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Agenda and Business Papers
Burke Shire Council Ordinary General Meeting
Thursday 21st May 2015
9.00am Council Chambers

9.00 am	Opening of meeting
10.30 am to 11.00 am	Morning Tea
11.00 am to 11.30 am	Teleconference - Craig Johnstone LGAQ
12.30 pm to 1.00 pm	Lunch

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01 Opening of Meeting

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

02 Record of Attendance

Members	Cr Ernie Camp, Mayor - Chair Cr Paul Poole, Deputy Mayor Cr Zachary Duff Cr Tracy Forshaw Cr Tonya Murray
Officers	Philip Keirle; Chief Executive Officer Chris Rohan; Works Manager Brett Harris; Workshop Fleet Manager Simbarashe Chimpaka; Finance Manager Jenny Williams; Executive Officer Madison Marshall; Executive Assistant (Minutes)
On Leave	Nils Hay; Projects & HR Manager

03 Prayer

Led by Cr Murray

04 Consideration of applications for leave of absence

None received at close of agenda.

05 Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 16 April 2015

Recommendation

That the Minutes of the General Meeting of Council held on Thursday 16 April 2015 as presented be confirmed by Council.



150416 Unconfirmed
Minutes.pdf

06 Condolences

None received at close of agenda.

07 Executive Management Team Reports

07. Executive Management Team Reports

07.01.01 Works and Services Monthly Update Report

07.02.01 Work Shop and Fleet Report

07.03.01 Executive Officer Monthly Report

07.03.02 Donation Request – Carpentaria Land Council Aboriginal Corporation

07.03.03 Donation Request – Gregory River Landcare Group Inc

07.04.01 Finance Monthly Update Report - for the month of April

07.05.01 Human Resources Report

07.05.02 HACCC Delivery Report

Works and Services Reports

07.01.01 Works and Services Monthly Update Report

DEPARTMENT: Works and Services

RESPONSIBLE OFFICER: Works Manager

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

DATE: 12th May 2015

LINK TO COUNCIL PLAN/S: Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include (up to 12th May 2015):

- RMPC – culvert and roadway cleaning.
- NDRRA Earthworks commenced on the 10th May.
- Zebra Metals Scrap Metal Collection completed.
- House 6 renovations complete.
- Conducted interview for position in Gregory.
- Tender for bitumen seal for ATSI TIDS works released.
- Road verge slashing works completed.
- Tender release for remaining NDRRA works (Stabilisation, and, Hydraulic & Concrete works).
- RMPC expenditure now at 99%.
- Assistance to Gregory 'Saddles and Paddles' weekend.
- Assisted PHRM with interview for the new WHS Coordinator position.

Training:

- Fourth round of Cert III training conducted 6/7/8th May.

Works for upcoming month:

- Installation of the new Dump Ezy point.
- ATSI TIDS seal prep at Walford Creek.
- Installation of new pool furniture.
- Replace Neem trees.
- Issue RFQ for Gregory Hall works.

RMPC

	Allocation	Claim May	Funds Remaining
Schedule 1	\$432,700.00	\$182,784	Nil
Schedule 2	\$258,300.00	\$82,968	Nil
Schedule 3	\$60,000.00	Nil	Nil
Schedule 4	\$1,000.00	Nil	\$1,000
Schedule 5	\$25,000.00	Nil	\$5,750
Total	\$777,000.00	\$265,752	\$6,750

TMR have requested that remaining expenditure on schedule 5 be spent in June. We are waiting for the chainages of the reseal sections so that the monies can be spent where required.

All documentation for the new contract has been sent through to TMR, the new contract should be sent back to council within the next two weeks.

Expenditure on RMPC (including this claim) is now at 99%.

NDRRA Flood Damage Works

Earthworks began on the Doomadgee West road on the 10th of May with a site meeting conducted with the contractor on site on the 11th. An application for two bores located on Westmoreland and Lawn Hill Stations have been submitted to DSDIP for approval. The sinking of these bores will minimise over haulage of water on completed works and create redundancy for future road works where water shortages are identified.

The contractor has commenced works and will be in the Westmoreland/Cliffdale area for approximately six weeks before moving back towards Bowthorn Station.

Gregory Ablution Block

Concrete works RFQ for the construction of a disability access ramp will be released this week. This work will also incorporate minor concrete works to repair the footpath on Beames St and construct a pad for the relocation of the generator at the old Gregory school house. A temporary ramp had been placed at the footing of existing ramp to avoid existing trip hazard.

WHS Incidents

No incidents of a WHS nature from the reporting period.

Two materiel incidents reported over the reporting period.

- Transfer case on Landcruiser 571, and,
- Transmission on Landcruiser 534.

Scrap Metal Removal

Zebra Metals have completed works on both Gregory and Burketown Landfill sites. Approximately 600t of scrap material has been removed from both locations.

Landfill – general

An RFQ for the chipping of green waste closed on the 1st of May – to date no responses have been received by council, though, one contractor has indicated that they will provide a quote, they are yet to provide one.

House Six Renovations

Renovation works for House Six have been completed. Tenants have moved back into the house over the weekend 9/10 May. Renovation works were completed on time and to budget.

ATSI TIDS work

Works will commence on Doomadgee West to commence preparations for seal works. Works are funded (unmatched) to the value of \$287,000. Works planned are for 1.5km of bitumen seal continuing from works completed in November 2014.

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, large amounts of rubbish are being continually removed from the area.

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. The placement of skips is working well, increasing efficiency in rubbish collection throughout the Shire.

Nine dead wallabies removed from town streets during this period.

Animal Control

- 2 calls to remove 3 dead wallabies from the school grounds.
- Regularly checking/monitoring of numbers of live stock in the following areas, Town common, STP, Camping Reserve, Racecourse & Burketown south.
- Sprayed Utilities building Mounjibi oval for white ants, destroying the wall sheeting, cleaned up white ant trails coming up out side wall- 1 month later still no white ant activity.
- 1080 baiting campaign notices were sent out on the 20th April to all shire properties, to start 18th May.

Weed Control

- 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, 2 boxes of moth larvae were released on the 20th March and a further 26 boxes released on the 17 April.
- 5L of 'Access' herbicide sent to Gregory for woody weed control.
- 900L of roundup mix supplied for spraying around guideposts and culverts whilst verge mowing 78A.

Complaints

- One call received regarding dog hung up whilst trying to jump a fence whilst on a lead rope, the animal was freed uninjured, then returned to owner..
- One resident bitten by a dog whilst walking through the park, although the owner has been identified, they have not yet been able to be spoken to.

General

- Serviced the Rex RPT flights whilst Bob Marshall on leave x 2 also conducted the regular airport checks.
- Monthly 1080 stock control sheet & Indemnity Forms to DNR Cloncurry.
- Bio Security officer delivered 20L 1080 chemical in preparation of the first upcoming baiting campaign.
- 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,
 - Doomadgee West before Walford creek (installed 27th April),
 - Truganini road (installed 23rd April),
 - Adels grove (installed just over Louie creek 29th April),
 - Units regularly maintained and were last downloaded 29th April – results to CEO and WM.
- Maintaining register of employee licences and tickets etc.
- Refurbishing first aid kits, Cleaning, checking contents and use by dates etc. only one left to do.
- Traffic management plans drafted for wet weather road closures, 6801, 78A, Nardoo road and Doomadgee road.
- Checked road sign status on all approaches to Gregory.
- Renewed the Ergon induction online.

3. PARKS AND GARDENS

Programed works

- Weekly Works Program has continued.
- Visits to Gregory each Thursday.

Non-programed works

- Old seating has been removed from the pool and new furniture has been ordered as a replacement.
- Currently working with David Marshall on the sprinkler system for the Hub, new sprinklers and fittings have been ordered.
- Neem trees will be removed this week, new trees are being ordered to replace them.
- Septic pump out at Adels Grove.
- New rubbish skips are being well used.
- Reports from crew working over the May weekend in Gregory state that little rubbish was identified in camping areas on the river and that new skips were being well utilised.

4. BUILDING MAINTENANCE

Electrical issues are being dealt with by Clemments Electrical.

5. UTILITIES

Water Treatment Plant

Water usage for April

DAILY READING WTP BURKETOWN		
APRIL	USAGE (kL)	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE	20010	Avg – 9.26 L p/s
HIGHEST DAILY USAGE	936	Avg - 15.62 L p/s
LOWEST DAILY USAGE	454	Avg - 4.56 L p/s

DAILY READING WTP GREGORY		
APRIL	USAGE (KL)	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE	11862	Avg daily use – 12.33 KL per day *new flow meter to be installed this week

- 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.
- A new flow meter has been ordered for the Gregory WTP and will be installed this week.

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 (April Readings)

Sample	Result Name	Limit of Reporting	Guidelines	Result	Unit
Burke Shire - Treated Effluent	Faecal coliforms	<10	<= 1000	310	CFU/100mL
Burke Shire - Treated Effluent	BOD	<2	<= 20	7.4	mg/L
Burke Shire - Treated Effluent	TP	<0.25	<= 15	3.4	mg/ L P
Burke Shire - Treated Effluent	TN	<0.5	<= 20	20	mg/L N
Burke Shire - Treated Effluent	Total Suspended Solids	<1	<= 30	23	mg/L
Burke Shire - Treated Effluent	pH	<0.1	6.5 - 8.5	7.1	

Burketown Water Treatment

- Total Water Usage : 20010 kl
- Plant running smoothly with no interruptions to service supply.
- Chlorine-Situ system running more efficiently with the cooler weather.
- Production tank filling every night producing an optimal capacity of 200L of chlorine daily.

Nicholson River Pump Station

Escott causeway has stopped running and we are monitoring the water level each week. Typically, water will flow over the causeway until September or October, this combined with increased water usage in town, may require the lowering of the pontoon to allow intake (water level will need to drop another 1,500mm before any action is taken).

Sewerage Pump Stations

- All pumping stations are operating well.
- Maintenance/cleaning of wells are on going.

Sewerage Treatment Plant

- Blivet has been operating well with it treating on average 75,000 litres per day.
- Monitoring of the ground water is ongoing.

Water Reticulation

- Has been operating well with no service interruptions.
- We have been using more water than usual around town this is due to the community hub watering. We should save water when we install and reconnect the old sprinkler system that runs past the front of the building. This will drop the sprinkler feed pressure from 500 kpa (which is run off the Hub water pressure pumps) back to roughly 300- 400 kpa.
- All treatment plants systems have been operating well with minor maintenance/services being required on a weekly basis.

Airport

- Nothing significant to report. Numerous minor electrical issues have been reported for repair on the public side of the airport.

Future Works

- Blacken signal area at windsock

Weather Station

- Check installation as per requirements or when fault occurs.
- Advised of AWIB failure 5th May 2015, replaced AWIB component 6th May 2015 all operational.

