROMOTION

Social Media

Burke Shire Council Facebook page now has 251 members (increase of 7) 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 late March.

5. DEVELOPMENT APPLICATIONS

GMA Certification will be visiting in April 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

### Recordkeeping Update

New processes created over the last year with the help from CorpMem have improved the capture of records for Council. These processes will continue to be redeveloped and created to ensure the flow of inwards correspondence is captured and responded to within a small window space. Councillors will now receive their inwards correo tasks via infoXpert which will free up process time for admin staff. Staff have received training in February to help understand the process of saving documents into the system. More training packages will be created over time to help with training staff in relation to the importance of record capture to Council and how this process will continue to keep Council compliant.

There are 2905 transaction folders that either require cutting-off or having an anticipated cut-off date. Transaction folders that do not have an anticipated close date may never be in a condition that allows them to be disposed. The majority of these are legacy folders that existed before the CorpMem Retention and Disposal framework was implemented. Over time CorpMem will work through these and either cut them off or enter an anticipated close date.

### InfoXpert Training

Training was completed for Staff and Councillors for the 17<sup>th</sup> and 18<sup>th</sup> February 2014. Great feedback has come back from staff/Councillors and the InfoXpert trainer. Staff seem to be more comfortable with the process of saving documents into the system, completing tasks and creating their own filing system in UserWorkspace.

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

February	All InfoXpert Users
March	Madison Marshall – LGMA Office Village Forum (Cancelled – flight cancelled)
	Jenny Williams – LGMA – Managers Course (Cancelled – staff numbers)
	Jenny Williams – Arts Qld and RADF - Winton
	Faith Gwatidzo – Arts Qld and RADF – Winton
	Patricia Prior – State Library Training - Brisbane

## 10. OFFICER'S RECOMMENDATION

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

## ATTACHMENTS

1. CorpMem Report – January



2. Correspondence Report – Jan 1 to current





## Finance Reports

## 07.04.01 Finance Monthly Update Report - for the month of February

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Council Meeting Report - Finance Monthly Update Report
DATE:	19.03.2015

## 1. STATEMENT OF COMPREHENSIVE INCOME (SUMMARY)

	Quarter 1 July - Sept 2014	Quarter 2 Oct - Dec 2014	Quarter 3 (Excl Mar) Jan - Feb 2015	Year to Date Feb-15
<b>Income</b>				
<b>Recurrent revenue</b>				
Rates, levies and charges	1,726,661	24,062	(169)	1,750,554
Fees and charges	11,248	13,728	5,602	30,578
Rental income	33,335	36,045	18,490	87,870
Interest received	112,322	125,463	79,753	317,538
Sales revenue	72,841	255,449	52,593	380,883
Other income	7,016	29,028	315	36,359
Grants, subsidies, contributions and donations	791,539	3,092,283	772,459	4,656,281
<b>Total recurrent revenue</b>	<b>2,754,962</b>	<b>3,576,058</b>	<b>929,043</b>	<b>7,260,063</b>
<b>Capital revenue</b>				
Grants, subsidies, contributions and donations	5,974	488,973	500,000	994,947
<b>Total capital revenue</b>	<b>5,974</b>	<b>488,973</b>	<b>500,000</b>	<b>994,947</b>
<b>Total revenue</b>	<b>2,760,936</b>	<b>4,065,031</b>	<b>1,429,043</b>	<b>8,255,010</b>
<b>Capital income</b>	-	-	-	-
<b>Total income</b>	<b>2,760,936</b>	<b>4,065,031</b>	<b>1,429,043</b>	<b>8,255,010</b>
<b>Expenses</b>				
<b>Recurrent expenses</b>				
Employee benefits	920,872	1,057,738	640,221	2,618,831
Materials and services	611,186	717,704	540,073	1,868,963
Finance costs	3,745	4,072	2,278	10,095
Depreciation and amortisation		825,600	289,766	1,115,366
<b>Total recurrent expenses</b>	<b>1,535,803</b>	<b>2,605,114</b>	<b>1,472,338</b>	<b>5,613,255</b>
<b>Capital Expenses</b>	-	-	-	-
<b>Total expenses</b>	<b>1,535,803</b>	<b>2,605,114</b>	<b>1,472,338</b>	<b>5,613,255</b>
<b>Operating surplus</b>	<b>1,225,133</b>	<b>1,459,917</b>	<b>(43,295)</b>	<b>2,641,755</b>

Rates and Utility Revenues declined slightly from the last quarter (\$169) as credit levies were processed as part of the rates review process. Rates and Utility revenues will increase in the next reporting period as supplementary levies are issued for water access charges.

Rental income increased consistently with monthly rental revenue forecast. Rental revenue sits at \$87,870 an increase of \$18,490 from the last quarter.

Interest revenue increased to \$317,538 from the last quarter. The increase mainly relates to investment interest received and a slight increase in interest on rates. \$34,000 in investment interest was received in February.

Sales revenues increased slightly from the last reporting period. Increases in sales revenue pertain to recoverable works conducted through the month of February.

Grants, subsidies and contributions increased to \$4,656,280, an increase of \$746,000 from the last reporting period. The increase in non capital grant funding primarily reflects the receipt of FAG General Purpose and FAG Road Grants.

Overall total year to date revenues exceed total year to date expenditure resulting in a net surplus of \$2,641,755.

## 2. STATEMENT OF COMPREHENSIVE INCOME VARIANCE ANALYSIS

### Income

<b>Recurrent revenue</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Over/Under Budget</b>
Rates, levies and charges	1,750,554	2,747,768	(997,214)	-36%
Fees and charges	30,578	48,464	(17,886)	-37%
Rental income	87,870	83,336	4,534	5%
Interest received	317,538	286,040	31,498	11%
Sales revenue	380,883	518,000	(137,117)	-26%
Other income	36,359	21,064	15,295	73%
Grants, subsidies, contributions and donations	4,656,281	7,958,712	(3,302,431)	-41%
<b>Capital revenue</b>	<b>994,947</b>	<b>282,664</b>	<b>712,283</b>	<b>252%</b>
<b>Total Revenue</b>	<b>8,255,010</b>	<b>11,946,048</b>	<b>(3,691,038)</b>	<b>-31%</b>
<b>Recurrent Expenditure</b>				
Employee benefits	2,618,831	2,955,150	336,319	11%
Materials and services	1,868,963	3,809,980	1,941,017	51%
Finance costs	10,095	11,336	1,241	11%
Depreciation and amortisation	1,115,366	1,020,352	(95,014)	-9%
<b>Total Expenditure</b>	<b>5,613,255</b>	<b>7,796,818</b>	<b>(2,183,563)</b>	<b>-28%</b>
<b>Net Operating Surplus</b>	<b>2,641,755</b>	<b>4,149,230</b>	<b>(1,507,475)</b>	<b>-36%</b>

### Notes for variances to budget

It should be noted that there are several main items at an Income Statement level that vary from the pro-rata budget figures as at the end of February. The majority of these differences from the pro-rata figures pertain to timing differences.

#### *Rates & Utility Charges*

Rates and Utility revenue sits at \$1.75m or 63% of the pro-rata budget figure. The second half yearly Rates and Utility Charges will be levied in April which will bring rates revenue closer to the budget position. Supplementary levies for Water Access charges and State Emergency levy will be raised in March; the supplementary levy is based on findings from the ongoing rates review.

