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*Agenda and Business Papers
Burke Shire Council Ordinary General Meeting
Thursday 18 June 2015
9.00am Council Chambers*

9.00 am	Opening of meeting
10.30 am to 11.00 am	Morning Tea
12.30 pm to 1.00 pm	Lunch

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01 Opening of Meeting

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 Tracy Forshaw
 Cr Tonya Murray

Officers Philip Keirle; Chief Executive Officer
 Chris Rohan; Works Manager
 Brett Harris; Workshop Fleet Manager
 Nils Hay; Projects & HR Manager
 Simbarashe Chimpaka; Finance Manager
 Madison Marshall; Executive Assistant Admin (Minutes)
 Trish Prior; Administration Officer (Minutes)

On Leave Jenny Williams; Executive Officer

03 Prayer

Led by Cr Camp

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 16 April 2015, General Meeting 21 May 2015 and Special Meeting 4 June 2015

Recommendation

That the Minutes of the General Meetings of Council held on 16 April 2015 and 21 May 2015 and the Minutes of the Special Meeting of Council held on 4 June 2015 as presented be confirmed by Council.



150416 Unconfirmed
Minutes.pdf



150521 Unconfirmed
Minutes.pdf



150604 Unconfirmed
Minutes - Special Mee

06 Condolences

None received at close of agenda.

07 Executive Management Team Reports

07. Executive Management Team Reports

07.01.01 Works and Services Monthly Update Report

07.02.01 Work Shop and Fleet Report

07.03.01 Executive Officer Monthly Report

07.04.01 Finance Monthly Update Report - for the Month of May

07.05.01 Projects and Human Resources Manager 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: 9th June 2015

LINK TO COUNCIL PLAN/S: Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include (up to 9th June 2015):

- RMPC – culvert and roadway cleaning.
- NDRRA Earthworks continuing.
- Filled position in Gregory and Road Crew.
- Tender for bitumen seal for ATSI TIDS works awarded.
- Tender release for Stabilisation works.
- RMPC expenditure now finalised.
- Assisted PHRM and CEO with second round interviews for the new WHS Coordinator position.
- Miscellaneous concrete works around Burketown and Gregory.

Training:

- Supervisor training conducted by LGAQ.

Works for upcoming month:

- ATSI TIDS seal 11/12/13 June 2015
- Issue RFQ for Gregory Hall, HACC and Admin roof works.
- RMPC works commence for financial year 15/16 on 6801.
- Budget and works program finalisation for financial year 15/16.
- Private works Doomadgee Shire (NDRRA Closeout 10 Jun – 30 Jun).

RMPC

	Allocation	Claim June	Funds Remaining
Schedule 1	\$432,700.00	Nil	Nil
Schedule 2	\$258,300.00	Nil	Nil
Schedule 3	\$60,000.00	Nil	Nil
Schedule 4	\$1,000.00	Nil	\$1,000
Schedule 5	\$25,000.00	5380.28	\$369.72
Total	\$777,000.00	\$265,752	\$1369.72

2014/2015 RMPC Contract will be finalised by the 15th June 2015, monies have been expended.

NDRRA Flood Damage Works

Work commenced on site on the 11th of May 2015 at the western end of Doomadgee West Road. Throughout the past month 8.626km of gravel re-sheeting and 14.930km of table drains have been

completed using a total of 5 registered roadside pits. All pits have been sampled and materials have been taken to Mt Isa to be tested for both size assortment and strength of material. Water is currently being extracted from one of two points depending on location of site, Branch Creek chainage 100.5km and Westmoreland Bore chainage 64.0km.

Works are currently being completed by one large crew using a two graders working in combination on larger sites using a padfoot/multi tyre roller treatment method. With material being transported to site using a scraper and an articulated truck and extracted from pits using a dozer and excavator. Currently water is being supplied to site using two semi tankers and a twin steer body truck with the potential to reduce to two vehicles when sites are close to water points.

There is still 9.952km of gravel re-sheeting and 6.173km of tables drains to be reconstructed. With around 50% of works on Doomadgee West Road remaining after 4.5 weeks of work with approximately 3.5 weeks remaining as per updated schedule stating works to be completed by 5th July 2015.

Gregory Ablution Block and miscellaneous concrete works

Concrete works have been completed on the Gregory ablution block and damaged pathways in Burketown. The path for the ablution block is in line with advice sought from certifiers and will be backfilled with earth to run off at a compliant grade once concrete has cured.

WHS Incidents

No incidents of a WHS nature from the reporting period.

Landfill – general

Additional quotes have been sought for the chipping of green waste at the Burketown landfill site. Given the cost supplied by the single respondent, it is suggested that council wait the availability of additional contractors to complete these works.

ATSI TIDS work

Fulton Hogan will complete the 1.5km of spray seal over the period 12/14 June 2015 in vicinity of Walford Creek.

2. RANGER

Litter Management

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

<u>Sites Visited</u>	<u>Report</u>
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 Crossing	1 Bin being utilised.
Gregory Crossing	2 Bins removed and a dump skip installed, Area continually being left a mess

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

Around town conduct a daily early morning deadie run on town and entrance roads to remove nightly road kills before residents/ visitors get about also do an early morning check and a general emu parade of town streets. 7 dead wallabies removed from town roads during this period.

Animal Control

- Regularly checking/ monitoring whether there is life stock and how many in the following areas, Town common, STP, Camping Reserve, Racecourse & Burketown south.
- Sprayed Utilities building Mougibi oval for white ants again (previously sprayed 6 weeks ago) minor new evidence of activity on the wall sheeting but no new white ant tracks coming up out side walls – will continue to check monthly until a pest control operator visits.
- 1080 baiting campaign notices out 20th April to all shire properties, only Bowthorn station took up the opportunity to bait where 500 kg of meat was injected with 36mg 1080 solution, baits were distributed by aircraft, they also purchased 2 tubs of manufactured baits.
- Liaised with Nardoo station to conduct a trial using “pig hopper” bait stations with Southern Gulf catchments.
- One dog impounded during this period.
- Meetings on dog control in Burketown

Weed Control

- Currently working on obtaining Pest Management Technicians qualifications to be legally able to control insect pests – includes fogging and misting for mosquitoes.
- Spraying Rubbervine, Prickly acacia, and Calotrope on road reserves and Graslan on some of the bigger plants.
- Trial release of moth by CSIRO to control Parkinsonia was undertaken early December, another 18 boxes of caterpillars were freighted in and released 6th February, and a third lot of 23 boxes of caterpillars and 2 boxes of moth larvae were released on the 20th March and a further 26 boxes released on the 17 April.

Complaints

- Nil received for this period

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.
- No movement on 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 1st June – results to CEO and WM.
- Maintaining register of employee licences and tickets etc.

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 have been removed, 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 May.

DAILY READING WTP BURKETOWN		
MAY	DAILY USAGE (kL)	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE	21552	Avg – 9.98 L p/s
HIGHEST DAILY USAGE	939	Avg – 13.67 L p/s
LOWEST DAILY USAGE	490	Avg – 5.44 L p/s

DAILY READING WTP GREGORY		
MAY	DAILY USAGE (KL)	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE	13580	*flow meter has been installed and will provide data for next report.

- 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. Still awaiting confirmed works program.

Water Reticulation

- Water meter reading completed on 01/06/2015.

Sewerage

Sample	Result Name	Guidelines	Result	Unit
Burke Shire - Treated Effluent	Faecal coliforms	<= 1000	<10	CFU/100mL
Burke Shire - Treated Effluent	BOD	<= 20	23	mg/L
Burke Shire - Treated Effluent	TP	<= 15	4.9	mg/ L P
Burke Shire - Treated Effluent	TN	<= 20	39	mg/L N

Burke Shire - Treated Effluent	Total Suspended Solids	<= 30	31	mg/L
Burke Shire - Treated Effluent	pH	6.5 - 8.5	7.4	

Burketown Water Treatment

- 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 is now running. The pump station has run without fault and there is nothing of significance to report.

Sewerage Pump Stations

- Pump Three had a minor blockage which has been rectified. All stations are working without fault and within capacity.

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.

Airport

- NOTAM for the AWIB (Aerodrome Weather Information Broadcast) until 10th June.

Future Works

- Blacken signal area at windsock

REX Airlines

- Operations are running on schedule.
- REX manifest paperwork is not being received in a timely fashion – this has again been reported to the REX support centre..

Cemetery

- Works ongoing, nothing significant to report.