REX Airlines

- Operations are running to a reasonable standard
- REX manifest paperwork is not being received in a timely fashion – this has again been reported to REX.
- Significant delay to flight service on Friday the 8th of May owing to a crew illness. Flight arrived at 11.30pm and departed prior to 12.30am.
- Jayden Douglas and Kieran Anderson are in the process of ASIC applications to assist with the airport and REX Airlines.

Cemetery

- Works ongoing, nothing significant to report.

6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

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: 12th May 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
422	New Holland Tractor	Tyres and A/C	No	16 hrs	Stakes
426	Drake Low Loader	Light fault	No	4 hrs	Old
428	Haulmark Side Tipper	Brakes and bearings	Yes	40 hrs	Annual maintenance
429	Haulmark Dolly	Brakes and bearings	Yes	24 hrs	Annual maintenance
470	Komatsu Loader	Hose, teeth and cutting edge	No	10 hrs	Wear
479	Water Truck	Batteries, tyres and A/C	No	4 hrs	Wear
480	Primemover	Batteries	No	4 hrs	Not started
481	Water Tanker	Brakes and bearings	Yes	40 hrs	Annual maintenance
486	Haulmark Side Tipper	Checkover	Yes	12 hrs	Start to work
505	Ride on mower	Tie rod ends	No	4 hrs	Incorrectly fitted
522	Cat Grader	4,000 hr service	Yes	8 hrs	Scheduled
524	2wd Hilux	55K service	Yes	2 hrs	Scheduled
529	John Deere Ride On	A/C compressor	No	2 hrs	Broke mount
534	Landcruiser	80K service, Transmission	Yes & No	12 hrs	Trans failed
535	Landcruiser	110K service, transfer case	Yes	6 hrs	Plug fell out
537	Landcruiser	100K service	Yes	6 hrs	Scheduled
544	Mitsubishi Job Truck	70K service, tyres	Yes	6 hrs	Scheduled
546	Kubota M9540 Tractor	Door glass	No	3 hrs	Rough ground
548	Excavator	Hose, grease lines	No	4 hrs	Operator error
552	2wd Hilux	15K service	Yes	2 hrs	Scheduled
561	Landcruiser Dual Cab	105K service	Yes	2 hrs	Scheduled
567	Landcruiser- Ranger	15K service	Yes	2 hrs	Scheduled
567	WHOS Hilux	15K service	Yes	2 hrs	Scheduled
568	Kioti Ride On	Park Brake, deck lift	No	2 hrs	Wearing
571	WM Hilux	20K service	Yes	2 hrs	Scheduled
575	Rubbish Compactor	Weld water tank	No	2 hrs	Ventilate
773	Water Stand Trailer	Service pumps	Yes	3 hrs	Scheduled
527	Hub Genset	Extend exhaust	No	4 hrs	Unplanned
	Gregory Park	Dismantle	No	20hrs	Had to remove

2. TENDER UPDATE

2014-15 Budget

- #488 & 409- to go to tender
- #535- Holding, until transfer case arrives (from 13/14 budget)
- Pad foot roller- specifications pending
- Loader- Resolution today
- RMPC ute- due to go- may trade on truck with crane(from 13/14 budget)
- Rural foreperson ute- Resolution today(from 13/14 budget)
- Road crew foreman dual cab- Resolution today
- Job truck with crane- Resolution today
- Waste Transfer Bins- Five completed - Sixth waiting on painting

3. OFFICER'S RECOMMENDATION

Council notes the contents of the Work Shop and Fleet Manager's May 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

DEPARTMENT: Corporate and Community Services
RESPONSIBLE OFFICER: Jenny Williams; Executive Officer
FILE NO: Business Paper
DATE: 8th May 2015
LINK TO COUNCIL PLAN/S: Operational Plan (One year)

1. EVENTS CO-ORDINATOR

I. RADF

- Burke Shire has a budget of \$7000 from RADF for use in the 2014/2015 year.
- \$3710 has been committed to the glass slumping workshop which is scheduled to take place in Normanton sometime in June/July (to confirm dates with Kylie)
- Other allocations: \$2000 towards the Queensland Music Festival to be held in July 2015 and the remaining \$1290 to go towards the history book project.
- We are in the process of submitting an application for RADF funding round 2015/2016.

II. Past 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

III. Upcoming Events

June

- Date TBA RADF workshop

July

- 4 Tackling Tough Times Together (Fun Day) – (report below)
- 25 Queensland Music Festival –(report below)

September

- 25-26 Morning Glory Festival 25 & 26 September (report below)
- 6-11 Gregory Mini School School of the Air
- 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

Past Events

Anzac Day 2015 Burketown

Executive Summary:

The post-event report will identify the particulars for each of the main topic areas that will facilitate your understanding on how the event can grow and improve.

The purpose of this report is to:

1. Review the overall success of the event in reaching its key objectives
2. Determine key recommendations for future events
3. Review the economic, social, cultural and international exposure benefits of the event

Introduction:

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

Event Information:

Theme: Anzac Day 2015

Date: 25 April 2015

Time: Commences at 05.45am

Activities:

- Dawn Service
- Breakfast
- Flag Raising
- March and Wreath Laying

Event Overview:

On Saturday 25 April, Burke Shire Council hosted the 2015 Anzac Day Commemorations. The Dawn Service commenced at 06.00 a.m. and was well attended with probably double last year's numbers.

A delicious breakfast was served at the Nijinda Durlga immediately after the Dawn service.

This year, two representatives from the 51FNQ Regiment namely Warrant Officer Stephen Malone & Corporal Mick Smale were in attendance as well as a representative from RAAF Townsville (Joshua Allanson) who went to support the Gregory Dawn service and later joined the Burketown Mid-morning service. Their presence is always much appreciated and adds to the day.

With the March commencing at 10.50a.m, different community groups including Veterans, Burketown State School children, CWA; took part in the march accompanied by the 51FNQR representatives and the local police. It was evident that the number of attendees had dropped compared to that of the Dawn service. The three service men led the flag raising and there were various community groups who took part in wreath laying. The Burketown State School children read out a poem followed by Warrant Officer Stephen Malone who gave a speech. In conclusion, Mayor Ernie Camp presented the Mt Isa Army officials with a certificate of appreciation for their valued support over the years and handed gifts to all the servicemen.

The ceremony ended at 12.30 p.m. and most people dispersed almost immediately. Events started packing up with the help of a few Burke Shire Council staff. By the 2.30 pm the Cenotaph area had been cleared.

Feedback

- Generally we got good feedback from the community and the Mt Isa Army commended us for being organised and very accommodating, they were also grateful for the BSC gift packs they received.
- We did however receive complaints regarding flags and wreaths being removed too early from the Cenotaph.
- Other community members expressed that they had no idea what time the March/mid morning service would commence.

Improvements

- The events coordinator has updated the current Anzac day Run sheet and specified how flag protocol should be observed as well as a note on removing the flags and wreaths from the cenotaph at 5pm.

- Events has also noted for next time, to place a poster at the Durlga which will advise starting times for the mid -morning service. This is all in the updated Run sheet.
- Going forward, the run sheet will be made simpler to make sure that all parties taking part in the event understand what they need to do.
- Time management is also another aspect that needs improvement.

Financial Summary

- Council allocated \$3000 for cash expenditure towards Anzac Day 2015. Of the \$3000 budgeted for the event, costs were kept at a minimal but we are still waiting on the final invoices from some suppliers in order to ascertain what the actual costs were.

Music /Sound /Lighting

- We used the PA system for playing music and connecting the microphone. The microphone was faulty and suggest that we purchase 2 new microphones with maybe a new portable speaker system altogether.

Marketing/Media

- Burke Shire Council promoted the event through the Council Facebook page and website. Flyers were also distributed around Burketown and Gregory and a flyer sent out to the Burke Shire Notice of Distribution email group.
- A Volunteers Thank you letter was sent to the Burke Shire Notice of Distribution email group and also posted on the BSC face book page.
- I have started organising pictures for Anzac Day and these will be made available on the Council Facebook page.
- In future, Council might need to consider other ways of increasing visibility in terms of promoting events i.e. letter box drop offs as a number of community members expressed that they had no idea what was happening on Anzac day.
- An article on 2015 Anzac day will be placed in the next edition of the BSC Newsletter.

Conclusion

As the Event coordinator, I deemed the Anzac Day 2015 event a success. The focus in the coming years should be to encourage more community participation/support and if all the suggestions/feedback is taken on board, BSC will continuously improve in providing a highly successful Anzac day event.

Report: Anzac Day 2015-Townsville Trip

Introduction:

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.

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.

Event Information:

Theme: ANZAC Day 2015

Date: 25 April 2015

Location: Townsville

Attending Burketown State School Students with Parents

Activities:

Friday 24th April

- Travel from Burketown to Townsville
- Army Base Tour

Saturday 25th April

- Anzac day commemoration Townsville

Sunday 26th April

- Magnetic Island – Forts Walk

Monday 27th April

- Travel from Townsville to Burketown

Event Overview (Report done by Chris Ford-BSS Principal)

*Our grade 5/6's commemorated the 100th Anniversary of the Gallipoli landing by the Anzacs by travelling to the Anzac Day Dawn Service and Military Parade in Townsville. **Very special thanks** go out to **Burke Shire Council** and **MMG Century Mine** for their fantastic organization and financial support to make these memories possible for all the students who attended.*

We travelled to MMG Century Mine via the Burke Shire Council bus where we boarded the Alliance Jet to travel to Townsville in preparation to attend the ceremonies. Before we made our way to the accommodation we enjoyed a fabulous tour of the Lavarack Barracks organized by Chris Rohan from the Burke Shire Council, where we had the privilege to learn about and ride in a huge Bush-Master vehicle used by a Commander in the Australian Defence Force.

Next morning we had a very early start to the day attending the dawn service at 5.30am where we were VIP guests and had wonderful front row seats which really created the full impact of the service for the students. At 9.30am we watched the Military Parade make its way around the Streets of Townsville.

While in Townsville we decided to allow the students to experience many activities which are not normally enjoyed in Burketown. First stop was Launch Zone—Trampoline Fun Centre / second was Ice-Skating which was the place that created the biggest smiles / third we enjoyed King Pin ten-pin bowling / finally we went to the Birch Carroll and Coyle Big Screen Movies.

At the end of this fun packed day we all certainly slept well.

Magnetic Island was the next destination to experience where the students swam at the beach, toured the Island and did a touch of gift shopping. Completed with breakfast at MMG Mine and then back to school. Brilliant trip had by all.

Special thank-you to: Phil, Chris, Faith, Jenny and all the team at Burke Shire Council who made it possible.

Special thank-you to: Meg, Martin and Aaron and all the team at MMG Century Mine for making this trip a reality.

