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*Agenda and Business Papers*  
*Burke Shire Council Ordinary General Meeting*  
*Thursday 16<sup>th</sup> April 2015*  
*9.00am Council Chambers*

9.00 am	Opening of meeting
9.00 am to 10.00 am	George Bourne and Associates
10.30 am to 11.00 am	Morning Tea
12.30 pm to 1.00 pm	Lunch
2.00 pm to 3.00 pm	Teleconference – MMG
3.00 pm to 4.00 pm	North West Hospital and Health Service Board

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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

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)

On Leave      Cr Tonya Murray

## 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 19 March 2015

#### Recommendation

That the Minutes of the General Meeting of Council held on Thursday 19 March 2015 as presented be confirmed by Council.



150319 Unconfirmed  
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 Burke Shire Community Markets – waiving of fees

07.04.01 Finance Monthly Update Report - for the month of March

07.05.01 Human Resources Report

## 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: 15<sup>th</sup> April 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 15<sup>th</sup> Apr 2015):

- RMPC – culvert and roadway cleaning.
- Completed opening grades on Shire Roads.
- Zebra Metals Scrap Metal Collection – Burketown (Gregory to completed over the next couple of weeks).
- RMPC opening grade on 6801.

Training:

- No training completed over reporting period.
- Next training with Realistic Training Options to take place during first week of May.

Works for upcoming month:

- Installation of the new Dump Ezy point.
- Tender recommendation for NDRRA works received from GBA.
- House 6 renovations commence 13<sup>th</sup> of April.
- Continue road verge slashing (RMPC).
- Commence road verge slashing (Shire Roads – K&D Contracting)
- RMPC Coordinator to attend RMPC Forum in Cloncurry 16<sup>th</sup> and 17<sup>th</sup> of April.
- Position for Gregory has been advertised.

##### RMPC

	Allocation	Claim 7 February	Funds Remaining
Schedule 1	\$432,700.00	(to be advised when slashing is completed.)	\$363,883.60
Schedule 2	\$258,300.00	\$16 302.00	-\$115 433.12
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		\$269 872.50

Outstanding works to be completed prior to 15 June 2015 are:

- Slashing along the entire Burke Shire Section of Wills Development Road \$165k (Sch 1).
  - These works have begun.
- Opening grade for Camooweal Road \$80k (Sch 2),
  - Completed

- 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.

A consolidated claim for the entire network road side slashing and a small section of repair on 6801 will be made in the next month. The approximate value of this claim is approximately \$190k.

#### NDRRA Flood Damage Works

The tender for the Earthworks component of NDRRA should be completed this week. A draft recommendation has been circulated for final discussion this week.

#### Gregory Ablution Block

Installation works have been completed, a concrete ramp will now need to be constructed to suit modifications made to the ablution block to cater for the adjustable stumps.

#### WHS Incidents

One incident reported over the reporting period. A small fire was lit during roadside slashing works on 78A. The fire burnt out a small area (100-150m<sup>2</sup>) prior to being extinguished by the crew.

#### Scrap Metal Removal

Zebra Metals have continued works at the Burketown tip site. I anticipate works being completed here in Burketown during this week prior to the crew relocating to Gregory. The schedule would see them in location at Gregory for approximately two weeks. It is estimated that Zebra Metals have removed approximately 500t of material from the site.

## 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.
Bottle heap	1 Bin – area heavily used by locals
Grassy bank	1 Bin – area heavily used by locals
Beamesbrook Xing	1 Bin being utilised.
Gregory Xing	2 Bins being utilised, placed out of flood reach. Area continually left in a mess

No rubbish bins being placed in tourist frequented areas as we now have rubbish skips placed at the access to each of these areas for the depositing of rubbish on their way out..

Around town: conduct a daily early morning “deadie run” on town and entrance roads to remove nightly road kills before residents/ visitors get about also do an early morning check and a general emu parade of town streets. 11 dead wallabies removed from town roads during this period

### Animal Control

- Call to remove a snake for a classroom 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.
- Roundup spray for vegetation around the pensioners units.
- Sprayed the relocatable toilet block at the jetty for meat ants, were nesting inside unit.

### 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 and Graslan on some of the bigger plants.
- 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, and a third lot of 23 boxes of caterpillars and 2 boxes of moth larvae were released on the 20th March.
- 5L of Access to Gregory for woody weed control
- 900L of roundup mix supplied for spraying around guide posts and culverts whilst mowing the Wills Development Road

### Complaints

- One received from the Caravan park re issues with dogs – dog trap is placed nightly at the entrance to the Caravan park, two dogs caught so far.

### General

- Serviced the Rex RPT flights whilst Bob Marshall on leave x 2 also conducted the regular airport checks.
- Weather bureau rain gauge at the airport has not been recording for February & March, what little rain fell was not recorded.
- Monthly 1080 stock control sheet & Indemnity Forms to DNR Cloncurry.
- Updating cemetery register and computerising surveyed graves and water reticulation system for the cemetery – still waiting for Bob to check unknown / unmarked graves, met with Town & Rural services supervisor to formulate a plan to mark unmarked graves.
- Cleaning up campers rubbish at Escott causeway.
- Traffic counters installed in the following places :-
  - Floraville Road
  - Camooweal Road after hay farm
  - Before Century mine.
  - After Century mine – new tubes were installed 19<sup>th</sup> March after previous ones were cut by a truck running over the installation with a flat tyre
  - 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.
- Refurbishing first aid kits, Cleaning, checking contents and use by dates etc only two left to do.
- Traffic management plans drafted for wet weather road closures, 6801,78A, Nardoo road and Doomadgee road



## 3. PARKS AND GARDEN

## Programed works

- The crew have finalised works around the Durlga and have now recommenced normal programme works.
- The handover of pool maintenance has been completed and is now the responsibility of the Parks and Gardens crew.

## 4. BUILDING MAINTENANCE

Surplus members of the road crew continue to be 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

- 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. Dates are yet to be confirmed for installation.

Water Reticulation

- Water meter reading completed on 01/04/2015.
- Future works
  - Marking locations of hydrants / valves / water meters as per allotment and adding new water meter tags to meters in Gregory.

Sewerage

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit
268661	Burke Shire - Treated Effluent	11/03/2015 8.29	FAECAL_COLI FORM	<1000	<10	CFU/100mL
268661	Burke Shire - Treated Effluent	11/03/2015 8.29	BOD	<20	12	mg/L
268661	Burke Shire - Treated Effluent	11/03/2015 8.29	NUTRIENTS_TOTAL	<15	2.9	mg/ L P
268661	Burke Shire - Treated Effluent	11/03/2015 8.29	NUTRIENTS_TOTAL	<20	15	mg/L N
268661	Burke Shire - Treated Effluent	11/03/2015 8.29	SOLIDS_VSS_TSS	<30	38	mg/L
268661	Burke Shire - Treated Effluent	11/03/2015 8.29	PH_EC_ALK_TURB_VFA	6.5-8.5	7.5	pH

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.

#### Burketown Aerodrome

- Poisoning of grass along side of runway and lights completed.
- Runway lights all operational.
- Perimeter fence is secure.

#### Rex Regional Express

##### Airline Performance

- Flights are running as scheduled.
- Manifest information still being received very close to aircraft arrival.

#### 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 April 2015 report.

#### ATTACHMENT



Works Program.pdf

1. Works Program -

## Workshop and Fleet Reports

## 07.02.01 Work Shop and Fleet Report

DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris Work Shop and Fleet Manager

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

DATE: 2<sup>nd</sup> April 2015

LINK TO COUNCIL PLAN/S: Works Program

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

Plant #	Description	Maintenance	Scheduled	Cost	Comment
426	Drake Low Loader	Tyres, rockers, brakes, lights	Annual	14 hrs	Old age
457	10 Tonner	140K service	Yes	6 hrs	Maintenance
470	Komatsu Loader	Dealers checking out	Yes	2 hrs	Tender trade in
479	Mitsubishi Fuso Truck	Water tank holes	No	16 hrs	Age
480	Western star Prime mover	Spring hangars	No	16 hrs	failed
485	Backhoe	Overheating and seat	Yes	4 hrs	Maintenance
519	Jet patcher	Regulator/signs	No	4 hr	Faults
522	Grader 140M	4K service and hose	Yes	16 hr	Scheduled service
523	Grader 140M	3K service- diff failure	Yes & No	12 hrs	Scheduled and Fault
529	Ride on mower - John Deere	1250 hr service	Yes	4 hrs	Scheduled
530	Extra cab Hilux	55K service	Yes	2 hrs	Scheduled
535	Landcruiser	105K service and tyres	Yes	4 hrs	Scheduled
536	Landcruiser	100K service	Yes	2 hrs	Scheduled
537	Landcruiser	95K service	Yes	6 hrs	Scheduled
540	Hilux dual cab	25K service	Yes	2 hrs	Scheduled
544	Mitsubishi Job Truck	65K service, UHF, Haz	Yes	6 hrs	Scheduled
545	Mitsubishi Job Truck	80K service, leaks, Haz	Yes	6 hrs	Scheduled
546	Kubota M9540 Tractor	600 hr service	Yes	3 hrs	Scheduled
550	Mayoral Kluger	30K service and inner guard	Yes	4 hrs	Scheduled
561	Landcruiser dual cab	100K service	Yes	8 hrs	Scheduled
565	CEO Prado	30K service	Yes	4 hrs	Scheduled
566	Landcruiser- Ranger	25K service	Yes	2 hrs	Scheduled
567	WHSO Hilux	15K service	Yes	2 hrs	Scheduled
569	WTP genset	Batteries	No	2 hrs	Run more
571	WM Hilux	15K service	Yes	2 hrs	Scheduled
	Rubbish cages	Remove	Yes	2 hrs	Clean up
	Gregory workshop bench	Completed and painted	Yes	5 hrs	Fitted
	Toilets- rural	Hook lift locks done	No	5 hrs	In place
	Tennis Lights	All working mysteriously	No	? hrs	Future- LED\$