#### *Fees & Charges*

Fees and charges revenue sits at \$30,578 or 63% of the pro rata budget figure. Airport landing fees constitute the largest contribution to Fees and Charges revenue, other contributions stem from connection fees, aquatic centre fees, hall hire, licencing, building and property related fees.

#### *Rental Income*

Rental income is currently \$87,870 which is 5% over the budget figure.

*Interest Received*

Interest received is 11% higher than the budget figure at \$317,538. Data collected from Curve securities shows that the interest rates on Council's investments compared favourably to other financial institutions.

*Sales Revenue*

Sales revenue and recoverable works income sits at \$380,883 or 74% of the pro rata budget figure of \$518,000. Approximately \$270,000 in revenue for RMPC is still outstanding to be remitted to Council as RMPC works are completed.

*Other Income*

Other income is 73% higher than budget figures primarily reflecting receipt of unbudgeted refunds from work cover claims.

*Grants, subsidies, contributions and donations.*

Receipts of a number of Grants and subsidies occurred from the last reporting period bringing Grants, Subsidies, Contributions and Donations to \$4,6m or 59% of the \$7,9m budget figure. The variance mainly relates to revenues which have not been remitted to Council for NDRRA works at the end of the reporting period. FAG Grants and HACC grants are on track with pro rata budget figures.

*Capital Revenue*

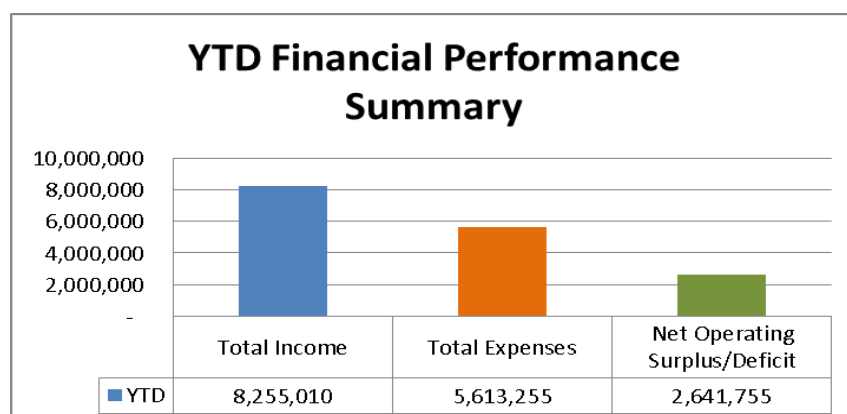
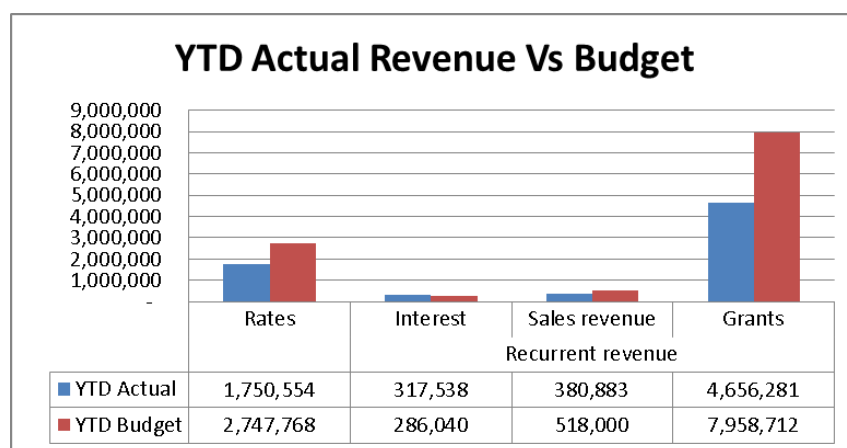
Revenue increased by \$400,000 from the last reporting period, the increase was primarily driven by revenues for TIDS works completed last quarter.

*Employee Benefits & Materials and services*

Recurrent expenditure (employee benefits and material and services) is under budget. Expenditure in some areas exceeds the pro rata budget in other areas performance is under the budget figure, overall recurrent expenditure is under budget by \$2.2m or 33%.

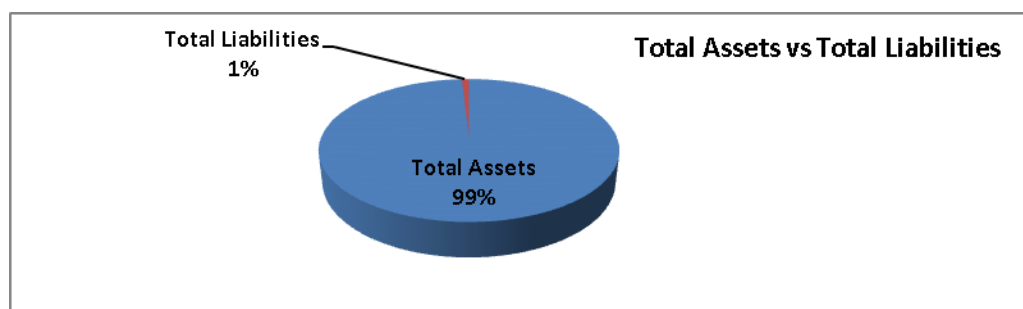
*Finance costs*

Bank fees are 11% under budget sitting at \$10,000.



## 3. STATEMENT OF FINANCIAL POSITION AS AT 28 FEBRUARY 2015

	Jan 2015 Actual	Feb 2015 Actual	% Change
<b>Current Assets</b>			
Cash and cash equivalents	14,711,188	14,554,343	-1%
Trade and other receivables	78,191	436,796	459%
Inventories	282,167	272,836	-3%
Other financial assets	315,859	305,544	-3%
Non-current assets classified as held for sale	-	-	
<b>Total current assets</b>	<b>15,387,405</b>	<b>15,569,519</b>	<b>1%</b>
<b>Non-current Assets</b>			
Property, plant and equipment	126,652,118	126,652,118	0%
Accumulated Depreciation	(32,961,444)	(33,112,313)	0%
Capital works in progress	1,791,607	2,051,373	14%
Intangible assets	-	-	
<b>Total non-current assets</b>	<b>95,482,281</b>	<b>95,591,178</b>	<b>0%</b>
<b>TOTAL ASSETS</b>	<b>110,869,686</b>	<b>111,160,697</b>	<b>0%</b>
<b>Current Liabilities</b>			
Trade and other payables	182,170	168,678	-7%
Borrowings	-	-	
Provisions	196,172	332,477	69%
Other	6,000	6,000	0%
<b>Total current liabilities</b>	<b>384,342</b>	<b>507,155</b>	<b>32%</b>
<b>Non-current Liabilities</b>			
Trade and other payables	-	-	
Interest bearing liabilities	-	-	
Provisions	650,227	551,307	-15%
Other	-	-	
<b>Total non-current liabilities</b>	<b>650,227</b>	<b>551,307</b>	<b>-15%</b>
<b>TOTAL LIABILITIES</b>	<b>1,034,569</b>	<b>1,058,462</b>	<b>2%</b>
<b>NET COMMUNITY ASSETS</b>	<b>109,835,117</b>	<b>110,102,235</b>	<b>0%</b>
Community Equity			
Shire capital	39,529,889	39,529,889	0%
Asset revaluation reserve	50,369,222	50,369,222	0%
Retained surplus/(deficiency)	13,231,879	13,498,997	2%
Other reserves	6,704,127	6,704,127	0%
<b>TOTAL COMMUNITY EQUITY</b>	<b>109,835,117</b>	<b>110,102,235</b>	<b>0%</b>



Notes to Statement of Financial Position*Cash and Cash Equivalents*

Cash balances decreased by 1% from the last reporting period. This reflects outflows on operational and capital expenditure with resultant increases in Capital works in progress and recurrent expenditure.

