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*Agenda and Business Papers  
Burke Shire Council Ordinary General Meeting  
Thursday 19<sup>th</sup> November 2015  
9.00am Council Chambers*

9.00 am	Opening of meeting
10.30 am to 11.00 am	Morning Tea
11.00 am	Geoff Darrach - Savannah Bakery and Butchery
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 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  
                 Madison Marshall, Executive Assistant-Admin (Minutes)

On Leave      Cr Paul Poole, Deputy Mayor

## 03 Prayer

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Led by Cr Forshaw

## 04 Consideration of applications for leave of absence

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None received at close of agenda.

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

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05.01 General Meeting Thursday 15 October 2015, Special Meeting Wednesday 4 November 2015 and Special Meeting Monday 9 November 2015

### Recommendation

That the Minutes of the General Meeting of Council held on Thursday 15 October 2015 and the Minutes of the Special Meetings of Council held on Wednesday 4 November 2015 and Monday 9 November 2015 as presented be confirmed by Council.



151015 Unconfirmed Minutes.docx



151104 Unconfirmed Minutes - Special Mee



151109 Unconfirmed Minutes - Special Mee

## 06 Condolences

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None received at close of agenda.

## 07 Executive Management Team Reports

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### 07. Executive Management Team Reports

07.01.01 Works and Services Monthly Update Report

07.02.01 Work Shop and Fleet Report

07.03.01 Executive Officer Monthly Report

07.04.01 Finance Monthly Update for October 2015

07.05.01 Human Resources Report

07.05.02 HR Policy Review

## Works and Services Reports

### 07.01.01 Works and Services Monthly Update Report

DEPARTMENT: Works and Services

RESPONSIBLE OFFICER: Works Manager

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

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

LINK TO COUNCIL PLAN/S: Works Program

#### 1. WORKS MANAGER

##### General

Works completed or commenced over the last month include (up to 11<sup>th</sup> Nov 2015):

- Shire Roads maintenance.
- Stabilisation NDRRA ongoing.
- NDRRA Concrete and drainage works have been completed.
- Town streets maintenance in Burketown.

Training:

- Nil

Works for upcoming month:

- Stabilisation works for NDRRA
- Concrete works for NDRRA
- Town Streets patch, repair and shoulder works

##### RMPC

	Allocation	Claim September	Funds Remaining
2015-16			
Schedule 1	\$336,183.22	\$8,633.62	\$315,401.40
Schedule 2	\$191,885.80	\$59,523.00	\$57,084.40
Schedule 3	\$264,530.98	\$306,691.20	\$-42,160.22
Schedule 4	\$1,000.00	Nil	\$1,000.00
Schedule 5	\$25,000.00	\$25,000.00	\$0
Total	\$818,600.00	\$374,847.82	\$330,325.58

RMPC have now been completed for the year and will recommence at the conclusion of the wet season.

##### NDRRA Flood Damage Works

##### Stabilisation Sites:

Works have yet to be signed off to the satisfaction of the inspector or the Burke Shire Council. As at the time of writing this report, the inspector was continuing finalise stabilisation site inspections and report to the Works Manager.

##### Earthmoving:

The contractor continues to run two crews and is achieving up to 800m of works a day in each site in good order. Works are continuing on both Bowthorn and Nugaburra.

There have been issues with wet weather set backs due to the shape of the road outside of flood damage chainages/work sites. This has turned Nugaburra into a bit of a short term swamp.

It is anticipated that this weather will not slow down progress too much. The responsibility remains with the contractor to work through these issues mitigating any associated risk to council.

The contractor anticipates completing Bowthorn Road next week (week ending 20<sup>th</sup> Nov).

#### Drainage:

All works were completed by the contractor prior to the weekend 24/25<sup>th</sup> Oct. All works have been completed to the satisfaction of the inspector and toured by representatives of Burke Shire Council. All works have been completed to an excellent standard.

#### WHS Incidents

There have been no incidents over the reporting period.

#### Shire Roads maintenance

All maintenance works have now been completed in the lead up to the wet season on rural roads. Although works have been completed as recently as three weeks ago, corrugations have reformed on parts of the Doomadgee West Road in particular between Hells Gate and Westmoreland Station.

Works continue to repair shoulders on town streets in Burketown, to date works have been undertaken on Burke, Bowen, Beams, Gregory, Sloman and Anthony Streets.

HR - The position has now been filled for the second role in Gregory as a part of the Parks and Gardens team.

## 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.
Beamesbrook Crossing	1 Bin being utilised.
Gregory Crossing	Dump skip installed, Area still has to be cleaned as continually being left a mess.

Around town, 4 dead wallabies removed from town roads and school grounds during this period.

#### Animal Control

- Misted in Gregory for mosquitoes – Planet, Hall at racetrack, SES shed (spiders), Birdy's, Billy hangers and Hay farm.
- Misted 16 residences in Burketown for mosquitoes – including clinic and school.
- Cat trap at the butcher shop at owners request – still seeing evidence of a cat around but can't catch.
- Dog trap at the Caravan park have only caught 2 cats.
- Dog trap to a residence in Sloman Street.
- Second round of 1080 baiting completed and the following properties participated :
 

13 <sup>th</sup> October	Wernadinga	1750kg
19 <sup>th</sup> October	Armraynald	750kg
20 <sup>th</sup> October	Escott/ Punjuab	900kg
23 <sup>rd</sup> October	Gregory downs	2500kg
27 <sup>th</sup> October	Riversleigh	1000kg
30 <sup>th</sup> October	Lawn Hill	1500kg
	Total meat injected	8400kg

#### 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 – area being monitored.
- Hazard inspection completed for the poison shed.

#### Complaints

- Caravan park has requested a dog trap be placed..
- Report from Tracy Foreshaw regarding 3 dogs suspected 1080 baiting in Gregory – first animal succumbed 6 days after baits were laid and third dog 12 days after baiting.

#### General

- 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- had to replace road tubes 14th October after they were destroyed by a vehicle with a flat tyre.
  - 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 14th October – results to CEO and WM.
  - 8th Unit was installed between Adels grove and Lawn Hill national park boundary on the 14th October.
- Maintaining register of employee licences and tickets etc.
- Collating Induction material, Traffic management plans, Daily Tool box talks and Signage records for RMPC audit next week.

### 3. PARKS AND GARDEN

#### Programed works

- Working with weekly program
- Nothing significant to report from the reporting period. Doug Bruce has commenced in Gregory.

### 4. HOUSING / BUILDING MAINTENANCE

- Tom Ortiz new temporary staff member moved into self contained Unit 2 / 171 Musgrave.
- Ferne Clarke new temporary staff member moved into self contained Unit 1 / 172 Musgrave.
- New staff will move into appropriate units as the come to town.



## 5. UTILITIES

Water Treatment Plant

Water usage for October 2015: 21519 kl

DAILY READING WTP BURKETOWN		
October 2015	DAILY USAGE	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE	21519	Avg – 11 L p/s
HIGHEST DAILY USAGE	1020 kl	Avg – 11.43 L p/s
LOWEST DAILY USAGE	492 kl	Avg – 7.22 L p/s

DAILY READING WTP GREGORY		
October 2015	DAILY USAGE (KL)	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE		

- 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. Prominent is planning to complete these works in the first week of December.

Gregory Water Treatment Plant.

- Chemical Storage area at Gregory Water Treatment plant has been tidied. Chemicals are now stored correctly. Sourcing more bunded pallets to suit the 1000ltr IBC pods. Still waiting on quotes.
- The new water Filter Vessels have arrived in Gregory.

Water Reticulation Gregory

- Water meter reading completed.
- Using up to 300 kl some days in Gregory.
- Future works
  - Park sprinklers to be installed.

Sewerage

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
304553	TOTAL COLIFORMS	14.10.2015 9:08 am	BURKE SHIRE TREATED EFFLUENT	< 1000 CFU/100ml	1100 CFU/100ml	<10	X
304552	BOD Biochemical Oxygen Demand	14.10.2015 9:08 am	BURKE SHIRE TREATED EFFLUENT	< 20 mg/L	22 mg/L	<2	X
304552	TOTAL SUSPENDED SOLIDS	14.10.2015 9:08 am	BURKE SHIRE TREATED EFFLUENT	< 30 mg/LL	65 mg/L	<1	X
304552	PH Physical Properties	14.10.2015 9:08 am	BURKE SHIRE TREATED EFFLUENT	6.5-6.8	7.8	<0.1	
304552	TP Nutrients & Anions	14.10.2015 9:08 am	BURKE SHIRE TREATED EFFLUENT	< 15 mg/L p	4.5 mg/L	<0.5	
304552	TN Nutrients & Anions	14.10.2015 9:08 am	BURKE SHIRE TREATED EFFLUENT	< 20 mg/L	17 mg/L	<1	

Statewide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total (month of September)	Actual Total (year to date)
<b>Water Services</b>				
Water mains breaks	Per 100km/year	<30	0	0
Incidents of unplanned interruptions	Per 1000 connections/year	<50	0	0
Water quality related complaints	Per 1000 connections/year	<10	0	0
Drinking water quality	% of samples tested with no <i>E. coli</i> detection/year	98%	0	0
Time to respond to water incidents – water quality complaints, burst water mains, supply interruption	% of response to incident <12hrs	>95%	0	0
<b>Sewerage Services</b>				
Sewer mains breaks and chokes (blockages)	Per 100km/year	<25	0	0
Sewerage complaints – overflow on properties and odour	Per 1000 connections/year	<50	0	1
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	0	0
<b>Combined</b>				
Total water and sewerage complaints (any nature)	Per 1000 connections/year	<120	0	1

Burketown Water Treatment

- Total Water Usage : 21519 kl
- Plant running smoothly with no interruptions to service supply.
- Chlorine-Situ system currently shutdown due to faults.
- Using Back-up system to make the 2% required for Storage Tank.

Nicholson River Pump STN.

- Pumps are operating at 19 l/s.
- Rising Main to Water Treatment Plant have had minor issues with Air Valves leaking.

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.

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.
- Future works include marking and location on Valves and Hydrants.

Airport

- Airport manual operations is currently being reviewed and updated. Last review completed in 2008.

Airport Incidents

- No incidents occurring this month

Future Works

- Waiting on report from inspection that was completed last week.

Weather Station

- Current NOTAM for the AWIB is extended. This will be changed if rectified at an earlier date. This NOTAM is still current and the dates have been extended.

6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



Works Program.xlsx

1. Works program

## Workshop and Fleet Reports

## 07.02.01 Work Shop 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: 10<sup>th</sup> November 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
119	Septic pump out unit	Rebuild hook	No	16 hrs	New hooklift too strong
456	Street sweeper	Rebuild cutting edge plate	No	12 hrs	Worn down to nothing
457	10 Tonner	Prepare for trade	Yes	4 hrs	Scheduled
469	Multi tyred roller	Bonnets repair	No	16 hrs	Bent and twisted
474	Rosa bus	A/C and clean	No	8 hrs	Needed TLC
480	Primemover	Cab air bag, fuel leak	No	4 hrs	Wear and age
488	Job truck	Prepare for trade	Yes	4 hrs	Scheduled
506	Ammann drum roller	Batteries, electrics	No	10 hrs	Poor electrics
519	Jetpatcher	Kero tank and spray bars	No	6 hrs	Wear
522	140M grader	Checkover	No	3 hrs	Maintenance
526	Fuel Trailer	Lights and fuel leak	No	4 hrs	Rough roads
530	Hilux Extra Cab	65K service	Yes	2 hrs	Scheduled
535	Landcruiser	Prepare for trade	Yes	2 hrs	Scheduled
537	Landcruiser	Prepare for trade	Yes	2 hrs	Scheduled
551	Primemover	Fan clutch switch, turntable	No	6 hrs	Wear
554	Roadtrain	Grease, adjust brakes	No	2 hrs	Maintenance
562	Skid steer	Fit up cement mixer	Yes	2 hrs	Fit up
563	Septic pump out unit	Convert to hooklift	Yes	14 hrs	Scheduled
568	Kioti ride on	Deck and blades	No	6 hrs	Deck thin
570	RAV4	10K service	Yes	2 hrs	Scheduled
571	Hilux dual cab	40K service and tyres	Yes	4 hrs	Scheduled
584	Landcruiser dual cab	20K service	Yes	2 hrs	Scheduled
585	Job truck	10K service	Yes	3 hrs	Scheduled
586	Extra cab Hilux	15K minor service, ELF odo	Yes	4 hrs	Scheduled
588	10 Tonner	Induction, check over	Yes	4 hrs	New vehicle
589	RMPC Job Truck	Induction, check over	Yes	4 hrs	New vehicle
590	Kubota 12.5 kva genset	Induction, fuel tank	Yes	6 hrs	New plant