6. OFFICER'S RECOMMENDATION

Council notes the contents of the Works Manager June 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: 9th June 2015

LINK TO COUNCIL PLAN/S: Works Program

1. GENERAL SERVICING AND MAINTENANCE BEING THE MAIN WORK CARRIED OUT.

Plant #	Description	Maintenance	Scheduled	Cost	Comment
422	New Holland Tractor	Three point oil leak	No	4 hrs	Age
457	10 Tonner	Tidy up, mud flaps etc	No	4 hrs	Loose items
459	Ride on	Bring back to life	Yes	4 hrs	Old but useful
460	Ride on	Bring back to life	Yes	4 hrs	Old but useful
470	Komatsu Loader	Hoses and check over	No	10 hrs	Wear
479	Water Truck	Tank mount, leaks, batters	No	14 hrs	Bad rust
480	Prime Mover	Fuel and air leaks	No	12 hrs	Not run for a while
481	Water Tanker	Leaks, hyd motor, pump	No	40 hrs	Getting old
488	Job Truck	PTO	No	4 hrs	To disengage
506	Ammann Roller	Batteries, vibe and A/C	No	16 hrs	Poor electrics
520	NRPS Genset	Charging fault	No	6 hrs	Charger failed
523	Cat Grader	Back from diff repair	No	80 hrs	Put to work
526	Tandem Fuel Trailer	Bearings and check over	Yes	6 hrs	Annual maintenance
535	Landcruiser	Transfer case	No	6 hrs	New unit
536	Landcruiser	105K service	Yes	2 hrs	Plug fell out
537	Landcruiser	Noise in transmission	No	16 hrs	Fit bearing kit
538	Work shop Truck	50K service, tyres	Yes	6 hrs	Scheduled
542	GWTP Genset	Radiator	No	6 hrs	No coolant
548	Excavator	A/C belt, tidy, grease lines	No	4 hrs	Operator error
551	Prime Mover	75K service, air bag, air tank	Yes & No	8 hrs	Scheduled & wear
552	2wd Hilux	15K service	Yes	2 hrs	Scheduled
554	Roadtrain	Hook up	No	8 hrs	Teething faults
561	Dual Cab Cruiser	110K service and fuel filter	Yes	2 hrs	Scheduled
568	Kioti Ride On	Deck motor	No	2 hrs	Warranty
569	WTP Genset	Charging fault	No	6 hrs	Charger failed
572	Job Truck	5K service, fit tray	Yes	4 hrs	Scheduled
573	Gregory Depot Genset	Not charging	No	8 hrs	Replaced alternator
	Fire Truck	Repair pump exhaust	No	2 hrs	Broken studs
	Channel nine x 3	Transmitter failed	No	3 hrs	Await new

2. TENDER UPDATE

2014-15 Budget

- #488 & 409- Trade with resolution today
- #535- Holding, until #537 transmission fault repaired
- Pad foot roller- Resolution today
- Loader- Ordered 28-5-15 expect delivery late July
- RMPC ute- due to go- may trade on truck with crane(from 13/14 budget)
- Rural foreperson ute- Order 26-5-15 expect delivery late June
- Road crew foreman dual cab- Ordered 26-5-15 expect delivery mid July
- Job truck with crane- Ordered 26-5-15 expect delivery late July
- Waste Transfer Bins- Six completed - Seventh to be built

3. OFFICER'S RECOMMENDATION

Council notes the contents of the Work Shop and Fleet Manager's June 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:	4 th June 2015
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

1. EVENTS CO-ORDINATOR

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 on the 18th & 19th of July.
- 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.
- An application for RADF funding round 2015/2016 was submitted on the 8th of May.

The following plans have been made for the Normanton Glass slumping project:

- Transport will be on the council bus and pickups can be made *en route* (Burketown-Gregory-Burke and Wills-Normanton and return). The bus will depart Friday afternoon to allow for a full day Saturday and half day Sunday participation in the workshop and return on Sunday afternoon.
- Accommodation will be booked once numbers are finalized and will be on a twin share basis. Should the participant desire, they may arrange their own transport and accommodation however such costs will be the full responsibility of the participant and will not be claimable from RADF.
- Participants will be responsible for costs of meals and other incidentals over the weekend. An experienced glass slumping tutor from Normanton will be conducting the weekend workshop.
- Each Participant will be required to pay a \$50 fee for procuring materials and registration.

An expression of Interest was sent out containing the same information and a flyer will be distributed in a couple of weeks.

I. Past Events No Events to report

II. Upcoming Events

July

- 4 July 2015: Burke Shire Community Fun Day (TTTT) – (report below)
- 18-19 July 2015: RADF workshop
- 25 July 2015: Queensland Music Festival –(report below)

August

- Seniors Week

September

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

- TBC Gregory CWA Horse Sports
- October
- 3 & 4 Burketown Rodeo and Races
- 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

Upcoming Events

July - Burke Shire Community Fun Day (TTTT)

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: 12 noon -6pm
Venue: Gregory Downs

Activities:

- Ladies pamper party
- Cricket match
- Health & wellness workshops
- Kids fun activities
- Centacare drought relief counselors.
- Raffle

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

- Faith met with CWA group and they have assigned a member from Gregory to work with in planning this event.
- The following plans have been made:
 - Send a Catering EOI around the Shire-done
 - Send an EOI for those wanting to provide services for the ladies pamper party.-done
 - Contacted Centacare Mt Isa for drought relief counsellor: confirmed
 - Contact for Cricket Match: completed
 - Gifts for families
 - Book Gregory Venue
 - Get quotes for Jumping castle-done & confirmedPlease refer to run sheet attached

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

Aim of Project:

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

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 pm

Venue: Nijinda Durlga

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

Activities:

- Concert
 - School/Community Music workshop
 - Light refreshments
 - Suggested trial run /screens in preparation for Morning Glory Festival
-

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.
 - MMG has also sponsored \$1500 for this event
 - \$2000 will be allocated from RADF budget
-

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-done
 - Arrange with School re children's interactive class-Faith has contacted BSC and we are waiting on SOTA to confirm they want to take part.
 - 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
-

25 & 26 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.

The 1st planning meeting for Morning Glory Festival 2015 was held on the 3rd of June:

Present were- Cr Poole, Philip Keirle, Jenny Williams & Faith Gwatidzo, please refer to the action plan attached for more information.

These meetings will be held fortnightly and updates will be sent to the Councillors on a monthly basis.

Event Information:

Name: Morning Glory Festival

Date: 25-26 September 2015

Activities (Proposed):

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

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 and Morning Glory 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.
 - An application has been submitted to MMG for sponsorship.
 - 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):

- Carpentaria Land Council Aboriginal Corporation- waiting for confirmation re Ranger tours
 - Burke Shire Business Community
 - Market stall holders
-

Post event Information

- Media release
- 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 books have arrived, a notice has sent out to community advising how to order in books/DVDs etc. Extra information in the next edition of the newsletter. New furniture is being bought to brighten up the Library space, this should arrive in the next couple of weeks.

3. ACCOMMODATION

Council currently has fifteen people on the waiting list looking for accommodation, six 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	3
Unit Applications	3

General Public

House Applications	5
Unit Applications	7

4. PROMOTION

Social Media

Burke Shire Council Facebook page now has 266 members and is being well used throughout the community.

The Morning Glory Festival Facebook page is currently being updated. This page currently has reached 500 likes and 429 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 by Friday 19th June. Additions for this newsletter will include new employee profiles.

5. DEVELOPMENT APPLICATIONS

GMA Certification completed their annual visit to inspect and complete Council applications and to tidy up legal development applications. Report to be circulated.

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 and food licensing for 2015/16 will be mailed out by the end of June.

7. INFORMATION TECHNOLOGY

Generally systems seem to be working well, Civica are completing their IT function quickly and efficiently. Staff are starting to get used to logging IT maintenance calls and the new system.

Currently completing an audit of Councils VoIP Phone System. Current contract has expired and we are looking into options going forward. Quotes will be sourced for this function.

8. CONFERENCES/TRAINING

June Jenny – InfoXpert Conference (presenting)
August Madison – Charters Towers for two weeks

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Burke Shire Community Fun Day



2. Correspondence Report – March 1 to current



Finance Reports

07.04.01 Finance Monthly Update Report - for the Month of May

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Council Meeting Report - Finance Monthly Update Report
DATE:	18.05.2015

1. STATEMENT OF COMPREHENSIVE INCOME (SUMMARY)

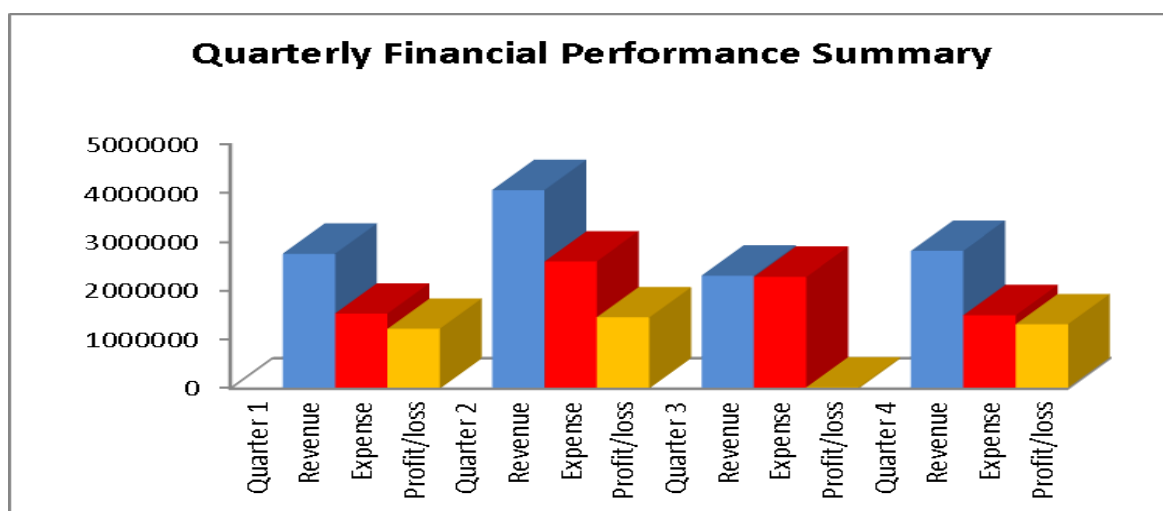
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year to Date
	Jul - Sept 2014	Oct - Dec 2014	Jan - Mar 2015	Apr - Jun 2015 (Excl Jun 2015)	Jul 14 - May 15
Income					
Recurrent revenue					
Rates, levies and charges	1,726,661	24,062	19,789	1,737,656	3,508,168
Fees and charges	11,248	13,728	9,660	8,551	43,187
Rental income	33,335	36,045	27,910	18,140	115,430
Interest received	112,322	125,463	118,130	68,327	424,242
Sales revenue	72,841	255,449	55,425	220,648	604,363
Other income	7,016	29,028	806,069	31,506	873,619
Grants, subsidies, contributions and donations	791,539	3,092,283	776,615	738,152	5,398,589
Total recurrent revenue	2,754,962	3,576,058	1,813,598	2,822,980	10,967,598
Capital revenue					
Grants, subsidies, contributions and donations	5,974	488,973	500,000	-	994,947
Total capital revenue	5,974	488,973	500,000	-	994,947
Total revenue	2,760,936	4,065,031	2,313,598	2,822,980	11,962,545
Capital income	-	-	-	-	-
Total income	2,760,936	4,065,031	2,313,598	2,822,980	11,962,545
Expenses					
Recurrent expenses					
Employee benefits	920,872	1,057,738	963,660	663,038	3,605,308
Materials and services	611,186	717,704	884,957	546,808	2,760,655
Finance costs	3,745	4,072	3,422	2,318	13,557
Depreciation and amortisation		825,600	437,913	291,515	1,555,028
Total recurrent expenses	1,535,803	2,605,114	2,289,952	1,503,679	7,934,548
Capital Expenses	-	-	-	-	-
Total expenses	1,535,803	2,605,114	2,289,952	1,503,679	7,934,548
Net surplus	1,225,133	1,459,917	23,646	1,319,301	4,027,997

Fourth quarter results show a net surplus of \$1.3 million, please note that these results exclude movements for the month of June.

