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*Agenda and Business Papers  
Burke Shire Council Ordinary General Meeting  
Thursday 20 August 2015  
9.00am Council Chambers*

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

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## 01 Opening of Meeting

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

## 02 Record of Attendance

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Members	Cr Ernie Camp, Mayor - Chair Cr Paul Poole, Deputy Mayor Cr 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 Jenny Williams; Executive Officer Trish Prior; Administration Officer (Minutes)
On Leave	Nil

## 03 Prayer

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Led by Cr Lauder.

## 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 16 July 2015

#### Recommendation

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



150716 Unconfirmed  
Minutes.pdf

## 06 Condolences

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None received at close of agenda.

## 07 Executive Management Team Reports

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### 07. Executive Management Team Reports

07.01.01 Works and Services Monthly Update Report

07.02.01 Workshop and Fleet Report

07.03.01 Executive Officer Report

07.03.02 Donation Request – QCWA Gregory Branch – Horse Sports and Family Fun Day

07.03.03 Donation Request – Mount Isa School of the Air – Waiving of Bus Hire Fees

07.04.01 Finance Monthly Update Report – July 2015

07.05.01 Projects and Human Resources Manager Report

07.05.02 Burketown Multi-Purpose Court Resurfacing Budget Allocation

# Works and Services Reports

## 07.01.01 Works and Services Monthly Update Report

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DEPARTMENT: Works and Services

RESPONSIBLE OFFICER: Works Manager

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

DATE: 12<sup>th</sup> Aug 2015

LINK TO COUNCIL PLAN/S: Works Program

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### 1. WORKS MANAGER

#### General

Works completed or commenced over the last month include (up to 12<sup>th</sup> Aug 2015):

- RMPC – 6801.
- Shire Roads maintenance.
- RFQ for HACCC, Gregory Hall and Admin re-roof awarded.
- Stabilisation NDRRA pre-start meeting conducted.

Training:

- Diploma of Local Government, Asset Management – Works Manager

Works for upcoming month:

- Shire roads maintenance
- Stabilisation works for NDRRA
- Installation of new pool furniture and pool maintenance

#### RMPC

2015-16	Allocation	Claim (1) July	Funds Remaining
Schedule 1	\$336,183.22	\$12,128.13	\$324,055.09
Schedule 2	\$191,885.80	\$74,633.16	\$117,252.64
Schedule 3	\$264,530.98	Nil	\$264,530.98
Schedule 4	\$1,000.00	Nil	\$1,000.00
Schedule 5	\$25,000.00	Nil	\$25,000.00
Total	\$818,600.00	\$86,761.19	\$731,838.81

All 2014-15 invoices have been paid by TMR.

The re-sheeting and gravel supply with heavy formation grading will be completed by the 17<sup>th</sup> August 2015 on (6801) Camooweal Road, these works have included approximately 2.6km of re-sheeting to a total value of approximately \$210,000.

An inspection with DTMR was conducted on the 11<sup>th</sup> in order to confirm works for upcoming reseals.

## NDRRA Flood Damage Works

Progress to date is on track with the programmed completion end date of 30 November 2015 still the valid date of completion for this project. Original programme has been updated to allow for longer works on Doomadgee West Road due to time taken to get all plant and personnel to site.

The current programme is to continue on Floraville Road and commence on Bowthorn Road now that earthworks have been completed on Doomadgee West Road. Commencing at the eastern end of Bowthorn Road and moving towards the west whereas on Floraville Road works have commenced at the western end and are moving east. 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 on Floraville Road is functioning with one grader crew working a multi-tyre roller as material is being mixed and broken down in the gravel pit. The material is currently being taken from Armraynald Pit on Floraville Road. 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. The material at pits is being taken from existing stockpiles by a 32 tonne excavator. With water being supplied by a semi tanker and twin steer body truck from water points at Armraynald Pit.

## Gregory Ablution Block

The hand rail is being completed by works staff; however, with the injury suffered to our boiler maker these works have been delayed. A new completion date will be subject to light duties/work restrictions as our boiler maker recovers from injuries.

## WHS Incidents

There has been one reportable incident over the reporting period resulting in an LTI.

## Shire Roads maintenance

Works have commenced on the Riversleigh, National Park, Adel's and Lawn Hill to Gregory Roads. Maintenance works will commence on the Nugaburra Rd and Doomadgee West in early September.

## HR

Kristy and Neil Tritton finish up with council on the 21<sup>st</sup> of August 2015. We wish them all the very best for the future and would like to thank them for their service over the past 24 months.

## 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. 7 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.
- Monthly inspecting and spraying utilities building Mounigibi oval for white ants. 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.
- Liaising with Nardoo station and conducting a trial using “pig hopper” bait stations with Southern Gulf catchments, this has been successful in controlling the pigs around the house.
- Removed and disposed on an injured wallaby outside a residence in Gregory street

#### 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 2014 – area being monitored.

#### Complaints

- Nil received for this period

#### General

- Serviced the Rex RPT flights whilst Bob Marshall on leave x 3 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 23rd July – results to CEO and WM.
- Maintaining register of employee licences and tickets etc.
- Traffic signage plan on 6801 for Beamesbrook bridge decking failure.
- Traffic management plan for Mittigudi creek bridge approach repairs.
- Traffic management plan for various pot hole patching on WDR.
- Roadside erection form, for road safety signage for traffic to the faulty approaches to the road surfaces to Mittigudi creek on WDR until repairs can be carried out.
- Bureau of Metrology staff upgraded weather station and replaced the faulty automatic rain gauge, weather radio broadcast on frequency 123.05 still faulty, phone contact is available – NOTAM issued until repaired.
- Updated First aid kit register to include 585 new Isuzu job truck.
- With RMPC supervisor, 6801 inspection on works, road signage and watering point, also checked repairs to approaches to Mittigudi creek.
- Applied for a replacement ATSIC card



- Completed Fraud awareness training.
- Applied for and received the Unique Student Identifier for future student recognition of training course attendance.

### 3. PARKS AND GARDENS

#### Programed works

- Working with weekly program

#### Non programed works

- Tidy up of the Gregory airport.
- Depot and Water treatment plant has had a major clean up at the Gregory.
- Work will start on the pool first week in September.
- Recovered pavers from the back of the hall to use at the pool.

### 4. BUILDING MAINTENANCE

Building maintenance tasks have now been sorted and re-prioritised so that all outstanding works are aligned to a particular asset. In the last month, we have spent about \$20k on outstanding works, these works include basic trade and electrical work. In the last reporting period, around 60 outstanding maintenance tasks have been completed and closed off.

### 5. UTILITIES

#### Water Treatment Plant

Water usage for July 2015: 19011kl

DAILY READING WTP BURKETOWN		
JUNE	DAILY USAGE (kL)	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE	19011	Avg – 8.11 L p/s
HIGHEST DAILY USAGE	818	Avg – 11.18 L p/s
LOWEST DAILY USAGE	386	Avg – 9.28L p/s

DAILY READING WTP GREGORY		
JUNE	DAILY USAGE (KL)	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE	189.281	

- Prominent Water has been engaged to service the chlorin-situ unit and install a chiller unit to increase the production of Chlorine for water disinfection. Dates are yet to be confirmed for installation
- Chemical Storage area at Gregory Water Treatment plant has been tidied. Chemicals are now stored correctly. We are currently in the process of sourcing more bunded pallets to suit the 1000ltr IBC pods.

#### Water Reticulation

- Water meter reading completed on 12-8/2015.
- Future works
  - Marking locations of hydrants / valves / water meters as per allotment and adding new water meter tags to meters in Gregory.
  - Could not install two water meter tags at Gregory due to locked gates.

## Sewerage

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
282333	TOTAL COLIFORMS	15-07-15 9:12am	BURKE SHIRE TREATED EFFLUENT	< 1000 CFU/100ml	<10 CFU/100ml	<10	
282333	BOD Biochemical Oxygen Demand	15-07-15 9:12 am	BURKE SHIRE TREATED EFFLUENT	< 20 mg/L	31 mg/L	<2	X
282333	TOTAL SUSPENDED SOLIDS	15-07-15 9:12 am	BURKE SHIRE TREATED EFFLUENT	< 30 mg/LL	56 mg/L	<1	X
282333	PH Physical Properties	15-07-15 9:12 am	BURKE SHIRE TREATED EFFLUENT	6.5-6.8	7.7	<0.1	
275460	TP Nutrients & Anions	15-07-15 9:12 am	BURKE SHIRE TREATED EFFLUENT	< 15 mg/L	6.1mg/L	<0.5	
275460	TN Nutrients & Anions	15-07-15 9:12 am	BURKE SHIRE TREATED EFFLUENT	< 20 mg/L	45 mg/L	<1	X

- Sewer samples have continued to fail. We have identified the source of contaminants and have implemented procedures for the collection of dump-ezy and porta-loo waste, and where to place materials at the Sewerage Treatment Plant.

## Burketown Water Treatment

- Total Water Usage : 19011 kl
- Plant running smoothly with no interruptions to service supply.
- Chlorine-Situ system currently shutdown due to faults and repairs.
- Using Back-up system to make the 2% required for Storage Tank.

## Nicholson River Pump Station.

- Currently having problems with the Back-up Generator. Workshop staff are looking into fixing this problem.
- Pumps are running good.
- Notices are being sent to the relevant stakeholders when starting and stopping pumps.

## 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 they 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 an electrician.

#### Future Works

- Blacken signal area at windsock has been completed.

#### Weather Station

- Current NOTAM for the AWIB is extended to Thursday 24<sup>th</sup> of September. This will be changed if rectified at an earlier date.

#### REX Airlines

- Operations are running to a reasonable standard
- REX manifest paperwork is being received in a timely fashion of late.
- The Works Manager (in his role as Aerodrome Manager), Jayden Douglas and Kieran Anderson are in the process of ASIC applications to assist with the airport and REX Airlines. Ongoing process.
- D. Marshall, R. Marshall and R. Cunningham have renewed their ASIC cards. Still waiting for these to be sent.

#### Cemetery

- Works ongoing, nothing significant to report.

### 6. OFFICER'S RECOMMENDATION

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

### ATTACHMENTS



Copy of Works Draft  
15-16.xlsx

1. Works Program 15/16

## Workshop and Fleet Reports

### 07.02.01 Workshop and Fleet Report

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DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris Work Shop and Fleet Manager

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

DATE: 10th August 2015

LINK TO COUNCIL PLAN/S: Works Program

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

Plant #	Description	Maintenance	Scheduled	Cost	Comment
426	Low Loader	Tyres, grease, brake adjust	No	6 hrs	Wear
456	Digga Street Sweeper	Cracks, wear and broom	No	4 hrs	Wear
460	Ride on	Tyres	No	2 hrs	Wear
469	Multi Tyre Roller	Punctures, air leaks, 4500 hr	Yes & No	16 hrs	Age
470	Komatsu Loader	6500 hr service	Yes	4 hrs	Wear
479	Water Truck	Tail shaft, transmission	No	40 hrs	Uni let go
480	Prime Mover	Brake boosters	No	4 hrs	Wear
514	SES Hilux	50K service & tyres	Yes	4 hrs	Scheduled
522	140M Grader	4,250 hr service & tyres	Yes	4 hrs	Scheduled
524	2wd Hilux	Tyres	Yes	2 hrs	Wear
526	Fuel Trailer	Pump and tyres	No	6 hrs	Wear
527	Hub Genset	Battery	No	1 hrs	May need solar
530	Extra Cab Hilux	60K service	Yes	2 hrs	Scheduled
534	Landcruiser	85K service and fuel blockage	Yes	4 hrs	Scheduled
535	Landcruiser	115K service	Yes	2 hrs	Scheduled
537	Landcruiser	105K service, trans, screen	Yes	8 hrs	Scheduled
538	Workshop Truck	55K service, tyres	Yes	6 hrs	Scheduled
542	GWTP Genset	Radiator and alternator	No	6 hrs	Wear and tear
544	Job Truck	Fuel fault-sent away	No	6 hrs	Need Dealer in BKT
551	Prime Mover	80K service	Yes	4 hrs	Scheduled
554	Road Train	Punctures, grease, brakes	No	8 hrs	Coarse rock
560	Pump Stand Trailer	Replace pumps	No	8 hrs	Wear and tear
563	Septic unit	Broke pump	No	8 hrs	Pumping solids
568	Kioti Mower	Deck and spindle	No	4 hrs	Light deck
573	Gregory Depot Genset	Alternator	No	4 hrs	Fabricate bracket
584	Dual Cab Landcruiser	5K service	Yes	2 hrs	Scheduled
586	Extra Cab Hilux	5K service	Yes	2 hrs	Scheduled

## 2. TENDER UPDATE

Carried over from 2014-15 Budget

- #535 and #537 tendered locally and as trade for RMPC truck
- Pad foot roller- ordered 27-7-15- due late August
- Loader- Delivered and inducted
- RMPC ute- upgraded to truck with crane- resolution this meeting
- Job truck with crane- Delivered and inducted
- 10 Tonne Truck- Ordered 25-6-15 expect delivery mid September
- Waste Transfer Bins- Six completed - Seventh being built

## 3. OFFICER'S RECOMMENDATION

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

## ATTACHMENTS TO VIEW

### 1. Plant Replacement Program



Copy of 15-16 - Five  
Year (5) Plant Replac

### 2. Schedule of Major Plant Servicing



Copy of Master  
Major Plant Services.:

### 3. Plant Running Costs



PLANT RUNNING  
COST.pdf

## Executive Officer Reports

### 07.03.01 Executive Officer Report

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DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

FILE NO: Business Paper

DATE: 12<sup>th</sup> August 2015

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

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#### 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
Jul	18-19	RADF workshop	Normanton
	25	Queensland Music Festival	Burketown
UPCOMING EVENTS			
Aug	TBD	Seniors Week – Melbourne Cup time	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	3/4/5	Burketown 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

### July 18 & 19 Glass slumping workshop

The RADF Glass slumping workshop took place in Normanton on the weekend of 18th&19th July. There were a total of 7 participants from the Burke Shire.

