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*Agenda and Business Papers
Burke Shire Council Ordinary General Meeting
Thursday 10th December 2015
9.00am Council Chambers*

9.00 am	Opening of meeting
10.30 am to 11.00 am	Morning Tea
12.30 pm to 1.00 pm	Lunch with HACC Clients at Burketown Pub

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01 Opening of Meeting

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

02 Record of Attendance

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

03 Prayer

Led by Cr Camp

04 Consideration of applications for leave of absence

None received at close of agenda.

05 Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 19 November 2015 and Special Meeting 30 November 2015

Recommendation

That the Minutes of the General Meeting of Council held on Thursday 19 November 2015 and the Minutes of the Special Meeting of Council held on 30 November 2015 as presented be confirmed by Council.



151119 Unconfirmed
Minutes.docx



151130 Unconfirmed
Minutes - Special Mee

06 Condolences

None received at close of agenda.

07 Executive Management Team Reports

07. Executive Management Team Reports

07.01.01 Works and Services Monthly Update Report

07.02.01 Work Shop and Fleet Report

07.03.01 Executive Officer Monthly Report

07.04.01 Finance Monthly Update – November 2015

07.05.01 Human Resources Report

Works and Services Reports

07.01.01 Works and Services Monthly Update Report

DEPARTMENT: Works and Services

RESPONSIBLE OFFICER: Works Manager

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

DATE: 1st December 2015

LINK TO COUNCIL PLAN/S: Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include (up to 1 Dec 2015):

- Shire Roads maintenance.
- Stabilisation NDRRA ongoing.
- Earthworks NDRRA completed.
- Town streets maintenance in Burketown.
- Gregory Hall Renovations.
- Cyclone clean up.

Training:

- Construction White Card.
- Level II Traffic Control.
- EWP training.

Works for upcoming month:

- Assistance to TMR (Traffic Control), Beames Brooke Bridge Closure
- Town Streets patch, repair.
- Christmas shutdown 19th Dec – 5th Jan.

RMPC

2015-16	Allocation	Claim September	Funds Remaining
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 final work sites on Floraville were yet to be sealed.

Earthmoving

Earthworks have now been completed and signed off to the satisfaction of the inspector. Burke Shire Council staff accompanied the inspector on Friday the 27th of November to inspect the remaining sites on the Doomadgee-Lawn Hill Road and the Bowthorn Road.

Bowthorn Road provides a good example of the high standard of works achieved through the duration of the earthworks contract. By volume, it was the largest work site with a higher concentration of works completed per km. By comparison, other work sites have been far more restricted and interrupted due to the nature of claims made under NDRRA with relatively short work site by chainage that give a stop start appearance to the works.

WHS Incidents

There have been two material incidents involving minor damage to a jockey wheel on the fuel trailer and a slow speed collision involving the workshop job truck and the road crew job truck. This will see the replacement of a windscreen and repairs to the tray top toolbox on the workshop job truck.

Neither of these incidents has resulted in LTI's. At the time of writing this report, neither of these incidents has proceeded beyond initial investigative stages.

Shire Roads maintenance

Minor road repairs continue along Doomadgee East and the Wills Developmental Road. Drought followed by rain appears to have caused some unusual subsidence in the subgrade resulting in damage to pavement and seal.

Gregory Hall

Works are progressing at the Gregory Hall and may be completed as soon as the weekend 5/6 December.

2. RANGER

Litter Management

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

Sites Visited

China wall
Beames Brook Crossing
Gregory Crossing

Report

1 Bin at the fishing site.
1 Bin being heavily utilised.
Dump skip installed, Area still has to be cleaned as continually being left a mess.

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

Conducted a daily early morning 'deadie run' on town and entrance roads to remove nightly road kills before residents/visitors get about also do an early morning check and a general emu bob of town streets.

6 dead wallabies removed from town roads and school grounds during this period.

Put down a wounded wallaby on road to the bridge.

Animal Control

- Cat trap at the butcher shop at owner's request – 1 cat caught.
- Dog trap to a residence in Sloman Street.
- One dog caught at the cenotaph at the Remembrance Day service – impounded – owner unknown, not collected – animal destroyed after prescribed time in the pound.
- One dog trapped at the council flats – was left to person who was looking after the animal whilst the owners were away to release.
- One dog trapped at the council flats – impounded – owner unknown, not collected – animal destroyed after prescribed time in the pound.

Weed Control

- Continue to spray 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.

Complaints

- 4 dogs suspected 1080 baited in Gregory Township – being investigated by BSC and Biosecurity.

General

- Monthly 1080 stock control sheet & Indemnity Forms to DNR Cloncurry.
- Cleaning up campers rubbish at Escott causeway.
- Traffic counters installed in the following places :-
 - Floraville road
 - Camooweal road after hay farm
 - Before Century mine- Downloaded 19th Nov 2015
 - After Century mine – Downloaded 19th Nov 2015
 - Adel’s grove – unit installed just over Louie creek – Downloaded 19th Nov 2015.
 - Doomadgee west before Walford creek installed 27th Apr 2015
 - Truganini road installed 23rd April
 - Units regularly maintained and were last downloaded 14th Oct 2015 – results to CEO and WM.
 - 8th Unit installed between Adels grove and Lawn Hill national park boundary – Downloaded 19th Nov 2015.
- Collating Induction material, Traffic management plans, Daily Tool box talks and Signage records for RMPC audit next week.
- Airport checks and attend Rex RPT flights whilst Bob away.
- First aid kit register updated to included new vehicles, checking stocks of required articles for cleaning and refurbishing First aid kits during the wet. .
- Burke Shire hosted the Southern Gulf Catchments pest task force meeting, Tuesday 17th & Wednesday 18th November, was a very good attendance by Shire Land Protection officers from shires in the southern gulf, associated stake holders and Government departments.
- Peter Klem and Juanita Joy from Dept of Environmental and Resource Management ran through computer programs “Stock route access” and Queensland globe mapping and resource programs and initiated access.
- Reported holes in roadway x2 WDR.
- Found Bollards to place on washed out gully on road corner between Lawn hill station and Adel’s grove.
- Attended training – Traffic controller (Stop/Slow) and Implementation officer who is trained to select and use standard traffic diagrams from the TMR MUTCD.

3. PARKS AND GARDEN

Programed works

- Working with weekly program.
- Nothing significant to report from the reporting period.
- Assistance to Admin-Events.

4. HOUSING / BUILDING MAINTENANCE

- Robert Sinclair has moved out of Lot 212 Gregory Street Burketown.

5. UTILITIES

Water Treatment Plant

Water usage as of 27th November 2015: 16402 kl

DAILY READING WTP BURKETOWN		
November 2015	DAILY USAGE	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE	16402	Avg – 10.2 L p/s
HIGHEST DAILY USAGE	831 kl	Avg – 12.24 L p/s
LOWEST DAILY USAGE	467 kl	Avg – 9.01 L p/s

DAILY READING WTP GREGORY		
November 2015	DAILY USAGE	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE	1122.57 kl	

- 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. Date has been confirmed as 5th December 2015.

Gregory Water Treatment Plant.

- Sourcing more bunded pallets to suit the 1000ltr IBC pods. Only 1 quote received.
- Gregory WTP potable and raw water meters have been working on and off.
- The new water Filter Vessels have arrived in Gregory waiting on Collins Water Solutions for installation date to be confirmed. Date confirmed as Wednesday 1st December 2015.