Revenues increases from the last quarter primarily relate to rates and utility charges, FAG Grants, RMPC revenue, Recoverable Works, Investment Interest and Rental income. FAG Grants for the year have been received in full. Rates for the year have been raised and the greater portion of RMPC revenues has been received. Capital Revenue remained unchanged from the last quarter.

Employee benefits and materials and services increased consistently with previous reporting periods.

Year to date figures show a positive net surplus of \$4million.



2. STATEMENT OF COMPREHENSIVE INCOME VARIANCE ANALYSIS

Income

	YTD Actual	YTD Budget	Variance	%Over/Under Budget
Recurrent revenue				
Rates, levies and charges	3,508,168	3,778,181	(270,013)	-7%
Fees and charges	43,187	66,638	(23,451)	-35%
Rental income	115,430	114,587	843	1%
Interest received	424,242	393,305	30,937	8%
Sales revenue	604,363	712,250	(107,887)	-15%
Other income	873,619	28,963	844,656	2916%
Grants, subsidies, contributions and donations	5,398,589	10,943,229	(5,544,640)	-51%
Capital revenue	994,947	388,663	606,284	156%
Total Revenue	11,962,545	16,425,816	(4,463,271)	-27%
Capital Income	-	165,000	(165,000)	-100%
Total Income	11,962,545	16,590,816	(4,628,271)	-28%
Recurrent Expenditure				
Employee benefits	3,605,308	3,800,000	194,692	5%
Materials and services	2,760,655	9,625,990	6,865,335	71%
Finance costs	13,557	17,000	3,443	20%
Depreciation and amortisation	1,555,028	1,530,540	(24,488)	-2%
Total Recurrent Expenditure	7,934,548	14,973,530	(7,038,982)	-47%
Capital Expenditure	-	-	-	
Total Expenditure	7,934,548	14,973,530	(7,038,982)	-47%
Net Operating Surplus	4,027,997	1,452,286	2,575,711	177%

Notes for variances to budget:

Revenue

Rates & Utility Charges

Rates and Utility charges sit at 3.5million or 93% of the budget figure. Rates and utility charges for the year have been raised in full; water consumption charges will be levied in arrears.

Fees & Charges

Fees and charges sit at \$43,000 or 35% below budget forecast. Main contributions to fees and charges relate to airport landing fees.

Rental Income

Rental income sits at \$115,430 which is favourably 1% above budget.

Interest Received

Interest received is 8% higher than the budget figure at \$424,242. Interest accruals have been processed through the year. Interest rates declined over the last quarter.

Sales Revenue

Sales revenue sits at \$604,363 or 85% of the pro rata budget figure of \$712,000. RMPC revenues should bring actual figures closer to budget in the last month of the financial year, approximately \$270,000 in RMPC revenue will be invoiced in June 2015. RMPC for 14-15 has been fully expended and is on target.

Other Income

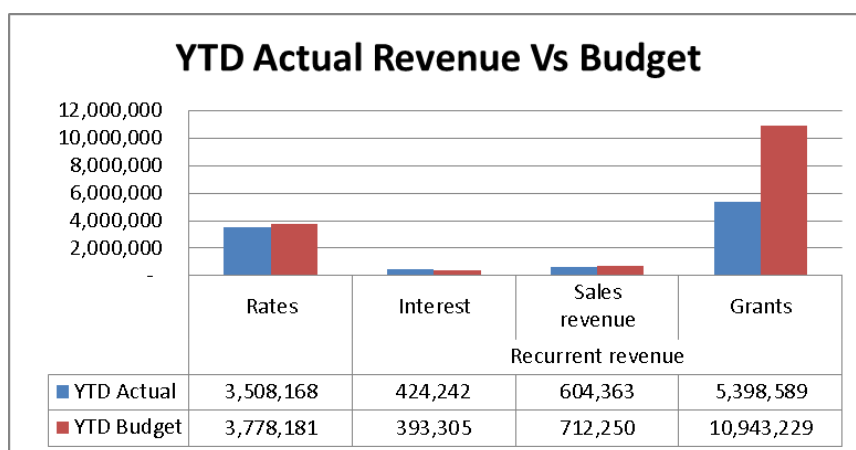
Other income remains significantly higher than budget figures primarily reflecting receipt of unbudgeted refunds from work cover claims and reimbursement of unbudgeted misappropriated funds.

Grants, subsidies, contributions and donations

Grants, subsidies, contributions and donations sit at \$5.3 million or 49% of the pro rata budget figure. FAG recurrent Grants have been received in full, HACC revenue for the year has been received in full. The budget variance relates to QRA NDRRA Flood Damage revenues which have not been received, restoration works have commenced however restoration works are still in the infancy stages. Significant expenditure will be incurred in the next financial year as restoration works progress.

Capital Revenue

Capital Revenues remain unchanged from the last reporting period.

**Expenditure****Employee Benefits & Materials and services**

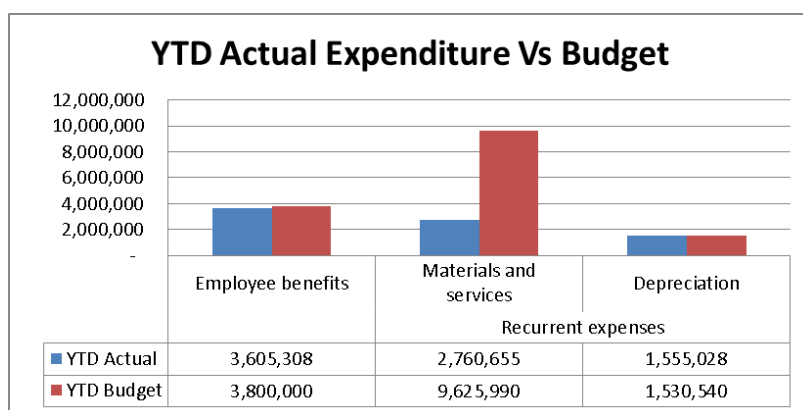
Employee Benefits sit at \$3.6 million. Materials and services sit at \$2.7million. Expenditure in materials and services is under budget mainly due to timing differences in relation to QRA NDRRA Flood Damage expenditure. Total NDRRA expenditure at the end of May sits at \$123,000 against an approved submission value of approximately \$8 million dollars.

Finance costs

Bank fees are 20% under budget sitting at \$13,557. Bank fees have been paid consistently.

Depreciation and Ammortisation

Depreciation expense (not a cash outlay) sits at \$1.5million or 2% over budget.



3. STATEMENT OF FINANCIAL POSITION AS AT 28 FEBRUARY 2015

	Feb 2015 Actual	Mar 2015 Actual	April 2015 Actual	May 2015 Actual
Current Assets				
Cash and cash equivalents	14,554,343	15,541,353	14,853,694	16,825,367
Trade and other receivables	436,796	9,770	2,043,497	356,014
Inventories	272,836	274,950	294,068	297,954
Other financial assets	305,544	214,778	176,770	72,282
Non-current assets classified as held for sale	-	-	-	-
Total current assets	15,569,519	16,040,851	17,368,029	17,551,617
Non-current Assets				
Property, plant and equipment	126,652,118	126,652,118	126,663,833	126,663,833
Accumulated Depreciation	(33,112,313)	(33,260,460)	(33,403,828)	(33,551,975)
Capital works in progress	2,051,373	1,941,082	1,947,994	1,920,743
Intangible assets	-	-	-	-
Total non-current assets	95,591,178	95,332,740	95,207,999	95,032,601
TOTAL ASSETS	111,160,697	111,373,591	112,576,028	112,584,218
Current Liabilities				
Trade and other payables	168,678	304,235	151,267	122,041
Borrowings	-	-	-	-
Provisions	332,477	387,067	452,667	447,887
Other	6,000	6,000	6,000	6,000
Total current liabilities	507,155	697,302	609,934	575,928
Non-current Liabilities				
Trade and other payables	-	-	-	-
Interest bearing liabilities	-	-	-	-
Provisions	551,307	515,659	516,734	519,813
Other	-	-	-	-
Total non-current liabilities	551,307	515,659	516,734	519,813
TOTAL LIABILITIES	1,058,462	1,212,961	1,126,668	1,095,741
NET COMMUNITY ASSETS	110,102,235	110,160,630	111,449,360	111,488,477
Community Equity				
Shire capital	39,529,889	39,529,889	39,529,889	39,529,889
Asset revaluation reserve	50,369,222	50,369,222	50,369,222	50,369,222
Retained surplus/(deficiency)	13,498,997	13,557,392	14,846,122	14,885,239
Other reserves	6,704,127	6,704,127	6,704,127	6,704,127
TOTAL COMMUNITY EQUITY	110,102,235	110,160,630	111,449,360	111,488,477

4. NOTES TO STATEMENT OF FINANCIAL POSITION

Cash and Cash Equivalents

Cash balances increased significantly from the last reporting period, increases relate to a steady inflow of cash receipts for rates and utility charges. The cash position was also strengthened by receipt of recurrent FAG Road and General Purpose grants.