2. TENDER UPDATE

From the 2015-16 Budget

- RMPC ute- upgraded to truck with crane- Delivered and inducted
- 10 Tonne Truck- Delivered and inducted
- Waste Transfer Bins- Seventh Completed October 2015
- Gregory Hilux- Resolution scheduled for 19 November 2015

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS TO VIEW

1. Plant Replacement Program

  
15-16 - Five Year (5)  
Plant Replacement Sc

2. Schedule of Major Plant Servicing

  
Master Major Plant  
Services.xls

3. Plant Running Costs

  
Plant Running  
Costs.pdf

## Executive Officer Reports

## 07.03.01 Executive Officer Monthly Report

DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

FILE NO: Business Paper

DATE: 10<sup>th</sup> November 2015

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

## 1. COMMUNITY DEVELOPMENT OFFICER

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
Sep	6-11	Gregory Mini-School (School of the Air)	Gregory
	25-26	Morning Glory Festival II	Burketown
	21	Gregory CWA Horse Sports	Gregory
Oct	3/4/5	Burketown Rodeo and Races	Burketown
	30	Official Opening of the Burketown Wharf Pontoon	Burketown
	30	Official Opening of the Burke Shire Nijinda Durlga	Burketown
	30	Get Ready Queensland event	Burketown
Nov	3	Melbourne Cup	Burketown
UPCOMING EVENTS			
	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

### Grand Final Trophy Visit

The Cowboys CEO and Grand Final Trophy visited Burketown Airport on Wednesday 21<sup>st</sup> October 2015. A public notice and Facebook posts were made in preparation for this event. There was limited time available (15 minutes) for photos so Burke Shire took pictures which will be made available to the public for collection from the office or on our Facebook page. A public notice will be released.

### Pontoon Opening/Nijinda Durlga Opening/Get Ready Queensland Event

#### Official Opening of Pontoon

The cutting of the ribbon and speeches were provided by Senator Ian MacDonald, Captain Michael Barnett (Regional Harbour Master), Ernie Camp (Mayor) and Terrence Taylor (Traditional Owner). The blessing of the restored VMR Boat was performed by Doug Jones. Attendance: ~60 people

#### Official Opening of Nijinda Durlga

The opening ceremony, incorporating speeches and the cutting of the ribbon, was performed by Mayor Ernie Camp, Cr Paul Poole, Terrence Taylor and Lenny Booth.

#### Get Ready Queensland Event

This is an annual event which Council receives funding for in preparation for the wet season. Presentations were given:

- Chris Rohan (BSC Works Manager): Council's preparation for the wet season;
- Kevin Anderson (Disaster Management): what to do in an emergency situation & how to join local Emergency Response Groups.
- Troy Crompton (Burketown Police): Chain of command and responsibilities of Police in an emergency situation; and
- Cath Walker (RFDS) – Psychological preparation & effects of natural disasters.

Get ready packs were given out to all who attended and 6 survival packs were handed out as lucky door prizes. Dates: Friday 30<sup>th</sup> October 2015

Funding received from: Get Ready Queensland

## UPCOMING EVENTS

### Remembrance Day

Program has been set, a service will be held at the Tourist Information Centre Gardens starting at 10.45am.

### Dux – Burketown State School

A trust was created from a \$2,000.00 bequeath from the will of John Francis McCalman (a distant relative of Robert O'Hara Burke). Burke Shire Council continues to top up the trust account so that the John Francis McCalman Trust Award can continue to be awarded each year to a student in the Shire who is awarded DUX of the Burketown State School.

The award amount is \$200 per year.

Awaiting a response from the Burketown State School on recipient/s of this award. Date – 02 December 2015 - The presentation will take place on graduation night

### Young Ambassador Program

For students graduating (Burketown State School and School of the Air).

Packs are given to all graduating students in preparation for secondary school. Gifts are donated. Madison Marshall will be working on this project. A public notice will be released requesting sponsorship. Graduation for Burketown State School 02 December 2015. Awaiting response from Mt Isa School of the Air for graduation night dates.

### Community Christmas Party

This yearly event brings together the Burke Shire Community including the stations to celebrate Christmas. Currently approaching community groups to gain interest in 'taking back' this event with Council assistance offered. Date: TBA

Funding: Burketown Fishing Club: The fishing club each year donates \$500 to Burketown Kindergarten P& C and \$500 to the Burketown State School P&C. This money is usually directed towards Burke Shire Council and is used to buy presents for the children.

### Burke Shire Council Staff Christmas Party

The Burke Shire Council Staff Christmas Party is a way to thank all staff for their work throughout the year and to celebrate Christmas and the holiday period with staff members and families. Date – Friday 11<sup>th</sup> December. Location – TBA

Advisory Committee meeting has been organised for 9<sup>th</sup> November to discuss options – location, catering, gifts etc

### Christmas Lights Competition

A Christmas lights competition will be held in the Burke Shire.

A public notice will be distributed and posted on Facebook page. Burketown State School students will be judging again this year. Prize - TBA

### Australia Day 2016

Australia Day 2016 will be held on January 26<sup>th</sup> (Tuesday). The following activities have been arranged as part of the Australia Day celebrations:

- Cricket Match – TBA
- BBQ Lunch – for the community and organised by Burke Shire Council. Drinks will be BYO
- Australia Day Awards – will be handed out by the Mayor
- Judging of Competitions (Best Lamington, Scones & Colouring in Competition.)
- Games – TBA

Activities will be held at the Nijinda Durlga with the exception of the cricket match which will be held at the sports oval behind the school. Awards: TBA – Public Notice to be released for nominations. Merchandise: To be ordered

Ambassador:

Burke Shire Council has registered for the Australia Day Ambassador program. Awaiting allocations.

## GRANT PROJECTS

### First Five Forever Program

Funding received for 0-5year old children. Money will be used to purchase resources for Burketown Kindergarten and Gregory Play Group.

### RADE

2014/15 reporting is near finalisation, still working through the creation of new documents for 2015/16 applicants to complete. Hoping to have all this completed by the end of December 2015.

## 2. LIBRARY

Tourist numbers and Library use has slowed down as we come to the end of the year. We do expect students to use the library over the Christmas break.

The quarterly Library exchange has been received and shelved ready for users to borrow. A public notice will be distributed to Shire residents advising them that 200 new items are now available.



3. PROMOTION

Social Media

Burke Shire Council Facebook Page is being well used by the community and visitors from afar. The Council website requires some visual updating and also some changes to improve use on electronic devices. Quotes are currently being sourced to complete the upgrade.

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 printed and ready for distribution in December. Emails have been sent out to the Community requesting articles.

4. ENVIRONMENTAL HEALTH SERVICES

All food businesses in the Shire have been inspected and are currently licensed. Notices have gone out to the community in relation to licensing for the Community Markets and food licensing for 2015/16.

5. RECORDKEEPING

The destruction of records process is currently being completed by CorpMem and Council employees. Council will start to see a reduction in the number of expired documents currently kept electronically and physically.

6. IT REPORT

Civica reporting – Council will soon be receiving monthly reporting, this will include outstanding jobs, completed jobs logged and proposed/imminent software updates. This would enable us to not only quantify support from Civica, but also identify which areas of support are taking the most time, which may be able to be resolved by some staff training.

Network Issues – waiting on a report on how to improve services for:-

- Fibre Link between Administration & Depot Buildings (slow connection)
- Network connectivity between Depot and Stores buildings faulty
- Network connectivity between Depot and office (parks and gardens shed)
- Possible Wireless Network Connection from Water Treatment
- Possible Wireless Connection to Airport
- Fleet/Staff remote management

7. CONFERENCES/TRAINING

Nil Attendance for September.

8. OFFICER'S RECOMMENDATION

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

## ATTACHMENTS

1. Library Report for October 2015



RLQ Statistics  
October 2015.pdf



2. CorpMem Report

CorpMem Admin  
Report October.pdf

## Finance Reports

## 07.04.01 Finance Monthly Update for October 2015

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Council Meeting Report – Finance Monthly Update Report
DATE:	17 November 2015
LINK TO COUNCIL PLANS	Operational Plan, Budget

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## 1. STATEMENT OF COMPREHENSIVE INCOME

	YTD Actual \$	YTD Budget \$	% Budget
<b>Income</b>			
<b>Revenue</b>			
<i><b>Recurrent Revenue</b></i>			
Rates, levies and charges	1,839,757	1,273,550	44%
Fees and charges	33,593	9,103	269%
Rental income	62,700	43,333	45%
Interest received	122,561	145,000	-15%
Sales revenue	509,210	268,667	90%
Other income	67,293	52,950	27%
Grants, subsidies and donations	3,377,176	2,282,332	48%
<b>Total Recurrent Revenue</b>	<b>6,012,290</b>	<b>4,074,936</b>	<b>48%</b>
<i><b>Capital revenue</b></i>			
Grants, subsidies and donations	144,000	664,661.33	-78%
<b>Total Revenue</b>	<b>6,156,290</b>	<b>4,739,597</b>	<b>30%</b>
<b>Capital income</b>	-	-	
<b>Total Income</b>	<b>6,156,290</b>	<b>4,739,597</b>	<b>30%</b>
<b>Expenditure:</b>			
<i><b>Recurrent Expenditure</b></i>			
Employee benefits	1,194,859	1,286,302.33	-7%
Materials and services	4,792,633	3,598,487.67	33%
Finance costs	4,785	5,000.00	-4%
Depreciation and amortisation	147,742	550,866.67	-73%
	<b>6,140,019</b>	<b>5,440,657</b>	<b>13%</b>
<i><b>Capital expenses</b></i>			
Loss on disposal of property, plant and equipment	-	-	
<b>Total expenditure</b>	<b>6,140,019</b>	<b>5,440,657</b>	<b>13%</b>
<b>Net Result</b>	<b>16,271</b>	<b>- 701,060</b>	<b>-102%</b>

Year to date actual results have been compared to pro rata budget figures. Please note that depreciation adjustments will be processed and reported in the next Finance report.

## **Notes for variances to budget**

### **Revenue**

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

Rates and utility charges remain largely unchanged. Supplementary levies were raised for previously vacant blocks which have been occupied and wheelie bins have been requested. Pro rata charges have been levied for the waste management service.

#### **Fees and charges**

Fees and charges have exceeded budget estimates, sitting 269% positively above pro rata budget forecast as a result of unbudgeted rental charges for use of the sporting oval.

#### **Rental Income**

Rental income is on track sitting 45% positively above pro rata budget figures.

#### **Interest**

Investment interest remains 15% lower than pro rata budget estimate as interest rates remain lower than anticipated.

#### **Sales Revenue**

Sales revenue sits at \$509,210 or 90% positively above pro-rata budget. RMPC revenue has driven the increase in sales revenue over the month of October. RMPC works are approximately 75% complete with approximately \$300,000 to be claimed.

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

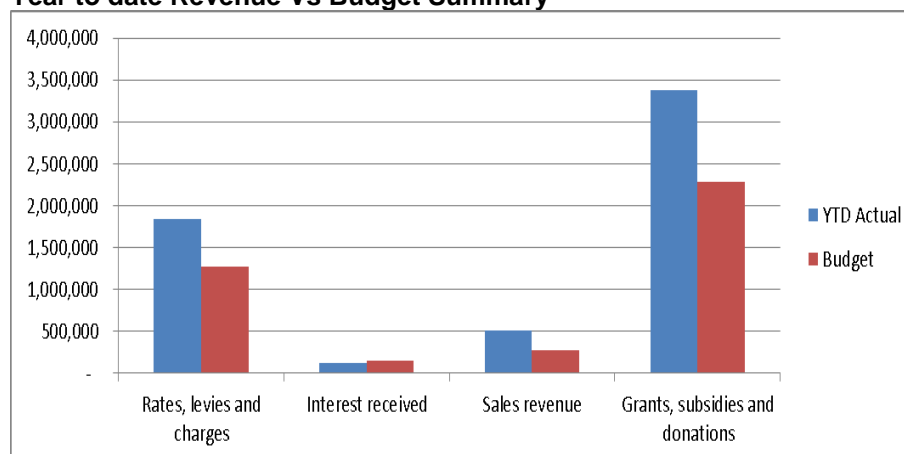
Non Capital Grants, Subsidies, Contributions and Donations increased to \$3,377,176 from the last reporting period. NDRRA REPA progress claims were lodged and paid in the month of October.

