

# *Burke Shire Council*

## *Agenda and Business Papers Ordinary Meeting*

*Wednesday 15<sup>th</sup> June 2011*  
*9.00am Council Chambers*

9.00 am	Opening of meeting
10.30 am – 11.00 am	Morning Tea
12.30 pm to 1.00 pm	Lunch
9.15am to 9.45am	Gilkerson Legal - Teleconference
3.00pm to 3.30pm	Department of Communities

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## 01 Opening of Meeting

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The Mayor welcomed members and declared the meeting open at

## 02 Record of Attendance

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Members      Cr Annie Clarke, Mayor - Chair  
                 Cr Ernie Camp, Deputy Mayor  
                 Cr Tracy Forshaw  
                 Cr Tonya Murray  
                 Cr Bill Olive

Officers       Gary Letts, Chief Executive Officer  
                 Jenny Williams, Executive Assistant

## 03 Prayer

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Led by Cr Olive

## 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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General Meeting Wednesday 18<sup>th</sup> May 2011

Recommendation

That the Minutes of the General Meeting of Council held on Wednesday 18<sup>th</sup> May 2011 as presented be confirmed by Council.



Confirmed Minutes  
18 May 2011.pdf

## 06 Condolences

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None received at close of agenda.

## 07 Mayoral Minute and Report

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Report to be provided to meeting.

## 08 Councillor Reports

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Councillors will provide reports to the meeting.

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

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### 09.01 Notices of Motion

None received at time of agenda preparation

### 09.02 Petitions

None received at time of agenda preparation

## 10 Chief Executive Officer Reports

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### 10. Chief Executive Officer Reports

10.01.01 CEO Monthly Report

10.01.02 CEO Status report

10.01.03 General Information

10.01.04 Upcoming Meetings

10.01.05 MMG Century Mine Meeting

10.01.06 Burketown Barramundi Growout Facility MOU and Restocking Options

10.01.07 MITEZ Membership 2011/12

10.01.08 Council Donations to Community Organisations for 2011/12 Budget

10.01.09 Sub agreement for Flexible Funding Program – NDRRA

10.02.01 Regional Partnership Monthly Report

10.02.02 Regional Partnership Officer - Burke Shire Cemeteries and Grave Sites  
Restoration and Upgrade Project

10.03.01 Project Officer Report June 2011

10.03.02 Project Officer Community Plan Monthly Report – June 2011 Council Meeting

## Chief Executive Officer Reports

10.01.01 CEO Monthly Report

*For Council Information*

*Full Report*

## Staff Matters/Status

New employees in the last month –

Cheryl Bruce	Casual Parks and Gardens
Franklin Don	Casual Parks and Gardens
Shonelle O’Keefe	Casual Parks and Gardens
Robert Ah wing	Casual Parks and Gardens
George Edwards	Works Manager - Logo

## Councillor Calender

Council Meeting
  Public Holiday
  Show Day
  School Holiday

Southern Gulf Catchments	Mayor Annie Clarke
MITEZ	Mayor Annie Clarke
NQRRG	Mayor Annie Clarke and Deputy Mayor Ernie Camp
Gulf Savannah Development	Mayor Annie Clarke and Deputy Mayor Ernie Camp

North West Regional Water Supply Strategy NWRWSS	Deputy Mayor Ernie Camp
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Rural Health	Cr Tracy Forshaw
RDA	Cr Tracy Forshaw
Gregory Land Care Group	Cr Tracy Forshaw

Century	Cr Tonya Murray
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Local Disaster (Vice Management Group)	Mayor Annie Clarke (Chair), Deputy Mayor Ernie Camp (Chair), Cr Tracy Forshaw Gregory Community Rep.
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June 2011	
03 (Friday)	Southern Gulf Catchments – Face to Face meeting <b>Cr Clarke, Cr Murray</b>
08 (Wednesday)	NWRRG Meeting – Croydon – Cr Camp, Gary Letts, Dennis Kerr (chair)
13 (Monday)	Queen’s Birthday Public Holiday

14	(Tuesday)	RDO
15	(Wednesday)	Burke Shire Council Meeting Day
18 20	(Wednesday) to (Friday)	<b>NOT ATTENDING</b> – LGAQ Conference – Economic and Regional Development Conference Central Qld Uni – Gladstone
19	(Sunday)	ALGA Event – Regional Development and Cooperation Forum Canberra <b>Cr Clarke</b>
19 22	(Sunday) to (Wednesday)	ALGA Event – National General Assembly of Local Government Canberra <b>Cr Clarke</b>
20	(Monday)	Burke Shire Tidy Yard Competition – Burke Shire Council Awarded at the Arts and Craft Show – 26 June
27	(Monday)	School Holidays – Return Monday 11 July
28	(Tuesday)	NWQ Regional Water Supply Strategy - Strategy Management Committee meeting – Mount Isa <b>Cr Ernie Camp</b>
<b>TBA (Saturday 25 and Sunday 26)</b>		Gregory Campdraft and Horse Sports
30	(Thursday)	GSD Meetings – Management Meeting, Georgetown <b>Cr Clarke and CEO</b>
<b>July 2011</b>		
01	(Friday)	GSD Meetings - Wild Rivers Forum, Georgetown
02	(Saturday)	Arts and Crafts Show – Burketown Hall
16	(Saturday)	HACC Trash & Treasure
19	(Tuesday)	Pre Council Meeting
20	(Wednesday)	Burke Shire Council Meeting Day
26	( )	MITEZ - Hughenden
27 29	(Wednesday) to (Friday)	LGAQ Conference – Disaster Management Conference Civic Centre – Bundaberg <b>Cr Camp, CEO</b>
27 29	(Wednesday) to (Friday)	ALGWA Conference – 60 Years of ALGWA – Gold Coast <b>Cr Clarke, Cr Forshaw, Cr Murray</b>