Trade and other receivables

Receivables declined significantly from the last reporting period as outstanding rates and debts were remitted to council with a resultant increase in cash balances. Outstanding receivables as at the end of May comprise of approximately \$200,000 in outstanding rates and approximately \$158,000 in debtors invoices for recoverable works, community events grants and RMPC claims.

Loss of discount letters were sent out to ratepayers where payment had not been receipted within the discount period.

Reminder notices will be sent out to ratepayers who have not remitted payment to Council for rates and utility charges.

Other Financial Assets

Prepayments continue to be amortised monthly and interest accruals for the month have been processed. Prepayments will be recognised as "assets" in the month of June for the 2015-16 financial year.

Property Plant and equipment

Property Plant and Equipment remained unchanged as there were no additions to the asset register during the month of May. Asset revaluations will result in adjustments in the value of Council's non current assets.

Capital works in progress

Capital works in progress increased slightly, the increase relates to expenditure on Doomadgee West Road funded under ATSI TIDS and costs associated with the establishment of mineral baths in Burketown.

Liabilities

Current liabilities relate to unpaid invoices (not yet due for payment) at the end of May. Current liabilities sit at \$122,000. Provisions for employee entitlements have been updated as required.

5. SUMMARY OF CASH INVESTMENTS HELD

Interest rates over the period of May were as follows:

Indicative Term Deposit Rates	
Financial Institution	Rate
St George Bank	2.66%
Bendigo & Adelaide	2.60%
Macquarie Bank Limited	2.75%
AMP	2.75%

What is Council getting?

Account	Balance	Rate
QTC Investment	10,987,999	3.12%
ME BANK	519,000	2.80%

Interest rates continue to be monitored on a monthly basis.

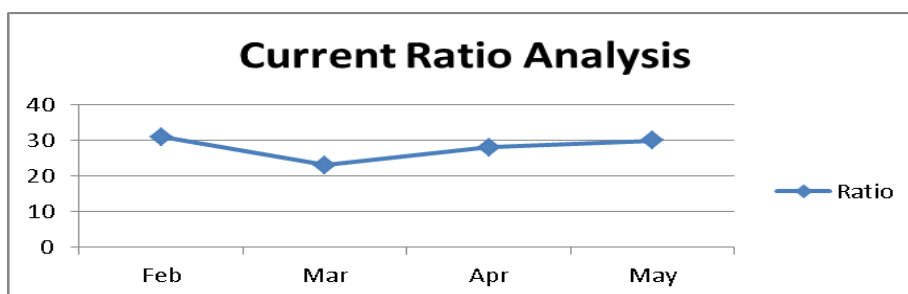
Council's Term Deposit investment with ME Bank matured on 14 May, the principle and interest was rolled over for a period of six months at an interest rate of 2.8% which compared favourably against rates offered by other Financial Institutions.

It should be noted that the opening balances for non current assets will be updated once the asset register has been rolled forward with opening balances matching the 2013-14 Audited Financial statements.

6. MEASURES OF COUNCILS FINANCIAL SUSTAINABILITY

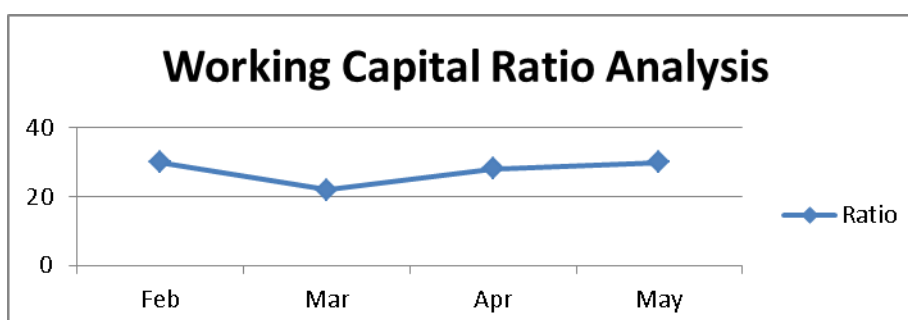
Ratio	Target	2014/15 YTD Feb	2014/15 YTD Mar	2014/15 YTD Apr	2014/15 YTD May
Current Ratio					
Measures Councils ability to meet short term obligations from cash and liquid financial assets	This ratio should exceed 1:1	31	23	28	30
<u>Current assets</u>					
Current liabilities					
Working Capital Ratio					
Measures the extent to which council has liquid assets available to meet short term financial obligations	This ratio should exceed 1:1	30	22	28	30
<u>Unrestricted current assets</u>					
Current Liabilities					
Operating Surplus Ratio					
Measures the extent to which operating revenue covers operational expenses	Between 0 and 10%	23%	21%	29%	28%
<u>Net operating surplus (excluding capital items)</u>					
Total operating revenue (excluding capital items)					
Net Financial Liabilities Ratio					
Measures the extent to which the net financial liabilities of Council can be serviced by operating revenues	<60%	-200%	-182%	-158%	-150%
<u>Total liabilities - current assets</u>					
Operating revenue (excluding capital items)					

Notes to Ratios:



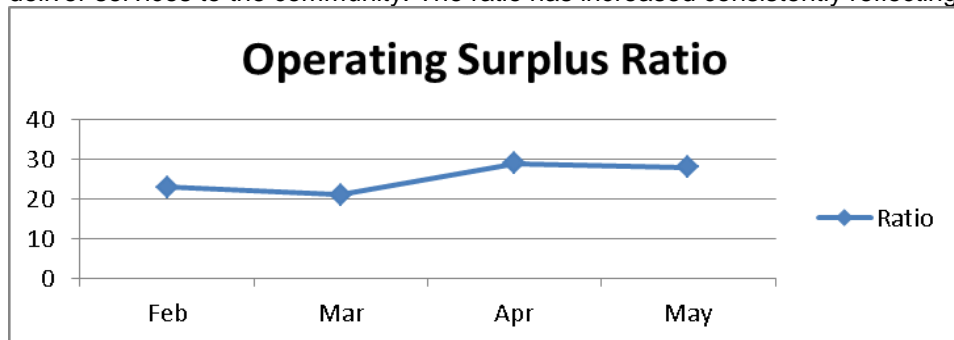
Commentary:

The current ratio has consistently exceeded the target ratio of 1:1 Council is able to meet its short term obligations from its cash and liquid financial assets. The ratio has increased steadily from March.

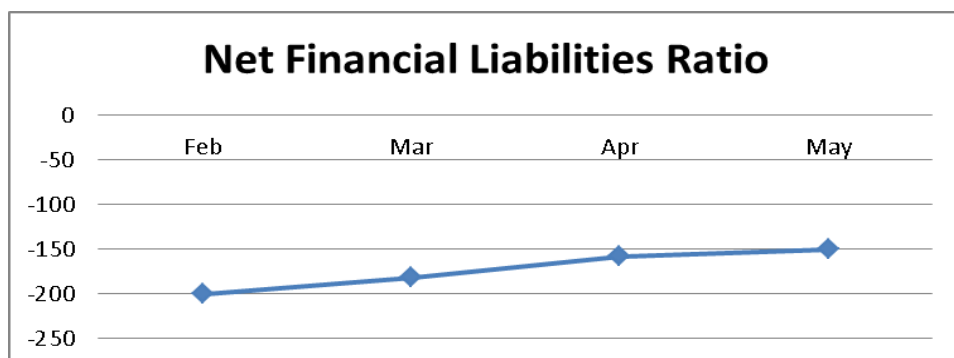


Commentary:

The period ratio of 30 (against a target of 1:1) reflects that council has sufficient working capital to deliver services to the community. The ratio has increased consistently reflecting a healthy position.

**Commentary:**

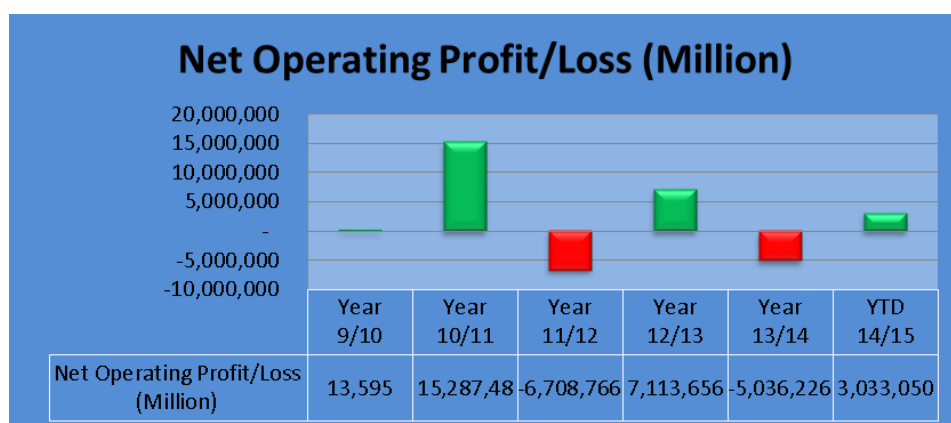
The target ratio is between 0 and 10%; Councils operating surplus ratio has remained above the target of 0 and 10% consistently through the year. Council is generating sufficient operational revenue to meet its financial obligations and to deliver services to the community.