2. TENDER UPDATE

2014-15 Budget

- #488 & 409- to go to tender
- #535- Holding, until slashing finished
- #20/22 Pad foot roller- specifications pending
- #470 Loader- out to Tender 15-05
- #537 RMPC ute- due to go- may trade on truck with crane
- #536 Rural foreperson ute- Tender 15-08 Extra cab Hilux
- #561 Road crew foreman dual cab- Tender 15-06 Dual cab Landcruiser
- #545 Job Truck with Crane- Tender 15-07
- Waste Transfer Bins- Three completed - forth waiting on painting

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS TO VIEW

1. Plant Replacement Program



2. Plant Running Costs



3. Schedule of Plant Servicing



## 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:	7 <sup>th</sup> April 2015
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

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#### 1. EVENTS CO-ORDINATOR

##### I. RADF

- Burke Shire received funding of \$3,710
- The glass slumping workshop to take place in Normanton sometime in May (confirming dates)

##### II. ArTour

ArtTour is Queensland's centre of contemporary touring knowledge. ArtTour supports Queensland based performing artists and producers to tour work through regional Queensland and nationally. ArtTour 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.

The Events Coordinator and Executive Officer attended an Artour/RADF conference in Winton March 24, 2015. It was a great opportunity to connect with other Councils and also get more information from RADF and Artour on how we can use the funding allocated to us for community projects. We are yet to sit with the RADF committee to decide on what projects we can embark this year.

##### III. Past Events

There are no past events to report since the last Council meeting.

##### IV. Upcoming Events

###### April

- 25 Anzac Day 2015 – Burketown (report below)
- 25 Anzac Day 2015 – School Trip (report below)

###### May

- 2 Gregory Downs Jockey Club - Races
- 3 Gregory Downs Canoe Race

###### June

- 20-21 Gregory Campdraft & Horse Sports

###### July

- 4 Tackling Tough Times Together – (report below)
- 25 Queensland Music Festival - Ian Cooper & Ambre Hammond Tour

###### September

- TBC Morning Glory Festival (report below)
- 6-11 Gregory Mini-School SOTA
- TBC Gregory CWA Horse Sports
- TBC Burketown Campdraft & Horse Sports

October

- TBC Burke Shire Tidy Yard Competition

November

- 3 Melbourne Cup Day / Celebrations – Burketown and Gregory
- 11 Remembrance Day

December

- TBC Young Ambassador
- TBC Burketown State School Dux
- TBC Community Christmas Tree
- TBC Christmas Lights Competition

a) Anzac Day 2015 – Burketown

Aim of Project:

The aim of the project is to bring together all Burke Shire residents and to recognize 25 April as an occasion of national commemoration.

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Background:

On April 25, 1915 the Australian and New Zealand Army Corps formed a binding friendship on the beaches of Gallipoli. This was the scene for the birth of the ANZAC Spirit, an enduring spirit of mateship, sacrifice and courage - the fabric of our nation's identity.

Today, the ANZAC Spirit is entrenched in the hearts and minds of the brave men and women who continue to protect the freedom all Australians enjoy.

On 25 April 2015 Australians will commemorate the 100th Anniversary of the Landing of Australian and New Zealand Troops on the Gallipoli Peninsula in 1915.

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Event Information:

Theme: Anzac Day 2015  
Date: 25 April 2015  
Time: Commences at 05.45am  
Location: Burketown Cenotaph and Nijinda Durlga

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Activities:

- Dawn Service – one member of 51FNQR will be attending
  - Breakfast - Nijinda Durlga
  - Flag Raising
  - March
  - Wreath Laying
  - Poems
- 

Promotion:

Flyers will be made available at:

- Gregory Community Notice Board
- Burke Shire Council Administration office
- Burke Shire Council Depot
- Nowlands Engineering
- Burketown Post Office
- Burke Shire Council website / Facebook
- Burketown Hotel
- Burketown Caravan Park

Banners and Posters put up in Burketown and Gregory.

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Marketing:

- Facebook – through the Burke Shire Council Facebook Page.
  - Website – advertised on the Burke Shire Council website.
- 

Budget:

- Burke Shire Council has allocated \$3,000.00 of the Events Budget towards Anzac Day activities. This whole amount is not anticipated to be used.
- 

Community Engagement:

- A volunteer notice has been sent to the community to participate in this event.
- The Council will be sending ANZAC day packs to community members at Stations who may not be able to attend the Anzac celebrations.

- Poppies will be supplied to the Gregory Downs for their Anzac day commemoration.
  - Burketown State School has been approached to marshal a group of students to take part in the activities.
- 

Post event Information

- Feedback forms to be provided at the event.
  - Photos to be posted on the Website and Facebook page.
  - Anzac day report to be included in the Newsletter.
-



b) Anzac Day 2015 – School Trip

Aim of Project:

The aim of the project is to send the children of the Burke Shire from grade 4 – 6 to commemorate the Anzac centenary in Townsville.

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Background:

Anzac Day goes beyond the anniversary of the landing on Gallipoli in 1915. It is the day on which we remember Australians who served and died in all wars, conflicts, and peacekeeping operations. The spirit of Anzac, with its human qualities of courage, mateship, and sacrifice, continues to have meaning and relevance for our sense of national identity.

The Burke Shire students attend a service held by council each year, which has exposed them to military personnel. This is an opportunity for the students to experience a larger service, to meet with military personnel and visit war sites in and around Townsville and Magnetic Island.

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Event Information:

Theme: ANZAC Day 2015  
Date: 25 April 2015  
Location: Townsville  
Attending: Burketown State School Students with Parents  
SOTA Student with parent  
Costs: Burke Shire Council – Bus to Century, Magnetic Island ferries and bus tour, vehicle hire in Townsville (bus/van), additional expenses as required  
Students/Parents – will cover costs of food and accommodation  
MMG Century – Flights from Century to Townsville return (24 & 27 April 2015).

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Activities:

Friday 24<sup>th</sup> April

- Travel from Burketown to Townsville
- Depart Burketown @ 10 am
- Depart Century @ 1.15pm

Bus – Burketown to Century – Bus has been booked out and advised driver. Century On off Lease permit completed and sent.

Flight – Century to Townsville –Flights Confirmed

Mini Bus Hire (Townsville) - Minibus has been booked

- TBC - Short tour of the army base, possible inclusion of a unit museum and a member in uniform to speak to the group about what it means to be an Australian Soldier. This will be updated as we get closer to the event. Waiting for confirmation

Saturday 25<sup>th</sup> April

- Dawn Service
  - Refer to attachment for more information about the event.

Sunday 26<sup>th</sup> April

- Magnetic Island – Forts Walk
  - Tour and boat trip booked
  - Bus tickets (Magnetic Island) to be purchased on the day
  - What time-9.am-5.pm

Monday 27<sup>th</sup> April

- Travel from Townsville to Burketown
  - Flight – Townsville to Century - Check in time: 05.45am
  - Bus - Century to Burketown – Depart Century @09:00am
-

#### Confirmation of Attendance

- Burketown State School:
  - 6 students and 2 parents/guardians (includes Principal)
- SOTA:
  - 1 student attending, Parent going on the trip as a chaperone.
- Confirm numbers and names and lock away ~14 seats on flights...
  - Numbers and names confirmed, 9 seats reserved (see Itinerary)

#### Indication/confirmation of number of available seats on Century-Townsville flight

MMG: Application sent and seats confirmed

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#### Responsibilities

Burketown State School	Attendance – 7 Children and 2 Adults
	Burke Shire to book accommodation
	<ul style="list-style-type: none"><li>• Accommodation confirmed.</li></ul>

BSS paying for accommodation and meals

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#### Marketing:

- Facebook – through the Burke Shire Council Facebook Page
- Website – advertised on the Burke Shire Council website
- Newsletter – article on the competition in the Burke Shire Council newsletter (Post)
- Media – HQ 3 Brigade – covering an event involving the children and one of the units on base

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#### Public Relations:

Press release(s):	Burke Shire Children – trip to Townsville – prior to leaving
	Article after - including Day Photos and event details
	HQ 3 Brigade
	Townsville City Council

c) July - Tackling Tough Times Together

Aim of Project:

The aim of the project is to bring communities together to provide a circuit breaker during these tough times, to support one another and provide relief in each community. It is important for communities and families to come together when times are tough and just have time to have a bit of “fun” and for a short time distract people from their worries and difficulties.

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Background:

Tackling Tough Times Together (TTTT) is a program that is funded by The Foundation for Rural & Regional Renewal (FRRR) to support regional, rural and remote communities in Queensland and the Northern Tablelands region of NSW who are doing it tough due to the ongoing drought.

Tackling Tough Times Together helps communities to:

- Access the resources they need to support one another through the current, ongoing drought.
- Reduce social isolation by facilitating strong social cohesion and connections
- Build community capacity to cope now and in future droughts

Funding will support community based activities that both help to relieve current stressors and symptoms, but most importantly, build capacity and resilience for the future.

Funds could also support activities that engage people in being active, exploring options and creating something that will stand the test of tough times.