*Trade and other receivables*

Receivables increased by 450% from the last reporting period primarily due to invoices raised for TIDS revenue and a number of recoverable works invoices for private works.

*Other Financial Assets*

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

It must be noted that the statement of Financial position was updated with 2013/14 data and is now drawing on the Audited Financial Statements for opening balances except for revalued non current assets (to be updated in next months report). The updating of 2013/14 closing balances and roll forward resulted in the reversal of a receivable pertaining to misappropriation of funds resulting in a decrease in Other Financial assets. On receipt of the funds revenues under “Other Income” will increase.

*Property Plant and equipment*

Several assets were capitalised in February, however the dates of completion of the capital projects were prior to February therefore the values reported in the last period have been adjusted. Council's property and plant and equipment sits at \$126,652,118.

It must be noted that the value of the assets will be adjusted upwards once the asset register has been updated and opening balances are rolled over to match the audited Financial Statements.

*Capital works in progress*

Capital works in progress sit at \$2,051,373.

*Liabilities*

Current liabilities relate to unpaid invoices (not yet due for payment) at the end of February. Provisions for employee entitlements have been updated as required.

Retained surplus increased by 2% to \$13,498,997 from the last reporting period.

## 4. SUMMARY OF CASH INVESTMENTS HELD

The table below shows indicative interest rates as per Curve Securities data at 28-02-2015

Indicative Term Deposit Interest Rates	
Financial Institution	Rate
St George Bank	2.73%
Bank of Melbourne	2.73%
Bank SA	2.73%
AMP	2.75%

**What is Council getting?**

Account	Balance	Rate
QTC Investment	10,905,287.12	3.47%
NAB Term Deposit	500,000.00	3.80%
Westpac Cash Reserve	2,646,514.24	2.73%

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

## 5. MEASURES OF COUNCILS FINANCIAL SUSTAINABILITY

Ratio	Target	2014/15
<b>Current Ratio</b>		
Measures Council's ability to meet short term obligations from cash and liquid financial assets	This ratio should exceed 1:1	31
<u>Current assets</u>		
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	30
<u>Unrestricted current assets</u>		
Current Liabilities		
<b>Asset Sustainability Ratio</b>		
Measures the extent to which infrastructure assets are being replaced as they reach the end of their useful lives	>90%	30.9%
This ratio assists council to determine its ability to maintain infrastructure assets over the long term		
<u>Capital expenditure on renewals</u>		
Depreciation expense		
<b>Operating Surplus Ratio</b>		
Measures the extent to which operating revenue covers operational expenses	Between 0 and 10%	23%
<u>Net operating surplus (excluding capital items)</u>		
Total operating revenue (excluding capital items)		
<b>Net Financial Liabilities Ratio</b>		
Measures the extent to which the net financial liabilities of Council can be serviced by operating revenues	<60%	-200%
<u>Total liabilities - current assets</u>		
Operating revenue (excluding capital items)		

Notes to Ratios

*Asset Sustainability Ratio:* Council's ratio at the end of the reporting period was below the target ratio however this ratio is generally distorted given timing differences in council expenditure on renewals particularly in relation to road flood damage restoration works. It must be noted that regular maintenance on infrastructure assets has been conducted through the financial year. Council has also invested in new assets and asset upgrades but the ratio excludes expenditure on new assets from the formula numerator.

*Working Capital Ratio:* Council's working capital ratio exceeds the target ratio of 1:1 with a strong cash position; council has sufficient working capital to deliver services to the community at an appropriate level and standard.

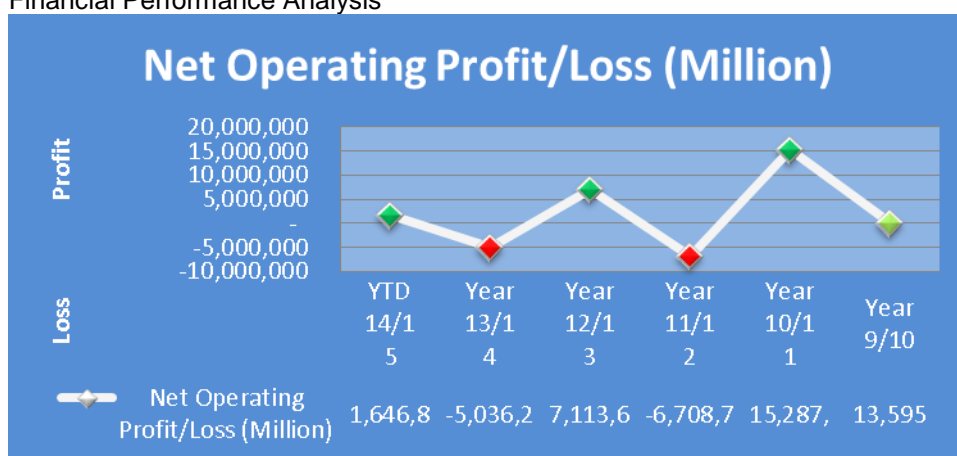
*Operating Surplus:* The target ratio is between 0 and 10%; Operating revenues generated through the year have resulted in a current position of 23% which reflects that council is generating sufficient operational revenue to meet its financial obligations and to deliver community services in line with the operational and corporate plan. While Council has an operating surplus, the standard of services delivered to the community needs to be monitored to ensure community expectations are met.

*Net Financial Liabilities Ratio:* Council's net financial liabilities ratio of -200% indicates that current assets exceed total liabilities and therefore Burke Shire Council has significant financial capacity and ability to increase its loan borrowings if necessary.