**Commentary:**

Council's net financial liabilities ratio of -150% indicates that current assets exceed total liabilities and therefore Council has significant financial capacity and ability to increase its loan borrowings if necessary.

Trend Analysis

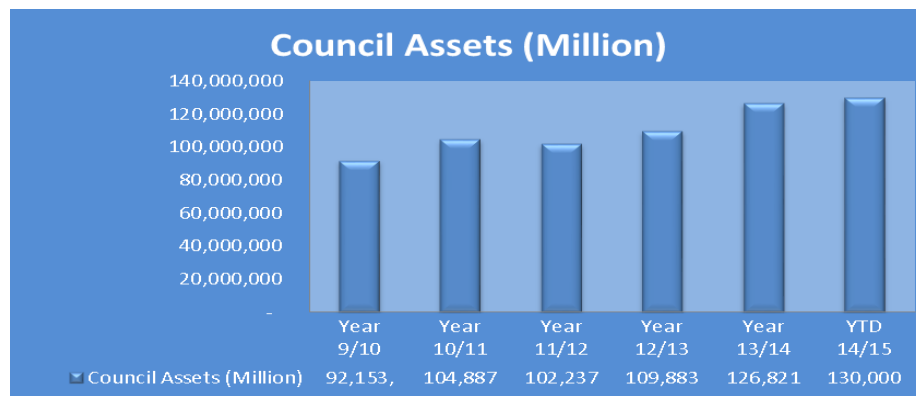
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	YTD 2014-15
Total Operating Income	8,986,429	30,538,188	16,695,311	16,318,134	6,960,980	10,967,598
Total Operating Expenses	8,972,834	15,250,702	23,404,077	9,204,478	11,997,206	7,934,548
Net Operating Result	13,595	15,287,486	- 6,708,766	7,113,656	- 5,036,226	3,033,050
Council Assets	92,153,043	104,887,821	102,237,123	109,883,913	126,821,047	130,000,000
Council Liabilities	2,195,595	1,676,256	1,263,308	1,440,242	2,627,442	1,058,462
Council Net Value	89,957,448	103,211,565	100,973,815	108,443,671	124,193,605	128,941,538

Financial Performance

Analysis

The year to date figure shows a positive net operating profit of \$.3, 033.050 which compares favourably against the previous financial year deficit of \$5,036,226.

Year on year data shows increase in Council assets; this trend has not changed through the current financial year.



7. STATEMENT OF CASH FLOW

	YTD May 2015
Cash flows from operating activities:	
Receipts from customers	5,820,831
Payments to suppliers and employees	(7,917,220)
	(2,096,389)
Dividends received	-
Interest received	430,303
Rental income	115,430
Non-capital grants and contributions	5,398,589
Income from investments	-
Borrowing costs	-
Net cash inflow (outflow) from operating activities	3,847,933
Cash flows from investing activities:	
Payments for property, plant and equipment	(4,250,729)
Accumulated Depreciation	(1,555,028)
Depreciation Expense	1,555,028
Proceeds from sale of PPE	90,000.00
Grants, subsidies, contributions and donations	994,947
Net cash inflow (outflow) from investing activities	(3,165,782)
Cash flows from financing activities	
Proceeds from borrowings	-
Repayment of borrowings	-
Depreciation	-
Net cash inflow (outflow) from financing activities	-
Net increase (decrease) in cash held	682,151
Cash at beginning of reporting period	16,143,216
Cash at end of reporting period	16,825,367

Cash inflows exceeded cash outflows resulting in a net increase in cash held. Income from operating activities exceeds outlays for wages and suppliers.

8. RATES AND DEBTORS

Total Rates, Levies & Service Charges for the Year	3,508,168
Outstanding rates	228,563
Percentage outstanding (Current Year)	7%

Total overdue rates at the end of the reporting period amount to \$228,563 please *note that some outstanding amounts may have been paid since the preparation of this report.*

Total outstanding rates amount to 7% of total rates revenue which is similar to the percentage outstanding as at 31 May 2014.

Debtor Analysis

MONTH	INVOICE TOTAL	INTEREST TOTAL	CREDIT TOTAL	RECEIPT TOTAL	REFUND TOTAL	WRITE-OFF TOTAL
JULY	231105	0	2719888	159716	0	0
AUGUST	39200	0	33753	36038	0	0
SEPTEMBER	321910	0	282	320727	0	0
OCTOBER	273542	0	0	6265	0	0
NOVEMBER	23703	0	0	317054	0	0
DECEMBER	4128	0	370	29271	0	0
JANUARY	55062	0	0	3604	0	0
FEBRUARY	443620	0	383	69571	0	0
MARCH	243565	0	1818	444031	0	0
APRIL	2053	0	162	241642	0	0
MAY	128571	0	110	21911	0	0
JUNE	0	0	0	0	0	0
TOTAL	1,766,458.	0.00	2,756,765.	1,649,828.	0.00	0.00

9. OFFICER'S RECOMMENDATION

Council notes the contents of the Finance June 2015 report

ATTACHMENTS

Nil

Projects and Human Resources Manager Reports

07.05.01 Projects and Human Resources Manager Report

Report to be tabled in Closed Session – report 14.01

08 Chief Executive Officer Reports

08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

08.01.02 Accommodation Policy - Revision

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 – 18 June 2015
DATE:	10.06.2015
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 DLGIP officers suggest there is little likelihood that this Pilot Project will be shelved.</p> <p>The major focus of town planning moving forward, given the registration of the Burketown ILUA on 26 May 2015, is to gain traction on potential land tenure changes in Gregory that accommodate the visions of the local community, Traditional Owners, Council and the State of Queensland.</p>	No update
Asset Management Plan	<p>Council continues to track toward full implementation of Asset Management planning and practices. This includes the passage of the Asset Management Strategy, the Asset Management Policy, the revision of the Asset Management Plan as well as the creation and adoption of associated documents: asset inspection regimes, asset condition manuals, road hierarchy and road segment policies etc.</p> <p>IPWEA training has commenced. Key output will be an updated Asset Management Plan for Roads.</p> <p>Burketown has commenced its role as a regional training hub for Asset Management, with participants from Doomadgee Aboriginal Shire, Carpentaria Shire Council, Croydon Shire Council and Burke Shire all participating in the first leg of Asset Management Training.</p> <p>Ensuring the Plan (and associated departmental plans) is up-to-date is critical. Full asset condition assessments are currently taking place and are nearing completion.</p>	Monitor

	These valuations will provide the foundational data for updating Asset Management Plans.	
Burketown ILUA implementation	<p>Letters of Offer have been received by Burke Shire Council for all land slated to transition to Council ownership under the terms of the Burketown ILUA.</p> <p>Council and DNRM are also in the final stages of processing road openings and the opening of the esplanade at the Burketown Wharf.</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 staff will attend a training session on the new KPI reporting requirements for the State Wide Information Management system in Cloncurry in early July.</p> <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 July 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>It is unlikely the process of consultation, drafting and adopting the new Plan will be completed by 30 June 2015 as originally intended. Council is required to revise the plan by the end of 2015.</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 and Revenue Policy currently under revision. All other finance-related policies mandated for review under the Local Government Act and Local Government Regulations are also under revision in preparation for the Budget meeting of Council in July 2015.</p> <p>Councillors and Management have been engaged in ongoing budget planning sessions for Operational Expenditure and Capital Expenditure budgets.</p> <p>Full Asset Revaluations currently taking place. The condition assessments arising from the associated assessments will impact on long-term financial planning.</p>	Monitor
Business Continuity Plan & Risk Register	<p>BCP adopted by Council on 20 November 2014. Corporate Risk Register adopted by Council on 20 November 2014.</p> <p>Council reviewed the Corporate Risk Register and Business Continuity Plan during May 2015 with Ian Barton, representative from Jardine Lloyd Thompson..</p>	Completed
Operational Plan 2015-16	The Operational Plan 2015-16 is currently under development and will be ready for adoption at the July budget meeting.	On track
Operational Plan 2014-15	<p>Adopted at Ordinary Council Meeting: July 2014.</p> <p>The first, second and third quarterly reports have been submitted to Council. The first and second quarterly reports are available online. The third quarterly report was adopted by Council on 16 April 2015.</p>	Completed
Corporate Plan 2014-2019	<p>Adopted at Ordinary Council Meeting: June 2014.</p> <p>Amendments adopted at February Council meeting. The Plan can be accessed on Council's website.</p>	No change Completed
Local Disaster Management Plan	<p>Annual review of plan completed and submitted. Annual report also submitted. Council's most recent quarterly report was submitted to the District Disaster Management Group on 27 May 2015.</p> <p>Council is also tracking well in line with other Disaster Management obligations: meetings, exercises and training.</p> <p>The most recent Local Disaster Management Group meeting was held in Burketown on 13 May 2015.</p> <p>The LDMG conducted a "live exercise" at the Burketown Aerodrome on 13 May 2015 to ensure Council complied with CASA certification requirements for the airport.</p>	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. The second meeting of the Internal Audit Committee is to be held on 12 June 2015.	On track Completed
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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	Pontoon piles, floating pontoon and gangway installed. Final phase of construction to be entered from 12 June 2015, with construction of final walkway to commence, linking the existing gangway to the car-park. Council is finalizing funding agreements under NSRF and Royalties for the Regions funding schemes.	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.	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: fencing the facility, installation of site office, installation of signage, development of Site-based Management Plan.	Monitor
Gregory Ablutions	The Gregory Ablution facility project requires a concrete ramp for disabled access. This will be completed shortly.	Completed
Rates Audit and preparation for 2015-2016 financial year	Council's historical rates audit is nearing completion. A number of minor issues have been identified and rectified. Council will now work toward refining differential rating categories, adding additional rating categories and reviewing water access charges. Council will also revise all documentation associated with rates: explanatory documentation, rates notices etc.	On track
Burketown Cultural History Project	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. Council has submitted a Historypin Grant to assist in deepening this project's research into the Shire's connection to, and experiences of the First World War.	On track
Community Satisfaction Survey	Council to develop a Community Satisfaction Survey to assist in community consultation and acquisition of feedback and metrics. This survey was originally scheduled for release at the end of the 2014-15 financial year, however, EOFY considerations will push the release of this important survey back.	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.</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) <p>Contract for Earthworks component awarded by Council at the April Council meeting.</p> <p>Tender for stabilisation work closes on 29 June 2015.</p> <p>This work has a November end date. To ensure that it is possible to meet this deadline, a number of bores will/have been sunk 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>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. These are currently in draft form.</p>	Monitor