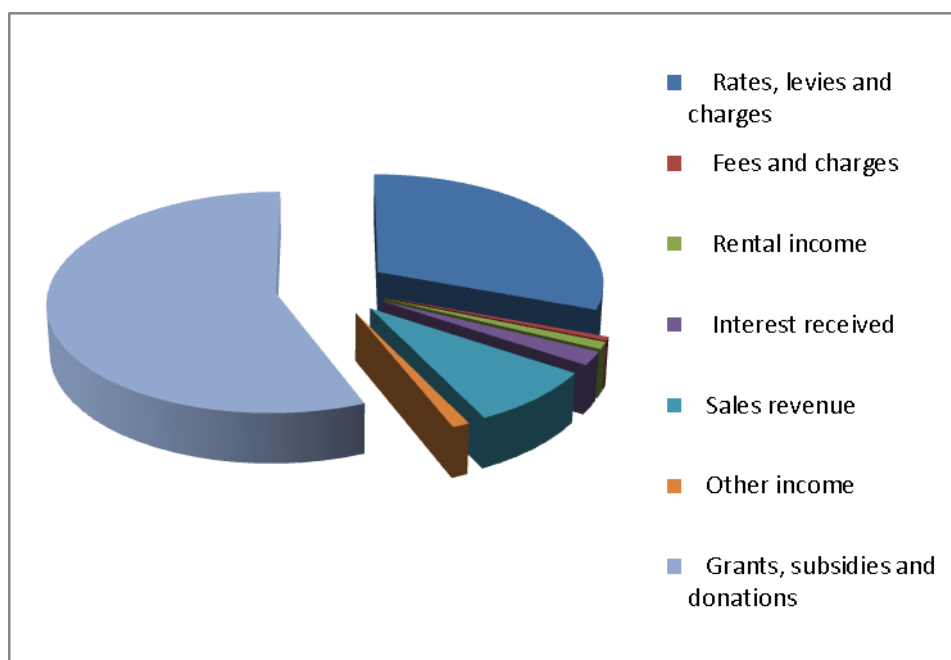
NDRRA works have progressed significantly and further claims will be lodged progressively. Please note that flood damage revenues under REPA will be transferred to Capital revenue as Council recognised an impairment of assets in relation to flood damage and will recognise the REPA expenses and revenue as capital in nature. This will have an impact on the statement of Comprehensive income.

**Unbudgeted income received:** Nil unbudgeted revenues received in the month of October.

Capital revenue remains unchanged from the last reporting period and sits 78% below pro rata budget estimates primarily due to timing differences as TIDS and ATSI TIDS programmes commence in the second half of the financial year.

### **Year to date Revenue Vs Budget Summary**



**Revenue Ratio**

*\*Rates revenue as a percentage of total operating revenue as at the end of October was 31% Grants, subsidies and donations represent the largest revenue stream as at the end of October 2015 at 56% of total revenue.*

**Recurrent Expenditure****Employee benefits**

Employee benefits (Salaries and wages) are below budget estimates at \$1,194,859 against a pro rata budget forecast of \$1,286,302.

**Materials and services**

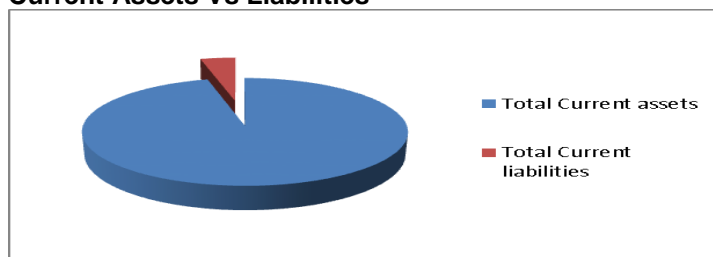
Materials and services expenditure is slightly over pro rata budget estimates. The variance relates primarily to timing differences.

Please note depreciation expenditure budget estimates will be adjusted in line with recent valuation data and adjustments will be processed to reflect actual depreciation expense. This will impact the statement of comprehensive income but will not affect cash flows. Updated depreciation figures will be presented in the next Finance report.

Finance costs (bank charges) are on track with pro rata budget estimates.

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

	2015
<b>Current assets</b>	
Cash and cash equivalents	13,890,363
Trade and other receivables	599,758
Inventories	170,614
Other financial assets	619,939
<b>Total current assets</b>	<b>15,280,674</b>
<b>Non-current assets</b>	
Property, plant and equipment	132,314,234
<b>Total non-current assets</b>	<b>132,314,234</b>
<b>Total assets</b>	<b>147,594,908</b>
<b>Current liabilities</b>	
Trade and other payables	181,961
Provisions	463,484
Other current liabilities	-
<b>Total current liabilities</b>	<b>645,445</b>
<b>Non-current liabilities</b>	
Trade & Other Payables	-
Provisions	568,642
<b>Total non-current liabilities</b>	<b>568,642</b>
<b>Total liabilities</b>	<b>1,214,087</b>
<b>Net community assets</b>	<b>146,380,821</b>
<b>Community equity</b>	
Shire Capital	39,529,889
Asset revaluation reserve	74,114,951
Retained surplus	32,735,981
Other Reserves	-
<b>Total community equity</b>	<b>146,380,821</b>

**Current Assets Vs Liabilities**

*Total current liabilities at the end of October constitute less than 5% of total current assets - Council has sufficient Current assets to meet its current Liabilities*

**Notes to Statement of Financial Position****Current Assets**

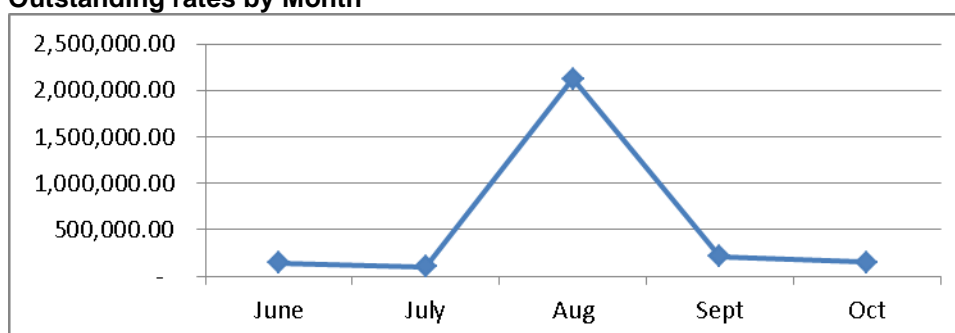
Please note that opening balances for 2015-16 are now drawing from audited financial statements.

**Cash and cash equivalents**

Cash and cash equivalents decreased to \$13,890,363 from the last reporting period.

**Trade and other receivables**

Rates receivables at the end of October sit at \$150,500 down from \$208,000 from the last reporting period. Outstanding rates at the end of October amount to 8% of the first half rates levy for 2015-16.

**Outstanding rates by Month****Inventories & Other Financial Assets**

Inventory sits at \$170,614 and other financial assets sit at \$619,939. Approximately \$435,000 will be claimed from the ATO as part of the September BAS.

**Property Plant & Equipment**

Property plant and equipment have been adjusted as per valuation and audited financial results. Property plant and equipment sits at \$132,314,234. It must be noted that previously unidentified assets were identified as part of the valuation exercise and have been included in Council's asset register. Prior period errors have been corrected and comparative results have been adjusted.

**Liabilities and Provisions**

Total liabilities and provisions sit at \$1,214,087. Council has sufficient working capital to meet its liabilities.

**Burke Shire Council - Cash Position 2015-16**

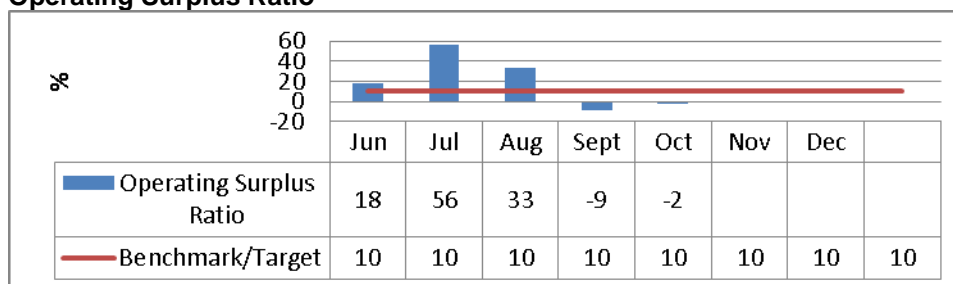
Month	Queensland Treasury Corporation	Annual Rate Payable Monthly	Term Deposit ME Bank	Interest Rate	Westpac Bank Cash Reserve	Westpac Cash Management Account	Total Cash Held
Jul-15	\$ 11,036,734.36	2.74%	\$ 519,000.00	2.8%	\$ 3,730,588.92	\$ 505,820.97	\$ 15,792,144
Aug-15	\$ 11,061,774.95	2.74%	\$ 519,000.00	2.8%	\$ 1,929,330.83	\$ 507,902.00	\$ 14,018,008
Sep-15	\$ 11,085,721.81	2.74%	\$ 519,000.00	2.8%	\$ 2,151,261.27	\$ 494,436.48	\$ 14,250,420
Oct-15	\$ 11,111,945.45	2.89%	\$ 519,000.00	2.8%	\$ 1,804,825.14	\$ 454,384.13	\$ 13,890,155
Nov-15							
Dec-15							
Jan-16							
Feb-16							
Mar-16							
Apr-16							
May-16							
Jun-16							

\*ME Bank Term Deposit will mature on 16 November 2015

### 3. MEASURES OF COUNCILS FINANCIAL SUSTAINABILITY

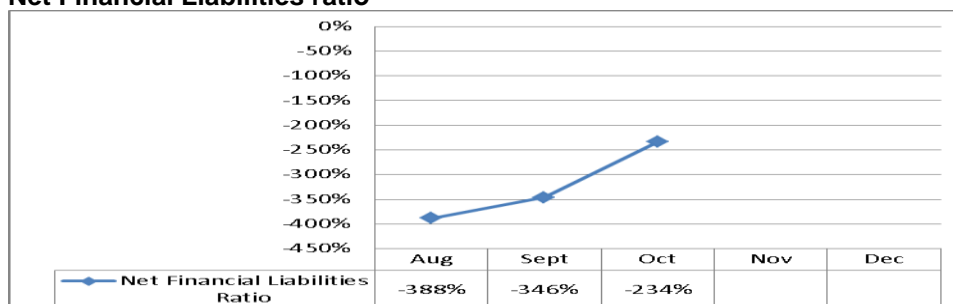
Measure	How the measure is calculated	Actual	Target
<b>Operating surplus ratio:</b> measures the extent to which operating revenue covers operational expenses	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-2%	Between 0% and 10%
<b>Asset sustainability ratio:</b> Measures the extent to which infrastructure assets are being replaced as they reach the end of their useful lives	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	To be confirmed on adjustment of depreciation expense	greater than 90%
<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)	-234%	not greater than 60%
<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	23.67	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	22.45	This ratio should exceed 1:1

#### Operating Surplus Ratio



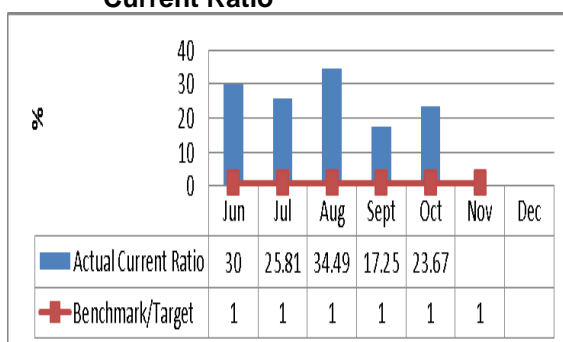
Council's operating surplus ratio improved slightly. Sufficient operational revenue is required to meet operational expenditure.

#### Net Financial Liabilities ratio

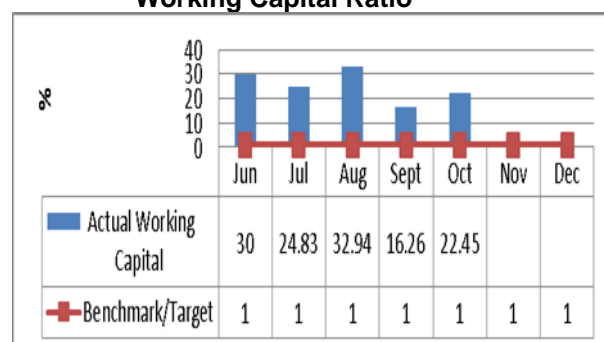


Council's net financial liabilities ratio continues to reflect a healthy position to meet liabilities and increase borrowings if required.