<b>August 2011</b>	
04 (Thursday)	Local Government Week – 1 to 7 August
05 (Friday)	Southern Gulf Catchments – Face to Face <b>Cr Clarke, Cr Murray</b>
09 (Tuesday)	Flamenco Fire - ArTour Drama Group
17 (Wednesday)	Burke Shire Council Meeting Day
17 (Wednesday)	September Burke Shire Newsletter – Articles by COB Today
25 (Thursday)	Seniors Week – 20 to 28 August
<b>September 2011</b>	
02 (Friday)	<b>Southern Gulf Catchments – AGM and Face to Face meeting</b>
09 (Friday)	Great Northern Clean Up (part of Clean Up Australia) – 9 to 11 Sept
17 (Saturday)	HACC Trash and Treasure
19 (Monday)	School Holidays – Return Monday 3 October
20 (Tuesday)	Pre Council Meeting
21 (Wednesday)	Burke Shire Council Meeting Day
29 (Thursday)	GSD Meetings - AGM, Doomadgee
<b>TBA</b>	Burketown Campdraft and Horse Sports
<b>TBA</b>	Gregory Mini School School of the Air
<b>TBA</b>	Gregory CWA Horse Sports
<b>October 2011</b>	
03 (Monday) to 06 (Thursday)	LGAQ Conference – 115 <sup>th</sup> LGAQ Annual Conference Gold Coast Convention and Exhibition Centre
07 (Friday)	<b>Southern Gulf Catchments – Teleconference</b>
19 (Wednesday)	Burke Shire Council Meeting Day
<b>November 2011</b>	

01	(Tuesday)	Melbourne Cup Day
04	(Friday)	Southern Gulf Catchments – Face to Face meeting
05	(Saturday)	HACC Trash and Treasure
15	(Tuesday)	Pre Council Meeting
16	(Wednesday)	Burke Shire Council Meeting Day
16	(Wednesday)	December Burke Shire Newsletter – Articles by COB Today
<b>December 2011</b>		
02	(Friday)	Southern Gulf Catchments – Teleconference
09	(Friday)	School Holidays - Return Monday 23 January
21	(Wednesday)	Burke Shire Council Meeting Day
26 27	(Monday) and (Tuesday)	Christmas Day and Boxing Day
06	(Tuesday)	HACC Christmas Lunch
10	(Saturday)	Christmas in the Park

## Events Report

This month CO has been working hard to pull together the 2011 Arts N Craft show which will be held at the Hall on July 2<sup>nd</sup>. Meetings are being held regularly to organise for the event, prizes are being organised and the wines and cheese for the presentation / wine & cheese auction are also coming together nicely. There have been a couple of EOI's for stalls and plans for a small petting zoo for the children with the help of community members.

There have also been a couple of meetings with the RADF committee in conjunction with the arrival of their sculpture pieces which are planned to be unveiled at the Arts N Craft Show.

Meetings with Finn Buckley at the school have been in progress to organise school projects for the AnCS and also some demonstration days with Pam de Joux to share some techniques and fun art & craft ideas.

Through further discussions plans have been made to test out the Councils newly acquired big screen by having a movie night with the school organised by Jess.

Artour details are being organised for "Flamenco Fire" on Tuesday 9<sup>th</sup> of August.

Tidy Yard notices, EOI's for judges and entry forms have also been released with the event judging to take place 20<sup>th</sup> – 26<sup>th</sup> June and the winners to be announced at the AnCS.

EOI's to become a member of the 2012 Order of the Outback Ball have been released and are awaiting further expressions for the community.

Further organisation for the Learn to Swim qualifications have been discussed to hopefully bring the lessons to Burketown to further benefit the Burke Shire Community. EOIs have been received to Burketown State School teachers and Gregory School.

Training has begun with the new housing console program for BMO and CO with the last subjects to be undertaken this month. Works Manager George Edwards has moved into Unit 1 on Burke Street, which is now fully furnished.

Discussions for the new Burke Shire Council website are currently underway awaiting responses and feedback from resolute due to their change is staff members. Discussions between CEO, EA and CO have been helpful with feedback also being received from staff members in group meetings. Correspondence is waiting to be heard back in regards to the redesign of the BS Brochures. Images and information is to be organized and information regarding the shire to be sent.

Reporting Officer – Stephanie Wade 6<sup>th</sup> June 2011

## Staff attendances at Conferences and Training

<u>Deborah Glyde</u>	InfoXpert and Recordkeeping Training	31/05 to 03/06/11
<u>Christine Armstrong</u>	InfoXpert and Recordkeeping Training	31/05 to 03/06/11
<u>Pam de Joux</u>	HACC Forum Mt Isa	1/06/ to 03/06/11
<u>Jenny Letts</u>	HACC Forum Mt Isa	1/06/ to 03/06/11
<u>Russell Cunningham</u>	Weed identification workshop Doomadgee	3/06/11

Other Training (Mostly Depot Staff)

## Current Tenders

No current Tenders

## New Subsidies/Grants

### Local Government Grants and Subsidies Program

This program funding is available from 1 July 2011

The Local Government Grants and Subsidies Program (LGGSP) provide \$45 million in funding to Local Governments with limited capacity to fund necessary community infrastructure. LGGSP provides Local Governments with 40% of the approved project costs of developing major infrastructure in their communities.

The types of projects which are eligible for funding under LGGSP may include:

Sewage treatment plant upgrades  
Water pipelines  
Erosion management  
Civic projects.

#### **Eligibility criteria**

LGGSP funding is available only to those Councils in Queensland that demonstrate a limited capacity to fund major infrastructure in their communities.

#### **Guidelines**

The LGGSP guidelines will be available shortly, prior to the program funding becoming available from 1 July 2011.