HR/current 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	<p>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.</p> <p>Until the government directs otherwise, these negotiations cannot progress to the Agreement and Certification stages.</p>	Delayed by virtue of review of Local Government Industry Award by the State of Queensland
Water Rates	<p>Rating structure adopted in June 2014.</p> <p>Water Rating structure to be reviewed by Council at the Budget meeting in July 2015 (as part of the Revenue Statement)</p>	On track
Nijinda Durlga	Practical Completion on 28 October 2014.	Completed
Morning Glory Festival	<p>Completed. Council has since met to determine the scope for the next MGF. The next MGF is scheduled for 25-26 September 2015.</p> <p>For more information, please refer to the Executive Officer Report.</p>	On track
Sale of land: Gregory	An auction for the sale of land was held on Saturday 2 May 2015. No sales were made at this auction, though subsequent approaches have been received and are under consideration.	On track
Weed spraying: Gregory	<p>Completed in July 2014.</p> <p>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.</p>	Completed
Records Keeping: archive project	Record retention requirements have been satisfied. Council has now completed the archiving of historical documents and completed the destruction of eligible records in line with legislative requirements.	Completed
Managed Services	<p>Council transitioned to Managed Services on 7 October 2014.</p> <p>Civica are upgrading BSC's data centre and installing data compression/data acceleration hardware to improve the efficiency of operations. This should improve, among other things, the use-ability of a wider range of programs.</p>	Completed
House Inspections	First round of Housing Inspections completed in October 2014..	Completed

ANZAC centenary: BKT	Council committed funding to commemoration of Anzac for 2015 and 2016. \$20,000 will be available for statutory, public monument in 2016 for both Gregory and Burketown.	Monitor
ANZAC centenary: GRG	<p>Application for Commemorative Communities Grant submitted for restoration of Honour Boards.</p> <p>Formation of Committees for progressing funding/delivery of commemorative monuments for Anzac 2016.</p> <p>Historypin Grant submitted for archivist to explore personal, pastoral, township and Shire-based experiences of the First World War.</p> <p>The most recent meetings for the Commemorative Committees were held on 18-19 May 2015.</p>	Monitor

3. PROJECTS TO PLAN AND COST

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

Projects to plan and cost	Comments	Status
Removal of waste tyres from Burketown & Gregory landfills	<p>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.</p> <p>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.</p>	<p>No change</p> <p>On track</p>
Burketown Mineral Baths	Council is working on this project with Traditional Owners, GHD and the Queensland University of Technology to develop appropriate designs for this key piece of town and tourism infrastructure.	On track
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>Council has authorised release of tenders for this project.</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	Potential designs have been submitted for consideration. Based on cost estimates of these designs, Council will look at re-prioritizing this project.	Monitor
Airstrip realignment in BKT	Council has received preliminary costings for this project. This project is not a priority for 2014-2015.	Monitor
STP/WTP Telemetry	<p>Council 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 July.</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>	<p>On track.</p> <p>Progressing to Scope of Works and Tender</p>
BKT North	<p>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.</p> <p>Andrew Sly from Economic Development Queensland conducted initial site inspection of Burketown on 19.09.2014.</p> <p>Further developments on EDQ funding will be conditional on new Govt. priorities.</p>	Monitor

BKT South	<p>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.</p> <p>Possible amalgamations of these lots, as well as the sale of these lots will be conditional on receipt of improved flood mapping by Council.</p>	<p>Monitor</p> <p>Awaiting more reliable flood mapping.</p>
Waste Management Strategy	<p>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.</p> <p>Council has requested an estimate on management of tip operations (employing locals but managed externally, particularly as this relates to EHP compliance requirements])</p> <p>A tender for the gating and fencing of the Burketown Landfill site will also be released shortly.</p>	<p>Monitor</p> <p>Progressing to Scope of Works and Tender for Tyre Removal and erection of Gates and Fencing for landfill.</p>
Gregory Landfill	<p>Development Application required to ensure this tip is appropriately regulated.</p> <p>Council will look to enter an ILUA in relation to this land as well as other reserve/state/lease land in Gregory. This component will require land to be excised from the Camping and Water Reserve, which Council will then need to acquire by freehold. Native Title is required to be cleared at this stage (acquisition as freehold).</p>	<p>No change.</p> <p>In progress</p>

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 and a telecommunications provider are working toward completion of the feasibility study for the installation of optic fibre between Burketown and Doomadgee as well as an upgrade to the existing exchange to deliver high-speed broadband and 4gx mobile services.

Lobbying of state and federal politicians will continue for this project, as Council seeks co-contributions through various funding programs.

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
Bush Council Convention	St George	30-31 July 2015	TBD
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



150610 - Attachment
1 - WHS Report.docx

- 1) May OHS Report

Chief Executive Officer Reports

08.01.02 Accommodation Policy - Revision

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Policy
DATE:	11 June 2015
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan

1. PURPOSE (Executive Summary)

For Council to consider suggested revisions to the Burke Shire Council “Accommodation Policy”.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council last reviewed the Accommodation Policy in March 2014.

3. PROPOSAL

The suggested revisions to the Accommodation Policy are outlined in the attached “Accommodation Policy – draft revisions” document.

The changes aim to:

- Provide greater clarity and accuracy in the language used in the Policy;
- Provide definitions for categories utilized in the Policy: Management, Supervisors, Council employees;
- Provide greater clarity around tenancy types as this relates to furniture: self contained; fully furnished; partially furnished; unfurnished.
- Incorporate a new tenancy type: “partially furnished”
- Implement changes to rental prices for the 2015-2016 financial year;
- Introduce a bond for all new tenancies;
- Increase the rental to be paid by tenants of Council accommodation;
- Clarify responsibilities related to water usage by tenants over the standard water; allocation provided to each household under Council’s Revenue Statement;
- Clarify Council responsibilities as this relates to the replacement of furniture;
- Clarify Council’s approach to pets (particularly dogs) at the Pensioner Units.

4. FINANCIAL & RESOURCE IMPLICATIONS

Furniture: furnishings are incorporated into Council’s budget each year.

There have been no increases in the amount charged by Council for rent since January 2012. I.e., in financial years 2012-2013, 2013-2014 and 2014-2015, there have been no increases in the rental charged by Council. The Accommodation Policy states that “rent increases will reflect CPI at a minimum or rate determined by Council.”

5. POLICY & LEGAL IMPLICATIONS

The suggested revisions to this policy are consistent with Council’s Residential Tenancy Agreements and with Council policies related to water rates.

6. CRITICAL DATES & IMPLEMENTATION

It would be useful to revise this policy prior to the next round of accommodation allocations.

7. CONSULTATION

CEO and relevant Managers.

CEO and Executive Officer: other policies (furniture)

8. CONCLUSION

It is appropriate that Council reviews its Policies on a regular basis.

9. OFFICER'S RECOMMENDATION

That Council adopt the revisions to the Accommodation Policy as submitted and as reviewed by Council.

ATTACHMENTS



ADM-POL-016 -
Accommodation Policy

1. Accommodation Policy

09 Late Item Reports

09. Late Item Reports

09.01 Asset Management Policy

09.02 Operational Plan – 2015/16

09.03 Waive of Nijinda Durlga Fees – Court Sessions

09.04 Appointment of a new Councillor by resolution

09.05 Report on Internal Audit Committee

Late Item Reports

09.01 Asset Management Policy

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper – 18 June 2015
DATE:	14 June 2015
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE (Executive Summary)

To present the draft Burke Shire Council Asset Management Policy to Council for consideration and adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council is committed to developing and reviewing its asset management framework. This involves the development, adoption and review of a number of documents and systems.

3. REPORT

An organisation's asset management policy is a key component of its asset management framework. Adoption and revision of this policy is critical to ensuring that Council adopts a 'continual improvement' approach to its asset management practices.

Other key documents in a Local Government's asset management framework include:

Document type	Document name
Policy	Procurement
	Debt/Borrowing
	Revenue
	Investment
	Asset Management
	Asset Disposal
	Risk Management
	Road Hierarchy and Road Segmentation
Strategy	Financial Sustainability Statement
	Asset Management Strategy
Plans	Corporate Plan
	Operational Plan
	10 year Asset Management Plan
	Asset Management Plan by Asset Class
Reports	Annual Reports
	Asset Condition Reports
Other	Corporate Risk Register and Business Continuity Plan
	Long-term financial forecast
	Asset revaluation results
	Asset condition manual and asset condition assessment

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable

5. POLICY & LEGAL IMPLICATIONS

Asset Management systems and practices, if developed and implemented appropriately, have the potential to secure the long-term financial sustainability of Council operations.

Accordingly, the development of these systems and practices are required by the Local Government Act 2009 and Local Government Regulations 2012. These systems and practices are also a high priority for the Queensland Audit Office and, accordingly, have been a primary focus of the QAO in recent audits of the Burke Shire Council.