## 6. TREND ANALYSIS

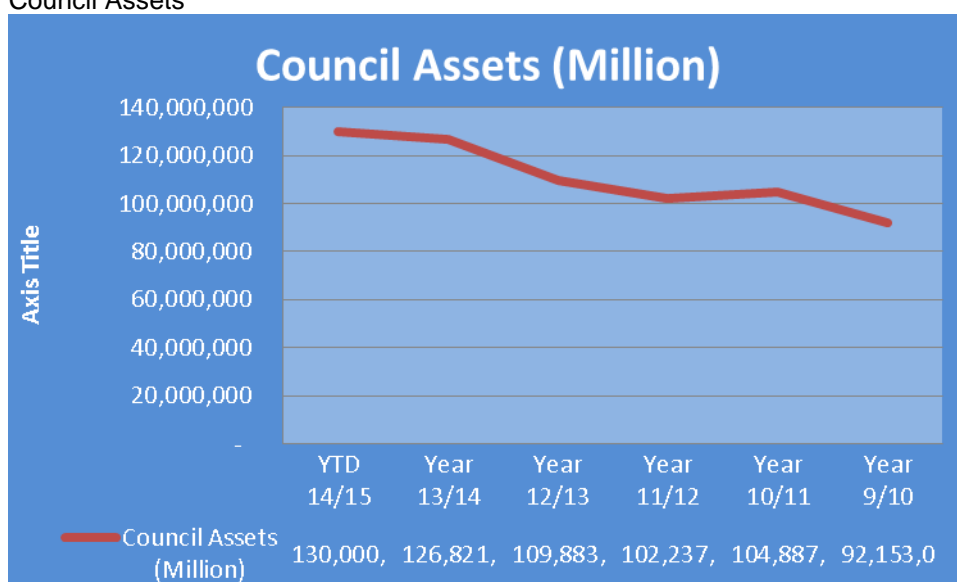
	YTD 2014-15	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010
Total Operating Income	7,260,063	6,960,980	16,318,134	16,695,311	30,538,188	8,986,429
Total Operating Expense:	5,613,255	11,997,206	9,204,478	23,404,077	15,250,702	8,972,834
<b>Net Operating Result</b>	<b>1,646,808</b>	<b>- 5,036,226</b>	<b>7,113,656</b>	<b>- 6,708,766</b>	<b>15,287,486</b>	<b>13,595</b>
Council Assets	111,160,697	126,821,047	109,883,913	102,237,123	104,887,821	92,153,043
Council Liabilities	1,058,462	2,627,442	1,440,242	1,263,308	1,676,256	2,195,595
<b>Council Net Value</b>	<b>110,102,235</b>	<b>124,193,605</b>	<b>108,443,671</b>	<b>100,973,815</b>	<b>103,211,565</b>	<b>89,957,448</b>

### Financial Performance Analysis



The year to date figure shows a positive net operating profit of \$1,646.808. Year to date net results show a surplus of \$2,641,755.

### Council Assets



Council's asset base has continued to grow steadily over the past four years.  
Councils Net Worth



Year on year results show a steady growth since 2009 with a drop in net community equity in 2012-13.

## 7. STATEMENT OF CASH FLOW

	Notes	YTD Jan 2015	YTD Feb 2015	Monthly Movement
<b>Cash flows from operating activities:</b>				
Receipts from customers		3,049,540	2,715,373	(334,167)
Payments to suppliers and employees		(5,321,869)	(6,072,868)	(750,999)
		<b>(2,272,329)</b>	<b>(3,357,495)</b>	<b>(1,085,166)</b>
Dividends received		-	-	-
Interest received		276,654	309,168	32,514
Rental income		78,800	87,870	9,070
Non-capital grants and contributions		3,909,779	4,656,281	746,502
Income from investments		-	-	-
Borrowing costs		-	-	-
<b>Net cash inflow (outflow) from operating activities</b>		<b>1,992,904</b>	<b>1,695,824</b>	<b>(297,080)</b>
<b>Cash flows from investing activities:</b>				
Payments for property, plant and equipment		(4,019,878)	(4,279,644)	(259,766)
Accumulated Depreciation		(964,497)	(1,115,366)	(150,869)
Depreciation Expense		964,497	1,115,366	150,869
Proceeds from sale of PPE		-	-	-
Grants, subsidies, contributions and donations		594,947	994,947	400,000
<b>Net cash inflow (outflow) from investing activities</b>		<b>(3,424,931)</b>	<b>(3,284,697)</b>	<b>140,234</b>
<b>Cash flows from financing activities</b>				
Proceeds from borrowings		-	-	-
Repayment of borrowings		-	-	-
Depreciation		-	-	-
<b>Net cash inflow (outflow) from financing activities</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Net increase (decrease) in cash held</b>		<b>(1,432,027)</b>	<b>(1,588,873)</b>	<b>(156,846)</b>
Cash at beginning of reporting period		16,143,216	16,143,216	0
<b>Cash at end of reporting period</b>		<b>14,711,189</b>	<b>14,554,343</b>	<b>(156,846)</b>

Cash outflows exceeded cash inflows resulting in a net decrease in cash held. Cash flows are forecast to increase in the last quarter of the year when Council raises rates and utility levies.



## 8. CAPITAL WORKS IN PROGRESS

**Burketown Wharf (Pontoon)**

<b>Project Budget</b>	550,000.00
<b>Actual Expenditure to Date</b>	196,444.00
<b>Budget Remaining</b>	353,556.00

**Source of Funds:** Council reserves & 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

No movement in expenditure from the last reporting period.

**Construction of Ablution facility (Gregory)**

<b>Project Budget</b>	140,000.00
<b>Actual expenditure to date</b>	113,664.51
<b>Budget remaining</b>	26,335.49

**Source of Funds:** Council reserves & State Government Grant (DTMR)

**Status Update**

Work Commenced in October 2014

Toilet block installed

Work to be completed end of March

## 9. CAPITAL EXPENDITURE BUDGET ANALYSIS

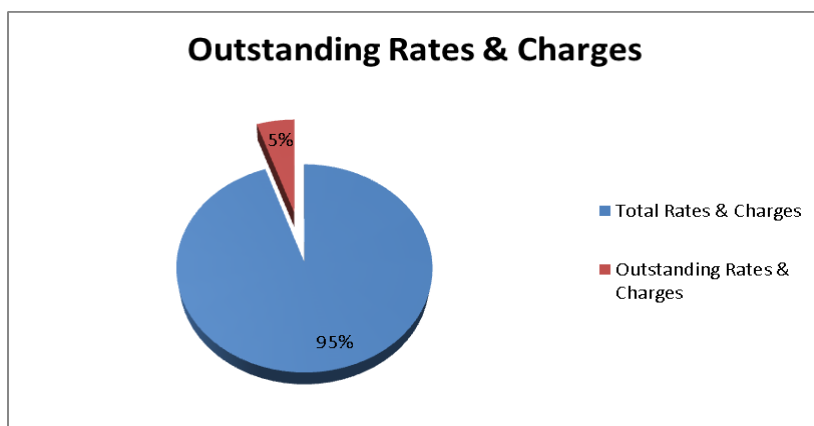
**2014/2015 ACTUAL CAPITAL EXPENDITURE VS BUDGET**

<b>FUNCTION</b>	<b>PROJECT</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>
<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)	1,256,471	800,000	(195,436)
	Airport Terminal & Evacuation Centre	-	600,000	600,000
<b>ENVIRONMENTAL SERVICES</b>	WIP Roads (Stemming from ILUA)	-	250,000	250,000
	Community Amenities			
	Pontoon	196,444	550,000	353,556
<b>COMMUNITY &amp; CULTURAL</b>	Gregory Ablution Facility	113,665	140,000	26,613
	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
	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

## 10. RATES &amp; DEBTORS

**Rates**

Total Rates, Levies & Service Charges	1,836,526
Total outstanding rates	100,250
Percentage outstanding	5%



Total overdue rates at the end of the reporting period amount to \$100,250 please *note that some outstanding amounts may have been paid since the preparation of this report.* Second half rates will be issued in April.

#### **Debtors**

	Current	Over 30 days	Over 60 days	Over 90 days	Total
Balance	442,350.05	1,382.70	660.06	41,871.44	486,264.25
Number of Debtors	5	2	2	7	
% of Total	91%	0%	0%	9%	

Debt Recovery: Debts over 90 days old continue to be investigated and recovered.

#### **11. FINANCE DEPARTMENT MONTHLY UPDATE**

##### Training

PCS Onsite training was delivered via an external agent (Assist me Consulting). Positive feedback has been received on the training.

