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*Agenda and Business Papers*  
*Burke Shire Council Ordinary General Meeting*  
*Thursday 16 July 2015*  
*9.00am Council Chambers*

9.00 am	Opening of meeting
10.30 am to 11.00 am	Morning Tea
11.45 am to 1.30 pm	LGAQ – CEO Greg Hallam & President Margaret de Wit
12.30 pm to 1.00 pm	Lunch

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## 01 Opening of Meeting

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

## 02 Record of Attendance

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Members	Cr Ernie Camp, Mayor - Chair Cr Paul Poole, Deputy Mayor Cr Tracy Forshaw Cr Tonya Murray Cr Larissa Lauder
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

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Led by Cr Forshaw

## 04 Consideration of applications for leave of absence

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None received at close of agenda.

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

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### 05.01 General Meeting 18 June 2015 and Special Meeting 22 June 2015

#### Recommendation

That the Minutes of the General Meeting of Council held on 18 June 2015 and the Special Meeting of Council held 22 June 2015 as presented be confirmed by Council.



150618 Unconfirmed  
Minutes-2.pdf



150622 Unconfirmed  
Minutes - Special Mee

## 06 Condolences

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None received at close of agenda.

## 07 Executive Management Team Reports

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### 07. Executive Management Team Reports

07.01.01 Works and Services Monthly Update Report

07.02.01 Workshop and Fleet Report

07.03.01 Executive Officer Report

07.04.01 Finance Report – June 2015

07.05.01 Human Resources Report

07.05.02 Staff Rental Payment Procedure

## 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: 8<sup>th</sup> July 2015

LINK TO COUNCIL PLAN/S: Works Program

#### 1. WORKS MANAGER

##### General

Works completed or commenced over the last month include (up to 8<sup>th</sup> Jul 2015):

- RMPC – 6801.
- NDRRA Earthworks continuing.
- ATSI TIDS completed.
- RFQ for HACC, Gregory Hall and Admin re-roof.
- Stabilisation Tender assessment completed.

Training:

- Diploma of Local Government (Asset Management) – Works Manager

Works for upcoming month:

- Installation of the new Dump Ezy point.
- RMPC - 6801
- Installation of new pool furniture.
- Commence rural roads maintenance
- Finalise works program for FY15/16

##### RMPC

2015-16	Allocation	Claim	Funds Remaining
Schedule 1	\$336,183.22		\$336,183.22
Schedule 2	\$191,885.80		\$191,885.80
Schedule 3	\$264,530.98		\$264,530.98
Schedule 4	\$1,000.00		\$1,000.00
Schedule 5	\$25,000.00		\$25,000.00
Total	\$818,600.00		\$818,600.00

2014/2015 RMPC Contract was finalised 15<sup>th</sup> June 2015 and all claims have been invoiced and are now awaiting payment from Department of Transport and Main Roads.

The contract for the new financial year (2015-16) has been approved by TMR and we are waiting for the documentation to come through.

Works have begun on (6801) Camooweal Road with resheeting and gravel supply and heavy formation grading occurring.

#### NDRRA Flood Damage Works

The current programme is to complete Doomadgee West Road moving from west to east then to split resources into two crews and complete Bowthorn Road and Floraville Road simultaneously. Commencing at the western end of Bowthorn Road and moving towards the east whereas on Floraville Road works will be commencing at the eastern end and moving west. In doing this the crews will no longer be integrated but rather divided and this is to allow both crews to work towards each other.

Currently the site is functioning with two grader crews working a padfoot/multi-tyre roller combination. The material has been taken from 11 pits along Doomadgee West Road so far with a variety of content. Samples have been taken from all pits and test results are in progress. All material is being placed on the sites using a triple side tipper road train with the articulated truck returned to the hire service. The material at pits is being stockpiled by a D6 Dozer, 623B Scraper and loaded into the road train using a 32 tonne excavator. With water being supplied by a semi tanker and twin steer body truck from water points Doom West 3 & 4 as per the tender document also known as Mail Change and Toad Hole located at 32.6km & 38.3km on Doomadgee West Road.

At this point:

18.528km of gravel resheeting has been completed.

21.438km of table drains have been cleaned and shaped.

2.771km of shoulder reconstruction has been completed.

#### Gregory Ablution Block

The hand rail is being completed by works staff. This is being completed concurrently to RMPC works and should be completed by the end of this month.

#### WHS Incidents

There have been two minor incidents over the reporting period; neither has resulted in lost time.

#### ATSI TIDS work

ATSI TIDS work was completed mid June. All returns have been submitted to TMR for action.

## 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	Dump skip installed, Area still has to be cleaned as 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. 9 dead wallabies removed from town roads during this period

#### Animal Control

- Regularly checking / monitoring and reporting whether there is life stock and how many in the following areas, Town Common, STP, Camping Reserve, Racecourse & Burketown South.
- Sprayed utilities building at Mougibi oval for white ants again (previously sprayed 4 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.
- Liaised with Nardoo Station to conduct a trial using “pig hopper” bait stations with Southern Gulf Catchments, this was successful in controlling the pigs around the house.
- 1 Tub of DeK9 manufactured 1080 baits to Gregory downs.

#### 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 “Parkinsonia looper moth” - by CSIRO to control Parkinsonia, total of 99 boxes of larvae and moth has been released at the Escott release site since December.
- Updated SDS on all chemicals held in stock.

#### 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
  - Adels Grove installed just over Louie Creek 29th April
  - Doomadgee West before Walford Creek installed 27th April
  - Truganini Road installed 23rd April
  - Units regularly maintained and were last downloaded 1st July – results to CEO and WM.
- Maintaining register of employee licences and tickets etc.
- Attended Management training course – conducting appraisals.
- Attended Induction.
- Traffic management plan for current RMPC heavy work on 6801.
- Roadside erection form, for road safety signage for traffic to the faulty approaches to the road surfaces to Mittagudi Creek on WDR until repairs can be carried out.
- Conducted an Environmental induction for the road crew doing RMPC work on 6801
- Bureau of Metrology staff upgraded weather station and replaced the faulty automatic rain gauge.
- Updated First aid kit register to include John Yanner’s new vehicle



### 3. PARKS AND GARDENS

#### Programed works

- Weekly Works Program has continued.
- Continued visits to Gregory, this has resulted in further training of Gregory Depot staff in the use of email, infoexpert, general paper filing and office administration. We have also conducted further training on SDS's, improved safety signage for both the depot and WTP and purchased shelving to improve storage in the containers.
- New furniture for the pool has arrived.

#### Non-programed works

- Currently working with David Marshall on the sprinkler system for the Hub, new sprinklers and fittings have been ordered.
- Neem trees have been removed.
- 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

Issues are being addressed as and where possible.

### 5. UTILITIES

#### Water Treatment Plant

#### Water usage for June 2015

DAILY READING WTP BURKETOWN		
JUNE	DAILY USAGE (kL)	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE	18788	Avg – 9.26 L p/s
HIGHEST DAILY USAGE	931	Avg – 7.24 L p/s
LOWEST DAILY USAGE	402	Avg – 6.15 L p/s

DAILY READING WTP GREGORY		
JUNE	DAILY USAGE (KL)	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE		*new flow meter to be installed this week

- Prominent Water has been engaged to service the chlor-in-situ unit and install a chiller unit to increase the production of Chlorine for water disinfection. Dates are yet to be confirmed for installation.
- 2 new Water Flow Meter have been installed at Gregory Water Treatment Plant.  
1 x 100 mm Flow Meter installed on the Raw Water Main.  
1 x 150 MM Flow Meter installed on the Treated / Potable Water Main.

Water Reticulation

- Water meter reading completed on 01/06/2015.
- Future works
  - Marking locations of hydrants / valves / water meters as per allotment and adding new water meter tags to meters in Gregory.

Sewerage

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
282333	TOTAL COLIFORMS	17-06-15 9:18 am	BURKE SHIRE TREATED EFFLUENT	< 1000 CFU/100 ml	<10 CFU/100 ml	<10	
282333	BOD Biochemical Oxygen Demand	17-06-15 9:18 am	BURKE SHIRE TREATED EFFLUENT	< 20 mg/L	30 mg/L	<2	X
282333	TOTAL SUSPENDED SOLIDS	17-06-15 9:18 am	BURKE SHIRE TREATED EFFLUENT	< 30 mg/LL	62 mg/L	<1	X
282333	PH Physical Properties	17-06-15 9:18 am	BURKE SHIRE TREATED EFFLUENT	6.5-6.8	7.3	<0.1	
275460	TP Nutrients & Anions	17-06-15 9:18 am	BURKE SHIRE TREATED EFFLUENT	< 15 mg/L	5.9 mg/L	<0.5	
275460	TN Nutrients & Anions	17-06-15 9:18 am	BURKE SHIRE TREATED EFFLUENT	< 20 mg/L	33 mg/L	<1	X

Burketown Water Treatment

- Total Water Usage : 18788 kl
- Plant running smoothly with no interruptions to service supply.
- Chlorine-Situ system running more efficiently with the cooler weather.
- Production tank filling every night producing an optimal capacity of 200L of chlorine daily.

Nicholson River Pump Station

It was noted that Escott Causeway water flowing across causeway had ceased, this information can be discarded as the water has been flowing over the causeway for awhile. Maintenance on Air Valves due to air leaks and valves not shutting off ongoing.

Sewerage Pump Stations

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

Sewerage Treatment Plant

- Blivet has been operating well with it treating on average 75,000 litres per day.
- Monitoring of the ground water is ongoing.
- Sewer Samples Failed. See results in above table.
- We have spoken to the relevant staff about where the can and cannot dump the collected sewerage from septic tank pump outs as this can be a major reason to sample failures.

Water Reticulation

- Has been operating well with no service interruptions.
- We have repaired a couple of minor house service leaks.
- All treatment plants systems have been operating well with minor maintenance/services being required on a weekly basis.

Airport

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

Future Works

- Blacken signal area at windsock

REX Airlines

- Operations are running to a reasonable standard
- REX manifest paperwork is not being received in a timely fashion – this has again been reported to REX.
- Jayden Douglas and Kieran Anderson are in the process of ASIC applications to assist with the airport and REX Airlines. Ongoing process.

Cemetery

- Works ongoing, nothing significant to report.

6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

## Workshop and Fleet Reports

## 07.02.01 Workshop 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 July 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
20	Ingersolrand Roller	Electrical faults	No	20 hrs	Age
410	Case Skid Steer	Punctures and Battery	No	6 hrs	Part of job
426	Low Loader	Tyres, grease, brake adjustment	No	6 hrs	Wear and tear
469	Multi Tyre Roller	Throttle, UHF, air leaks	No	12 hrs	Age
470	Komatsu Loader	Intake hose came off	No	4 hrs	Wear
479	Water Truck	Tail shaft, transmission	No	40 hrs	Tail shaft not greased
480	Prime Mover	Brake relay, centre brg, airbag	No	12 hrs	Old age
486	Side Tipper	Hyd valve	No	4 hrs	Getting old
488	Job Truck	PTO	No	4 hrs	To disengage
506	Ammann Roller	Electrical faults	No	32 hrs	Poor electrics
520	NRPS Genset	Charging fault	No	6 hrs	Fitted solar charger
522	Cat Grader	Tyres, oil leaks, spindles	No	8 hrs	Wear
526	Tandem Fuel Trailer	Pump	No	6 hrs	Fitted new
527	Hub Genset	Air and fuel filters	No	2 hrs	Incorrect RPM
536	Landcruiser	110K service and windscreen	Yes	2 hrs	Scheduled
537	Landcruiser	Noise in transmission	No	16 hrs	Fit bearing kit
539	Hilux Dual Cab	35K service, tyres	Yes	6 hrs	Scheduled
542	GWTP Genset	Radiator	No	6 hrs	New radiator
544	Job Truck	75K service, beacons	Yes	4 hrs	Scheduled
545	Job Truck	90K service	Yes	4 hrs	Scheduled
548	Excavator	1,000 hr service	Yes	8 hrs	Scheduled
554	Roadtrain	Punctures, grease, stays	No	8 hrs	Wear and tear
566	Landcruiser	30K service	Yes	2 hrs	Scheduled
569	WTP Genset	Charging fault	No	2 hrs	Fitted solar panel
570	Rav4	5K service	Yes	2 hrs	Scheduled
586	Extra Cab Hilux	1K service, induction	Yes	4 hrs	Scheduled
573	Gregory Depot Genset	Not charging	No	8 hrs	Replaced alternator
	Office and Airport Gensets	Ran	No	2 hrs	Need to check weekly

2. TENDER UPDATE

2014-15 Budget

- #535- Holding, until #537 transmission fault repaired
- Pad foot roller- Resolution today
- Loader- Ordered 28-5-15 expect delivery 20th July
- RMPC ute- due to go- may trade on truck with crane(from 13/14 budget)
- Rural foreperson ute- #586 received and inducted
- Road crew foreman dual cab- #584 delivered and inducted
- Job truck with crane- Ordered 26-5-15 expect delivery late July
- 10 Tonne Truck- Ordered 25-6-15 expect delivery late August
- Waste Transfer Bins- Six completed - Seventh being built

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS TO VIEW



Copy of 14-15 - Five  
Year (5) Plant Replac

1. Plant Replacement Program



Copy of Master  
Major Plant Services.:

2. Schedule of Plant Servicing

## Executive Officer Reports

## 07.03.01 Executive Officer Report

DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

FILE NO: Business Paper

DATE: 5<sup>th</sup> July 2015

LINK TO COUNCIL PLAN/S: Operational Plan (One year)

## 1. EVENTS CO-ORDINATOR

This section of the Executive Officer report contains information about the range of events and activities coordinated through the Administration Department of Council. This includes details of recently held events as well as a synopsis of the planning and preparation for pending events.

PAST EVENTS			
Date		Event	Location
Jan	26	Australia Day: cricket, car rally and function	Burketown
Feb			
Mar			
Apr	3-5	Burketown Barramundi Fishing Championship	Burketown
	25	Anzac Day: centenary commemoration	Burketown
May	2	Gregory Races	Gregory
May	3	Gregory Canoe Race (40 <sup>th</sup> anniversary)	Gregory
Jun			
Jul	4	Burke Shire Community Fun Day (Tackling Tough Times Together)	Gregory
UPCOMING EVENTS			
Jul	18-19	RADF workshop	Normanton
	25	Queensland Music Festival	Burketown
Aug	TBD	Seniors Week	TBD
Sep	6-11	Gregory Mini-School (School of the Air)	Gregory
	25-26	Morning Glory Festival II	Burketown
	TBC	Gregory CWA Horse Sports	Gregory
Oct	TBC	Burketown Campdraft, Rodeo and Races	Burketown
	TBC	Burke Shire Tidy Yard Competition	Burke Shire
Nov	3	Melbourne Cup	Burketown
	11	Remembrance Day	Burketown
Dec	TBC	Young Ambassador	Burketown
	TBC	Burketown State School Dux	Burketown
	TBC	Community Christmas Tree	Burketown
	TBC	Christmas Lights Competition	Burketown

## RECENT EVENTS

Burke Shire Community Fun Day (TTTT) – 4 July 2015

### Executive Summary:

The post-event report will identify the particulars for each of the main topic areas that will facilitate your understanding on how the event was executed.

The purpose of this report is to:

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

### Introduction:

The aim of the Community Fun day was 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: Burke Shire Community Fun day

Date: 04 July 2015

Time: 12.00-18.00

Location: Gregory Hall

### Activities:

- Market stalls
- Ladies pamper party
- Tennis/Cricket match
- Bar
- Market Stalls
- Kids fun activities

### Event Overview:

On Saturday 04 July, Gregory hall was a hive of activity as people from around the Shire came together for the Community fun day. The program kicked off just after midday with the Mayor Ernie Camp giving an opening speech on what Tackling Tough Times grant seeks to achieve and how there is so much information available to help the community cope during prevailing difficult times.

Cr Tracy Forshaw who was the M.C for the day did a splendid job of welcoming everyone and making sure people were looking forward to the day's activities.

The Country Women's Association (CWA) Gregory branch served lunch, great food and drinks and made sure all guests were fed. We had a very good turnout with an approximate number of 135 attendees. CWA did the catering to fundraise for the Royal Flying Doctor Service,

Soon after lunch, all the activities commenced. The men played Tennis and Cricket while the ladies enjoyed the luxury of massages & hair cuts inside the hall. The bar was opened, market stalls were set up with vendors from Burketown and a representative from the Gulf Savannah Small Businesses. The children had fun in the sun as they played in the bouncy castles and each had their faces painted. This casual atmosphere helped people relax and enjoy simple laughter and conversation.

There were raffle tickets sold to raise funds for RFDS. The total of the Raffle tickets sold and donations received was \$663.65. Below is the list for the Raffle winners:

Junior Baseball Set	Kimberly Arnold	GreenC87
Junior Baseball Set	Hahli Murray	GreenC28
Master Chef Junior Set	Karen McGrath	RedD61
Bead Set	Kimberly Arnold	GreenC80
Wine x 2	Ernie Camp	BlackA55
Wine x 2	Tammy Baptie	GreenC43
Wine x 2	Kylie Camp	GreenC54
Foot Spa	Sue Clarke	GreenD70
\$150 voucher Bakery/Butchery	Ilene Bailey	Green D99
Massage Chair	Nicole Jansen	BlackA34

Prizes were supplied by Burke Shire Council.

Activities wound up just before 6 p.m. as pack down began and people started dispersing.

#### Feedback

- Good feedback all round, some saying it was a “successful event, great day and that the day achieved what it set out to do. Everyone seemed to enjoy a good catch up and chat”
- Great community participation
- I am not aware of any complaints

#### Financial Summary

- Funds comprised a grant received from Tackling Tough Times Together for \$6000 and \$1000 from Council budgeted events for cash expenditure towards Community Fun day.
- Funds were expended in accordance with the \$7000 budget; I am still waiting on the final invoices from some suppliers in order to ascertain what the actual costs were.

#### Marketing/Media

- Burke Shire Council promoted the event through the Council Facebook page and website. Flyers were also distributed around Burketown and Gregory and a flyer sent out to the Burke Shire Notice of Distribution email group.
- Phone calls were made to all rural properties.
- A Media release to be circulated by the end of the week.
- Pictures will be made available on the Council Facebook page.
- An article on 2015 Anzac day will be placed in the next edition of the BSC Newsletter.

#### Conclusion

The event was a success and a special thank you to Jenny Williams, Georgie Clift from Gregory, the CWA Gregory branch, Gregory Social club and Burke Shire Council staff that ensured everything ran according to plan even in my absence.



## UPCOMING EVENTS

### **RADF – Glass Slumping Workshop 18-19 July 2015**

- Burke Shire has a budget of \$7000 from RADF for use in the 2014/2015 year.
- \$3,710 has been committed to the glass slumping workshop which is scheduled to take place in Normanton on the 18<sup>th</sup> & 19<sup>th</sup> of July.
- Other allocations: \$2,000 towards the Queensland Music Festival to be held in July 2015 and the remaining \$1,290 to go towards the Cultural History of Burketown book project.
- An application for RADF funding round 2015/2016 was submitted on the 8<sup>th</sup> of May 2015.

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 above information and a flyer was also distributed to the community. Numbers have been finalized and accommodation has been booked.

## UPCOMING EVENTS (cont)

### **Queensland Music Festival – Ian Cooper & Ambre Hammond Tour 25 July 2015**

#### Aim of Project

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

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#### Background

In 2013 QMF presented the Flying Tour in its first outing. This tour showcased the internationally renowned artists Ian Cooper on violin and Simon Tedeschi on keyboard.

The tour went to ten locations across a period of ten days travelling to towns in western Queensland. James Morrison, QMF's artistic director, is keen to present such a tour again. We will again use a small plane to fly two artists around a number of smaller regional centres across Queensland during the 2015 Festival.