#### Current Ratio



#### Working Capital Ratio



Council's current ratio and working capital ratio continue to reflect the ability to service liabilities.



## 4. STATEMENT OF CASH FLOW

	<b>31 October 2015 \$</b>
<b>Cash flows from operating activities</b>	
Receipts from customers	2,635,308
Payments to suppliers and employees	- 6,732,858
	<b>- 4,097,550</b>
Interest received	122,562
Rental income	62,700
Non capital grants and contributions	3,377,176
Borrowing costs	-
<b>Net cash inflow (outflow) from operating activities</b>	<b>- 535,112</b>
<b>Cash flows from investing activities</b>	
Net payments for property, plant and equipment	- 954,248
Grants, subsidies, contributions and donations	144,000
Proceeds from sale of property plant & equipment	64,545
<b>Net cash inflow (outflow) from investing activities</b>	<b>- 745,703</b>
<b>Cash flows from financing activities</b>	
Proceeds from borrowings	-
Repayment of borrowings	-
Repayments made on finance leases	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>-</b>
<b>Net increase (decrease) in cash and cash equivalent held</b>	<b>- 1,280,815</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>13,890,363</b>

Payments to suppliers and employees exceed receipts from customers, interest, rental income and non capital grant receipts resulting in negative operating cash flow, this is further compounded by negative cash flow in investing activities as payments for property plant and equipment exceed capital grants and proceeds from sale of property plant and equipment.

Overall there is a net decrease of \$1,280,815 in cash held from \$15,171,178 at the beginning of the year to \$13,890,363 at the end of October.

Cash inflows will improve in the second half of the year when rates and utility charges are levied and non capital and capital grants are received.

## 5. CAPITAL BUDGET REVIEW

Capital Works Budget 2015-16								
	Projects	Total Budgeted Expenditure	YTD Actual Expenditure	Variance	Percentage Complete	Budget Funding/Sale-Trade in Proceeds	YTD Actual Income/Proceeds	Variance
	<b>Buildings</b>							
1	Administration office renovations	40,000	37,075	2,925	100%	-	-	-
2	Administration office roof replacement	90,000	-	90,000	0%	-	-	-
3	Visitor Information Centre renovations	300,000	-	300,000	0%	-	-	-
4	Gregory Town Hall renovations	100,000	-	100,000	0%	-	-	-
5	ANZAC Centenary commemorative works	40,000	-	40,000	0%	-	-	-
6	New housing - Duplex (2)	400,000	-	400,000	0%	-	-	-
7	House renovations (House 10)	75,000	-	75,000	0%	-	-	-
	<b>Land</b>							
8	Land acquisitions (Gregory WTP)	35,000	13,847	21,153	90%	-	-	-
9	Land acquisitions (Gregory Rubbish Tip)	70,000	-	70,000	0%	-	-	-
	<b>Other Structures</b>							
10	Mineral Baths/Springs	100,000	13,384	86,616	2%	-	-	-
11	Pontoon gangway raising structure	80,000	74,690	5,310	100%	340,000	144,000	196,000
12	Wharf Car park ( Boat ramp project)	360,000	-	360,000	0%	-	-	-
13	Burketown Rubbish Tip Fencing, gate and site office	100,000	-	100,000	0%	-	-	-
14	Gregory Rubbish Tip Fencing & Signage	52,000	-	52,000	0%	-	-	-
	<b>Road Infrastructure</b>							
15	Reseal Floraville Rd & Reseal Doomadgee East Rd	1,000,000	-	1,000,000	0%	-	-	-
16	Road seal works ATSI TIDS Doomadgee West Road	250,000	-	250,000	0%	250,000	-	250,000
17	Road seal works TIDS Doomadgee West Road	1,600,000	-	1,600,000	0%	800,000	-	800,000
	<b>Intellectual Property</b>							
18	Burke History Book	40,000	-	40,000	0%	-	-	-
	<b>Plant and Equipment</b>							
19	Gregory Waste transfer bins	18,000	1,170	16,830	5%	-	-	-
20	Telemetry (water treatment plant)	90,000	-	90,000	0%	-	-	-
21	Gregory Solar array	500,000	4,450	495,550	1%	-	-	-
22	Telemetry (sewer treatment plant)	90,000	-	90,000	0%	-	-	-
	<b>Plant and equipment replacement</b>							
23	Drum Roller	250,000	200,000	50,000	100%	24,000	22,000	2,000
24	10 Tonne Truck	160,000	-	160,000	0%	48,000	-	48,000
25	Loader	420,000	420,000	-	100%	90,000	90,000	-
26	Job Truck	92,000	95,066	3,066	100%	30,000	30,000	-
27	Landcruiser Dual Cab	70,000	68,467	1,533	100%	35,000	34,545	455
28	Job Truck	75,000	-	75,000	0%	30,000	-	30,000
29	Gregory Depot Ute	66,000	-	66,000	0%	30,000	-	30,000
30	Water Tank	39,000	-	39,000	0%	-	-	-
31	Multi Tyred Roller	227,000	-	227,000	0%	30,000	-	30,000
32	Fuso Tip Truck	165,000	-	165,000	0%	15,000	-	15,000
33	2wd Toyota Hilux	31,000	-	31,000	0%	12,000	-	12,000
34	Extra Cab Toyota Hilux	48,500	-	48,500	0%	20,000	-	20,000
35	Job Truck with crane	110,000	-	110,000	0%	25,000	-	25,000
	<b>Total Capital Expenditure</b>	<b>7,183,500</b>	<b>928,150</b>	<b>6,255,350</b>		<b>1,779,000</b>	<b>320,545</b>	<b>1,458,455</b>

6. OFFICER'S RECOMMENDATION

That Council notes the contents of the Finance Manager's October 2015 Monthly Report.

ATTACHMENTS

Nil

## Projects and Human Resources Manager Reports

### 07.05.01 Human Resources Report

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DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay – Projects & Human Resources Manager
FILE REF:	Council Meeting November 2015 – PHRM Report
DATE:	10 <sup>th</sup> November 2015
LINK TO COUNCIL PLAN/S:	Nil

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#### 1. HUMAN RESOURCES UPDATE

##### Staff Changes – Departures:

###### Finance Officer:

Hayley Booth's last day was Tuesday 27 October 2015.

###### Administration Officer:

Trish Prior's last day was Friday 6 November 2015.

###### Boilermaker:

Robert Sinclair is retiring from Council. His final day will be 1 December 2015.

##### Staff Changes – Appointments:

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

Doug Bruce has been appointed to the Parks and Gardens (Gregory) position. He commenced on Wednesday 4 November 2015.

###### Administration Officer x 2:

Hayley-Ann Croton will commence on 11 November 2015. She will occupy the Front Desk Administrative position vacated when Shannon Moren moved into the Community Development Officer position.

Karen Meyers was appointed to fill the Administrative Officer vacancy following Trish Prior's departure. Karen will commence on 18 November 2015.

###### Administration Officer (Temp):

Council is maintaining a temporary Administration Officer (Ferne Clarke) from CBC Staff Selection. Ferne is anticipated to remain with Council until the end of the work year (18 December 2015).

###### Accountant (Temp):

Tomas Ortiz from Partners in Business is serving as a temporary Accountant while Council permanently fills the role. It is anticipated that Tomas will be engaged until mid-January 2016.

##### Vacancies:

###### Financial Accountant:

Council has commenced recruitment of a full-time Financial Accountant. Applications for the role close on 30 November 2015. It is anticipated that the successful candidate will commence in the New Year.

###### Administration Trainee:

Council is continuing advertising for a trainee position within the Administration Office. The position is scheduled to commence from 2016. At this stage, three potential applicants have expressed an interest.

Payroll Outsourcing:

Council has completed its first pay run through an outsourcing arrangement with Civica. The process was generally successful. Management is continuing to work with the team at Civica to further streamline the process.

Performance Reviews:

The last round of performance reviews has been completed.

New Certified Agreement:

The QIRC finalized the Local Government Industry Award on 31 October 2015. Following its release, the State Government has appealed the new legislation and placed a stay on its introduction. As such, the document is not yet live and remains subject to further change. Enterprise bargaining negotiations, which were due to commence on 23 November 2015 have been postponed until this process is completed.

The best-case scenario is that the appeals process will be completed by the end of this year, however indications from LGAQ are that it will be February or March 2016 before this takes place, potentially delaying any further certified agreement negotiations until March or April 2016.

This delay is of concern to staff representatives, as it further delays the anticipated annual pay rise that was to come with a new agreement. The CABT has made preliminary enquiries into Council awarding this pay increase independently of a new certified agreement.

JCC:

JCC XIX was held on 19 October 2015. JCC XX is scheduled for Monday 14 December at 8.00am.

Workplace Health and Safety:

The monthly Workplace Health and Safety report is attached. For the third successive month, there were no serious incidents reported in October 2015. There was one near miss and three report-only incidents (two of which were non-work-related).

October also saw the completion of Council's Annual WHS Action Plan (AWAP), from which the Monthly Action Plans (MAPs) that govern WHS activity are derived.

A cardiac health session for all staff, with the specialists from the Prince Charles Hospital's Indigenous Cardiac Outreach Program is scheduled for 26 November, as part of their visit to Burketown.

Training:

The following training has taken place over the last month:

- Erosion Control training for Road Crew staff
- Audit Committee Training for the PHRM
- Jarrod Campbell attended RMPC Bridge Assessment training in Cloncurry
- Apprenticeships and Traineeships are ongoing
- CEO & PHRM are continuing their Town Planning Diplomas
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

## 2. CONCLUSION

The State Government's appeal of the new Award will (again) delay Council's attempts to negotiate a new Certified Agreement with staff.

Internally, this month there are several policies up for review, as the annual review cycle for HR policies rolls on. Fortunately, following the effort put in over the last 12 months on developing a solid policy framework, the current reviews are largely procedural in nature, with minimal content changes required.

As we move into the wet season, training again becomes a focus, and late November will see a range of training taking place, including traffic control training for the road crew, further leadership training for managers and supervisors, and some general communication training for all staff. Looking ahead, Council's annual shutdown for 2015 will commence on Monday 21 December 2015, with full operations resuming on Tuesday 5 January 2016.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



151110 EOM OHS  
Report Oct 2015.doc

1. OHS Monthly Performance Report (October 2015)

## Projects and Human Resources Manager Reports

### 07.05.02 HR Policy Review

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DEPARTMENT: Human Resources

RESPONSIBLE OFFICER: Nils Hay, Projects and Human Resources Manager

FILE REF: Business Paper – November 2015

DATE: 19/11/2015

LINK TO COUNCIL PLAN/S:

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1. PURPOSE (Executive Summary)

To perform the annual review of several Human Resources Policies

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The following policies are up for review, with a year having passed since they were last presented to Council for consideration:

- HRM-POL-007 Absence and Absenteeism Policy
- HRM-POL-008 Leave Without Pay Policy
- HRM-POL-009 Fit for Work Policy
- HRM-POL-012 RDO and Flexibility Policy

3. PROPOSAL

Please see the attached Policy revisions with tracked changes. A summary of changes follows:

HRM-POL-007:

No change to policy content. Update of version numbers and references to other Council policies and procedures only.

HRM-POL-008:

No change to policy content. Update of version numbers and references to other Council policies and procedures only.

HRM-POL-009:

No change to policy content. Some formatting changes, update of version numbers and references to other Council policies and procedures only.

HRM-POL-012:

Addition of Section 5 – 'Working from Home', along with some formatting changes, update of version numbers and references to other Council policies and procedures. As part of this review, Council also formalized a Working from Home Procedure (attached for reference).

4. FINANCIAL & RESOURCE IMPLICATIONS

NIL

5. POLICY & LEGAL IMPLICATIONS

Council seeks to review all policies on an annual basis; this report ensures that we are continuing to meet that obligation.

6. CRITICAL DATES & IMPLEMENTATION

All four policies are due for review at this time.

7. CONSULTATION

The PHRM has consulted with the management group in relation to the Working at Home provisions. All policies are based on templates acquired through LGAQ's HR Advance system, which are vetted by King and Company.