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### Smart Energy Savings Fund (SESF)

<https://www.smartservice.qld.gov.au/services/grants/grantdetails.action?grantId=8ae5936c1832a3a0011832a3b3640004>

**Provider:** Department of Employment, Economic Development and Innovation  
**Amount:** \$50 million, over 5 years in the form of bi-annual funding rounds.  
**Closing date:** TBC  
**Objective:** To improve the efficiency of energy use in buildings, appliances and industrial processes by supporting the implementation of energy efficient technologies by Queensland small and medium enterprise energy users.

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### Regional Infrastructure Grant program

[Home](#) > [Funding](#) > [Communities](#) > Regional Infrastructure Grant program

The RIG Program is aimed at assisting regional venues with redevelopments and upgrades which strengthen their capacity to deliver arts and cultural services and experiences to the people of Queensland.

The key focus in Year 1 of the RIG Program is NARPACA venues, with grants of up to \$150 000 available.

[Regional Infrastructure Grants \(RIG\) Program 2010-2011](#) Eligible projects examples include the upgrade or replacement of:

- audio, visual, lighting and staging equipment
- electrical and mechanical machinery
- rehearsal and workshop spaces
- Foyer spaces.

### Grant Application and Project Status

Name	Purpose	Funding	Status
<p>Minor Tourism Infrastructure Grant in partnership with the Savannah Way Ltd and Doomadgee Council</p>	<p>Interpretive and Directional Signage</p>	<p>Grant Sought TBC Total Project TBC</p>	<p><b>June Update</b> Ongoing</p> <p><b>May/April Update</b> Signage to go on the Normanton side of Floraville Road, approval received from CSC to install, other signage will be installed over the next couple of months.</p> <p><b>March Update</b> Completion of installation will be completed after the wet season</p> <p><b>February Update</b> Installing Signs</p> <p><b>December Update</b> Installing signs</p> <p>Installation underway Signage designed and ordered. Initial visit delayed due April flood event.</p>
<p>Boating Infrastructure and Maintenance program</p>	<p>Pontoon/jetty for Truganini Road Wharf and Boat Ramp</p>		<p><b>June Update</b> Waiting on confirmation</p> <p><b>March Update</b> Waiting on confirmation</p> <p><b>February Update</b> Unchanged</p> <p><b>December Update</b> Council is in the line up as funding is prioritised</p> <p><b>September 2010</b> A proposal has been submitted to Qld Marine Safety for progression of funding for further development of a pontoon/jetty for Truganini Road Wharf &amp; Boat Ramp.</p> <p><b>August 2010</b> Further technical discussions with QT's Boating Infrastructure Manager from the Cairns office of the Department</p>

			<p>are planned.</p> <p><b>*(July 2010)</b>                  QT has been advised of Councils wish to progress the feasibility of expanding maintenance and jetty facilities within the Shire.</p> <p><b>*(June 2010)</b>                  Further investigations with QT are being sought through a planning and needs analysis.</p> <p><b>*(October 2009)</b>                  Dialogue will be taken up with QT for possibilities &amp; request a wish list from Council to place in parallel with QT's wish list.</p> <p><b>*(Sept 2009) Unchanged</b>                  * Further dialogue with QT will be followed up on to make QT aware Council would be keen to see further funding allocations.</p> <p><b>July 09</b>                  QT Boating Infrastructure has indicated funding is available as a follow on from current projects that have been constructed; Council will be notified when these opportunities arise.</p> <p>DES will prepare an estimate of cost for Councils consideration, along any funding avenues available for the near future.</p> <p>A/WM to action and prepare a report for Budget Meeting of Council</p>
<p>Regional and Local Community Infrastructure Program Round Two</p>	<p>Refurbishment of the multipurpose courts</p>	<p>Grant \$30 000                  Total Project \$ 40 000</p>	<p><b>June Update</b>                  Installation of lights completed , now awaiting the electrical connections by ERGON and night testing .</p> <p><b>May Update</b>                  Works to start on the 9<sup>th</sup> May.</p>

			<p><b>April Update</b> The CEO has spoken with Albright electrical and arrangements to be made for commencement by the end of April.</p> <p><b>March Update</b> We are waiting on a reply from Regional and Local Community Infrastructure Program as we are currently in breach of the funding agreement because the courts have not been started</p> <p><b>February Update</b> Light poles are in transit and access to site will be dependent on weather conditions as underground cabling is required.</p> <p><b>December Update</b> Waiting on contractors to engage in installation</p> <p>Planning Underway</p> <p>Received</p>
Regional and Local Community Infrastructure Program Round Three	Tennis Court resurfacing - Gregory	Grant (fixed amount) \$30 000 Council \$45 000 Total Project \$ 75 000	<p><b>June update</b> Contractors have been engaged. Further detail in DES report</p> <p><b>May Update</b> Received email</p> <p><b>March Update</b> Needs to go to tender ASAP as the grant has to be acquitted by the end of December 2011</p> <p><b>February Update</b> A specification is being developed for tendering.</p> <p><b>December Update</b> Approved</p> <p>Submitted</p>
Southern Gulf Catchments – Community Natural Resource management Project Grants 2010	HACC Garden Area	Applied for \$5200.00	<p><b>June Update</b> Project has commenced with fabrication of seating for the garden.</p>

			<p><b>March Update</b> Grant approved, waiting for weather to improve before starting</p> <p><b>February Update</b> No outcome received to date</p>
Accessible Communities Program Grant (FAHCSIA)	Upgrade toilets facilities at HACC	<p>Applied for \$50,000</p> <p>Council contribution \$50 000</p> <p>Council In-kind \$5000</p>	<p><b>June Update</b> No reply from FAHCSIA as yet</p> <p><b>May/April Update</b> Grant applied, awaiting feedback</p>

## Development Matters

Current applications



Yearly Registers.xls

## Food Licensing / Flammable & Combustible Liquids Licences/ Environmentally Relevant Activity Licences

EHO officer proposed to visit in July.