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Event Information:

Theme: Tackling tough times together  
Date: 4 July 2015  
Time: 9.am  
Venue: Gregory Downs

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Activities:

- Ladies pamper party
- Men's group meetings
- Health & wellness workshops
- Kids fun activities
- Family movie night
- We are planning to invite Aussie helpers, Medical local and any other groups that may be able to offer support and provide expert advice.

More information on activities will be made available nearer to event.

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Budget:

- Burke Shire Council received a grant for \$6,000.00 to finance all the activities for tackling tough times. Medicare local has expressed interest in this program and may potentially offer some funding as well.
- 

Promotion

Flyers will be made available at:

- Gregory Downs Hotel
  - Burke Shire Council Administration office
  - Burke Shire Council Depot
  - Nowlands Engineering
  - Burketown Post Office
  - Burke Shire Council website / Facebook
  - Burketown Hotel
  - Burketown Caravan Park
-

Marketing:

- Facebook – through the Burke Shire Council Facebook Page
  - Website – advertised on the Burke Shire Council website
- 

Community Engagement:

- We need to get community buy in and also get suggestions on what sort of activities would suit the relevant groups.
  - If funding permits, we can host follow up workshops at the end of the year.
-

d) July - Queensland Music Festival - Ian Cooper & Ambre Hammond Tour

Aim of Project:

To participate in the Queensland Music Festival Programme for 2015 and provide a high quality cultural experience to residents in their own community.

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Background:

In 2013 QMF presented the Flying Tour in its first outing. This tour showcased the internationally renowned artists Ian Cooper on violin and Simon Tedeschi on keyboard. The tour went to ten locations across a period of ten days travelling to towns in western Queensland. It was a very successful tour with wonderful on the ground feedback. James Morrison, QMF's artistic director, is keen to present such a tour again. We will again use a small plane to fly two artists around a number of smaller regional centres across Queensland during the 2015 Festival.

These concerts are high energy, high quality, and exciting opportunities for local people to enjoy international standard performances in their own community.

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Event Information:

Theme: Ian Cooper & Ambre Hammond Tour  
Date: 25 July 2015  
Time: TBC  
Venue: Nijinda Durlga

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Activities:

- Concert
  - School/Community Music workshop
  - Nijinda Durlga Official opening(needs to be discussed)
  - Lunch
- Activities are not limited to the above mentioned.

More information on activities will be made available nearer to event.

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Budget:

- Cost to Burke shire Council will be \$6,000.00 plus in kind support to all the activities for the Musical Fest.
  - Still exploring other sources of funding to offset tour costs
- 

Promotion

Flyers will be made available at:

- Gregory Downs Hotel
  - Burke Shire Council Administration office
  - Burke Shire Council Depot
  - Nowlands Engineering
  - Burketown Post Office
  - Burke Shire Council website / Facebook
  - Burketown Hotel
  - Burketown Caravan Park
- 

Marketing: Facebook – through the Burke Shire Council Facebook Page

- Website – advertised on the Burke Shire Council website
  - QMF will also be producing promotional material for the entire tour and Council's logo will be placed on that material.
-

e) September - Morning Glory Festival

Aim of Project:

The Morning Glory Festival will be celebrating the unique and mysterious Morning Glory cloud formation that will form the basis of an event within the Burke Shire. We would like to host an event that utilizes the strengths of the region – but that also celebrates and enhances the arts within the community. Morning Glory Festival will also give Burke Shire an opportunity to:

- Host an event that complements the area and does not compete with existing events in the region;
- Attract new visitors to the region;
- Encourages community participation, volunteering and inclusions;
- Create an event that is sustainable and that becomes a major event for the Region.

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Background:

2015 will be the second year Burke Shire will host the Morning Glory Festival.

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Event Information:

Name: Morning Glory Festival  
Proposed Date: 25-26 September 2015  
Location: Burketown

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Activities

- Arts & Crafts Show
- Music festival
- Children's programs
- Markets
- Photo Competition
- Health Expo
- Cooking Demos
- Participation from Community orgs to hold - Guided tours/packages

(More information on activities/Run sheet will be made available closer to event)

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Promotion:

Flyers will be made available at:

- Gregory Downs Community Notice Board
- Burke Shire Council Administration office
- Burke Shire Council Depot
- Nowlands Engineering
- Burketown Post Office
- Burke Shire Council website / Facebook
- Morning Glory Website
- Burketown Hotel
- Burketown Caravan Park

Banners and Posters put up in Burketown and Gregory

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Marketing:

- Facebook – through the Morning Glory Festival and Burke Shire Council Facebook Page
- Website – advertised on the Burke Shire Council website
- Advertise on the Morning Glory Festival Website

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Budget:

- Burke Shire Council has allocated \$20 000.00 cash and \$10,000 in-kind support towards the 2015 Morning Glory Festival.
- Approach other sponsors for cash and in-kind contributions.

### Community Engagement/Consultation

External Consultation will be completed with the following (but not limited to):

- Carpentaria Land Council Aboriginal Corporation
- Burke Shire Businesses
- Burke Shire Community
- External Food providers (if required)
- Market Holders
- Tourism providers – Savannah Way Ltd, TTNQ and others

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### Post event Information

- Feedback forms to be provided at the event/post event.
  - Photos to be posted on the Website and Facebook page.
  - MGF report to be included in the Burke Shire Council Newsletter.
- 

## 2. LIBRARY

Council staff recently attending training with the State Library in Brisbane. New processes will be created to help keep Council compliant. More information is planned to be sent out to the community to encourage more use of the library. The function of libraries has changed a lot over the years.

## 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 2/172 Musgrave Street is 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 252 members (increase of 8) 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. Events staff will be trained and will start to use this page better. The Morning Glory Festival page will become more active once dates have been confirmed for this event.

### Newsletter

The next edition of the newsletter is planned for distribution in July. Additions for this newsletter will include new employee profiles.

## 5. DEVELOPMENT APPLICATIONS

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

Council are currently in discussions with GMA in relation to reporting for Council, new reporting will start soon.

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

Generally systems seem to be working well, staff are becoming more familiar with the Citrix environment along with using InfoXpert for their everyday use.

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

9. CONFERENCES/TRAINING

March Trish – Library Training  
Madison – Professional Development - ADBT  
Jenny and Faith – RADF and Arts Qld Conference

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Correspondence Report – March 1 to current



Council Meeting  
Correspondence - Ma



## Executive Officer Reports

### 07.03.02 Burke Shire Community Markets – waiving of fees

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE REF:	Markets - Licensing
DATE:	7 <sup>th</sup> April 2015
LINK TO COUNCIL PLAN/S:	Community Plan; Local Laws

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#### 1. PURPOSE (Executive Summary)

To approve a process and waiver of fees for the Community Markets being held on Council owned land that require licensing to sell items at these Community Markets.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Burketown Community Markets have been held on the last Saturday of each month since March 2014. The markets started at the front of the Morning Glory Café then moved to the Morning Glory Park. These markets have proven to be popular with both the Burke Shire Community and Tourists travelling through the shire.

Council previously waived any fees and allowed the markets to continue being run from the Morning Glory Park. Council has also supported the markets by advertising throughout the Shire and beyond.

The Burketown Community Markets have also fundraised money through raffles to help the Burketown Blue Light and Burketown Kindergarten.

#### 3. PROPOSAL

For Council to waive all fees associated with holding a stall at the Burketown Community Markets, where such Markets are set-up on Council-controlled land, and to allow the Burketown Markets to continue being held in the Morning Glory Park as long as stall holders have completed an application for approval and Council have issued them with a permit.

Council issued licenses to be given for a maximum of one year. Applications to be assessed on a case-by-case basis depending on the products being sold. Food related stalls may also need to apply for a Food License with Council.

Each applications is to be assessed on its own merits. These applications will be approved by Councils EHO officer and CEO before permits or temporary licenses are given. In making this determination, the following areas are to be consider:-

- Low Risk Products – eg Jam/chutney
- High Risk Products – eg fresh cream/raw eggs
- Town Planning – may require approval for home kitchens – more so for selling commercially
- Labelling of Food Products - is handled by Qld. Health (not a local govt. issue)

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The waiving of the fee/s will encourage more participation by stall holders.

The continuation of the markets during tourist season may generate additional economic activity.

5. POLICY & LEGAL IMPLICATIONS

To comply with Burke Shire Council Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012, by completing application:-

- Application for use of parks and reserves
  - On approval, Conditions of permit - Application for use of parks and reserves will be authorised.

All Stall holders who sell food will need to comply with:-

- Burke Shire Food License requirements, including
  - [Food Act 2006](#)
  - [Food Standards Code Australia and New Zealand](#)
  - [Food Safety Standards](#)
  - Food Safety Fact Sheets - [Queensland Health website](#)

6. CRITICAL DATES & IMPLEMENTATION

Each application will be assessed and a temporary permit/license will be issued for that financial year, ending 30 June.

7. CONSULTATION

Burke Shire Council EHO Officer  
CEO  
EO

8. CONCLUSION

That Council approves waiving of stall holder fees for Community Markets within the Burke Shire, that are held on Council owned land and issues permits and licensing on completion of approved applications.

All stall holders will be provided with the document “Burke Shire Stall Holder Brochure”, Food Safety requirements (if applicable to application) and are required to comply with Food Standards and their licensing requirements.