##### External Audit

External Audit interim visit scheduled for April. Preparation for the interim visit is underway. Roads to recertification audit will also be conducted in April.

##### Rates

The rates audit/review is nearly complete. Review findings will be presented in the next report.

#### **12. OFFICER'S RECOMMENDATION**

That Council notes the contents of the Finance March 2015 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 March 2015 – PHRM Report
DATE:	17 <sup>th</sup> March 2015
LINK TO COUNCIL PLAN/S:	Nil

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#### 1. HUMAN RESOURCES UPDATE

##### Staff Changes:

##### Administration Officer:

Patricia Prior commenced on 16 March

##### Administration Officer (Reception):

Eliza Dobie (Temp) commenced on 2 March

Shannon Moren will be commencing in this role permanently around 4 May. (There will be approximately 2 weeks gap where this position will be empty between Eliza leaving and Shannon commencing)

##### Parks and Gardens Crew:

Kieran Anderson commenced on 11 March.

##### Events Coordinator:

Faith Gwatidzo commenced on 9 March

##### Accountant:

Raymond Gwatidzo commenced on 2 March

##### WHSC:

Council thanks William Grigor for his service to Council in the WHSC position. William's last day in the office will be 31 March 2015. We wish him the best in his future endeavours.

##### Open Positions:

##### HACAC (Formerly HACC) Coordinator:

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

##### WHSC:

Advertising to commence shortly.

##### Performance Reviews:

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

##### Over Agreement Payments:

Affected staff have been 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 have elected a Certified Agreement Bargaining Team:

- Karen McGrath (Finance/Admin)
- Cassy Hinds (Depot Admin/Workshop)
- Neil Welsh (Roads Crew)
- David Marshall (Utilities)
- Glenda Booth (Parks and Gardens)

Greg Newman from LGAQ visited Burketown in the first week of March to provide an education session on the Modern Award and CA process to all staff.

The CABT will be meeting with Management on 13 April, and at this meeting Council will put forward a proposed agreement for consideration.

The CABT will meet with staff on 14 April to discuss this proposed agreement.

Back Payments:

Only one staff member remains requiring back payment, this is progressing and should take place in the coming weeks.

100-day Plans:

The following 100 Day Plans are in place:

Finance Team:	Purchasing procedure education program
Utilities:	Dump-Ezy relocation
CEO/PHRM:	Preferred Supplier Register
Admin Team:	Website compliance project
Workshop:	TBC
Parks & Gardens:	Completed. Next project TBC
Depot Admin/Stores:	TBC

Induction Day:

All staff will undergo a refresher induction in the coming month (due to a busy month, this has not yet taken place). 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 XVI will be held on March 23.

2. CONCLUSION

For the first time in several years, Administration is fully resourced. It is expected that this will allow several work backlogs to be addressed and reduce pressure and overtime requirements on the Administration team.

The CA will be the main focus for the coming month(s), and it is hoped that a fair and reasonable agreement can be reached in a reasonable timeframe.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

## 08 Chief Executive Officer Reports

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### 08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Monthly Update Report

08.01.02 Weed Management Project – Upper Gregory River Catchment

## Chief Executive Officer Reports

## 08.01.01 Chief Executive Officer Monthly Update Report

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper – March 2015
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	The Internal Audit Plan was adopted at the February Council meeting. The first meeting of the Internal Audit Committee was held on Thursday 5 March 2015.	Completed
Town Planning Scheme	Council will develop the new Planning Scheme as part of a pilot project with the Department of State Development, Infrastructure and Planning.  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.	On track. Progress conditional on DSDIP.
Asset Management Plan	Council are in the process of revising the Asset and Services Management Plan to ensure all recently capitalized Work-in-Progress are updated and to ensure compliance with a range of new Department of Energy and Water Supply KPIs.  Council's "core" Asset and Services Management Plan was adopted at the February Council meeting.  Council staff will complete a Diploma in Local Government (Asset Management) in 2015 (Council staff have been awarded scholarships to complete this training). Council's Works Manager will complete IPWEA training in asset management in 2015.	Monitor
Burketown Indigenous Land Use Agreement (ILUA)	The Burketown ILUA was signed by all parties in December 2014. As the ILUA is subject to Native Title Consent Determination QUD66/2005, the ILUA will take effect on 1 April 2015.	Completed
Burketown ILUA implementation	Land tenure changes conditional on completion of survey and payment for land (including stamp duty etc.).  Meetings to discuss implementation of ILUA held in February. Meeting to be held in March.  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,	On track

	<p>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>	
<p>Native Title Consent Determination:</p> <ul style="list-style-type: none"> <li>- QUD84/2004</li> <li>- QUD66/2005</li> </ul>	<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. Court in session from 11am.</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. Next quarterly report due in April 2015.</li> <li>- Progress report on Risk Management Implementation Program (RMIP) submitted 30.10.2014</li> <li>- Statewide Water Information Management (SWIM) data 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. The third quarterly report is due at the April Council meeting.</p>	Completed
Corporate Plan 2014-2019	<p>Adopted at Ordinary Council Meeting: June 2014.</p> <p>Amendments adopted at February Council meeting. The Plan can be accessed on Council's website.</p>	Completed
Pest Management Plan	<p>CLCAC representative Kevin Andersen has revised the existing Pest Management Plan. Further discussions on this plan to take place on 10 February 2015.</p> <p>The Carpentaria Land Council Land &amp; Sea Rangers have also recently put together a Weed Management Plan for Woods Lake</p>	On track
Business Continuity Plan & Risk Register	<p>BCP adopted by Council on 20 November 2014. Corporate Risk Register adopted by Council on 20 November 2014.</p> <p>A representative from Jardine Lloyd Thompson will join Council in May 2015 to review these documents.</p>	Completed
Budget	<p>Adopted at Ordinary Council Meeting: June 2014.</p> <p>Initial budget review completed in November 2014.</p> <p>Council is currently working towards completion of the Capital</p>	Monitor

	Expenditure budget for 2015-2016.	
Local Disaster Management Plan	Annual review of plan completed and submitted. Annual report also submitted.	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: tenders closed on 4 March 2015. Tender evaluation to be completed in time for consideration at 19 March 2015 Council meeting.</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 May 2015.</p>	<p>Phase 1 completed</p> <p>Phase 2 on track</p>
Scrap Metal Removal	<p>Zebra Metals to conduct removal of scrap metal and complete partial landfill clean-up by end March 2015.</p> <p>See Works &amp; Services report for additional information.</p>	Monitor
Renovation of Council Administration Building	The renovation of the Administration Building was completed on 18 January 2015. Renovations were completed on-time and on-budget	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 March 2015.</p>	Overdue
Rates Audit and preparation for 2015-2016 financial year	Council's historical rates audit is nearing completion. A number of minor issues have been identified and rectified. Council will now work toward refining differential rating categories, adding additional rating categories and reviewing water access charges.	On track
Burketown Cultural History Project	Research Services Agreement signed with the University of Queensland. Chapter/content schedule confirmed (subject to participation by those to be interviewed).	On track
Community Satisfaction Survey	Council to develop a Community Satisfaction Survey to assist in community consultation and acquisition of feedback and metrics . Survey to be released at end of financial year.	New item
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</p>	Completed