Thank-you again from: Mr Ford (Principal), Mrs Kristie Tritton(Parent), Kady(Yr 7), Mibby(Yr 6), Harrison(Yr6), Claire(Yr 5), Jerome(Yr 5), Bailey(Yr 5) and Jed(Yr 5).

Financial Summary

Costs Burke Shire Council – Bus to Century, Magnetic Island ferries and bus tour, vehicle hire in Townsville (2 cars), 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).

Car hire -\$974.45

Magnetic Island Ferry- \$141

In-Kind bus hire - \$2236.80 (@\$559.20/day)

Burke Shire Council did not spend the entire budgeted amount.

Marketing/Media

Facebook – through the Burke Shire Council Facebook Page

Website – advertised on the Burke Shire Council website

Newsletter – article on the Burke Shire Council newsletter (Post)

Conclusion:

Burke Shire Council met their objective of sponsoring the BSS children to commemorate the Anzac day celebrations in Townsville. It is clear based on the report from BSS that the trip was a success and that the group had a wonderful experience.

Upcoming Events

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.

Event Information:

Theme: Tackling tough times together

Date: 4 July 2015

Time: 9.am-5pm

Venue: Gregory Downs

Activities:

- Ladies pamper party
- Cricket match
- Health & wellness workshops
- Kids fun activities
- We are planning to invite Aussie helpers, Medicare 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.

Budget:

- Burke shire Council received a grant for \$6,000.00 to finance all the activities for tackling tough times.

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/Consultation

- We need to get community buy in and also get suggestions on what sort of activities would suit the relevant groups.
- Faith met with CWA group and they will assign a member from Gregory to work with in planning this event.
- The following plans have been made:
 - Send a Catering EOI around the Shire
 - Send an EOI for those wanting to provide services for the ladies pamper party.
 - Contacted Medicare local re Family counselor
 - Contact for Cricket Match
 - Gifts for families
 - Book Gregory Venue
 - Get quotes for Jumping castle

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.

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

Event Information:

Theme: Music Concert-Ian Cooper & Ambre Hammond Tour

Date: 25 July 2015

Time: 5 p.m

Venue: Nijiinda Durlga

Please note - (School Workshop starts at 3.pm)

Activities:

- Concert
- School/Community Music workshop
- Tea/BBQ

Activities are not limited to the above mentioned.

Budget:

- Burke shire Council has budgeted \$6,000.00 plus in kind support to all the activities for the Musical Fest.
- Richardson's Building Service has donated \$1500 towards running this event.

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.

Community Engagement/Consultation

Send EOI for event catering, Arrange with School re children's interactive class, Durlga booked

Post event Information

- Photos to be posted on the BSC Website and Facebook page
- QMF report to be included in the Burke Shire Council Newsletter

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

Background:

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

Event Information:

Name: Morning Glory Festival

Date: 25-26 September 2015

Activities

- Arts & Crafts Show
- Music festival
- Guided tours/tag along walks
- Children's programs
- Markets
- Photo Competition
- Health Expo
- Cooking Demos
- Gliders

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

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
- Morning Glory Website
- Burketown Hotel
- Burketown Caravan Park
- Banners and Posters put up in Burketown and Gregory

Marketing:

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

Budget:

- Burke Shire Council has budgeted \$30 000.00 towards the morning glory Festival.
- Approach other companies/organizations for Cash and In kind contributions

Community Engagement/Consultation

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

- Burketown Rodeo & Sporting Association
- Carpentaria Land Council Aboriginal Corporation
- Burke Shire Business Community
- Market stall holders

Post event Information

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

2. LIBRARY

New processes have been put in place to ensure Council is capturing information required to report to the State Library. Articles have been prepared for the next newsletter to encourage more memberships and provide advice on what you membership can do for you. Some new furniture is being sourced to brighten up the Library space.

3. ACCOMMODATION

Council currently has thirteen people on the waiting list looking for accommodation, four of these are Council staff (two of which are in Council units) and nine are members of the public. Council Unit 2/172 Musgrave Street and Unit 3/171 Musgrave Street is now empty and ready for allocation.

Council Staff Applications

House Applications	2
Unit Applications	2

General Public

House Applications	5
Unit Applications	7

4. PROMOTION

Social Media

Burke Shire Council Facebook page now has 266 members (increase of 14) and is being well used throughout the community. See attached report; note some of the highlighted notices which have received large hits. From this report you can see that the community is using the page to keep up to date with Council news.

The Morning Glory Festival Facebook page is currently being updated. This page currently has reached 500 likes and 268 followers have looked at the latest post in relation to the dates for this year. The festival website is being updated with information for this year.

With a dedicated officer to media and communications, Council would see a vast increase in attention to the Facebook pages and the use of Council's Website.

Newsletter

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

5. DEVELOPMENT APPLICATIONS

GMA Certification will be visiting in the first week of June to complete inspections and to help finalise the older applications.

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. Notices will go out to the community in relation to licensing for the Community Markets.

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, Civica have upgraded to a new hosted server environment, and changes will be noted with speed in relation to opening of documents and printing.

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

9. CONFERENCES/TRAINING

May Jenny – LGMA Conference
June Jenny – InfoXpert Conference

Madison Marshall will be completing a two week stint with Charters Towers Council, date to be confirmed.

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Correspondence Report – March 1 to current



Council Meeting
Correspondence Rep

2. Burke Shire Council Face Book



Burke Shire Council
Facebook Insights - A

Executive Officer Reports

07.03.02 Donation Request – Carpentaria Land Council Aboriginal Corporation

DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

FILE NO: Donation Requests 2014/15

DATE: 8th May 2015

LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from the Carpentaria Land Council Aboriginal Corporation.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Carpentaria Land Council Aboriginal Corporation received numerous donations during 2014-2015, including setup for the 30 year celebrations and use of the Gregory House (old school teachers residence) to assist in the delivery of a weed management project.

3. PROPOSAL

Purpose or Function – *To deliver Weed Management outcomes for the Gregory region.*

Structure – *The organisation is an Indigenous Land Council which is incorporated as a non-profit organisation. The organisation is governed by a board of directors and we have a CEO and Deputy CEO who manage day to day activities along with a Finance Manager.*

Project Summary – *Weed chemical application in and round the Gregory region. The spraying program will run from the 9th May and will conclude by the 9th July. The Land Council are seeking approval if we can utilize accommodation at the Council Depot to house one coordinator for the program and weed application.*

How will the project benefit Burke Shire Communities – *Burke Shire is a stakeholder in the week program and working together with the Land Council to reduce the spread of noxious weeds and enhance the environment.*

Who will participate – *The Land Council along with involvement from the ranger group established at Bidunggu and people from the community.*

Target Audience – *Landholders from the Gregory region.*

Donation Support Request – *Accommodation for the coordinator (1 pax) at the council depot.*

How Council will be recognized and acknowledged – *In the reports given to funding bodies both State and Federal.*

Other information relevant to this application – *None received.*

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 May meeting to ensure Council sponsorship is included in printing for this event.

7. CONSULTATION

CEO, WM and Finance

8. CONCLUSION

That Council provides the Carpentaria Land Council Aboriginal Corporation with accommodation (including use of the Kitchen and Lounge Facilities) from 9th May to 9th July 2015. No comment was made in relation to using of Council office.

Approx cost of In-Kind Donation – 62 days @ \$50 per day = \$3100.00

9. OFFICER'S RECOMMENDATION

That Council approves the in-kind donation for use of a room (including kitchen and lounge facilities) at the Gregory Depot from 9th May to 9th July 2015.

ATTACHMENTS



150429 CLCAC
Donation Request.pdf

1. Donation Request

Executive Officer Reports

07.03.03 Donation Request – Gregory River Landcare Group Inc

DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

FILE NO: Donation Requests 2014/15

DATE: 4th May 2015

LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from the Gregory River Landcare Group Inc.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Gregory River Landcare Group Inc received a \$2500 cash donation from Council in 2013/14 for the purchase of chemicals for weed control in Gregory.

3. PROPOSAL

Purpose or Function – To find a way to assist recreational campers who pass through the region to clean up after themselves by providing a pack called the Outback Pack. This pack will contain rubbish bags. A map to nearest dump points, ezy dumps etc, a trowel for using to bury toilet rubbish, gloves and tongs for rubbish collection and a charming educational poem about going to the toilet in the bush. We aim to have a pilot program of 500 bags initially to test the usability of this product first.

Structure – The Gregory River Landcare Group Inc is a non-profit organisation that currently is run by a management committee. This organisation has been established for 7 years and currently has 15 members. Members currently live in Burke Shire, Gregory and Mount Isa.

Project Summary – To instill a sense of value into recreational campers we aim to provide them an outback pack to encourage clean camping. The pack will contain, tongs, gloves, rubbish bags, personal ashtray, a trowel for burying toilet waste, information sheets on weeds in the region and rubbish and ezy dump points, and a cheerful light hearted poem on toileting correctly in the bush.

How will the project benefit Burke Shire Communities – Assist and encourage recreational campers in the Gregory River to carry waste with them and place into designated dump points only and to encourage cleaner camping by providing the correct tools to assist with burying their toilet waste.

Who will participate – Gregory River Landcare Group Volunteers, recreational campers who use the river and also the possibility of expanding the project later on to include an option to provide outback packs to campers through the region. This project is simply a pilot program to test the efficacy of the concept and usability of the product. We need to establish if campers will actually gain value from the product and use it efficiently to reduce waste in the camping areas within the Gregory River.

Target Audience – Recreational campers and tourists who utilize the Gregory River for camping upstream of the township and in the designated camping areas.

Donation Support Request – The Gregory River Landcare Group Inc are requesting support as a cash donation of \$4000 from Council to assist with this project and have received support from Southern Gulf Catchments and AQALT QLD as well as QLD Keeping Australia Beautiful. They would like to add value to the bags by providing users a trowel and tongs, gloves for cleaner toileting and rubbish collection. They would like the financial support from Burke Shire Council to assist us with the purchasing of these three items to add into the bag. It is a pilot program and we will need about 500 of each item.

How Council will be recognized and acknowledged – Once the bags are up and going the sponsorship logos will be displayed on the bags. We will do an ABC radio interview and/or a small story in the local paper. WE would like to use the bags at the Reef Range and Dust Conference in Caloundra as the GRLCG will be showcasing our recent years work including this product as examples of how with initiative and collaboration a lot can be achieved within a large region by a small group.

Total project cost

	\$\$
Own cash contribution	750
Own in-kind contribution	1000
Other funding sources	3000
Council Donation Request	4000
Total project cost	\$8750

List Sources for Other Funding – Southern Gulf Catchments, QWALC QLD, Keeping QLD Beautiful.