## Ranger/ WHSO's Activities

### Litter Management

Tourist traffic is increasing slowly, dumping points have been set up around the Shire.

### Pest Control

- Weed control – Sprayed prickly acacia on road side verges.
- 1080/Strychnine handling authority retraining Thursday 16<sup>th</sup> June in Cloncurry.
- First round of Councils 1080 baiting campaign completed this week with a total of 1,260 kg of meat injected with 36mg pig strength of 1080 solution and 872 manufactured baits purchased for distribution.

Pest Management Plan - arranged meeting for a stakeholders 31<sup>st</sup> May, Plan being updated with identified changes, will then go for public comment for 21 days, then to council for final approval before being submitted to the minister for final approval.

Draft Stock Route Management Plan for our Shire completed and is currently with council for comments / changes.

### **Workplace Health & Safety Activities**

One Induction for this period - George Edwards – Works manager

No incidents reported for this period

### **Training**

Training courses arranged with Kingaroy Training Services, those listed have completed training.

#### **Working at Heights 10<sup>th</sup> May**

Brett Harris	David Booth	Kasey McGrath	Brad Glyde
Max Armstrong	Jarrold Campbell	Trevor Marshall	Dave Marshall
Russell Cunningham	Dylan Clements	Bob Sinclair	Tony Loechte

#### **First Aid 11<sup>th</sup> May**

Brett Harris Cunningham	Dave Marshall	Pam De Joux	Russell
Tony Loechte	Max Armstrong	Col Baker	Chris Armstrong
Jarrold Campbell	Noel Henderson	Trevor Marshall	Carrol Cunningham

#### **Confined Space 12<sup>th</sup> May**

Brad Glyde	Max Armstrong	Dylan Clements	Jarrold Campbell
Tony Loechte			

Reporting Officer – Russell Cunningham 3<sup>rd</sup> June 2011

## Home and Community Care

Centre Based Day Care Clients	7
Social Support Clients	5

Clients busy trying to finish their crochet and fancywork for the Arts & Crafts Show. The ladies have all indicated that they are going to enter a few articles. Beaded mobiles in animal forms are the latest “new” craft that some ladies are making.

Bingo, cards and scrabble are weekly events with some serious playing taking place in the scrabble games.

Our fishing trips to Sweers Island are set for 9<sup>th</sup> and 21<sup>st</sup> June with 9 very excited clients looking forward to catching some fish. Hopefully the day will be kind to us with no wind.

June 29<sup>th</sup>: Disability from Normanton/Karumba are visiting us with around twenty clients for a combined BBQ in the park. This will be one of many get-togethers planned. Hopefully we will get to reciprocate by visiting them for a day out in Normanton later on down the track.

Around Oct-November we would like to have a Community BBQ in the park for Disability Awareness similar to the one held in 2009 for International Disability. This has only just been discussed as a probable so will know more later.

Our Garden Project: This is finally off the ground with the seats being made and the timber for the raised garden beds due up here hopefully this week. Shrubs and small plants have been organised so we are all looking forward to working on it and seeing the end result.

We have several people on stations within our Shire that need the Social Support so I am hoping that we can manage a visit to them in the oncoming weeks.

We have applied to purchase a vehicle through HACC and are awaiting the outcome.

Continued visits by Allied Health as well as the Clinic every Tuesday. Frontier Services due in this week.

Trainings:

Pam	Tele-Conference on Elder Abuse in Isolated Areas
Pam and Jenny	First Aid Update and CPR Training.
Pam and Jenny	HACC Form at Mt Isa.

Reporting Officer – Pam deJoux 6<sup>th</sup> June 2011

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File: BCS/G/CM/R/CEO  
Author: Gary Letts  
Date: 6<sup>th</sup> June 2011

Chief Executive Officer Reports

10.01.02 CEO Status report


*Executive Summary*

Providing Council with the status of actions previously sought by Council for action

*For council information*

*Full Report*

The status of matters previously resolved is as follows:

<b>May 2011</b>		
<p>05.01 General Meeting</p>	 <p>110420 unconfirmed Minutes April.doc</p> <p>Carried 3/0</p>	<p><b>June Update</b></p> <p>Posted to Council Website</p> <p>COMPLETED</p>
<p>07.02.01 Reconstruction Authority Local Plan</p>	<p>That Council accept the invitation of the Regional Director of the Department of Local Government and Planning for her officers to assist with the finalisation the Reconstruction Authority Local Plan for the Burke Shire Council by way of a workshop in either June or July 2011 and also invite the Department of Environment and Resource Management to attend.</p> <p>Carried 3/0</p>	<p><b>June Update</b></p> <p>Invitation to assist in the development of a local plan for the reconstruction authority.</p>
<p>07.02.02 Training Workshops/DDMG Meeting</p>	<p>That in relation to the training workshops offered by EMQ, Army Reserve, and the Department of Communities be held over for consideration by Council at the next Ordinary Meeting to be held on the 15th June 2011.</p> <p>That the Chief Executive Officer be requested to circulate to Councillors the minutes and agenda of the DDMG meeting held in Mount Isa on the 11th May 2011.</p> <p>Carried 3/0</p>	<p><b>June Update</b></p> <p>Department of Communities are addressing the June Council Meeting</p>
<p>07.02.03 NBN Project</p>	<p>That the Chief Executive Officer be requested to discuss with the consultant conducting our telephone system issues regarding the Council's NBN Project, which needs to have a proper assessment of the needs and best practice for the Shire in relation to the delivery of this project, and position itself to provide as accurate a plan as possible so that the delivery of this service fits the scope of what is needed, otherwise we will be given what the provider suggests we</p>	<p><b>June Update</b></p> <p>Process of contacting Tony Robinson Regional Broadband Coordinator in</p>