	country, including the Nicholson Pit.	
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 First 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> <li>- Tender for 2014 flood damage works closing in March 2015.</li> <li>- Community Information session held on 13 February. Site visit conducted on 26 February 2015.</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</p>	Completed

	completed. Council to provide a reminder of responsibilities under new Water Rating scheme with release of Rate Notices in October.	
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. Council has committed funding, subject to receipt of CLCAC's audited financial statements, to fund additional weed spraying in the Gregory catchment over the next two years.	Completed
Records Keeping: archive project	Record retention requirements have been satisfied. Council has now completed the archiving of historical documents and completed the destruction of eligible records in line with legislative requirements.	Completed
Managed Services	Council transitioned to Managed Services on 7 October 2014. 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.	Completed
House Inspections	The first round of Housing Inspections were completed on 13-14 October 2014.	Completed
ANZAC centenary: BKT	Council committed funding to commemoration of Anzac for 2015 and 2016. \$20,000 will be available for statuary, public monument in 2016 for both Gregory and Burketown.	Monitor
ANZAC centenary: GRG	Application for Commemorative Communities Grant submitted for restoration of Honour Boards. Formation of Committees for progressing funding/delivery of commemorative monuments for Anzac 2016.	Monitor

### 3. PROJECTS TO PLAN AND COST

The following table provides a status update on projects that Council is pursuing over the next 1-2 years. Once these projects are costed, they will be submitted to Council for further assessment and possible inclusion in the Capital Expenditure or Operational Expenditure budgets.

Projects to plan and cost	Comments	Status
Renovation of the Burketown Visitor Information Centre	Council has engaged a Heritage Architect (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. Architect arrives on 15 December 2014. Council is awaiting this report. Council has submitted a letter of support to CLCAC's application for funding under the Indigenous Advancement Strategy. Part of this funding, if successful, would be dedicated to renovating the Visitor Information Centre.	On track

	It is anticipated that information on the IAS funding will be made available in May 2015, well into the Tourist Season.	
Sewerage Treatment Re-design	<p>Re-design options continue to alter, with removal of existing blivet and deletion of new Imhoff tank from latest designs. The aim is to reduce moving parts by concentrating treatment into a series of treatment ponds.</p> <p>Simmonds and Bristow will review the current re-design plans. Council is also furthering planning around the installation of SCADA and telemetry at the Burketown WTP and STP.</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>Data logging has now been completed. An incredibly valuable process which should ensure quality design specifications.</p>	On track
Gregory Works Depot	Project planning has not commenced for this project.	Monitor
Airport terminal in BKT	While under consideration, this is not a priority project for Council in 2014-2015.	Monitor
Airstrip realignment in BKT	Council has received preliminary costings for this project. This project is not a priority for 2014-2015.	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
BKT South	Council are seeking costings on construction of a white rock road through proposed lots for Rural Residential use. Council are also seeking costings on installation of water, electricity and telecoms.	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>Council will release a tender for removal of waste tyres from the Burketown and Gregory land fill sites in March/April 2015.</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</p>	In progress

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).

#### 4. POWER

RDA's Glenys Schunter is following up with Ergon in relation to a solar farm project mooted in 2014. No information forthcoming as yet.

The preliminary research required for generating the project specifications for the installation of solar power in Gregory has been completed.

#### 5. TELECOMMUNICATIONS

Subject to the receipt of additional information, Council will look to sign a Memorandum of Understanding in relation to the installation of a mobile phone base station in Gregory as part of the Mobile Black Spot Program. This MOU does not guarantee installation, but represents an additional step closer to receiving federal funding for the installation of mobile services in Gregory.

Council are in discussions with Federal and State politicians as well as telecommunications providers in relation to improving mobile and internet services in Burketown.

#### 6. 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, 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	Burketown	25 <sup>th</sup> November 2014	Mayors, CEOs, DTMR, Dept.

Councils			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
Gregory Land Tenure meeting with Waanyi	Gregory	17 February 2015	Mayor, Deputy Mayor, Cr Forshaw, CEO, PHRM
Burketown ILUA discussions	Burketown	26 February 2015	Mayor, Deputy Mayor, Cr Murray, CEO
Elected Members Update	Doomadgee	3 March 2015	Mayor
Enterprise Bargaining Information Session	Burketown	3 March 2015	Mayor, CEO, FM
Internal Audit Committee Meeting	Teleconference	5 March 2015	Deputy Mayor, FM, Brendan Macrae (QAO), Mark Wright (Chairperson), Mark Andrejic (internal auditor)
NWQROC	Hughenden	12-13 March 2015	Mayor, Deputy Mayor, Cr Forshaw, CEO
NWQRRTG	Hughenden	12-13 March 2015	Mayor, Deputy Mayor, Cr Forshaw, CEO
Gregory Land Tenure discussions	Gregory	16 March 2015	Councillors, CEO, PHRM
Tourism and Events Australia – Regional Planning	Mt Surprise	27 March 2015	CEO
Native Title Consent Determination	Burketown	1 April 2015	Councillors
NQLGA	Palm Island	3-5 August 2015	Mayor, Deputy Mayor, CEO

7. WORK HEALTH AND SAFETY

See Attachment 1

8. OFFICER'S RECOMMENDATION

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

9. ATTACHMENTS



150311 - WHSC  
Report Feb 2015 - At

a) WHS Report

## Chief Executive Officer Reports

### 08.01.02 Weed Management Project – Upper Gregory River Catchment

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE REF:	Business Paper – Weed Management
DATE:	11 March 2015
LINK TO COUNCIL PLAN/S:	Budget, Pest Management Plan

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#### 1. PURPOSE (Executive Summary)

To consider making a two-year financial contribution of \$50,000 (\$25,000 pa) to a strategic weeds management project focused on the upper-Gregory River catchment.

The project is titled, “Strategic eradication of Weeds of National Significant in the upper Gregory River catchment” and will be coordinated by the Carpentaria Land Council Aboriginal Corporation (CLCAC).

It is one part of the broader Indigenous Fire and Weed Management Project (2013-2017) that CLCAC are conducting in north-west Queensland and in the Northern Territory (see Attachments 2 and 6).

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council provided a conditional commitment to funding a similar project in September 2014 as part of an “Everybody’s Environment Grant” application with DEHP. The application was submitted by CLCAC. This application was unsuccessful at the time. The September 2014 resolution was as follows:

##### 09.03 Support for Gregory River Catchment Weed Proposal

That Council:

- a) Notes the \$150,000 contribution of DEHP to the Gregory River Catchment Weed project is conditional on attaining additional financial support from other stakeholders;
- b) Agrees to contribute \$25,000 p.a. for two years, which will be accessed from the Weed Control budget to support the Gregory River Catchment Weed Project, provided that Council receives access to appropriate financials and project reporting.

Moved: Cr Camp  
Seconded: Cr Murray

Carried 15.140918 5/0

Following this resolution, Council received CLCAC’s audited Financial Statements and sample reporting templates.

#### 3. PROPOSAL

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

Specifically the project aims to:

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

See Attachment 1 for further details.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

On the basis that the September 2014 resolution authorised additional expenditure of \$50,000 on weeds managed over 2014-2015 and 2015-2016, there is a budget allocation for this amount.