9. OFFICER'S RECOMMENDATION

That Council Approves:-

- a) The waiving of fees for stallholders for the Burketown Community Markets, subject to the receipt of properly made applications;
- b) The Morning Glory Park as the preferred venue for hosting the Burketown Community Markets; and that
- c) The CEO be given the authority to approve alternative locations for hosting the Burketown Community markets, provided the alternative location is on Council-controlled land.

ATTACHMENTS

1. Burke Shire Stall Holder Brochure



2. DRAFT Application/Permit for use of parks and reserves



## Finance Reports

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

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Council Meeting Report - Finance Monthly Update Report
DATE:	16.04.2015

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1. Statement of Comprehensive Income Quarterly Results
2. Statement of Comprehensive Income variance analysis
3. Statement of Financial Position
4. Notes to Statement of Financial Position
5. Summary of cash investments held
6. Measures of Councils Financial Sustainability
7. Trend Analysis
8. Statement of Cash Flow
9. Capital expenditure budget analysis
10. Finance department monthly update

**1. STATEMENT OF COMPREHENSIVE INCOME QUARTERLY RESULTS**

	Quarter 1	Quarter 2	Quarter 3	Year to Date
	Jul - Sept 2014	Oct - Dec 2014	Jan - Mar 2015	Jul 14 - Mar 15
<b>Income</b>				
<b>Recurrent revenue</b>				
Rates, levies and charges	1,726,661	24,062	19,789	1,770,512
Fees and charges	11,248	13,728	9,660	34,636
Rental income	33,335	36,045	27,910	97,290
Interest received	112,322	125,463	118,130	355,915
Sales revenue	72,841	255,449	55,425	383,715
Other income	7,016	29,028	806,069	842,113
Grants, subsidies, contributions and donations	791,539	3,092,283	776,615	4,660,437
<b>Total recurrent revenue</b>	<b>2,754,962</b>	<b>3,576,058</b>	<b>1,813,598</b>	<b>8,144,618</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>2,313,598</b>	<b>9,139,565</b>
<b>Capital income</b>	-	-	-	-
<b>Total income</b>	<b>2,760,936</b>	<b>4,065,031</b>	<b>2,313,598</b>	<b>9,139,565</b>
<b>Expenses</b>				
<b>Recurrent expenses</b>				
Employee benefits	920,872	1,057,738	963,660	2,942,270
Materials and services	611,186	717,704	884,957	2,213,847
Finance costs	3,745	4,072	3,422	11,239
Depreciation and amortisation		825,600	437,913	1,263,513
<b>Total recurrent expenses</b>	<b>1,535,803</b>	<b>2,605,114</b>	<b>2,289,952</b>	<b>6,430,869</b>
<b>Capital Expenses</b>	-	-	-	-
<b>Total expenses</b>	<b>1,535,803</b>	<b>2,605,114</b>	<b>2,289,952</b>	<b>6,430,869</b>
<b>Net surplus</b>	<b>1,225,133</b>	<b>1,459,917</b>	<b>23,646</b>	<b>2,708,696</b>

**Rates and Utility** revenues increased from the last reporting period reflecting the issue of supplementary levies for water access charges. Rates and Utility revenue will increase in the next reporting period as second half yearly rates are issued.

**Rental income** increased consistently with monthly rental revenue forecast. Rental revenue sits at \$97,290. Highest rental revenues were reported in the first quarter with lowest rental earnings in the third quarter. Several rental units were unoccupied in the last quarter.

**Interest revenue** increased by 12% from the previous month. Interest accruals for term deposits have been processed consistently through the year.

**Sales revenues** increased slightly from the last reporting period. Increases in sales revenue pertain to recoverable works conducted through the month of March. Significant increases in sales revenue are expected in the next reporting period as RMPC invoices will be raised for completed RMPC works.

**Other income** increased significantly due to the refund of funds which were misappropriated last year.

**Grants, subsidies and contributions** increased slightly to \$4,660,437 from \$4,656,281 reflecting the receipt of Graffiti Stop Grant and Get Ready Queensland Grant revenue. Year to date revenues exceed year to date expenditure resulting in a net surplus of \$2,708,696. Quarterly results show a significant difference in net surplus in the third quarter mainly due to the timing of rates levying and receipt of revenues: Significant Rates levies were raised in the first quarter and significant flood damage revenue was received in the second quarter contributing to the significant differences in revenues recorded over the last three quarters.

**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	1,770,512	3,091,239	(1,320,727)	-43%
Fees and charges	34,636	54,522	(19,886)	-36%
Rental income	97,290	93,753	3,537	4%
Interest received	355,915	321,795	34,120	11%
Sales revenue	383,715	582,750	(199,035)	-34%
Other income	842,113	23,697	818,416	3454%
Grants, subsidies, contributions and donations	4,660,437	8,953,551	(4,293,114)	-48%

<b>Capital revenue</b>	<b>994,947</b>	<b>317,997</b>	<b>676,950</b>	<b>213%</b>
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<b>Total Revenue</b>	<b>9,139,565</b>	<b>13,439,304</b>	<b>(4,299,739)</b>	<b>-32%</b>
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**Recurrent Expenditure**

Employee benefits	2,942,270	2,955,150	12,880	0%
Materials and services	2,213,847	5,714,970	3,501,123	61%
Finance costs	11,239	12,753	1,514	12%
Depreciation and amortisation	1,263,513	1,147,896	(115,617)	-10%

<b>Total Expenditure</b>	<b>6,430,869</b>	<b>9,830,769</b>	<b>(3,399,900)</b>	<b>-35%</b>
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<b>Net Operating Surplus</b>	<b>2,708,696</b>	<b>3,608,535</b>	<b>(899,839)</b>	<b>-25%</b>
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**Notes for variances to budget**

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

***Rates & Utility Charges***

Supplementary water access charges raised in March resulted in an increase in Rates and Utility Charges. Rates revenue sits at 57% of the pro rata budget. The second half yearly Rates and Utility Charges will be levied in April; this will bring rates revenue closer to the budget position. Water consumption will be levied after the end of the financial year and an accrual journal will be prepared for the consumption charges.

***Fees & Charges***

Fees and charges revenue sits at \$34,636 or 64% of the pro rata budget figure.

***Rental Income***

Rental income is currently \$97,290 and compares favourably (4% higher) against the pro rata budget figure.

***Interest Received***

Interest received remains 11% higher than the budget figure at \$355,915. Interest rates on investments continue to be monitored.

***Sales Revenue***

Sales revenue and recoverable works revenue sits at \$383,715 or 66% of the pro rata budget figure. Significantly large invoices for RMPC works will be raised in April for December and February RMPC claims, this should bring sales revenues closer to the budget figure.

***Other Income***

Other income is 3454% higher than budget figures primarily reflecting the receipt of unbudgeted revenue (refund of misappropriated funds).

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

Grants subsidies contributions and donations increased slightly from the previous month to \$4,660,437 and now sit at 52% of the pro rata budget figure. FAG Grants and HACC grants are on track with pro rata budget figures. Get Ready Queensland and Graffiti Stop Grants have been received. Significant NDRRA Flood Damage Revenues are still outstanding. Tendering process for NDRRA works are at an advanced stage, once flood damage works commence and council spends thirty percent of the estimated value of claim (approximately \$8m) monthly claims will be lodged for flood damage expenditure. Up to 90% of the estimated value of the works can be claimed and paid with the remaining 10% to be paid on completion of the works and submission of final claims.

**Capital Revenue**

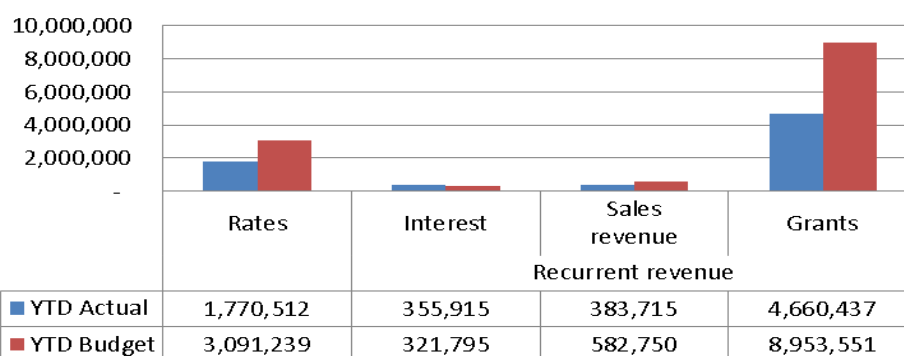
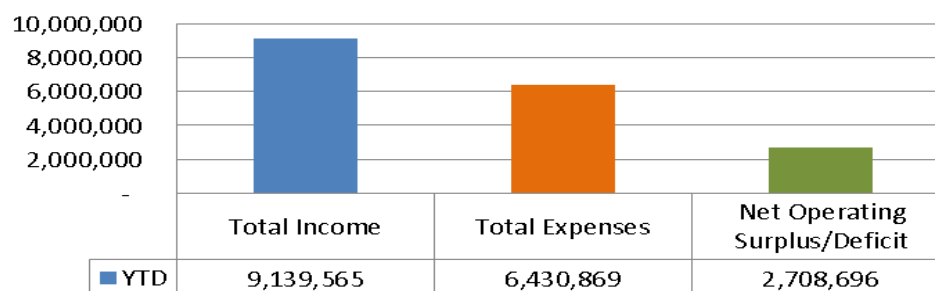
Capital revenue remains unchanged from the last reporting period. Funding is yet to be received for the Pontoon Project. Payment has been received for TIDS capital work completed late last year. Roads to recovery revenues are yet to be received.