Transport was organised by Burke Shire Council as part of their In-kind contribution using the Burke Shire Bus. The group took off on Friday the 17<sup>th</sup> and spent 2 nights in Normanton. The workshop took place on Saturday at the Normanton arts shed with participants receiving access to glass slumping tutoring and learning how to make their own artworks.

Accommodation was arranged through RADF funding, participants were responsible for costs of meals and other incidentals over the weekend. The group returned to Burketown on Sunday afternoon.

Many thanks to Mrs. Kylie Camp, our RADF Chair for organising this workshop. The ladies who attended the workshop said it was a great weekend of learning new skills and meeting with other ladies with similar interests.

#### Financial Summary

- Funds were expended in accordance with the \$3,710 budgeted for this project, any surplus will be carried over to 2015/16 RADF funds.
- An artistic and financial report will be sent to the RADF at the end of the month.

#### Conclusion

- The glass slumping workshop went very well. Though the numbers were lower than we expected, this initiative was well received by the ladies who attended.
  - More community participation in similar projects is always encouraged.
-

## 25 July Queensland Music Festival Ian Cooper & Amber Hammond Tour

### Aim of Project:

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

### Event Information:

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

### Event Overview

The QMF flying Tour arrived in Burketown on Saturday and had a chance to meet with Mayor Ernie Camp and Mrs. Kylie Camp before their performance.

In the afternoon, the pianist Amber Hammond and renowned violinist Ian Cooper conducted a one on one strings class with Lucy Kennedy a SOTA student from Escott Station.

The main program of the day commenced at 6.pm in the Nijinda Durlga. It was a lovely evening of classical, gypsy and jazz music enjoyed by over 60 people. The program ended just after 9.pm.

A special thanks to Kylie Camp for helping secure sponsorship for the QMF event, Patricia Prior and Madison Marshall from the Burke Shire Council office for helping with set up and ensuring everything was in place, Mel & Damien Angel and Greg Prior for assisting with catering for the event and Nils Hay with the photography.

### Financial Summary

Sponsorship was received from MMG Century and Richardson's Building Service. Actual expenditure was within the budgeted amount.

### 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.
- QMF sent Posters and flyers that were circulated around town.
- QMF will send images that were taken and these together with an article will be placed in the September Newsletter.

### Conclusion

The program ran as planned, feedback forms for the QMF were submitted last week. This event was well supported by community members and visiting tourists to Burketown.



## UPCOMING EVENTS

### 25-26 September Morning Glory Festival

#### Aim of Project

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

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

#### Background

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

The 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 Councillors on a monthly basis.

#### Event Information

Name: Morning Glory Festival

Date: Friday 25 and Saturday 26 September 2015

Venue: Morning Glory Park and Burke Shire Nijinda Durlga

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#### Activities

- Arts & Crafts Show
  - Music festival
  - Children's programs
  - Markets
  - Photo Competition
  - 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
  - Southern Cross TV Commercial
  - ABC Radio
-

#### Budget

- Burke Shire Council has budgeted \$30 000.00 towards the morning glory Festival.
  - An application has been submitted to MMG for sponsorship.
  - Approached other companies/organisations 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
  - Burketown Police
  - Community Orgs and Groups
- 

#### 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. Membership has been boosted by including the Burketown State School students as members.

Council has sourced some funding from the State Library for the "First 5 Forever Program". It is intended to use this funding to boost membership numbers with the younger generation (0-5 years) within the Shire. This will involve participation in singing/rhymes/story time and play based activity to kick start their neurological development and language foundations at an early age. Due to the limited space and restrictions in the Burketown Library this program will hit the road and be held at the Burketown Kindergarten (0-5 group on Fridays) and the Gregory Mothers group. More information in relation to this program will be included in the next Burke Shire Newsletter.

## 3. ACCOMMODATION

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

### Council Staff Applications

House Applications	3
Unit Applications	1

### General Public

House Applications	1
Unit Applications	3

## 4. PROMOTION

### Social Media

Burke Shire Council Facebook Page - showing Data from 08/05/15 to 08/11/15

- Total Page Likes
  - 271 with an increase of 0.4% from last week
  - 1 new page like this week – down 66.7%
- Total Reach
  - 219 with an increase of 41.6% from last week
  - The number of people who were served any activity from your Page including your posts, posts to your Page by other people, Page like ads, mentions and checkins.*
- Engagement
  - 15 people with a decrease of 37.5% from last week
  - The number of times your Page was liked, broken down by where it happened*
- People who have liked the Council Page
  - Women – 68%
  - Men – 31%
  - Country
    - Australia - 265
    - Overseas - 6

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, currently this role is partly covered by internal staff, time pending.

### Newsletter

The next edition of the newsletter is planned for distribution in early October, articles cut off day is Monday 21<sup>st</sup> September.

## 5. DEVELOPMENT APPLICATIONS

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

## 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. It is planned to have the council EHO Officer visit the Shire during August.

7. INFORMATION TECHNOLOGY

Currently completing an audit of Council's VoIP Phone System.

8. RECORDKEEPING

The destruction of records process has reached stage two with documents currently captured within InfoXpert being disposed as per Council disposal schedule. Stage One documents (old records not captured in InfoXpert) have now been finished. (A total of 4900 files have been processed.) There are still legacy documents which require appraisal, \$\$ and timing will be decided when we complete this audit.

There are 456 transaction folders due to be closed. This is reduced from 803 last month. CorpMem will work with BSC staff to close folders that require information from the business in order to calculate a close date.

9. CONFERENCES/TRAINING

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

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Correspondence Report



2. CorpMem July 2015 Admin Report



3. Library Report for July 2015



## Executive Officer Reports

### 07.03.02 Donation Request – QCWA Gregory Branch – Horse Sports and Family Fun Day

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DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer  
Patricia Prior, Administration Officer

FILE NO: Donation Requests 2015/16

DATE: 20 August 2015

LINK TO COUNCIL PLAN/S: Operational Plan

---

1. PURPOSE (Executive Summary)

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The QCWAGB received \$1,175.00 in-kind support from Council donations in 2013/14 for hire of the Nijinda Durlga. Support for the Gregory Horse Sports and Fun Day in 2012/13 came to \$2,171.00 which included \$1,000.00 cash and \$1,171.00 for rubbish collection, printing of programs, purchase of banners for advertising the Horse Sports.

3. PROPOSAL

Purpose or Function – *To conduct Horse Sports & Family Fun Day*

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

Project Summary – *Sunday 20th September, 2015 Gregory Race Track and Sports Reserve 8.30pm - 4.00pm approximately. Events to suit 6 & Under through to Pensioners. Horse Sports - Barrel Race, Figure of 8, Bending, Flag, Billy Can Race, Guzzlers Race. Novelty Track & Field Events - Sack Race, Hop, Step & Jump, 3 Legged Race, etc*

How will the project benefit Burke Shire Communities – *The event has been a long standing event in the community and is looked forward to as a fun day out. More than ever, this year, with hard times hitting our landholders and therefore effecting other small businesses in the region, this event is needed to boost spirits. Normally the stations not only nominate for the events but provide sponsorship and prizes for the day - this proves their commitment to the event. It would be nice, this year particularly, not to have to rely on their strained budgets.*

Who will participate – *The participants for the horse events are generally people off the stations in the Burke Shire, however some participants travel from other regions if they are able. The horse sports make for a great spectator sport also. The track and field events are for everyone - 6 year olds to pensioners participate.*

Target Audience – *Families and residents of the Burke Shire and visitors to the area - a great way to show off our country skills and hospitality.*

Donation Support Request – *The QCWAGB are requesting both in-kind support and a cash donation of \$1,500.00 from Council to assist with this event. In kind support requested includes rubbish collection, printing of programs if required and distribution of information via email distribution and noticeboards.*

How Council will be recognized and acknowledged – Council will be recognized on the day through posters and loud speaker announcements. A banner and/or gazebo, if provided, can be erected and displayed on the day and a press release will be issued to the North West Star, Burke Shire Council and The Gulf Chronicle prior to and following the event with information about the event and its sponsors. QCWAGB are happy for Council to suggest any other ways in which they can be involved in the day or recognized.

Total project cost

	\$
Own cash contribution	5,700
Own in-kind contribution	3,000
Other funding sources	0
Council Donation Request	1,500 cash
	1,000 inkind (approx.)
<b>Total project cost</b>	<b>\$11,300</b>

List Sources for Other Funding – Not determined at this stage but sponsorship will be sought from local individuals and businesses, MMG Century Mine, out of area businesses such as Mt Isa/Townsville. Nomination fees for events are kept low (\$6per event for Horse Sports, \$2 per event for Track and Field). QCWAGB will also endeavor to raise funds by catering for the event on the day.

Other information relevant to this application – Nil.

4. FINANCIAL & RESOURCE IMPLICATIONS

The current donations budget: \$60,000 with this being the first application for the current financial year.

5. POLICY & LEGAL IMPLICATIONS

ADMIN1 Grants to Community Organisations Policy

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

6. CRITICAL DATES & IMPLEMENTATION

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

7. CONSULTATION

Finance, CEO

8. CONCLUSION

That Council provides the Queensland Country Women's Association – Gregory Branch with a \$1,500.00 cash donation and in-kind support as requested to help with the Horse Sports and Family Fun Day to be held Sunday 20 September 2015. This is an annual event held within the Burke Shire.

Approx. costs for rubbish collection (going off \$ value for the last event) and printing of the programs - \$1,000.00. This depends on how many rubbish runs are completed during the event and how many programs are printed.

9. OFFICER'S RECOMMENDATION

That Council approves the provision to the Queensland Country Women's Association – Gregory Branch of a \$1,500.00 cash donation and in-kind support for rubbish collection and printing of programs, as requested to help with the Horse Sports and Family Fun Day to be held in Gregory on Sunday 20 September 2015.

ATTACHMENTS



BSC Donations  
Request Form 30071!

1. Donation Request

## Executive Officer Reports

### 07.03.03 Donation Request – Mount Isa School of the Air – Waiving of Bus Hire Fees

---

DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer  
Patricia Prior; Administration Officer

FILE NO: Donation Requests 2015/16

DATE: 20 August 2015

LINK TO COUNCIL PLAN/S: Operational Plan

---

1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from the Mount Isa School of the Air.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Mount Isa School of the Air received \$213.23 in-kind support from Council donations in 2013/14. This support was for the Gregory Mini School and covered rubbish collection.

3. PROPOSAL

Purpose or Function – *Government run school servicing isolated children's' education throughout Queensland and the Northern Territory.*

Structure – *MISOTA is a legally incorporated non-profit organisation which has been established for over 50 years and currently has more than 170 members. Those attending the Gregory mini-school come from Gregory, Adels Gove, Lawn Hill, Camooweal and Burketown areas.*

Project Summary – *Cultural Tour with Carpentaria Land Council by bus on Wednesday 9 September 2015.*

How will the project benefit Burke Shire Communities – *Students will be given a wider knowledge of the history and significance of their community.*

Who will participate – *Staff, students and families from Mount Isa School of the Air as well as members of Carpentaria Land Council.*

Target Audience – *MISOTA students.*

Donation Support Request – *MISOTA are requesting the waiver of the Burke Shire Council bus hire fees of \$1,025 representing a bond of \$500 and \$525 for the daily hire.*

How Council will be recognized and acknowledged – *Council will be thanked in our school newsletter and a letter of appreciation sent.*



<u>Total project cost</u>	
	\$
Own cash contribution	N/A
Own in-kind contribution	N/A
Other funding sources	N/A
Council in-kind Donation Request	1,025
<b>Total project cost</b>	<b><u>\$1,025</u></b>

List Sources for Other Funding – Nil.