The proposed funding contributions are as follows:

Investor	Amount (2 years)
CLCAC (existing Biodiversity Fire and Weed Project)	\$150,000
Gregory River Land Care Group	\$40,000
MMG	\$50,000* (pending confirmation)
Burke Shire Council	\$50,000# (pending confirmation)
Total	\$290,000*#

A \$50,000 allocation would fund 20 weeks of work over two years. The key areas to be targeted within the catchment include the Gregory O'Shannassy and Seymour Rivers, Archie's, Carl, Lawn Hill, Accident, Widdallion and Elizabeth Creeks.

#### 5. POLICY & LEGAL IMPLICATIONS

This funding would support Council's aspirations under its Pest Management Plan.

The project would also provide assistance to pastoral leaseholders to comply with the 'weed control' conditions of their respective leaseholds.

#### 6. CRITICAL DATES & IMPLEMENTATION

If Council determines to support this project, a resolution at the March 2015 monthly meeting may encourage additional stakeholders to commit funding (further funding) in a timely manner.

#### 7. CONSULTATION

Consultation has taken place between CLCAC, Burke Shire Council and MMG. These discussions have focused on expectations related to reporting as well as the location targets of the project.

CLCAC have consulted and received letters of support from various stakeholders (see Attachments 3-6)



## 8. CONCLUSION

Co-funding this project would ensure Council receives Value for Money in undertaking its pest/weed management responsibilities. Given the track record and experience of the CLCAC Ranger Unit, it is also likely that this project will provide more effective engagement than Council would be capable of if operating alone.

## 9. OFFICER'S RECOMMENDATION

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

- a) Contribute \$50,000 over two years to the Gregory River Catchment Weed Proposal, with continued funding subject to the receipt of satisfactory quarterly reporting;

or

- b) Contribute an amount either greater or less than \$50,000 over two years, with continued funding conditional on the receipt of satisfactory quarterly reporting;

or

- c) Not support the project.

## ATTACHMENTS

1. Strategic Eradication of Weeds of National Significance in the upper Gregory River catchment, Gulf

of Carpentaria. A Business Case.



150311 - Weed Management Project



150311 - Weed Management Project

2. Indigenous Fire and Weed Management Project – Monitoring Methodology



150311 - Weed Management Project

3. Letter of Support – Lawn Hill



150311 - Weed Management Project

4. Letter of Support – Southern Gulf Catchments



150311 - Weed Management Project

5. Letter of Support – Yeldham Station



150311 - Weed Management Project

6. Project MERI Plan



150311 - Weed Management Project

7. 2014 Jan-June IFWMP outcomes – report sample



150311 - Weed Management Project

8. New Fire Report 2014 – report sample



## 09 Late Item Reports

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### 09. Late Item Reports

09.01 Donation Request – Burketown Barramundi Fishing Organisation Inc

09.02 Plant Purchase - Loader

09.03 Relocation of the Dump-Ezy

## Late Item Reports

### 09.01 Donation Request – Burketown Barramundi Fishing Organisation Inc

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE NO:	Donation Requests 2014/15
DATE:	11 <sup>th</sup> March 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 Garry Jeffries for the Burketown Barramundi Fishing Organisation Inc.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Burketown Barramundi Fishing Organisation Inc. received \$5000 cash and \$349.88 worth of in-kind donations from Council in the 2013/14 financial year.

Total Donations received for 2013/14 - \$5349.88

3. PROPOSAL

Burketown Barramundi Fishing Organisation Inc. is requesting the following in-kind support:

- Rubbish Collection;
- \$5000.00 Cash Donation

Project Summary

*The World Barramundi Fishing Championships will be held in Burketown on the 3<sup>rd</sup> to 5<sup>th</sup> April 2015 (Easter Weekend).*

*The Burketown fishing competition is one of the few major events held within the Burke Shire each year. The event receives significant public exposure throughout the NW region and draws upward of 300 competitors to the Shire. As such it is an important social and economic event for the community.*

Who will participate - *Families, individuals and teams both from the local communities and visitors to the shire.*

Target Audience – *Individuals and families from the shire and northwest region and visitors to the area.*

Support required from Council – *Cash sponsorship. This organisation is not profit and proceeds from the annual competition are used to assist local community organisations. Sponsorship and volunteer help are imperative to the success of this event.*

How Council will be recognized and acknowledged – *All sponsors receive recognition throughout the event advertising. Major sponsors (>\$2000) are given the opportunity to have a logo on the competition t-shirts. Major sponsors are also allocated one of the top prize categories and a representative for the sponsor is invited to present the prize at the presentation night ceremony.*

Total project cost

	\$\$
Own cash contribution	15 000
Own in-kind contribution	20 000
Other funding sources	15 000
Council Donation Request	5 000
<b>Total project cost</b>	<b><u>\$55 000</u></b>

*List Sources for Other Funding – Local Businesses, Local Property Owners, Individual Donations, some Corporate sponsors and businesses outside the Shire. Entry Fees, merchandise sales and food and bar sales during the competition weekend.*

Other information relevant to this application – *This competition is one of the few major events held each year within the Burke Shire and each of these events are an important contribution to the social and economic well being of the community.*

*The fishing competition has been running in excess of 35 years and is well recognized throughout the NW region and beyond. Numbers vary each year but generally it attracts in excess of 300 competitors.*

*From the figures tabled above it can be seen that sponsorship and volunteer help are absolutely necessary for the continuing viability of this event. That uses proceeds to assist local community organisations such as the School, Kindergarten and Health Clinic.*

4. FINANCIAL & RESOURCE IMPLICATIONS

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

11,000.00 has been spent during 2014-2015 with in-kind support which has approved for the Canoe Race Weekend (May). 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 World Barramundi Fishing Championships will be held in Burketown on the 3<sup>rd</sup> to 5<sup>th</sup> April 2015 (Easter Weekend).

7. CONSULTATION

CEO, FM

8. CONCLUSION

This competition is one of the major events held each year within the Burke Shire and provides an important contribution to the social and economic well being of the community.

The fishing competition has been running in excess of 35 years and is well recognized throughout the NW region and beyond. Numbers vary each year but generally it attracts in excess of 300 competitors.

From the figures tabled above it can be seen that sponsorship and volunteer help are absolutely necessary for the continuing viability of this event.

Council has received a copy of the BBFO audited financial statement for 2013/14 and the following report:-

*As you are aware our 2014 comp attracted near record numbers of competitors with a total of 378. Financially it was one of our better years and we have already donated \$1000 to each the Kindergarten and the Burketown State School. We have pledged an additional \$3000 to the Kindergarten and are waiting on feedback from the Kindy committee regarding ideas on a project they want us to contribute to.*

*In the previous year we donated \$1000 to the health clinic and \$1000 to the community Xmas tree for presents for the school and kindergarten kids. So in the last two years a total of \$7000 has been donated to these local community organisations.*

*All sponsors are promoted in all our literature, banners, social media and of course at presentation night. Additionally, major sponsors are invited to present prizes as appropriate to the competition category winners.*

*Major sponsors (>\$2000), which has to date always included the Council, have their logo printed on the competition T shirts.*

*I am sure that the Council appreciate the importance of this event to the Burke Shire social calendar and that it's success relies totally on hard working volunteers and the generosity of sponsors like the Council to make it possible.*

*I trust this short report will fulfil our obligations in respect of Council's kind support to date and I hope it will continue into the future.*

#### 9. OFFICER'S RECOMMENDATION

That Council provides the Burketown Barramundi Fishing Organisation Inc. with:-

1. \$5000 cash donation, and
2. Provide in-kind support: Rubbish Collection.