8. CONCLUSION

This report helps to ensure the Human Resources Policy suite remains current and that reviews are occurring in a timely fashion.

9. OFFICER'S RECOMMENDATION

1. That Council notes version 0 of the HRM-PRO-013 Working from Home Procedure; and
2. That Council adopts the revised versions of:
  - a) HRM-POL-007 Absence and Absenteeism Policy (version 2) ; and
  - b) HRM-POL-008 Leave Without Pay Policy (version 3); and
  - c) HRM-POL-009 Fit for Work Policy (version 1); and
  - d) HRM-POL-012 RDO and Flexibility Policy (version 2).

ATTACHMENTS

1. HRM-PRO-013 Working from Home Procedure



HRM-PRO-013  
Working from Home F

2. HRM-POL-007 Absence and Absenteeism Policy; and



HRM-POL-007  
Absence and Absenteeism Policy

3. HRM-POL-008 Leave Without Pay Policy; and



HRM-POL-008 Leave  
Without Pay Policy (R

4. HRM-POL-009 Fit for Work Policy; and



HRM-POL-009 Fit for  
Work Policy (Review)

5. HRM-POL-012 RDO and Flexibility Policy.



HRM-POL-012 RDO  
and Flexibility Policy (



## 08 Chief Executive Officer Reports

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08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

## Chief Executive Officer Reports

### 08.01.01 Chief Executive Officer Report

DEPARTMENT: Office of the CEO

RESPONSIBLE OFFICER: Philip Keirle; CEO

FILE NO: Business Paper – November 2015

DATE: 10.11.2015

LINK TO COUNCIL PLAN/S: Corporate Plan, Operational Plan, Budget

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

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

Planning Docs	Comments	Status
Town Planning Scheme	<p>Council will develop the new Planning Scheme as part of a pilot project with the Department of State Development, Infrastructure and Planning.</p> <p>Council is hosting representatives from DILGP on 12<sup>th</sup> November 2015 to progress the development of the Planning Scheme. This follows previous meetings on 16-17 September 2015 in Gregory and Burketown respectively.</p> <p>Council is completing updated flood modelling for areas in and around Burketown to assist in the development of this scheme.</p> <p>Completion timeframe: Jun 2016-Sep 2016</p>	Commenced
Asset Management Plan	<p>Council will consider the following core elements of its Asset Management framework at the November 2015 Council meeting:</p> <ul style="list-style-type: none"> <li>- Asset Management Policy</li> <li>- Asset Management Strategy</li> <li>- Road Hierarchy and Segmentation Policy</li> </ul> <p>Council is currently working on the clean-up of existing GIS (geographic information system) mapping data and compilation and integration of new GIS data collected during recent Valuation and Condition Assessment processes (CCTV inspection of the Burketown sewer network, RACAS pick-up of all Council road assets).</p> <p>Council's Total Asset Management Plan will be revised by 30 November 2015 and progressively updated as new information (asset condition, funding availability etc.) becomes available).</p> <p>Completion timeframe: 30 November 2015</p>	Monitor

Operational Plan 2015-16	<p>The Operational Plan 2015-16 was adopted by Council on 22 July 2015.</p> <p>The first quarterly review of this document was completed in October and presented at the October 2015 Council meeting.</p> <p>Council is tracking well in the implementation of the Operational and Corporate Plans.</p>	Adopted Jul 15. First quarterly review Oct 15
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.</p> <p>Information from this report will be incorporated into the Annual Report for 2014-2015.</p> <p>Completion timeframe: completed</p>	Completed
Local Government Area Pest Management Plan	<p>EOI for Working Group members released on 9 Sep 2015. The new LGAPMP will need to be consistent with the Biosecurity Act 2016 (July 2016).</p> <p>First Working Group meeting to coincide with Gulf Catchments Pest Taskforce meeting in Burketown in mid-November 2015. First aim will be to identify pest management priorities in sub-catchment areas in order to align Plan with the Australian Weeds Strategy.</p> <p>Council has received a number of responses to the EOI released. The numbers are encouraging, but still insufficient to ensure the success of the process.</p> <p>Completion timeframe: dependent on new Biosecurity Act 2016.</p>	Monitor
Budget 2015-2016	<p>Adopted: the budget documents can be accessed online via the Burke Shire Council webpage.</p> <p>The first quarterly review of the budget took place on Wednesday 14 October 2015. Progress reports against Capital Expenditure and operational expenses in Admin, Finance and Works &amp; Services were delivered.</p>	Adopted 22 Jul 2015 1 <sup>st</sup> quarterly review: Oct 15
Budget 2014-2015	<p>Adopted at Ordinary Council Meeting: 19 June 2014.</p> <p>Council's Financial Statements are currently under preparation. These will be audited by the Queensland Audit Office during October. Results will be tabled in Council's Annual Report 2014-2015.</p>	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.  Management staff met to review the Corporate Risk Register on 15 September 2015. The CRR was adopted by Council at the October 2015 Council meeting. The Business Continuity Register will be reviewed at the November 2015 Council meeting.	On track
Local Disaster Management Plan 2015-2016	Annual review of plan completed according to new IGEM assessment methodology. Review conducted by CEO and Craig Shepherd (Executive Officer, Mt Isa District Disaster Management Group).  Revised Local Disaster Management Plan adopted by Council at the Sep 2015 Council meeting.  The LDMG considered the LDMP at the most recent LDMG meeting held in Burketown on 28 October 2015.	Completed
Internal Audit Plan and Audit Committee 2015-2016	1 <sup>st</sup> meeting: 7 October 2015 2 <sup>nd</sup> meeting: a series of meeting were held in mid-late October 2015 to provide updates on the External Audit process, particularly as this related to Valuation data for Property Plant and Equipment.	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.  Completion timeframe: phase 1 – December 2015	Monitor
Asset condition inspections and asset revaluations	Council completed a full asset revaluation during mid-2015 as well as some of the most comprehensive condition assessments on road and reticulated sewer assets.  The valuations derived from these inspections and revaluations have been confirmed following consultation in relation to the methodology involved in determining valuations, asset life and depreciation. Consultation took place between BSC staff and Carpentaria Shire Council, APV, CT Management Group and GBA.  CCTV inspection of Burketown sewer reticulation network and stormwater infrastructure completed in July 2015.	Completed

	<p>Road Asset Condition Assessment System: assessment completed for all Shire roads in August 2015.</p> <p>Completion timeframe: 31 October 2015</p>	
Pontoon	<p>Installation completed. Practical completion scheduled for 10 September 2015.</p> <p>Funding agreements with Cth (NSRF) and State (Royalties for the Regions) have been finalized. 1<sup>st</sup> and 2<sup>nd</sup> Milestones submitted to National Stronger Regions Fund (\$144,000). 1<sup>st</sup> Milestone report for Royalties for the Regions funding to be completed in November 2015.</p> <p>Official Opening Ceremony held on 30 October 2015. This event was attended by Senator Ian Macdonald, Captain Michael Barnett (Regional Harbour Master), Councillors, Traditional Owners (Terrence Taylor), VMR representatives and community members.</p> <p>Project Completion timeframe: 30 August 2015 Acquittal Completion timeframe: 30 November 2015</p>	<p>Installation completed</p> <p>Final engineering inspection 10 September 2015</p> <p>Funding acquittal on track: milestones 1-2 completed for NSRF (\$144,000)</p>
Renovations and Repair to Council buildings	<p>Council has awarded tenders for the following</p> <ul style="list-style-type: none"> <li>- Gregory Hall: work to commence from early November 2015. Pre-start meeting held in Gregory on 9 November 2015. Some change of scope queries submitted to builder.</li> <li>- Council Administration Office – Roof Replacement: this project was completed during October-November 2015.</li> </ul>	On track
Burketown ILUA implementation	<p>Council has completed the bulk of the administration and financial arrangements required to complete land acquisition processes under the Burketown ILUA. Some survey requirements are yet to be completed before the land tenure changes are finalised.</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>Council is looking to partner with Economic Development Queensland to facilitate the development of residential, rural residential and light industrial land.</p> <p>EDQ's next visit is scheduled for 11 November 2015.</p> <p>Completion timeframe: ongoing</p>	On track
Sale of 4 x residential lots in Burketown	<p>Council will sell 4 x residential lots in Burketown in 2015. Planning for this sale is currently underway.</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 focused on deepening this project's research into the Shire's connection to, and experiences of the First World War.</p> <p>Council will look at obtaining a similar grant to fund further archival research into the Shire's various connections to the Second 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>	<p>On track</p> <p>No update for Nov 15 Council meeting</p>
NDRRA 2014 (TC Fletcher)	<p>The status of Council's 2014 NDRRA program is detailed below: BrkSC.16.14 (REPA):</p> <ul style="list-style-type: none"> <li>- REPA Approved Value \$8,224,626.00 (excl. GST). This value represents the total eligible amount less Council's trigger point contribution of \$23,108.00.</li> </ul> <p>Contract for <b>Earthworks</b> component awarded by Council at the April Council meeting. This work is progressing as scheduled. See Works and Services Report for further details.</p> <p>Contract for <b>stabilisation</b> component awarded to Koppens Construction on 22 July 2015.</p> <p>Contract for the <b>concrete and gabion</b> component awarded to D&amp;D Concrete Services on 17 September 2015.</p> <p>BrkSC.17.14 (Emergent):</p> <ul style="list-style-type: none"> <li>- Compliance and VfM assessments completed. Moving towards Briefing Note.</li> </ul> <p>Completion timeframe: November 2015</p>	On track
Roads Programs – 5 year infrastructure plan	<p>GBA engaged to assist Council to develop a 5 year road infrastructure plan in line with TIDS, QRA, R2R funding.</p> <p>GBA is currently completing a summary of all works completed on BSC roads from 2004-2005 to 2014-2015. Confirmation of historical expenditure and the type of treatment (maintenance, renewal, upgrade) will assist in this project.</p> <p>Completion timeframe: draft to be presented at the December 2015 Council meeting.</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>Regional discussions are underway to ascertain the desirability of a regional Preferred Suppliers tender.</p> <p>The next step is to complete the Scope of Works for consultancy services. These are currently in draft form.</p>	<p>Monitor</p> <p>No update for Oct 15 meeting</p>
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>Recent developments indicate that negotiations will be able to recommence following the outcome of the State of Queensland challenge to the QIRC decision on 31 October 2015.</p>	Monitor
Water Rates	First excess water consumption bills levied on 30 August 2015. Council staff are managing enquiries related to these charges at present.	Completed
Morning Glory Festival	<p>MGF II held on 25-26 September 2015. Split Image and Delations provided fantastic live music for the festival, which was well supported by the local and regional community.</p> <p>Full details of event acquittals will be available in November 2015.</p>	Completed
ANZAC centenary: BKT	Council committed funding to commemoration of Anzac for 2015 and 2016. \$20,000 will be available for statuary, public monument in 2016 for both Gregory and Burketown.	Monitor
ANZAC centenary: GRG	<p>Council was successful in receiving a Commemorative Communities Grant to complete the restoration of the WWI and WWII Honour Boards. This restoration has now been completed.</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>Recent meetings: Burketown Committee: 19 May 2015 Gregory Committee: 1 Sep 2015</p> <p>Completion timeframe: To be determined</p>	Monitor
Weed spraying: Gregory River Catchment	<p>An initial weed spraying project in the Upper-Gregory River Catchment 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>See attached for progress report.</p> <p>Completion timeframe: TBD 2016</p>	On track