**Employee Benefits & Materials and services**

Expenditure on employee benefits, materials and services increased to \$5,156,117. Expenditure in some areas exceeds the pro rata budget and in other areas performance is under the pro rata budget figure. Major variances relate to outstanding expenditure on Flood damage works to be conducted in the short term bringing expenditure closer to budget.

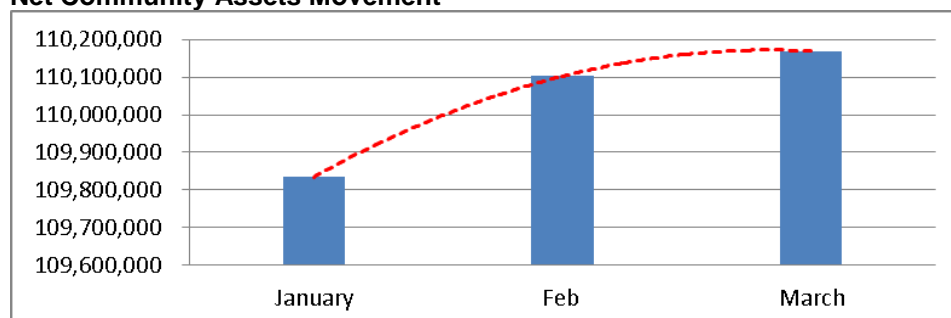
**Finance costs**

Bank fees and charges have been paid consistently through the year and remain favourably under budget sitting at \$11,239 or 88% of pro rata budget.

**YTD Actual Revenue Vs Budget****YTD Financial Performance Summary**

**STATEMENT OF FINANCIAL POSITION AS AT 28 FEBRUARY 2015**

	<b>Feb 2015 Actual</b>	<b>Mar 2015 Actual</b>	<b>% Change</b>
<b>Current Assets</b>			
Cash and cash equivalents	14,554,343	15,541,353	7%
Trade and other receivables	436,796	9,770	-98%
Inventories	272,836	274,950	1%
Other financial assets	305,544	213,923	-30%
Non-current assets classified as held for sale	-	-	-
<b>Total current assets</b>	<b>15,569,519</b>	<b>16,039,996</b>	<b>3%</b>
<b>Non-current Assets</b>			
Property, plant and equipment	126,652,118	126,652,118	0%
Accumulated Depreciation	(33,112,313)	(33,260,460)	0%
Capital works in progress	2,051,373	1,941,082	-5%
Intangible assets	-	-	-
<b>Total non-current assets</b>	<b>95,591,178</b>	<b>95,332,740</b>	<b>0%</b>
<b>TOTAL ASSETS</b>	<b>111,160,697</b>	<b>111,372,736</b>	<b>0%</b>
<b>Current Liabilities</b>			
Trade and other payables	168,678	294,836	75%
Borrowings	-	-	-
Provisions	332,477	387,067	16%
Other	6,000	6,000	0%
<b>Total current liabilities</b>	<b>507,155</b>	<b>687,903</b>	<b>36%</b>
<b>Non-current Liabilities</b>			
Trade and other payables	-	-	-
Interest bearing liabilities	-	-	-
Provisions	551,307	515,658	-6%
Other	-	-	-
<b>Total non-current liabilities</b>	<b>551,307</b>	<b>515,658</b>	<b>-6%</b>
<b>TOTAL LIABILITIES</b>	<b>1,058,462</b>	<b>1,203,561</b>	<b>14%</b>
<b>NET COMMUNITY ASSETS</b>	<b>110,102,235</b>	<b>110,169,175</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)	13,498,997	13,498,997	0%
Other reserves	6,704,127	6,704,127	0%
<b>TOTAL COMMUNITY EQUITY</b>	<b>110,102,235</b>	<b>110,102,235</b>	<b>0%</b>

**Net Community Assets Movement**

#### 4. Notes to Statement of Financial Position

##### **Cash and Cash Equivalents**

Cash balances increased by 7% from the last reporting period. Increases pertain to the receipt of TIDS revenue with a resultant reduction in receivables. Receipt of misappropriated funds also pushed cash balances upwards.

##### **Trade and other receivables**

Receivables decreased by 98% from the last reporting period primarily due to receipt of payment on TIDS invoices. A provision has been made for doubtful debts.

##### **Inventories**

Stocktake was conducted in March and stock quantities were updated as required. There were no major variances in stock quantities.

##### **Other Financial Assets**

Prepayments continue to be amortised monthly as per amortisation schedule reflecting the “using up” of expenses paid in advance. Interest on Term Deposits continues to be accrued on a monthly basis.

##### **Property Plant and Equipment**

Property Plant and Equipment remains unchanged as no capitalisations were processed in March. 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. Depreciation for the month ended 31 March 2015 was run.

##### **Capital works in progress**

Capital works in progress declined slightly. Please note that this is as a result of receipts posted to the general ledger to reverse the expenditure that had been inappropriately allocated against capital works in progress last financial year. Cash receipts have been applied to the General ledger to reverse the “inappropriate expenditure” to accurately reflect Councils actual expenditure on Capital Works Projects. Asset upgrades will be capitalised once the asset register has been rolled forward.

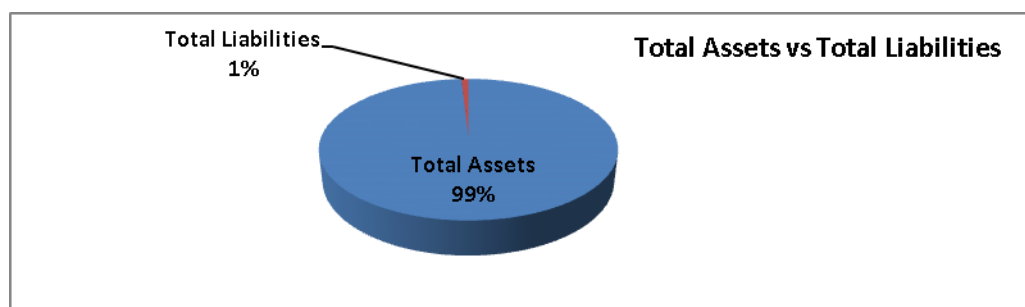
##### **Liabilities**

Current liabilities relate to unpaid invoices (not yet due for payment) at the end of March. Invoices not yet due for payment are placed on hold to improve cash flow management.

##### **Provisions**

Provisions for employee entitlements continue to be updated on a monthly basis.

Year to date results show an overall increase in total assets from the last reporting period.



#### 2. **Summary of Cash Investments held**

Account	Balance	Rate
QTC Investment	10,934,368	3.47%
NAB Term Deposit	500,000	3.80%
Westpac Cash Reserve	3,601,729	2.73%



**6. Measures of Councils Financial Sustainability**

Ratio	Target	2014/15 YTD Feb	2014/15 YTD Mar
<b>Current Ratio</b>			
Measures Councils ability to meet short term obligations from cash and liquid financial assets	This ratio should exceed 1:1	31	23
<u>Current assets</u>			
<u>Current liabilities</u>			
<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	23
<u>Unrestricted current assets</u>			
<u>Current Liabilities</u>			
<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%	27.3%
This ratio assists council to determine its ability to maintain infrastructure assets over the long term			
<u>Capital expenditure on renewals</u>			
<u>Depreciation expense</u>			
<b>Operating Surplus Ratio</b>			
Measures the extent to which operating revenue covers operational expenses	Between 0 and 10%	23%	21%
<u>Net operating surplus (excluding capital items)</u>			
<u>Total operating revenue (excluding capital items)</u>			
<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%	-182%
<u>Total liabilities - current assets</u>			
<u>Operating revenue (excluding capital items)</u>			

**Notes to Ratios**

*Please note that ratios are generally distorted due to timing differences between raising of revenue and incurring of expenditure.*

**Asset Sustainability Ratio:** Council's ratio at the end of the reporting period continues to fall short of the target ratio however this ratio is generally distorted given timing differences in council expenditure on asset renewals. The ratio will improve as asset renewal projects particularly flood damage works move from infancy stages and progress to completion in the coming months. 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.

**Working Capital Ratio:** Council's working capital ratio exceeds the target ratio of 1:1

March figures show a decline in the ratio as liabilities at the end of March were higher than the previous month. Council's ratio still reflects a strong cash position and sufficient working capital to deliver services to the community.

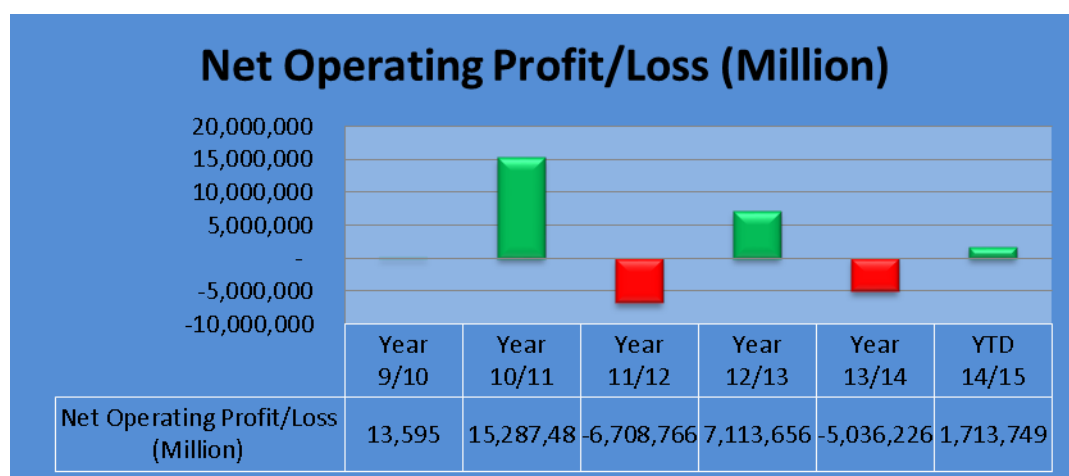
**Operating Surplus:** The target ratio is between 0 and 10%. Low levels of operating expenses compared to operating revenues could indicate that Council is providing levels of service below that expected by ratepayers. Operating revenues generated through the year reflect an operating surplus ratio of 21% which shows that council is generating sufficient operational revenue to meet its financial obligations and operational requirements. Councils operating surplus ratio is higher than the target ratio therefore operational expenditure must be monitored to ensure the standard of services delivered to the community meet expected standards.