#### ATTACHMENTS



BBFO Donation  
Request.pdf

1. Donation Request

## Late Item Reports

### 09.02 Plant Purchase - Loader

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DEPARTMENT:	Works & Services, Workshop
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE REF:	Plant – Council Meeting Report
DATE:	17 March 2015
LINK TO COUNCIL PLAN/S:	2014-2015 Budget, Plant replacement budget

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1. PURPOSE (Executive Summary)

For Council to consider the allocation of additional funding to the replacement of plant item #470 (Komatsu Loader).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In June 2014, Council passed the budget for financial year 2014-2015. In this budget, \$350,000 was allocated to the replacement of plant item #470. The budget anticipated a \$70,000 trade-in value for plant item #470.

Plant Item #470 was purchased in March 2005 for \$295,580. As at January 2015, the loader had clocked 6,301 hours.

3. PROPOSAL

That Council considers allocating additional funding to the plant replacement budget (GL 4500-4302 - PLANT PURCHASE CLEARING ACCOUNT) to reflect anticipated actual costs of the replacement of Council's loader.

4. FINANCIAL & RESOURCE IMPLICATIONS

The 2014-2015 budget allocates \$350,000 to the replacement of plant item #470. There is an anticipated shortfall of \$100,000 in this budget or increasing the budget by \$100,000 will allow greater options within the stated capacity requirements (3.3m-4.5m<sup>3</sup>).

To date, the life revenue for plant item #470 (Komatsu) loader is \$232,174.77 (Life Revenue [\$930,162.95] – Life Expenditure [\$697,988.18]). This figure incorporates the cost of the purchase of the loader (through depreciation).

5. POLICY & LEGAL IMPLICATIONS

Not applicable.

6. CRITICAL DATES & IMPLEMENTATION

Plant Item #470 is scheduled for replacement in financial year 2014-2015

7. CONSULTATION

CEO has consulted with Works and Services Manager, Workshop and Fleet Manager and the Finance Manager.

The Workshop and Fleet Manager has sought indicative costings from various suppliers.

8. CONCLUSION

Plant item #470 is scheduled for replacement in 2014-2015

9. OFFICER'S RECOMMENDATION

That Council:

- a) Authorises additional expenditure sufficient for the purchase of a new loader with bucket capacity 3.3m-4.5m<sup>3</sup>
- b) Authorises the Workshop and Fleet Manager to proceed to tender for the purchase of a new loader with bucket capacity 3.3-4.5m<sup>3</sup>.

ATTACHMENTS

1. 2014-2015 Budget



2. 5-Year Plant Replacement



3. Plant Running Costs



## Late Item Reports

## 09.03 Relocation of the Dump-Ezy

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DEPARTMENT: Works & Services / Utilities

RESPONSIBLE OFFICER: Philip Keirle; CEO

FILE NO: Dump-Ezy Relocation

DATE: 17 March 2015

LINK TO COUNCIL PLAN/S: Corporate Plan, Operational Plan

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## 1. PURPOSE (Executive Summary)

For Council to consider the merits of temporarily relocating the Dump-Ezy to the Rodeo Grounds prior to the incorporation of the Dump-Ezy into the Washdown Bay Project at/near the Burketown Water Treatment Plant.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Council have discussed the Washdown Bay Project on a number of occasions and this project has been incorporated into Council's Corporate Plan (2014-2019) and into Council's Operational Plan (2014-2015).

The Washdown Bay Project has been temporarily de-prioritised, although the preferred location for this project has been established: land adjacent to the Water Treatment Plant.

## 3. PROPOSAL

That Council considers temporarily relocating the Dump-Ezy unit to the Rodeo Grounds until the Dump-Ezy unit can be incorporated into the Washdown Bay Project.

## 4. FINANCIAL &amp; RESOURCE IMPLICATIONS

Installation costs

Item	Cost
Area preparation and materials	\$200.00
Backhoe x 5hrs (@ \$109.00 p/hr)	\$545.00
Supervisor x 8 hours (@ \$32.00 p/hr)	\$256.00
2 x Operators x 8 hours (@ \$21.00 p/hr)	\$336.00
Misc. plant costs	\$75.00
Total	\$1,412.00

Relocation and installation costs (for removal, clean-up, installation)

Item	Cost
Area preparation and materials (includes trenching and materials)	\$500.00
Backhoe x 16hrs (@ \$109.00 p/hr)	\$1,744.00
Supervisor x 24 hours (@ \$32.00 p/hr)	\$768.00
2 x Operators x 24 hours (@ \$21.00 p/hr)	\$1,008.00
Misc. plant costs	\$150.00
Total	\$1,412.00

Without a firm idea of the Washdown Bay design, it is possible some relocation of the Dump-Ezy unit near the Water Treatment Plant would be required.

## 5. POLICY & LEGAL IMPLICATIONS

The overriding consideration for Council is to ensure that chemicals from caravan/mobile home treatment systems do not negatively impact on the treatment process at the Burketown Sewerage Treatment Plant. This can be achieved in any number of ways.

Locating the Dump-Ezy unit adjacent to the Water Treatment Plant, would, at this stage, require Council to install the unit on Town Common. It is anticipated that this tenure will change to Council freehold later in 2015 or during 2016.

While there are no direct policy or legal implications to the temporary installation of the Dump-Ezy unit at the Rodeo Grounds, there are concerns that the siting of the unit at this location will interfere with the use of the Rodeo Grounds, particularly during events.

Relevant events include the Barramundi Fishing Competition and the Burketown Rodeo/Campdraft and Sprint Races.



## 6. CRITICAL DATES & IMPLEMENTATION

Council are to provide a report to the Department of Environment and Heritage Protection (EHP) in relation to items impacting on treatment processes on 31 March 2015.

The relocation of the Dump-Ezy should take place prior to the commencement of the tourist season. Given the timing of the Barramundi Fishing Competition, this could start in the last week of March.

## 7. CONSULTATION

CEO has consulted with the Works Manager and Water & Sewer Officer.

## 8. CONCLUSION

The temporary location of the Dump-Ezy unit at the Rodeo Grounds, while potentially interfering with events held at this location during the year, would be beneficial for a number of reasons:

- Dump-Ezy not located on Town Common
- Ease/Timing of installation
- Ability for Council to respond to EHP by 31 March 2015.



- Ability to more effectively plan the Washdown Bay Project and, therefore, the final placement of the Dump-Ezy unit.

9. OFFICER'S RECOMMENDATION

That Council resolves to authorise the following:

- a) Temporary relocation of the Dump-Ezy unit from Burke Street to the rear (west) of the ablution facility at the Rodeo Grounds (Lat: -17.733776° / Long: 139.546078°);
- b) Relocation of the Dump-Ezy unit from the Rodeo Grounds when ready for incorporation into the Washdown Bay Project.

OR

- c) That Council directs CEO/Works Manager to relocate the Dump-Ezy unit from Burke Street to a designated area in land adjacent to the Water Treatment Plant.

ATTACHMENTS

Nil

## 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-Tender Evaluation Report 2014-18 Installation of floating pontoon & gangway

## 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 16<sup>th</sup> April 2015.