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	4.10.2015 9:08 am	BURKE SHIRE TREATED EFFLUENT	<1000 CFU/100ml	310 CFU/100ml	<10	
304552	BOD Biochemical Oxygen Demand	14.10.2015 9:08 am	BURKE SHIRE TREATED EFFLUENT	< 20 mg/L	110 mg/L	<2	X
304552	TOTAL SUSPENDED SOLIDS	14.10.2015 9:08 am	BURKE SHIRE TREATED EFFLUENT	< 30 mg/LL	110 mg/L	<1	X
304552	PH Physical Properties	14.10.2015 9:08 am	BURKE SHIRE TREATED EFFLUENT	6.5-6.8	7.9	<0.1	
304552	TP Nutrients & Anions	14.10.2015 9:08 am	BURKE SHIRE TREATED EFFLUENT	<15 mg/L	4.2 mg/L	<0.5	
304552	TN Nutrients & Anions	14.10.2015 9:08 am	BURKE SHIRE TREATED EFFLUENT	< 20 mg/L	16 mg/L	<1	

Statewide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total (month of November)	Actual Total (year to date)
Water Services				
Water mains breaks	Per 100km/year	<30	1	1
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
Sewerage Services				
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
Combined				
Total water and sewerage complaints (any nature)	Per 1000 connections/year	<120	0	2

Burketown Water Treatment

- Total Water Usage : 16402 kl as of the 27th November.
- 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.

Sewerage Pump Stations

- All pumping stations are operating well.
- Maintenance/cleaning of wells are on going.
- Clemments electrical had to repair an electrical fault at sewer station 1.
- Ordering spare parts for sewer stations switch boards.

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 only 1 interruption. Back into service within 10 mins.
- 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.

Airport Incidents

- Fuel spill on fuelling bay on Wednesday 25th November. WHS was onsite and has taken photos. Katherine Aviation was the airline company involved.
- Incident report has been filled in and lodged on the 27th November.

Future Works

- Waiting for inspection report from John Hunter's visit on the 19th.

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. Pilots have not been checking NOTAMs as they cannot get the radio frequency for the weather station and we have had a few phone calls.

REX Airlines

- Operations are running to a reasonable standard
- REX manifest paperwork is being received in a timely fashion of late.

Cemetery

- Works ongoing, nothing significant to report.

6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



Works Program.xlsx

1. Works program

Workshop and Fleet Reports

07.02.01 Work Shop and Fleet Report

DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris Work Shop and Fleet Manager

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

DATE: 2nd December 2015

LINK TO COUNCIL PLAN/S: Works Program

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

Plant #	Description	Maintenance	Scheduled	Cost	Comment
474	Rosa bus	Front tyres and clean	No	8 hrs	Hirers need TLC
479	Water Truck	Hi/Lo and 170K service	No & yes	16 hrs	Gearbox failed
480	Primemover	Batteries	No	4 hrs	Wear and age
485	Backhoe	Hoses and dipper ram	No	4 hrs	Age
514	SES Hilux	55K Service	Yes	2 hrs	Scheduled
525	Tandem Trailer	Bearings and check over	Yes	6 hrs	Annual check
526	Fuel Trailer	Jockey wheel etc	No	3 hrs	Accident
534	Landcruiser	100K Service	Yes	3 hrs	Scheduled
544	Job Truck	85K Service and damage	Yes	2 hrs	Scheduled
551	Primemover	Air lines	No	2 hrs	Wear
562	Skid steer	Auger hoses + extinguisher	No	2 hrs	Wear
565	CEO Prado	Windscreen	No	2 hrs	Cracked in view
566	Ranger Landcruiser	40K Service	Yes	6 hrs	Scheduled
570	RAV4	Damage	No	? hrs	Too lite
571	Hilux dual cab	Balance tyres	No	2 hrs	Wobble
572	Job Truck with hook lift	PTO stuck on	No	2 hrs	Water seized switch
585	Job truck	Invertor	No	2 hrs	Need fridge
586	Extra cab Hilux	20K Service and ELF	Yes	4 hrs	Scheduled
588	10 Tonner	Hose leaked	No	2 hrs	Failed
589	RMPC Job Truck	Battery	No	2 hrs	Rough roads
	River cameras	Attempt to get working	No	20 hrs	Some success
	GWTP pumps	Fit seal kits	No	6 hrs	Leaking

2. TENDER UPDATE

From the 2015-16 Budget

- Water Truck- Advertised this week
- Job Truck- Advertised this week
- Multi tyred Roller- compiling specifications
- Waste Transfer Bins- To be let x 3
- Gregory Hilux- Ordered 23-11-15 expect delivery mid Jan

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Plant Replacement Program



2015-2016 Plant
Replacement Budget.

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: 1st December 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.

2015 Events Calendar

PAST EVENTS			
Date		Event	Location
Jan	26	Australia Day: cricket, car rally and function	Burketown
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 th 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
	11	Remembrance Day	Burketown
UPCOMING EVENTS			
Dec	3	Young Ambassador	Burketown
	3	Burketown State School Dux	Burketown
	11	Community Christmas Tree	Burketown

2016 Events Calendar

Date	Event	Organiser
26 January	Australia Day	Burke Shire Council – Community Development Officer
25-27 th March	Easter - The Burketown Barramundi World Fishing Championships	Burketown Barramundi Fishing Organisation
Monday 25 April	Anzac Day	Burke Shire Council - Community Development Officer
May	Gregory Downs Race Day	Gregory Downs Jockey Club Inc
May	Gregory Downs Canoe Race	North West Canoe Club
14 May	Artour – Flamenco Fire	Burke Shire Council – Community Development Officer
TBA	Gregory Campdraft & Horse Sports	Gregory District Sporting Association
TBA	Burketown Campdraft & Horse Sports	Burketown Rodeo & Sporting Association
August / September	Burke Shire Tidy Yard Competition	Burke Shire Council - Community Development Officer
6-11 September	Gregory Mini School - School of the Air	School of the Air – Mount Isa
September	Gregory CWA Horse Sports	Gregory Branch – Country Women's Association
September	Order of the Outback Ball	Burke Shire Council - Community Development Officer
1 November	Melbourne Cup Day / Burke Shire Holiday	Burketown and Gregory Community Groups
11 November	Remembrance Day	Burke Shire Council - Community Development Officer
December	Young Ambassador	Burke Shire Council – Executive Assistant - Admin
December	Burketown State School – McCallam Trust - Dux Award	Burke Shire Council – Executive Assistant - Admin
December	Community Christmas Tree	Community Group?
December	Christmas Lights Competition	Burke Shire Council – Community Development Officer

PAST EVENTS

Remembrance Day

11th November @ 11am the Burketown Community commemorated the 97th Remembrance Day. Members of the community and council attended. The Burketown State School made a special address with readings, poems and placed poppies and wreaths at the cenotaph. Wreaths were also laid by Councillor Tonya Murray and Doug Jones. Images from the day were placed on Facebook and an article has been prepared for the December Newsletter.

Ambulance Training

Ambulance training was offered at the clinic in November to assist our local medical staff in times of emergency – safe operation of ambulance, familiarisation with medical equipment & CPR. Five members from the community attended (one council employee). QAS are looking at making training sessions like this more frequent and encourage members of the shire to attend. An article has been prepared for the December newsletter.

UPCOMING EVENTS

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 has continued 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 with a framed certificate to be presented by the Mayor or a delegated council representative. Harrison Ford will be the recipient this year.

Date – 02 December 2015 - The presentation will take place at the Burketown State School Graduation night – Wednesday 2nd December, at the Nijinda Durlga.