6. CRITICAL DATES & IMPLEMENTATION

The Ordinary June Council meeting is an appropriate date for consideration of Council's Asset Management Policy (proposed).

7. CONSULTATION

Queensland Councils
Key documentation from Local Government Associations of Western Australia, Victoria and New South Wales.

8. CONCLUSION

It is appropriate that Council continues to develop its asset management framework.

9. OFFICER'S RECOMMENDATION

That Council:

- a) Notes the contents of this report;
- b) Considers the Burke Shire Council Asset Management Policy as presented;
- c) Adopts version 0 of the Burke Shire Council Asset Management Policy as presented.

ATTACHMENTS

1. Burke Shire Council Asset Management Policy –



2. WA Local Government Asset Management Guidelines –



Late Item Reports

09.02 Operational Plan – 2015/16

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper – 18 June 2015
DATE:	15 June 2015
LINK TO COUNCIL PLAN/S:	Corporate Plan 2014/19, Budget 2015/16

1. PURPOSE (Executive Summary)

To present Council with a draft Operational Plan for 2014-2015 with a view to adoption at the Ordinary Council meeting in July 2015.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has reviewed progress against the Operational Plan 2014-2015 on a quarterly basis. The Operational Plan for 2015-2016 will be a continuation of the 2014-15 Plan and will set KPIs and milestones that seek to ensure the delivery of the objectives outlined in the Corporate Plan 2014-2019.

3. PROPOSAL

That Council receives the draft Operational Plan 2015-16 for initial consideration and comment.

4. FINANCIAL & RESOURCE IMPLICATIONS

Linked to the Budget 2015-16

5. POLICY & LEGAL IMPLICATIONS

Local Governments are required to adopt an Operational Plan under Division 4 of the Local Government Regulation 2012:

- 174 Preparation and adoption of annual operational plan
- (1) A local government must prepare and adopt an annual operational plan for each financial year.
 - (2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.
 - (3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.
 - (4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.
 - (5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.

175 Annual operational plan contents

- (1) The annual operational plan for a local government must—
 - a) be consistent with its annual budget; and
 - b) state how the local government will—
 - (i) progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and
 - (ii) manage operational risks; and
 - c) include an annual performance plan for each commercial business unit of the local government.

6. CRITICAL DATES & IMPLEMENTATION

It would be appropriate to adopt the Operational Plan 2015-2016 at the Ordinary Council meeting in July 2015.

7. CONSULTATION

The Operational Plan has been derived from the Corporate Plan 2014-2019 and the 2014-15 Budget, both of which have been through periods of consultation.

The Management Group has discussed and will continue to discuss the Performance Targets and Monitoring aspects of the Plan.

The Operational Plan 2015-2016 incorporates feedback received from the Department of Local Government.

8. OFFICER'S RECOMMENDATION

That Council receives the draft Operational Plan 2015-2016.

ATTACHMENTS



150614 - Draft
Operational Plan 2015-

1. Draft Operational Plan 2015-2016 -

Late Item Reports

09.03 Waive of Nijinda Durlga Fees – Court Sessions

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE NO:	Nijinda Durlga Bookings
DATE:	12 th June 2015
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE (Executive Summary)

To provide information to Council regarding a request received from the Department of Justice and Attorney-General to waive the hire fees at the Nijinda Durlga for Court to be held on 13th August and 22nd October 2015. They would like the fees to be waived for hire of the Boardroom and the Meeting Room for these dates.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The current venue used has poor facilities for all stakeholders. The Department of Justice and Attorney-General Queensland Courts Services division would like to trial using Councils facility and are looking at continuing to use this facility in 2016.

Council has tentatively held these rooms for the dates above.

3. PROPOSAL

Given the costs associated with flying to Burketown to hold Court sessions, Council has been asked to consider waiving the fees associated with hiring the Boardroom and the Meeting Room for 13th August and 22nd October 2015.

Council has been in discussions with staff from the Department to encourage the use of the Nijinda Durlga for court proceedings.

4. FINANCIAL & RESOURCE IMPLICATIONS

Costs associated with waiving of the fees - \$1400.00.

5. POLICY & LEGAL IMPLICATIONS

The Local Government Regulations 2012 establish cost-recovery as a key principle for establishing fees and charges for the provision of Council services.

6. CRITICAL DATES & IMPLEMENTATION

A decision is required at the June meeting for Council to confirm waiving of fees for the department to determine where they will hold the last two court sessions of the year.

7. CONSULTATION

CEO

8. OFFICER'S RECOMMENDATION

That Council waives the fees for the Department of Justice and Attorney-General Queensland Courts Services division to hire the Boardroom and Meeting Room at the Nijinda Durlga to hold the last two court sessions for 2015 being held on 13th August and 22nd October 2015.

ATTACHMENTS

1. Email Request



2. Booking Form



Late Item Reports

09.04 Appointment of a new Councillor by resolution

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Councillor Appointment
DATE:	14 June 2015
LINK TO COUNCIL PLAN/S:	Local Government Act 2009, Local Government Regulation 2012

1. PURPOSE (Executive Summary)

For Council to confirm the process for appointing a nominee to the vacant Councillor position on the Burke Shire Council.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Councillor Zachary Duff resigned from his position as Councillor of the Burke Shire Council on Friday 22nd May 2015 by forwarding a letter of resignation to Philip Keirle, Chief Executive Officer of the Burke Shire Council. This created a vacant Councillor position on the Burke Shire Council.

On the same day, Council notified the Director General of the Department of Local Government of the vacant Councillor position on the Burke Shire Council.

Prospective nominees for the vacant Councillor session attended an information session hosted by Peter Whiting (Department of Local Government) on Wednesday 3rd June. This session touched on the major responsibilities of Councillors, as outlined in the Local Government Act 2009.

Council is required to meet a number of timeframes and protocols in filling this vacant Councillor position. To date, Council has met all notification and advertisement requirements for the filling of this vacancy as outlined in the Local Government Act 2009.

The next step, subject to the receipt of multiple eligible nominations, is to determine a methodology for appointing, by resolution, a nominee to the vacant Councillor position.

3. REPORT

Gympie Regional Council recently filled two Councillor vacancies. This was done in closed-session, on the grounds that discussions related to the appointment constituted “business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage (s275(1h) LGR 2012).”

Both vacancies in Gympie were filled by unanimous resolution.

Burke Shire Councillors will need to determine whether the session in which the vacant Councillor position is filled is to be ‘closed’ or ‘open.’

In addition, Councillors determined at the commencement of the appointment discussions to declare a “perceived conflict of interest.” This was done on the following grounds:

“Given the nature of the extensive community involvement of applicants for the vacant Councillor positions and the connections with current Councillors such community involvement can create, all Councillors declared a perceived conflict of interest in their necessary involvement in the selection and appointment process to fill the vacancies. Further to s173(6) of the Local Government Regulation 2012, having declared a perceived

conflict of interest, all Councillors remained in the meeting and voted on the matter (Ordinary Meeting Minutes, 22 April 2015).”.

The following approaches are suggested for Burke Shire Councillors in progressing through the appointment process:

- 1) That Councillors identify and, if relevant, declare a perceived conflict of interest prior to the appointment of a nominee to the vacant Councillor office;
- 2) That Council determines whether any of the discussions related to the appointment are to be held in ‘closed’ session;
- 3) That Council recognizes the importance of adhering to and upholding the principles of the Local Government Act 2009 when making the appointment decision;
- 4) That Council adopts a voting system as the means for determining the appointee to the vacant Councillor position.

A note on Local Government decision making: Local government decisions are taken by a majority vote of all the elected councillors. Each councillor in the council chamber has an equal vote - even the mayor has a single vote. That means a decision by a majority of votes at a local government meeting is considered a decision of local government. In the case of a tied vote, the mayor, acting as chairperson, can exercise a casting vote.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable.

5. POLICY & LEGAL IMPLICATIONS

While the Local Government Act 1993 and Local Government Act 2009 detail a range of requirements to be met in appointing a nominee to a vacant Councillor position, neither piece of legislation identifies a methodology for the appointment process itself. Accordingly, Council needs to settle on its own methodology.

6. CRITICAL DATES & IMPLEMENTATION

Council is required, pursuant to s163(3) of the LGA 2009, to fill a vacant office within 2 months after the office becomes vacant. This requires that Council fills the vacant office by 17 July 2015.

7. CONSULTATION

Council and the Department of Local Government
Burke Shire Council and Gympie Regional Council

8. OFFICER'S RECOMMENDATION

That Council:

- (a) Notes the contents of this report; and
- (b) Recognizes the importance of adhering to and upholding the principles of the Local Government Act 2009 when making the appointment decision; and
- (c) Considers the relative merits of conducting the Appointment of a New Councillor Session as an “open” or “closed” session; and
- (d) Resolves to:
 - a. Reach a unanimous position on the appointment of a Councillor where multiple options are presented; or
 - b. Adopt a “First Past the Post” voting methodology in determining the appointee to the vacant Councillor position;
 - c. Adopt Instant-Runoff Voting (IRV) in determining the appointee to the vacant Councillor position;
- (e) Acknowledges the casting vote of the Mayor in the instance that a vote is tied.

ATTACHMENTS - Nil

Late Item Reports

09.05 Report on Internal Audit Committee

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper – 18 June 2015
DATE:	14 th June 2015
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE (Executive Summary)

The Local Government Regulations 2012 requires that a written report relating to the matters discussed at the most recent meeting of the Internal Audit Committee be presented to the next meeting of the local government.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Internal Audit Committee met on Friday 12th June 2015. This meeting was the second of its kind in the 2014-2015 financial year, ensuring Council's compliance with s211(1a) of the Local Government Regulations 2012.