**Net Financial Liabilities Ratio:** Council's net financial liabilities ratio sits at -182% against a target of <60% indicating a strong borrowing capacity. Burke Shire Council has significant financial capacity and ability to increase its loan borrowings if necessary.

## 7. Trend Analysis

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	YTD 2014-15
Total Operating Income	8,986,429	30,538,188	16,695,311	16,318,134	6,960,980	8,144,618
Total Operating Expenses	8,972,834	15,250,702	23,404,077	9,204,478	11,997,206	6,430,869
<b>Net Operating Result</b>	<b>13,595</b>	<b>15,287,486</b>	<b>- 6,708,766</b>	<b>7,113,656</b>	<b>- 5,036,226</b>	<b>1,713,749</b>
Council Assets	92,153,043	104,887,821	102,237,123	109,883,913	126,821,047	130,000,000
Council Liabilities	2,195,595	1,676,256	1,263,308	1,440,242	2,627,442	1,058,462
<b>Council Net Value</b>	<b>89,957,448</b>	<b>103,211,565</b>	<b>100,973,815</b>	<b>108,443,671</b>	<b>124,193,605</b>	<b>128,941,538</b>

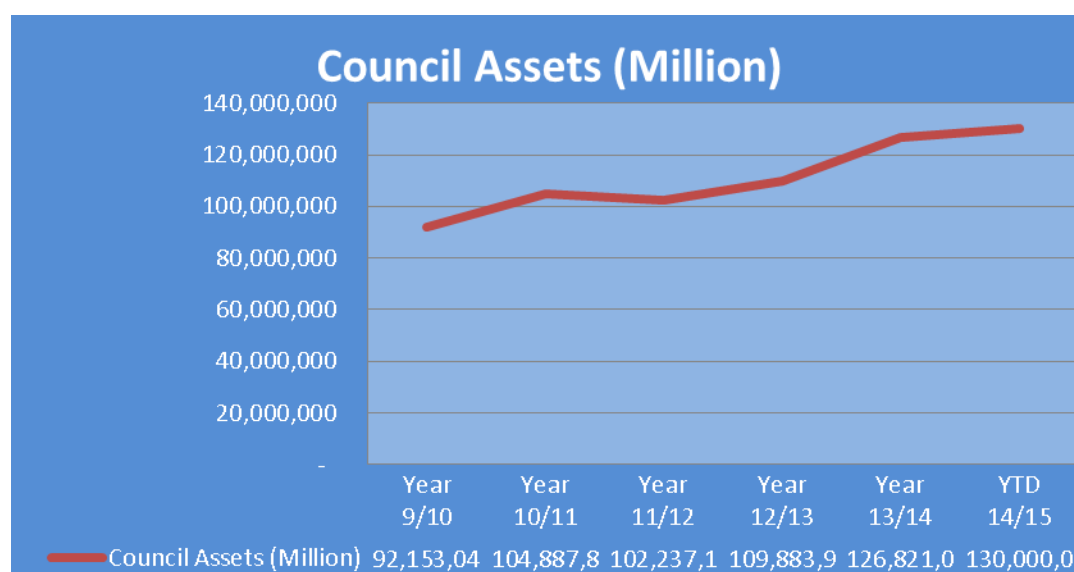
## Financial Performance Analysis



Net Losses were recorded in 2011-12 and 2013-14. Current year to date figures show a positive net operating profit of \$1,713,749. Year to date net results show a surplus of \$2,708,696.

## Council Assets

Council's asset base has continued to grow steadily over the past four years, year to date results show a continuation of this upward trend. Please note that the year to date figure on Council assets is an estimate based on Closing balances for 2013-14, actual figure's will be provided once the assets are rolled over into the current year and opening balances are drawing from the audited financial Statements.



## Councils Net Worth



Net Community Equity continues to increase steadily through the year.

## 8. Statement of Cash Flow

	YTD Feb 2015	YTD Mar 2015	Monthly Movement
<b>Cash flows from operating activities:</b>			
Receipts from customers	2,715,373	4,066,122	1,350,749
Payments to suppliers and employees	(6,072,868)	(6,597,237)	(524,369)
	<b>(3,357,495)</b>	<b>(2,531,115)</b>	<b>826,380</b>
Dividends received	-	-	-
Interest received	309,168	345,931	36,763
Rental income	87,870	97,290	9,420
Non-capital grants and contributions	4,656,281	4,660,437	4,156
Income from investments	-	-	-
Borrowing costs	-	-	-
<b>Net cash inflow (outflow) from operating activities</b>	<b>1,695,824</b>	<b>2,572,543</b>	<b>876,719</b>
<b>Cash flows from investing activities:</b>			
Payments for property, plant and equipment	(4,279,644)	(4,169,353)	110,291
Accumulated Depreciation	(1,115,366)	(1,263,153)	(147,787)
Depreciation Expense	1,115,366	1,263,153	147,787
Proceeds from sale of PPE	-	-	-
Grants, subsidies, contributions and donations	994,947	994,947	-
<b>Net cash inflow (outflow) from investing activities</b>	<b>(3,284,697)</b>	<b>(3,174,406)</b>	<b>110,291</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>(1,588,873)</b>	<b>(601,863)</b>	<b>987,010</b>
Cash at beginning of reporting period	16,143,216	16,143,216	-
<b>Cash at end of reporting period</b>	<b>14,554,343</b>	<b>15,541,353</b>	<b>987,010</b>

Cash inflows from operating activities increased significantly from the last reporting period. Cash inflows mainly flowed from TIDS receipts and refund of misappropriated funds. Cash Flows should continue to improve once second half rates are issued.

## 9. Capital Works in Progress

### Construction of Ablution facility (Gregory)

<b>Project Budget</b>	140,000
<b>Actual expenditure to date</b>	121,999
<b>Budget remaining</b>	18,001

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

### Status Update

Work Commenced in October 2014

Toilet block installed

Project Complete

### Burketown Wharf (Pontoon)

<b>Project Budget</b>	550,000
<b>Actual Expenditure to Date</b>	196,444
<b>Budget Remaining</b>	353,556

**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.

## 10. Capital expenditure budget analysis (Snapshot)

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)	1,256,471	800,000	(456,471)
	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	121,999	140,000	18,001
<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
	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

Gregory Ablution facility installation completed, expenditure to be capitalised.

TIDS expenditure to be capitalised.

Pontoon project underway.

Budget revision and amendment to be completed in April and presented at next meeting.

## **Finance Department Monthly Update**

### **Key Events and Dates**

#### **External Audit**

External Audit interim visit scheduled to commence on Tuesday 14 April. Preparation for the interim visit is underway. Roads to recertification audit will also be conducted in April.

#### **Rates**

Second half Rates and Utility charges to be raised on 24 April 2015.

#### **Internal Audit**

Internal Audit Scheduled for 11 May to 15 May.

## 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 April 2015 – PHRM Report
DATE:	7 <sup>th</sup> April 2015
LINK TO COUNCIL PLAN/S:	Nil

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#### 1. HUMAN RESOURCES UPDATE

##### Staff Changes:

###### Workplace Health and Safety Coordinator:

William Grigor finished with Council on March 31. Applications for this role close on April 27. At this stage, there have been a number of strong applications submitted. While the position remains vacant, the PHRM will assume responsibility for the WHS function.

###### Administration Officer (Temporary):

Eliza Dobie finished with Council on March 31. Margaret Dendle returned on April 7, with a plan to stay until May 1. Shannon Moren will commence permanently in this role on May 4.

##### Open Positions:

###### Parks and Gardens Crew (Gregory):

We are advertising internally for a full-time person to join Anthony Loechte in Gregory. If there are no internal candidates, an external recruitment campaign will commence.

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

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

##### New Certified Agreement:

Negotiation is planned to commence on April 13, with a proposed agreement to be presented to the Certified Agreement Bargaining Team. Management will be assisted by Greg Newman from LGAQ during this process.

Council has been contacted by Glen Desmond of the Services Union and John Schreiber of the CFMEU. It is expected both unions will be involved in the negotiation process.

##### Back Payments:

All outstanding back payments have now been made.

##### Training:

Council has been awarded \$33,000 in scholarships by the Department of Local Government for Management staff to undertake a Diploma in Local Government Administration (Asset Management) to be held in Burketown through May, June and July.

##### Induction Day:

All staff will undergo a refresher induction in May. An all-staff BBQ will also take place on this day.

##### JCC:

JCC XVI was held on March 23. The key issue discussed was the upcoming CA negotiations. The next JCC meeting will be on May 25.