Young Ambassador Program

For students graduating Burke Shire Schools (Burketown State School (BSS) & School of the Air (SOTA)). Packs are given to all graduating students in preparation for secondary school. Gifts are donated.

Madison Marshall has been working on this project along with help from Kylie Camp. A big thankyou to Kylie Camp for your support with organising the collection of gifts from the Community. The packs this year are once again large, I am sure the students will be heading off to boarding school showing off their gifts.

A public notice was released requesting sponsorship. Most items have been received from sponsors. There will be six students graduating this year (three BSS, three SOTA). BSS Graduation date 02 Dec & SOTA is 01 Dec. SOTA students will have their packs sent to their home addresses and BSS student will be presented with their packs on their graduation night.

Community Christmas Tree

This yearly event brings together the Burke Shire Community to celebrate Christmas. This event will be held at the Nijinda Durlga after the Burke Shire Council Staff Christmas Party. It was decided to hold both events on the same day to capture members of the community before everyone heads off on holidays, ensure we have enough manpower and reduce labour costs for set up/pack down.

This year we will have Santa, Photos and Presents. The Burketown VMR will be running the bar and a free BBQ dinner will be provided.

Date: 11th November - Time: 5 – Approx. 8.30pm.

Funding: Various community groups have donated presents for Burke Shire children.

Advertising: Community Notice released and placed on Facebook Page.

Burke Shire Council Staff Christmas Party

The Burke Shire Council (BSC) 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 11th December, Location – Nijinda Durlga, Time: 1 – 4pm.

Staff awards will be presented on the day, Staff gifts – gifts vouchers, fun hour with the kids and we will be starting an annual tug-of-war for the adults with champion mugs awarded to the winners. Refreshments and Nibbles will be provided by BSC.

Australia DAY 2015

Australia Day 2015 will be held on January 26th (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 are 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.

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

Awards: TBA – Public Notice to be released for nominations.

Merchandise: To be ordered.

OTHER ACTIVITIES PLANNED

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. Awaiting wish lists from Burketown Kindy & Gregory Playgroup.

Advertising 2016

BSC is planning to advertise the Shire in three magazines for 2016.

Currently committed to advertising with:-

- Cooks Tours
- Savannah Way

Sourcing one more publication that is appropriate.

Community Development Projects

- Clean up of emails, photos & filing – big job, may require assistance from Brian & Admin Staff
- Ordering of shelving for events storage – currently getting quotes
- Tidy up of events equipment – sea container, storage room at Durlga, hall way cupboard – Administration Building
- Develop a standard “events pack” for running an event with Burke Shire
- Put together an asset register for events

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.

RADF

2014/15 finalised, 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

Christmas Display of books has been created in the Library. School students are starting to use the library more, we are expecting more use over the school holiday period. See attached statistics for library use.

Broadband for Seniors

The contract for Broadband for seniors has been renewed for another year. This means that seniors over 50 are able to use the library computers with internet free of charge.

Librarians Guide to Books for Kids and Teens

The library is now subscribing to a new magazine called the Librarians Guide to books for Kids and Teens. This magazine contains detailed reviews regarding major themes of books, content, age recommendation, quality and literary ratings, author interviews, new from other schools, libraries and publishing industries around the world as well as literary and historical anniversaries and much more.

Early and Family Literacy Programs

The library received a grant for Early and Family Literacy Program to go towards the Burketown Kindergarten group and Gregory Play group to purchase resources for kids aged 0-5.

3. PROMOTION

Social Media

Burke Shire Council Facebook Page is being well used by the community and visitors. 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. Articles were slow to get in this year.

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 is receiving monthly reporting, this includes outstanding jobs, completed jobs logged. IT department is working with Civica to create a reporting on upcoming software updates and replacement of IT equipment. 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 –

- Fibre Link between Administration & Depot Buildings – being completed on 3/12/15
- Network connectivity between Depot and Stores buildings faulty – being completed on 3/12/15
- Network connectivity between Depot and office (parks and gardens shed) – being completed on 3/12/15
- Possible Wireless Network Connection from Water Treatment – include in 2016/17 budget
- Possible Wireless Connection to Airport – include in 2016/17 Budget
- Fleet/Staff remote management – in discussion
- Back-up of computer data by Civica – report expected in December

7. COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)

North West and Remote Health have been doing a great job with the CHSP. Social Support Clients have met in October and twice in November.

Social Support Group – in Burketown

20/10/2015 - First Group activity facilitated by the visiting OT was largely a meet and greet plus orientation to the hall and the available resources. The dietician joined them for lunch.

17/11/2015 – visited by the OT - Four clients attended this day.

Social Support Group – trip to Gregory.

First trip – 3 to 5 November. Four clients.

Tuesday was to meet the clients.

Wednesday lunch trip to Gregory Downs Pub, a social get together with a client that lives with her carer at Mellish Park Station

Thursday was an activities morning three clients who chose their own activities.

8. DEVELOPMENT AND PLANNING APPLICATIONS FOR 2015

Building permit number	Status	Name of Applicant	Description of Application (building type)	Lot/Plan	Location	Property ID
2015-01	with Private Certifier	Amanda Wilkinson	New construction of accommodation cabins	203 & 204 B1361 & RP884171	Burketown	5200401
2015-02	File and Close	Silkwood Sands	Demolition of House - 15 Burke Street	151 B1364	Burketown	5200457
2015-03	File and Close	Dale Funston	MCU - Bowthorn Station - REQUEST TO APPLY FOR A DEVELOPMENT APPLICATION – MATERIAL CHANGE OF USE – (OTHER RESIDENTIAL) – BOWTHORN STATION, SAVANNAH WAY VIA DOOMADGEE LOT 1 MU1: GN PL8/50	1 MU1	Bowthorn Station	5200699
2015-04	with Applicant	Amanda Wilkinson	New construction - restaurant and bar	203 & 204 B1361 & RP884171	Burketown	5200401
2015-05	with Private Certifier	DASAP Pty Ltd	New construction of dwelling - 1 storey	109 RP892044	Burketown	5210648
2015-06	with Private Certifier	E Throsby	New Dwelling	1 MU1	Bowthorn Station	5200699
2015-07	with Private Certifier	Amanda Wilkinson	New Dwelling	204 & 203 B1361 & RP884171	Burketown	5200401

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Library Report for October 2015



Copy of 160630 RLQ Statistics master-1.px

2. CorpMem Report



CorpMem Admin Report November.pd

Finance Reports

07.04.01 Finance Monthly Update – November 2015

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Council Meeting Report – Finance Monthly Update Report
DATE:	10 December 2015
LINK TO COUNCIL PLANS	Operational Plan, Budget

1. STATEMENT OF COMPREHENSIVE INCOME

	YTD Actual \$	YTD Budget \$	% YTD Budget	Annual Budget
Income				
Revenue				
<i>Recurrent Revenue</i>				
Rates, levies and charges	1,833,221	1,591,938	15%	3,820,650
Fees and charges	41,034	11,379	261%	27,310
Rental income	80,485	54,167	49%	130,000
Interest received	149,509	181,250	-18%	435,000
Sales revenue	640,532	335,833	91%	806,000
Other income	84,029	66,188	27%	158,850
Grants, subsidies and donations	2,223,453	1,248,749	78%	2,996,997
Total Recurrent Revenue	5,052,263	3,489,503	45%	8,374,807
<i>Capital revenue</i>				
Grants, subsidies and donations	1,672,906	2,434,993	-31%	5,843,984
Total Revenue	6,725,169	5,924,496	14%	14,218,791
Capital income	-	-		-
Total Income	6,725,169	5,924,496	14%	14,218,791
Expenditure:				
<i>Recurrent Expenditure</i>				
Employee benefits	1,466,307	1,607,878	-9%	3,858,907
Materials and services	1,862,310	2,373,110	-22%	5,695,463
Finance costs	5,878	6,250	-6%	15,000
Depreciation and amortisation	1,383,043	1,383,043	0%	3,319,302
	4,717,538	5,370,280	-12%	12,888,672
<i>Capital expenses</i>				-
Loss on disposal of property, plant and equipment	-	-		-
Total expenditure	4,717,538	5,370,280	-12%	12,888,672
Net Result	2,007,632	554,216	262%	1,330,119

Year to date actual results have been compared to pro rata budget figures and annual estimates Please note that adjustments for depreciation as per audited Financial statements have been processed. Year to date results show a net surplus of \$2,007,632.