Other information relevant to this application – Nil.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The current donations budget: \$60,000 with this being the first application for the current financial year.

#### 5. POLICY & LEGAL IMPLICATIONS

ADMIN1 Grants to Community Organisations Policy  
Council is required to report on donations made in its annual report and also on its financial statement. These will be available to the public and other authorities on the Council website.

#### 6. CRITICAL DATES & IMPLEMENTATION

A decision is required at the August meeting to meet hire deadline.

#### 7. CONSULTATION

Finance, CEO

#### 8. CONCLUSION

That Council provides the Mount Isa School of the Air with \$1,025.00 in-kind support as requested to help with the Cultural Tour with Carpentaria Land Council.

#### 9. OFFICER'S RECOMMENDATION

That Council approves the donation of in-kind support for the value of \$1,025.00 to Mount Isa School of the Air to cover the hire and bond of the Burke Shire Council bus for Wednesday 9 September 2015.

#### ATTACHMENTS



DOC060815-060820  
15091303.pdf

#### 1. Donation Request

## Finance Reports

### 07.04.01 Finance Monthly Update Report – July 2015

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DEPARTMENT: Finance

RESPONSIBLE OFFICER: Simba Chimpaka; Finance Manager

FILE REF: Council Meeting Report - Finance Monthly Update Report

DATE: 20 August, 2015

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#### 1. STATEMENT OF COMPREHENSIVE INCOME

	YTD Actual	Budget	% Over/Under Budget
<b>Revenue:</b>			
<b><i>Recurrent Revenue</i></b>			
Rates, levies and charges	- 9,405	3,820,650	-100%
Fees and charges	2,544	27,310	-91%
Rental income	10,800	130,000	-92%
Interest received	31,577	435,000	-93%
Sales revenue	201	806,000	-100%
Other income	8,985	158,850	-94%
Grants, subsidies and donations	1,457,706	6,846,997	-79%
<b>Total Recurrent Revenue</b>	<b>1,502,408</b>	<b>12,224,807</b>	<b>-88%</b>
<b><i>Capital revenue</i></b>			
Grants, subsidies and donations	-	1,993,984	-100%
Capital income	-	-	-
	-	1,993,984	-100%
<b>Total revenue</b>	<b>1,502,408</b>	<b>14,218,791</b>	<b>-89%</b>
<b>Expenditure:</b>			
<b><i>Recurrent Expenditure</i></b>			
Employee benefits	307,990	3,858,907	-92%
Materials and services	202,117	10,795,463	-98%
Finance costs	1,211	15,000	-92%
Depreciation and amortisation	147,742	1,652,600	-91%
	659,060	16,321,970	-96%
<b><i>Capital expenditure</i></b>	-	-	
<b>Total expenditure</b>	<b>659,060</b>	<b>16,321,970</b>	<b>-96%</b>
<b>Net operating surplus</b>	<b>843,348</b>	<b>- 2,103,179</b>	<b>-140%</b>

## **Notes for variances to budget**

Year to date figures show a net surplus of \$843, 348, with revenue of \$1,502,408 and expenditure of \$659.060.

### **Revenue**

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

Rates and utility charges sit at -100% as rates and levies for 2015-16 are yet to be raised. Rates and utility charges for the first half of the financial year will be issued in the month of August.

#### **Fees and charges**

Fees and charges are on track with pro rata budget estimates at \$2,544 or 9% of the annual forecast

#### **Rental Income**

Rental income is on track with pro rata budget estimates at \$10,800 or 8% of the annual forecast.

#### **Interest**

Interest received is slightly below pro rata budget forecast at \$31,577 against a pro rata estimate of \$36.250. Interest rates have remained low.

#### **Sales Revenue**

There is very insignificant movement in relation to sales revenue; however this is primarily due to timing differences, RMPC contract works are underway but claims have not been processed yet. All previous year RMPC claims have been remitted to Council.

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

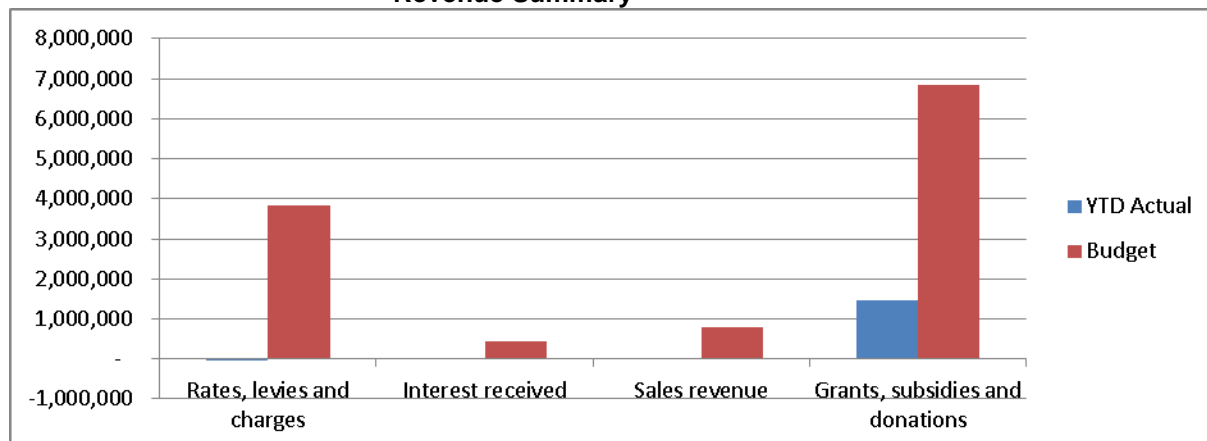
Non Capital Grants, Subsidies, Contributions and Donations sit at \$1,457,706 or 21% of the annual forecast. The first two instalments of the 2015–16 Financial Assistance Grant program were brought forward and paid on 30 June to assist councils to continue to provide important services and have early access to funding for critical infrastructure. The remaining funding will be paid in quarterly instalments scheduled to be paid in August, November, February and May 2016.

Significant NDRRA works have been carried out; progress reports have been submitted and progress claims for works will be lodged. \$2000 in donations for the Morning Glory Festival was received.

Capital grants (TIDS, ATSI TIDS, funding for the Pontoon and other subsidies are yet to be received.

Though the Financial year is still in its infancy, the majority of Councils revenue streams are on track with pro rata budget estimates.

**Revenue Summary**



### **Recurrent Expenditure**

#### **Employee benefits**

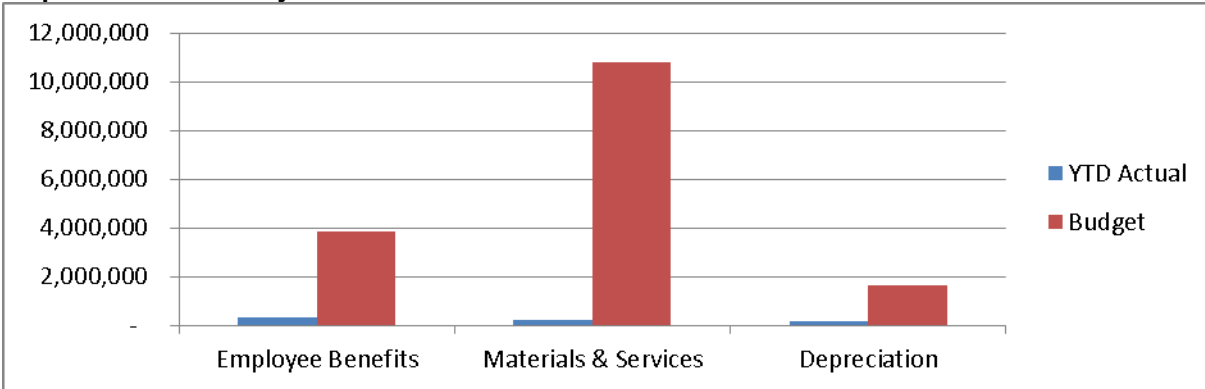
Employee benefits are on track with pro rata budget estimates at \$307,990 or 8% of the annual forecast.

#### **Materials and services**

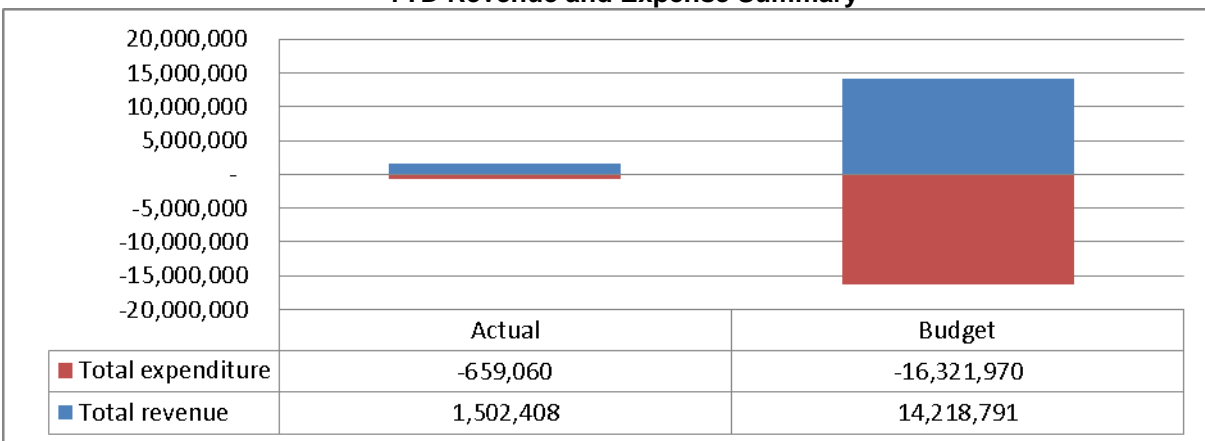
Materials and services expenditure reflects the infancy of the financial year and timing differences with pro rata budgetary estimates. The majority of invoices paid in the month of July relate to expenditure incurred in the previous financial year, these expenses have been accrued back to 2014-15.

Finance costs are on track with pro rata budget estimates.

### Expenditure Summary



### YTD Revenue and Expense Summary



## 2. STATEMENT OF FINANCIAL POSITION AS AT 31 JULY 2015

### Current assets

Cash and cash equivalents	15,792,718
Trade and other receivables	269,487
Inventories	188,833
Other financial assets	447,694
<b>Total current assets</b>	<b>16,698,732</b>

### Non-current assets

Property, plant and equipment	112,803,827
<b>Total non-current assets</b>	<b>112,803,827</b>

<b>Total assets</b>	<b>129,502,559</b>
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### Current liabilities

Trade and other payables	283,280
Provisions	363,710
Other current liabilities	-
<b>Total current liabilities</b>	<b>646,990</b>

### Non-current liabilities

Provisions	612,245
<b>Total non-current liabilities</b>	<b>612,245</b>

<b>Total liabilities</b>	<b>1,259,235</b>
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<b>Net community assets</b>	<b>128,243,324</b>
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### Community equity

Shire Capital	39,529,889
Asset revaluation reserve	67,335,476
Retained surplus	14,673,832
Other Reserves	6,704,127
<b>Total community equity</b>	<b>128,243,324</b>

## Notes to Statement of Financial Position

### Current Assets

#### Cash and cash equivalents

Cash and cash equivalents sit at \$15,792,718 an increase of 4% from the last reporting period.

#### Trade and other receivables

Receivables as at 31 July decreased to \$269,486 from approximately \$1,275 million at 30 June 2015 reflecting significant collection of outstanding amounts and the subsequent increase in cash and cash equivalents. Outstanding debts continue to be monitored and collected monthly. Outstanding rates continue to be remitted to Council with a few rate payers clearing outstanding amounts through progressive fortnightly payments. Outstanding rates decreased from a balance of \$144,000 as at 30 June 2015 to a balance of \$98,000 as at 31 July 2015.

### Inventories

Inventory sits at \$188,833 from a balance of \$190,000 at 30 June 2015.

### Property Plant & Equipment

Property plant and equipment sits at \$112,803,827. Non current asset values will be updated on finalisation of the asset revaluation exercise and receipt of the final asset revaluation data. Balances will be rolled over from the previous financial year.

### Liabilities and Provisions

Current Liabilities as at 31 July 2015 mainly relate to invoices not yet due for payment (accounts payable) and employee benefits payable and a provision for audit fees.