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

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#### Event Information

Theme: Music Concert-Ian Cooper & Ambre Hammond Tour  
Date: 25 July 2015  
Time: 6 p.m.  
Venue: Nijiinda Durlga  
Please note - (School Workshop starts at 3pm)

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#### 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

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#### 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

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### **Morning Glory Festival 25-26 September**

#### 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 1<sup>st</sup> planning meeting for Morning Glory Festival 2015 was held on the 3<sup>rd</sup> 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 Councilors on a monthly basis.

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#### Event Information

Name: Morning Glory Festival

Date: 25-26 September 2015

Venue: Morning Glory Park and Burke Shire Nijinda Durlga

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#### Activities

- Arts & Crafts Show
  - Music festival
  - Guided tours/tag along walks
  - Children's programs
  - Markets
  - Photo Competition
  - Health Expo
  - Cooking Demos
  - Gliders
  - (More information on activities/Run sheet will be made available closer to event)
-

#### Promotion

Flyers will be made available at:

- Gregory Downs Hotel
  - Burke Shire Council Administration office
  - Burke Shire Council Depot
  - Nowlands Engineering
  - Burketown Post Office
  - Burke Shire Council website / Facebook
  - Morning Glory Website
  - Burketown Hotel
  - Burketown Caravan Park
  - Banners and Posters put up in Burketown and Gregory
- 

#### Marketing

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

#### Budget

- Burke Shire Council has budgeted \$30 000.00 towards the morning glory Festival.
  - 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 programs are being created to encourage more participation and use of the Library. Extra information was included in the last issue of the Burke Shire Council newsletter advising of the benefits of being a member of the Library. The new furniture has been a hit with users. It is proposed that a TV will be set up in the Library providing more information to promote events and tourism in the Shire.

## 3. ACCOMMODATION

Council currently has eight people on the waiting list looking for accommodation, three of these are Council staff (two of which are in Council units) and five are members of the public. Council currently has no empty accommodation for allocation.

#### Council Staff Applications

House Applications	2
Unit Applications	1

#### General Public

House Applications	3
Unit Applications	4

4. PROMOTION

Social Media

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

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

Newsletter

The next edition of the newsletter is planned for distribution in September.

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 have gone out to the community in relation to licensing for the Community Markets and food licensing for 2015/16.

7. INFORMATION TECHNOLOGY

Currently completing an audit of Councils VoIP Phone System.

Recordkeeping - There are 803 transaction folders due to be closed. CorpMem will work through and close the folders that have information available about them that allows a close date to be calculated. All other due folders will be passed onto BSC staff to determine if they can be closed.

8. CONFERENCES/TRAINING

August 2015 – Executive Assistant (Administration) – Work Experience at Charters Towers Regional Council for two weeks

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Correspondence Report



2. CorpMem June 2015 Admin Report



## Finance Reports

## 07.04.01 Finance Report – June 2015

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE NO:	Business Paper 16 July 2015
DATE:	14 July 2015
LINK TO COUNCIL PLAN/S:	Budget 2014-2015, Operational Plan 2014-2015, Internal Audit Plan 14-15

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## 1. STATEMENT OF COMPREHENSIVE INCOME – VARIANCE ANALYSIS

	YTD Actual	YTD Budget	Variance	% Over/Under Budget
<b>Revenue:</b>				
<i><b>Recurrent Revenue</b></i>				
Rates, levies and charges	3,500,861.00	4,103,169.00	- 602,308.00	-15%
Fees and charges	48,820.00	72,700.00	- 23,880.00	-33%
Rental income	130,165.00	125,000.00	5,165.00	4%
Interest received	458,441.00	429,060.00	29,381.00	7%
Sales revenue	1,190,559.00	777,000.00	413,559.00	53%
Other income	868,500.00	31,600.00	836,900.00	2648%
Grants, subsidies and donations	5,432,470.00	11,938,060.00	- 6,505,590.00	-54%
	<b>11,629,816.00</b>	<b>17,476,589.00</b>		
<i><b>Capital revenue</b></i>				
Grants, subsidies and donations	1,245,762.00	424,000.00	821,762.00	194%
Capital income	-	180,000.00	- 180,000.00	-100%
	<b>1,245,762.00</b>	<b>604,000.00</b>		
<b>Total revenue</b>	<b>12,875,578.00</b>	<b>18,080,589.00</b>	- 5,205,011.00	-29%
<b>Expenditure:</b>				
<i><b>Recurrent Expenditure</b></i>				
Employee benefits	3,737,818.00	3,800,000.00	- 62,182.00	-2%
Materials and services	4,103,133.00	9,625,990.00	- 5,522,857.00	-57%
Finance costs	14,667.00	17,000.00	- 2,333.00	-14%
Depreciation and amortisation	1,698,396.00	1,530,540.00	167,856.00	11%
	<b>9,554,014.00</b>	<b>14,973,530.00</b>		
<i><b>Capital expenditure</b></i>	-	-	-	0%
<b>Total expenditure</b>	<b>9,554,014.00</b>	<b>14,973,530.00</b>		
<b>Net operating surplus</b>	<b>3,321,564.00</b>	<b>3,107,059.00</b>	214,505.00	7%

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

Year to date unaudited results show a net surplus of 3.2million dollars against a projected budget surplus of 3.1million dollars. This compares favourably against a net loss of 1.2million dollars reported last financial year. Please note that these figures will be updated as end of year accruals are processed through the month of July.

### **Revenue**

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

Rates and utility charges sit at 3.5 million dollars or 85% of budget.

#### **Fees and charges**

Fees and charges sit at \$48,820 or 67% of the budget figure. 2014-15 Fees and charges were approximately 6.2% higher than the previous financial year (approximately \$45,884).

#### **Rental Income**

Rental income sits at \$130,000 or 4% favourably against the budget figure. 2014-15 Rental income is approximately 6.4% higher than rental revenue collected in 2013-14.

#### **Interest**

Interest received sits at \$458,000 or 7% favourably against the budget projection. Interest received fell by approximately \$150,000 from the previous year reflecting lower interest rates that the previous year.

#### **Sales Revenue**

Sales revenue sit 53% favourably against the projected budget figure, the variance relates to unbudgeted RMPC claims (approximately \$312,000) from the previous financial year.

#### **Other Income**

Other income comprises of refunds, reimbursements, REX ground handling charges. Other income sits well above budget figures as the reimbursed misappropriated funds have been receipted to other income.

#### **Grants, Subsidies, Contributions and Donations**

Non Capital Grants, Subsidies, Contributions and Donations sit at 5.4 million dollars or 54% below budget. Council received Financial Assistance Grants, HACC Grants, State Subsidies and donations throughout the financial year. The variance in revenue relates to NDRRA revenue as Council has received a 30% advance payment as at 30 June 2015, with more claims to be made in 2015-16 as restoration work progresses. Approximately \$720,000 (excluding accruals to be processed in July) in NDRRA expenditure has been incurred as at 30 June.

#### **Grants, Subsidies, Contributions and Donations (Capital)**

Capital revenue sits at 1.2 million dollars.

### **Recurrent Expenditure**

#### **Employee benefits**

Employee benefits sit at 3.74 million dollars or 2% under budget. Employee benefits increased slightly from the previous financial year (approximately 3.67 million)

#### **Materials and services**

Expenditure on materials and services sits at 4.1 million with a significant variance in budget forecast. The variance reflects the infancy of NDRRA restoration works, significant NDRRA expenditure will be incurred in 2015 -16.

Total Expenditure as at 30 June 2015 sits at 9.5 million (pre-accrual) against a budget of 14million. Approximately \$700, 000 in expenditure will be accrued back to 2014 – 15 bringing total expenditure to approximately 10.2 million. Total expenditure in 2013 -14 was 11.9 million (note that approximately 1million of this was misappropriated funds) therefore total expenditure in 2014 -15 is relatively similar to total expenditure from the previous year.

## 2. STATEMENT OF COMPREHENSIVE INCOME - QUARTERLY ANALYSIS

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>Income</b>				
<b><i>Recurrent revenue</i></b>				
Rates, levies and charges	1,726,661	24,062	19,789	1,730,349
Fees and charges	11,248	13,728	9,660	14,184
Rental income	33,335	36,045	27,910	32,875
Interest received	112,322	125,463	118,130	102,526
Sales revenue	72,841	255,449	55,425	806,844
Other income	7,016	29,028	806,069	26,387
Grants, subsidies, contributions and donatio	791,539	3,092,283	776,615	772,033
	-	-	-	-
<b>Total recurrent revenue</b>	<b>2,754,962</b>	<b>3,576,058</b>	<b>1,813,598</b>	<b>3,485,198</b>
	-	-	-	-
<b><i>Capital revenue</i></b>				
Grants, subsidies, contributions and donatio	5,974	488,973	500,000	250,815
	-	-	-	-
<b>Total capital revenue</b>	<b>5,974</b>	<b>488,973</b>	<b>500,000</b>	<b>250,815</b>
	-	-	-	-
<b>Total revenue</b>	<b>2,760,936</b>	<b>4,065,031</b>	<b>2,313,598</b>	<b>3,736,013</b>
	-	-	-	-
<b><i>Capital income</i></b>	-	-	-	-
	-	-	-	-
<b>Total income</b>	<b>2,760,936</b>	<b>4,065,031</b>	<b>2,313,598</b>	<b>3,736,013</b>
	-	-	-	-
<b>Expenses</b>				
<b><i>Recurrent expenses</i></b>				
Employee benefits	920,872	1,057,738	963,660	795,548
Materials and services	611,186	717,704	884,957	1,889,286
Finance costs	3,745	4,072	3,422	3,428
Depreciation and amortisation		825,600	437,913	434,883
	-	-	-	-
<b>Total recurrent expenses</b>	<b>1,535,803</b>	<b>2,605,114</b>	<b>2,289,952</b>	<b>3,123,145</b>
	-	-	-	-
<b><i>Capital Expenses</i></b>	-	-	-	-
	-	-	-	-
<b>Total expenses</b>	<b>1,535,803</b>	<b>2,605,114</b>	<b>2,289,952</b>	<b>3,123,145</b>
	-	-	-	-
<b>Net surplus</b>	<b>1,225,133</b>	<b>1,459,917</b>	<b>23,646</b>	<b>612,868</b>

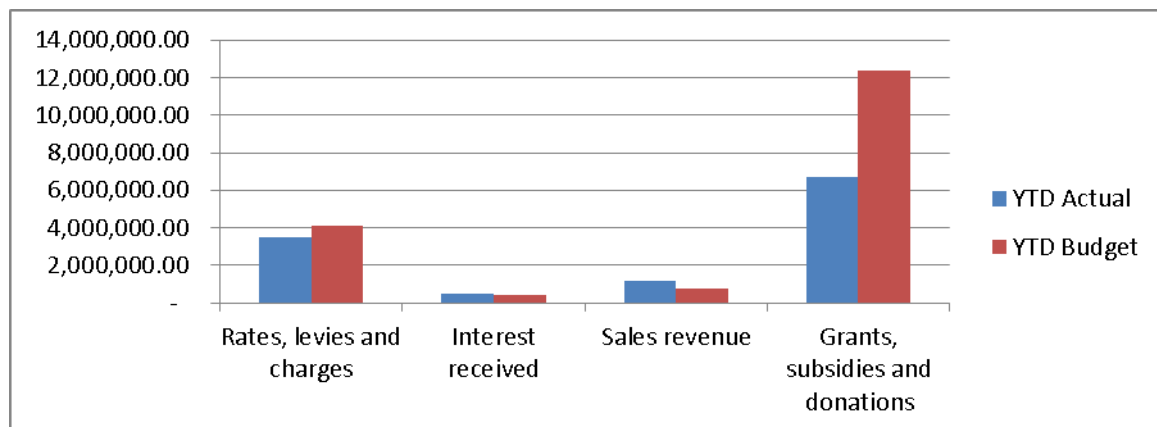
Quarterly results show a surplus in each quarter over the past financial year. Quarterly Financial performance is consistent with the receipt of Quarterly grants and the levying of rates.

Rates revenue constitutes approximately 27% of Councils revenue.

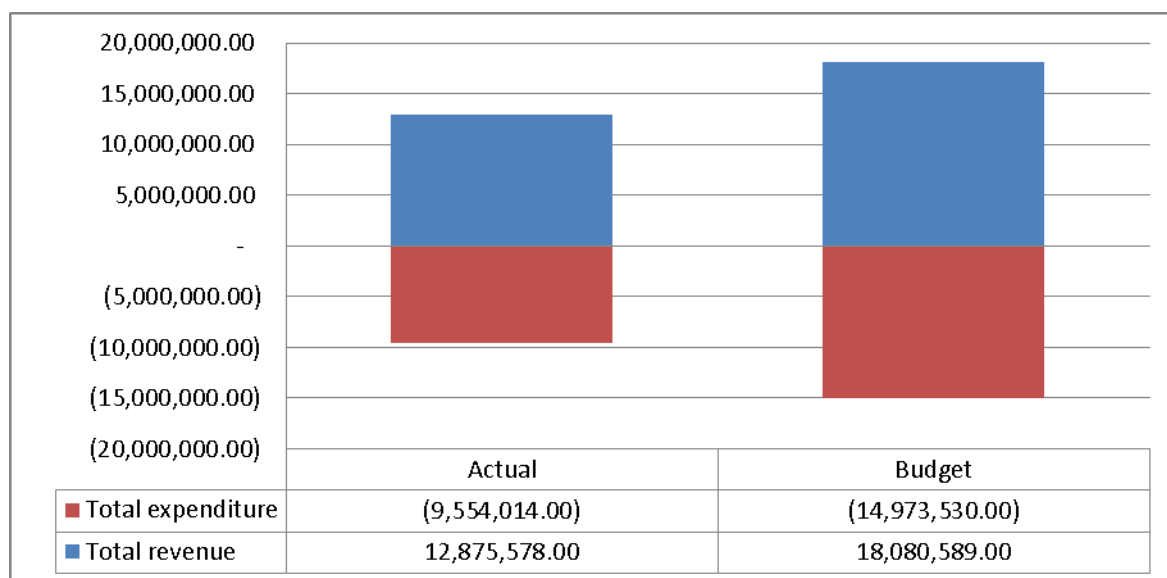
Non Capital recurrent grants, contributions, subsidies and donations constitute approximately 42% of Councils revenue – this revenue has been received consistently each quarter. Second quarter results show the highest revenue as Flood damage revenue was received in that period.

Expenditure has been to a large extent consistent throughout the year, however this increased significantly in the last quarter reflecting NDRRA restoration works, Asset valuation expenditure, audit expenses and so forth.



**Revenue Analysis:**

Results show that rates revenues, non capital grants, subsidies, donations were lower than budget figures whilst Interest revenue and sales revenue exceeded budget figures.

**YTD Financial Performance Summary:**

Overall year to date total revenue exceeded total expenditure resulting in a net surplus of 3million (unaudited) against a budget surplus of approximately 3million dollars.

Unaudited 2014-15 results show a positive result in comparison to the previous financial year loss of 1.2million dollars.

Previous year results show relatively lower revenue than total revenue in 2014-15 and higher expenditure than in 2014-15

Year	Revenue \$	Expenditure \$	Profit/Loss \$
2013-14 (Audited)	10,780,892	11,997,206	-1,216,314
2014-15 (Unaudited)	12,875,578	9,554,014	3,321,564

## 3. STATEMENT OF FINANCIAL POSITION – VARIANCE ANALYSIS

	June 2015 (unaudited)	May 2015	June 2014	% Change (May to June 2015)
<b>Current assets</b>				
Cash and cash equivalents	15,171,178	16,825,367	16,144,278	-10%
Trade and other receivables	1,184,923	356,014	1,184,680	233%
Inventories	190,071	297,954	237,621	-36%
Other financial assets	116,395	72,282	-	61%
<b>Total current assets</b>	<b>16,662,567</b>	<b>17,551,617</b>	<b>17,566,579</b>	
<b>Non-current assets</b>				
Property, plant and equipment	111,747,865	111,559,655	109,254,468	0%
<b>Total non-current assets</b>	<b>111,747,865</b>	<b>111,559,655</b>	<b>109,254,468</b>	
<b>Total assets</b>	<b>128,410,432</b>	<b>129,111,272</b>	<b>126,821,047</b>	
<b>Current liabilities</b>				
Trade and other payables	130,488	122,041	2,022,650	7%
Provisions	413,545	447,886	27,255	-8%
Other current liabilities	6,000	6,000	-	0%
<b>Total current liabilities</b>	<b>550,033</b>	<b>575,927</b>	<b>2,049,904</b>	
<b>Non-current liabilities</b>				
Provisions	551,302	509,813	577,537	8%
<b>Total non-current liabilities</b>	<b>551,302</b>	<b>509,813</b>	<b>577,537</b>	
<b>Total liabilities</b>	<b>1,101,335</b>	<b>1,085,740</b>	<b>2,627,442</b>	
<b>Net community assets</b>	<b>127,309,097</b>	<b>128,025,532</b>	<b>124,193,605</b>	
<b>Community equity</b>				
Asset revaluation surplus	66,896,276	66,896,279	67,335,473	0%
Retained surplus	53,708,694	54,415,127	56,858,132	-1%
Reserves	6,704,127	6,704,127	-	0%
<b>Total community equity</b>	<b>127,309,097</b>	<b>128,015,532</b>	<b>124,193,605</b>	

**Notes to Statement of Financial Position****Current Assets**Cash and cash equivalents

Cash balances decreased by 10% from the last reporting. Cash outflows exceeded cash inflows as most grants and contributions for the last quarter of the financial year were received in April and May. Cash outlays relate to wages and materials and services payments incurred over the month of June. Cash balances as at 30 June 2014 were higher than cash balances as at 30 June 2015.

Trade and other receivables

Trade and other receivables increased by 233% from the last reporting period reflecting invoices raised for completed RMPC work, outstanding RMPC claims from the previous year and ATSI TIDS claims. Receivables as at 30 June 2015 - \$1,184,923 > Receivables as at 30 June 2014 \$1,184,680. Rates receivables as at 30 June 2014 sat at \$213,173 against a balance of \$143,710 at 30 June 2015 reflecting improved collection of outstanding rates and utility charges.

Inventories

End of year stock take was conducted and stock values were adjusted accordingly.

Property Plant & Equipment

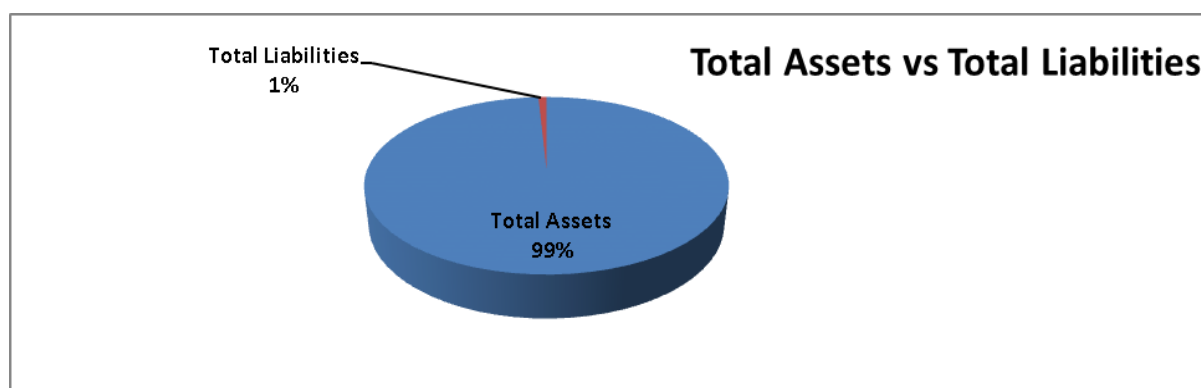
Property plant and equipment opening balances are drawing from the audited financial statements. Asset revaluation results will result in adjustments to the value of Property plant and equipment balances as at 30 June 2015, the asset register will be updated accordingly. Capital works in progress increased as expenditure was incurred on the reseal of roads under ATSI TIDS. Major capital works in progress will be capitalised as at 30 June 2015.