Notes for variances to budget - Revenue

Rates & Utility Charges

Rates and utility charges remain largely unchanged sitting 15% over pro rata budget figures.

Fees and charges

Fees and charges continue to exceed budget estimates, sitting 261% positively above pro rata budget forecast. Unbudgeted revenue has been received in relation to use of parks and sports ovals for temporary accommodation/camping and events. Airport Landing fees and bus hire fees have also exceeded budget estimates for the year due to non anticipated hire.

Rental Income

Rental income is 49% positively above pro rata budget estimates. Housing rental increases will be effected from the 2nd of December 2015 pushing rental revenue upwards.

Interest

Investment interest remained lower than pro rata budget estimate as interest rates remain lower than anticipated.

Sales Revenue

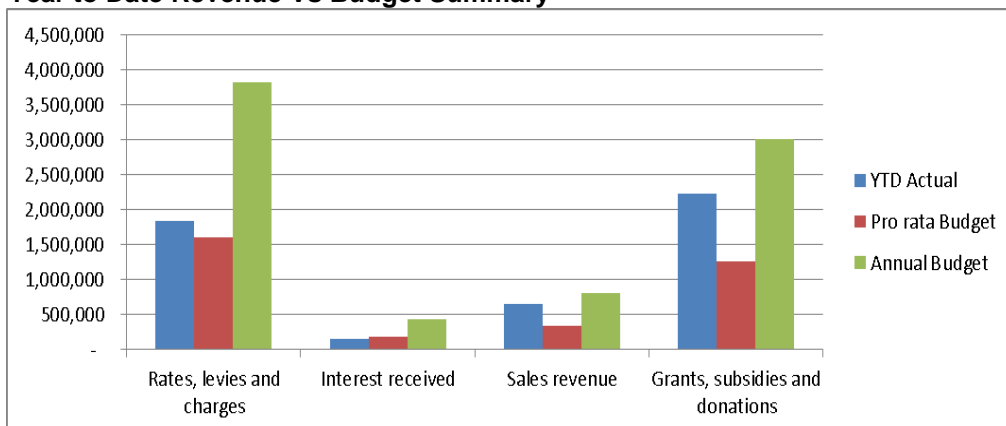
Sales revenue sits at \$640,532 or 91% positively above pro-rata budget estimates due to timing differences. RMPC works for the year have been completed with approximately \$300,000 in claims to be processed from the Department of Transport and Main Roads.

Grants, Subsidies, Contributions and Donations

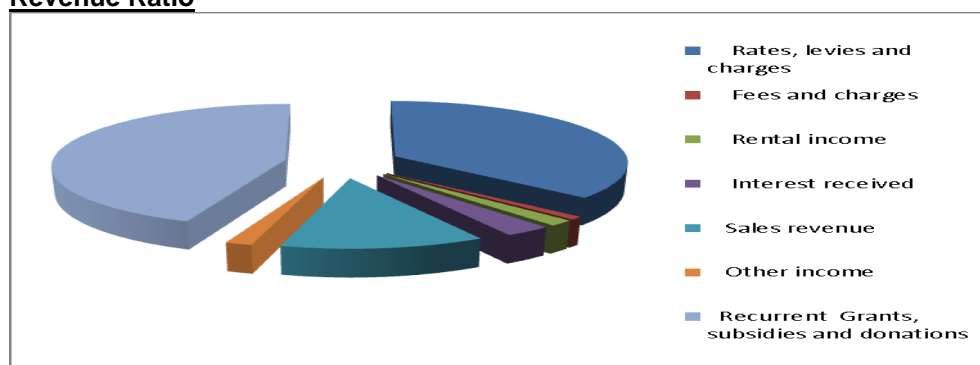
Please note that flood damage revenues under REPA have been transferred to Capital revenue as Council recognised an impairment of assets in relation to flood damage and will recognise the REPA expenses and revenue as capital in nature. Non Capital Grants, Subsidies, Contributions and Donations sit at \$2,223,453 translating to a positive variance of 78% against pro rata estimates due to timing differences as financial assistance grants were received earlier than usual with approximately an additional \$650,000 in external revenue to be received.

Capital revenue sits 31% 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. Flood damage earthworks have been completed and stabilisation works are at an advanced stage, progressive flood damage claims will be lodged over the next reporting periods bringing capital revenue closer to budget estimates.

Year to Date Revenue Vs Budget Summary



Revenue Ratio



*Rates revenue as a percentage of total operating revenue as at the end of November was 36%

Non recurrent Grants, subsidies and donations represent the largest revenue stream as at the end of November 2015 at 44% of total revenue. Rates and Non recurrent grants make up 80% of Council recurrent revenue.

Recurrent Expenditure

Employee benefits

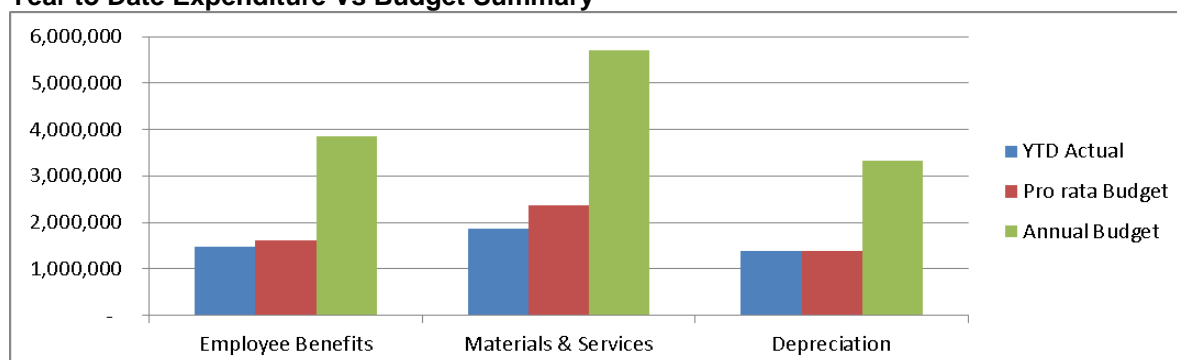
Employee benefits are positively below pro rata budget estimates; however the increase in employee wages to be backdated to September will push wages expenditure closer to pro rata budget estimates.