Burke Shire Council - Cash Position 2015-16							
Month	Queensland Treasury Corporation	Annual Effective Interest Rate	Term Deposit ME Bank	Interest Rate	Westpac Bank Cash Reserve	Westpa Cash Management Account	Total Cash Held
Jul-15	\$ 11,036,734.36	2.74%	\$ 519,000.00	2.80%	\$ 3,730,588.92	\$ 505,820.97	\$ 15,792,144.25
Aug-15							
Sep-15							
Oct-15							
Nov-15							
Dec-15							
Jan-16							
Feb-16							
Mar-16							
Apr-16							
May-16							
Jun-16							

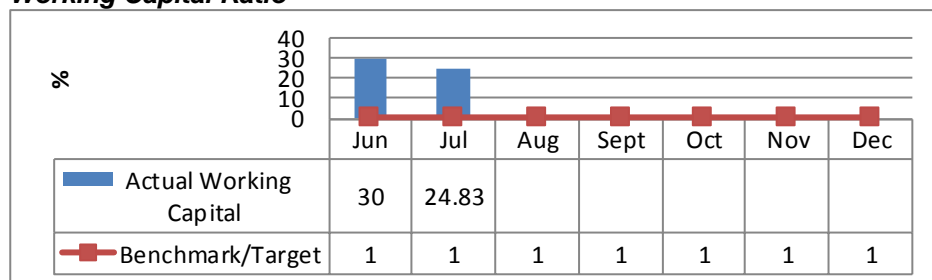
## 3. MEASURES OF COUNCILS FINANCIAL SUSTAINABILITY

Measure	How the measure is calculated	Actual	Target	Budget
<b>Operating surplus ratio:</b> measures the extent to which operating revenue covers operational expenses	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	56%	Between 0% and 10%	33.5%
<b>Net financial liabilities ratio:</b> Measures the extent to which the net financial liabilities of Council can be serviced by operating revenues	Total liabilities less current assets divided by total operating revenue (excluding capital items)	-1028%	not greater than 60%	-115.5%
<b>Current ratio:</b> Measures Council's ability to meet short term obligations from cash and liquid financial assets	Current assets divided by current liabilities	25.81	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	24.83	This ratio should exceed 1:1	

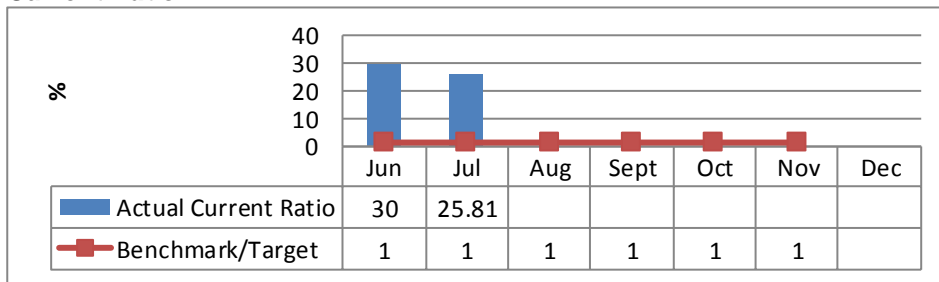
Council's measures of financial sustainability show a healthy position at the end of July. Council's **Net Financial liabilities** ratio as at 31 July 2015 is well above the target benchmark of less than 60%. July results sit above the annual budgetary forecast of -115%.

Council's **working capital ratio** as at 31 July sits at 24.83% favourably against a benchmark target of 1:1

### **Working Capital Ratio**

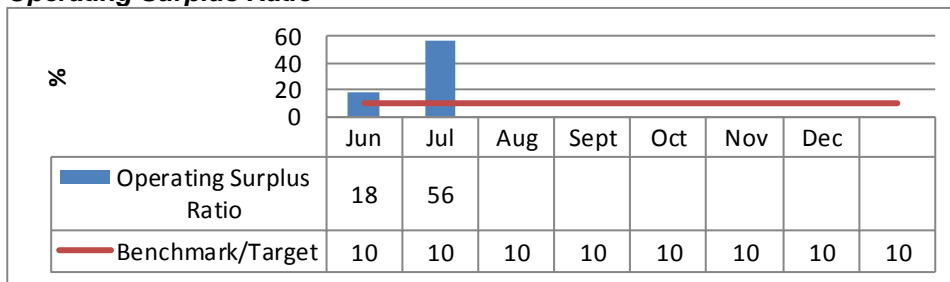


### Current Ratio



Council's **current ratio** as at 31 July sits at 25.81 favourably against a benchmark target of 1:1 and councils reflecting the ability to adequately meet current liabilities with from cash and liquid financial assets.

### Operating Surplus Ratio



#### 4. STATEMENT OF CASH FLOW

	31 July 2015
	\$
<b>Cash flows from operating activities</b>	
Receipts from customers	678,761
Payments to suppliers and employees	- 1,172,881
	- 494,120
Interest received	31,577
Rental income	10,800
Non capital grants and contributions	1,451,706
Borrowing costs	-
<b>Net cash inflow (outflow) from operating activities</b>	<b>999,963</b>
<b>Cash flows from investing activities</b>	
Net payments for property, plant and equipment	- 378,422
Grants, subsidies, contributions and donations	-
<b>Net cash inflow (outflow) from investing activities</b>	<b>- 378,422</b>
<b>Net increase (decrease) in cash and cash equivalent held</b>	<b>621,541</b>
<b>Cash and cash equivalents at the beginning of the financial year</b>	<b>15,171,178</b>
<b>Cash and cash equivalents at end of the financial year</b>	<b>15,792,719</b>

Cash inflows exceeded cash outflows in the month of July. Major cash inflows relate to Financial Assistance Grants received, receipts from debtors (recoverable works and contract works conducted under RMPC) and rates remittances.

Collection of outstanding debts is proceeding well with only two debtors with debts over 90 days old.

Outflows relate to employee benefits and payment of accrued expenses from the previous financial year.

Overall net inflows exceeded net outflows resulting in a net increase in cash held at the end of the reporting period.

Significant cash outflows are anticipated over the next reporting period as payments for NDRRA works and plant purchases as per capital budget are processed.

Significant cash inflows are also anticipated in the second half of the first quarter as rates levies are issued and ratepayers remit payments to Council and progress claims for NDRRA works are submitted.



## 5. CAPITAL WORKS IN PROGRESS

Capital Works Budget 2015-16							
Projects	Total Budgeted Expenditure	YTD Actual Expenditure	Variance	Status/Comments	Budget Funding/Sale Proceeds	YTD Actual Income	Variance
<b>Buildings</b>							
1 Administration office renovations	40,000	-	40,000		-	-	-
2 Administration office roof replacement	90,000	-	90,000		-	-	-
3 Visitor Information Centre renovations	300,000	-	300,000		-	-	-
4 Gregory Town Hall renovations	100,000	-	100,000		-	-	-
5 ANZAC Centenary commemorative works	40,000	-	40,000		-	-	-
6 New housing - Duplex (2)	400,000	-	400,000		-	-	-
7 House renovations (House 10)	75,000	-	75,000		-	-	-
<b>Land</b>							
8 Land acquisitions (Gregory WTP)	35,000	-	35,000		-	-	-
9 Land acquisitions (Gregory Rubbish Tip)	70,000	-	70,000		-	-	-
<b>Other Structures</b>							
10 Mineral Baths/Springs	100,000	-	100,000		-	-	-
11 Pontoon gangway raising structure	80,000	8,827	71,173		-	-	-
12 Wharf Car park ( Boat ramp project)	360,000	-	360,000		-	-	-
13 Burketown Rubbish Tip Fencing, gate and site office	100,000	-	100,000		-	-	-
14 Gregory Rubbish Tip Fencing & Signage	52,000	-	52,000		-	-	-
<b>Road Infrastructure</b>							
15 Reseal Floraville Rd & Reseal Doomadgee East Rd	1,000,000	-	1,000,000		-	-	-
16 Road seal works ATSI TIDS Doomadgee West Road	250,000	-	250,000		250,000	-	250,000
17 Road seal works TIDS Doomadgee West Road	1,600,000	-	1,600,000		800,000	-	800,000
<b>Intellectual Property</b>							
18 Burke History Book	40,000	-	40,000		-	-	-
<b>Plant and Equipment</b>							
19 Gregory Waste transfer bins	18,000	-	18,000		-	-	-
20 Telemetry (water treatment plant)	90,000	-	90,000		-	-	-
21 Gregory Solar array	500,000	-	500,000		-	-	-
22 Telemetry (sewer treatment plant)	90,000	-	90,000		-	-	-
<b>Plant and equipment replacement</b>							
23 Drum Roller	250,000	-	250,000		24,000		
24 10 Tonne Truck	160,000	-	160,000		48,000		
25 Loader	420,000	-	420,000		90,000		
26 Job Truck	92,000	-	92,000		30,000		
27 Landcruiser Dual Cab	70,000	-	70,000		35,000		
28 Job Truck	75,000	-	75,000		30,000		
29 Gregory Depot Ute	66,000	-	66,000		30,000		
30 Water Tank	39,000	-	39,000		-		
31 Multi Tyred Roller	227,000	-	227,000		30,000		
32 Fuso Tip Truck	165,000	-	165,000		15,000		
33 2wd Toyota Hilux	31,000	-	31,000		12,000		
34 Extra Cab Toyota Hilux	48,500	-	48,500		20,000		
35 Job Truck with crane	110,000	-	110,000		25,000		
<b>Total Capital Expenditure</b>	<b>7,183,500</b>	<b>8,827</b>	<b>7,174,673</b>		<b>1,439,000</b>	<b>-</b>	<b>1,050,000</b>

Expenditure on capital works was relatively low reflecting the infancy of capital works in progress as at the end of July. Significant expenditure in line with budget provisions is anticipated over the next few months in the lead up to the wet season.

The following budgeted plant items were received in the month of July:

Land cruiser dual Cab - Total cost \$68,467.27 (trade in of \$34,545.45) on track with budget provision.

Isuzu Job Truck - Total Cost \$95,066, 3% over budget estimate (trade in of \$30,000) on track with budget provision.

Payment for the plant items received in July will be remitted in August. Further plant deliveries are anticipated in August.

## 6. OFFICER'S RECOMMENDATION

That Council notes the contents of the Finance Managers August 2015 Monthly Report.

## ATTACHMENTS

Nil

## Projects and Human Resources Manager Reports

### 07.05.01 Projects and Human Resources Manager Report

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DEPARTMENT: Human Resources

RESPONSIBLE OFFICER: Nils Hay – Projects & Human Resources Manager

FILE REF: Council Meeting August 2015 - PHRM Report

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

LINK TO COUNCIL PLAN/S: Nil

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#### 1. HUMAN RESOURCES UPDATE

##### Staff Changes:

##### Financial Accountant:

Ian Honour from Partners in Business has completed his tenure with Council. As reported last month, Council has engaged Crowe Horwath to perform the Financial Accountant role in the short-medium term and monitor the efficacy of outsourcing this position.

##### Community Development Officer:

As determined by Council at the July ordinary meeting, Council has restructured the Events Coordinator role to a Community Development Officer position. This role is currently being advertised locally. It is hoped the selection process will be completed by late August.

Faith Gwatidzo will remain as Casual Events Coordinator throughout this process to assist with delivery of the Morning Glory Festival and relevant reporting/acquittals thereafter..

##### Road Crew:

Neil Tritton has resigned, effective 21 August. A replacement will be sought, with an internal recruitment campaign to take place, ahead of local advertising if required.

##### Parks and Gardens:

Kristy Tritton has resigned, effective 21 August. Pending further examination of service level requirements, Council may carry a vacancy in this role in the short term. PHRM has been in contact with MMG to see if any suitable trainees are available for this role.

##### Performance Reviews:

Performance reviews are currently ongoing within the organization.

##### New Certified Agreement:

The QIRC has been tasked by the Minister to complete their review of the Industrial Relations Act and relevant Award/s by 31 October 2015. As part of the review, it is possible that we will revert from the single, Modern Award back to three separate awards. The PHRM will continue to monitor this process and provide updates as they become available.

##### JCC:

JCC XVIII was held on August 10. A report from the CABT featured several suggestions, including:

- 'Employee of the Quarter' awards
- More regular staff BBQs
- Staff recognition (annual awards, recognition of long service etc.) as part of the annual Christmas event

Training:

The following training has taken place over the last month:

- The final Cert III in Plant Operation modules are scheduled to be completed on 17 August
- Ongoing completion of Apprenticeships (David Marshall and Matthew Douglas) and Traineeships (Jayden Douglas)
- Managers have completed the training component of their Diploma of Local Government (Asset Management Focus)
- Madison Marshall is currently attending work experience with Charters Towers Regional Council
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

2. CONCLUSION

With the majority of HR policy reviews completed during June, the recent focus has been training, with First Aid, Fire Safety and Planning training all booked in for late August, and plans for traffic control and further plant operation training under investigation.

While there was little recruitment activity in August, it is also expected that this will increase in September as well due to the departure of the Trittons and expected appointment of the new Community Development Officer role.