Other information relevant to this application – Given the situation with rubbish in the Gregory River, we are hopeful that by running this pilot program we will be able to test the effectiveness of this concept on tourists that use the river. In Western Australia the outback pack has had very good success at the targeted users who recreationally camp in designated and undesignated camping areas. It is just another way of providing relevant information to people to encourage cleaner camping.

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 May meeting to ensure Council sponsorship is included in printing for this event.

7. CONSULTATION

Finance, CEO

8. CONCLUSION

That Council provides the Gregory River Landcare Group Inc. with a \$4000 cash donation provide assistance with getting this project off the ground.

9. OFFICER'S RECOMMENDATION

That Council approves a \$4000 donation to the Gregory River Landcare Group Inc. to provide assistance with the Outback Packs.

ATTACHMENTS



EOI BSC Donation
Form-signed 2015.pdf

1. Donation Request

Finance Reports

07.04.01 Finance Monthly Update Report - for the month of April

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Council Meeting Report - Finance Monthly Update Report
DATE:	21.05.2015

1. STATEMENT OF COMPREHENSIVE INCOME

	April 2015	Year to Date
Income		
Recurrent revenue		
Rates, levies and charges	1,812,431	3,582,943
Fees and charges	4,743	39,379
Rental income	9,070	106,360
Interest received	33,788	389,703
Sales revenue	216,629	600,344
Other income	12,184	854,297
Grants, subsidies, contributions and donations	25,958	4,686,395
Total recurrent revenue	2,114,803	10,259,421
Capital revenue		
Grants, subsidies, contributions and donations	-	994,947
Total capital revenue	-	994,947
Total revenue	2,114,803	11,254,368
Capital income	-	-
Total income	2,114,803	11,254,368
Expenses		
Recurrent expenses		
Employee benefits	349,687	3,291,957
Materials and services	340,449	2,554,296
Finance costs	1,114	12,353
Depreciation and amortisation	143,368	1,406,881
Total recurrent expenses	834,618	7,265,487
Capital Expenses		-
Total expenses	834,618	7,265,487
Net surplus	1,280,185	3,988,881

Rates and Utilities: second half rates levies were raised in April bringing full year rates and utility revenues to \$3,582,943. Rates and Utility Revenues for the year are broken down as follows:

General Rates Burketown & Gregory	\$ 3,244,318
Water Charges Burketown & Gregory	\$ 267,759
Garbage Collection/Waste Removal	\$ 71,166
Sewerage Charges Burketown	\$ 117,390
Gross Revenue	\$ 3,700,633
Rates Discount	-\$ 127,747
Rates Write Offs	-\$ 4,898
State Emergency Levy (Liability)	-\$ 14,173
Net Total	\$ 3,553,815

Rental income increased to \$106,360. Rental revenues have been collected consistently and are consistent with forecast.

Interest revenue: Interest revenue increased by \$33,788 to \$389,703. Increases relate to QTC investment interest, interest accruals on Term Deposits and interest on outstanding rates.

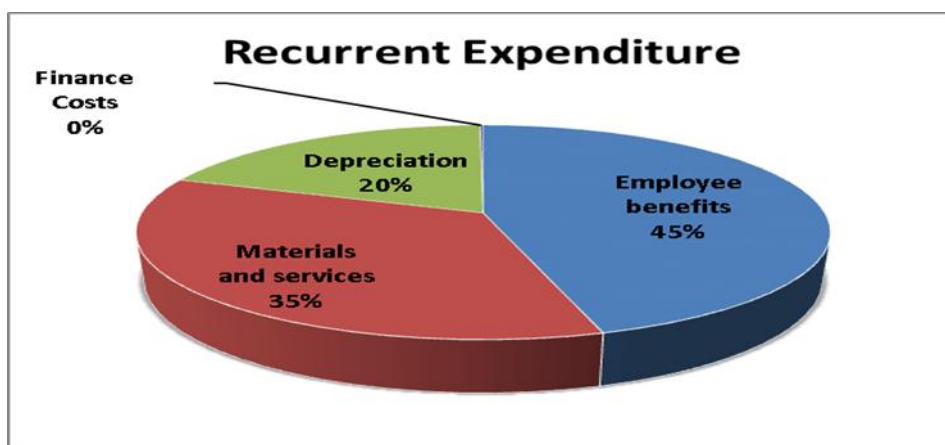
Sales revenues: increases in sales revenues primarily relate to RMPC invoices raised for completed works. RMPC revenues are on track with budget forecasts. Approximately \$260,000 in RMPC funding is outstanding to be claimed in the final quarter.

Other income increased slightly from the last period. Increases relate to Fuel Tax credits claimed from the Australian Taxation Office for the last quarter. A Total of \$9,122 in fuel tax credits was claimed for heavy vehicle travel on public roads and other off-road activities.

Grants, subsidies and contributions: Non capital grants increased by \$25,968 reflecting the receipt of HACC Quarterly Funding. HACC quarterly Funding has been received in full to date. Approximately \$710,694 in FAG Grants is still outstanding to be received in the final quarter. Significant revenues for flood damage restoration works (REPA) will be received as progress claims are submitted.

Capital Revenues remain unchanged from the last reporting period.

Total recurrent expenditure increased to \$7,265,487 Major expense items are as follows:



Year to date figures reflect that employee benefits constitute 45% of total recurrent expenditure, Materials and services constitute 35% and Depreciation constitutes 20% of total recurrent expenditure.

Net Results for April show a positive net surplus of \$1,280,185. Year to date figures show a positive net surplus of \$3,988,881.

2. STATEMENT OF FINANCIAL POSITION AS AT 30 APRIL 2015

	Feb 2015 Actual	Mar 2015 Actual	April 2015 Actual
Current Assets			
Cash and cash equivalents	14,554,343	15,541,353	14,853,694
Trade and other receivables	436,796	9,770	2,043,497
Inventories	272,836	274,950	294,068
Other financial assets	305,544	214,778	176,770
Non-current assets classified as held for sale	-	-	-
Total current assets	15,569,519	16,040,851	17,368,029
Non-current Assets			
Property, plant and equipment	126,652,118	126,652,118	126,663,833
Accumulated Depreciation	(33,112,313)	(33,260,460)	(33,403,828)
Capital works in progress	2,051,373	1,941,082	1,947,994
Intangible assets	-	-	-
Total non-current assets	95,591,178	95,332,740	95,207,999
TOTAL ASSETS	111,160,697	111,373,591	112,576,028
Current Liabilities			
Trade and other payables	168,678	304,235	151,267
Borrowings	-	-	-
Provisions	332,477	387,067	452,667
Other	6,000	6,000	6,000
Total current liabilities	507,155	697,302	609,934
Non-current Liabilities			
Trade and other payables	-	-	-
Interest bearing liabilities	-	-	-
Provisions	551,307	515,659	516,734
Other	-	-	-
Total non-current liabilities	551,307	515,659	516,734
TOTAL LIABILITIES	1,058,462	1,212,961	1,126,668
NET COMMUNITY ASSETS	110,102,235	110,160,630	111,449,360
Community Equity			
Shire capital	39,529,889	39,529,889	39,529,889
Asset revaluation reserve	50,369,222	50,369,222	50,369,222
Retained surplus/(deficiency)	13,498,997	13,557,392	14,846,122
Other reserves	6,704,127	6,704,127	6,704,127
TOTAL COMMUNITY EQUITY	110,102,235	110,160,630	111,449,360

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

Cash and cash equivalents decreased to \$14,853,694. Total Revenue exceeded total expenditure however actual cash outlays for employee benefits and materials and services exceeded cash inflows. Significant cash inflows are anticipated in the short term as rates payments are received.

Trade and other receivables: Receivables increased significantly as second half rates levies and invoices for RMPC were raised. A subsequent increase in Revenues is reflected in the profit and loss statement.

Inventories

Inventories increased slightly from the last reporting period. Stocktake will be conducted at the end of May.

Other Financial Assets

The decrease in Other Financial Assets reflects the amortisation of prepaid expenses. Interest accruals have been processed for the Term Deposit maturing in May 2015.

Property Plant and Equipment

Property plant and equipment increased slightly from the last reporting period. Asset revaluation is underway. Council's asset register will be updated on completion of the revaluation exercise.

Capital works in progress

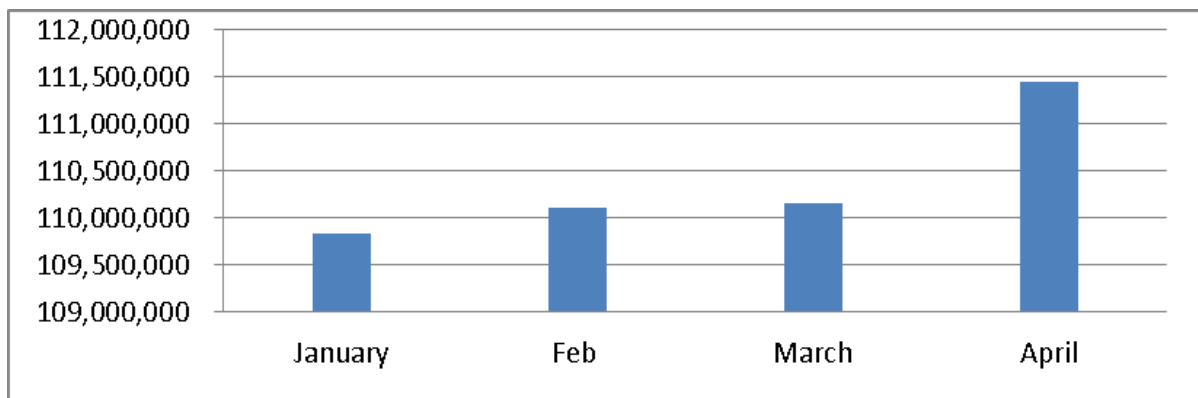
Increases in Capital works in progress reflect expenditure incurred on waste transfer bin construction and expenditure on the Burketown wharf boat ramp and car park still in their infancy stages.

Liabilities

Current liabilities sat at \$151,267 at the end of April, current liabilities relate to invoices not yet due for payment at the end of April and PAYG Tax liability for the month of April.

Provisions

Provisions for employee benefits have been updated as required. A provision for audit fees of \$80,000 was recognised based on estimates for external audit provided by QAO. A provision for doubtful debts of \$27,000 has been recognised in consideration of the potential loss arising from the possibility that Council will not be able to recover some bad debts.

Balance Sheet Movement for the Period January to April 2015

3. COUNCILS MEASURES OF FINANCIAL SUSTAINABILITY

Current Ratio: This measures Council's ability to meet short term obligations from cash and liquid financial assets. Council's current ratio increased from 23:1 to 28:1 from the last reporting period exceeding the target ratio of 1:1 reflecting significant ability to meet its obligations.