	<p>need of the NBN project and costs to the Burke Shire; and that a report to be brought back to Council.</p> <p>Carried 3/0</p>	<p>Mount Isa to visit BSC and discuss National Broadband Issues even though BSC does not come in Tony Robinson Service Area</p>
07.02.04 Digital Television	<p>That Council advises the Department of Communications that Council is unable to rebroadcast the new digital television due to the lack of funding from Federal Government to Regional and Remote Communities. This will allow the residents of Burketown to access the subsidy under the VAST program</p> <p>Carried 3/0</p>	<p><b>June Update</b></p> <p>Notified DOC waiting on response</p>
07.02.05 Sustainable Resource Communities	<p>That consideration of the Sustainable Resource Communities study addressing Community Infrastructure, Social Services and Housing be distributed to Councillors' for discussion at Councils next ordinary meeting to be held 15th June 2011.</p> <p>Carried 3/0</p>	<p><b>June Update</b></p> <p>Discussion Required</p>
10.01.04 Development of Long Term Community Plan	<p>That the actions undertaken to date with respect to the Long Term Community Plan be noted and endorsed by Council;</p> <p>That the Project Officer prioritise the development a project milestone map for the Long Term Community Plan Project giving regard to the proposed staged process outlined in this report;</p> <p>That the Project Officer prioritise the development of a Community Planning overview presentation to inform stakeholder and interest groups of the impending Community Plan process for Burke Shire;</p> <p>That in consultation with the Project Officer and the Chief Executive Officer, the Community Officer include a feature in the next edition of the Burke Shire Council Newsletter introducing the Community Plan Project; and</p> <p>That the Mayor with the Chief Executive Officer be jointly delegated authority by Council to make emergent decisions where required concerning the Long Term Community Plan project.</p> <p>Carried 3/0</p>	<p><b>June Update</b></p> <p>Refer to June Report Item</p> <p>Article place in BSC newsletter</p>

<p>10.01.0 RADF</p>	<p>That the large birdbath with barra be placed in front of tourist information centre and the small bowl be placed at Gregory, adjacent to public amenities. The third piece be placed in front of the Burke Shire Chambers and the present signage be relocated.</p> <p>Council outdoor staff will install all three features according to the manufacturers guidelines and incorporation with the RADF committee before end of financial year with official unveiling be done over the Arts and Craft Show weekend.</p> <p>Carried 3/0</p>	<p><b>June Update</b></p> <p>DES notified, inclusion in work plan for the erection of such pieces.</p> <p>Advantageous to have one pieces erected before the Arts and Craft Show</p>
<p>Upcoming Meetings</p>	<p>That Council endorse the attendance of two delegates to be nominated at next council meeting 15th June 2011, to attend the LGAQ - 115th LGAQ Annual Conference in the Gold Coast – 3 to 6 October 2011.</p> <p>That Council resolved not to attend the 2011 Future of Local Government Summit in Melbourne – 29th and 30th June 2011.</p> <p>That Council resolved not to attend the Women, Management and Work Conference in Sydney – 28th and 29th July 2011..</p> <p>Carried 3/0</p>	<p><b>June Update</b></p> <p>Report in June Meeting</p> <p>COMPLETED</p>
<p>10.02.02 Anzac Day 2011</p>	<p>That Council increase the budget allocation by an additional \$500 to the annual event budget to help cover the addition of stations packs and programme guides to the Anzac Day budget.</p> <p>Carried 3/0</p>	<p><b>June Update</b></p> <p>FM and CO notified of Changes to Budge for 2012 Anzac Day Event</p> <p>COMPLETED</p>
<p>10.02.03 Upgrade Adel's Grove Airstrip</p>	<p>That the GAMBLR Ltd be advised as follows:</p> <p>That Council is unfortunately not in a position to partner the upgrade at the Adel Grove Airstrip to CASA Standards at this point in time.</p> <p>That Council would be willing to assist with a letter of support when GAMBLR Ltd apply for any funding applications.</p> <p>Carried 3/0</p>	<p><b>June Update</b></p> <p>Send email to GAMBLR with Council assisting with a letter of support</p>

<p>10.02.04 Pre-employment Medical Assessment</p>	<p>That Council adopt the Pre-Employment Medical Assessment Policy for new staff, and Council will only be responsible for the cost of the Medical Examination.</p> <p>Carried 3/0</p>	<p><b>June Update</b></p> <p>New policy implemented</p> <p>COMPLETED</p>
<p>10.02.06 MITEZ Membership 2011/12</p>	<p>That Council defer consideration of this item until 15th June 2011</p> <p>Carried 3/0</p>	<p><b>June Update</b></p> <p>Included in June Agenda</p> <p>COMPLETED</p>
<p>10.02.07 Burke Shire Natural Disaster Risk Management Study</p>	<p>That Council adopt Phase 3 of the Burke Shire Natural Disaster Risk Management Study as presented.</p> <p>Carried 3/0</p>	<p><b>June Update</b></p> <p>Copy sent to the department.</p> <p>COMPLETED</p>
<p>12.01.02 Director Engineering Services Status Report</p>	<p>That Council require a new revision of the Capital Works Projects of what was presented in the Finance Managers' Report which will be workshopped at the next EM meeting on Friday the 20th May 2011 with a report to be brought back to council on the 15th June 2011.</p> <p>That in relation to the introduction of fatigue management regulations:</p> <p>Council resubmit to the 2011 Local Government Association of Queensland State Conference the concerns that council has in relation to the Fatigue Management Regulations that have been brought into force.</p> <p>That the Chief Executive Officer be requested to obtain information from the Director of Engineering Services and Councillor Forshaw for the submission of (a) above.</p> <p>That the Chief Executive Officer be requested to seek legal advice concerning the ownership issues of the land adjacent</p>	<p><b>June Update</b></p> <p>Updated capital works budget revised by FM, DES and CEO is to be presented in the finance manager report for the June Meeting</p> <p>As yet have not had the opportunity to arrange a meeting</p> <p>DES and CEO</p>