The systems that have been implemented over the past twelve months appear to be operating effectively, and work in the HR space is now focused on proactively maintaining existing processes, rather than the examination and amelioration of legacy issues.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

## Projects and Human Resources Manager Reports

### 07.05.02 Burketown Multi-Purpose Court Resurfacing Budget Allocation

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DEPARTMENT: Projects

RESPONSIBLE OFFICER: Nils Hay, Projects & HR Manager

FILE REF: InfoXpert File Number

DATE: 11 August 2015

LINK TO COUNCIL PLAN/S: Operational Plan (Outcome 4.2), Asset Management Plan

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#### 1. PURPOSE (Executive Summary)

To allocate funds for the resurfacing of the Burketown Multi-Purpose Courts, to be used in conjunction with grant funding from the State Government's Get Playing Places and Spaces program.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The surface of the Burketown Multi-Purpose Courts was installed in mid-1998 and is cracked and deteriorating, resulting in both a decrease in service level and potential risks to safety. Council has, in its 2015-16 Operational Plan (Outcome 4.2) committed to maintain and improve community facilities, such as this one.

On August 3 2015, Round 4 of the Get Playing Places and Spaces funding program opened. This program offers grants of up to \$100,000 (GST exclusive) for construction, upgrade or renewal of sporting infrastructure. As the applicant, Council would need to contribute a minimum of 20% of the total project costs.

Quotes for this work have been sought. At this point, it is estimated that total cost of the project will be between \$75,000 and \$100,000.

This project was not included in Council's 2015-16 Budget. Council was not aware of this grant at the time of budget preparation.

It is acknowledged that Council has committed funds to assist the Burketown State School in their application for a grant from Education Queensland to construct under-cover courts. At present, this project's future is uncertain as the funding potentially available (\$500,000 with Council's contribution) falls short of quoted construction costs (>\$1,000,000).

In the event that the School's project does proceed, it will not remove from Council the requirement to continue to maintain the existing Multi-Purpose Courts.

#### 3. PROPOSAL

The asset is no longer able to deliver the level of service it was built for and is in need of renewal. Given the relatively low contribution required by Council through the aforementioned grants program, this represents a cost-effective opportunity to conduct resurfacing works. As this work was not budgeted for, a budget amendment is required.

Based on preliminary cost estimates, it is proposed that \$20,000 be budgeted for this purpose, to be drawn from funds allocated – but not required – for the replacement of the Administration Office roof. Should the application be unsuccessful, any allocated funds would be returned to the general reserve.

In addition to providing internal funding certainty, this allocation would confirm Council's commitment to the works and strengthen any application for external funding.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The resurfacing of the Multi-Purpose Courts is an inevitable cost. The uneven surface reduces their suitability for purpose and represents some public liability risk, as a person running on the court could conceivably stumble or trip on one of the cracks or holes.

By taking advantage of external funding, Council can minimize the resources required for this renewal activity and restore the asset's safety and service level.

The proposed \$20,000 allocation is to be drawn from savings already realized on another project. It does not require additional spending to be added to the budget, merely reallocated.

This amount would only be utilized in the event that the grant application is successful.

#### 5. POLICY & LEGAL IMPLICATIONS

Under s170 of the Local Government Regulation 2012:

*“(3) 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 Asset Management Policy requires that Council:

*“Approve the annual budget on sound asset management principles and ensure appropriate resources for asset management activities are made available”*

#### 6. CRITICAL DATES & IMPLEMENTATION

Round 4 of the Get Playing Places and Spaces program closes on 2 October 2015. Funding is announced on 30 November 2015 and successful projects can commence from 1 January 2015.

#### 7. CONSULTATION

PHRM has consulted with the CEO regarding the possibility of reallocating funding to this project.

PHRM has consulted with Paul Slater from Sport and Recreation Services to confirm the eligibility of this project. Paul Slater has also agreed to assist Council by reviewing any application and providing feedback prior to submission.

PHRM has sought quotes from three court construction companies to more accurately cost the project.

#### 8. CONCLUSION

The Burketown Multi-Purpose Courts are already unable to deliver the level of service they were constructed for, and resurfacing is required to restore them. This proposal seeks to leverage as much as 80% of the cost of that project from external funding sources and, by providing a project budget, add weight to the proposed funding application.

## 9. OFFICER'S RECOMMENDATION

That Council:

- a) Note the contents of this report; and
- b) Allocate \$20,000 of the capital works budget from the renewal of the Administration Office roof to the resurfacing of the Burketown Multi-Purpose Courts; and
- c) In the event that sufficient external funding is not obtained to complete this project, the allocated funds be returned to the general reserve.

## ATTACHMENTS



get-playing-places-and-spaces-guidelines.

1. Get Playing Places and Spaces Guidelines

. Chief Executive Officer Reports

- 08.01.01 Chief Executive Officer Report
- 08.01.02 Conditional Registration of ATV's

## 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 20 August 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>Commencement is conditional on Murweh's pilot scheme passing the State Interest Review. This has now taken place and much activity is projected in this space over the coming months.</p> <p>Council has engaged Engeny to revise flood mapping of the area in/around Burketown to provide greater certainty around future zoning and building envelopes.</p> <p>Completion timeframe: uncertain</p>	To commence
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.	Adopted July 2015
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 was presented to Council on 16 July 2015. This report will also be incorporated into the Annual Report for 2014-2015.</p> <p>Completion timeframe: completed</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>	On track



	<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>	
Budget 2015-2016	Adopted: the budget documents can be accessed online via the Burke Shire Council webpage.	Adopted 22 July 2015
Budget 2014-2015	Adopted at Ordinary Council Meeting: 19 June 2014.  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.	On track
Business Continuity Plan & Risk Register	BCP adopted by Council on 20 November 2014. Corporate Risk Register adopted by Council on 20 November 2014.  Council reviewed the Corporate Risk Register and Business Continuity Plan during May 2015.	Completed
Corporate Plan 2014-2019	Adopted at Ordinary Council Meeting: June 2014.  Amendments adopted at February Council meeting. The Plan can be accessed on Council's website.	Completed
Local Disaster Management Plan 2014-2015	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.	Completed
Internal Audit Plan and Internal Audit Committee 2015-2016	1 <sup>st</sup> meeting:: 18 Aug 2015 2 <sup>nd</sup> meeting: 17 Nov 2015	On track
Internal Audit Plan and Internal Audit Committee 2014-2015	Legislative and regulatory responsibilities related to Internal Audit and Internal Audit Committee satisfied for 2014-2015. Details provided in Annual Report 2014-2015.	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
Waste Management and Recycling Strategy	Council has engaged GHD to complete a Waste Management and Recycling Strategy for the Burke Shire. This also includes the preparation of Site Based Management Plans and planning details for the Burketown and Gregory rubbish tips.	On track
Asset condition inspections and asset revaluations	<p>Inspections and revaluations are being conducted to assist in the preparation of Council's Financial Statements for 2014-2015. The data collected will also be used in Council's Asset Management Plans and inform future budgeting decisions.</p> <p>APV engaged to complete full asset revaluation of Council assets. Draft valuations received June 2015.</p> <p>CCTV inspection of Burketown sewer reticulation network and stormwater infrastructure completed in July 2015.</p> <p>Road Asset Condition Assessment System: assessment</p>	On track

	<p>completed for all Shire roads in August 2015.</p> <p>Completion timeframe: 31 October 2015</p>	
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>Council has received submissions on all projects. Council will hold a community consultation in relation to the HACC/Old Church building.</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>Economic Development Queensland has indicated an interest in partnering with the Burke Shire Council to progress the development and sale of the land in Burketown.</p> <p>Completion timeframe: ongoing</p>	On track
Burketown Cultural History Project	<p>During July 2015, Council hosted Dr. Richard Martin and Hilda McClean from the University of Queensland to conduct further archival research and interviews with Burke Shire residents.</p> <p>This was partially funded with a Historypin Grant, which was focused on 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
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</li> </ul>	On track

	<p>of \$23,108.00.</p> <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. Contract awarded to Koppens Construction on 22 July 2015.</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>	
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
New Certified Agreement	<p>Burke Shire Council, staff and unions commenced negotiating a new Certified Agreement in February 2015. These negotiations are on hold pending a review of the Local Government Awards.</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
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
ANZAC centenary: BKT	<p>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.</p>	Monitor
ANZAC centenary: GRG	<p>Council was successful in receiving a Commemorative Communities Grant to complete the restoration of the WWI and WWII Honour Boards. This restoration is currently underway.</p> <p>Council was successful in receiving a Historypin Grant to explore personal, pastoral, township and Shire-based experiences of the First World War. This project is underway.</p> <p>The most recent meetings for the Commemorative</p>	Monitor

	<p>Committees were held on 18-19 May 2015. The next round of meetings are yet to be scheduled.</p> <p>Completion timeframe: To be determined</p>	
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
Gregory Ablutions	The installation of the new ablation units in Gregory was completed in June 2015.	Completed
Rates Audit and preparation for 2015-2016 financial year	<p>Council's historical rates audit has been completed.</p> <p>New differential rating categories were established in the Revenue Statement for 2015-2016. These new categories are designed to promote greater flexibility, accuracy and equity in Council's rating system.</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: August 2015</p>	Completed
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
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> </ul> <p>QRA approved expenditure: \$254,001.10</p>	Completed

Sale of land: Gregory	<p>The sale of Lots 35-36 and 40-44 on RP743008 has been completed.</p> <p>Completed August 2015</p>	Completed
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	<p>First round of Housing Inspections completed in October 2014.</p> <p>The next round of housing inspections is scheduled for October 2015.</p>	Completed
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
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

### 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	<p>Following the completion of the scrap metal removal from the two landfill sites, Council is looking to release a tender for the removal of waste tyres from the BKT and GRG landfill sites. The tyres will be sorted, catalogued and transported to Townsville for eventual freighting to Brisbane for disposal/recycling.</p> <p>Further discussions at the ROC and RRTG meetings will also explore options for shredding tyres prior to disposal. Provided the right waste-recycling stream can be identified, this option would save on transportation costs.</p> <p>Completion timeframe: subject to NWQROC determination</p>	Monitor
Burketown Mineral Baths	<p>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.</p> <p>Council has engaged GHD to complete the initial project planning and design for this project. A site visitation has been planned for 18 August 2015.</p> <p>Completion timeframe: design work by November 2015</p>	On track
Burketown Wharf Car Park and Boat Ramp widening project	<p>Following discussions with DTMR, Council is completing surveying and design requirements for the installation of a 45 CTU car park at the Burketown Wharf. This car park is a prerequisite for attracting DTMR funding for the widening of the boat ramp.</p> <p>Survey and design work has now been completed at Council's end. DTMR are reviewing the design and cost estimates on this project.</p> <p>Thank you to those organisations who have provided letters of support to support Council's application for funding this project.</p> <p>Completion timeframe: subject to DTMR funding</p>	On track
Renovation of the Burketown Visitor Information Centre	<p>Council has received the scope of works for these renovations and an estimated costing for completing the renovations.</p> <p>Council has authorised release of tenders for this project. 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>	On track

Sewerage Treatment Plant Re-design	<p>The re-design aims to reduce moving parts by concentrating treatment into a series of treatment ponds. It is also geared toward ensuring Council's ability to handle substantial growth in treatment requirements.</p> <p>Simmonds and Bristow 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>	On track
Solar energy for WTP in Gregory	<p>GHD engaged to Project Manage this project. Site evaluations have been partially completed.</p> <p>Data logging has now been completed. An incredibly valuable process which should ensure quality design specifications.</p> <p>Given that land tenure may prove a stumbling block in relation to the ideal siting of the solar array, Council is exploring options to mount the array on a structure over the existing water storage tanks.</p> <p>Completion timeframe: subject to land tenure outcomes in Gregory.</p>	Monitor
STP/WTP Telemetry	<p>Council has engaged a specialist to complete a full review of Council's water and wastewater assets. This assessment will determine the scope of works required for the installation of SCADA (supervisory control and data acquisition) in Burketown.</p> <p>This tender is planned for release in August 2015.</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>	Monitor



	Possible amalgamations of these lots, as well as the sale of these lots will be conditional on receipt of improved flood mapping by Council.	
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

#### 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.

LGIS have forwarded Council a proposal to conduct a pre-feasibility study into geothermal energy generation in Burketown.

#### 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. The roll-out date for this project is unknown at this stage.

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 4g mobile services. This project will also include the installation of Wi-Fi infrastructure and technology.

Lobbying of state and federal politicians continues 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). Councillors have also met to discuss this project with Senator Ian Macdonald, Warren Mundine and Queensland State Premier, the Hon. Anastacia Palaszczuk.