Operating Surplus: Council's year to date operating surplus ratio increased from 21% to 29% from the last reporting period. This is higher than the target ratio of 0-10%. The increase in the operating surplus ratio reflects the levying of rates resulting in a significant increase in the net operating surplus. The year to date operating surplus ratio shows that Council has thus far generated adequate operational revenues to meet its operational expenses.

Net Financial Liabilities Ratio: Council's net financial liabilities ratio sits at -158% against a target of <60%. Council's ratio reflects that Council is generating sufficient operational revenues to meet its financial liabilities and significant borrowing capacity.

4. STATEMENT OF CASH FLOW

	YTD Feb 2015	YTD Mar 2015	YTD Apr 2015
Cash flows from operating activities:			
Receipts from customers	2,715,373	4,066,122	4,097,978
Payments to suppliers and employees	(6,072,868)	(6,597,237)	(7,365,380)
	<u>(3,357,495)</u>	<u>(2,531,115)</u>	<u>(3,267,402)</u>
Dividends received	-	-	-
Interest received	309,168	345,931	378,158
Rental income	87,870	97,290	106,360
Non-capital grants and contributions	4,656,281	4,660,437	4,686,395
Income from investments	-	-	-
Borrowing costs	-	-	-
Net cash inflow (outflow) from operating activities	<u>1,695,824</u>	<u>2,572,543</u>	<u>1,903,511</u>
Cash flows from investing activities:			
Payments for property, plant and equipment	(4,279,644)	(4,169,353)	(4,187,980)
Accumulated Depreciation	(1,115,366)	(1,263,153)	(1,406,881)
Depreciation Expense	1,115,366	1,263,153	1,406,881
Proceeds from sale of PPE	-	-	-
Grants, subsidies, contributions and donations	994,947	994,947	994,947
Net cash inflow (outflow) from investing activities	<u>(3,284,697)</u>	<u>(3,174,406)</u>	<u>(3,193,033)</u>
Cash flows from financing activities			
Proceeds from borrowings	-	-	-
Repayment of borrowings	-	-	-
Depreciation	-	-	-
Net cash inflow (outflow) from financing activities	<u>-</u>	<u>-</u>	<u>-</u>
Net increase (decrease) in cash held	(1,588,873)	(601,863)	(1,289,522)
Cash at beginning of reporting period	16,143,216	16,143,216	16,143,216
Cash at end of reporting period	<u>14,554,343</u>	<u>15,541,353</u>	<u>14,853,694</u>

Cash Flow notes

Cash receipts increased slightly from the last reporting period. Total Cash receipts to date sit at \$4,097,978.

Cash outlays for employee benefits and materials and services increased by 11.64% from the last reporting period.

Cash outlays \$768,143 exceeded cash receipts resulting in a decrease in cash held at the end of the reporting period.

Cash receipts will improve over the next period as rates payments are received and fourth quarter grants and subsidies are received.

5. FINANCE UPDATE

External Interim Audit Visit

The 2014-15 Interim Audit visit was conducted in April. Recommendations were made following initial Audit visit (See Management Report). Final Audit visit is scheduled for the 9th of October.

Internal Audit

Internal Audit will be conducted in May. Main areas of focus are procurement,

6. OFFICER'S RECOMMENDATION

Council notes the contents of the Finance May 2015 report.

ATTACHMENTS

Nil

Projects and Human Resources Manager Reports

07.05.01 Human Resources Report

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay – Projects & Human Resources Manager
FILE REF:	Council Meeting May 2015 – PHRM Report
DATE:	12 th May 2015
LINK TO COUNCIL PLAN/S:	Nil

1. HUMAN RESOURCES UPDATE

Staff Changes:

Administration Officer:

Shannon Moren commenced as full-time administration officer on 11 May 2015.

Senior Finance Officer (Contract):

Hector Rondon commenced as Senior Finance Officer on a contract period of approximately six months, from 11 May 2015.

Open Positions:

Parks and Gardens Crew (Gregory):

Interviews took place for this role on the week finishing 8 May 2015. Reference checks are currently being undertaken.

Workplace Health & Safety Coordinator:

There were 92 applicants for this position. Phone interviews took place for this role on 6 and 7 May 2015, and subsequent interviews for the leading candidates are being scheduled. Given the sheer volume and quality of candidates involved, this has been a particularly difficult process.

Reference checks are currently taking place.

Road Crew Operator:

This position closed on 11 May 2015 and interviews will be conducted in the coming week. Some candidates were identified and initially interviewed through the Gregory Parks and Gardens interview process.

New Certified Agreement:

Negotiations commenced on the new certified agreement with meetings taking place between management, employee and union representatives on 13 and 22 April 2015. A further negotiating block was put aside for June 9-11 2015.

On 7 May 2015 a new bill was introduced to Queensland Parliament that seeks to review the Local Government Industry Award – State (2014) and has prohibited the QLD Industrial Relations Committee from certifying any new agreements.

Given the expectation that this review will have significant changes on the Award, it will be impossible to form a new agreement until it is complete. It is possible that this process will take the rest of the calendar year to complete.

It is possible for Council to continue to discuss the new CA with staff in the interim, with the understanding that the legislative framework may shift on some elements and no final agreement can be reached.

During this period, the existing Certified Agreement will remain in effect.

JCC:

The next JCC Meeting will take place on 26 May 2015 at 10 am in the Nijinda Durlga Boardroom

Performance Reviews:

The next round of performance reviews are due in June.

Leadership Training:

A further round of leadership training is being planned, with a view to linking some of the training back to performance management and mentoring, in order to strengthen the performance review process at a management and supervisory level.

Organisational Culture Survey:

The PHRM is preparing an anonymous Organisational Culture Survey to gain feedback from all staff – and Councillors – on Council performance. In addition to the feedback, it is planned that this survey will take place on a regular (6-monthly) basis, and provide metrics against which progress in a number of areas, linked to Council's values, can be measured.

IR/HR Training:

The PHRM will be attending an LGAQ Industrial Relations training course in Cairns on 21 May 2015.

Budget:

The budgets for Training, WH&S and Human Resources are currently being developed.

2. CONCLUSION

Events in QLD Parliament will cause a significant delay to our CA bargaining process, at this stage the extent and timing of any changes remains unknown. We will continue to monitor the process and take advice from LGAQ as it becomes available.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Projects and Human Resources Manager Reports

07.05.02 HACC Delivery Report

DEPARTMENT:	Administration/Projects
RESPONSIBLE OFFICER:	Nils Hay – Projects & Human Resources Manager
FILE REF:	Council Meeting Business Paper – HACC
DATE:	12 th May 2015
LINK TO COUNCIL PLAN/S:	Community Plan

1. PURPOSE (Executive Summary)

To present Council with options for future management of the Home and Community Care (HACC) Program during, and following, the transition to the Commonwealth Home Support Program (CHSP)

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Since the departure of Pam de Joux, Council has been unable to fill the HACC Officer role. There was no local interest in the position and it has proven very difficult to attract an external applicant to take on a part-time role with Council.

Council and management representatives met with HACC clients on 24 April 2015 to discuss their needs, and what they particularly valued about the program.

HACC remains funded, there is a (part-time) demand for it and – at present, as the funding recipient – it is incumbent upon Council to deliver these services. Since Pam de Joux's departure, we have failed to do so.

3. PROPOSAL

Council has four options:

1. Do nothing (not recommended)

This would involve continuing to not provide any HACC services; we would be in breach of our agreement and we would be failing in our obligations to the Shire's older population.

2. Hire a part-time HACC Officer

Council has already attempted to fill the vacancy, but there was no local interest and minimal interest from outside the shire, given the part-time nature of the position. There are also accommodation requirements to take into account.

The idea of combining the HACC role with a general administration role was mooted during the last recruitment attempt, but at present Council has a full administration team, so there is no requirement for anything beyond the HACC delivery.

3. Subcontract our HACC services

Council could seek to engage a third party to carry out our HACC contract on our behalf. Under this arrangement, we would pay the provider out of the funding we receive and we would remain responsible for the program. We are limited in the number of service providers in the area that might consider such an arrangement, however North and West Remote Health (formerly CNWQ Medicare Local) have expressed an interest in such an arrangement. This option would require some administrative resourcing, as the 3rd party provider would need to be monitored and reported on.

4. Return the HACC program to the Government, to allow them to appoint a different organization to run the program.

Council can relinquish responsibility for HACC (along with any significant HACC assets – in our case, the HACC bus) to the Government. They will then appoint another party to manage and maintain responsibility for the program. North and West Remote Health has already expressed an interest in the program if we were to pursue this option. This option would also remove Council's administrative obligations with regard to the program.

The relinquishment process can take several months.

Under any of the above options, there is nothing restricting Council from continuing to hold events like 'Seniors Week', and it would be expected that if option 3 or 4 were considered, that Council would work with the 3rd party provider – providing access to the HACC Hall and information about events.

4. FINANCIAL & RESOURCE IMPLICATIONS

At present, HACC funding adequately covers the activities that are required to be delivered under the program guidelines. This is due to the reduction in the number of clients since the program commenced and the relatively limited activities the funding can be acquitted against.

Option 2:

This would involve recruitment costs and – if a candidate can be found – accommodation would likely need to form part of any remuneration package. While wages directly linked to delivery of the funded HACC services would be funded, anything beyond this scope would be at Council's expense.

Option 3:

This option would mean that Council retains all HACC assets, but the program would still require some Council oversight, management and reporting. At present, there is little capacity in the administration department to take on the management of HACC, and this is exacerbated by the additional workload that the transition from HACC to CHSP will create – especially as nobody at Council holds aged care expertise. However, as a short-term option, this is viable.

Option 4:

Should Council hand back the program, we would be required to give up the HACC bus, as it was an asset purchased with HACC funding. Council would, however, also be released from the administrative/reporting resourcing requirements associated with the program.

5. POLICY & LEGAL IMPLICATIONS

Council has an agreement with the Government to deliver HACC services, which we are currently failing to do. It is important that this situation is rectified.

"Quality support for the aged" is listed as a performance measure under Section 1.2 of Council's Community Plan.

6. CRITICAL DATES & IMPLEMENTATION

Given the ongoing non-delivery of services, it is recommended that any course of action be taken as soon as practicable.

HACC transitions to CHSP at the end of October 2015. Should Council seek to return control to the Government, it is desirable that notification of this take place as soon as possible, to provide ample time for a new provider to take over service delivery and manage any transition.

There will be several months' lag between the notification and actual relinquishment – in the short-term services could potentially be subcontracted out.

7. CONSULTATION

Council has consulted with the HACC clients, at a meeting on April 24 2015.

The PHRM has consulted with the Department of Social Services and the local Operations Manager for North and West Remote Health regarding the possibility of Council subcontracting the program in the short term, while relinquishing it entirely in the medium term. Both parties were amenable to the idea, and North and West Remote Health are preparing a proposal for Council on this matter.