3. REPORT

The Internal Audit Committee convened on Friday 12 June 2015. The following were the key discussion points:

Asset Management:	Valuation and componentization of assets
Asset Management:	Implementation of system: strategy, policy, plan, inspection regime, software system, road hierarchy and segmentation policy.
Roads to Recovery Progress Report:	Update on progress toward eligibility for Roads to Recovery funding
Internal Audit:	Discussion and updating of 'risk items' detailed in the Interim audit findings on the following items:
	1) Procurement risks
	2) Fraud risks
External Audit:	Interim Audit findings
Finance Department:	Resourcing of Council's Finance Department
Corporate Risk:	Discussion of risk management documentation and risk management practices in Council
Internal Audit Plan:	Focus of next year's audit items to be on maintenance of new systems
QAO Internal Audit:	Discussion of internal audit conference to be held in Cairns for internal audit committee members and invitees
Next meeting:	August 2015 (TBD).

4. FINANCIAL & RESOURCE IMPLICATIONS

The Internal Audit Committee considers a variety of "risks" to Council, particularly those identified for consideration in the Internal Audit Plan (s207(1) LGR 2012). As outlined at s207(2) of the LGR 2012, the Internal Audit Plan is a document that includes statements about:

- (a) The way in which the operational risks have been evaluated; and
- (b) The most significant operational risks identified from the evaluation; and
- (c) The control measures that the local government has adopted, or is to adopt, to manage the most significant operational risks.

In identifying risks to the organisation and discussing approaches to addressing these risks, it will often be necessary to change or upgrade business processes and/or practices. To effect this change, it will occasionally be necessary to allocate additional resources.

5. POLICY & LEGAL IMPLICATIONS

Local Government Regulation 2012
Chapter 5 Financial planning and accountability

207 Internal audit

- (1) For each financial year, a local government must—
 - (a) prepare an internal audit plan; and
 - (b) carry out an internal audit; and
 - (c) prepare a progress report for the internal audit; and
 - (d) assess compliance with the internal audit plan.
- (2) A local government's internal audit plan is a document that includes statements about—
 - (a) the way in which the operational risks have been evaluated; and
 - (b) the most significant operational risks identified from the evaluation; and
 - (c) the control measures that the local government has adopted, or is to adopt, to manage the most significant operational risks.
- (3) A local government must give its audit committee—
 - (a) the progress report mentioned in subsection (1)(c); and
 - (b) at least twice during the year after the internal audit is carried out, each of the following documents—
 - (i) a summary of the recommendations stated in the report;
 - (ii) a summary of the actions that have been taken by the local government in response to the recommendations;
 - (iii) a summary of any actions that have not been taken by the local government in response to the recommendations.

210 Audit committee composition

- (1) The audit committee of a local government must—
 - (a) consist of at least 3 and no more than 6 members; and
 - (b) include—
 - (i) 1, but no more than 2, councillors appointed by the local government; and
 - (ii) at least 1 member who has significant experience and skills in financial matters.
- (2) The chief executive officer can not be a member of the audit committee but can attend meetings of the committee.
- (3) The local government must appoint 1 of the members of the audit committee as chairperson.

211 Audit committee meetings

- (1) The audit committee of a local government must—
 - (a) meet at least twice each financial year; and
 - (b) review each of the following matters—
 - (i) the internal audit plan for the internal audit for the current financial year;
 - (ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;
 - (iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212;
 - (iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and
 - (c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.

(2) At a meeting of the audit committee—

(a) a quorum is at least half the number of members of the committee; and

Examples

1 If the committee consists of 4 members, a quorum is 2.

2 If the committee consists of 5 members, a quorum is 3.

(b) either—

(i) the chairperson presides; or

(ii) if the chairperson is absent, the member chosen by the members present as chairperson for the meeting presides.

(3) The audit committee may, for performing its functions under subsection (1)(b), seek information or advice from the person who has carried out the internal audit.

(4) The chief executive officer must present the report mentioned in subsection (1)(c) at the next meeting of the local government.

6. CRITICAL DATES & IMPLEMENTATION

The Ordinary Council meeting of June is the appropriate time to present the report on the Internal Audit Committee's June meeting.

7. CONSULTATION

The Internal Audit Committee is composed of the following:

Members: Mark Wright (Chairperson), Deputy Mayor Paul Poole, Cr Tonya Murray (absent), Simba Chimpaka (BSC Finance Manager); and

Invitees: Brendan Macrae (QAO), Tracey Mayhew (Internal Auditor – Crowe Horwath), Philip Keirle (BSC CEO)

8. OFFICER'S RECOMMENDATION

That Council notes the contents of this report.

ATTACHMENTS

Nil

Late Item Reports

09.06 HR Policy Review

DEPARTMENT: Human Resources

RESPONSIBLE OFFICER: Nils Hay, Projects and Human Resources Manager

FILE REF: Policies

DATE: 17 June 2015

LINK TO COUNCIL PLAN/S:

1. PURPOSE (Executive Summary)

To review a suite of important Human Resources policies prior to a Staff Induction Day on 24 June 2015.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

These are all previous Council policies which have been reviewed in the previous 12 months.

Council is conducting an Induction Day on 24 June 2015, during which all staff will be refamiliarised with key policies. We have a number of long-standing staff who have not undergone an induction process in many years, and several new or amended policies that not all staff will be familiar with. This process will:

- Ensure staff understand key Council policies; and
- Ensure that staff are aware of their obligations as Council employees; and
- Ensure that staff understand their rights, particularly with regards to workplace complaints

3. PROPOSAL

Please see attached Advice from Martine Care of Preston Law outlining amendments to the following Policy documents:

- Code of Conduct
- HRM-POL-001 Performance and Misconduct Policy
- HRM-POL-002 Workplace Complaint Policy (formerly Personal Grievance Policy)
- HRM-POL-003 Timesheet Policy
- HRM-POL-004 Recruitment Policy
- HRM-POL-005 Discrimination, Harassment and Bullying Policy
- HRM-POL-006 Smoke-free Workplace Policy
- WHS-POL-001 Workplace Health and Safety Policy

Also attached are two related procedures:

- HRM-PRO-004 Workplace Complaint Procedure
- HRM-PRO-011 Workplace Harassment and Bullying Procedure

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

These policies are typically reviewed on an annual basis; this will bring that review forward for many of them.

All amendments are based on advice received from Martine Care of Preston Law on 11 June 2015. This advice was sought to ensure that, prior to this re-induction, these key policies were consistent and legally sound.

6. CRITICAL DATES & IMPLEMENTATION

It is important that the review of this document suite be completed prior to the Induction Day on 24 June.

7. CONSULTATION

Both Greg Newman of LGAQ and Martine Care of Preston Law (see attachments) have been consulted as part of this review process.

8. CONCLUSION

This review will improve consistency and legislative compliance of a number of key policy documents. This is a key step to achieving best practice in Human Resources. It also provides Council with a robust and enforceable policy suite.

9. OFFICER'S RECOMMENDATION

- a) That the following amended policy documents be adopted by Council:
- Code of Conduct
 - HRM-POL-001 Performance and Misconduct Policy, version 2
 - HRM-POL-002 Workplace Complaint Policy (formerly Personal Grievance Policy), version 3
 - HRM-POL-003 Timesheet Policy, version 3
 - HRM-POL-004 Recruitment Policy, version 2
 - HRM-POL-005 Discrimination, Harassment and Bullying Policy, version 2
 - HRM-POL-006 Smoke-free Workplace Policy, version 1
 - WHS-POL-001 Workplace Health and Safety Policy, version 3

And

- b) That Council note the amendments to the following procedures:
- HRM-PRO-001 Performance and Misconduct Procedure
 - HRM-PRO-004 Workplace Complaint Procedure
 - HRM-PRO-011 Workplace Harassment and Bullying Procedure

ATTACHMENTS



Email to Council 11
June 2015.pdf

1.


Advice from Martine Care of Preston Law





Workplace Complaint
Procedure.msg


2.


Further advice from Martine Care of Preston Law


- 


3. Burke Shire Code of Conduct.docx Amended Code of Conduct
- 


4. HRM-POL-001 Performance and Misconduct Amended HRM-POL-001 Performance and Misconduct Policy
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5. HRM-POL-002 Workplace Complaint Amended HRM-POL-002 Workplace Complaint Policy
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
6. HRM-POL-003 Timesheet Policy.doc Amended HRM-POL-003 Timesheet Policy
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
7. HRM-POL-004 Recruitment Policy.doc Amended HRM-POL-004 Recruitment Policy
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8. HRM-POL-005 Discrim Harass Bully F Amended HRM-POL-005 Discrimination, Harassment and Bullying Policy
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9. HRM-POL-006 Smoke-Free Workplace Amended HRM-POL-006 Smoke-Free Workplace Policy
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10. HRM-PRO-001 Performance and Misconduct Amended HRM-PRO-001 Performance and Misconduct Procedure
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11. HRM-PRO-004 Workplace Complaints Amended HRM-PRO-004 Workplace Complaint Procedure
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12. HRM-PRO-011 Workplace Harassment Amended HRM-PRO-011 Workplace Harassment and Bullying Procedure
- 

13. WHS-POL-001 Workplace Health and Safety Amended WHS-POL-001 Workplace Health & Safety Policy

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 - Human Resources Report

14.02 Closed Session - 15-12 10 Tonne Truck with Hook lift

14.03 Closed Session - Rating Concession for Assessment Number 00199-50000-000 and
Surrender of Term Lease 207884 on Lot 97

14.04 Confidential – Allocation of Council Accommodation.docx

15 Deputations and presentation scheduled for meeting

None at time of agenda preparation.

16 Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 16 July 2015.