Liabilities and Provisions

Liabilities as at 30 June sit at \$130,000 however this figure excludes accruals to be processed in July.

Provisions have been made for annual leave and long service leave liabilities. Amounts expected to be settled within 12 months are considered as current liabilities while any amounts not expected to be settled within 12 months are considered to be non current liabilities. An annual provision has been made for the cost of restoration of refuse dumps as it is probable that Council will be liable or required to incur such a cost on cessation of use of these facilities.

Total Liabilities as at 30 June are approximately 1% of Councils total non current and current asset value as illustrated below:



## 4. SUMMARY OF CASH INVESTMENTS HELD

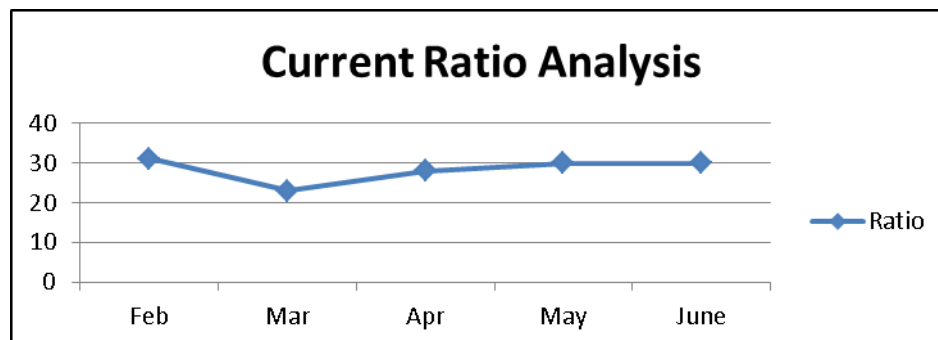
Account	Balance
QTC Investment	11,012,387
ME BANK	519,000
Westpac Cash Reserve	3,175,634

Interest rates continue to be monitored on a monthly basis. Interest rates ranged from 2.5% up to 2.9% for periods of six to twelve months over the month of June. Cash flows are expected to increase in over the next month as Financial Assistance grants are received. Excess/Surplus cash will be invested as per Investment policy.

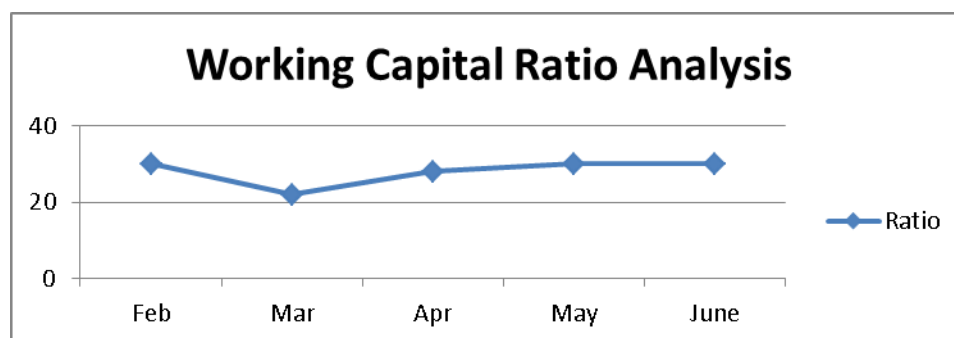
## 5. MEASURES OF COUNCILS FINANCIAL SUSTAINABILITY

Measure	How the measure is calculated	Actual	Target
<b>Current Ratio:</b> Measures Councils to meet short term obligations from cash and Liquid financial assets	Current assets divided by current liabilities	30	This ratio should exceed 1:1
<b>Working capital ratio:</b> Measures the extent to which Council has liquid assets available to meet short term financial obligations	Unrestricted current assets divided by current liabilities	30	This ratio should exceed 1:1

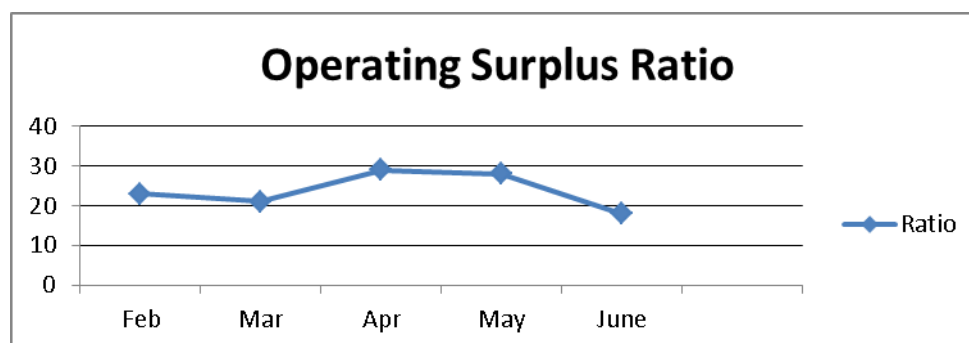
<b>Operating surplus ratio:</b> measures the extent to which operating revenues cover operational expenses	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	18	Between 0% and 10%
<b>Net financial liabilities ratio:</b> Measures the extent to which the net financial liabilities of Council can be serviced by operational revenue	Total liabilities less current assets divided by total operating revenue (excluding capital items)	-134	not greater than 60%



*Council's Current ratio remained consistently above target at the end of June.*

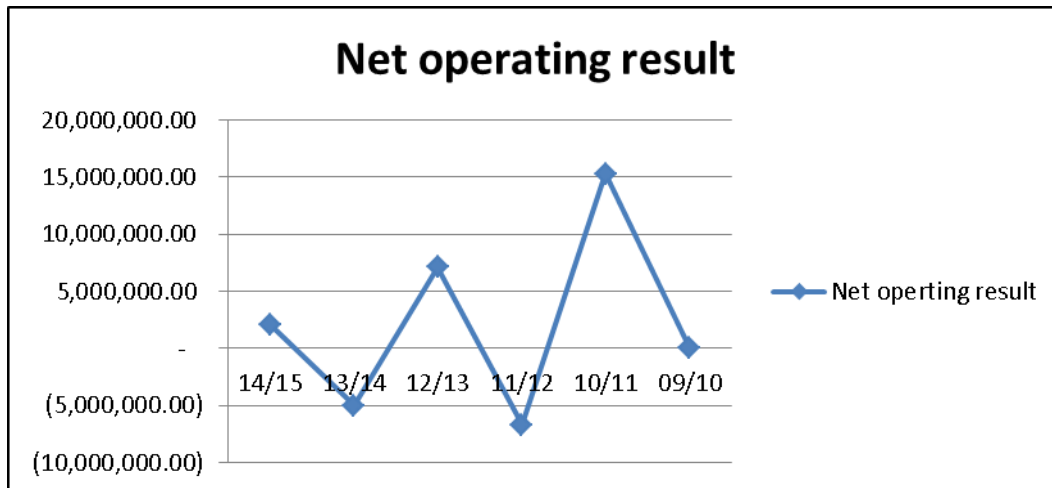


*Working Capital ratio remains consistently above target reflecting a healthy position*

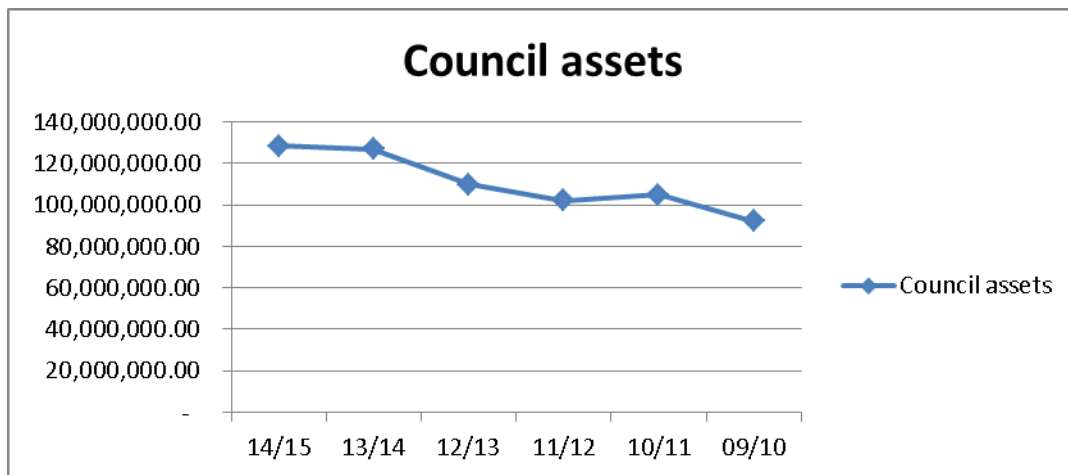


*The operating surplus ratio declined in June reflecting higher expenditure and a move towards target.*

6. TREND ANALYSIS



Unaudited results for 2014-15 show a net surplus of approximately 3 million dollars.



Assets have increased steadily over the past five years. Non current asset values will be updated on completion of the asset revaluation exercise.

## 7. STATEMENT OF CASH FLOW

	30 June 2015 (unaudited) \$	30 June 2014 \$
<b>Cash flows from operating activities</b>		
Receipts from customers	5,052,905	6,717,976
Payments to suppliers and employees	- 9,319,510	- 8,348,111
	<b>- 4,266,605</b>	<b>- 1,630,135</b>
Interest received	458,441	609,118
Rental income	130,165	122,216
Non capital grants and contributions	5,432,470	1,376,346
Borrowing costs	- 14,667	- 38,639
<b>Net cash inflow (outflow) from operating activities</b>	<b>1,739,804</b>	<b>438,906</b>
<b>Cash flows from investing activities</b>		
Net payments for property, plant and equipment	- 3,958,666	- 7,742,248
Grants, subsidies, contributions and donations	1,245,762	3,667,252
<b>Net cash inflow (outflow) from investing activities</b>	<b>- 2,712,904</b>	<b>- 4,074,996</b>
<b>Net increase (decrease) in cash and cash equivalent held</b>	<b>- 973,100</b>	<b>- 3,636,090</b>
<b>Cash and cash equivalents at the beginning of the financial year</b>	16,144,278	19,780,368
<b>Cash and cash equivalents at end of the financial year</b>	<b>15,171,178</b>	<b>16,144,278</b>

## Commentary:

- The statement of cash flow reflects the cash movements of Council in 2014-15.
- Receipts from customers as at 30 June 2015 year were lower than the previous year. Payments to suppliers and employees were higher than the previous year due to the timing of creditor and wages payments.
- Interest received was lower than the previous year as interest rates have been lower.
- Borrowing costs/Bank Fees were lower than the previous year.
- Cash outlays for property plant and equipment were lower than the previous year and capital receipts were lower than the previous year.
- Overall cash outflows as at 30 June 2015 exceeded cash in flows resulting in a net decrease in cash held.

## 8. RECOMMENDATION

That Council notes the contents of this report.

## ATTACHMENTS

Nil

## Projects and Human Resources Manager Reports

### 07.05.01 Human Resources Report

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DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay – Projects & Human Resources Manager
FILE REF:	Council Meeting July 2015 – PHRM Report
DATE:	7 <sup>th</sup> July 2015
LINK TO COUNCIL PLAN/S:	Nil

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#### 1. HUMAN RESOURCES UPDATE

##### Staff Changes:

###### Accountant:

Ian Honour (Partners in Business) continues to provide invaluable support to the Finance Department for all year-end processes. Ian will continue to work with the Finance team in developing the 2015-2016 budget and in preparing the 2014-2015 Financial Statements.

Council has engaged Crowe Horwath to provide outsourced Financial Accountant services on a trial basis. This will involve a Crowe employee visiting Council on a monthly to two-monthly basis, with the remainder of the role being conducted remotely. This solution is potentially more expensive than the rehiring of a full-time Finance Accountant based in Burketown. However, it does provide multiple levels of redundancy, continuity, and removes any training and recruitment requirements. The operational efficacy of this arrangement will be monitored and reviewed on an ongoing basis to determine if it is an appropriate long-term approach.

###### Events/Community Development:

Council is investigating a restructuring of the Events role to more closely represent a Community Development Officer position.

###### Grants Officer Role:

As requested at the June 2015 Council Meeting, there will be a separate report presented examining options for a Grants Officer function.

###### Performance Reviews:

Performance Reviews are scheduled to commence for Depot staff in the week starting 20 July 2015 and for Administration Office staff in the week starting 3 August 2015.

###### New Certified Agreement:

There has been no firm update on the progress of the State Government's Industrial Relations Act Reforms/Modern Award Review. It is expected that the Minister will direct the QIRC regarding the review of the Modern Award at some stage in July. This direction is expected to provide information regarding time-frames and the scope of the review.

###### Induction Day:

Council conducted an Induction Day for staff on 24 June 2015. At this training session all staff were re-familiarised with key Council policies and procedures, as well as their responsibilities under the Local Government Act. It is Council's intent to make this training an annual event.

Following the induction session, there was a BBQ lunch for all staff followed by a presentation on mental health from Cath Walker from RFDS. This presentation was very well received.

###### JCC:

JCC XVIII is scheduled for Monday August 10.

Training:

The following training has taken place over the last month:

- Fraud Awareness training for Councillors, Managers, Supervisors, Administration and Finance staff
- Ongoing completion of Certificate IIIs in plant operation/pipe laying/civil construction by depot staff
- Ongoing completion of Apprenticeships (David Marshall and Matthew Douglas) and Traineeships (Jayden Douglas)
- Weekly toolbox training has recommenced with the arrival of Tammy Baptie (all staff)
- Induction Day (all staff)
- Asset Management Diploma Block 2 (of 3) for CEO, PHRM, WM, FM and WFM

2. CONCLUSION

June has seen a more strategic approach to recruitment, as the shape of roles and possibility of utilizing outsourced options is examined in terms of accounting, events/community development and grants. The successful completion of the much-delayed Induction Day was most welcome, as will be the upcoming round of Performance Reviews.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil



## Projects and Human Resources Manager Reports

### 07.05.02 Staff Rental Payment Procedure

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DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay, Projects & HR Manager
FILE REF:	Business Paper 16 July 2015
DATE:	7 July 2015
LINK TO COUNCIL PLAN/S:	Budget (Rental Income – Housing)

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#### 1. PURPOSE

To formalize a procedure for management of rental payments by staff living in Council-owned accommodation.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

At the June 2015 Ordinary Council Meeting, Councillors requested that this process be formalized to provide clarity and consistency around the accounting for staff rental payments.

At present, some staff pay fortnightly rental while others – who have rental included as part of their remuneration package – do not.

#### 3. PROPOSAL

That the attached procedure HRM-PRO-011 Staff Rental Payment Procedure be implemented. Any staff rental arrangements that do not currently comply to this procedure will be rectified to ensure organization-wide consistency.

This will mean that, in future, those staff will have the rental component of their remuneration package appear on their fortnightly payslip, along with a corresponding deduction back to Council for the same amount.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

While the net financial impact on staff and Council will be nil, this procedure will ensure that rental payments are being made to Council in all instances where Council staff occupy Council-owned accommodation.

#### 5. POLICY & LEGAL IMPLICATIONS

Affected staff will need to be notified in writing of the changes, which will in some cases amend existing contracts of employment. These staff will also be required to complete Authorisation to Deduct from Wages forms. Moving forwards, it will be critical that any new employment agreements are executed in accordance with this procedure.

#### 6. CRITICAL DATES & IMPLEMENTATION

The procedure will be formally implemented following Council's consideration.

7. CONSULTATION

The PHRM and FM have consulted in the development of the procedure, following guidance from Councillors at the June 2015 Ordinary Council meeting.

8. CONCLUSION

As requested, please find the proposed procedure attached.

9. OFFICER'S RECOMMENDATION

- a) That Council notes the contents of this report; and
- b) That Council considers the introduction of HRM-PRO-011 Staff Rental Payment Procedure; and
- c) That Council approves the introduction of HRM-PRO-011 Staff Rental Payment Procedure

ATTACHMENTS



HRM-PRO-011 Staff  
Rental Payment Proce

- 1. HRM-PRO-011 Staff Rental Payment Procedure

## 08 Chief Executive Officer Reports

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### 08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

08.01.02 Operational Plan – 4th Quarterly Update – July 2015

08.01.03 Operational Plan 2015-16

## Chief Executive Officer Reports

### 08.01.01 Chief Executive Officer Report

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper 16 July 2015
DATE:	06.07.2015
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

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#### 1. COUNCIL'S KEY PLANNING DOCUMENTATION

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

Planning Docs	Comments	Status
Town Planning Scheme	<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> <p>Completion timeframe: dependent on progression of Murweh Scheme.</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>Completion timeframe: 31 October 2015</p>	Monitor
Operational Plan 2015-16	The Operational Plan 2015-16 will be submitted to Council for adoption on 16 July 2015.	On track
Operational Plan 2014-15	<p>Adopted at Ordinary Council Meeting: July 2014.</p> <p>Quarterly progress reports were submitted to Council in October 2014, January 2015 and April 2015. The final quarterly report will be presented to Council on 16 July 2015. This report will also be incorporated into the Annual Report for 2014-2015.</p> <p>Completion timeframe: 16 July 2015</p>	Completed

Pest Management Plan	<p>BSC has approached Biosecurity Queensland for assistance in revising the Pest Management Plan.</p> <p>Council will release an EOI shortly for the creation of a working group to progress the following:</p> <ul style="list-style-type: none"> <li>- Review of existing plan</li> <li>- Drafting of new plan</li> <li>- Release to community for comment</li> <li>- Submission to Minister for comment</li> <li>- Review in line with Ministerial comments</li> </ul> <p>Completion timeframe: 15 December 2015</p>	On track
Budget 2015-2016	<p>To be adopted at Ordinary Council meeting on 16 July 2015.</p> <p>As part of the budget preparation process, Council has conducted a full review of all rating categories and utility charges. Changes arising from this review will be captured in Council's Revenue Statement and Revenue Policy, which will be adopted on 16 July 2015.</p> <p>Full Asset Revaluations currently taking place. The condition assessments arising from the associated assessments will impact on long-term financial planning.</p>	On track
Budget 2014-2015	<p>Adopted at Ordinary Council Meeting: 19 June 2014.</p> <p>Council's Financial Statements are currently under preparation. These will be audited by the Queensland Audit Office during October. Results will be tabled in Council's Annual Report 2014-2015.</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.</p>	Completed
Corporate Plan 2014-2019	<p>Adopted at Ordinary Council Meeting: June 2014.</p> <p>Amendments adopted at February Council meeting. The Plan can be accessed on Council's website.</p>	Completed
Local Disaster Management Plan 2014-2015	<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>	Completed
Internal Audit Plan and Internal Audit Committee 2014-2015	<p>The Internal Audit Plan was adopted at the February Council meeting. The first meeting of the Internal Audit Committee was held on Thursday 5 March 2015. The second meeting of the Internal Audit Committee is to be held on 12 June 2015.</p> <p>The key focus of the Internal Audit Committee is on Council's Asset Management policy, strategy, planning and practices.</p> <p>Further information on the Internal Audit Committee will be provided in the Annual Report 2014-2015.</p>	Completed

## 2. COUNCIL PROJECTS

The table below provides an update on the status and progress of key Council projects. Completed projects will be removed from the list following final project reports and appropriate funding acquittals.