8. CONCLUSION

Following consultation and exploration of the HACC program in recent months, it has become apparent that Council does not have the capacity or relevant in-house expertise to successfully manage the program. Furthermore, attempts to hire an individual for this purpose – both locally and outside of the shire – have failed.

Aged care is a vital community service, and it is important that it be properly delivered. It would be in the interest of both Council and the Shire's aged population that this delivery be outsourced to a specialist third party. The sooner Council does so, the better the outcome for the Shire's aged residents.

9. OFFICER'S RECOMMENDATION

1. The Council seeks to subcontract out HACC services to North and West Remote Health, or another suitable agency (Option 3) as a temporary measure.
2. That Council notify the Department of Social Services that we wish to relinquish control of the HACC Program, thereby allowing them to appoint a third party to manage it in the long term (Option 4).
3. That Council continue to support the Shire's aged population through events like Senior's Week, and by supporting and assisting the successful new HACC provider where appropriate

ATTACHMENTS

Nil

08 Chief Executive Officer Reports

08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

08.01.02 2016 Burke Shire Local Government Election – Voting Areas

08.01.03 Expression of Interest for the Sale of Lots 313-314 on Plan B1361

Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper 21 May 205
DATE:	21.05.2015
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

1. COUNCIL'S KEY PLANNING DOCUMENTATION

The table below provides an update on the status and progress of key Council planning documentation. The majority of these documents are subject to monthly, quarterly and annual review.

Planning Docs	Comments	Status
Town Planning Scheme	<p>Council will develop the new Planning Scheme as part of a pilot project with the Department of State Development, Infrastructure and Planning.</p> <p>The process of this Pilot Project is dependent on the passage of Murweh Shire Council's Planning Scheme as well as on the new Government. Conversations with DSDIP officers suggest there is little likelihood that this Pilot Project will be shelved.</p> <p>Council and DILGP have most recently been working on Flood Mapping as this relates to the inclusion of reliable mapping for the Town Planning Scheme and in the assessment of Development Applications.</p> <p>Other subjects under discussion relate to land tenure in Gregory and Land Use Codes to be adopted in the new Scheme.</p>	On track. Progress conditional on DILGP.
Asset Management Plan	<p>Council are in the process of revising the Asset and Services Management Plan to ensure all recently capitalized Work-in-Progress are updated and to ensure compliance with a range of new Department of Energy and Water Supply KPIs.</p> <p>IPWEA training has commenced. Key output will be an updated Asset Management Plan for Roads.</p> <p>LGAQ Asset Management training to commence in May. Key outputs will be updated Asset Management Plans for Water & Sewer.</p> <p>Ensuring the Plan (and associated departmental plans) is up-to-date is critical. Full asset condition assessments are currently taking place to ensure the accuracy of this data. Property and Buildings were completed between 4-8 May. Council's water and waste water treatment assets, roads, plant and fleet will be next.</p>	Monitor

Burketown ILUA implementation	<p>Discussion with ATSIL and DNRM suggest that Letters of Offer for land to be acquired under the ILUA will be made in June 2015, following registration of the ILUA on 29 May 2015.</p> <p>A second implementation meeting needs to be scheduled between BSC and Gangalidda & Garawa.</p> <p>Engineering consultancies have been engaged to assist Council in delivering the residential, rural residential and light industrial outcomes promised by the ILUA.</p> <p>Some of the key issues being tackled at the moment include: flood hazard assessments, determination of appropriate construction “envelopes” on flood-prone land (Burketown South, for example), erosion control measures for rehabilitating land between the Rubbish Tip Road and the Airport Road, prioritization of land for release in light industrial and residential areas as well as initial consideration for staged development of the Burketown Wharf and Artesian Bore areas.</p>	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.	No change. 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"> - Periodic Review of Plan submitted 30.09.2014 - Quarterly Report for October 2014-December 2014 submitted. Next quarterly report due in April 2015. - Progress report on Risk Management Implementation Program (RMIP) submitted 30.10.2014 - Statewide Water Information Management (SWIM) data submitted on 10.10.2014. This data also includes information on the Burketown Sewerage Treatment Scheme. 	No change On track
Pest Management Plan	<p>BSC has approached Biosecurity Queensland for assistance in revising the Pest Management Plan.</p> <p>Relevant stakeholders will be advised of meeting times in the coming weeks.</p>	On track
Budget	<p>Adopted at Ordinary Council Meeting: 19 June 2014.</p> <p>Revenue Statement currently under revision.</p> <p>Rates modelling currently taking place.</p> <p>Council to conduct a series of Budget workshops over the coming weeks to help (re-)prioritize capital works and to review operational expenditure for the 2015-2016 budget.</p> <p>Full Asset Revaluations currently taking place. The condition assessments arising from the associated assessments may have an impact on CapEx prioritization.</p> <p>The 2015-2016 budget will be passed in July 2015.</p>	Monitor

Business Continuity Plan & Risk Register	BCP adopted by Council on 20 November 2014. Corporate Risk Register adopted by Council on 20 November 2014. Council will review the Corporate Risk Register and Business Continuity Plan week beginning 11 May 2015.	Completed
Operational Plan 2014-15	Adopted at Ordinary Council Meeting: July 2014. The Draft Operational Plan for 2015-2016 will be submitted at the June Council meeting. This Operational Plan will be derived from the Corporate Plan and will inform the budget for 2015-2016. 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.	Completed
Corporate Plan 2014-2019	Adopted at Ordinary Council Meeting: June 2014. Amendments adopted at February Council meeting. The Plan can be accessed on Council's website.	No change Completed
Local Disaster Management Plan	Annual review of plan completed and submitted. Annual report also submitted. The LDMG will be conducting a "live exercise" at the Burketown Aerodrome to ensure Council meets its obligations to CASA and the LDMG. The exercise is to be conducted on 13 May 2015.	Completed
Internal Audit Plan	The Internal Audit Plan was adopted at the February Council meeting. The first meeting of the Internal Audit Committee was held on Thursday 5 March 2015. 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.	No change 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. Due for practical completion on 11 June 2015. Confirmation of success of Royalties for the Region application.	Phase 1 completed Phase 2 on track
Scrap Metal Removal	Scrap Metal has now been removed from the Burketown and Gregory landfill sites. This was a cost neutral exercise for Council.	Burketown Completed Gregory 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
Burketown Landfill	The next steps in improving the operation of the Burketown landfill include:	
Gregory Ablutions	The Gregory Ablution facility project requires a concrete ramp for disabled access. This will be completed shortly.	On track

Rates Audit and preparation for 2015-2016 financial year	<p>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.</p> <p>Council will also revise all documentation associated with rates: explanatory documentation, rates notices etc.</p>	On track
Burketown Cultural History Project	<p>Research Services Agreement signed with the University of Queensland. Chapter/content schedule confirmed (subject to participation by those to be interviewed).</p> <p>The archival work conducted to date has unearthed some very interesting information. Council will look to bring the archivist to Burketown to complete workshops with residents (town and pastoral) to access, scan and consolidate the Shire's historical information.</p>	On track
Community Satisfaction Survey	<p>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.</p>	On track
Gravel Pits	<p>CEO, Works Manager and Rural Works Supervisor have completed a full review of the boundaries of Burke Shire Council gravel pits operated under Sales Permit 002293. The results have been submitted to DAFF.</p> <p>As part of this review, the Hells Gate Pit has been placed on Council's Sales Permit. Council also has a number of obligations arising out of this review.</p> <p>Further Cultural Heritage surveys will be required for pits in Waanyi country, including the Nicholson Pit.</p>	No change Completed
NDRRA acquittals 2012-2013	<p>The status of Council acquittals for NDRRA projects from 2012-2013 are detailed below:</p> <p>BrkSC.10.12:</p> <ul style="list-style-type: none"> - Acquittal imminent. Expected eligible expenditure \$3,067,088.13. Expected ineligible expenditure \$2,586.32 <p>BrkSC.11.12:</p> <ul style="list-style-type: none"> - Acquittal at 70% complete: VfM assessment WIP by Matthew Chilton. VfM queries pending <p>BrkSC.13.13:</p> <ul style="list-style-type: none"> - Acquittal imminent. Eligible expenditure totalling \$129,281.35. Ineligible expenditure totalling \$0.00 <p>BrkSC.15.13:</p> <ul style="list-style-type: none"> - Has passed assessment triage and will now proceed to First Pass Compliance and VfM Assessment. 	No change On track

NDRRA 2014 (TC Fletcher)	<p>The status of Council's 2014 NDRRA program is detailed below:</p> <p>BrkSC.16.14 (REPA):</p> <ul style="list-style-type: none"> - REPA Approved Value \$8,247,734.00 (incl. trigger) - Council to provide program and delivery details as soon as practical <p>Contract for Earthworks component awarded by Council at the April Council meeting.</p> <p>This work has a November end date. To ensure that it is possible to meet this deadline, Council will sink a number of bores to ensure ready availability and access to the water necessary to complete the road works.</p> <p>BrkSC.17.14 (Emergent):</p> <ul style="list-style-type: none"> - Compliance and VfM assessments complete. Moving towards Briefing Note 	On track
Roads Programs – 5 year infrastructure plan	GBA engaged to assist Council to develop a 5 year road infrastructure plan in line with TIDS, QRA, R2R funding.	Monitor
Procurement Project	<p>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 has the relevant contract documentation and has drafted the Scope of Works for the release of the Register of Preferred Suppliers tender (Goods and Services).</p> <p>The next step is to complete the Scope of Works for consultancy services.</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
New Certified Agreement	Burke Shire Council, staff and unions commenced negotiating a new Certified Agreement. These negotiations have been put on hold in consequence of pending changes to the Industrial Relations legislation and the Modern Award. Until the new government directs otherwise, these negotiations cannot progress to the Agreement and Certification stages.	New item Ontrack
Water Rates	<p>Rating structure adopted in June 2014.</p> <p>Series of education sessions and website updates have been completed.</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. The next MGF is scheduled for 25-26 September 2015	Completed
Sale of land: Gregory	An auction for the sale of land was held on Saturday 2 May 2015. No sales were made at this stage.	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. The next meetings for the Commemorative Committees are scheduled for 18-19 May 2015. Council will also schedule time and dates for reception of archival material relating to war.	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. Further discussions at the ROC and RRTG meetings will also explore options for shredding tyres prior to disposal. Provided the right waste-recycling stream can be identified, this option would save on transportation costs.	No change On track
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.	On track Awaiting report from S&B