## 6. DISASTER MANAGEMENT

Council has a number of Disaster Management responsibilities. The table below provides a rolling schedule of meeting/reporting requirements:

Reporting/Meeting requirements	Status
2014-2015 1 <sup>st</sup> quarterly report	Completed Oct 2014
2014-2015 2 <sup>nd</sup> quarterly report	Completed Feb 2015
2014-2015 3 <sup>rd</sup> quarterly report	Completed Apr 2015
2014-2015 Annual Report (attached)	Completed Jul 2015
2014-2015 1 <sup>st</sup> LDMG meeting	Held Nov 2015
2014-2015 2 <sup>nd</sup> LDMG meeting	Held May 2015
2014-2015 Review of Local Disaster Management Plan	Aug 2014

## 7. PEST MANAGEMENT (animals and weeds)

Council is in the process of reviewing its Pest Management Plan. The following tasks are required to complete this process:

Task	Status
Formation of working group	Expression of Interest to be released
Review of existing plan	Not commenced
Drafting of new plan	Not commenced
Release to community for comment	Not commenced
Submission to Minister for comment	Not commenced
Review in-line with Ministerial comments	Not commenced

## 8. 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	Deputy Mayor
NQLGA	Palm Island	3-5 August 2015	Mayor, Deputy Mayor, Cr Forshaw, CEO
Meeting with Premier	Mt Isa	7 August 2015	Mayor, Deputy Mayor, CEO
Meeting with Director General – Department of State Development	Brisbane	10 August 2015	Mayor
LGAQ Annual Conference	Toowoomba	19-21 October 2015	TBD

## 9. WORK HEALTH AND SAFETY

See Attachment 1

10. OFFICER'S RECOMMENDATION

- a) That Council notes the content of the CEO's Council Report.
- b) That Council confirms the following delegation to attend the LGAQ Annual Conference in Toowoomba on 19-21 October: Mayor, Deputy Mayor, Councillor, CEO.

ATTACHMENTS

- 1) July WHS Report



A1 - 150811 EOM  
OHS Report July 2011

- 2) MMG trucking report



A2 - MMG Trucking -  
monthly report July 2011

- 3) Burke Shire Council Annual Report – Disaster Management



A3 - 150729 LDMG  
Annual Disaster Management

## Chief Executive Officer Reports

### 08.01.02 Conditional Registration of ATV's

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DEPARTMENT: Office of the CEO

RESPONSIBLE OFFICER: Philip Keirle; CEO

FILE NO: Business Paper 20 August 2015

DATE: 12 August 2015

LINK TO COUNCIL PLAN/S: No link to Council Plans

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1. PURPOSE (Executive Summary)

To consider a request from the Queensland Police Service (QPS) for the approval of conditional registration for QPS all-terrain vehicles (ATVs).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has not previously considered a request from the QPS in relation to the use of ATVs on Council-controlled road or Council-controlled land.

3. PROPOSAL

The Queensland Police Service (QPS), Northern Region is currently in possession of four (4) all-terrain vehicles for operational use, three (3) in Townsville and one (1) in Cairns. These vehicles are predominately utilised for proactive patrols in areas not accessible to standard general duties vehicles. The vehicles were acquired after it was identified that vast areas in the region were unable to be accessed due the nature of the terrain, these areas are regularly accessed by civilian off-road vehicles for recreational and illegal purposes.

A by-product of the Police service having the vehicles is a higher level of capability in search and rescue operations and medivac operations. This has already been proven in the wider Townsville area recently whereby the vehicles were deployed to assist in the successful locating of 2 missing children and an elderly female, all in harsh bushland inaccessible to standard vehicles and difficult to navigate on foot.

The Queensland Ambulance Service (QAS) and Queensland Fire and Rescue Service (QFRS) are currently in discussions with QPS as to the usage of these vehicles to assist with responding to their calls for service also. It is expected that the vehicles will become a highly utilised tool by QAS and QFRS to assist with those operations.

It is anticipated that the vehicles will be deployed on an infrequent basis throughout the entire QPS Northern Region area for major events, natural disasters/emergencies, or as deemed necessary by Operational Commanders for large QPS operations.

The all-terrain vehicles have conditional registration and full comprehensive insurance. Prior to deployment officers are required to complete an approved QPS ATV driving course. Officers conducting duties involving the ATV's are required to conduct continual risk assessments with speed, terrain, weather conditions and operational necessity in mind.

QPS is seeking a letter of approval for use of the following four (4) vehicles:

1. Arctic Cat Wild Cat 4  
Queensland conditional registration 36400C  
Vin# AUF14MPV0ET306566
2. Arctic Cat Wild Cat  
Queensland conditional registration 0205C  
Vin# 4UF13MPZ6DT309943
3. Kawasaki Teryx  
Queensland conditional registration 27092C  
Vin# JKBRFCC13EB501011
4. Kawasaki Teryx  
Queensland conditional registration 32056C  
Vin# JKBRFCC19FB502570

The Queensland Department of Transport and Main Roads (TMR) and the Townsville City Council (TCC) have previously provided letters of approval for the use of these vehicles within the TMR Northern Region and Townsville Shire Council area. These approvals provide for the use of the vehicles to be operated by the QPS on roads and non-road areas.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable.

5. POLICY & LEGAL IMPLICATIONS

Council has indicated a reluctance to provide its approval for the conditional registration of ATVs for recreational use on the basis that it does not wish to encourage the use of ATVs on the areas in/around Burketown.

6. CRITICAL DATES & IMPLEMENTATION

Not applicable

7. CONSULTATION

Consultation has taken place between Burke Shire Council and the Queensland Police Service; and between Burke Shire Council and the Carpentaria Land Council Aboriginal Corporation.

8. CONCLUSION

Approval of the conditional registration of the QPS ATVs will improve the capabilities of emergency services in the region. However, given limitations related to Council-controlled areas – no gazetted road through the salt pans to the coast and transition of town common to ALA freehold – any Council approval for the conditional registration of these vehicles will not necessarily guarantee accessibility to areas where tourists and locals are most at risk of getting bogged or getting lost.

## 9. OFFICER'S RECOMMENDATION

That Council

- 1) Approves the conditional registration of the following vehicles:
  - a) Arctic Cat Wild Cat 4  
Queensland conditional registration 36400C  
Vin# AUF14MPV0ET306566
  - b) Arctic Cat Wild Cat  
Queensland conditional registration 0205C  
Vin# 4UF13MPZ6DT309943
  - c) Kawasaki Teryx  
Queensland conditional registration 27092C  
Vin# JKBRFCC13EB501011
  - d) Kawasaki Teryx  
Queensland conditional registration 32056C  
Vin# JKBRFCC19FB502570
- 2) That approval for the conditional registration of the above vehicles notes the following conditions:
  - a. Council grants approval to the Queensland Police Service to drive the ATVs listed at 9(1)(a-d) on council-controlled roads;
  - b. Council grants approval to the Queensland Police Service to drive the ATVs listed at 9(1)(a-d) on council-controlled non-road areas.
- 3) That approval for the condition registration of the above vehicles notes the following:
  - a. That there is no council-controlled road providing access to the Gulf of Carpentaria;
  - b. That there is no council-controlled land adjacent to the Gulf of Carpentaria;
  - c. That access to areas of interest (Salt Pans and Gulf of Carpentaria) to the Queensland Police Service are likely to be through pastoral leases, pastoral freehold, or Aboriginal Land Act freehold.

## ATTACHMENTS

2. Queensland Police Service: request for approval of Conditional Registration



A1 - ATVs - QPS  
Request for Approva

3. Department of Transport and Main Roads approval



A2 - DTMR  
TownsvilleNorthern.p

4. Burdekin Shire Council approval



A3 - Burdekin Shire  
Council - Approval.pc

## 09 Late Item Reports

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### 09. Late Item Reports

09.01 Customer Service Standards – Water and Waste Water

09.02 Geothermal Power – Pre-feasibility Study

09.03 Local Government Area Pest Management Plan

09.04 Allocation of Accommodation

09.05 Update of Finance Policies

## Late Item Reports

### 09.01 Customer Service Standards – Water and Waste Water

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DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: Philip Keirle; CEO

FILE NO: Water and Waste Water

DATE: 13 August 2015

LINK TO COUNCIL PLAN/S: Not referred to in Council plans

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#### 1. PURPOSE (Executive Summary)

To submit proposed Customer Service Standards that will govern Council's delivery of water and waste water services to the townships of Gregory and Burketown.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Water Supply (Safety and Reliability) Act 2008 has been amended to transform the regulation of water and sewerage service providers in Queensland.

Under the new framework service providers will no longer need to have:

- strategic asset management plans
- system leakage management plans
- drought management plans
- outdoor water use conservation plans.

In consultation with customers, drinking water and sewerage service providers (in this instance the Burke Shire Council) need to develop a new customer service standard that sets target levels of service for a number of key performance indicators (KPIs). This requirement is designed to promote customer engagement on key aspects of their service. The CSS KPIs will measure the customer's direct experience of the service, for example:

- total water main breaks
- total sewerage main breaks and chokes
- incidence of unplanned interruptions
- water quality complaints
- total water and sewerage complaints
- average response time for incidents.

The service provider will need to develop a proposed customer service standard that must include:

- targets for the level of service to be provided for the CSS KPIs
- details about how the service provider will interact with customers, for example, the process for service connections, billing, metering, accounting, customer consultation, complaints and dispute resolution.

The proposed customer service standard will need to be published online allowing customers and other interested parties to view it.

Customers and other interested parties can make submissions on the proposed customer service standards within the submission period set by the service provider.

Before preparing the final customer service standard, service providers will need to consider all submissions made about the proposed customer service standards.

The final customer service standard will need to be available for inspection and purchase at the office of the service provider, and will need to be published online as soon as practicable.

Service providers need to review their customer service standard at least every five years.



Reviewing the customer service standard involves: developing a proposed standard, consulting on the proposed standard, finalising the standard and making it publicly available.

3. PROPOSAL

That Council adopts the proposed Customer Service Standards as proposed, prior to publishing these standards and inviting submissions on them. Following this, Council will need to consider all submissions prior to the formal adoption of these Customer Service Standards.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable

5. POLICY & LEGAL IMPLICATIONS

The Water Supply (Safety and Reliability) Act 2008 provides as follows:

**113: Purpose of Division 3**

The purpose of this division is to ensure customers who do not have a contract with the service provider for the supply of registered services are protected by standards relating to the supply.

**115: Preparing customer service standards**

- (1) The service provider must—
  - a. Prepare a proposed customer service standard for the supply of its registered services; and
  - b. Publish the proposed customer service standard
- (2) Any person may make submissions to the service provider about the proposed customer service standard within the period set by the service provider.
- (3) The service provider must prepare the final customer service standard for the supply of its registered service after considering all submissions made to the provider about the proposed customer service standard.

**116: Content of customer service standard**

- (1) The service provider's customer service standard must state—
  - a. A target for the level of service to be provided for the CSS KPIs; and
  - b. the process for service connections, billing, metering, accounting, customer consultation, complaints and dispute resolution.
- (2) If the service provider's infrastructure contains separate schemes to which different CSS KPIs apply, the customer service standard may include different parts for each scheme.
- (3) In this section—

CSS KPI, for a service provider, means only those KPIs, for the service provider, stated in a notice about the provider's customer service standard given to the provider by the regulator under this section

**117: Complying with customer service standard**

The service provider must comply with the customer service standard when supplying services to the service provider's customers who do not have a service contract.

**119 Revising customer service standard**

If, under section 118, the regulator requires the service provider to revise the customer service standard, the service provider must revise the standard having regard to the complaint.

**120: Reviewing customer service standard**

- (1) The service provider must review the customer service standard at least every 5 years.
- (2) If, because of the review, the service provider changes the standard, the service provider must comply with section 115.

## 6. CRITICAL DATES & IMPLEMENTATION

It would be appropriate for Council to adopt the proposed Customer Service Standards at the August 2015 Council meeting.

## 7. CONSULTATION

Consultation has taken place internally in the Utilities Group meeting. Consultation has also taken place with representatives from the Department of Energy and Water Supply as well as with other Shire Councils.

## 8. CONCLUSION

Council is required to propose a set of Customer Service Standards, solicit feedback on these standards, consider this feedback before adopting the Customer Service Standards. This report constitutes the first step in this process.

## 9. OFFICER'S RECOMMENDATION

That Council:

- 1) Receives the proposed Customer Service Standards as submitted; and
- 2) Authorises the publication of the proposed Customer Service Standards on the Burke Shire Council website; and
- 3) Invites submissions from the community on the proposed Customer Service Standards; and
- 4) Allows for a 30 day submission period to commence from the day of publication of the proposed Customer Service Standards on the Burke Shire Council website; and
  - a. If Council receives submissions, that all submissions on the proposed Customer Service Standards are considered at the October Council meeting; or
  - b. If Council receives no submissions, that Council adopts the proposed Customer Service Standards as published.