Current Projects	Comments	Status
Asset condition inspections and asset revaluations	<p>Council engaged APV to conduct a full asset revaluation. This process is nearing completion in preparation for the completion of Council's Financial Statements for 2014-2015.</p> <p>To ensure that asset condition and asset valuations are up-to-date, Council is completing a CCTV inspection of the Burketown sewer and stormwater network and a RACAS inspection of all Shire roads.</p> <p>Completion timeframe: 31 October 2015</p>	On track
Pontoon	<p>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.</p> <p>Funding agreements with Cth (NSRF) and State (Royalties for the Regions) have been finalized.</p> <p>Completion timeframe: 30 August 2015</p>	On track
Renovations and Repair to Council buildings	<p>Council has released tender documentation for the renovation and repair of the following buildings:</p> <ul style="list-style-type: none"> <li>- Gregory Hall;</li> <li>- HACC/Old Church building;</li> <li>- Council Administration Office – roof</li> </ul> <p>Funding of these projects will be determined at the July 2015 Council meeting. Completion timeframe TBA.</p>	On track
Burketown ILUA implementation	<p>Council has completed the first part of the process for acquiring land under the Burketown Indigenous Land Use Agreement.</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>A range of development projects will flow out of the Burketown ILUA. These include the development of residential, rural residential and light industrial land.</p> <p>Completion timeframe: ongoing</p>	On track
Scrap Metal Removal	<p>Scrap Metal has now been removed from the Burketown and Gregory landfill sites. This was a cost neutral exercise for Council.</p> <p>Completed April 2015</p>	Completed
Renovation of Council Administration Building	<p>The renovation of the Administration Building was completed on 18 January 2015. Renovations were completed on-time and on-budget.</p> <p>Completed January 2015</p>	Completed

Burketown Landfill	<p>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 and Waste Management and Recycling Plan.</p> <p>Funding for this suite of projects will be determined at the July 2015 Council meeting.</p> <p>Completion timeframe: TBD post-budget meeting.</p>	Monitor
Gregory Ablutions	<p>The installation of the new ablution units in Gregory was completed in June 2015.</p>	Completed
Rates Audit and preparation for 2015-2016 financial year	<p>Council's historical rates audit is nearing completion. A number of minor issues have been identified and rectified. Council will now work toward refining differential rating categories, adding additional rating categories and reviewing water access charges.</p> <p>Council will also revise all documentation associated with rates: explanatory documentation, rates notices etc. to ensure all rates related documentation is easier to understand.</p> <p>Completion timeframe: July 2015</p>	On track
Burketown Cultural History Project	<p>The archival work conducted to date has unearthed some very interesting information. Council will look to bring the archivist to Burketown to complete workshops with residents (town and pastoral) to access, scan and consolidate the Shire's historical information.</p> <p>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.</p> <p>Completion timeframe: October 2015 (first draft)</p>	On track
Community Satisfaction Survey	<p>Council to develop a Community Satisfaction Survey to assist in community consultation and acquisition of feedback and metrics. 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.</p> <p>Completion timeframe: Council is scheduled to release the Community Satisfaction Survey in December 2015, as per the 2015-2016 Operational Plan.</p>	On track
Gravel Pits	<p>CEO, Works Manager and Rural Works Supervisor have completed a full review of the boundaries of Burke Shire Council gravel pits operated under Sales Permit 002293. The results have been submitted to DAFF.</p> <p>As part of this review, the Hells Gate Pit has been placed on Council's Sales Permit.</p> <p>Completed: February 2015</p>	Completed

NDRRA acquittals 2012-2013	<p>The status of Council acquittals for NDRRA projects from 2012-2013 are detailed below:</p> <p>BrkSC.10.12 and Brk SC 13.13:</p> <ul style="list-style-type: none"> <li>- Council identified total expenditure of \$3,198,955.80</li> <li>- QRA approved expenditure: \$3,196,369.48</li> </ul> <p>BrkSC.11.12:</p> <ul style="list-style-type: none"> <li>- Council identified total expenditure of \$729,739.14</li> <li>- QRA approved expenditure: \$729,705.01</li> </ul> <p>BrkSC.15.13:</p> <ul style="list-style-type: none"> <li>- Council identified total expenditure of \$254,001.10</li> <li>- QRA approved expenditure: \$254,001.10</li> </ul>	Completed
NDRRA 2014 (TC Fletcher)	<p>The status of Council's 2014 NDRRA program is detailed below:</p> <p>BrkSC.16.14 (REPA):</p> <ul style="list-style-type: none"> <li>- REPA Approved Value \$8,224,626.00 (excl. GST). This value represents the total eligible amount less Council's trigger point contribution of \$23,108.00.</li> </ul> <p>Contract for <b>Earthworks</b> component awarded by Council at the April Council meeting. This work is progressing as scheduled.</p> <p>Tender for <b>stabilisation</b> work closed on 29 June 2015 and will be awarded at the July 2015 Council meeting.</p> <p>The tender documentation for the <b>concrete and gabion</b> work is currently under development.</p> <p>BrkSC.17.14 (Emergent):</p> <ul style="list-style-type: none"> <li>- Compliance and VfM assessments complete. Moving towards Briefing Note</li> </ul> <p>Completion timeframe: November 2015</p>	On track
Roads Programs – 5 year infrastructure plan	<p>GBA engaged to assist Council to develop a 5 year road infrastructure plan in line with TIDS, QRA, R2R funding.</p> <p>Completion timeframe: 31 October 2015</p>	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 subject to review of Local Government Industry Award
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	<p>The Burke Shire Nijinda Durlga comprises a community hall, visitor offices, boardroom, commercial kitchen and large outdoor decking area.</p> <p>Practical Completion on 28 October 2014.</p>	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	<p>An auction for the sale of seven residential lots in Gregory was held on Saturday 2 May 2015. No sales were made at this auction.</p> <p>Council subsequently entered negotiations with interested parties and has sold all seven lots.</p> <p>Completed July 2015</p>	Completed
Weed spraying: Gregory River Catchment	<p>An initial weed spraying project was completed in July 2014.</p> <p>Council has subsequently committed funding in 2014-2015 and 2015-2016 to fund further weed eradication projects in the upper Gregory River catchment.</p> <p>Progress reports will be tabled in Council meetings on a quarterly basis.</p> <p>Completion timeframe: TBD 2016</p>	On track
Records Keeping: archive project	<p>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.</p> <p>Completed March 2015</p>	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> <p>Complete in October 2014.</p>	Completed

House Inspections	First round of Housing Inspections completed in October 2014.  The next round of housing inspections is scheduled for October 2015.	Completed
ANZAC centenary: BKT	Council committed funding to commemoration of Anzac for 2015 and 2016. \$20,000 will be available for statuary, public monument in 2016 for both Gregory and Burketown.	Monitor
ANZAC centenary: GRG	Application for Commemorative Communities Grant submitted for restoration of Honour Boards.  Formation of Committees for progressing funding/delivery of commemorative monuments for Anzac 2016.  Historypin Grant submitted for archivist to explore personal, pastoral, township and Shire-based experiences of the First World War.  The most recent meetings for the Commemorative Committees were held on 18-19 May 2015.  Completion timeframe:	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. Projected costings will not be included in Council meeting reports.

Projects to plan and cost	Comments	Status
Removal of waste tyres from Burketown & Gregory landfills	Following the completion of the scrap metal removal from the two landfill sites, Council is looking to release a tender for the removal of waste tyres from the BKT and GRG landfill sites. The tyres will be sorted, catalogued and transported to Townsville for eventual freighting to Brisbane for disposal/recycling.  Further discussions at the ROC and RRTG meetings will also explore options for shredding tyres prior to disposal. Provided the right waste-recycling stream can be identified, this option would save on transportation costs.  Completion timeframe: subject to NWQROC determination	No change On track
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.  Subject to the 2015-2016 budget, Council will look to progress further research in to the design of this facility.  Completion timeframe: design work by November 2015	On track

<p>Burketown Wharf Car Park and Boat Ramp widening project</p>	<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> <p>Completion timeframe: subject to DTMR funding</p>	<p>On track</p>
<p>Renovation of the Burketown Visitor Information Centre</p>	<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. This documentation is currently under development. Progressing this renovation work will be subject to the 2015-2016 budget and identification of external funding sources.</p> <p>Completion timeframe: subject to budget, external funding opportunities.</p>	<p>On track</p>
<p>Sewerage Treatment Re-design</p>	<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 have completed MEDLI modelling (model for effluent disposal using land irrigation) for the Burketown STP. Results indicate no adverse environmental impact.</p> <p>This modelling will help generate the parameters that Council will need to satisfy in re-designing the sewerage treatment process. Council has received a preliminary draft for this re-design and will continue to discuss this project.</p> <p>Completion timeframe: subject to ongoing discussions with S&amp;B and EHP in relation to preferred design.</p>	<p>On track</p>
<p>Solar energy for WTP in Gregory</p>	<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> <p>Completion timeframe: subject to land tenure outcomes in Gregory.</p>	<p>Monitor</p>

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 &amp; Bristow will be conducting Irrigation Monitoring at the Burketown STP. This visit will also incorporate advice on appropriate telemetry systems for the STP.</p>	On track
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>	Monitor
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>	In progress
Gregory Works Depot	Subject to land tenure resolution in Gregory.	Monitor

Airport terminal in BKT	Subject to 2015-2016 budget and identification of external funding.	Monitor
Airstrip realignment in BKT	De-prioritized	Monitor

#### 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

Gregory:

Council was successful in its Mobile Black Spots Programme application to have a mobile phone base station built in the township of Gregory. Further discussions are required to determine the roll-out date for this project.

Burketown:

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

GOVERNANCE CALENDAR			
What	Where	When	Attendees
Economic Development Roundtable	Doomadgee	28 <sup>th</sup> August 2014	Cr Camp, Cr Poole, Cr Murray
Queensland Western Roads Action Plan	Mt Isa	28 <sup>th</sup> August 2014	Cr Forshaw
NWQ RRTG Technical Committee Meeting	Karumba	22 <sup>nd</sup> August 2014	Works Manager
NWQ RRTG and ROC meeting	Karumba	5 <sup>th</sup> September 2014	Mayor, CEO
Burketown ILUA negotiator meeting	Brisbane	12 <sup>th</sup> September 2014	Cr Poole, CEO
CEO Roundtable	Brisbane (LGAQ funded)	3 October 2014	CEO
SEGRA (Sustainable Economic Growth for Regional Australia)	Alice Springs	8-10 <sup>th</sup> October	Cr Poole, PHRM

LGAQ Annual Conference	Mackay	27-29 <sup>th</sup> October	Mayor + CEO + Councillor(s)
LGAQ Innovation Forum	Burketown	24 <sup>th</sup> November 2014	Mayor, Deputy Mayor, Cr Forshaw, CEO, PHRM
NWQ Regional Roads & Transport Group	Burketown	24 <sup>th</sup> November 2014	Mayors, CEOs, DTMR, LGAQ
NWQ Regional Organisation of Councils	Burketown	25 <sup>th</sup> November 2014	Mayors, CEOs, DTMR, Dept. Local Government, LGAQ
GSD Meeting	Burketown	25 <sup>th</sup> November 2014	GSD members
DLG Roundtable	Cairns	2 December 2014	Mayor & Deputy Mayor
Burketown ILUA signing ceremony	Burketown	11 December 2014	All Councillors and CEO
Gregory Land Tenure meeting with Waanyi	Gregory	17 February 2015	Mayor, Deputy Mayor, Cr Forshaw, CEO, PHRM
Burketown ILUA discussions	Burketown	26 February 2015	Mayor, Deputy Mayor, Cr Murray, CEO
Elected Members Update	Doomadgee	3 March 2015	Mayor
Enterprise Bargaining Information Session	Burketown	3 March 2015	Mayor, CEO, FM
Internal Audit Committee Meeting	Teleconference	5 March 2015	Deputy Mayor, FM, Brendan Macrae (QAO), Mark Wright (Chairperson), Mark Andrejic (internal auditor)
NWQROC	Hughenden	12-13 March 2015	Mayor, Cr Forshaw, CEO
NWQRRTG	Hughenden	12-13 March 2015	Mayor, Cr Forshaw, CEO
Gregory Land Tenure discussions	Gregory	16 March 2015	Councillors, CEO, PHRM
Tourism and Events Australia – Regional Planning	Mt Surprise	27 March 2015	CEO & 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
Internal Audit Committee conference	Cairns	24 June 2015	Deputy Mayor
Bush Council Convention	St George	30-31 July 2015	TBD
NQLGA	Palm Island	3-5 August 2015	Mayor, Deputy Mayor, Cr Forshaw, CEO
Meeting with Premier and Minister for Education	Mt Isa	7 August 2015	Mayor, Deputy Mayor, CEO

7. WORK HEALTH AND SAFETY

See Attachment 1

8. OFFICER'S RECOMMENDATION

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

9. ATTACHMENTS



CEO Report - A1 -  
WHS Report June 2015

1) WHS June Report



CEO Report - A2 -  
Dugald River Haulage

2) MMG Update on Dugald River Haulage

## Chief Executive Officer Reports

### 08.01.02 Operational Plan – 4<sup>th</sup> Quarterly Update – July 2015

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Operational Plan
DATE:	8 July 2015
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

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1. PURPOSE (Executive Summary)

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council receives quarterly updates on the Operational Plan. The first quarterly update on the 2014-2015 Operational Plan was presented at the October Council meeting (16.10.2014). The second update was presented at the January Council meeting (22.01.2015). The third update was presented at the April Council meeting (16.04.2015).

3. PROPOSAL

That Council makes use of these reports to:

- a) Continue identifying areas of particular strategic/operational interest and concern; and
- b) Map progress toward implementing the annual operational plan and broader Corporate Plan.

4. FINANCIAL & RESOURCE IMPLICATIONS

Contingent on progress update and organisational needs arising from Report.

5. POLICY & LEGAL IMPLICATIONS

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

6. CRITICAL DATES & IMPLEMENTATION

Reporting period:

- April 2015 – June 2015
- July 2014 – June 2015

7. CONSULTATION

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



8. CONCLUSION

Council tracked well against the majority of milestones and KPIs outlined in the Operational Plan. Areas of interest and areas of concern are identified in Attachment 1.

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



150707 - Operational  
Plan 2014-2015 - 4th

1. 150707 Operational Plan – Fourth Quarterly Update

## Chief Executive Officer Reports

### 08.01.03 Operational Plan 2015-16

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper 16 July 2015
DATE:	8 July 2015
LINK TO COUNCIL PLAN/S:	Corporate Plan 2014/19, Budget 2015/16

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1. PURPOSE (Executive Summary)

To present Council with the Operational Plan for 2015-2016

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Operational Planning workshops have been held in April, May and June. Quarterly reports on the 2014-2015 Operational Plan have taken place in October 2014, January 2015 and April 2015.

3. PROPOSAL

That Council receives the draft Operational Plan 2015-16; and  
That Council adopts the draft Operational Plan 2015-2016 subject to any changes.

4. FINANCIAL & RESOURCE IMPLICATIONS

The financial implications of progressing the Operational Plan 2015-2016 are contained in the 2015-2016 budget document.

5. POLICY & LEGAL IMPLICATIONS

Local Governments are required to adopt an Operational Plan under section 174 of the Local Government Regulation 2012.

The content requirements of the Operational Plan are outlined in section 175 of the Local Government Regulation 2012.

175(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 –
  - a. Progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and
  - b. Manage operational risks;

6. CRITICAL DATES & IMPLEMENTATION

To adopt at the Ordinary Council meeting in July 2015.

7. CONSULTATION

The Operational Plan has been derived from the Corporate Plan 2014-2019 and in relation to the 2014-15 & 2015-2016 budgets.

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

8. CONCLUSION

The draft Operational Plan will be reviewed further in accordance with the 2015-16 budget.

9. OFFICER'S RECOMMENDATION

That Council receives the Operational Plan 2015-2016; and  
That Council adopts the Operational Plan 2015-2016

ATTACHMENTS



150708 - Burke Shire  
Operational Plan 2015-2016

1. Operational Plan 2015-2016

## 09 Late Item Reports

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### 09. Late Item Reports

#### 09.01

## Late Item Reports

### 09.01 Material Change of Use (MCU) – MMG Storage and Disposal of Regulated Waste from outside the Lawn Hill Mining Lease Area

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DEPARTMENT:	Integrated Planning & Sustainable Development
RESPONSIBLE OFFICER:	Liz Taylor; Town Planning Consultant Philip Keirle; CEO
FILE NO:	MCU 2014-05
DATE:	12 July 2015
LINK TO COUNCIL PLAN/S:	Town Planning Scheme

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#### 1. PURPOSE (Executive Summary)

For Council to consider the following:

Application for a Development Permit for Material Change of Use (MCU) – Code Assessable – Industry (Storage and Disposal of Regulated Waste from outside the Lawn Hill Mining Lease Area)

and

Environmentally Relevant Activities (ERA 56 Receiving and Storing Regulated Waste and ERA 60(1)(a) Waste Disposal<50000t/yr)- (Concurrence Agency DEHP Approval).

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

**APPLICANT:** MMG Century Ltd  
C/- Matt Lord, Superintendent Environment  
P O Box 8016  
GARbutt QLD 4814

**APPLICATION:** Application for a Development Permit for Material Change of Use (MCU) – Code Assessable – Industry (Storage and Disposal of Regulated Waste from outside the Lawn Hill Mining Lease Area)

and

Environmentally Relevant Activities (ERA 56 Receiving and Storing Regulated Waste and ERA 60(1)(a) Waste Disposal<50000t/yr)- (Concurrence Agency DEHP Approval).

**ADDRESS:** Lawn Hill Century Mine – Mining Lease: ML90045, being part of Lot 6 on CP907593

**ZONE:** Rural Zone

Further details are provided in section 3 of this report.

#### 3. PROPOSAL

This Application is made by MMG Century Ltd. The site subject of this Application is described as part of ML90045, being part of Lot 6 on CP90759 and situated at Century Mine, Lawn Hill.

The Application seeks a Development Permit for:

- MCU – Industry (Storage and Disposal of Regulated Waste from outside the Lawn Hill Mining Lease Area).

The Department of Environment and Heritage Protection (DEHP) is the Assessment Manager for the two Environmentally Relevant Activities (ERA).

The subject site is located within the Rural Zone under the Burke Shire Planning Scheme 2003, and requires Code Assessment.

A Town Planning Report and an Environmental Assessment prepared by Ashgrove Environmental Pty Ltd accompanies the Application and addresses the relevant town planning and environmental issues relating to the proposed development, including the:

- Statutory Planning and Environmental Process;
- State Planning Instruments; and
- Burke Shire Planning Scheme 2003.