	<p>to the old Albert River Bridge in order to progress the fencing project previously resolved by Council.</p> <p>Carried 3/0</p>	<p>currently sourcing the ownership of land from DERM</p>
<p>12.01.03 Tender Specificati on for Preferred Suppliers</p>	<ol style="list-style-type: none"> <li>1. That the Tender Specification for Preferred Suppliers with revisions be brought back to the Council Meeting 15th June 2011, for finalisation of formal document.</li> <li>2. That the formalisation of the Tender Specification for Preferred Suppliers document be workshopped at the Works, Rates and Finance Committee Meeting on Friday 10th June 2011 with recommendations to be presented at the 15th June 2011 for acceptance by Council.</li> </ol> <p>Carried 3/0</p>	<p><b>June Update</b></p> <p>Included DES report</p>
<p><b>April 2011</b></p>		
<p>GSD – Small Business Assistance</p>	<p>That in relation to eligibility for small business assistance under NDRRA to assess equity across the state a study is done by GSD as a matter of urgency.</p> <p>There needs to be a trigger for exceptions under exceptional circumstances to create the stimulus for regional viability as seen in other parts of the state of Queensland. Criteria needs to be based on need Multiple annual events Lack of infrastructure resulting in delays and accessibility Consult with Agforce President Brent Finlay to ensure producers can rebuild their livelihoods to reinvigorate regional communities and businesses</p> <p>Carried 02.110420</p> <p><i>Action:</i> CEO after Easter breaks.</p>	<p><b>June/May Update</b></p> <p>I have spoken to Brent Finlay in respect to the application and he will be submitting this in the next round.</p>
<p>Minister for Environme nt Kate Jones Invite</p>	<p>That Council invites Kate Jones, Minister for Environment to do a review of the impacts analysis of the Wild Rivers Legislation on the Gregory River System to demonstrate the viability and sustainability of the economic, social, and environmental situations.</p> <p>Carried 06.110420</p>	<p><b>June Update</b></p> <p>Email sent to Kate Jones, invitation to review Wild Rivers Legislation</p> <p><b>May Update</b> I have yet to contact Kate Jones or her office on</p>

		arranging a suitable date.
Approach MMG	<p>That Council approaches MMG to donate suitable rock/ore to be a signature piece for sculpturing as part of their significant legacy in the Burke Shire and that a suitable quantity of silver is made available for a RADF community silversmith's workshop to produce a Mayoral Chain.</p> <p>Carried 08.110420</p> <p>Action: Cr Clarke to issue an invitation to MMG separate to council meeting to discuss future development and continuation of the mining in Burke Shire and to advise that council is disappointed not to be included in the formal communication of the significant announcement of the extension of mining activities.</p>	<p><b>June Update</b></p> <p>Consultation has taken place.</p> <p>A letter of request his being sent out by the CEO.</p> <p>Mayoral Chain – A Silversmith has been approached and is under consideration.</p> <p>The supply of Silver is with MMG and they are working on it from their end. BSC to supply letter of request/overview</p> <p>No legal requirements for Mayoral Chain.</p> <p><b>May Update</b></p> <p>Correspondence has been made with Jillian D'urso at MMG with excellent expression of interest. Has been put out to councillors for further ideas for projects in partnership with MMG.</p> <ul style="list-style-type: none"> <li>• Proceeding with negotiation for the Ore</li> </ul>

		<p>for the signature piece at Gregory</p> <ul style="list-style-type: none"> <li>• Mayoral Chain-MMG will commission Artist and donate the Silver from Century Mine.</li> </ul>
Federal Opposition Visit	<p>That Council issues an invitation to the Federal Opposition representatives to visit Burke Shire as part of their regional meeting and that the Mayor be delegated to discuss time and travel.</p> <p>Carried 01.110427</p>	<p><b>June Update</b></p> <p>Council to review the discussions to be held with the Federal Opposition representatives on current political issues.</p> <p><b>May Update</b></p> <p>The intention is to contact the relevant secretary of the opposition members and issue a formal invitation.</p>
Reconstruction Authority Meeting	<p>That the Mayor, CEO,RPO and DES attend the Reconstruction Authority meeting in Mount Isa on the 11<sup>th</sup> May 2011.</p> <p>Carried 04.110427</p>	<p><b>June Update</b></p> <p>COMPLETED</p> <p><b>May Update</b></p> <p>The Mayor and Officers of the Burke Shire Council attended the QRA advisory meeting in Mt Isa on the 10<sup>th</sup> of May. To our advantage we were the only local government</p>

		<p>authority at the meeting.                  Representative from QNPWS, The World Bank, Reconstruction Authority, DEEDI and DERM. The Burke Shire presented a very strong argument to the case of requiring assistance from the QRA to progress forward with any development in the Shire.</p>
Lobby the Federal Government	<p>That Council request AGLWQ to lobby the Federal Government with the view to providing equitable service and funding provision for Local Governments in remote areas for the distribution of a combined digital television service as is provided in urban areas.</p> <p>Carried 06.110427</p>	<p><b>June Update</b></p> <p>Awaiting outcome</p> <p><b>May Update</b>                  BSC has sent a request to the AGLWG to lobby the Government for assistance</p>
<b>March 2011</b>		
Grants in Regional Tourism Funds	<p>That Council seek suitable grants identified in regional tourism funds for researching our history of explorers and settlements to develop a self-driver or promotional trail suitable for tourism ventures.</p> <p>Carried 02.110322</p>	<p><b>June Update</b></p> <p>Researched, requires BSC to be project ready, specifics need to be identified due to staff limitations a consultant may be required to identify specific self-driver and promotional trails</p> <p>May Update</p>