## ATTACHMENTS

1. Burke Shire Council Customer Service Standards



A1 - 150813 -  
Customer Service Sta

## Late Item Reports

### 09.02 Geothermal Power – Pre-feasibility Study

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Power Generation
DATE:	13 August 2015
LINK TO COUNCIL PLAN/S:	Not mentioned in Council plans

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#### 1. PURPOSE (Executive Summary)

To present to Councillors the LGIS proposal to conduct a pre-feasibility review and concept design for geothermal power generation in Burketown.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

On 16 July 2015, Council hosted a delegation from LGAQ and LGIS during the Ordinary Council meeting for July. During this meeting, LGIS representatives discussed the geothermal project that Winton Shire and LGIS are currently working on.

Following this, LGIS offered to provide Council with relevant details around feasibility studies for accessing geothermal power generation in Burketown.

#### 3. PROPOSAL

This project would incorporate the following services:

##### **Stage 1 - Pre-Feasibility Review**

LGIS will provide an initial preliminary, high level indication as to the potential financial and technical viability of using geothermal plant for cooling water and electrical power generation, and whether proceeding with the Stage 2 Concept Design would be justified. The Pre-Feasibility Review comprises three Parts.

##### Part 1 – Undertake a desktop review of:

- to estimate base load and peak load
- asset distribution to determine optimum private network size
- bore characteristics (resource and reinjection), network and water reticulation system (including cooling)
- required approvals, and
- other renewable energy options.

##### Part 2 – Develop:

- a preliminary concept design including likely costs of capital plant and equipment, and time to construct, and
- a preliminary cost benefit analysis providing indicative additional revenue from Energy Certificates, lifetime operating costs, New Present Cost and Project payback period.

Part 3 - Prepare a Report with recommendations and present to Council.

LGIS will clearly outline the issues and/or opportunities and the outcomes sought by Council to ensure they are addressed by a preliminary CBA utilising LGIS's model.

The preliminary CBA will be based on:

- information sourced from desktop research such as the cost of and royalties from Greenpower accreditation and any costs or revenue associated with Small- and Large-Scale Renewable Energy Certificates
- information from geothermal plant providers to determine the potential plant performance and capital costs
- information from Ergon Energy regarding feed-in tariffs and royalties that may exist from embedded generation, and
- information from Council regarding Burketown's water and electricity consumption and costs, and any water-related revenue.

Once the Stage 1 report has been considered by Council LGIS will commence the Stage 2 analysis as outlined below. After considering the Stage 1 report if Council decides not to proceed with Stage 2 then the Council must notify LGIS in writing of that decision.

## **Stage 2 - Concept Design**

LGIS will investigate power requirements and options for generation to refine the estimates of cost savings and develop overall specifications of the geothermal energy plant, as follows.

Part 1 – Undertake a detailed business case to match supply and demand requirements, including:

- investigating the options for establishing geothermal resource and reinjection bores within Burketown
- establishing the peak load profile of the Council and community to optimise the size the plant
- optimising the extent and location of a private underground network or negotiating with Ergon the use of its network, and
- reviewing and confirming any required approvals.

Part 2 – Develop a concept design and specifications as a basis for a future tender.

Part 3 – Update estimated costs of Stage 3 Procurement Strategy and Detailed Design.

Part 5 – Prepare a report with recommendations and present to Council.

Future regulatory changes by the Queensland Government or changes to Ergon Energy's policies and procedures relating to embedded generation, network charges, retail and wholesale pricing, feed-in tariffs or royalties may have positive impacts on the Project. LGIS will monitor all such policy developments and seek to take advantage of any proposed changes to improve the outcomes of the Project.

LGIS's advisory services do not include:

- any review or provision of advice on regulatory compliance, or
- provision of advice in respect of accounting, audit or taxation matters.

"LGIS will take a stage-gated approach to the Project. Under this two stage delivery model LGIS will furnish a detailed pre-feasibility assessment report (as detailed below) to Council at the end of Stage 1. Stage 2 of the project, comprising the concept design and detailed business case (as detailed below), will commence after the Stage 1 report has been reviewed by Council. The Council may elect to suspend the Stage 2 phase of the project based on the outcome of the Stage 1 report (Attachment 1)."

## **4. FINANCIAL & RESOURCE IMPLICATIONS**

This project is not budgeted for in the 2015-2016 financial year. Accordingly, Council would need to authorise expenditure associated with the pre-feasibility review and concept design for geothermal power generation in Burketown.

The costs associated with the first two stages of the project are as follows:

Stage	Fee (excluding GST)
Stage 1 – Pre-feasibility review	\$10,000
Stage 2 – Concept Design	\$68,000
Total	\$78,000

At this stage, Council is not able to identify an additional funding stream for this project. However, this may change depending upon Council's success in attracting non-recurrent grant funding.

5. POLICY & LEGAL IMPLICATIONS

Not applicable

6. CRITICAL DATES & IMPLEMENTATION

Not applicable

7. CONSULTATION

Consultation has taken place between Burke Shire Council and LGIS.

8. CONCLUSION

Provide a closing statement to the report

9. OFFICER'S RECOMMENDATION

That Council:

- a) Allocates funding to complete stage 1 of the pre-feasibility and concept design for geothermal power generation in Burketown; or
- b) Allocates funding to complete stages 1 and 2 of the pre-feasibility and concept design for geothermal power generation in Burketown, proceeding to stage 2 only after consideration of the results of the stage 1 assessment; or
- c) That Council reconsiders this project following the first quarterly budget review on 8 October 2015; or
- d) Elects not to proceed with the pre-feasibility and concept design for geothermal power generation in Burketown.

ATTACHMENTS

- 1) LGIS Proposal – pre-feasibility and concept design for geothermal power generation in Burketown.



A1 - Proposal  
Burketown Geotherm

## Late Item Reports

### 09.03 Local Government Area Pest Management Plan

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DEPARTMENT: Office of the CEO

RESPONSIBLE OFFICER: Philip Keirle; CEO

FILE NO: Pest Management Plan

DATE: 13 August 2015

LINK TO COUNCIL PLAN/S: Operational Plan 2015-2016 (section 8.2)

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#### 1. PURPOSE (Executive Summary)

To seek Council endorsement to initiate the revision of the Local Government Area Pest Management Plan for Burketown.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

On 16 July 2015, Council adopted the Operational Plan 2015-2016. Section 8.2 of the Operational Plan outlines the following objective, outcome, performance targets, performance measures and timeframes for completion:

KPI/MILESTONE	Description	Measure/Target	Timeframe/Date
Establish working group to develop the revised LGAPMP	<p>The Land Protection (Pest and Stock Route Management) Act 2002 requires every local government in Queensland to develop a pest management plan for their area.</p> <p>Local Government Area Pest Management Plans (LGAPMPs) bring together all sectors of the local community to manage pests</p>	Working Group established	Aug-15
Develop Draft Plan		LGAPMP incorporates: - Set strategies, activities and responsibilities for pest management on a local scale; - Sets achievable objectives for the local community that address the economic, environmental and social impacts of weeds and pest animals; - Incorporates monitoring and evaluation of the effectiveness of the plan; - Informs regional planning processes regarding local pest management priorities	Sep-15
Undertake community consultation		Draft plan circulated, public submissions reviewed	Oct-15
Submit the draft plan for ministerial endorsement		Draft plan submitted to Minister	Nov-15
Adopt ministerial advice and implement the plan		Ministerial advice incorporated and LGAPMP adopted by Council	Dec-15

#### 3. PROPOSAL

That Council appoints elected members and/or Council staff to the Working Group to drive the development of the Local Government Area Pest Management Plan.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Council has allocated a pest management budget for 2015-2016. During the development of the Local Government Area Pest Management Plan, particularly in relation to scheduling future pest management activities, Council may look to expand or contract its pest management budget.

#### 5. POLICY & LEGAL IMPLICATIONS

The Land Protection (Pest and Stock Route Management) Act 2002 (the Act) provides legislative requirements for the management of weeds and pest animals throughout Queensland. Under the Act, all local governments are required to have pest management plans in place for declared pests in their area.

LGAPMPs must be prepared in consultation with state government agencies and other stakeholders. This planning process is a critical component of the Act and must be undertaken to an appropriate and consistent standard by all local governments as part of the successful implementation of the Act.

LGAPMPs:

- set strategies, activities and responsibilities for pest management on a local scale
- set achievable objectives for the local community that address the economic, environmental and social impacts of weeds and pest animals
- incorporate monitoring and evaluation of the effectiveness of the plan
- inform regional planning processes regarding local pest management priorities.

LGAPMPs ensure resources are targeted at the highest priority pest management activities and those most likely to succeed. The plans also help to develop and maintain crucial partnerships between all stakeholders (including local and state governments) in relation to pest management in the local government area.

When preparing or reviewing a LGAPMP, the local government must ensure the plan is consistent with the:

- Principles of pest management (s. 9 of the Act)
- Queensland weeds and pest animal strategies
- Guidelines for pest management.

A local government is responsible for 'sponsoring' the development of their LGAPMP. There are six steps involved in the development of a LGAPMP:

1. Establish a working group.
2. Develop a draft plan.
3. Undertake community consultation.
4. Submit the draft plan for ministerial endorsement.
5. Adopt ministerial advice and implement the plan.
6. Review the plan.

#### 6. CRITICAL DATES & IMPLEMENTATION

The following date is of relevance to this report:

Establish working group to develop the revised LGAPMP: August 2015

#### 7. CONSULTATION

Consultation has taken place with Bio-security Queensland and DAFF.  
Consultation has taken place with Etheridge Shire Council.  
Consultation has taken place with Carpentaria Land Council.

8. CONCLUSION

In order to commence the process for reviewing, revising and adopting a new Local Government Area Management Plan, it is necessary to establish a Working Group. As Council is responsible for sponsoring the development of the LGAPMP, it is appropriate that Council defines the leadership and Council membership of the Working Group prior

9. OFFICER'S RECOMMENDATION

That Council appoints the following:

Cr \_\_\_\_: Chair of the Working Group

Cr \_\_\_\_: Member of the Working Group

\_\_\_\_ as a Member of the Working Group

ATTACHMENTS



A1 -

- 1) Resource kit for Local Government Area Pest Management Plan Local-Government-Pe



Late Item Reports

09.04 Allocation of Accommodation

Report to be tabled in closed session – 14.03 Closed Session - Allocation of Accommodation

## Late Item Reports

### 09.05 Update of Finance Policies

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DEPARTMENT: Finance

RESPONSIBLE OFFICER: Simba Chimpaka; Finance Manager

FILE REF: Finance

DATE: 20 August 2015

LINK TO COUNCIL PLAN/S: NA

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1. PURPOSE (Executive Summary)

To update references to legislation and regulations in a suite of Finance Policies.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council reviews Finance Policies on an annual basis in line with legislative and regulatory requirements. Council recognises the need to continually review and update Finance Policies as accounting standards, regulations and legislation changes and new contemporary issues are identified.

A number of these policies were revised and adopted at the July Council meeting. This report presents the remainder of those policies required to be revised in line with the Local Government Act 2009 and Local Government Regulation 2012.

3. PROPOSAL

That Council acknowledges and endorses proposed changes to the suite of Finance Policies defined below.

4. FINANCIAL & RESOURCE IMPLICATIONS

NA

5. POLICY & LEGAL IMPLICATIONS

These revisions and adoption will ensure compliance with the Local Government Act 2009 and Local Government Regulation 2012.

**The Credit Card Usage Policy** is consistent with the Hospitality and Expenditure Policy and with the Procurement Policy.

**The Hospitality and Expenditure Policy** is consistent with s196 of the Local Government Regulation 2012:

- (1) A local government must prepare and adopt a policy about the local government's spending on entertainment or hospitality (an entertainment and hospitality policy).
- (2) A local government may spend money on entertainment or hospitality only in a way that is consistent with its entertainment and hospitality policy.

**The Procurement Policy** is consistent with the Local Government Act (Sound Contracting Principles) and the Local Government Regulation 2012 (s198).

Local Government Act 2009, s106 – Sound Contracting Principles

- (2) When entering into a contract, a local government must have regard to the sound contracting principles.
- (3) The sound contracting principles are—
  - a. value for money; and
  - b. open and effective competition; and
  - c. the development of competitive local business and industry; and
  - d. environmental protection; and
  - e. ethical behaviour and fair dealing.

Local Government Regulation, s198

- (1) A local government must prepare and adopt a policy about procurement (a procurement policy).
- (2) The procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.
- (3) A local government must review its procurement policy annually.