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>Completion timeframe: August 2015</p>	Completed
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### 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>At the September 2015 North West Queensland Regional Organisation of Council (NWQROC) meeting, a number of member Councils elected to proceed with the purchase of a tyre shredder. Burke Shire Council indicated a preference to pursue other arrangements in disposing of waste tyres.</p> <p>Council will explore two disposal options prior to proceeding with the removal of waste tyres from the Burketown and Gregory rubbish tips.</p> <p>Completion timeframe: to be determined.</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>GHD conducted a site visit on 18 August 2015 and Council has now received the first draft of the engineering designs for this project. The designs incorporate a hot-, a medium- and a cool-pool; board-walking, signage, bird hides and benches. The pools are designed to flood, with penstocks incorporated into the design to allow for better flow during, and easy cleaning after a flood event.</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>The tender for this project opened on 10 September 2015 and closed on 6 October 2015.</p> <p>Council will award this contract in two parts. The first phase of the project will look at weather-proofing the building prior to the wet and confirming the approach to ensuring the structural integrity of the foundations. The second phase will complete remaining work, including work on the building foundations.</p> <p>Completion timeframe: Phase 1: December 2015 Phase 2: May 2016</p>	Tender closed On track
Sewerage Treatment Plant Re-design	<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>Council's first pre-lodgement meeting was held with the Department of Environment and Heritage Protection on 12 October 2015. This meeting focused on potential changes to treated effluent parameters and will take place week beginning 12 October 2015.</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>Project costings have been completed as well as the CBA for future operation, maintenance and renewal. This project has a cost recovery timeframe of 6-7 years, with anticipated savings of, on average, \$96,000 per year in years 8-20.</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>The scope of works for the tender is nearing completion.</p> <p>This tender is planned for release in late October, early November 2015.</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. A second visit is scheduled for</p> <p>Further developments on EDQ funding will be conditional on new Govt. priorities.</p>	<p>Monitor</p> <p>No update for Nov 15 meeting</p>
BKT South	<p>Council is seeking costings on construction of a white rock road through proposed lots for Rural Residential use. Council is also seeking costings on installation of water, electricity and telecoms.</p> <p>Possible amalgamations of these lots, as well as the sale of these lots will be conditional on receipt of improved flood mapping by Council.</p>	<p>Monitor</p> <p>No update for Nov 15 meeting</p>
Gregory Landfill	<p>Development Application required to ensure this tip is appropriately regulated.</p> <p>Council will look to enter an ILUA in relation to this land as well as other reserve/state/lease land in Gregory. This component will require land to be excised from the Camping and Water Reserve, which Council will then need to acquire by freehold. Native Title is required to be cleared as part of the Letter of Offer conditions (for acquisition as freehold).</p>	In progress

#### 4. POWER

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

LGIS have forwarded Council a proposal to conduct a pre-feasibility study into geothermal energy generation in Burketown. Council is awaiting feedback on depth and temperature of bores in the region.

#### 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. Telstra is unable to confirm the roll-out date for this project 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:

- National Stronger Regions Fund (Cth)
- Local Government Grants and Subsidies Program (Qld)
- Community Resilience Fund (Qld)
- Building our Regions (Qld)

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. Annastacia 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 2014
2014-2015 2 <sup>nd</sup> LDMG meeting	Held May 2015
2015-2016 1 <sup>st</sup> LDMG meeting	Scheduled for November 2015
2014-2015 Review of Local Disaster Management Plan	Completed Aug 2015
LDMG meeting	17 October 2015
2015-2016 1 <sup>st</sup> quarterly report	31 October 2015
DDMG meeting	17 November 2015

## 7. PEST MANAGEMENT (animals and weeds)

Council is in the process of reviewing its Pest Management Plan. This revision and adoption of a new plan will take place during the implementation of the new Biosecurity Act 2016. The new Act will introduce a number of changes that may slow down aspects of the Pest Management Planning process.

Council has released an EOI for membership in the Working Group that will develop the new plan in conjunction with Biosecurity Queensland and NRM Group representatives. The first meeting is scheduled to take place as part of the Gulf Catchments Pest Taskforce meeting in Burketown.

Task	Status
Formation of working group	Expression of Interest 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. TOURISM

In association with Savannah Way Limited, Councils in the Gulf Savannah region are developing a regional tourism strategy. The strategy will be aimed at determining how Councils will be able to assist the many wonderful tourism operators flying the flag for the Gulf. From Burke Shire's perspective, infrastructure projects are critical to progressively building a tourism sector: pontoon, mineral baths and telecommunications infrastructure.

Visitor Information Centre: Council is discussing entry into a Licence Agreement with Gangalidda and Garawa to operate the Visitor Information Centre in 2016.

## 9. LOCAL GOVERNMENT ELECTIONS

The Local Government Elections in Queensland will be held on 19 March 2015.

Council was approached by the Electoral Commission of Queensland to provide contact details for those who may wish to fill the role of Returning Officer. Council supplied ECQ with two names. ECQ is in the process of selecting a candidate.

Council approached the Department of Infrastructure, Local Government and Planning to request a hybrid ballot system for the March 2016 elections: part-postal, part-ballot box. This application was successful, meaning that there will be a polling booth at the Burke Shire Nijinda Durlga for the elections. Residents outside of Burke Shire will be provided with a postal ballot.

## 10. MEETINGS/CONFERENCES/DELEGATIONS

<b>GOVERNANCE CALENDAR – rolling 12 month calendar</b>			
<b>What</b>	<b>Where</b>	<b>When</b>	<b>Attendees</b>
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
NWQROC	Mt Isa	3 September 2015	Mayor, Deputy Mayor, CEO
NWQRRTG	Mt Isa	4 September 2015	Mayor, Deputy Mayor, CEO
ICPA Conference	Cloncurry	9 September 2015	Deputy Mayor, Kylie Camp
LGAQ Annual Conference	Toowoomba	19-21 October 2015	Mayor, Deputy Mayor, Crs Forshaw & Lauder, CEO
Better Councils Better Communities	Burketown	27 October 2015	TBD
GSD Annual General Meeting	Normanton	6 October 2015	Mayor, Deputy Mayor, CEO
Regional CEO Forum	Karumba	27 November 2015	CEO
NWQRRTG	Karumba	30 November 2015	Mayor, Deputy Mayor, CEO
NWQROC	Karumba	30 November 2015	Mayor, Deputy Mayor, CEO

## 11. WORK HEALTH AND SAFETY

See HR Report

## 12. OFFICER'S RECOMMENDATION

That Council notes the content of the Chief Executive Officer's November 2015 Report.

## ATTACHMENTS

1. Upper-Gregory Catchment Weed Project



A1 - Gregory River Catchment Weed Rep

2. Upper-Gregory Catchment Weed Project – supporting documentation



A2 - 16-06-15 Stoney Creek.xls

3. Upper-Gregory Catchment Weed Project – supporting documentation



A3 - 21-09-2015 Little Archie.xls

4. Upper-Gregory Catchment Weed Project – supporting documentation



A4 - 30-09-2015 Little Archie.xls

## 09 Late Item Reports

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### 09. Late Item Reports

09.01 Asset Management Policy, Strategy and Road Hierarchy

09.02 Sewerage Treatment Plant Redesign – MCU Assessment

09.03 Audit Committee Update

09.04 2014-2015 Financial Statements, Current Year Sustainability Certificate, Long Term Sustainability Certificate

09.05 Requests for Additional Water Allocation 2015-2016 Thursday 19th December 2015

09.06 Donation Request – Burketown State School

## Late Item Reports

### 09.01 Asset Management Policy, Strategy and Road Hierarchy

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Chief Executive Officer
FILE NO:	Business Paper – November 2015
DATE:	13 November 2015
LINK TO COUNCIL PLAN/S:	2015-2016 Operational Plan (Governance)

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#### 1. PURPOSE (Executive Summary)

To submit, for Council consideration and approval, the following asset management documentation:

- Asset Management Policy
- Asset Management Strategy
- Road Segmentation and Hierarchy Policy

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has identified the development and implementation of a Strategic Asset Management framework as a key deliverable in the 2015-2016 Operational Plan.

The Asset Management Policy details the guiding principles for Council's approach to Asset Management.

The Asset Management Strategy looks more closely at the myriad components of an effective Asset Management system and elaborates the guiding principles for each of these components: asset acquisitions and disposals, decision-making frameworks, whole-of-life costings, asset renewal programs, modelling of operational and maintenance budgets for asset classes.

The Road Segmentation and Hierarchy Policy is an operational policy that provides important direction to a variety of stakeholders – Councillors, Council staff, valuers, consultant engineers, GIS specialists – as to the approved method of engaging with Council's road network in particular contexts: asset condition assessments, valuations, marking chainage etc.

#### 3. PROPOSAL

That Council considers the Asset Management policies submitted and, subject to Council's satisfaction with these policies, resolves to adopt these policies at the November 2015 Council meeting.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The 2015-2016 budget provides an allocation for Asset Management. This budget is allocated toward:

- Development of Asset Management policies, strategies and plans;
- Maintenance of Council's Asset Management system; and
- Development and maintenance of Council's GIS systems.

#### 5. POLICY & LEGAL IMPLICATIONS

The Local Government Regulation 2012 (ss. 167-168) identifies the requirement that Council's prepare and adopt a long-term asset management plan.

In practice, the plan is one component of a suite of documents and organisational practices required to effectively manage a Council's assets and the services that these assets deliver. The Asset Management Policy, Asset Management Strategy, and the Road Segmentation and Hierarchy Policy are important components of this suite of documents.

## 6. CRITICAL DATES & IMPLEMENTATION

Council has committed to developing and adopting the following document by 30 November 2015:

- Asset Management Strategy.

Council has committed to reviewing the following document on an annual basis:

- Asset Management Policy.

Council has committed to developing and adopting the following document in the second quarter of 2015-2016:

- Road Segmentation and Hierarchy Policy.

## 7. CONSULTATION

Consultation has taken place with the following organisations:

- NWQROC Councils: CEO forum
- CT Management Group: Dennis Kirby, Owen Harvey, John Gorman, Paul Hirning
- GBA engineering consultancy
- QAO

## 8. CONCLUSION

The attached reports represent another step toward Council's stated objectives of developing and maintaining an appropriate suite of asset management policies that allow Council to implement and maintain appropriate asset management practices.

## 9. OFFICER'S RECOMMENDATION

- a) That Council notes the contents of this report; and
- b) That Council receives and adopts the Burke Shire Council Asset Management Policy; and
- c) That Council receives and adopts the Burke Shire Council Asset management Strategy; and
- d) That Council receives and adopts the Burke Shire Council Road Segmentation and Hierarchy Policy.

## ATTACHMENTS

1. Burke Shire Council Asset Management Policy



2. Burke Shire Council Asset management Strategy



3. Burke Shire Council Road Segmentation and Hierarchy Policy



4. Burke Shire Council Road Segmentation Register





## Late Item Reports

### 09.02 Sewerage Treatment Plant Redesign – MCU Assessment

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper – 19 November 2015
DATE:	15 November 2015
LINK TO COUNCIL PLAN/S:	Operational Plan 2015-2016

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#### 1. PURPOSE (Executive Summary)

To consider whether or not the proposed redesign of the Burketown Sewerage Treatment Plant will constitute a material change of use of the premises.

In the event that it does, Council will be required to proceed through an MCU application, part of which will involve negotiations in relation to treated effluent quality requirements.

In the event that it does not, Council will be able to continue negotiations with the Department of Environment and Heritage Protection in relation to treated effluent quality requirements.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council officers, in conjunction with Simmonds and Bristow, have been exploring design modifications/improvements to the Burketown Sewerage Treatment Plant. In doing so, the aim has been to:

- Identify designs that will deliver medium-, long-term operational and maintenance cost savings to Council and community;
- Identify designs that will maintain or improve current permit compliance; and
- Identify designs that require lower levels of expertise to operate and maintain.

Simmonds and Bristow submitted the Engineering Report (attached) on the Burketown Sewerage Treatment Plant Redesign to Council and the Department of Environment and Heritage Protection. The “passive lagoon system” design option is the subject of this report as well as with current negotiations with DEHP in relation to appropriate design parameters and appropriate permitting conditions for this form of sewerage treatment system.

Simmonds & Bristow and Council officers met with Department of Environment and Heritage Protection representatives to discuss the STP redesign project. This meeting was held on 12 October 2015.

Burke Shire Council and Simmonds & Bristow were tasked by DEHP with determining whether the redesign would constitute a Material Change of Use, as defined by the Sustainable Planning Act 2009. Answering this question will determine the appropriate procedure to follow for negotiating any changes to the treated water quality parameters in Council’s Environmental Authority.

#### 3. PROPOSAL

That Council considers the materiality of the proposed STP redesign on the intensity and scale of the use of the Burketown Sewerage Treatment Plant and irrigation area.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The proposed redesign has not been released for tender nor has the final design been confirmed. The outcome of negotiations with the Department of Environment and Heritage Protection in relation to treated water quality parameters will be of relevance in finalizing design and estimating costings.

Full costings will be presented as part of the 2016-2017 capital projects selection process.

#### 5. LEGAL & POLICY CONSIDERATIONS

The key issue here is whether the change to the STP is a Material Change of Use, as defined under the Sustainable Planning Act 2009:

Material Change of Use, of premises, means:

- (a) The start of a new use of the premises; or
- (b) The re-establishment on the premises of a use that has been abandoned; or
- (c) A material increase in the intensity or scale of the use on the premises.