2. CONCLUSION

The last month has seen a continuing focus on the new CA and ongoing recruitment activity. In the background there has also been new policy development; specifically the drafting of a formal Working From Home Policy and Staff Travel Expenses Policy.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

## 08 Chief Executive Officer Reports

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### 08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

08.01.02 Operational Plan – Quarterly Update – April 2015



## 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 – April 2015 Council Meeting
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
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. 5 Year Road Infrastructure Plan to be developed week beginning 13 April 2015. IPWEA training has commenced. Key output will be an updated Asset Management Plan for Roads. LGAQ Asset Management training to commence in May. Key outputs will be updated Asset Management Plans for Water & Sewer.	Monitor
Burketown ILUA implementation	Land tenure changes conditional on completion of survey and payment for land (including stamp duty etc.). On-ground survey work has now been completed. Once the appropriate paperwork is completed and lodged, Council will be able to proceed with the next phase of ILUA-implementation. At the first Burketown ILUA meeting held in February, a variety of Economic Development projects (including tourism infrastructure, lot sale and development) were discussed, as was the permitting system for camping on Indigenous Freehold around Burketown. Council will hold discussions with the State of Queensland (week beginning 20 April 2015) in relation to the timing of the land acquisitions provided for in the Burketown ILUA.	On track
Native Title Consent Determination: - QUD84/2004 - QUD66/2005	Both claims were Determined by Consent on 1 April 2015 in the Federal Court at Burketown.	Completed

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
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
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 Expenditure budget for 2015-2016. A prioritization tool for</p>	Monitor
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 as part of a broader focus on Enterprise-Wide Risk Management.</p>	Completed
Operational Plan 2014-15	<p>Adopted at Ordinary Council Meeting: July 2014.</p> <p>The first, second and third quarterly reports have been submitted to Council. The first and second quarterly reports are available online. The third quarterly report will be considered by Council on 16 April 2015.</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
Local Disaster Management Plan	<p>Annual review of plan completed and submitted. Annual report also submitted.</p>	Completed
Internal Audit Plan	<p>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.</p> <p>Minutes of this meeting have now been circulated. The Internal Audit Committee will work on the Internal Audit Plan for 2015-2016 from the next Committee meeting.</p>	Completed
Burketown Indigenous Land Use Agreement (ILUA)	<p>The Federal Court convened in Burketown on 1 April 2015 for the Native Title Consent Determination in relation to QUD66/2005. The validity of the Burketown ILUA was conditional on this determination. The ILUA will now be registered.</p>	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	PHASE 1: Completed PHASE 2: Tender awarded to the Jetty Specialist on 19 March 2015. Confirmation of success of Royalties for the Region application. Practical Completion anticipated by mid-May 2015.	Phase 1 completed  Phase 2 on track
Scrap Metal Removal	Zebra Metals to conduct removal of scrap metal and complete partial landfill clean-up by mid-April 2015.	Burketown Completed Gregory to be completed
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	The Gregory Ablution facility project has been completed.	Completed
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	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. 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. Further Cultural Heritage surveys will be required for pits in Waanyi country, including the Nicholson Pit.	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 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>Macdonells 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 Macdonnells 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 has since met to determine the scope for the next MGF.	Completed

Sale of land: Gregory	Auction of land to be held on Saturday 2 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
Removal of waste tyres from Burketown & Gregory landfills	Following the completion of the scrap metal removal from the two landfill sites, Council is looking to release a tender for the removal of waste tyres from the BKT and GRG landfill sites. The tyres will be sorted, catalogued and transported to Townsville for eventual freighting to Brisbane for disposal/recycling	New item
Burketown Mineral Baths	Council will have testing on artesian bore water completed week beginning 13 April 2015 to assist in preparing a project scope for the development of Mineral Baths in Burketown at the site of the artesian bore. Council is working on this project with Traditional Owners and the Queensland University of Technology.	New item
Installation of telemetry for BKT water and sewage treatment systems	To assist in the operation of critical council infrastructure and to assist in Council's reporting requirements under various pieces of legislation, Council is looking at the possibility of upgrading its water and wastewater telemetry system	New item
Burketown Wharf Car Park and Boat Ramp widening project	Following discussions with DTMR, Council is completing surveying and design requirements for the installation of a 45 CTU car park at the Burketown Wharf. This car park is a prerequisite for attracting DTMR funding for the widening of the boat ramp.	New item

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>Council has received the scope of works for these renovations. CLCAC were unsuccessful in receiving IAS funding for the renovation of this building.</p>	On track
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	Development Application required to ensure this tip is appropriately regulated. Council will look to enter an ILUA in relation to this land as well as other reserve/state/lease land in Gregory. 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).	In progress
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#### 4. POWER

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

Opportunities to receive funding for renewable energy projects is likely to be enhanced under the new State government.

#### 5. TELECOMMUNICATIONS

Council has signed an MOU with a telecommunications provider for the proposed installation of a mobile phone base station 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 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
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, Cr Forshaw, CEO
NWQRRTG	Hughenden	12-13 March 2015	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
ROC Forum	Brisbane	10 April 2015	Mayor
Regional CEOs forum	Julia Creek	8 May 2015	CEO
NWQROC	Julia Creek	14 May 2015	Mayor, Deputy Mayor, CEO
NWQRRTG	Julia Creek	15 May 2015	Mayor, Deputy Mayor, CEO
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 CEO's Council Report.

## 9. ATTACHMENTS



150331 - CEO  
Report - Attachment

- 1) WHS Report



## Chief Executive Officer Reports

### 08.01.02 Operational Plan – Quarterly Update – April 2015

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Operational Plan
DATE:	7 April 2015
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

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1. PURPOSE (Executive Summary)

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council receives quarterly updates on the Operational Plan. The first quarterly update on the 2014-2015 Operational Plan was presented at the October Council meeting (16.10.2014). The second update was presented at the January Council meeting (22.01.2015).

3. PROPOSAL

That Council makes use of these reports to:

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

4. FINANCIAL & RESOURCE IMPLICATIONS

Contingent on progress update and organisational needs arising from Report.

5. POLICY & LEGAL IMPLICATIONS

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

6. CRITICAL DATES & IMPLEMENTATION

Reporting period: January 2015 – March 2015

7. CONSULTATION

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

8. CONCLUSION

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

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. 150407 – Operational Plan – Third Quarter Update



150407 - Operational  
Plan - 3rd Quarterly L

## 09 Late Item Reports

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### 09. Late Item Reports

- 09.01 Donation Request – Gregory Downs Jockey Club Incorporated
- 09.02 Credit Card Policy Adoption Report
- 09.03 Donation Request – QCWA Gregory Branch
- 09.04 Internet and Computer Usage Policy Revision
- 09.05 New Policy - HRM-POL-011 Staff Travel Expenses Policy

## Late Item Reports

## 09.01 Donation Request – Gregory Downs Jockey Club Incorporated

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE NO:	Donation Requests 2014/15
DATE:	8 <sup>th</sup> April 2015
LINK TO COUNCIL PLAN/S:	Operational Plan

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## 1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from the Gregory Downs Jockey Club Incorporated (GDJC)

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

The GDJC received \$5000 cash donation from Council in 2013/14 for the current financial year.

## 3. PROPOSAL

Purpose or Function – To conduct a race meeting, to continue the tradition of bush racing and improvements to the Gregory Sports Reserve.

Structure – The Gregory Downs Jockey Club is a non-profit organisation that currently is run by a management committee. This organisation has been established for over 100 year and currently has 20 members. Members currently live in Gregory and Mount Isa.

Project Summary - The Gregory Races will be held on Saturday 2<sup>nd</sup> May at the Gregory Sports Reserve starting at 12.00pm.

How will the project benefit Burke Shire Communities - The project will benefit the Burke Shire Community by bringing revenue into the Shire with the influx of visitors and continue the tradition of bush racing into the Shire. Money raised from this event is returned to the community.

Who will participate – Anyone can participate

Target Audience – Residents of the Burke Shire and Visitors

Donation Support Request – The GDJC are requesting support as a cash donation of \$5000 from Council to assist with running the Gregory Races – Saddles and Paddles Race Meeting and in-kind support covering rubbish collection for this event, printing of race books/program, and slashing the grounds.

How Council will be recognized and acknowledged – Council will be acknowledged in programs, flyers and race books, along with signage at the event and sponsorship will be announced through the day. Council will also be given naming rights to a race.

Total project cost

	\$
Own cash contribution	30 000
Own in-kind contribution	20 000
Other funding sources	33 000
Council Donation Request	5 000
<b>Total project cost</b>	<b>\$88 000</b>

List Sources for Other Funding – Queensland Racing, Sponsorship, Bar and Catering Proceeds.

Other information relevant to this application – *This club has working hard to keep bush racing alive in the gulf and have coincided their races with the North West Canoe Clubs annual canoe marathon which is conducted on Sunday 3<sup>rd</sup> May. They will be holding a six race program, Chicken and Champagne luncheon along with fashions on the field. The night function will include music and a bar.*

4. FINANCIAL & RESOURCE IMPLICATIONS

The current donations budget: \$24,985.50 spent out of a budget of \$60,000 (\$35,014.50 remaining).

5. POLICY & LEGAL IMPLICATIONS

ADMIN1 Grants to Community Organisations Policy

Council is required to report on donations made in its annual report and also on its financial statement. These will be available to the public and other authorities on the Council website.

6. CRITICAL DATES & IMPLEMENTATION

A decision is required at the April meeting to meet deadline and to ensure Council sponsorship is included in printing for this event.