Burketown Wharf Car Park and Boat Ramp widening project	<p>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.</p> <p>Survey and design work has now been completed at Council's end. DTMR are reviewing the design and cost estimates on this project.</p> <p>Thank you to those organisations who have provided letters of support to support Council's application for funding this project.</p>	On track
Renovation of the Burketown Visitor Information Centre	<p>Council has received the scope of works for these renovations and an estimated costing for completing the renovations.</p> <p>It was initially hoped that IAS funding would be available for this project, but this will not be the case.</p>	On track
Sewerage Treatment Re-design	<p>The re-design aims to reduce moving parts by concentrating treatment into a series of treatment ponds. It is also geared toward ensuring Council's ability to handle substantial growth in treatment requirements.</p> <p>Simmonds and Bristow are conducting MEDLI (model for effluent disposal using land irrigation) modelling at the STP site. This modelling will help generate the parameters that Council will need to satisfy in re-designing the sewerage treatment process.</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> <p>Given that land tenure may prove a stumbling block in relation to the ideal siting of the solar array, Council is exploring options to mount the array on a structure over the existing water storage tanks.</p>	Monitor
Gregory Works Depot	Project planning has not commenced for this project.	Monitor
Airport terminal in BKT	<p>Potential designs have been submitted for consideration.</p> <p>Based on cost estimates of these designs, Council will look at re-prioritizing this project.</p>	Monitor
Airstrip realignment in BKT	<p>Council has received preliminary costings for this project.</p> <p>This project is not a priority for 2014-2015.</p>	Monitor
STP/WTP Telemetry	<p>Council has engaged a specialist to complete a full review of Council's water and wastewater assets. This assessment will determine the scope of works required for the installation of SCADA (supervisory control and data acquisition) in Burketown.</p> <p>This tender is planned for release in June.</p> <p>Simmonds & 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 track. Progressing to Scope of Works and Tender

BKT North	GBA have been engaged to provide costing for initial infrastructure for BKT North development. This has involved siting new locations for sewage pump stations, sewage lines, water lines etc. GHD have conducted an assessment on BKT north and assisted in the prioritization of development parcels. Andrew Sly from Economic Development Queensland conducted initial site inspection of Burketown on 19.09.2014. Further developments on EDQ funding will be conditional on new Govt. priorities.	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. Possible amalgamations of these lots, as well as the sale of these lots will be conditional on receipt of improved flood mapping by Council.	Monitor Awaiting more reliable flood mapping.
Waste Management Strategy	Scrap Metal has been removed. Council will next release a tender for the removal of waste tyres from the Burketown and Gregory land fill sites . This was initially planned for release in May, but will now be released in June. Council has requested an estimate on management of tip operations (employing locals but managed externally, particularly as this relates to EHP compliance requirements)) A tender for the gating and fencing of the Burketown Landfill site will also be released shortly.	Monitor Progressing to Scope of Works and Tender for Tyre Removal and erection of Gates and Fencing for landfill.
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).	No change. In progress

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.

Discussions with Winton Shire Council have taken place in relation to negotiating interface agreements with Ergon Energy in circumstances where another party generates electricity and feeds into the grid.

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.

Council representatives (Mayor Camp and CEO) met with Prime Minister Tony Abbott, Deputy Prime Minister Warren Truss, Senator Barnaby Joyce and Senator Barry O'Sullivan to discuss telecommunications in the Burke Shire at Longreach (9 May 2015).

6. MEETINGS/CONFERENCES/DELEGATIONS

What	Where	When	Attendees
Economic Development Roundtable	Doomadgee	28 th August 2014	Cr Camp, Cr Poole, Cr Murray
Queensland Western Roads Action Plan	Mt Isa	28 th August 2014	Cr Forshaw
NWQ RRTG Technical Committee Meeting	Karumba	22 nd August 2014	Works Manager
NWQ RRTG and ROC meeting	Karumba	5 th September 2014	Mayor, CEO
Burketown ILUA negotiator meeting	Brisbane	12 th September 2014	Cr Poole, CEO
CEO Roundtable	Brisbane (LGAQ funded)	3 October 2014	CEO
SEGRA (Sustainable Economic Growth for Regional Australia)	Alice Springs	8-10 th October	Cr Poole, PHRM
LGAQ Annual Conference	Mackay	27-29 th October	Mayor + CEO + Councillor(s)
Economic Roundtable	Mornington Island	TBC	Mayor, Deputy Mayor, CEO possibly
LGAQ Innovation Forum	Burketown	24 th November 2014	Mayor, Deputy Mayor, Cr Forshaw, CEO, PHRM
NWQ Regional Roads & Transport Group	Burketown	24 th November 2014	Mayors, CEOs, DTMR, LGAQ
NWQ Regional Organisation of Councils	Burketown	25 th November 2014	Mayors, CEOs, DTMR, Dept. Local Government, LGAQ
GSD Meeting	Burketown	25 th November 2014	GSD members
DLG Roundtable	Cairns	2 December 2014	Mayor & Deputy Mayor
Burketown ILUA signing ceremony	Burketown	11 December 2014	All Councillors and CEO
Gregory Land Tenure meeting with Waanyi	Gregory	17 February 2015	Mayor, Deputy Mayor, Cr Forshaw, CEO, PHRM
Burketown ILUA discussions	Burketown	26 February 2015	Mayor, Deputy Mayor, Cr Murray, CEO
Elected Members Update	Doomadgee	3 March 2015	Mayor
Enterprise Bargaining Information Session	Burketown	3 March 2015	Mayor, CEO, FM

Internal Audit Committee Meeting	Teleconference	5 March 2015	Deputy Mayor, FM, Brendan Macrae (QAO), Mark Wright (Chairperson), Mark Andrejic (internal auditor)
NWQROC	Hughenden	12-13 March 2015	Mayor, Deputy Mayor, Cr Forshaw, CEO
NWQRRTG	Hughenden	12-13 March 2015	Mayor, Deputy Mayor, Cr Forshaw, CEO
Gregory Land Tenure discussions	Gregory	16 March 2015	Councillors, CEO, PHRM
Tourism and Events Australia – Regional Planning	Mt Surprise	27 March 2015	CEO & PHRM
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
Meeting with Prime Minister	Longreach	9 May 2015	Mayor, 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



150430 CEO Report
- Attachment 1 - WH&S

- 1) April OHS Report

Chief Executive Officer Reports

08.01.02 2016 Burke Shire Local Government Election – Voting Areas

DEPARTMENT: Office of the CEO

RESPONSIBLE OFFICER: Philip Keirle; CEO

FILE REF: Business Paper – 21 May 2015

DATE: 11 May 2015

LINK TO COUNCIL PLAN/S: NA

1. PURPOSE (Executive Summary)

- a) To seek Council's approval to apply for Ministerial approval to conduct a mixed ballot – part postal voting, part polling booth – for the 2016 Burke Shire Local Government election;
- b) To seek Council's endorsement of the "2016 Burke Shire Council Local Government Election – Postal and Ballot Voting Area" map.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has previously indicated its preparedness to support a mixed ballot for the 2016 Burke Shire Council Local Government election. That is, Council has indicated its support to provide both the postal ballot and a polling booth for casting votes at this election. Council has indicated its support for this arrangement for a number of reasons:

- Postal Vote: reduce burden on those living remotely to travel to Burketown to lodge their vote;
- Ballot Vote: provide an opportunity for the community to come together on polling day; and to provide an opportunity for community groups to fundraise on the day, should they wish to do so.

3. PROPOSAL

That Council

- a) Resolves to seek Ministerial approval to conduct a mixed ballot – part postal voting, part polling booth – for the 2016 Burke Shire Local Government election;
- b) Seeks approval to have those parts of the Burke Shire Local Government Area indicated in the "2016 Burke Shire Council Local Government Election – Postal and Ballot Voting Area" identified as Postal Voting Zones and Ballot Voting Zones respectively.

4. FINANCIAL & RESOURCE IMPLICATIONS

The Local Government Elections in 2016 will be allocated a budget in the budget for the 2015-2016 financial year.

5. POLICY & LEGAL IMPLICATIONS

Local Government Electoral Act 2011:

s. 45 Direction that poll be conducted by postal ballot

- (1) A local government may apply to the Minister for a poll to be conducted by postal ballot if the local government's area includes a large rural sector, large remote areas or extensive island areas.
- (2) The Minister must decide to approve or not to approve the application.
- (3) The approval may be given for—
 - (a) all the local government's area; or
 - (b) 1 or more divisions of its area; or
 - (c) a part of its area marked on a map.

- (4) If the approval is given for a part of a local government's area, the local government must—
 - (a) ensure that the public may inspect the relevant map—
 - i. at the local government's public office; and
 - ii. on the local government's website; and
 - (b) publish details of the approval in a newspaper circulating generally in the part of the local government's area.
- (5) Decisions of the Minister under subsection (2) are not subject to appeal.

6. CRITICAL DATES & IMPLEMENTATION

Council must advise the Minister and Department prior to 30 June 2015 of how it intends the Burke Shire Local Government election to be conducted.

7. CONSULTATION

- Consultation has taken place within Council.
- Consultation has taken place between the CEO and representatives of the Department of Local Government
- Consultation has taken place between the CEO and other Regional CEOs.

8. CONCLUSION

The provision of a mixed ballot offers the voting public the greatest choice in exercising the right to vote.

9. OFFICER'S RECOMMENDATION

- a) That Council notes that the receipt of official mapping from DNRM and the electoral office is pending; and, subject to Recommendation 9b, that the areas demarcated on the attached mapping will be transferred onto the mapping provided by DNRM and the electoral office prior to submission to the Minister.

That Council:

- b) Resolves to seek Ministerial approval to conduct a mixed ballot – part postal voting, part polling booth – for the 2016 Burke Shire Local Government election;
- c) Seeks approval to have those parts of the Burke Shire Local Government Area indicated in the "2016 Burke Shire Council Local Government Election – Postal and Ballot Voting Area" identified as Postal Voting Zones and Ballot Voting Zones respectively.

ATTACHMENTS

1. 2016 Burke Shire Council Local Government Election – Postal and Ballot Voting Area – Map 1a
2. 2016 Burke Shire Council Local Government Election – Postal and Ballot Voting Area – Map 1b
3. 2016 Burke Shire Council Local Government Election – Postal and Ballot Voting Area – Map 2a
4. 2016 Burke Shire Council Local Government Election – Postal and Ballot Voting Area – Map 2b
5. Draft Letter to the Minister for Local Government



150512 - BSC LGE -
Postal and Ballot Boui



150512 - BSC LGE -
Postal and Ballot Boui



150512 - BSC LGE -
Postal and Ballot Boui



150512 - BSC LGE -
Postal and Ballot Boui



150511 - 2016 LGE -
Application to Ministe

Chief Executive Officer Reports

08.01.03 Expression of Interest for the Sale of Lots 313-314 on Plan B1361

DEPARTMENT: Office of the CEO

RESPONSIBLE OFFICER: Philip Keirle; CEO

FILE NO: Business Paper – 21 May 2015

DATE: 12 May 2015

LINK TO COUNCIL PLAN/S: Council Resolution 141120.16

1. PURPOSE (Executive Summary)

In accordance with Council Resolution 141120.16, this report is prepared in order to submit the relevant "Sale of Land by Tender" documentation for Council consideration prior to public release.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has expressed an interest in fostering small business development and business opportunities in Burketown. To this end, suitable land for development – based on zoning in Council's Town Planning Scheme as well as a desire to focus retail activity – was identified in November 2014. At the November Council meeting, the following motion was carried.