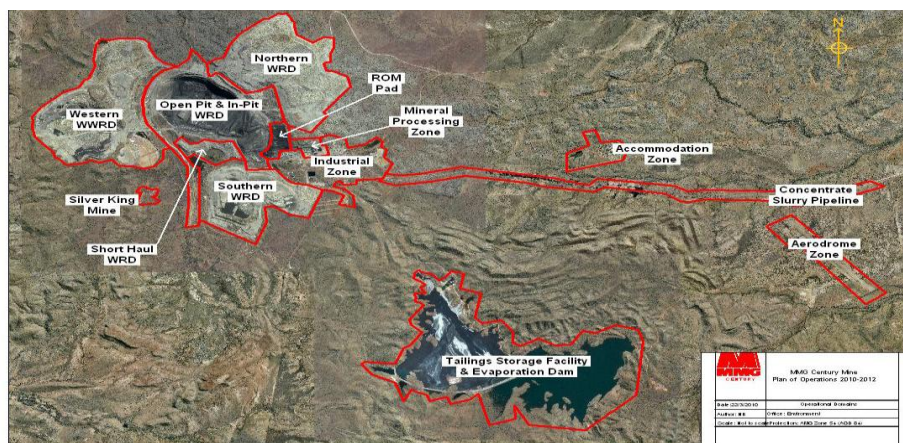
## SITE AND BACKGROUND

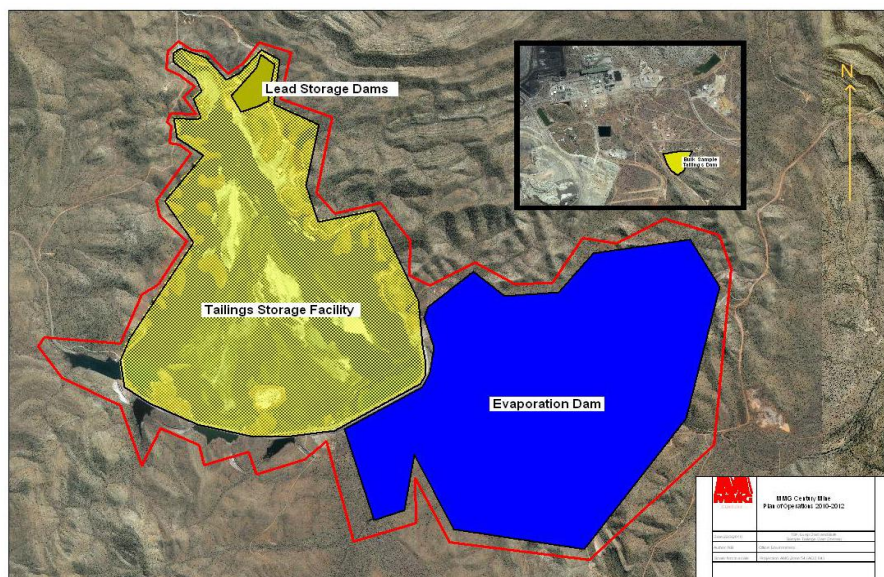
The site for the disposal and storage of Regulated Waste is located on ML90045, one of two mining leases held by MMG Century Ltd. The underlying land tenure is a 40 year term lease (No: 0/208881) granted in September 1997 pursuant to the Century Zinc Project Act 1997 (Qld) and the Land Act 1994 (Qld). The State is the registered land owner and on that basis Land Owners Consent from the State government was required and has been provided with the Application.

The Century Mine includes a concentrate pipeline between the mine and a port facility at Karumba. The mine and part of the concentrate pipeline is in Burke Shire, and the Karumba Port Facility and balance of the pipeline is in Carpentaria Shire. MMG Century Ltd is also developing the Dugald River Mine, which is located 30km north-west of Cloncurry. Collectively, these facilities comprise MMG's Queensland operations.

The Century Mine is a conventional open pit mining operation which uses drilling, blasting and extraction techniques to win zinc and lead ores of approximately 5.5 Mt per annum.

The mining operation includes a Tailings Storage Facility (TSF) comprising a tailings solids impoundment and an associated evaporation dam. The Facility is designed as a zero discharge facility, meaning that any overflows from the solids impoundment will be contained by the evaporation dam. The general location of the TSF within the Mining Lease Area is shown below, in addition to a more detailed plan identifying the TSF and evaporation dam.





The total capacity of the TSF has been surveyed to be 47 million cubic metres, sufficient for 70.5 million tonnes of tailings at an average density of 1.5 tonnes per cubic metre. At the last survey, in August 2012, the amount of tailings in the TSF was 35 million cubic metres (52.26 million tonnes) and the current estimate for tailings generation to the end of Century Mine life in 2016 is a total of 45.3 million cubic metres (68 million tonnes). If the estimate is correct, the TSF has the capacity to accept the additional regulated waste.

The quantity of wastes to be transported to the TSF from off-site is in the order of 2,500 tonnes per annum, which equates to about 2,000m<sup>3</sup> of material. It is contended that this quantity is small in comparison with the available storage capacity in the TSF and will not affect the final capacity to store tailings. However, these estimates do not include consideration of current and future processing of ore received from MMG's Dugald River mine.

## PROPOSED DEVELOPMENT

MMG Century Ltd generates waste from outside the Lawn Hill Mining Lease Area:

- at the Karumba Port Facility;
- during maintenance of the concentrate pipeline connecting Century Mine with the port facility at Karumba; and
- from the development of the Dugald River mine project.

MMG's Queensland operations have identified potential synergies in transporting some of these wastes to the Century Mine for storage, treatment and disposal. This would provide several advantages in relation to waste management:

- Century Mine has facilities to treat certain wastes, such as hydrocarbon contaminated wastes and spent aerosol cans, to separate out potentially hazardous components and also components that can then be stockpiled for recycling;
- Staging and stockpiling of potentially recyclable materials at Century Mine will increase the viability of recycling these materials by minimising transport costs; and
- Century Mine has a suitable facility, the TSF, for disposal of wastes contaminated with heavy metals that cannot otherwise be treated and recycled.

There are no other more suitable facilities in the Gulf or North-Western Queensland regions.

The waste storage and disposal facilities at Century Mine are already in place for the types of wastes to be transferred from the concentrate pipeline, Karumba Port Facility and Dugald River Mine. However, as the Environmental Authority (EA) for Century Mine only covers on-site mining activities,



wastes generated from locations outside the Mining Lease Area cannot be stored or disposed of at the mine.

Therefore, MMG Century Ltd seeks Development Approval and Environmental Authority to store and dispose of certain off-site Regulated Wastes at Century Mine.

Century Mine is located on land in the Rural Zone under the Burke Shire Planning Scheme, and so a Material Change of Use Application is required, in addition to an EA, to allow the Regulated Waste storage and disposal activity to take place.

#### Waste Generation

The Table below outlines waste generated:

- at the Karumba Port Facility;
- during maintenance of the Concentrate Pipeline; and
- at the Dugald River Mine.

**TABLE 1: WASTE GENERATION**

<b>WASTE STREAM</b>	<b>KARUMBA PORT FACILITY</b>	<b>CONCENTRATE PIPELINE</b>	<b>DUGALD RIVER MINE</b>
SOILS AND SLUDGE CONTAMINATED WITH LEAD AND ZINC	LESS THAN 100 TONNES/ANNUM	1000 - 2000 TONNES/ANNUM	NOT APPLICABLE
SEWAGE AND WATER TREATMENT PLANT SUDGE (SOLID)	NOT APPLICABLE	NOT APPLICABLE	50 - 100 TONNES/ANNUM
GREASE	UP TO 500M <sup>3</sup>	LESS THAN 10M <sup>3</sup>	NOT APPLICABLE
HYDROCARBON CONTAMINATED WASTE	UP TO 500M <sup>3</sup>	LESS THAN 10M <sup>3</sup>	UP TO 2000 M <sup>3</sup>
BATTERIES	5 TONNES/ANNUM	NOT APPLICABLE	5 TONNES/ANNUM
SPENT COMPONENTS IMPREGNATED WITH LEAD AND OTHER HEAVY METALS	APPROX. 500 TONNES/ANNUM	LESS THAN 10M <sup>3</sup>	NOT APPLICABLE
PAINTS AND THINNERS	LESS THAN 5 TONNES/ANNUM	LESS THAN 5M <sup>3</sup>	LESS THAN 5 TONNES/ANNUM

Grease, hydrocarbon contaminated waste, paints and thinners and batteries will be delivered to the existing Waste Transfer Station (WTS) in the Industrial Zone at Century Mine. The WTS provides facilities for segregation and storage of recyclable wastes, including Regulated Wastes, until sufficient quantities have accumulated to make sale to recycling markets viable.

The main area of the WTS is roofed and bunded for containment of hazardous wastes. At the WTS, the following waste treatment activities will be carried out:

- Oil filters and similar materials will be crushed to remove residual oils;
- Aerosol cans will be degassed in a specialised degassing facility and propellant condensate is stored with paints and thinners; and



- Any drums will be cleaned of residual contaminants.

The following wastes will be disposed of in the TSF:

- Soils and sludge contaminated with zinc and lead will be placed directly into the tailings storage facility; and
- Spent components impregnated with lead and other heavy metals will be transported in waste wooden boxes and placed directly into pre-prepared excavations within the TSF and covered with tailings or waste rock as soon as practicable.

The quantity of wastes to be placed in the TSF is in the order of 2,500 tonnes per annum, which equates to about 2,000m<sup>3</sup> of material. This quantity is very small in comparison with the available storage capacity in the TSF and will not affect the final capacity to store tailings.

#### Waste Transportation

All waste transportation operations will be undertaken by waste transport contractors authorised under the *Environmental Protection Act 1994* to transport wastes (Environmentally Relevant Activity 57).

Sludge, including zinc and lead sludge, will be transported in tankers or other enclosed vehicles to provide containment. Spent components impregnated with lead and zinc are contained in waste wooden boxes at the source and transported in these boxes. Other materials may be contained in drums or placed on pallets for transport.

The Table below estimates traffic generation to the Century Mine:

- from the Karumba Port Facility and the Concentrate Pipeline; and
- from the Dugald River Mine.

**Table 2- Traffic Generation**

LOCATION	ANNUAL TRAFFIC GENERATION
KARUMBA PORT FACILITY AND CONCENTRATE PIPELINE	APPROXIMATELY 80 TRUCKS PER ANNUM
DUGALD RIVER MINE	APPROXIMATELY 58 TRUCKS PER ANNUM
TOTAL TRUCKS	TOTAL TRUCKS PER ANNUM = 138 (AVERAGE OF 1 TRUCK EVERY 2 TO 3 DAYS)

Traffic estimates have been developed on the basis of conservative overestimation and can be considered a worst case scenario in years when major maintenance activities may take place.

In 2012, 36 truckloads of waste were taken from the Karumba Port Facility.

The transport route between Karumba and Century Mine will be as follows:

- From Karumba, via the Karumba Developmental Road to the intersection with the Burke Developmental Road, a distance of 41 km;
- Along the Burke Developmental Road, through the town of Normanton, for a distance of 228 km to the intersection with the Wills Developmental Road;
- Along the Wills Developmental Road, for a distance of 147 km, to Gregory Downs; and

- From Gregory Downs, a further 80km along local roads including Wills Road (Gregory-Lawn Hill Road) to the Century Mine site.

The transport route between Dugald River Mine and Century Mine will be as follows:

- From Dugald River Mine access road, along the Burke Developmental Road, for a distance of approximately 125 km to the intersection with the Wills Developmental Road;
- Along the Wills Developmental Road, for a distance of 147 km, to Gregory Downs; and
- From Gregory Downs, a further 80km along local roads including the Gregory-Lawn Hill Road to the Century Mine site.

Karumba Developmental Road, Burke Developmental Road and Wills Developmental Road are all State controlled roads. These roads are sealed, with a single lane in each direction for most of the distance. From Gregory Downs to the Century Mine site, the route follows local roads for which maintenance responsibility lies with Burke Shire Council. Some of these routes are unsealed. MMG has an agreement in place with Burke Shire Council regarding road use and contributes to road maintenance on local government roads.

In addition to the vehicle movements generated by movement of waste from Karumba to Century Mine, vehicle movements will also be generated by vehicles travelling from the waste transport contractor's home base to Karumba and then returning from Century Mine to the home base. Waste transport contractors may be sourced from several major centres including Mt Isa, Mareeba or major cities and towns on the east coast.

The waste to be transported from off-site locations to the Century Mine equates to approximately one (1) truck every two (2) or three (3) days over a period of a year.

#### Environmental Issues

Existing facilities at Century Mine, currently operating under an on-site Environmental Authority (Mine EA), will be used for the storage and disposal of Regulated Waste from off-site. The quantity of wastes to be stored in the TSF is negligible in relation to the available volume, there is no increase in the footprint of either the industrial area or the TSF. Therefore, detrimental impacts on land and ecology values should not occur.

Solvents, paints and thinners contain volatile components, however the quantity is small and the location is very remote from sensitive receptors, and so detrimental impacts on air quality are not expected. None of the wastes to be stored or disposed of are likely to give rise to air emissions, except in the event of a fire.

Century Mine and the TSF and evaporation dam are located in a very remote area, distant from any human settlements. Therefore, amenity impacts or increased risk of exposure to hazards are not expected.

The key environmental values potentially affected by the waste storage and disposal activity are surface water and groundwater.

The TSF and evaporation dam at Century Mine is located on Coglean Creek. Clean water diversions divert catchment runoff around the TSF and evaporation dam to Coglean Creek. Coglean Creek in turn flows to Archie Creek, Sandy Creek and the Nicholson River, which flows to the Gulf of Carpentaria more than 200km downstream of Century Mine.

The industrial area, where the WTS is located, drains to a sediment dam which in turn overflows to North Mitton Creek.

All streams are ephemeral. There are no human settlements drawing water supply from streams downstream of the Century Mine or the TSF and evaporation dam. However, when flowing, water from streams would be used for stock and domestic supply by landholders along watercourses.

Century Mine is located within the Gregory Wild River Area as specified by the *Gregory Wild River Declaration 2007*. The mine, including the TSF and evaporation dam pre-dates the *Wild Rivers Act 2005* and associated Declaration. The mine and TSF/evaporation dam are not located within any of the special feature areas identified in the Declaration.

In accordance with its Water Management Plan and requirements of the EA- EPML00888813, Century Mine undertakes surface water quality monitoring and ecological health assessments, including at downstream receiving environment sites.

Century Mine draws mine water supply from a bore field in the Thornton limestone aquifer located to the north of the main mine area. This is supplemented by a bore field to the east of the mine (eastern bore field) which is used for make-up supply for the concentrator plant, and, following treatment by reverse osmosis, potable water supply at the Darimah accommodation village. A dewatering bore field surrounds the mine and is used to maintain dry working conditions. Water from mine dewatering is also used for make-up supply for the concentrator plant, dust suppression and, following treatment by reverse osmosis, potable water supply for the mine.

There are no other significant groundwater users in the vicinity of the mine and the TSF and evaporation dam. Groundwater discharge occurs at one location along Page Creek and at Mitton Springs on Mitton Creek, however flows are not sufficient to maintain a base flow in these creeks in the dry season. Mitton Creek is located, over 6 km north of the TSF and evaporation dam, and Page Creek is located more than 10 km north-west of the TSF and evaporation dam, with the open cut mine situated between Page Creek and the TSF.

Century Mine is not located in the Great Artesian Basin.

A groundwater monitoring network is in place and monitoring against the groundwater quality triggers set in EA- EPML00888813 is undertaken. Monitoring requirements are set out in detail in the MMG Century Mine Water Management Plan.

A review of the hazardous properties of the waste streams that will be transported to and stored or disposed of at Century Mine is summarized below:

- Lead and zinc can be toxic to aquatic organisms in sufficient concentrations. High levels of lead and zinc would also render groundwater unusable for stock or domestic use. High concentrations in soil may inhibit plant growth, and as metal salts are soluble, it is also likely that lead and zinc released to land would be mobilised to surface waters by overland flows and also leached to shallow groundwater.
- The Mine EA sets downstream receiving water limits for lead at 13.6 µg/L and for zinc at 20 µg/L (Schedule C, Table 3). Groundwater contaminant levels are set in the EA as 1.5 mg/L for lead and 50 mg/L for zinc, reflecting high background concentrations.
- Oils and greases have very low solubility and are largely immiscible with water. Waste lubricating and hydraulic oils do not display high acute toxicity to aquatic organisms, largely due to low water solubility. Toxic effects generally arise from adherence of oil to animals and plants which can in turn cause smothering.
- Hydrocarbons break down relatively quickly in the environment through physical, chemical and biological degradation processes. Longer chain hydrocarbons, as found in lubricating oils and greases may take longer to break down, but conversely are less likely to be mobilised to environmental receptors due to high viscosity and lower solubility and miscibility.
- Low solubility and immiscibility with water significantly limits risk of contaminants being mobilised through leaching processes.
- The waste batteries contain lead and sulphuric acid, both of which can be toxic to aquatic organisms if released in sufficient quantities.

- Zinc oxide, a typical constituent of paint, is toxic to aquatic organisms. Chromic oxide is also toxic, but has very low water solubility so may not be bioavailable except in alkaline environments. A variety of solvents may be present in thinners, many of which are moderately to highly toxic. Many of the solvents are volatile and hence, will evaporate quickly if spilt to soil or water. The degree of solubility of solvents in water varies.
- Sewage and water treatment plant sludge are generated from water treatment and domestic waste treatment, rather than treatment of industrial waste streams, toxicant levels are expected to be low. Key contaminants of concern are high levels of nutrients which, in aquatic environments, can cause algal blooms where nutrient levels exceed the amount that is normally taken up by plants. Nutrients (nitrogen and phosphorus) are soluble and can therefore be mobilised into aquatic environments. Leaching to groundwater can also occur, although biological uptake by plants and soil organisms may attenuate this to some extent. Sludge from treatment of sewage may also contain pathogens and bacteria which may be harmful to humans.

Waste oils, grease, paints, solvents, thinners and spent batteries will be stored at the existing WTS. The WTS:

- is designed to provide for segregation of different waste types, including waste types that may be incompatible with each other;
- provides containment for liquid wastes;
- is roofed to prevent ingress of rain to containment areas;
- is laid out so that wastes are stored out of trafficable areas;
- is equipped with spill response and fire-fighting equipment; and
- has sufficient capacity for the additional waste volumes.

Century Mine has not had any incidents reportable under the EP Act associated with the WTS.

Each of the waste types from Karumba Port Facility and Dugald River Mine that are proposed to be stored at Century Mine are already stored at the WTS. MMG contends that the likelihood of an incident occurring involving these wastes is unlikely.

The WTS is designed to contain spills within the bunded area. In the event that a spill was to occur outside the bunded area, the topography of the area is quite flat and the runoff rate would be low, allowing for responsive actions to contain the spill before it has spread too far. The WTS drains to a sediment dam which provides an extra level of containment. The likely inventory of waste oil is not expected to exceed 1,000 to 2,000 litres, and it is also unlikely that the entire inventory would be involved in a spill. Other liquid wastes will be in smaller quantities, up to 1,000 litres, but again, would not be stored in a single container, so the quantity that would be released in a spill event would be considerably less than 1,000 litres.

Given the low likelihood of a spill of any significant quantity, the relatively small volumes involved and the ability to contain the spill within the mine site, the risk of environmental harm is considered very low.

As waste oils are already stored at the WTS, the addition of waste oil from Karumba Port Facility and Dugald River Mine does not increase the likelihood of fire, but larger quantities may increase the severity of a fire, if a fire was to occur. The WTS is located within the mine industrial area and fire prevention and response is covered by the Century Mine Safety and Emergency Response Plans. The area around the WTS is cleared of vegetation and flammable substances and it is unlikely that a fire would spread outside the immediate area. Hence, there is no increased risk to the natural environment.

Significant quantities of smoke may be released in the event of a fire, however there are no sensitive receptors in proximity to the Century Mine that might be affected.

Batteries are not classified as flammable or combustible, however in a fire, exposure to heat may result in release of toxic vapours which would be hazardous to humans in a confined space, but would quickly dissipate in the atmosphere. The WTS is open-sided and would allow rapid dissipation of vapours. There are no sensitive receptors in the area that may be affected by these vapours.

The TSF at Century Mine has a total capacity of 47 million cubic metres. As of August 2012, the remaining capacity was 12.16 million cubic metres and on completion of Century Mine, current estimates indicate that there will be approximately 3.75 million cubic metres capacity left in the TSF.

The amount of waste from the concentrate pipeline and Karumba Port Facility that is to be placed in the TSF is conservatively over-estimated at about 2,500 tonnes per annum, which equates to about 2,000 m<sup>3</sup> of material each year. However, these estimations do not take into account material generated by the processing of 450,000t (proposed) of Dugald River ore during 2015.

Should stormwater come in contact with some of the Regulated Waste, contaminants may be mobilised. As the types of wastes to be stored at the WTS are similar to those already stored, new types of contaminants are not introduced. The main contaminant of concern in terms of stormwater contamination is hydrocarbons.

The wastes will be transported and stored with primary containment, minimising the potential for contact with stormwater. The main area of the WTS is roofed to minimise rain ingress. Runoff from the main WTS is also captured by secondary containment. This represents best practice in relation to waste storage and minimises the potential for release of contaminants to stormwater.