		<p>Researched with funding rounds yet to be announced. Networking to develop other avenues to progress tourism opportunities. Approached by tourism Queensland for them to visit in June to produce a 30 second video promotions of the highlights in Burke Shire which will then incorporated into the State promotion DVD</p>
<p>Counter Disaster Operations</p>	<p>That Council approach media outlets to develop a documentary depicting the operational efforts by Burke Shire Council staff and community in Counter Disaster operations and resupply.</p> <p>Carried 04.110322</p>	<p><b>June Update</b></p> <p>Requires identification of media outlets to approach</p> <p><b>May Update</b> A Council delegation has Have attended the DDMG Meeting in Mt Isa on 11/5/11 and now have a regional perspective on the successful operation of the emergency services during the wet season from which we can now produce a more comprehensive document.</p>
<p>Invitation to Federal</p>	<p>That council invite Federal Independent Mr Tony Windsor and Independent John Clemments to visit Burke Shire to</p>	<p><b>June Update</b></p>

<p>Minister</p>	<p>discuss local issues.</p> <p>Carried 05.110322</p>	<p>Current live cattle export ceased by the federal government, invite Tony Windsor and John Clemments</p> <p><b>May Update</b> As to this date we have not progressed any final details with the Federal Members</p> <p><b>April Update</b> In Progress</p>
<p>Contacts with Telstra</p>	<p>That Council send a letter to Telstra regional team thanking them for re-establishing communications within the Shire in a timely fashion during the March 2011 flood event; and</p> <p>That Council seek to establish a round of maintenance on their equipment by Telstra prior to our wet season events; and</p> <p>That Council seek to have satellite phones designated for our region exclusively; and</p> <p>That Council enquire as to the availability and capability of transportable mobile telephone towers to be located within our shire over the wet seasons.</p> <p>Carried 06.110322</p>	<p><b>June Update</b></p> <p>BSC engaged with consultant to investigate further phone options</p> <p><b>May Update</b> CEO has sent a letter to Mr Don Amatarunga regional Telstra Service Manager thanking his team for the services and response on solving technical issues of failures due to snakes in the equipment.</p> <p><b>April Update</b> In Progress</p>
<p>Handball Courts Burketown</p>	<p>That Council does not award the tender work to the Handball Courts in Burketown, as it is to be completed by Council staff before Easter 2011.</p> <p>Carried 08.110323</p>	<p><b>June Update</b></p> <p>Footing to be constructed in 2010/11 Budget then completion</p>

		<p>in 2011/12 budget</p> <p><b>May Update</b> We are waiting further details from the DES.</p> <p><b>April Update</b> Report from DES to next Council Meeting</p>
Increase Councillor Numbers	<p>That Council approach DIP and seek to increase Councillor numbers to Mayor and five Councillors as from Local Government elections 2012.</p> <p>Carried 12.110323</p>	<p><b>June Update</b></p> <p>Awaiting outcome</p> <p><b>April Update</b> Letter has been drafted and awaits confirmation from the Council.</p>
Fencing Near Albert River Bridge	<p>Organise a meeting with Kenny Booth to finalise.</p>	<p><b>June Update</b></p> <p>Contacting DERM for legal ownership</p> <p><b>May Update</b> Had verbal discussions, but may still require a letter to Ken Booth for a onsite meeting to the commencement the fencing.</p> <p><b>April Update</b> In Progress</p>
FEBRUARY 2011		
Expression of Interest	<p>Call for an expression of interest from communication companies for provision of reliable services that cover the remote/portable networks.</p> <p>Carried 01.110209</p>	<p><b>June Update</b></p> <p>In progress</p> <p><b>May Update</b> Finance Manager has completed to</p>

		<p>EOI and sent out</p> <p><b>April Update</b> In Progress</p> <p><b>March Update</b> Ongoing</p>
Lack of commercial development land availability	<p>That Council write to the Department Environmental Resource Management for clarification on lack of opportunities for commercial development in Burke Shire, as the current land tenure with Native Title restricts our development.</p> <p>Carried 04.110209</p>	<p><b>June Update</b></p> <p>Completing a questionnaire on the needs of industrial land for the Burke Shire with the DEEDI</p> <p><b>May Update</b> This issue was brought up in discussions at the QRA on the parcels of land and in particular with the DERM regional manager.</p> <p><b>April Update</b> Ongoing</p>
Upcoming Meetings	<p>That Council endorse the attendance by Mayor Annie Clarke to attend the ALGA - Regional Development and Cooperation Forum in Canberra – 19 June 2011.</p> <p>That Council endorse the attendance by Mayor Annie Clarke to attend the ALGA - National General Assembly of Local Government in Canberra – 19 to 22 June 2011.</p> <p>That Council endorse that no Councillors attend the LGAQ - Economic and Regional Development Conference in Gladstone – 18 to 20 May 2011.</p> <p>That Council endorse the attendance by CEO Gary Letts, Mayor Annie Clarke and Ernie Camp to attend the LGAQ - Disaster Management Conference in Bundaberg – 27 to 29 July 2011.</p> <p>That Council endorse the attendance by Cr Tracy Forshaw and CEO Gary Letts to attend the Tonkin's 2nd Developing Australia's North Conference 2011 in Cairns – 11 to 13 April 2011.</p>	<p><b>June/May Update</b> Booking completed.</p> <p>Booking completed</p> <p>Apologies sent COMPLETED</p> <p>Registration required for Cr Camp and CEO</p> <p>COMPLETED</p>