Report Name	Motion	Moved	Carried
14.05 Sale of Council Lots – by auction or tender	<p>That Council</p> <p>(a) Resolves to sell lots 313-314 on Plan B1361;</p> <p>(b) Determines to proceed with the sale of lots 313-314 on Plan B1361 by tender;</p> <p>(c) Authorises the CEO to engage suitably qualified persons to produce the required documentation for the sale of lots by tender;</p> <p>(d) Requires 'sale of land by tender' documentation to be presented to Council for authorisation prior to release.</p>	<p>Moved: Cr Poole Seconded: Cr Duff</p>	141120.16 4/0

3. PROPOSAL

That Council considers the attached Expression of Interest documentation with a view to authorizing the release of the documentation.

That Council considers a reserve price for the sale of Lots 313-314 on B1361 by Tender.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council may incur a number of expenses in relation to this project, should it go ahead. These costs include legal costs and, potentially, the costs of kerb-ing, channeling and footpath-ing the area in front of Lot 313 on B 1361 and Lot 307 on B1361 (Beames Street)..

5. POLICY & LEGAL IMPLICATIONS

Local Government Act 2009
Local Government Regulation 2012
Burke Shire Council Town Planning Scheme

6. CRITICAL DATES & IMPLEMENTATION

The May Council meeting represents an opportune time to progress this project, subject to Council endorsement of the EOI documentation.

7. CONSULTATION

Consultation has taken place between the CEO and the following entities:

- Water and Sewer Officer
- Ergon Energy
- GHD
- Preston's Law

8. CONCLUSION

The project represents an exciting opportunity to test the market for appropriate development ideas for these lots.

9. OFFICER'S RECOMMENDATION

That Council, subject to any changes required:

- a) Endorses the EOI documentation; and
- b) Authorises the release of the Expression of Interest documentation.

ATTACHMENTS

1. Expression of Interest documentation



150430 - EOI - A1 -
Lots 313 and 314.docx

2. Submission documentation



150430 - EOI - A2 -
Respondent's Submis

3. Google Earth imagery of Lots 313-314 on Plan B1361



150430 - EOI - A3 -
313-314 Google Earth

09 Late Item Reports

09. Late Item Reports

09.01 Local Government Election 2016 – Returning Officer

09.02 Donation Request – Gregory River Landcare Group Inc

Late Item Reports

09.01 Local Government Election 2016 – Returning Officer

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Local Government Elections
DATE:	18 May 2015
LINK TO COUNCIL PLAN/S:	Local Government Electoral Act 2011

1. PURPOSE (Executive Summary)

For Council to consider the merits of engaging the Electoral Commission of Queensland for the conduct and administration of Local Government elections.

For Council to consider a motion for the Chief Executive Officer to withdraw from the role of the Returning Officer and to notify the Electoral Commissioner of this position for the 2016 Local Government Election.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

On the 27 August 2014 the Local Government Legislation Amendment Bill 2014 was passed by the Legislative Assembly. The Bill makes a number of significant reforms to matters relevant to local government elections including;

- Empowering the Chief Executive Officer of a local government to be the returning officer for an election; and
- Aligning of the Local Government Electoral Act 2011 with the Electoral Act 1992 where appropriate, including adopting recent reforms to implement electronic voting and voter identification.

The new section 9A of the Local Government Electoral Act provides that the CEO Returning Officer must not delegate a function or power of the Returning Officer and provides for the Electoral Commissioner to continue to be responsible for conducting local government elections. Where a CEO withdraws from being the Returning Officer the Electoral Commissioner will appoint one.

Since the 2008 quadrennial elections, the Electoral Commission Queensland has been responsible for conducting all local government elections, including by-elections.

Council has been required to pay the costs incurred by the ECQ for conducting an election, including the remuneration, allowances and responsible expenses paid to members or staff of the ECQ.

To deliver on the State Government's election policy to empower local governments to make decisions in the best interests of their communities, and in response to concerns raised by some local governments regarding the cost of the 2012 elections conducted by the ECQ, the Bill empowers the CEO of a local government to be the Returning Officer for their local government area for a local government election (quadrennial, by-election or fresh election) unless the CEO advises the ECQ otherwise.

The default position under the Bill is that it is the CEO who is the Returning Officer for local government elections. The CEO may withdraw from being the Returning Officer by giving the Electoral Commissioner a withdrawal notice. If the CEO is not the Returning Officer, the Electoral Commissioner will appoint one. The withdrawal notice is required to be submitted to the Electoral Commissioner by the 1 July in the year before the election.

3. PROPOSAL

- a) That Council notes the contents of this report; and
- b) That the Chief Executive Officer withdraws from being the returning Officer, and notifies the Electoral Commissioner of this; and
- c) That Council continues to engage the Electoral Commission Queensland for the conduct and administration of Local Government elections.

4. FINANCIAL & RESOURCE IMPLICATIONS

BSC was charged \$10, 734.56 by the Electoral Commission of Queensland for conducting the March 2012 quadrennial elections.

5. POLICY & LEGAL IMPLICATIONS

Local Government Electoral Act 2011
Local Government Legislation Amendment Bill 2014

6. CRITICAL DATES & IMPLEMENTATION

Notification of the withdrawal must be sent to the Electoral Commission by 1 July 2015.

7. CONSULTATION

Council has consulted with the Department of Local Government and Planning.

8. CONCLUSION

In order to ensure the effective planning and administration of the 2016 Local Government Election, it is in Council's interests that the CEO withdraws from the role of Returning Officer.

9. OFFICER'S RECOMMENDATION

- a) That Council notes the contents of this report; and
- b) That the Chief Executive Officer withdraws from being the Returning Officer, and notifies the Electoral Commissioner of this; and
- c) That Council continues to engage the Electoral Commission Queensland for the conduct and administration of Local Government elections.

ATTACHMENTS

1. Letter from ECQ



LGE - Returning
Officer - A1 - Letter f



LGE - Returning
Officer - A2 - Withdra

2. Letter to the Electoral Commissioner – Withdrawal Notice

Late Item Reports

09.02 Donation Request – Gregory River Landcare Group Inc

DEPARTMENT: Corporate and Community Services
RESPONSIBLE OFFICER: Jenny Williams; Executive Officer
FILE NO: Donation Requests 2014/15
DATE: 19th May 2015
LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from the Gregory River Landcare Group Inc.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Gregory River Landcare Group Inc. received a \$2500 cash donation from Council in 2013/14 for the purchase of chemicals for weed control in Gregory.

3. PROPOSAL

Purpose or Function – *The Gregory River Landcare Group to cover the cost of creating winter school gardens at the Burketown State School and the Burketown Kindy.*

Structure – *The Gregory River Landcare Group Inc is a non-profit organisation that currently is run by a management committee. This organisation has been established for 7 years and currently has 15 members. Members currently live in Burke Shire, Gregory and Mount Isa.*

Project Summary – *This yer the project was held at Burketown State School and Burketown Kindy. Gregory River Landcare Group has been creating winter school gardens for the Gregory and Burketown communities for eight years. The original school garden as established at the Gregory Downs Educational Facility in April 2008. In the following year school gardens proved unsustainable but were replace in 2012 by a garden at Burketown Kindergarten. Then in 2013 the Gregory community lost their school so the garden beds were moved to the School of the Air at Gregory Downs Station.*

How will the project benefit Burke Shire Communities – *The original concept of the “Healthy Food Gardens” was to teach children how to plant and maintain a garden and orchard to grow healthy foods. The Gregory and Burketown communities are located at the end of the bitumen road in the remote North Wes of Queensland. Almost all food is trucked in from the far South and East. Aside from the obvious educational and health benefits we believed the projects would provide a focal point for the local community.*

Who will participate – *Burketown State School and Burketown Kindy.*

Target Audience – *School Children*

Donation Support Request – *Reimbursement of the materials used.*

How Council will be recognized and acknowledged – *Burke Shire Council, School and Kindy newsletters.*

Total project cost

	\$\$
Own cash contribution	47.60
Own in-kind contribution	300.00
Other funding sources	0.00
Council Donation Request	758.29
Total project cost	<u>\$1105.89</u>

List Sources for Other Funding – Nil

Other information relevant to this application – Attached – photos and outcome report from the project.

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 May meeting to ensure Council sponsorship is included in promoting this event.

7. CONSULTATION

CEO

8. CONCLUSION

That Council provides the Gregory River Landcare Group Inc. with a \$4000 cash donation provide assistance with getting this project off the ground.

9. OFFICER'S RECOMMENDATION

That Council approves a \$758.29 donation to the Gregory River Landcare Group Inc. to provide assistance with the Burke Shire School Gardens Project.

ATTACHMENTS

1. Donation Request


Gregory River
Landcare donation re

2. Reports


Gardening Report
2015 BSC Donation R

3. Project Photos



Burketown Kids -
Junior Group.pdf



Burketown Kids -
Senior Group.pdf



Burketown Kids -
Group Photos.pdf



Burketown Kids -
Kindergarten.pdf



Receipts - Gregory
Landcare.pdf

4. Copy of Receipts

10 Consideration of Notice(s) of Motion and Petitions

10.01 Notices of Motion

None received at time of agenda preparation

10.02 Petitions

None received at time of agenda preparation

11 Mayoral Report

Report to be provided to meeting.

12 Councillor Reports

Councillors will provide reports to the meeting.

13 New business of an urgent nature admitted by Council

Recommendation (if required)

That Council consider the following matters as they are considered to be of an urgent nature requiring immediate consideration by Council:-

14 Closed session reports

14.01 Closed Session - 15-06 Dual Cab Landcruiser Tender

14.02 Closed Session - 15-07 Job Truck with Crane Tender

14.03 Closed Session - 15-08 Extra Cab Hilux Tender

14.04 Closed Session - Asset Management – Sewer CCCTV

14.05 Closed Session - Capital Expenditure – Building and Infrastructure Works

14.06 Closed Session - 15-05 Front End Loader Tender

14.07 Closed Session - Requests for Amalgamation of Water Allocations on Contiguous Lots

15 Deputations and presentation scheduled for meeting

15.01 Craig Johnstone - LGAQ

16 Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 18th June 2015.