##### **The premises**

In this report, 'the premises' refers to the Burketown Treatment Plant and Effluent Irrigation Area (91,270m<sup>2</sup>), approximately 700m to the west of Burketown.



“The start of a new use of the premises”:

- Not relevant. This report does not consider any new use of the premises.

“The re-establishment on the premises of a use that has been abandoned”:

- Not relevant. This report does not consider any re-establishment of a previously abandoned use of the premises.

“A material increase in the intensity or scale of the use on the premises”:

##### **Intensity**

- The intensity of the (sewerage treatment) operation will lessen by transitioning away from a packaged or containerized treatment system (e.g. Council's BL 4000 unit) to a passive lagoon system.

- The passive lagoon system does not require chemical treatment processes or require moving mechanical or electrical components to perform or facilitate the treatment process.
- The proposed redesign of the treatment and irrigation process has not been motivated by a requirement to address an additional treatment or irrigation loading.

Conclusion: there is no 'material increase in the intensity' of sewerage treatment operations nor treated effluent irrigation operations.

### Scale

- The area required by a passive lagoon treatment system and irrigation area is *potentially* greater than that required by a packaged or containerized treatment system (e.g. the BL 4000 unit).



- For current operations (treatment ponds, blivet unit and irrigation area) is 30,600m<sup>2</sup>. The area required for the proposed passive lagoon system and polished nutrient wetlands is 23,170m<sup>2</sup>.
  - On the basis that the proposed redesign will reduce the overall area required for the treatment and irrigation process, the proposed redesign (passive lagoon system and irrigation area) does not constitute a 'material increase in the scale of the use of the premises' used for the treatment of sewerage and irrigation of treated effluent.
  - In addition, it should also be noted that Council currently has an area of 91,270m<sup>2</sup> allocated to the treatment and irrigation process, with ample buffer zones around this area to mitigate against any negative externalities associated with the treatment and irrigation process.

Conclusion: there is no 'material increase in the scale' of sewerage treatment operations nor treated effluent irrigation operations.

## 6. CRITICAL DATES AND IMPLEMENTATION

As Council's decision as to whether the proposed redesign would constitute a Material Change of Use is required prior to the continuation of negotiations with DEHP in relation to treated water quality parameters, it would be desirable to reach a conclusion on this point at the November Council meeting.

7. CONSULTATION

Consultation has taken place between Council and the following:

- Simmonds and Bristow (consulting scientists)
- Liz Taylor (consulting town planner)
- Department of Environment and Heritage Protection representatives (pre-lodgement meeting)

8. CONCLUSION

As the proposed redesign aims at reducing the intensity of sewerage treatment operations while maintaining a similar 'scale' of sewerage treatment operations, Council is able to draw the conclusion that the proposed redesign of the Burketown Sewerage Treatment Plant and Effluent Irrigation Area will not constitute a material change of use of Council's sewerage treatment 'premises.'

9. OFFICER'S RECOMMENDATION

- (1) That Council notes the contents of this report;
- (2) That Council, having considered the proposed nature and scope of the Sewerage Treatment Plant redesign ("passive lagoon system"), has formed the opinion that the proposed redesign of the Sewerage Treatment Plant ("passive lagoon system") does not constitute "a material increase in the intensity" nor "material increase in the scale" of the uses of the sewerage treatment plant and effluent irrigation area (the 'premises').
- (3) That Council authorizes the CEO to progress negotiations with the Department of Environment and Heritage Protection in relation to the treated water quality requirements outlined in Council's Environmental Authority (IPDE00044804A17).

ATTACHMENTS

- 1) Simmonds and Bristow Report: redesign of the Burketown STP review



Simmonds and  
Bristow - Burketown S

## Late Item Reports

### 09.03 Audit Committee Update

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Chief Executive Officer
FILE NO:	Business Paper – 19 November 2015
DATE:	15 November 2015
LINK TO COUNCIL PLAN/S:	Operational Plan 2015-2016

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1. PURPOSE (Executive Summary)

The purpose of this report is present the minutes of the Audit Committee meeting on 13 October 2015 to Council for adoption in accordance with Section 211 of the *Local Government Regulation 2012*.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The primary objective of the Audit Committee is to assist Council in fulfilling its corporate governance role and oversight of financial measurement and reporting responsibilities imposed under the Local Government Act 2009, the Financial Accountability Act 2009 and other relevant legislation.

To fulfil this objective and in order to enhance the ability of Councillors to discharge their legal responsibility, it is necessary that a written report is presented to Council as soon as practicable after a meeting of the Audit Committee about the matters reviewed at the meeting and the committee's recommendations about these matters.

3. PROPOSAL

That Council considers the Unconfirmed Minutes from the 13 October 2015 Audit Committee Meeting.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial implications impacting on Council as a result of this report.

5. POLICY & LEGAL IMPLICATIONS

Pursuant to Section 211(1)(c) of the *Local Government Regulation 2012* the Audit Committee of a local government must "as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters."

The Unconfirmed Minutes (attached) detail the matters discussed at the 13 October 2015 Audit Committee Meeting. The Action Items included in this document outline the committee's recommendations.

6. CRITICAL DATES & IMPLEMENTATION

The November Council meeting represents the earliest opportunity to provide an update to Council on the activities of the Audit Committee since the 13 October 2015 meeting.



7. CONSULTATION

Consultation has taken place between Audit Committee Members and invitees in relation to the presentation of this update.

8. CONCLUSION

The Action Items identified in the Unconfirmed Minutes are on track to be completed within relevant timeframes.

9. OFFICER'S RECOMMENDATION

That Council

- 1) Notes the contents of this report and the Audit Committee Minutes attached;
- 2) Acknowledges the requirements of s211(1)(c) of the Local Government Regulation 2012 and confirms that the contents of this report and the Audit Committee (unconfirmed) Minutes attached meet these requirements.

ATTACHMENTS

1. Audit Committee (unconfirmed) Meeting minutes



151115 - Audit  
Committee (unconfir

## Late Item Reports

### 09.04 2014-2015 Financial Statements, Current Year Sustainability Certificate, Long Term Sustainability Certificate

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE REF:	Business Paper – November 2015
DATE:	16 November 2015
LINK TO COUNCIL PLAN/S:	Operational Plan 2014-2015, Operational Plan 2015-2016

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1. PURPOSE (Executive Summary)

To adopt Council's 2014-2015 Financial Statements, Current Year Sustainability Certificate and Long Term Sustainability Certificate.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council works with internal and external auditors as well as Asset Revaluation specialists and Council's solicitors in preparing year-end Financial Statements.

As part of the preparation of the Financial Statements for 2014-2015, Council underwent a full asset revaluation; the first full revaluation since 2010.

Council completed the auditing of the 2014-2015 Financial Statements within the timeframes outlined in the Local Government Regulation 2012.

3. PROPOSAL

That Council adopts the 2014-2015 Financial Statements, the Current Year Financial Sustainability Certificate and the Long Term Sustainability Certificate.

4. FINANCIAL & RESOURCE IMPLICATIONS

The costs of the internal and external audit are budgeted for each year. The costs for the 2014-2015 audit were slightly higher than anticipated due to issues associated with the final valuation report provided by APV, a valuation consultancy.

5. POLICY & LEGAL IMPLICATIONS

Each financial year Council's financial statements must be audited. The audit for the 2014-2015 financial year was undertaken by Queensland Audit Office. Sections 212-213 of the Local Government Regulations 2012 govern the auditing requirements for Council:

**212 Auditing of financial statements by auditor-general**

(1) A local government's general purpose financial statement and current-year financial sustainability statement for a financial year must be given to the auditor-general for auditing.

(2) Also, a local government's long-term financial sustainability statement for the financial year must be given to the auditor-general for information.

- (3) The financial statements mentioned in subsections (1) and (2) must be given to the auditor-general by a date agreed between the chief executive officer and the auditor-general.
- (4) The date agreed under subsection (3) must allow the audit of the financial statements, and the auditor-general's audit report about the statements, to be completed no later than 4 months after the end of the financial year to which the statements relate.
- (5) The financial statements given to the auditor-general must be accompanied by a certificate in the approved form given by the mayor and chief executive officer, certifying whether, in their opinion—
  - a) in relation to the general purpose financial statement—
    - i) any requirements prescribed under the Act or another Act for establishing and keeping the local government's accounts have been complied with in all material respects; and
    - ii) the statement presents a true and fair view, in compliance with the prescribed accounting standards, of the local government's transactions for the financial year and financial position at the end of the year; and
  - b) in relation to the current-year financial sustainability statement and the long-term financial sustainability statement—the statements have been accurately calculated.
- (6) Subsection (7) applies if the Minister considers there are extraordinary circumstances that make it impractical for a local government to give the auditor-general its financial statements by a date that would allow the audit and report to be completed within the time stated in subsection (4).
- (7) The Minister may, by notice to the local government, decide later dates by which the statements must be given and the audit and report must be completed.

### **213 Presentation of auditor-general's observation report**

- (1) This section applies if the auditor-general gives the mayor of a local government a copy of the auditor-general's observation report about an audit of the local government's financial statements.
- (2) An auditor-general's observation report, about an audit of a local government's financial statements, is a report about the audit prepared under section 54 of the Auditor-General Act 2009 that includes observations and suggestions made by the auditor-general about anything arising out of the audit.
- (3) The mayor must present a copy of the report at the next ordinary meeting of the local government.

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

30 October 2015: Mayor and CEO sign 2014-2015 Financial Statements, Current Year Sustainability Certificate and Long Term Sustainability Certificate.

30 November 2015: Special Council meeting to adopt the 2014-2015 Annual Report.

10 December 2015: upon receipt of the Auditor-General's audit report, the Mayor is required to present this report at the next ordinary meeting of Council. While the A-G's audit report has not yet been received, Council anticipates that this report will be tabled on 10 December 2015, the final Ordinary Council meeting for the year.

## **7. CONSULTATION**

Carpentaria Shire Council: asset assumptions  
CT Management Group: asset assumptions  
GBA: asset condition assessments  
APV Valuers: full revaluation  
Crowe Horwarth: internal audit  
QAO: external audit



8. CONCLUSION

Council has met all legislated deadlines in relation to the preparation and auditing of its Financial Statements for financial year 2014-2015.

9. OFFICER'S RECOMMENDATION

That Council notes the contents of the 2014-2015 Financial Statements, Current Year Sustainability Certificate and Long Term Sustainability Certificate.

That Council resolves to accept the 2014-2015 Financial Statements, Current Year Sustainability Certificate and Long Term Sustainability Certificate.

ATTACHMENTS

1. 2014-2015 Financial Statements, Current Year Sustainability Certificate; and Long Term Sustainability Certificate.



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Shire Council Financia

## Late Item Reports

### 09.05 Requests for Additional Water Allocation 2015-2016

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper – November 2015
DATE:	15 November 2015
LINK TO COUNCIL PLAN/S:	Budget, Revenue Statement 2015-2016

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#### 1. PURPOSE (Executive Summary)

That Council considers the relative merits of a water consumption concession to all residents for the 2015-2016 financial year in an effort to ameliorate the impact of drought.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

##### Implementation of water access charge and consumption-based costing

Council, in implementing a new water rating system in June 2014, sought to achieve the following aims:

- a. To reduce excessive water consumption;
- b. To satisfy the requirements of the Local Government Regulation 2012; and
- c. To aspire toward cost recovery in the provision of treated water to the communities of Burketown and Gregory;

These aims were to be balanced against the objective of ensuring that the implementation of the water rating system did not lead to the 'browning' of the town, by pricing water consumption in such a way that residents and ratepayers were reluctant to keep the two townships looking green and healthy.

##### Concession awarded in 2014-2015

In July 2014, Council considered whether or not an additional water allocation should be extended to residents/ratepayers who water nature strips adjacent to their properties. Council considered whether a failure to grant an additional water allocation would compromise Council's stated intent to ensure the townships of the Burke Shire remain 'green,' given the financial impost on residents/ratepayers for maintaining Council nature strips.

On the basis that Council had already determined not to count water consumed in July 2014 toward total water usage for 2014-2015 (to promote a transition to a new system), Council resolved that there was no need to consider an additional allocation.

##### Nature of the concession awarded in 2014-2015

The concession provided during the 2014-2015 year was equitable to the extent that it was proportional. Rather than a blanket concession of, say, 500kL/per user, the concession provided ratepayers with a concession of (potentially) one twelfth of their annual consumption.