Materials and services

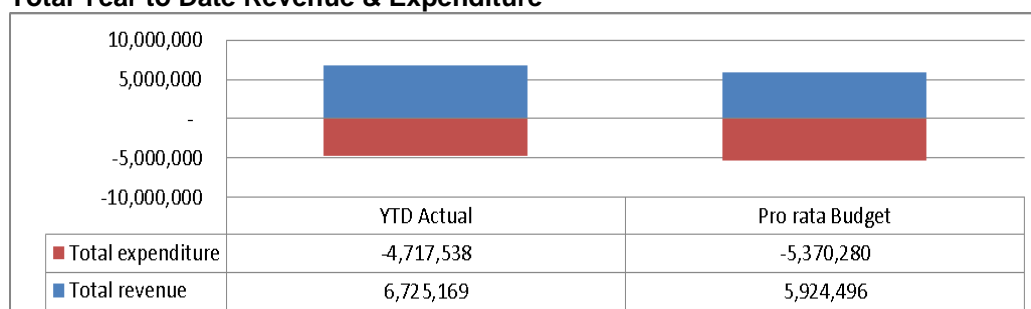
Materials and services expenditure is below pro rata budget estimates however this is primarily due to timing differences.

Depreciation expense has been adjusted in line with the recent asset valuation exercise.

Year to Date Expenditure Vs Budget Summary



Total Year to Date Revenue & Expenditure



2. STATEMENT OF FINANCIAL POSITION AS AT 30 NOVEMBER 2015

Current assets

Cash and cash equivalents	12,916,982
Trade and other receivables	291,254
Inventories	158,356
Other financial assets	260,714
Total current assets	13,627,306

Non-current assets

Property, plant and equipment	135,921,290
Total non-current assets	135,921,290

Total assets**149,548,596****Current liabilities**

Trade and other payables	145,953
Provisions	463,768
Other current liabilities	-
Total current liabilities	609,721

Non-current liabilities

Trade & Other Payables	-
Provisions	566,694
Total non-current liabilities	566,694

Total liabilities**1,176,415****Net community assets****148,372,181****Community equity**

Shire Capital	39,529,889
Asset revaluation reserve	74,114,951
Retained surplus	34,727,341
Other Reserves	-

Total community equity**148,372,181**

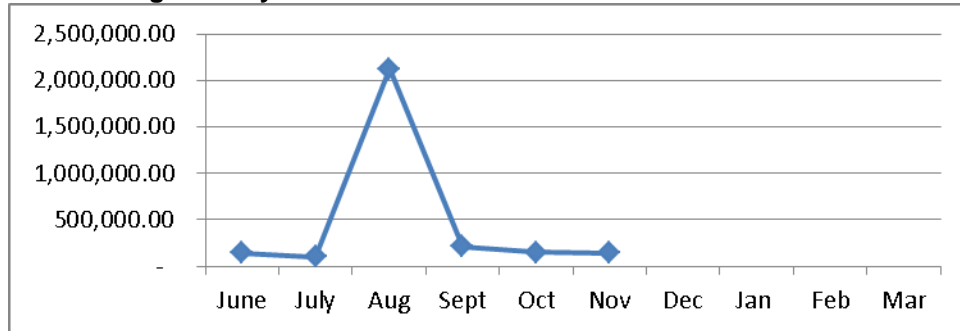
*Total current liabilities at the end of November amount to less than 5% of total current assets
- Council has sufficient Current assets to meet its current Liabilities*

Notes to Statement of Financial Position - Current AssetsCash and cash equivalents

Cash and cash equivalents decreased to \$12,916,982 from the last reporting period as a result of negative cash flow as outflows exceed inflows.

Trade and other receivables

Rates receivables at the end of November sat at \$141,000 down from \$150,000 from the last reporting period. Debtor receivables sat at \$185,000 at the end of November 19% of this outstanding amount has been outstanding for over ninety days while 80% of this outstanding amount is current.

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

Inventory sat at \$158,000 and other financial assets (Prepayments and recoverable GST) sat at \$260,000.

Property Plant & Equipment

Property plant and equipment sat at \$135,000 – Capital works in progress continue to be monitored, a summary of Capital works in progress is provided in this report.

Liabilities and Provisions

Total liabilities and provisions sit at \$1,176,415. Council has sufficient working capital to meet its liabilities.

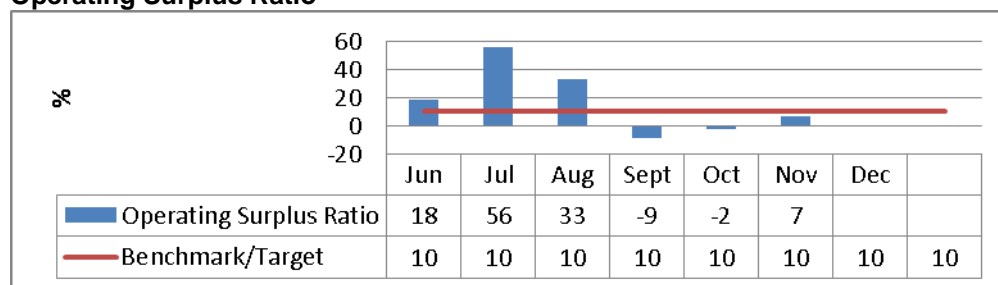
Burke Shire Council - Cash Position 2015-16							
Month	Queensland Treasury Corporation	Annual Rate Payable Monthly	Term Deposit ME Bank	Interest Rate	Westpac Bank Cash Reserve	Westpa Cash Management Account	Total Cash Held
Jul-15	\$ 11,036,734.36	2.74%	\$ 519,000.00	2.8%	\$ 3,730,588.92	\$ 505,820.97	\$ 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	\$ 11,135,714.09	2.71%	\$ -	Matured Repaid to BSC	\$ 1,278,672.70	\$ 501,986.46	\$ 12,916,373
Dec-15							
Jan-16							
Feb-16							
Mar-16							
Apr-16							
May-16							
Jun-16							

*ME Bank Term Deposit matured on 16 November 2015 the principal (\$519,000) and interest of \$7,405.35 has been repaid to Burke Shire Council.

3. MEASURES OF COUNCILS FINANCIAL SUSTAINABILITY

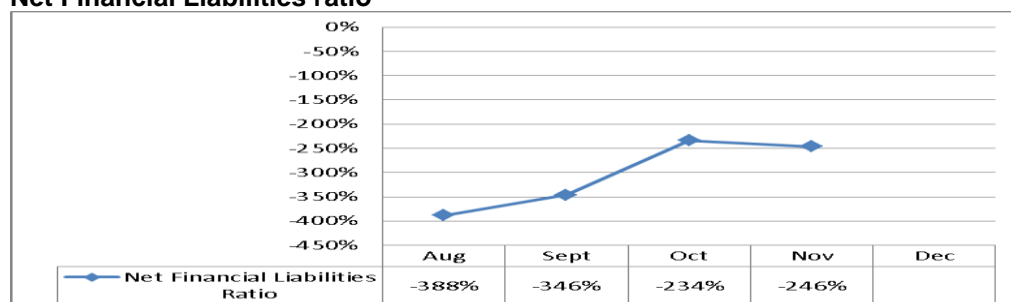
Measure	How the measure is calculated	Actual	Target
Operating surplus ratio: measures the extent to which operating revenue covers operational expenses	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	7%	Between 0% and 10%
Asset sustainability ratio: Measures 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.	372%	greater than 90%
Net financial liabilities ratio: 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)	-246%	not greater than 60%
Current ratio: Measures Council's ability to meet short term obligations from cash and liquid financial assets	Current assets divided by current liabilities	22.35	This ratio should exceed 1:1
Working capital ratio: Measures the extent to which Council has liquid assets available to meet short term financial obligations	Unrestricted current assets divided by current liabilities	21.66	This ratio should exceed 1:1

Operating Surplus Ratio



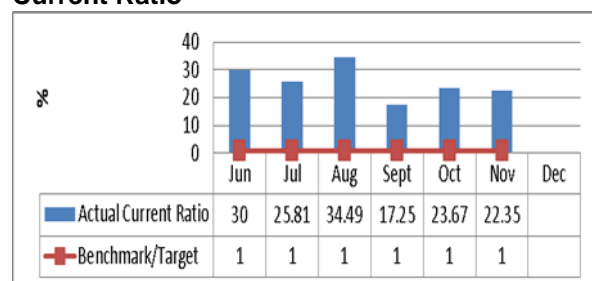
Council's **operating surplus ratio** improved slightly and is within the target benchmark of 0-10. Sufficient operational revenue is required to meet operational expenditure.