The WTS is located within the mine Water Management Area. Century Mine has a Mine Water Management Plan in place in compliance with requirements of the EA. Runoff from the surrounding area flows to a sediment dam where it is contained and only released in accordance with the requirements of EA. Although it should be noted that EPML00888813 does not contain any release limits in relation to hydrocarbons as this has not been identified as a particular contaminant of concern for Century Mine.

The addition of small quantities of hydrocarbons will not change the potential for hydrocarbons to be mobilised through stormwater runoff, particularly as the same level of containment and storage is proposed, as for existing hydrocarbon wastes at the mine.

In small quantities and at low concentrations, hydrocarbons are broken down by physical, chemical and biological degradation processes and are not persistent in the environment. Given the containment measures proposed for waste hydrocarbons, it is considered very unlikely that concentrations of hydrocarbons in stormwater will be such that levels build up beyond that which can be naturally attenuated.

Overall, the likelihood of stormwater contamination arising during normal operations is considered minimal.

While the TSF and evaporation dam is operated as a zero discharge system, there is potential for contaminants to leach to groundwater or surface waters. This potential is reduced by diverting clean stormwater, and by the design which allows decant water and any incident rainwater from the tailings mass to flow into the evaporation dam rather than infiltrate further into the tailings mass. The potential for leachate release will further decrease once the TSF is closed as closure will involve capping with an impermeable, water shedding layer which will reduce infiltration into the tailings mass.

As no new contaminants will be introduced, and regulated wastes will be stored and disposed of at existing facilities within the mine site, there is no need to change any of the existing surface water and groundwater monitoring programs.

Zinc, lead and some other metal contaminants are present in wastes from the concentrate pipeline and Karumba Port Facility. These contaminants are already present in the tailings and so, no new contaminants will be introduced. The amount of waste from the concentrate pipeline and Karumba Port Facility is extremely small compared to the tailings mass and is not expected to contribute to contaminant levels in any leachate from the TSF. It is not expected that the level of environmental harm associated with the TSF and evaporation dam will increase as a result of placement of wastes from the concentrate pipeline and Karumba Port Facility.

If sewage sludge from Dugald River Mine is placed in the TSF for disposal, the main contaminant introduced will be nutrients. Over time, nutrients may be taken up by algae and any plants that establish on the surface of the TSF. Rainfall falling on the TSF will also dilute nutrient concentrations and as the volume of sewage sludge is very small in comparison to the volume of the TSF and evaporation dam, dilution is expected to reduce concentrations of nutrients to negligible levels.

The placement of lead and zinc contaminated wastes from the concentrate pipeline and Karumba Port Facility in the TSF will not affect the management and closure of the TSF and evaporation dam, as the quantity to be added is very small in comparison to the volume of the dams and tailings waste. Additional surveillance will not be required as the hydraulic performance of the TSF and evaporation dam will not be affected. As the contaminants in the waste are already present in tailings, additional monitoring is not required.

The placement of lead and zinc contaminated wastes from the concentrate pipeline and Karumba Port Facility in the tailings dam will not affect ongoing management and rehabilitation of the TSF and evaporation dam. The quantity of such wastes is very small in comparison to the quantity of tailings, and contains similar contaminants.

The wastes will be buried in the tailings mass and will not affect the ability to place the cover layers on the TSF as part of rehabilitation. No additional rehabilitation measures are required.

The mine currently operates under an EA and a second EA is required for the activity of accepting off-site Regulated Waste. The ability of the mine to be operated in accordance with the conditions of the on-site EA, with the introduction of off-site Regulated Waste, has been assessed by Ashgrove Environmental Pty Ltd and there is no conflict.

#### Environmental Management Requirements

As MMG Century intends to operate the regulated waste disposal activity as an integrated activity with the overall mining activity, the existing Plan of Operations will be amended to reflect additional compliance and management requirements rather than preparing a stand-alone EMP for the off-site regulated waste disposal activity.

#### Regulated Waste Transportation

In Queensland, transport of most types of Regulated Waste is subject to a Regulated Waste Tracking System imposed through the *Environmental Protection (Waste Management) Regulation 2000*. MMG currently complies with these tracking requirements and as a matter of due diligence will keep records of all incoming waste, whether it is trackable or not, including:

- Date of receipt;
- Source and type of waste;
- Quantity received; and
- Waste transport contractor details.

#### Road and Traffic Impacts

Existing traffic volumes along the proposed waste transport routes have been taken from Department of Transport Main Roads (DTMR) data and data compiled by MMG and Burke Shire



Council as presented in a Traffic Assessment Report for transport of Dugald River Mine to Century Mine. Traffic count data for various locations along haul routes likely to be utilised by vehicles transporting waste from Karumba and Dugald River Mine to Century Mine are as follows:

- Burke Developmental Road, Normanton Township- Average annual daily traffic (AADT) -210 vehicles of which 42 or 20% are heavy vehicles;
- Burke Developmental Road, immediately north of junction with Wills Developmental Road- AADT – 210 vehicles of which 42 or 20% are heavy vehicles;
- Burke Developmental Road, 0.5km south of Normanton (DTMR site 100086)- AADT – 134 vehicles of which 43 or 32% are heavy vehicles;
- Burke and Wills Junction) (DTMR site 100008) AADT – 78 vehicles of which 10 or 13% are heavy vehicles;
- Wills Developmental Road between Burks and Wills Junction and Gregory Homestead (DTMR site 100023) -92 vehicles of which 27 or 29% are heavy vehicles;
- Burke Developmental Road, 10km north of Cloncurry (DTMR Site 100026) -239 vehicles of which 64 or 27% are heavy vehicles; and
- Wills Road (data collected by MMG and Burke Shire Council) - 104 vehicles of which or 52 or 50.9% are heavy or commercial vehicles.

None of the roads have designated pedestrian, cyclist, public transport or school bus routes. The roads are important to the local and regional economy, providing for transport of cattle and other agricultural products to market, as well as being utilised by small numbers of tourists. The Lawn Hill National Park, located on the Queensland-Northern Territory Border west of Century Mine is accessed via the same route used to access the mine. There are numerous stock routes in the area, although levels of usage are not known.

The sections of Karumba Developmental Road, Burke Developmental Road and Wills Developmental Road potentially affected by the waste transport activity are all sealed roads, with a single lane each way for most of the length. In some areas, the pavement narrows to a 6m wide pavement. These roads are all State controlled roads.

Wills Road, which provides access from Gregory Homestead to Century Mine, as well as to Lawn Hill National Park west of Century Mine is sealed for about 18km, with the remainder being unsealed.

An estimate of the increase in traffic generated as a result of the regulated waste transportation is as follows:

- East Coast to Karumba ,Gregory Developmental Road, Gulf Developmental Road, Burke Developmental Road, Karumba Developmental Road (State controlled roads) -1 vehicle every 3 days and the increase in traffic movements expected to be less than 1%;
- Karumba to Burke and Wills Junction, Karumba Developmental Road, Burke Developmental Road (State controlled roads) -1 vehicle every 3 days and the increase in traffic movements expected to be less than 1%;
- East coast to Cloncurry and Mt Isa, Flinders Highway, Barkly Highway (State controlled roads) 1 vehicle every 2 days and the increase in traffic movements expected to be negligible in the context of this road, as it is a major highway;

- Cloncurry/Dugald River Mine to Burke and Wills Junction, Burke Developmental Road (State controlled road)- 1 vehicle every 3 days and the increase in heavy traffic movements expected to be less than 0.5%;
- Burke and Wills Junction to Gregory Homestead, Wills Developmental Road (State controlled road) -2 vehicle every 3 days and the increase in traffic movements expected to be less than 2.4%;
- Gregory Homestead to Century Mine, Wills Road (local road) -3 vehicle every 4 days and the increase in heavy traffic movements expected to be less than 1.5%; and
- Gregory-Camooweal Road (local road)- 1 vehicle every 10 days and the increase in heavy traffic movements expected to be less than 1.0%.

The assessment of the increase in heavy vehicle traffic movements shows that the maximum annual traffic volumes likely to be generated by the off-site waste transportation activity, including empty vehicles accessing Karumba and Dugald River Mine and returning from Century Mine, represent a very minor increase in existing traffic volumes. The largest proportional increase occurs on the Burke Developmental Road near the Burke and Wills Junction (3.3%) and Wills Developmental Road between Burke and Wills Junction and Gregory Homestead.

In raw numbers, this equates to an increase of one (1) vehicle every three (3) days on the Burke Developmental Road between Karumba and Cloncurry and two (2) vehicles every three (3) days on the Wills Developmental Road between Burke and Wills Junction and Gregory Homestead.

These numbers are within expected background traffic growth of 3% per annum, and in raw numbers, are small enough that no impact on road users or road condition is expected.

For State controlled roads, the estimated traffic increases are also within the nominal 5% increase below which DTMR considers road impacts to be insignificant, as set out in the Guidelines for Assessment of Road Impacts of Development (Queensland Department of Main Roads 2006). The Guidelines note that this threshold might not be appropriate on certain roads, for example roads with a poor safety record or low level of heavy vehicle traffic. While the roads affected by the proposed waste transport activity have very low traffic levels, all of the State controlled roads likely to be utilised for the off-site waste transport activity are approved for Type 1 and 2 road trains usage according to the *Guideline for Multi-combination Vehicles in Queensland* (TMR 2012).

The increase in heavy vehicle traffic on these State controlled roads is therefore not considered significant.

In relation to Council roads, the increase in heavy vehicle traffic is also predicted to be very low, in the order of 1.5% or less. MMG has an agreement in place with Burke Shire Council regarding road use and contributes to road maintenance on local government roads. This agreement will cover the minor increase in heavy vehicle traffic associated with the waste transport activity.

Overall, as the increase in heavy vehicle traffic is small, and all but the Wills Road are designated for road trains and heavy vehicle haulage, impacts on roads and road users from the waste transport activity are considered negligible.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Council paid a nominal application fee for accessing various documentation through the Right to Information process.



5. POLICY & LEGAL IMPLICATIONS

**TOWN PLANNING ASSESSMENT**

Relevant statutory planning documents include the:

Sustainable Planning Act 2009;  
Environmental Protection Act 1994; and  
Burke Shire Planning Scheme 2003.

**Sustainable Planning Act 2009**

The Sustainable Planning Act (SPA) is the principal regulatory framework for land use planning and assessment in Queensland. The act sets out the assessment process and identifies relevant referral agencies. The application has been assessed and processed under SPA.

**Environmental Protection Act 1994**

The Environmental Protection Act requires that any person carrying out an ERA must hold, or be acting under, an EA.

The proposed development seeks approval for two (2) ERA's:

- ERA 56 Receiving and Storing Regulated Waste; and
- ERA 60(1)(a) Waste Disposal<50000t/yr.

In addition, Ashgrove Environmental Pty Ltd has confirmed that the proposed development is not in conflict with the conditions of the current Century Mine EA.

DEHP, as a Concurrence Agency and Assessment Manager for the ERA's has approved the proposed development by correspondence dated 22 January 2015 and issued an EA - Permit No: EPPR02651114. A copy of the EA is attached at [Appendix 1](#).

**Burke Shire Planning Scheme 2003**

Under the Burke Shire Planning Scheme the site is included in the Rural Zone and the proposed development falls under the land use definition of Industry, which is Code assessable in the Rural Zone.

The land use definition of Industry, states:

*“Industry” means the use of premises for making, assembling, breaking up, servicing, storing or repairing goods, or treating wastes if at a scale and of a nature not included in “Business”.*

*The term includes the use of premises for the following-*

- a) contractor's yard,
- b) l'll mechanical repair garage, including panel beating;
- c) salvage yard;
- d) storage yard;
- e) toxic or dangerous goods store;
- f) transport depot;
- g) warehouse.

The Application for Material Change of Use is Code assessable against the following Codes:

- Rural Zone Code.

An assessment of the proposed development, against the Code is outlined below.

## RURAL ZONE CODE

The Overall Outcomes for the Rural Zone relevant to this Application, state:

- *Other uses are located in the rural area if they cannot practicably be located in the towns due to their—*
  - *nature; or*
  - *scale; or*
  - *effects; or*
  - *necessary relationship to a particular cultural heritage feature, natural resource or feature, infrastructure or activity;*
- *The health and safety of residents and visitors in the rural area, and the amenity they enjoy, are maintained;*
- *Uses and works are located and designed to maximise the efficient use and extension and safe operation of infrastructure;*
- *Uses and works are located, designed and managed to—*
  - *be compatible with other uses and works; and*
  - *maintain the safety of people and works; and*
  - *avoid significant adverse effects on the natural and cultural heritage values of the environment.*

The proposed development can achieve, or is compliant with, the outcomes sought for development in the Rural Zone.

Mining is listed as a Consistent Uses in the Rural Zone and this industrial activity is a direct result of mining activities and on that basis is considered to be a consistent use in the zone.

The Rural Zone Code establishes requirements in relation to the effects of development. The relevant provisions relating to this application/development are outlined and discussed below.

### *Effects of development*

- *Natural and cultural heritage values:*
  - (a) *there are no significant adverse effects on the natural and cultural heritage values of the environment, including loss of natural vegetation, land degradation, and water pollution, arising from, but not limited to—*
    - (i) *disturbance of the land; or*
    - (ii) *siting of buildings and other works; or*
    - (iii) *waste disposal; or*
    - (iv) *public access; or*
    - (v) *fire hazard.*

## COMMENT

The proposed development will operate under the current Century Mine EA and will also operate under its own EA and on that basis any natural and cultural heritage values will be protected.

- *Amenity, public health or safety:*
  - (b) *there are no significant adverse effects on amenity, public health or safety with regard to—*
    - (i) *the siting, scale and design of buildings or other works; or*
    - (ii) *sewage disposal; or*
    - (iii) *water supply for human use; or*
    - (iv) *permanent or temporary occupation of, or access to, areas subject to natural hazards; or*

- (v) *agricultural or extractive uses or works located in close proximity to towns, roads or other occupied places (such as accommodation or other facilities for rural residents or tourists).*

#### COMMENT

The proposed development will operate under the current Century Mine EA and will also operate under its own EA and the end destination for the Regulated Waste is the mine site itself and on that basis it will have no detrimental effects on amenity, public health or safety are expected.

- *Operation and provision of infrastructure:*

- (c) *uses are of a type and scale that maintain the standards of service identified in schedule 1, part 1 ; and*
- (d) *water supply, sewerage and roads are provided to—*
  - (i) *meet appropriate standards at the least whole-of-life cost, including avoiding unnecessary duplication; and*
  - (ii) *be robust and fit for the purpose and intended period of operation; and*
  - (iii) *be easily maintained without unnecessarily requiring specialist expertise or equipment; and*
  - (iv) *be comprised of components and materials that are as readily accessible and available as practicable; and*
  - (v) *be readily integrated with existing systems and facilitate the orderly provision of future systems; and*
- (e) *the safe and efficient operation of roads is maintained having regard to—*
  - (i) *the nature of vehicles using the road; and*
  - (ii) *the location of uses that may be adversely affected by noise or dust generated from use of the road; and*
  - (iii) *the location and design of access points; and*
  - (iv) *the design of stormwater drainage; and*
- (f) *uses and works are located and designed to avoid significant adverse effects on safe aircraft operations due to—*
  - (i) *physical intrusions; or*
  - (ii) *reduced visibility; or*
  - (iii) *collisions with birds; or*
  - (iv) *electromagnetic interference with aircraft navigation systems; or*
  - (v) *other functional problems for aircraft (including artificial lighting hazards); and*
- (g) *uses and works are located and designed to avoid significant adverse effects on the safe and efficient operation of —*
  - (i) *the road freight route; or*
  - (ii) *the Miscellaneous Transport Infrastructure Corridor.*

*Probable solution —*

*Operation and Provision of Infrastructure*

- (a) *for subsection (1)(d)—water supply, sewerage and roads are constructed to relevant standards stated in schedule 1, part 2 ;*
- (b) *for subsection (1)(e)— if Single residential—the dwelling is located a minimum of 40 m from the Savannah Way or a State-controlled road ;*
- (c) *for subsection (1)(f)(i)—within 500 m of an aircraft landing strip the maximum height of a building, structure or object, or height at which an activity is carried out, is 8.5 m.*

#### COMMENT

The end destination of the Regulated Waste is within the mine site and will take advantage of the existing mine site infrastructure. Impacts on the safe and efficient operation of the road freight route or the Miscellaneous Transport Infrastructure Corridor have been considered above and no adverse impacts have been identified.

- Gravel pits, resource reserves, etc.

(1) Specific outcome—

*In the Rural zone, the continuing or new use of gravel pits, resource reserves, mining lease areas and other areas of mineral interest identified in schedule 5, is not significantly constrained by the siting of incompatible uses or works.*

#### COMMENT

The proposed development is a direct result of an existing (and new) mine development and is an acceptable use at that location.

#### **REFERRAL AGENCIES**

There was one (1) referral agency for the Application:

- Department of Environment and Heritage Protection (DEHP).

DEHP has approved the proposed development by correspondence dated 22 January 2015 and issued an EA - Permit No: EPPR02651114.

The EA is subject to:

- seven (7) General conditions;
- two (2) Air Quality conditions;
- three (3) Water Quality conditions;
- one (1) Noise Quality condition;
- two (2) Land Impact conditions; and
- five (5) Waste Management conditions.

A copy of the EA is attached at **Appendix 1.**

#### **6. CRITICAL DATES & IMPLEMENTATION**

It is appropriate for Council to make a decision on this application at the Ordinary Council meeting on 16 July 2015.

#### **7. CONSULTATION**

Liz Taylor; Town Planning Consultant  
Department of Environment and Heritage Protection  
Ashgrove Environmental  
MMG  
Department of State Development, Infrastructure and Planning

#### **8. CONCLUSION**

The proposed development complies or can be conditioned to comply with the requirements of the various relevant planning documents, the State Agency – DEHP requirements and the current Century Mine EA. The proposed development can comply with the relevant Planning Scheme Code and can comply with the imposition of reasonable and relevant conditions. The proposed development is therefore supported and recommended to Council for approval.

9. RECOMMENDATION

That Council resolves:

In accordance with the *Sustainable Planning Act 2009* as amended, the applicant be notified that the application for a Development Permit for Industry (Storage and Disposal of Regulated Waste from outside the Lawn Hill Mining Lease Area) on land described as part of ML90045, being part of Lot 6 on CP90759 and situated at Century Mine, Lawn Hill is approved subject to the conditions detailed below.

**A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)**

1. The development is to be undertaken in accordance with, and in full compliance with, the following, at all times:
  - Environmental Authority: Permit No: EA EPML00888813; and
  - Environmental Authority: Permit No: EPPR02651114, dated 22 January 2015; and
  - All other relevant Licences and Permits held by MMG Century Mine.
2. MMG is to provide to Council, within one (1) month of completion, copies of all annual audit reports, and monitoring programs, undertaken to comply with EA- Permit No: EPML00888813 and EA - Permit No: EPPR02651114.
3. The current Plan of Operations for the Century Mine, prepared under EA-EPML00888813, is to be amended by a qualified professional within three (3) months of the date of this approval, to reflect additional compliance and management requirements associated with the transportation of off-site Regulated Waste to the Century Mine and the storage and disposal of Regulated Waste at the Waste Transfer Station and the Tailings Storage Facility, within the Century Mine.

A copy of the amended Plan of Operations is to be provided to Council within four (4) months of the date of this approval.
4. In accordance with Section 346(1a) of the Sustainable Planning Act 2009, this approval shall cease on 31 December 2016.

ATTACHMENTS

Appendix 1: DEHP Concurrence Agency Response – New Environmental Authority – Permit No: EPPR02651114

Appendix 2: DEHP – Existing Environmental Authority – Permit No: EPML00888813

Appendix 3: DEHP Assessment Report

Appendix 4: Ashgrove Environmental Report



MCU - A1 -  
EPPR02651114 - 201.