**The Fraud Prevention & Investigation Policy** has been developed in line with advice from the Queensland Audit Office.

**The Advertising Expenditure Policy** is consistent with the Local Government Act 2009 and Local Government Regulation 2012 (s197):

- (1) A local government must prepare and adopt a policy about the local government's spending on advertising (an advertising spending policy).
- (2) A local government may spend money on advertising only—
  - (a) if—
    - (i) the advertising is to provide information or education to the public; and
    - (b) the information or education is provided in the public interest; and
    - (c) in a way that is consistent with the local government's advertising spending policy.
- (3) Advertising is promoting, for the payment of a fee, an idea, goods or services to the public.

## 6. CRITICAL DATES & IMPLEMENTATION

It would be appropriate for these changes to take place at the August Council meeting.

## 7. CONSULTATION

Internal consultation has taken place with regard to these policies. Further feedback is anticipated during the August 2015 Council meeting.

## 8. CONCLUSION

Keeping Council's suite of finance policies up-to-date is a routine function of Council.

## 9. OFFICER'S RECOMMENDATION

That Council acknowledges and endorses the updating of the following finance policies

## ATTACHMENTS

1. FIN-POL-002 Credit Card Usage Policy



2. FIN-POL-001 Procurement Policy



3. FIN-POL-010 Advertising Expenditure Policy

  
Advertising  
Expenditure Policy.doc

4. FIN-POL-012 Entertainment & Hospitality Expenditure Policy

  
Entertainment  
Hospitality Expenditu

5. GOV-04 Fraud Prevention & Investigation Policy

  
Fraud Prevention  
and Investigation Pol

## 09.06 Donation Request – Burketown Rodeo and Sporting Association – Upgrade Facilities

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DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer  
Patricia Prior, Administration Officer

FILE NO: Donation Requests 2015/16

DATE: 20 August 2015

LINK TO COUNCIL PLAN/S: Operational Plan

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1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from the Burketown Rodeo and sporting Association.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Burketown Rodeo and sporting Association received in-kind support and \$2000 from Council donations in 2014/15.

3. PROPOSAL

Purpose or Function – *To hold rodeos and other sporting events to benefit/entertain the community, shire and region. Also make contributions to other community groups*

Structure – *The Burketown Rodeo and Sporting Association is a non-profit organisation that currently is run by a management committee. This organisation has been established for 28 years and currently has approximately. 20 members. Members currently live in Burke Shire, and surrounding properties.*

Project Summary – *Currently upgrading facilities' – new arena, back yards and shade structure for food and beverage service. Also holding the 2015 Burketown Rodeo and Races.*

How will the project benefit Burke Shire Communities – *The main benefit will be entertainment for the community. Flow on benefits will be extra business for our local businesses.*

Who will participate – *People of all ages and genders from around the Shire and region.*

Target Audience – *People of all ages and genders from around the Shire and region as well as visitors and tourists from interstate.*

Donation Support Request – *In-kind support as detailed in letter attached to donation request form.*

How Council will be recognized and acknowledged – *Supporters will be acknowledged through regular PA announcements during events and on all printed materials (flyers and race booklets). We will also display any signage that BSC provides.*

Total project cost

<b>Total Project Cost (\$)</b>		
Own cash contribution	20,000	
Own in-kind contribution	15,000	
Other funding sources	100,000	
<b>Council donation request</b>	<b>2,500</b>	
<b>Council in-kind request</b>		
Fill (white rock)	1,800	
Triple Road-Train (\$265 p/hr x 20hrs)	5,300	No GST, no on cost
Roller (\$78 p/hr x 10)	780	No GST, no on cost
Backhoe (\$109 p/hr x 10)	1,090	No GST, no on cost
Colour printing of flyers and booklets	100	
Pumping of the septic tank the day before the event	300	
Cleaning of the toilets and showers	300	
<b>Total Council in-kind request</b>	<b>9,670</b>	
<b>Total Project Cost</b>	<b>147,170</b>	

List Sources for Other Funding – *Other funding sources include but are not limited the the SIA Gulf Trust Fund, local businesses and contractors. MMG have also contributed to our facility upgrade in the past (toilet).*

Other information relevant to this application – *Nil.*

4. FINANCIAL & RESOURCE IMPLICATIONS

The current donations budget: \$60,000 with this being the third application for the current financial year.

5. POLICY & LEGAL IMPLICATIONS

ADMIN1 Grants to Community Organisations Policy  
Council is required to report on donations made in its annual report and also on its financial statement. These will be available to the public and other authorities on the Council website.

6. CRITICAL DATES & IMPLEMENTATION

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

7. CONSULTATION

Finance, CEO

8. CONCLUSION

The Burketown Campdraft, Rodeo and Sprint Races is a long-standing event on the Burke Shire calendar of events and it is one to which Council has traditionally provided its support, both financial and in-kind.

9. OFFICER'S RECOMMENDATION

That Council approves the following support to the Burketown Rodeo and Sporting Association:

- a) \$2,500 cash donation; and
- b) Fill to the value of \$1,800 as an in-kind donation; and
- c) Use of Council's Road Train, Backhoe and Drum Roller to complete pad preparation prior to the construction of the proposed bar and kitchen facility at the Rodeo Grounds; and
- d) Colour printing of flyers and booklets to promote the event; and
- e) Pumping of the septic tank prior to the event; and
- f) Cleaning of the toilets and showers over the weekend;

ATTACHMENTS



Burketown Rodeo  
Donation Application.

Donation Request

## 09.07 Proposed Construction – Burketown Rodeo Grounds

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DEPARTMENT: Office of the CEO  
RESPONSIBLE OFFICER: Philip Keirle; CEO  
FILE NO: Council Meeting 20 August 2015  
DATE: 19 August 2015  
LINK TO COUNCIL PLAN/S: Town Planning Scheme

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### 1. PURPOSE (Executive Summary)

To submit, for Council's consideration, a proposal from NQ Building Solutions on behalf of the Burketown Rodeo and Sporting Association, to construct a shed-bar facility on the Burketown Rodeo Reserve.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Burketown Rodeo and Sporting Association host the Burketown Rodeo, Campdraft and Sprint Races each year. The Association has identified a need to upgrade the facilities at the Rodeo ground to enhance the quality of the event.

Council received documentation on 18 August 2015 from NQ Building Solutions, in relation to the re-design and construction works proposed (attached).

### 3. PROPOSAL

It is proposed to erect a new bar and kitchen facility adjacent to the sprint track and driveway/ parking area accessing the Reserve.

The proposed building has an area of 480 m<sup>2</sup> undercover and includes an 80 m<sup>2</sup> area containing the kitchen and two cold rooms. The balance of the undercover area is an open area to be used as bar and dining area.

The building has a pitched roof and a height of approximately 4 metres.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

Part of these works are the subject of a donation request from the Burketown Rodeo and Sporting Association to be considered by Council at the Ordinary Council meeting in August 2015.

Council will have no ongoing responsibility for the maintenance of these structures.

### 5. POLICY & LEGAL IMPLICATIONS

Construction must take place in accordance with the Burke Shire Town Planning Scheme and any other relevant legislation.

### 6. CRITICAL DATES & IMPLEMENTATION

The August 2015 Council meeting would be an appropriate time to consider this request.



## 7. CONSULTATION

Consultation has taken place between Burke Shire Council and Council's Town Planning Consultant (Liz Taylor), between BSC and Garry Jeffries of NQ Building Solutions, between BSC and representatives of the Burketown Rodeo and Sporting Association.

Liz Taylor has advised that the Reserve is included in the Town Zone – Community and Recreation Precinct. Provided the facility is to be used for a purpose associated with the operation of the Rodeo Grounds it is an acceptable use to establish within the Reserve.

The Planning Scheme specifies the following design criteria for development in the Town Zone:

- Maximum height 8.5 metres;
- 6 metres setback to road boundary;
- 2.5 metres from side and rear boundaries;
- Site cover – 50% (not relevant in this instance given the size of the Rodeo Grounds).

The proposed development complies with the relevant provisions of the Planning Scheme.

No planning approval is required as the proposed development does not represent a material change of use. However, Building and Plumbing Permits will be required to be issued, prior to construction commencing on the Reserve.

In addition, in agreeing to allow the facility to be erected Council should require ongoing maintenance of the facility and any public liability insurance to be the responsibility of the Burketown Rodeo and Sporting Association.

## 8. CONCLUSION

The proposed development is compliant with the Burke Shire Council Planning Scheme and subject to issues raised above in this report and outlined in the recommendation to Council below, Council approval of the proposed development is recommended.

## 9. OFFICER'S RECOMMENDATION

That Council advise NQ Building Solutions that Council approves, in principle, the proposal to erect a new bar and kitchen facility at the Burketown Campdraft and Rodeo Grounds, subject to:

- Development being undertaken generally in accordance with the NQ Building Solutions Plans, Drawing Number: NQ 14606, Sheets 1 to 7 and associated (unnumbered) Site Plan, submitted with correspondence dated 17 August, 2015; and
- In full compliance with the Building Code of Australia and all other relevant legislation; and
- Building and Plumbing Permits being in place and copies provided to Council, prior to work commencing on the site; and
- Ongoing maintenance of the facility being the responsibility of the Burketown Rodeo and Sporting Association; and
- The Burketown Rodeo and Sporting Association taking out Public Liability Insurance to the value of \$20 million.

## ATTACHMENTS

5. Correspondence from Garry Jeffries, NQ Building Solutions, representing the Burketown Rodeo and Sporting Association



A1 - NQ Building  
Solutions - Request for



A2 - BRSA -  
Drawings - Proposed

6. Structural drawings – proposed new construction

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

## 13.01 Appointment of Internal Audit Committee

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DEPARTMENT: Finance

RESPONSIBLE OFFICER: Simba Chimpaka; Finance Manager

FILE NO: Internal Audit Committee

DATE: Thursday 20 August 2015

LINK TO COUNCIL PLAN/S: Operational Plan, Internal Audit Plan

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### 1. PURPOSE (Executive Summary)

To confirm appointment of members of the Internal Audit Committee and to confirm the appointment of the Internal Audit Committee's Chairperson.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted an Internal Audit Committee Charter in September 2014.

### 3. PROPOSAL

That Council appoints the following persons to the Internal Audit Committee:

- 1) External member: Brendan Macrae
- 2) 1<sup>st</sup> Councillor: Cr Tonya Murray
- 3) 2<sup>nd</sup> Councillor: Cr Paul Poole
- 4) Member:
- 5) Member:

That Council appoints Brendan Macrae as the Chairperson of the Internal Audit Committee.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

There are costs associated with the appointment of an external member who has significant experience and skills in financial matters. Standard costs for the provision of these services are between \$1,500 and \$1,900 per day.

There will also be costs associated with implementing recommendations from the Internal Audit Committee.

### 5. POLICY & LEGAL IMPLICATIONS

#### Local Government Regulation 2012 – Section 210

(1) The audit committee of a local government must—

- (a) consist of at least 3 and no more than 6 members; and
- (b) include—
  - (i) 2, but no more than 2, councillors appointed by the local government; and
  - (ii) at least 1 member who has significant experience and skills in financial matters.

(2) The Chief Executive Officer can not be a member of the audit committee but can attend meetings of the committee.

(3) The local government must appoint 1 of the members of the audit committee as chairperson.

In terms of satisfying s210(1b)(ii), Brendan Macrae has expertise in the following areas: improving financial reporting and implementing effective corporate governance practices, audit committees, fraud management, asset management, risk management, financial management and planning, federal/state/local government, quality assurance, financial policies and procedures, grant acquittals, CPA qualified with 33 years public sector audit experience.

6. CRITICAL DATES & IMPLEMENTATION

The appointment of the Internal Audit Committee should take place at the August Council meeting.

7. CONSULTATION

Burke Shire Council has consulted with:

- The Queensland Audit Office

8. CONCLUSION

The appointment of the Internal Audit Committee is crucial to the operation of the Internal Audit function within Council.

9. OFFICER'S RECOMMENDATION

That Council appoints the following persons as members of the Internal Audit Committee for the remainder of this Council's term:

- External member: Brendan Macrae
- 1<sup>st</sup> Councillor: Paul Poole
- 2<sup>nd</sup> Councillor: Tonya Murray

AND

That Council appoints Mr. Brendan Macrae as the Chairperson of Burke Shire Council's Internal Audit Committee for the remainder of this Council's term.

ATTACHMENTS

1. Brendan Macrae Skill set, background and services



Brendan Macrae Partner Background.doc



Brendan Macrae AAA Services to Local Gov

## 14 Closed session reports

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14.01 Closed Session - 15-28 RMPC Job Truck with Crane Tender

14.02 Closed Session - Expression of Interest – Commercial-Retail Development of Lots 313-314 on B1361

14.03 Closed Session - Allocation of Accommodation

## 15 Deputations and presentation scheduled for meeting

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None received at close of agenda.

## 16 Closure of meeting

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The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 17 September 2015.