Net Financial Liabilities ratio

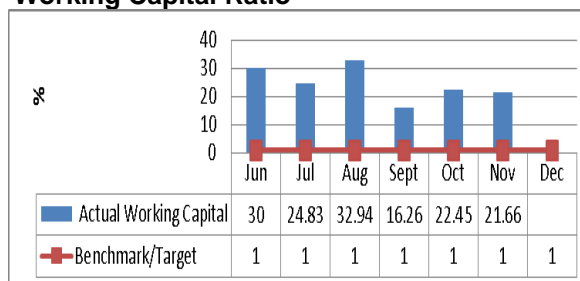


Council's **net financial liabilities ratio** continues to reflect a healthy position to meet liabilities and increase borrowings if required increasing from 234% in October to 246% in November.

Current Ratio



Working Capital Ratio



Council's **current ratio** and **working capital ratio** continue to reflect the ability to service liabilities both ratios sit above the target of 1:1

Asset Sustainability – Councils year to date overall asset sustainability sat at 372% against a target benchmark of greater than 90%, this ratio will change progressively through the year in line with pro rata increase in depreciation expense.

4. STATEMENT OF CASH FLOW

	30 November 2015
	<u>\$</u>
Cash flows from operating activities	
Receipts from customers	3,464,510
Payments to suppliers and employees	- 4,112,999
	- 648,489
Interest received	149,509
Rental income	80,485
Non capital grants and contributions	2,223,453
Borrowing costs	-
Net cash inflow (outflow) from operating activities	1,804,958
Cash flows from investing activities	
Net payments for property, plant and equipment	- 5,912,969
Grants, subsidies, contributions and donations	1,672,906
Proceeds from sale of property plant & equipment	180,909
Net cash inflow (outflow) from investing activities	- 4,059,154
Cash flows from financing activities	
Proceeds from borrowings	-
Repayment of borrowings	-
Repayments made on finance leases	-
Net cash inflow (outflow) from financing activities	-
Net increase (decrease) in cash and cash equivalent held	- 2,254,196
Cash and cash equivalents at the beginning of the financial year	15,171,178
Cash and cash equivalents at end of the financial year	12,916,982

Payments to suppliers and employees continued to exceed receipts from customers; however interest, rental income and non capital grant receipts reduced the negative cash outflow resulting in a positive cash inflow in operating activities.

Payments for property plant and equipment exceed capital grants and proceeds from sale of property plant and equipment resulting in negative cash flow from investing activities.

Overall there is a year to date net decrease of \$2,254,196 in cash held from an opening balance of \$15,171,178 at the beginning of the financial year.

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
	Buildings							
1	Administration office renovations	40,000	37,075	2,925	100%	-	-	-
2	Administration office roof replacement	90,000	53,100	36,900	100%	-	-	-
3	Visitor Information Centre renovations	300,000	10,635	289,365	1%	-	-	-
4	Gregory Town Hall renovations	100,000	55,289	44,711	90%	-	-	-
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%	-	-	-
	Land							
8	Land acquisitions (Gregory WTP)	35,000	13,847	21,153	90%	-	-	-
9	Land acquisitions (Gregory Rubbish Tip)	70,000	-	70,000	0%	-	-	-
	Other Structures							
10	Mineral Baths/Springs	100,000	13,384	86,616	20%	-	-	-
11	Pontoon gangway raising structure	80,000	74,690	5,310	100%	340,000	144,000	196,000
12	Pontoon Walkways		207,275					
13	Wharf Car park (Boat ramp project)	360,000	7,961	352,039	10%	-	-	-
14	Burketown Rubbish Tip Fencing, gate and site office	100,000	-	100,000	0%	-	-	-
15	Gregory Rubbish Tip Fencing & Signage	52,000	-	52,000	0%	-	-	-
	Road Infrastructure							
16	Reseal Floraville Rd & Reseal Doomadgee East Rd	1,000,000	-	1,000,000	0%	-	-	-
17	Road seal works ATSI TIDS Doomadgee West Road	250,000	-	250,000	0%	250,000	-	250,000
18	Road seal works TIDS Doomadgee West Road	1,600,000	-	1,600,000	0%	800,000	-	800,000
19	WIP Flood Damage Restoration	5,100,000	4,536,990	563,010	90%			
	Intellectual Property							
20	Burke History Book	40,000	-	40,000	50%	-	-	-
	Plant and Equipment							
21	Gregory Waste transfer bins	18,000	1,296	16,704	5%	-	-	-
22	Telemetry (water treatment plant)	90,000	3,136	86,864	25%	-	-	-
23	Gregory Solar array	500,000	4,450	495,550	10%	-	-	-
24	Telemetry (sewer treatment plant)	90,000	-	90,000	25%	-	-	-
	Plant and equipment replacement							
25	Drum Roller	250,000	200,000	50,000	100%	24,000	22,000	2,000
26	10 Tonne Truck	160,000	-	160,000	0%	48,000		48,000
27	Loader	420,000	420,000	-	100%	90,000	90,000	-
28	Job Truck	92,000	95,066	3,066	100%	30,000	30,000	-
29	Landcruiser Dual Cab	70,000	68,467	1,533	100%	35,000	34,545	455
30	Job Truck	75,000	-	75,000	0%	30,000		30,000
31	Gregory Depot Ute	66,000	-	66,000	0%	30,000		30,000
32	Water Tank	39,000	-	39,000	0%	-		-
33	Multi Tyred Roller	227,000	-	227,000	0%	30,000		30,000
34	Fuso Tip Truck	165,000	-	165,000	0%	15,000		15,000
35	2wd Toyota Hilux	31,000	-	31,000	0%	12,000		12,000
36	Extra Cab Toyota Hilux	48,500	-	48,500	0%	20,000		20,000
37	Job Truck with crane	110,000	-	110,000	0%	25,000		25,000
								-
	Total Capital Expenditure	12,283,500	5,802,661	6,688,114		1,779,000	320,545	1,458,455

6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Projects and Human Resources Manager Reports

07.05.01 Human Resources Report

DEPARTMENT: Human Resources

RESPONSIBLE OFFICER: Nils Hay; Projects and Human Resources Manager

FILE REF: Business Paper – December 2015

DATE: 3rd December 2015

LINK TO COUNCIL PLAN/S:

1. HUMAN RESOURCES UPDATE

Staff Changes – Departures:

Boilermaker:
Robert Sinclair's last day was 1st December 2015.

Staff Changes – Appointments:

Administration Officer x 2:
Hayley-Ann Croton commenced on 11 November 2015. She has taken 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 commenced 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:
Applications for the role closed on 30 November 2015 and 32 applications were received.

Because Council is seeking a candidate with experience in local government who is conversant with Council's financial software (PCS Practical) none of the applicants have been deemed suitable and Council is seeking to engage an accountant through a placement agency..