MCU - A2 -  
EPML00888813 - 201.



MCU - A3 - 150712 -  
EHP Assessment Rep



MCU - A4 - Ashgrove  
Environmental Report

## Late Item Reports

### 09.02 Grants Officer Options Report

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DEPARTMENT:	Projects & Human Resources
RESPONSIBLE OFFICER:	Nils Hay, Projects and Human Resources Manager
FILE REF:	Business Paper 16 July 2015
DATE:	13 July 2015
LINK TO COUNCIL PLAN/S:	Outcome 3.1.2 & 3.1.3 of BSC Corporate Plan 2014-2019

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#### 1. PURPOSE (Executive Summary)

To compare options for:

- a) increasing Council's grant and subsidy income; and
- b) providing increased assistance to community groups in development of their own grant applications.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council requested this matter be investigated at the June 2015 Ordinary Council Meeting.

Grant income will become an increasingly important element of Council's efforts to remain financially sustainable during a period in which Council's recurrent revenue from rates and from Cth/State funding is expected to decline.

#### 3. PROPOSAL

Several options exist:

1. Status quo: do nothing
2. Hire a grants officer
  - a. Internal
  - b. Outsourced
3. Restructure the Events role to a Community Development role which includes a community grants element
4. Engage an external grant-writing consultant on an ad-hoc basis

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

1. Do nothing

No financial or resource implications. While Council has not assisted with grants for community groups recently, it is worth noting that there have been a number of successful grant and subsidy applications during this time:

- National Stronger Regions Fund (Pontoon) \$160,000
- Royalties for Regions (Pontoon) \$180,000
- Mobile Blackspot Program (Gregory) approx. \$750,000
- Burketown ILUA land acquisition
- SBS Radio Installation Subsidy approx. \$18,000
- LGAQ Asset Management Diploma scholarship approx. \$27,500
- HistoryPin Grant (Historian visit) approx. \$9,000
- Saluting their Service Grant (Honour board restoration) approx. \$4,000

Due to changing budgetary conditions as a result of the MMG Century mine closure, the prioritization of future major capital projects is unclear. While this is unlikely to affect the requirement for smaller grants/subsidies and community assistance, given that most major grants programs require at least a 50/50 funding split, a reduced major capital works program will also see a reduction in associated grants applications and the workload in this space.

2. Hire a grants officer
  - a. Internal

The addition of this role has not been budgeted for. Similar positions elsewhere in Queensland are remunerated between \$60,000 and \$80,000 per year. The financial consideration is balanced out if the addition of this person results in a higher grant income than what Council presently receives.

As no experienced grants officers currently reside in the Burke Shire, it is likely this role would also require a housing allocation. It is also questionable as to whether the scope of this role would render it a viable full-time position, as in most instances such roles overlap with the events role in areas like RADF and events funding.

- b. Outsourced

Rather than seek to house this person in the Burke Shire, the role could be outsourced to an individual living elsewhere. Again, there remains a question of whether there is a requirement for a full-time person in this role, which may make a part-time outsourced option more viable than a part-time internal position. However, outsourcing the role will introduce significant communication difficulties between this officer and community groups if they are to assist with community grants. Rates would vary, but quotes of approximately \$50/hour plus incidentals have been received.

3. Restructure the Events role to a Community Development role which incorporates a community grants element

Council will be replacing the existing Casual Events Coordinator in the near future. This represents an opportunity to restructure the role with a Community Development focus. This would see the position more involved with community events, assisting with community grants and serving as an interface between Council and the Shire's various community groups.

As the Events Coordinator position is already budgeted for, this would not come at additional cost to Council, however Council may outsource major events (like the Morning Glory Festival) to a combination of community committee and external events managers to allow the Community Development Officer to focus more on the community development elements of this role.

This role would not be expected to be involved with major capital works-related grants applications.

4. Engage an external grant-writing consultant on an ad-hoc basis

Numerous consultancies exist that can assist Councils with preparation of grants applications. Typically, such organisations are only engaged for major projects, where the cost of their service is far outweighed by the potential value of a successful grant application. Service levels can vary, and expense varies with it:

- Council can prepare an application and have it externally reviewed and feedback provided (potentially \$3,000-\$5,000 depending on scope)
- Council can prepare an application in conjunction with an external consultant (potentially \$5,000-\$10,000 depending on scope)
- Council can outsource preparation of the entire application, including delivery reporting, to an external consultant (potentially \$15,000-\$20,000 depending on scope)

This option would likely not provide assistance to local community groups, as the cost of engagement is usually higher than the value of the grants being applied for.

As the external consultant would only be engaged on a project basis, there are no ongoing costs associated with this option, however it is worth noting that use of an external consultant is no guarantee of a successful application. Given Council's recent track record with major grants and subsidies, there is arguably little realistic improvement in performance to be expected through this approach, however engaging a consultant would free up time for the CEO and/or PHRM to focus on other priorities.



It is worth noting also that in situations where a remote consultant/employee is being used to assist with the grants process, there is still work required from internal staff in liaising with the external party, provision of information and general guidance.

5. POLICY & LEGAL IMPLICATIONS

There are no direct policy or legal implications associated with any of these options, however, in the event of any new hire, Council's Recruitment Policy be adhered to and the merit principle and principles of equal opportunity employment be applied to any such decision.

Likewise, Council's Procurement Policy would apply to the engagement of any external consultant.

6. CRITICAL DATES & IMPLEMENTATION

- Option 1: Not time critical.
- Option 2: Not time critical, allow 6-8 weeks for recruitment process to take place in either case.
- Option 3: Should Council decide to implement this option, it is desirable that a recruitment process be commenced as soon as practicable, to allow Council to transition Events duties in an orderly fashion. (Allow 6-8 weeks.)
- Option 4: Not time critical, Council can engage consultants if and when required.

7. CONSULTATION

Internal consultation has taken place between the PHRM, CEO, Finance Manager and Executive Officer on this matter.

In the development of this report, the PHRM consulted with several other Queensland Councils to determine their strategy, role descriptions and remuneration levels for grants officers and community development officers. Consultation has also taken place with LGAQ and several independent grant writing service providers in the development of quotes/proposals to perform this service.

8. CONCLUSION

Council's finances will be under greater pressure with the reduction in mining-based rates revenue. This increases the importance of grant and subsidy income streams, but will also limit the amount of major new projects Council can deliver, due to a restricted capital expenditure budget and the ongoing costs such projects will add to the operational budget.

Simultaneously, there is recognition that Council could be more engaged with community organisations, and assisting with obtaining grants could form one part of that strategy. Given that there is unlikely to be a full-time requirement for a grants officer, a community development/events role could meet this need without affecting the payroll budget.

9. OFFICER'S RECOMMENDATION

- a) That Council acknowledges the contents of this report; and
- b) Endorses Option 3: Restructure the Events role to a Community Development role which incorporates a community grants element; and
- c) Endorses Option 4: Engage an external grant-writing consultant on an ad-hoc basis, when Council lacks the internal capacity to complete major grant applications for priority projects.

ATTACHMENTS

Nil



## Late Item Reports

### 09.03 Revenue Policy 2015-2016

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper
DATE:	13 July 2015
LINK TO COUNCIL PLAN/S:	Corporate Plan 14-19, Operational Plan 15-16, Budget 15-16

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1. PURPOSE (Executive Summary)

To present the Revenue Policy 2015-2016 to Council for adoption with the 2015-2016 Burke Shire Council budget.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has recently completed a full audit of the rates function. This audit commenced in December 2014 and has continued through June 2015. This audit has been aimed at providing confidence to Council with regard to the integrity of the data contained in its rating system.

Following this audit, Council engaged Mead Perry Group to assist in a complete review of Council's Revenue Statement to ensure Council's approach to levying rates remains relevant, contemporary and defensible.

As part of this process, Council has determined the need to adopt a range of new ratings categories to provide for a more equitable, more efficient and more flexible rates-revenue strategy in 2015-2016 and beyond.

Council recognizes that recurrent revenue has and will continue to be impacted by the reduction or capping of funding from the State and Federal governments and through the changing nature of operations at the Century Mine.

3. PROPOSAL

That Council adopts the Revenue Policy as presented.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council's aim is to raise an amount of revenue appropriate to maintain assets and provide services to the Local Government area as a whole. In deciding how that revenue is raised, the Revenue Policy provides guidance in relation to the following:

- levying rates and charges; and
- granting concessions for rates and charges; and
- recovering overdue rates and charges; and
- cost-recovery fees, and
- if the local government intends to grant concessions for rates and charges—the purpose for the concessions; and
- the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.

The Revenue Policy is also guided by the planning framework in which it operates as well as the structural reality of the Burke Shire Council's position as a remote Council disproportionately reliant on revenue from the State and Federal government and non-recurrent grants revenue.

5. POLICY & LEGAL IMPLICATIONS

Section 193(3) of the Local Government Regulation 2012 requires that "a local government must review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year".

The Revenue Policy's purpose is to provide the overarching principles for the framing of the Revenue Statement in that it includes reference to the principles which are used to establish all of the rates and charges set by Council.

6. CRITICAL DATES & IMPLEMENTATION

The Revenue Policy must be adopted in sufficient time to allow for the development and adoption of the budget for the next financial year. It will be appropriate to adopt the Revenue Policy on 16 July 2015.

7. CONSULTATION

Council has consulted with the Mead Perry Group, Civica's Jenny Hunt and Preston Law in the development and revision of Council's Revenue Statement.

9. OFFICER'S RECOMMENDATION

That Council:

- a) Adopts the Revenue Policy 2015-2016 (Attachment 1) as presented in accordance with Section 193(3) of the Local Government Regulation 2012.

ATTACHMENTS



- 150715 -  
FIN-POL-004 Revenue
1. FIN-POL-004 Revenue Policy 2015-2016

## Late Item Reports

## 09.04 Revenue Statement 2015-2016

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper
DATE:	13 July 2015
LINK TO COUNCIL PLAN/S:	Operational Plan 14-15, Budget 14-15, Operational Plan 15-16, Budget 15-16

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## 1. PURPOSE (Executive Summary)

To present the Revenue Statement 2015-2016 to Council for adoption with the 2015-2016 Burke Shire Council budget.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Council has recently completed a full audit of the rates function. This audit commenced in December 2014 and has continued through June 2015. This audit has been aimed at providing confidence to Council with regard to the integrity of the data contained in its rating system.

Following this audit, Council engaged Mead Perry Group to assist in a complete review of Council's Revenue Statement to ensure Council's approach to levying rates remains relevant, contemporary and defensible.

No land valuations were conducted by the Department of Natural Resources and Mines during the 2014-2015 financial year. The most recent land valuations were made in the 2013-2014 financial year. These valuations remain current for the purposes of levying rates during the 2015-2016 financial year.

## 3. PROPOSAL

The percentage change in total rates and utility charges from 2014-2015 to 2015-2016 are proposed as follows (residential):

<b>Total rates and charges</b>	<b>2014-2015</b>		<b>2015-2016</b>	<b>Variation \$</b>	<b>Variation %</b>
Avg. general rate (6 monthly)	\$476.91		\$493.60	\$16.69	3.5%
Waste Utility	\$204.50		\$205	\$1	1%
Sewerage Utility	\$273		\$280	\$7	2.5%
Water Access Charge	\$425		\$440	\$15	3.5%
Gross Rates & Charges	\$928.16		\$956.10	\$27.94	3.0%
Discount	15%	5%	5%		
Net rates and charges	\$788.94	\$881.75	\$908.30	\$26.55	3.0%

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Council's aim is to raise an amount of revenue appropriate to maintain assets and provide services to the Local Government area as a whole. In deciding how that revenue is raised, Council has taken into account the following factors:

- The rateable value of the land on which the rates would be payable if only one general rate were adopted;
- The level of services provided to that land and the cost of providing the services compared to the rate burden that would apply under a single general rate;
- The use of land in so far as it relates to the extent of utilization of Council services and impact on Council assets;

Differential Rating Categories: the revision and subsequent expansion in the number of differential rating categories in the Revenue Statement 2015-2016 is designed to promote long-term equity in the levying of rates. New rating categories include:

- Separation of residential from non-residential categories in Burketown and Gregory;
- Introduction of industrial rating categories;
- Introduction of hectare-based mining lease categories;
- Introduction of petroleum leases categories;
- Introduction of Workers Accommodation Camps category.

Rates Increase: while Council seeks to reduce the upward pressure on rates, it is crucial to recognize that recurrent revenue received from the State and Commonwealth has either fallen or has been frozen in recent years. Unfortunately, this reduction in funding does not correlate with the costs incurred by Council in maintaining assets and delivering services.

Accordingly, in seeking to balance the impact on ratepayers with declining State and Commonwealth revenue, Council deems a 3.5% increase in total rates revenue as a necessity.

Utility Charges:

- Water: increase of 3.5% (no reduction in allocation amount)
- Sewer: increase of 2.56%
- Waste: increase of 1.00%

Interest: while all rates and charges will be deemed overdue if not paid by the due date, interest on arrears will only be incurred 60 days from the issue of the Rates Notice. In 2014-2015, interest on arrears was incurred 30 days from the issue of the Rates Notice.

#### 5. POLICY & LEGAL IMPLICATIONS

##### **Legislative and Regulatory**

Section 169(2)(b) of the *Local Government Regulation 2012* requires that council includes a Revenue Statement in the annual budget.

Section 172 of the *Local Government Regulation 2012* details what must be included in the Revenue Statement. For the Burke Shire Council, these requirements are as follows:

- 172(1) The revenue statement for a local government must state—
- (a) if the local government levies differential general rates—
    - (i) the rating categories for rateable land in the local government area; and
    - (ii) a description of each rating category; and
  - (b) if the local government levies special rates or charges for a joint government activity—a summary of the terms of the joint government activity; and
  - (c) if the local government fixes a cost-recovery fee—the criteria used to decide the amount of the cost-recovery fee; and

- (2) Also, the revenue statement for a financial year must include the following information for the financial year—
- (a) an outline and explanation of the measures that the local government has adopted for raising revenue, including an outline and explanation of—
    - (i) the rates and charges to be levied in the financial year; and
    - (ii) the concessions for rates and charges to be granted in the financial year;
  - (b) whether the local government has made a resolution limiting an increase of rates and charges.

### Policy

The Revenue Statement 2015-2016 is consistent with the Revenue Policy 2015-2016.

## 6. CRITICAL DATES & IMPLEMENTATION

The Revenue Statement must be adopted as part of the Budget.

## 7. CONSULTATION

Council has consulted with the Mead Perry Group, Civica's Jenny Hunt and Preston Law in the development and revision of Council's Revenue Statement.

## 8. OFFICER'S RECOMMENDATION

That Council:

- b) Adopts the Revenue Statement 2015-2016 (Attachment 1) in accordance with Section 169(2) of the Local Government Regulation 2012.
- c) Pursuant to Section 81 of the Local Government Regulation 2012, determines that, for the purpose of levying differential general rates for the 2015/2016 financial year, the different categories of rateable land and a description of those categories will be as follows:

RESIDENTIAL CATEGORIES	
Differential Category	Category Description
1 – Residential – Burketown <0.8 Ha	Land used for residential purposes within the township of Burketown which has an area of less than 0.8 hectares.
2 – Residential – Gregory <0.8 Ha	Land used for residential purposes within the township of Gregory which has an area of less than 0.8 hectares.
3 – Other Land 0.8ha <10 ha – (All Areas)	Land used with an area of between 0.8 hectares or more but less than 10 hectares that is not otherwise categorised.
4 – Multi Residential (All Areas)	Land used for the purpose of multi-unit dwellings, including flats or units, guest houses and private hotels.
COMMERCIAL AND INDUSTRY CATEGORIES	
Differential Category	Category Description
10 – Commercial – Burketown	Land used for commercial purposes within the township of Burketown which is not otherwise categorised.
11 – Commercial – Gregory	Land used for commercial purposes within the township of Gregory which is not otherwise categorised.
12 – Other Commercial (All Areas)	Land used for the purposes of a club, sporting organisation or religious institution.
13 – Transformer Sites (All Areas)	Land used for the purpose of a transformer.
14 – Commercial – Rural Tourism	Land used for commercial tourism purposes located outside of a township which is not otherwise categorised.

15 – Industry – Burketown	Land used for industry purposes within the township of Burketown which is not otherwise categorised.
16 – Industry – Gregory	Land used for industry purposes within the township of Gregory which is not otherwise categorised.
<b>RURAL CATEGORIES</b>	
<b>Differential Category</b>	<b>Category Description</b>
20 – Rural Land 10 – <1,000 Ha	Land used for rural purposes which is 10 hectares or more but less than 1,000 hectares which is not otherwise categorised.
21 – Rural Land 1000 - <300,000 Ha (Grazing Land)	Land used for rural grazing purposes which is 1,000 hectares or more but less than 300,000 hectares, which is not otherwise categorised.
22 – Rural Land 300,000 -<500,000 Ha (Grazing Land)	Land used for rural grazing purposes which is 300,000 hectares or more but less than 500,000 hectares which is not otherwise categorised.
23 – Rural Land >=500,000 Ha (Grazing Land)	Land used for rural grazing purposes which is 500,000 hectares or more which is not otherwise categorised.
24 – Rural Land >=10Ha (Agricultural Land)	Land used for rural agricultural purposes which is 10 hectares or more which is not otherwise categorised.
<b>INTENSIVE BUSINESS &amp; INDUSTRY CATEGORIES</b>	
<b>Differential Category</b>	<b>Category Description</b>
30 – Rateable Prospecting	Land with a prospecting permit.
31 – Mining Lease <100 ha	Mining Leases issued with an area of 10 hectares or more but less than 100 hectares.
32 – Mining Lease 100 -<1,000ha	Mining Leases issued with an area of 100 hectares or more but less than 1,000 hectares.
33 – Mining Lease 1000 -<10,000ha	Mining Leases issued with an area of 1,000 hectares or more but less than 10,000 hectares.
34 – Mining Lease 10000 -<20,000ha	Mining Leases issued with an area of 10,000 hectares or more but less than 20,000 hectares.
35 – Mining Lease >=20,000ha	Mining Leases issued with an area of 20,000 hectares or more.
37 – Mining Rehabilitation 100 - <250 Employees	Land previously used for large scale mining employing that had at its peak employed 100 people or more, but less than 250 people, that is yet to be returned to its original state.
38 – Mining Rehabilitation 250 - <500 Employees	Land previously used for large scale mining employing that had at its peak employed 250 people or more, but less than 500 people, that is yet to be returned to its original state.
39 – Mining Rehabilitation >=500 Employees	Land previously used for large scale mining employing that had at its peak employed 500 people or more , that is yet to be returned to its original state.
40 – Petroleum Lease <10,000ha	Petroleum Lease issued with an area less than 10,000 hectares.
41 – Petroleum Lease 10,000 - <20,000ha	Petroleum Lease issued with an area of 10,000 hectares or more but less than 20,000 hectares.
42 – Petroleum Lease >=20,000ha	Petroleum Lease issued with an area 20,000 Hectares or more.
45 – Work Camps 15 - < 50	Land used, or available for use, in whole or in part for the purpose of an accommodation work camp with 15 or more accommodation units but less than 50 accommodation units.
46 – Work Camps 50 - <100	Land used, or available for use, in whole or in part for the purpose of an accommodation work camp with 50 or more accommodation units but less than 100 accommodation units.
47 – Work Camps 100 - <200	Land used, or available for use, in whole or in part for the purpose of an accommodation work camp with 100 or more accommodation units but less than 200 accommodation units.

48 – Work Camps 200+	Land used, or available for use, in whole or in part for the purpose of an accommodation work camp with 200 or more accommodation units.
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- d) Pursuant to Section 94 of the Local Government Act 2009 and Section 99 of the Local Government Regulation 2012, determines that the Sewerage Utility Charges be adopted and levied for the 2015-2016 financial year in the following way:

Residential properties attract a unit charge for each residential unit. For a single unit dwelling, this shall be one (1) unit. For multiple unit dwellings such as flats, units or cabins, the charge is one (1) unit per dwelling.