##### Highest consumption months during 2014-2015

The highest aggregate water consumption by month was recorded in October 2014. March 2015 ranked a fairly close second. Unsurprisingly, this was determined by the water consumption patterns of the highest users: Burke Shire Council, businesses catering to the tourism industry and Bidungu.

##### Excess water consumption in 2014-2015

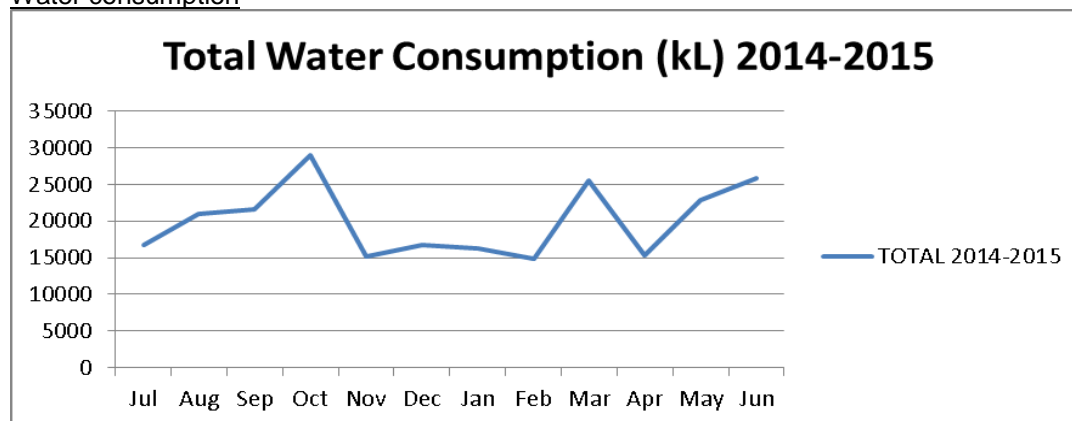
The removal of July consumption With the removal of July consumption from month's worth of water consumption during 2014-2015, many ratepayers used more than the 900kL allocation.

How many properties received a water allocation?	133
How many properties received an excess water charge? Percentage?	56 42%
How many properties received no excess water charge? Percentage?	77 58%
How many of these were for businesses? What percentage of these were for businesses?	6 4.5% of total (6/133) 10.7% of excess (6/56)

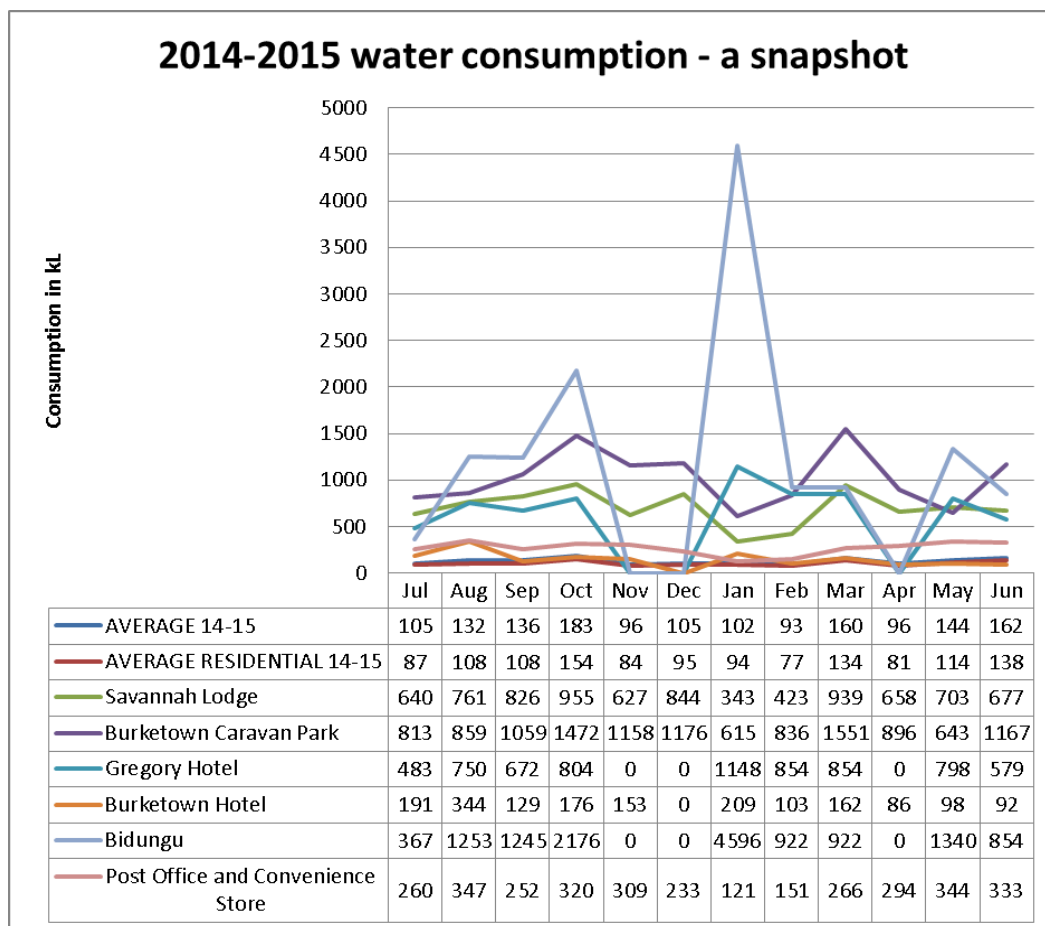
#### Drought declaration

The Burke Shire was drought declared on 1 May 2015. Previously, the Shire was drought declared on 1 April 2013. Burke Shire's drought-declared status was revoked on 30 April 2014.

#### Water consumption



The above table identifies October 2014 as the highest consumption month, closely followed by March 2015 and June 2015. July and August 2014 were average consumption months.



The above table identifies actual water consumption of the Shire's major water consumers relative to average residential consumption and average overall consumption.

### 3. PROPOSAL

That Council, to ameliorate the impact of drought,

- 1) Provides a full exemption for water consumed during July 2015 so that water consumed during July 2015 is not taken into consideration when calculating excess water consumption charges for 2015-2016; or
- 2) Provides a full exemption for water consumed during July 2015 and August 2015 so that water consumed during July 2015 and August 2015 is not taken into consideration when calculating excess water consumption charges for 2015-2016.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

In order to predict the likely financial impact of the proposed exemption, Council officers have based their estimations on 2014-2015 water consumption and excel consumption data.

2014-2015	Access charge (total)	Excess charge (total)	Predicted rev. loss
10 month (excl. Jul, Aug)	\$308,362.30	\$55,370.70	\$18,571
11 month (excl. Jul)	\$308,362.30	\$65,571.70	\$8,370
12 month	\$308,362.30	\$73,941.70	

Based on the above estimations, Council would be predicted to receive between ~\$8,000 and ~\$19,000 less in revenue for financial year 2015-2016 in the event that Council decides to grant the exemption.

### 5. LEGAL & POLICY CONSIDERATIONS

Council's Revenue Policy 2015-2016 provides guidance on the granting of concessions for rates and charges.

If Council were to grant an exemption for water consumption, applying this across the board would satisfy the Revenue Policy's commitment to "Fairness and Equity."

The Revenue Policy states that Council will have regard to the following principles in the making of rates and charges:

- Environmental conditions, particularly drought conditions that will have a suppressing impact upon the economic, social and financial recovery of the Shire;
- Maintaining Shire services and assets to an appropriate standard;
- Meeting the needs and expectations of the general community.

The Revenue Policy states that Council will have regard to the following principles in the recovery of rates and charges:

- Flexibility by responding where necessary to changes in the local economy and environmental conditions (including recovery from drought).

The Revenue Policy states that Council will have regard to the following principles in granting concessions for rates and charges:

- Council may give consideration to granting a class concession in the event of all or part of Council experiencing a natural disaster, environmental disaster or similar event.

### 6. CRITICAL DATES & IMPLEMENTATION

It would be appropriate for Council to provide direction on this matter prior to the release of updated water consumption information to ratepayers in January 2016. It would also be a requirement that this decision be made prior to the caretaker period.

7. CONSULTATION

Consultation has taken place between Council officers and:

- The Department of Local Government
- Preston Law

8. CONCLUSION

Council's Revenue Policy anticipates the provision of drought-related concessions in the recovery of rates and charges.

9. OFFICER'S RECOMMENDATION

That Council

- 1) Provides a full exemption for water consumed during July 2015 so that water consumed during July 2015 is not taken into consideration when calculating excess water consumption charges for 2015-2016; or
- 2) Provides a full exemption for water consumed during July 2015 and August 2015 so that water consumed during July 2015 and August 2015 is not taken into consideration when calculating excess water consumption charges for 2015-2016; or
- 3) Elects not to provide an exemption in relation to water consumption for the financial year 2015-2016.

ATTACHMENTS

NIL

## Late Item Reports

## 09.06 Donation Request – Burketown State School

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE NO:	Donation Requests 2015/16
DATE:	17 <sup>th</sup> November 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 on the 16<sup>th</sup> November 2015 from the Burketown State School.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

The Burketown State School received \$3650 worth of donations from Council in 2014/15 for the 2014 school camp.

## 3. PROPOSAL

Purpose or Function – Christmas Play and Awards Night

Structure – The Burketown State School is a State Government organisation that currently is managed by a Principle. No information was supplied as to how long the school has been established. Members currently consist of school children, teachers, principal and staff.

Project Summary – It is proposed to hold the Christmas Play and Awards Night on Wednesday 2<sup>nd</sup> December 2015 at the Nijinda Durlga Hall.

How will the project benefit Burke Shire Communities – This will benefit the school children and wider community. Promotes community involvement in the school.

Who will participate – Burketown State School staff, students, families, friends and community members.

Target Audience – Burketown State School staff, students, families, friends and community members.

Donation Support Request – Cover the hire of the Nijinda Durlga Hall, outside deck and Kitchen Bar facilities for 2<sup>nd</sup> and 3<sup>rd</sup> December 2015. Cover cleaning after the event.

How Council will be recognized and acknowledged – Through use of council facilities in speeches, school newsletter etc.

Total project cost

	\$\$
Own cash contribution	300.00
Own in-kind contribution	1050.00
Other funding sources	0.00
Council Donation Request	979.00 (Hall Kitchen Chairs Tables Hire)
	1225.00 (cover bond)
	660.00 (approx. costs stage set-up/pack-down)
<b>Total project cost</b>	<b>\$4214.00</b>

List Sources for Other Funding – Nil  
Other information relevant to this application – Nil

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Budget	60000.00	
YTD Expenditure	- 10913.29	
Current Balance	49086.71	
Less Committed	-2518.18	Gregory Sports Facility Fuel
	-20000.00	Proposed BSS Sporting Facility
	-12500.00	Approx BRSA approved in-kind support – Rodeo Grounds
Remaining Budget	14068.53	

#### 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 November meeting as the event will be held prior to the December Council meeting.

#### 7. CONSULTATION

Finance Manager, Works Manager, Burketown State School.

#### 8. CONCLUSION

That Council provides the Burketown State School with an in-kind support to hold their annual Christmas Play and Awards Night.

#### 9. OFFICER'S RECOMMENDATION

That Council approves:-

1. In-kind support to the value of \$1639.00 to the Burketown State School to provide assistance with their Christmas Play and Awards Night. This donation will cover the costs of hiring of the Nijinda Durlga hall and kitchen, tables and chairs and setting up/packing away of the stage; and
2. \$1225.00 to cover the Nijinda Durlga hire bond. This bond will not be charged to Council unless required.

#### ATTACHMENTS

1. Donation Request



Donation Request  
 Form - BSS.pdf

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

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### 10.01 Notices of Motion

None received at time of agenda preparation

### 10.02 Petitions

None received at time of agenda preparation

## 11 Mayoral Report

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Report to be provided to meeting.

## 12 Councillor Reports

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Councillors will provide reports to the meeting.

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

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Recommendation (if required)

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



## 14 Closed session reports

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14.01 Closed Session - 15-30 Single Cab Hilux - Gregory Caretaker

14.02 Closed Session - Staff Request for Administrative Increase

14.03 Closed Session - Request for rates Discount Assessment number 00420-0000-000

## 15 Deputations and presentation scheduled for meeting

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15.01 Geoff Darrach – Savannah Bakery and Butchery

## 16 Closure of meeting

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The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 10<sup>th</sup> December 2015.