Administration Trainee:
Council is continuing to advertise for a trainee position within the Administration Office. The position is scheduled to commence from 2016. Two official applications have been received to date. Applications close 4 December. Grant funding for this position has been confirmed.

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.

Current expectations are that the result of the appeal will be known by Christmas, and that many elements of the current Award will remain in place – but that there will be some changes.

In addition to the State Government, the Combined Union, Services Union and Worker's Union also made appeals. The latter was joined with the Government appeal but the former two were not made in time to do so. As a result, they may still have to be heard at a later date.

Recommencement of CA negotiations is still not anticipated until March/April 2016.

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. There was one incident in November, a plant and equipment incident which caused some minor damage to the rubbish truck.

A mental health session for all staff, with Cath Walkers from RFDS was held on 26 November, it was hoped that the team from the Prince Charles Hospital's Cardiac Outreach Program would also be in attendance, but they were delayed in Croydon. There remains a plan for them to present to Council staff at their next visit in the new year.

Training:

The following training has taken place over the last month:

- Level 1 and Level 2 Traffic Control Training for road crew staff
- White card training for depot staff
- Elevated Work Platform training
- 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 appeal of the Modern Award is an ongoing source of uncertainty for Council and staff, but the administrative pay increase awarded at the November meeting should alleviate some staff consternation at the delay.

Training is ongoing, with some important depot licensing and skills training taking place. There is further training in both InfoXpert and PCS due in the first few months of 2016. The PHRM intends to work on the training plan for H2 FY15/16 over the shutdown period.

The Christmas shutdown will see a skeleton crew working through from 21 December to 4 January, with the remainder of the workforce taking a well-earned break.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. OHS Monthly Performance Report (December 2015)



151208 EOM OHS
Report Nov 2015.doc

08 Chief Executive Officer Reports

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 – December 2015

DATE: 01.12.2015

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's next session with DILGP officers will be on 7-8 December 2015, focusing on Planning Scheme mapping.</p> <p>Council has completed updated flood modelling for areas in and around Burketown to assist in the development of this scheme. This includes the modeling of raised subdivisions in Burketown North and at Lots 313-314 on B1361</p> <p>Completion timeframe: Jun 2016-Sep 2016</p>	On track
Asset Management Plan	<p>Council adopted the following at the November Council meeting on 19 November 2015:</p> <ul style="list-style-type: none"> - Asset Management Policy - Asset Management Strategy - Road Hierarchy and Segmentation Policy <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 is due for complete revision in late November/early December 2015.</p> <p>Completion timeframe: 10 December 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>	<p>Adopted Jul 15.</p> <p>1st quarterly review Oct 15</p> <p>2nd quarterly review Jan 16</p>
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 features in the Annual Report for 2014-2015.</p> <p>This item will be removed for the January Council meeting.</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 was held on 17 November 2015 at the conclusion of the Gulf Catchments Pest Taskforce meeting in Burketown.</p> <p>Biosecurity representatives are in the process of organizing a variety of training programs and templates to assist regional Councils in developing compliant LGAPMPs. Availability of training and templates first-second quarter of 2016.</p> <p>Completion timeframe: uncertain.</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 & Services were delivered.</p>	<p>Adopted 22 Jul 2015</p> <p>1st quarterly review: Oct 15</p> <p>No update for Dec. meeting</p>
Budget 2014-2015	<p>Adopted at Ordinary Council Meeting: 19 June 2014.</p> <p>Council's Financial Statements have been audited by the Queensland Audit Office. Council's audit was unqualified once again. This information can be reviewed in Council's Annual Report 2014-2015 (available online on Council's website).</p> <p>This item will be removed for the Jan 2016 meeting.</p> <p>Results will be tabled in Council's Annual Report 2014-2015.</p>	Completed

Business Continuity Plan & Risk Register	<p>BCP adopted by Council on 20 November 2014. Corporate Risk Register adopted by Council on 20 November 2014.</p> <p>Management staff met to review the Corporate Risk Register on 15 September 2015.</p> <p>The CRR was adopted by Council at the October 2015 Council meeting.</p> <p>The Business Continuity Plan is scheduled for review by Management and submission to Council for consideration at the Dec 2015 Council meeting.</p>	On track
Local Disaster Management Plan 2015-2016	<p>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).</p> <p>The revised Local Disaster Management Plan was adopted by Council at the Sep 2015 Council meeting.</p> <p>The LDMG adopted the LDMP at the most recent LDMG meeting held in Burketown on 28 October 2015.</p>	Completed
Internal Audit Plan and Audit Committee 2015-2016	<p>1st meeting: 7 October 2015</p> <p>2nd 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.</p> <p>Internal audit plan developed for 2015-2016. Future Audit Committee dates to be established for 2015-2016</p>	On track

2. COUNCIL PROJECTS

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

Current Projects	Comments	Status
Pontoon	<p>Installation completed.</p> <p>Co-contributions from: State of QLD: \$180,000 (Royalties for the Regions) Commonwealth: \$160,000 (Stronger Regions) VMR: \$20,000 Marto's Fishing: \$1,000</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: completed Acquittal Completion timeframe: 18 December 2015</p>	<p>Installation completed</p> <p>Funding acquittal on track: milestones 1-2 completed for NSRF (\$144,000)</p> <p>Milestone 1 completed for Royalties.</p>

Waste Management and Recycling Strategy	<p>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.</p> <p>Completion timeframe: phase 1 – December 2015</p>	Monitor
Asset condition inspections and asset revaluations	<p>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.</p> <p>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.</p> <p>CCTV inspection of Burketown sewer reticulation network and stormwater infrastructure completed in July 2015.</p> <p>Road Asset Condition Assessment System: assessment completed for all Shire roads in August 2015.</p> <p>Completion timeframe: 31 October 2015</p>	Completed
Visitor Information Centre Restoration	<p>Phase 1 of restoration commenced on 30 November 2015</p> <p>Phase 2 of restoration scheduled for April 2016 following announcement of funding through the Queensland Tourism Infrastructure Fund</p>	On track
Renovations and Repair to Council buildings	<p>Council has awarded tenders for the following</p> <ul style="list-style-type: none"> - Gregory Hall: work to commence from early November 2015. Pre-start meeting held in Gregory on 9 November 2015. Due for completion 4 December 2015 - Council Administration Office – Roof Replacement: this project was completed during October-November 2015. 	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 will partner with Economic Development Queensland to facilitate the development of residential, rural residential and light industrial land.</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 2015-2016. Planning for this sale is currently underway. Further updates to follow confirmation of EDQ partnership details.</p>	<p>On track</p> <p>No update for Dec 2015 Council meeting</p>

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: TBA (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.</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>Monitor</p> <p>No update for Dec 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"> - 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. <p>Contract for Earthworks component awarded by Council at the April Council meeting. Status: <u>completed</u></p> <p>Contract for stabilisation component awarded to Koppens Construction on 22 July 2015: Status: <u>completed</u></p> <p>Contract for the concrete and gabion component awarded to D&D Concrete Services on 17 September 2015. Status: <u>completed</u></p> <p>Completion timeframe: November 2015</p>	<p>Completed</p> <p>Final acquittals remain to be completed.</p>
Roads Programs – 5 year infrastructure plan	<p>3 year road program drafted. First draft of five-year plan to be presented to Council in December 2015</p> <p>Completion timeframe: draft to be presented in December 2015 Council meeting.</p>	On track
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 Dec 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> <p>Temporary administrative increase awarded to staff, commencing 2 December 2015.</p>	<p>On hold</p> <p>Administrative increase awarded.</p>
Rates	<p>Historical audit conducted and completed.</p> <p>Rates revision for 2015-2016 conducted and completed. 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>Rating concession for water consumption adopted by Council on 19 November 2015: resolution to waive water consumption for the month of July 2015.</p>	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	<p>Council committed funding for the commemoration of Anzac Day for 2015 and 2016. \$20,000 will be available for some form of statuary or commemorative monument in 2016 for both Gregory and Burketown.</p> <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>	No update for Dec meeting
ANZAC centenary: GRG	<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>	
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>Completion timeframe: TBD 2016</p>	On track