7. CONSULTATION

Finance, CEO

8. CONCLUSION

That Council provides the Gregory Downs Jockey Club Incorporated with \$5000 cash donation and in-kind support as requested to help keep this great event which benefits the whole community running.

Council has received a copy of the current financial statement (as of 6<sup>th</sup> March 2015) for the Gregory Downs Jockey Club Inc to comply with earlier donations terms and conditions.

9. OFFICER'S RECOMMENDATION

That Council approves the following donations for the Gregory Downs Jockey Club Incorporated:-

1. A cash donation of \$5000; and
2. In-kind support for:-
  - a. Rubbish Collection
  - b. Printing of Race Books
  - c. Printing of Program
  - d. Slashing of Grounds

ATTACHMENTS

1. Donation Request

  
EOI BSC Donation  
Form - GDJC.pdf

  
GDJC Donation  
Letter.pdf

## Late Item Reports

### 09.02 Credit Card Policy Adoption Report

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Policy – Business Paper 16 April 2015
DATE:	1 April 2014
LINK TO COUNCIL PLAN/S:	NA

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1. PURPOSE (Executive Summary)

To review and make suggested revisions to Council's Credit Card Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Corporate credit cards are routinely used as part of Council's accounts payable and goods and services procurement function. When used appropriately, credit cards can deliver significant benefits to Council in the form of streamlined purchasing processes and more effective cash management. This policy establishes procedures and guidelines for credit card usage to ensure sound governance of expenditure incurred on behalf of Council.

The Credit Card Usage Policy is due for review and revision on an annual basis.

3. PROPOSAL

To submit suggested revisions of the Credit Card Policy to Councillors for their consideration.

4. FINANCIAL & RESOURCE IMPLICATIONS

N/A

5. POLICY & LEGAL IMPLICATIONS

N/A

6. CRITICAL DATES & IMPLEMENTATION

16 April 2015

7. CONSULTATION

Queensland Audit Office

8. CONCLUSION

In observing the policies and procedures contained in the Credit Card Usage Policy, Council officers will ensure that they are making a meaningful contribution to Council's objectives and mission.

9. OFFICER'S RECOMMENDATION

That Council adopts the revised FIN-POL-002 Credit Card Usage Policy, version 2.

ATTACHMENTS



FIN02 Credit Card  
Usage Policy.docx

1. Credit Card Usage Policy

## Late Item Reports

### 09.03 Donation Request – QCWA Gregory Branch

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DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

FILE NO: Donation Requests 2014/15

DATE: 15<sup>th</sup> April 2015

LINK TO COUNCIL PLAN/S: Operational Plan

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1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from the Queensland Country Women's Association – Gregory Branch (QCWAGB)

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The QCWAGB received \$1000 cash and \$1171.00 in-kind support from Council donations in 2013/14. This support was for the Gregory Horse Sports and Fun Day and covered rubbish collection, printing of programs, purchase of banners for advertising the Horse Sports.

3. PROPOSAL

Purpose or Function – To conduct "Looking After You" – free women's health talk hosted by QCWA Gregory Branch for rural and remote women. Speaker – Belinda Kippen from Women's Health Queensland.

Structure – The QCWAGB is a non-profit organisation that currently is run by a management committee. This organisation has been established for 53 years and currently has approx. 20 members. Members currently live in Burke Shire, Doomadgee Shire, Gregory and surrounding stations..

Project Summary – Looking After You – Wednesday 27<sup>th</sup> May 2015 – time to be advised and finalized, however likely to be two sessions approx. 1-2 hours each.

How will the project benefit Burke Shire Communities – Women's Health Qld Wide Inc offer very practical assistance to rural and remote women in relation to matters pertaining to women's health. News release attached.

Who will participate – QCWA members and an open invitation to all women in the Burketown, Gregory, Doomadgee and surrounding areas.

Target Audience – Women of all age groups, backgrounds and cultures.

Donation Support Request – The QCWAGB are requesting in-kind support of \$1175.00 from Council to assist with this program. \$1000 of this request covers the bond payment for the facility. – \$175 request will cover the hire of the meeting room at the Nijinda Durlga.

How Council will be recognized and acknowledged – Thanks and recognition on the day and on promotional material for the day.

Total project cost

	\$\$
Own cash contribution	400
Own in-kind contribution	900
Other funding sources	0



Council Donation Request 1175  
**Total project cost \$2475**

List Sources for Other Funding – Nil

Other information relevant to this application – See attached new release.

4. FINANCIAL & RESOURCE IMPLICATIONS

The current donations budget: \$24,985.50 spent out of a budget of \$60,000 (\$35,014.50 remaining).

5. POLICY & LEGAL IMPLICATIONS

ADMIN1 Grants to Community Organisations Policy

Council is required to report on donations made in its annual report and also on its financial statement. These will be available to the public and other authorities on the Council website.

6. CRITICAL DATES & IMPLEMENTATION

A decision is required at the April meeting to meet hire deadline and to ensure Council sponsorship is included in printing for this event.

7. CONSULTATION

Finance, CEO

8. CONCLUSION

That Council provides the Queensland Country Women's Association – Gregory Branch with \$1175.00 in-kind support as requested to help with the "Looking After You" – free women's health talk.

9. OFFICER'S RECOMMENDATION

That Council approves the following donations for the Queensland Country Women's Association – Gregory Branch with In-kind support to cover the hire and bond for the meeting room at the Nijinda Durlga for Wednesday 27<sup>th</sup> May 2015.

ATTACHMENTS

1. Donation Request

  
BSC Donation  
Request Form 09041'

2. News Release

  
2015 News Release\_  
Burketown -GDowns.

3. Hire Form

  
Hire Form -  
QCWA.pdf

## Late Item Reports

### 09.04 Internet and Computer Usage Policy Revision

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Internet and Computer Usage Policy
DATE:	16 April 2014
LINK TO COUNCIL PLAN/S:	NA

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1. PURPOSE (Executive Summary)

To review and make suggested revisions to Council's Internet and Computer Usage Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Internet and Computer Usage Policy is due for review and revision on an annual basis. This policy establishes procedures and guidelines for Information and Communication Technology (ICT) Resource usage.

3. PROPOSAL

To submit suggested revisions of the Internet and Computer Usage Policy to Councillors for their consideration.

4. FINANCIAL & RESOURCE IMPLICATIONS

N/A

5. POLICY & LEGAL IMPLICATIONS

N/A

6. CRITICAL DATES & IMPLEMENTATION

16 April 2015

7. CONSULTATION

Queensland Audit Office  
IT Support

8. CONCLUSION

This policy sets out the standards of behaviour expected of Persons using Burke Shire Council ("BSC")'s computer and telecommunication facilities and articulates management expectations in relation to ICT. Observance of these guidelines will safeguard the integrity of Councils financial systems and ICT network.

9. OFFICER'S RECOMMENDATION

That Council adopts the revised Internet and Computer Usage Policy, version 1.

ATTACHMENTS



ADMIN03 - Internet  
and Computer Usage

1. Internet and Computer Usage Policy

## Late Item Reports

### 09.05 New Policy - HRM-POL-011 Staff Travel Expenses Policy

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DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay, Projects & Human Resources Manager
FILE NO:	Policy
DATE:	15 <sup>th</sup> April 2015
LINK TO COUNCIL PLAN/S:	Corporate Governance: Council Policies

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1. PURPOSE (Executive Summary)

To clarify and simplify Council's existing processes for managing the reimbursement of travel expenses to staff.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The present system of reimbursing staff for travel expenses is not well documented and the review, reconciliation and reimbursement of receipts and credit card statements is administratively challenging and time-consuming.

3. PROPOSAL

The proposed policy establishes a clear set of limits and guidelines:

- Flat rates for meal expenses and incidentals that can be paid either in advance or arrears without the requirement for receipts
- Daily limits for accommodation and travel expenses, including provision of Council vehicles
- Stipulation of which elements of travel Council will book for employees engaging in work-related travel
- General description of legitimate work-related travel purposes
- Links to Relocation Expenses and Corporate Credit Card Policies

4. FINANCIAL & RESOURCE IMPLICATIONS

Introduction of flat-rate meal and incidental allowances may (depending on limits) slightly increase meal expenditure, however this will be offset by the administrative saving in processing these payments.

5. POLICY & LEGAL IMPLICATIONS

This policy seeks to both clarify and simplify existing Council practices. The rates specified fall within the ATO's acceptable expense limits.

6. CRITICAL DATES & IMPLEMENTATION

Policy will be live from date of Council resolution.

7. CONSULTATION

The Management Group has discussed and reviewed this policy, with particular input from the Finance and Administration departments, both of whom should see a reduction in workload as a result of its introduction.

The PHRM researched similar policies at other Councils, and reviewed ATO expense recommendations in order to model this policy on existing working documents and accepted corporate practice.

8. CONCLUSION

This policy will make budgeting for and reimbursement of travel expenses simpler and administratively easier. It will also clearly outline employee entitlements with regards to work-related travel.

9. OFFICER'S RECOMMENDATION

That Council adopts HRM-POL-011 Staff Travel Expenses Policy, Version 1.

ATTACHMENTS



HRM-POL-011 Staff  
Travel Expenses Polic

1. HRM-POL-011 Staff Travel Expenses Policy

## 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 Report - NDRRA Earthworks Contract

14.02 Closed Session Report - Rates - Reversal of Interest Charges

## 15 Deputations and presentation scheduled for meeting

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15.01 George Bourne and Associates

15.02 Teleconference – MMG

15.03 North West Hospital and Health Service Board

## 16 Closure of meeting

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The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 21<sup>st</sup> May 2015.