Non-residential properties (commercial, retail, industrial, accommodation facilities) attract a unit charge for each pedestal or pedestal equivalent. An installation with 5 pedestal = 5 units.

Vacant properties attract a unit charge recognising that a sewerage service is available to the land as infrastructure has been installed ready to service the property once it is occupied.

The sewerage charges are:

- Sewerage – Residential –
  - **1 unit** per residential unit;
  - **1 unit = \$560.00.**
- Sewerage – Non-Residential (Commercial, retail, industrial, etc) –
  - **1 unit** per pedestal or pedestal equivalent (example: 5 Pedestals = 5 Units);
  - **1 unit = \$560.00.**
- Sewerage – Vacant Land –
  - **1 unit** per parcel;
  - **1 unit = \$560.00**

- e) Pursuant to Section 94 of the Local Government Act 2009 and Section 99 of the Local Government Regulation 2012, determines that the Water Utility Charges be adopted and levied for the 2015-2016 financial year in the following way:

Council will charge each parcel of land an Access Charge recognising that a water service is available to the land as infrastructure has been installed ready to service the property once it is occupied.

Council will operate a rating regime based on:

- Category – such as residential, commercial, parks and gardens, schools, hospitals.
- Access charge – whereby all allotments in the water areas have access to the network and have a base allocation of **900kl** incorporated into that access charge; and
- Excess Charge – where an assessment has consumption above its Access Charge allocation this excess charge will apply, to control excessive water usage.

Categories, Inclusions and Charges:

Category	Inclusion	Access Charge
A1	Vacant Land	\$880.00
A2	Residential dwellings	\$880.00
A3	Commercial/Retail/Industry, other installations not specified elsewhere	\$880.00
A4	Leased land connections, Cemetery	\$1,295.00
A5	Hotels and Accommodation businesses	\$3,365.00
A6	Parks & Gardens; Reserves	\$3,365.00
A7	Schools, Hospitals	\$6,470.00



Allocation and Excess Water Charges:

Excess Water	Cost (\$ / kL)
Up to 900kL	\$0.00
>900kL – 2000 kL	\$0.412
>2000kL	\$0.710

- f) Pursuant to Section 94 of the Local Government Act 2009 and Section 99 of the Local Government Regulation 2012, determines that Waste Collection and Disposal Utility Charges be adopted and levied for the 2015-2016 financial year in the following way:

Council provides a waste collection and disposal service for all properties within the Burketown and Gregory service areas. Each property will be charged for a minimum level of service, as detailed below. All occupied premises or structure within the service area will attract a cleansing charge irrespective of whether they use the service or not. Charges for refuse services will commence upon premises being considered to be able to be occupied.

Where a service is commenced or terminated during a year, a pro-rata charge shall be levied. However:

- No adjustment shall be made for non-occupancy or use of premises less than six months in duration; and
- Adjustment shall only be made when written advice is given to Council; and
- Only from the date of receipt of that advice; and
- The relevant bins provided have been returned to Council.

The minimum levels of service to be applied and charged are:

- Garbage – Residential –
  - **1 unit** (equivalent 1 x 240L wheelie bin) per residential unit.
  - **1 unit = \$410.00**
- Garbage – Non-Residential Commercial, retail, industrial –
  - **3 units** (equivalent 3 x 240L wheelie bins)
  - **3 unit = \$1,230.00**
- Garbage – Additional Services –
  - **1 unit** (equivalent 1 x 240L wheelie bin) per service
  - **1 unit = \$410.00**

- g) Pursuant to Section 118 of the Local Government Regulation 2012, determines that rates and charges must be paid within 30 days after the notice has been issued (the due date);
- h) Pursuant to Section 130 of the Local Government Regulation 2012, determines to allow a discount of 5% off the general rate and utilities charges (excluding water consumption charges) where payment is made in full on or before the due date;
- i) Pursuant to Section 133 of the Local Government Regulation 2012, determines that interest will be charged on overdue rates in accordance with section 8.4 of the Revenue Statement 2015-2016;
- j) Pursuant to Section 119 of the Local Government Regulation 2012, determines to allow concessions to certain classes of ratepayer in accordance with sections 9.3-9.5 of the Revenue Statement 2015-2016;
- k) Pursuant to Section 120 and 122 of the Local Government Regulation 2012, determines that verified Pensioners will be entitled to a Pensioner Concession in accordance with section 9.2 of the Revenue Statement 2015-2016.

## ATTACHMENTS



150714 -  
FIN-STA-007 Revenue

1. FIN-STA-007 Revenue Statement 2015-2016



## Late Item Reports

### 09.05 Borrowing Policy

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Policy
DATE:	15 July 2015
LINK TO COUNCIL PLAN/S:	Budget 15-16, Operational Plan 15-16, Corporate Plan 14-19

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1. PURPOSE (Executive Summary)

The purpose of this report is to adopt a debt policy for the 2015-2016 financial year in accordance with section 192 of the Local Government Regulation 2012. The attached policy outlines the strategic intent of Council with respect to borrowings for the 2015-2016 financial year and provides an indication of long term new borrowings.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council last reviewed the Borrowing Policy in June 2015. With Council looking at opportunities to co-fund the installation of key telecommunications infrastructure in Burketown and Gregory, it is appropriate that Council reviews this policy to assess the appropriateness of funding telecommunications infrastructure through borrowing.

3. PROPOSAL

That Council adopts the Borrowing Policy as presented.

4. FINANCIAL & RESOURCE IMPLICATIONS

This policy requires that all Council borrowings do not impact on the financial sustainability of Council.

The financial implications of the proposed borrowing in the 2015-2016 Borrowing Policy have been discussed during budget development meetings. The appropriateness of proposed borrowings has been considered in line with the principles contained in the Borrowing Policy.

5. POLICY & LEGAL IMPLICATIONS

Section 192 of the Local Government Regulation 2012 requires that a local government must prepare a debt policy for a financial year.

Section 192(2) requires that the debt policy must state:

- (a) The new borrowings planned for the current financial year and the next 9 financial years;
- (b) The period over which the local government plans to repay existing and new borrowings.

(a)

6. CRITICAL DATES & IMPLEMENTATION

It is appropriate that the Borrowing Policy is reviewed and adopted at the Ordinary Council meeting in July 2015.

7. CONSULTATION

Consultation on this policy has taken place internally during budgetary discussions with Councillors.

8. CONCLUSION

Council's Borrowing Policy provides recourse for Council to borrow funding to secure the installation of key telecommunications infrastructure in Burketown and Gregory. While this infrastructure will not become a Council asset, the long-term utility of the projects to health, education and local business are of sufficient importance that Council deems the co-funding of these projects through borrowing to be appropriate.

9. OFFICER'S RECOMMENDATION

That Council adopts version 4 of the Borrowing Policy as presented.

ATTACHMENTS



FIN-POL-005  
Borrowing Policy - CE

1. FIN-POL-005 Borrowing Policy

## Late Item Reports

### 09.06 Investment Policy

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Policy
DATE:	15 July 2015
LINK TO COUNCIL PLAN/S:	Operational Plan 2015-2016

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1. PURPOSE (Executive Summary)

The purpose is to present the Investment Policy for 2015-2016. Section 104(5) of the Local Government Act 2009 requires a local government to have an Investment Policy as part of its financial management system.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council annually reviews its Investment Policy as part of the budget development process. The performance of Council's investments and investment options are reviewed in the monthly Finance Report.

3. PROPOSAL

That Council adopts the Investment Policy as presented.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council investment policy outlines Council's appetite for risks and defines the way in which Council invests surplus funds. This policy provides for no change to Council's position on investing surplus funds.

5. POLICY & LEGAL IMPLICATIONS

Section 104(5) of the Local Government Act 2009 requires a local government to have an investment policy as part of its financial management system. The policy must be regularly reviewed and updated as necessary.

6. CRITICAL DATES & IMPLEMENTATION

Council's Investment Policy is due for review and adoption at the Ordinary Council meeting in July 2015.

7. CONSULTATION

Consultation on this policy has taken place internally.

8. CONCLUSION

Council's Investment Policy is compliant with the Local Government Regulation 2012.

9. OFFICER'S RECOMMENDATION

That Council adopts version 3 of the Investment Policy as presented.

ATTACHMENTS



FIN-POL-008  
Investment Policy - C

1. FIN-POL-008 Investment Policy

## Late Item Reports

### 09.07 Expenses Reimbursement Policy for Elected Representatives

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DEPARTMENT: Office of the CEO  
RESPONSIBLE OFFICER: Philip Keirle; CEO  
FILE NO: Policy  
DATE: 15 July 2015  
LINK TO COUNCIL PLAN/S: Budget 2015-2016, Operational Plan 2015-2016

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1. PURPOSE (Executive Summary)

To submit the Expenses Reimbursement Policy for Elected Representatives to Council for review and adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council last reviewed the Expenses Reimbursement Policy in May 2012. A review of this policy is both appropriate and necessary in order to ensure alignment with related policies, including Council's Credit Card Policy and the Entertainment and Hospitality Policy.

3. PROPOSAL

That Council adopts the Expenses Reimbursement Policy for Elected Representatives as presented.

4. FINANCIAL & RESOURCE IMPLICATIONS

This policy provides guidelines for ensuring that expenses incurred and claimed by Councillors are reasonable and claimed only in relation to discharging their duties and responsibilities as a Councillor.

The policy also outlines the facilities to be provided to Council, a cost that is budgeted for each year in the annual budget and recorded in the Annual Report for the relevant financial year.

5. POLICY & LEGAL IMPLICATIONS

Section 249(2) of the Local Government Regulation 2012 requires Council to adopt an Expenses Reimbursement Policy. The regulation states:

- The Expenses Reimbursement Policy is a policy providing for the following –
- (b) Payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors;
  - (c) Provision of facilities to councillors for that purpose.

6. CRITICAL DATES & IMPLEMENTATION

The Expenses Reimbursement Policy for Elected Representatives is due for review. It would be appropriate to review and adopt this policy at the Ordinary Council meeting in July 2015.

7. CONSULTATION

Consultation on this policy has taken place internally and with the Queensland Audit Office. The QAO indicated the importance of ensuring the alignment of this policy with other related policies.

8. CONCLUSION

Council's Expenses Reimbursement Policy for Elected Representatives is compliant with the Local Government Regulation 2012. This policy is also in alignment with related policies: Credit Card Policy; Hospitality and Expenditure Policy.

It will be appropriate to revisit this policy following the quadrennial elections in March 2016.

9. OFFICER'S RECOMMENDATION

That Council adopts version 5 of the Councillor Expenses Reimbursement Policy as presented.

ATTACHMENTS

1. GOV-POL-011 Expenses Reimbursement Policy for Elected Representatives



## Late Item Reports

### 09.08 Grants to Community Organisations Policy

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DEPARTMENT: Office of the CEO  
RESPONSIBLE OFFICER: Philip Keirle; CEO  
FILE NO: Policy  
DATE: 15 July 2015  
LINK TO COUNCIL PLAN/S: Operational Plan 2015-2016

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1. PURPOSE (Executive Summary)

To submit the “Grants to Community Organisations” Policy to Council for review and adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council most recently reviewed the Grants to Community Organisations Policy in June 2014. Council considers grants from community organisations in line with this policy during Council meetings.

3. PROPOSAL

That Council adopts the Grants to Community Organisations Policy as presented.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council allocates an annual budget to Community Grants and Donations.

5. POLICY & LEGAL IMPLICATIONS

Section 195 of the Local Government Regulation 2012 provides that:

A local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from the local government.

Section 194 of the Local Government Regulation 2012 states that the local government may give a grant to a community organisation only:

- (a) If the local government is satisfied –
  - i. The grant will be used for a purpose that is in the public interest; and
  - ii. The community organisation meets the criteria stated in the community grants policy; and
- (b) In a way that is consistent with the local government’s community grants policy.

6. CRITICAL DATES & IMPLEMENTATION

The Grants to Community Organisations policy is due for review at the Ordinary Council meeting in July.

7. CONSULTATION

Consultation on this policy has taken place internally.

8. CONCLUSION

Council's Grants to Community Organisations Policy is compliant with the Local Government Regulation 2012.

9. OFFICER'S RECOMMENDATION

That Council adopts version 5 of the Grants to Community Organisations Policy as presented.

ATTACHMENTS

1. ADM-POL-011 Grants to Community Organisations Policy



ADM-POL-011 Grants  
to Community Organi



## Late Item Reports

### 09.09 Burke Shire Council Budget 2015-2016

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO Simba Chimpaka; Finance Manager
FILE NO:	Budget 2015-16
DATE:	14 July 2015
LINK TO COUNCIL PLAN/S:	Corporate Plan 14-19, Operational Plan 15-16, Investment Policy, Revenue Statement 15-16, Revenue Policy 15-16, Borrowing Policy

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1. PURPOSE (Executive Summary)

To present the 2015-2016 Budget and associated documentation to Council for adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has conducted a number of pre-budget meetings to determine priority capital projects and to discuss the current and future implications of compliance and efficiency initiatives on the Operational budget.

3. PROPOSAL

- That Council notes the content and procedural requirements for adopting the budget as outlined in the Local Government Act 2009 and Local Government Regulation 2012 (see section 5: Policy and Legal Implications); and
- That Council notes the contents of the 2015-2016 budget documents submitted; and
- That Council adopts the 2015-2016 budget and associated documents as submitted.

4. FINANCIAL & RESOURCE IMPLICATIONS

The Budget outlines the financial and resource implications of Council's projected capital and operational expenditure in 2015-2016 in accordance with the Local Government Regulation 2012.

5. POLICY & LEGAL IMPLICATIONS

**Content requirements of the budget**

The Local Government Regulation 2012 requires that a local government's budget is prepared in line with section 169:

Section 169:

(1) A local government's budget for each financial year must-

- a. Be prepared on an accrual basis; and
- b. Include statements of the following for the financial year for which it is prepared and the next 2 financial years-
  - i. Financial Position;
  - ii. Cash Flow;
  - iii. Income and Expenditure (see s169(3) below);
  - iv. Changes in Equity.

- (2) The budget must also include-
  - a. A long-term financial forecast (see section 171 below for requirements); and
  - b. A revenue statement; and
  - c. A revenue policy.
- (3) The statement of income and expenditure must state each of the following-
  - a. Rates and Utility charges excluding discounts and rebates;
  - b. Contributions from developers;
  - c. Fees and Charges
  - d. Interest;
  - e. Grants and Subsidies;
  - f. Depreciation;
  - g. Finance Costs; and the
  - h. Net result;
- (4) The budget must include each of the relevant measures of financial sustainability for the financial year for which it is prepared and the next 9 financial years (see section 169(5) for the relevant measures of financial sustainability);
- (5) The relevant measures of financial sustainability are the following measures as described in the Financial Management (Sustainability) Guideline-
  - a. Asset sustainability ratio;
  - b. Net financial liabilities ratio;
  - c. Operating surplus ratio.
- (6) The budget must also include the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget.
- (7) For calculating the rates and utility charges levied for a financial year, any discounts and rebates must be excluded.
- (8) The budget must be consistent with the following documents of the local government-
  - a. Its 5-year corporate plan;
  - b. Its annual operation plan.

#### **Validity of budget adoption or amendment**

Section 170 of the Local Government Regulation 2012 defines the circumstances in which the adoption/amendment of the budget will have no effect:

- (2) If the budget does not comply with section 169 when it is adopted, the adoption of the budget is of no effect.
- (4) If the budget does not comply with the following when it is amended, the amendment of the budget is of no effect-
  - a. section 169;
  - b. the local government's decision about the rates and charges to be levied for the financial year made at the budget meeting for the financial year.

#### **Long-term financial forecast requirements**

Section 171 of the Local Government Regulation 2012 defines the requirements for the Long-Term Financial Forecast:

- (1) A local government's long-term financial forecast is a forecast, covering a period of at least 10 years, of the following for each year during the period of the forecast-
  - a. Income of the local government;
  - b. Expenditure of the local government;
  - c. The value of assets, liabilities and equity of the local government.
- (2) The local government must-
  - a. Consider its long-term financial forecast before planning new borrowings; and
  - b. Review its long-term financial forecast annually.

## **6. CRITICAL DATES & IMPLEMENTATION**

Section 170 of the Local Government Regulation 2012 provides that:

- (1) A local government must adopt its budget for a financial year-
  - a. After 31 May in the year before the financial year; but
  - b. Before-
    - i. 1 August in the financial year; or
    - ii. A later day decided by the Minister.

Section 170(3) defines Council's ability to amend its budget:

- (2) The local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

Council's ability to amend the budget is subject to s170(4) of the Local Government Regulation 2012 (see above).

## 7. CONSULTATION

Consultation has taken place between Councillors and senior Management, within Senior Management, between Senior Management and Supervisors, between Senior Management and key stakeholders.

## 8. CONCLUSION

The 2015-2016 budget is compliant with the requirements of the Local Government Regulation 2012. Accordingly, its adoption by Council will be a valid exercise of Council's authority.

## 9. OFFICER'S RECOMMENDATION

That Council:

- (a) Adopts, in accordance with s169(1) and s169(3) of the Local Government Regulation 2012, the financial position; cash flow; statement of income and expenditure; and changes in equity (2015-2016, 2016-2017, 2017-2018) as submitted;
- (b) Adopts, in accordance with s169(2) of the Local Government Regulation 2012, the long-term financial forecast (2015-2016 – 2024-2025) as submitted;
- (c) Adopts, in accordance with s169(4) and 169(5) of the Local Government Regulation 2012, the financial sustainability measures (2015-2016 – 2024-2025) as submitted;
- (d) Adopts, in accordance with s169(6) of the Local Government Regulation 2012, the total value of change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget;
- (e) Adopts, in accordance with section 94(2a) of the Local Government Act 2009, the rates and utilities charges as submitted with the Revenue Statement 2015-2016;
- (f) Adopts, in accordance with section 97 and section 262(3c) of the Local Government Act 2009, the fees and charges as submitted;
- (g) Adopts, in accordance with section 169(2c) of the Local Government Regulation 2012, the Revenue Policy 2015-2016 as submitted;
- (h) Adopts, in accordance with section 169(2b) of the Local Government Regulation 2012, the Revenue Statement 2015-2016 as submitted;

## ATTACHMENTS

1. Revenue Policy 2015-2016



2. Revenue Statement 2015-2016





BSC Budget  
Documents 2016-202

3. Burke Shire Council Budget 2015-2016

- a. Financial position; cash flow; statement of income and expenditure; and changes in equity (2015-2016 – 2017-2018)
- b. Long-term financial forecast (2015-2016 – 2024-2025);
- c. Measures of financial sustainability (2015-2016 – 2024-2025);
- d. The total value of change, expressed as a percentage, in the rates and utility charges levied for financial years 2014-2015 and 2015-2016.



Burke Shire Council  
Fees and Charges 20

4. Fees and Charges 2015-2016

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

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### 10.01 Notices of Motion

None received at time of agenda preparation

### 10.02 Petitions

None received at time of agenda preparation

## 11 Mayoral Report

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Report to be provided to meeting.

## 12 Councillor Reports

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Councillors will provide reports to the meeting.

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

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Recommendation (if required)

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

## 14 Closed session reports

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14.01 Closed Session - Smooth Drum Roller Tender

14.02 Closed Session - Discount and Interest Reversal - 00090-00000-000

14.03 Closed Session - Reversal of Interest

14.04 Closed Session - NDRRA Stabilisation Contract

## 15 Deputations and presentation scheduled for meeting

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15.01 Local Government Association Queensland – Chief Executive Officer Greg Hallam and President Margaret de Wit

## 16 Closure of meeting

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The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 20<sup>th</sup> August 2015.