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 & cost	Comments	Status
Removal of waste tyres from Burketown & Gregory landfills	<p>Procurement of a tyre shredder has been confirmed by the NWQROC. The shredder will be available for regional Councils to operate on a cost recovery basis.</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 has now received initial cost estimates for this project. Further direction will be sought from Council</p> <p>The design incorporates a hot-, a medium- and a cool-pool; board-walking, signage, bird hides, bbq, benches, shade and change rooms. 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: initial design work completed. Further direction required in relation to tender.</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>Completion timeframe: subject to DTMR funding</p>	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&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 currently under review.</p> <p>This tender is planned for release in December.</p>	On track
BKT North	Planning for the subdivision and development of Burketown North residential blocks will commence following notification of EDQ support for this project.	To commence
BKT South	Planning for the subdivision and development of Burketown South rural-residential blocks will commence following notification of EDQ support for this project.	To commence
Gregory Landfill	<p>Development Application required to ensure this tip is appropriately regulated.</p> <p>Council is exploring land acquisition options in relation to this land. 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. 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.

Land tenure negotiations in Gregory incorporate the identification and allocation of appropriate land for this crucial telecoms infrastructure. Further advice from Telstra is required in relation to location and power generation requirements for this project.

Burketown: Council and a telecommunications provider have completed 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.

Surveying of the route has commenced and is well advanced to ensure the project is able to proceed as soon as possible following successful funding announcements.

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)

5. 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 st quarterly report	Completed Oct 2014
2014-2015 2 nd quarterly report	Completed Feb 2015
2014-2015 3 rd quarterly report	Completed Apr 2015
2014-2015 Annual Report (attached)	Completed Jul 2015
2014-2015 1 st LDMG meeting	Held Nov 2014
2014-2015 2 nd LDMG meeting	Held May 2015
2015-2016 1 st LDMG meeting	Scheduled for Nov 2015
2014-2015 Review of Local Disaster Management Plan	Completed Aug 2015
LDMG meeting	Completed: 17 Oct 2015
2015-2016 1 st quarterly report	Completed: 31 Oct 2015
DDMG meeting	Completed: 17 Nov 2015

6. 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

7. 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 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.

In 2015-2016 and 2016-2017, Council will allocate Drought Communities Funding to a road infrastructure program that will improve connectivity for tourists accessing the Lawn Hill National Park and Adels Grove, as well as for pastoralists utilizing the Gregory to Lawn Hill Road.

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

8. 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. Karen McGrath has been selected by ECQ as the Returning Officer for the Burke Shire.

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.

Further information will be released shortly.

9. MEETINGS/CONFERENCES/DELEGATIONS

GOVERNANCE CALENDAR – rolling 12 month calendar			
What	Where	When	Attendees
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
NWQROC	Karumba	30 November 2015	Mayor

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

09 Late Item Reports

09. Late Item Reports

09.01 Burke Shire Council Delegations Register

Late Item Reports

09.01 Burke Shire Council Delegations Register

DEPARTMENT: Office of the CEO

RESPONSIBLE OFFICER: Philip Keirle; CEO

FILE NO: Business Paper – December 2015

DATE: 07.12.2015

LINK TO COUNCIL PLAN/S:

1. PURPOSE (Executive Summary)

To amend the Delegations Register with respect to the appointment of an Acting CEO.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council most recently amended the Delegation Register on 19 October 2014.

3. PROPOSAL

- 1) That Council amends Delegation DEL-BSC-003 – appointment of an Acting CEO – to make the position of Projects and Human Resources Manager eligible to fulfil the role of Acting CEO.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable

5. POLICY & LEGAL IMPLICATIONS

Local Government Act 2009: The following provisions on delegations are contained in the LGA 2009

257 Delegation of local government powers

- (1) A local government may, by resolution, delegate a power under this Act or another Act to—
- (a) the mayor; or
 - (b) the chief executive officer; or
 - (c) a standing committee, or joint standing committee, of the local government; or
 - (d) the chairperson of a standing committee, or joint standing committee, of the local government; or
 - (e) another local government, for the purposes of a joint government activity.

(2) However, a local government must not delegate a power that an Act states must be exercised by resolution.

(3) A joint standing committee, of the local government, is a committee consisting of Councillors of 2 or more of the local governments.

259 Delegation of chief executive officer powers

(1) A chief executive officer may delegate the chief executive officer's powers to an appropriately qualified employee or contractor of the local government.

(2) However, the chief executive officer must not delegate the following powers—

- (a) a power delegated by the local government, if the local government has directed the chief executive officer not to further delegate the power;
- (b) a power to keep a register of interests.

260 Local government delegations register

- (1) The chief executive officer must establish a register of delegations that contains the particulars prescribed under a regulation.
- (2) The chief executive officer must record all delegations by the local government, mayor or the chief executive officer in the register of delegations.
- (3) The public may inspect the register of delegations.

Local Government Regulation 2012

The Regulations define information requirements for the Delegations Register at s305:

305 Particulars to be contained in register of delegations—Act, s 260

- (1) For section 260(1) of the Act, the particulars prescribed for a register of delegations are—
 - (a) The name or title of the person, or the name of the committee, to whom powers are delegated; and
 - (b) A description of the powers delegated, including the provisions under a Local Government Act permitting or requiring the exercise of the powers; and
 - (c) If the delegation was by the local government—a summary of the resolution by which powers are delegated, including—
 - (i) the date of the resolution; and
 - (ii) a summary of any conditions to which the delegation is subject; and
 - (iii) if the resolution is numbered—its number.
- (2) The chief executive officer may include any other information in the register the chief executive officer considers appropriate.

6. CRITICAL DATES & IMPLEMENTATION

The December Council meeting would be an appropriate time to amend the Delegations Register in relation to the appointment of an Acting CEO.

7. CONSULTATION

Peter Whiting, Department of Local Government

8. CONCLUSION

The appointment of an Acting CEO via delegation is necessary to ensure continuity of Council operations during periods when the CEO is absent from the office.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of this report; and
2. That Council amends item DEL-BSC-003 of the Delegations Register to incorporate the position of Projects and Human Resources Manager as a position eligible for appointment to the role of Acting CEO of the Burke Shire Council.

ATTACHMENTS



Burke Shire Council
Register of Delegatio

1. Burke Shire Council Delegations Register

10 Consideration of Notice(s) of Motion and Petitions

10.01 Notices of Motion

None received at time of agenda preparation

10.02 Petitions

None received at time of agenda preparation

11 Mayoral Report

Report to be provided to meeting.

12 Councillor Reports

Councillors will provide reports to the meeting.

13 New business of an urgent nature admitted by Council

Recommendation (if required)

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

14 Closed session reports

14.01 Closed Session - Request to waive overdue rates on Assessment number 00415-0000-000

15 Deputations and presentation scheduled for meeting

None received at time of agenda preparation

16 Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 21st January 2016.