	<p>That Council endorse Mayor Annie Clarke, Cr Tracy Forshaw and Cr Tonya Murray to attend Footprints in Time: 60 Years of ALGWA 27th - 29th July 2011, Palazzo Versace, Gold Coast</p> <p>Carried 06.110209</p>	<p>Registration and Accommodation booked. Flights to be booked closer to date</p>
<p><b>DECEMBER 2010</b></p>		
<p>Ergon Energy Fuel Storage Lease</p>	<p>That Ergon Energy lodge an application for reconfiguration (DERM will be required to sign a Resource Entitlement form as owners of the land to allow the application to be lodged); and</p> <p>That Ergon Energy be required to lodge an Application for Material Change of Use (DERM will be required to sign);</p> <p>The applications can then be processed and approved by Council to create the lot, the subject of the Trustee lease.</p> <p>Carried 12.101215</p>	<p><b>June Update</b></p> <p>DERM have approved the application with some changes to be made to the Lease agreement that ERGON is preparing. ERGON would like to organise a meeting with Council and planning advisor to discuss further. (called on 09/06/11)</p> <p><b>May Update</b></p> <p>The application is still in progress with DERM and ERGON.</p> <p><b>April/March Update</b></p> <p>Ongoing</p> <p><b>February Update</b></p> <p>Email received from Ergon showing they have lodged the application with DERM</p> <p>Email sent to Ergon on 17 Dec 2010 advising</p>

		Councils decision.
<b>NOVEMBER 2010</b>		
Wild Rivers Legislation	<p>That Council authorise the CEO to compose a media release in relation to Wild Rivers Legislation and invite all independents, Tony Abbott, Federal Minister, MITEZ, Southern Gulf and Bob Katter to have a forum in Burke Shire.</p> <p><i>Carried 02.101117</i></p>	<p><b>June Update</b> Contact being made</p> <p><b>May Update</b> The political opportunities have not availed themselves for us to organise a meeting, although our meeting at the QRA workshop we moved forward on contacts to talk to.</p> <p><b>April/March Update</b> Waiting on confirmation from GSD</p> <p><b>February Update</b> Presentation to be held in March, date to be confirmed by GSD Chair</p> <p><b>December Update</b> Awaiting invitation to present at a parliamentary committee in Canberra in March 2011</p>
Partnership Opportunities with Energy	<p>Approach valid and guaranteed energy operators to investigate partnership opportunities with proven alternative energy providers for Burke Shire Council with the view to presenting this to GSD. Take this idea to Mornington Island with resolution to be passed and report to next meeting.</p>	<p><b>June Update</b> Waiting on tender report</p>

<p>Operators</p>	<p><i>Carried 03.101117</i></p>	<p><b>May Update</b> The works have gone to tender.</p> <p><b>April Update</b> Waiting on report from Solar Safe</p> <p><b>March Update</b> Report back to May meeting</p> <p><b>February Update</b> Collating Information</p> <p><b>December Update</b> Mayor has energy templates to prepare a proposal for alternative energy sources. Green Energy.</p>
<p>Lifesaving Program</p>	<p>Council pursue and develop a lifesaving programme and learn to swim programmes incorporating a first aid course in resuscitation.</p> <p><i>Carried 04.101117</i></p>	<p><b>June Update</b> EOI sent to the community to attend training</p> <p><b>May Update</b> Still waiting confirmation from GSRA.</p> <p><b>April Update</b> Waiting on confirmation from GSRA</p> <p><b>March Update</b> Dates to be confirmed</p> <p><b>February Update</b> Email sent to GSRA for possible programs</p>

		<p><b>December Update</b> Sourcing documents and information</p>
Burketown Port	<p><i>Note</i> - Mayor discussed opportunity to explore options of a port out of the Gulf and suggested Council make a general item for each council meeting. Cr Olive spoke about dredging in river and there have been some research reports for pipelines across mudflats to Sweers Island etc.</p>	<p><b>June Update</b> Discussions to be held with DEEDI and MMG as previous studies done</p> <p><b>May Update</b> At the stage of investigation.</p> <p><b>April Update</b> Follow up required</p> <p><b>March Update</b> Port Authority still to advise</p> <p><b>February Update</b> Update required</p> <p><b>December Update</b> Cr Ernie Camp and Cr Bill Olive preparing reports on their knowledge of this matter</p>
Burke Shire Local Government Draft Pest Management Plan 2011-2015	<p>That Council approves the Draft Burke Shire Council Local Government Area Pest Management Plan 2011-2015 to be presented as a draft for community consultation.</p> <p><i>Carried 11.101117</i></p>	<p><b>June Update</b> Stakeholders meeting held, document is now being updated and sent out for community consultation</p> <p><b>May Update</b> Plan still being progressed.</p>

		<p><b>April/March Update</b> Needs to go to a Stake Holders Meeting, public consultation then to the Minister</p> <p>Changing format in Pest Management Plan</p> <p><b>November Update</b> 1. Submit draft plan to the Minister for Primary Industries, Fisheries and Rural and Regional Queensland – Prepare a letter for the CEO to sign off on.</p> <p>2. When the Minister is satisfied that the plan met the requirements of the Act, Council to adopt plan for implementation – Prepare a report for Council Meeting with recommendation</p> <p>3. The plan is then available for public inspection on Burke Shire Council's website and at the</p>
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		<p>Burke Shire Council administration centre – Post to Burke Shire Website</p> <p>4. Annual action plans to be prepared each financial year to detail key actions, activities and program for that year.</p> <p>Emailed Cassy for update</p>
<p>Allied Health and Aged Care Services</p>	<p>Allied health services and aged care respite services are severely lacking in this region and especially in Burketown. Simon Crean; Minister for the Arts; Minister for Regional Australia, Regional Development and Local Government is interested in pursuing a partnership role in regional areas, looking forward to see this develop.</p> <p>Level of service was discussed and there are opportunities for future funding releases to address the short falls.</p>	<p><b>June Update</b></p> <p>Long Term planning required To be discussed in Community Planning</p> <p><b>May Update</b> Burke Shire has the opportunity to investigate the use of the current Health Clinic to be used as a Aged Care facility, as currently A Western Region Shire was successful in gaining funds for an aged care facility.</p> <p><b>April/March Update</b> Waiting on processes from Federal Govt Ministers on avenues of engagement</p>


		<p><b>February Update</b> March Agenda Item</p> <p><b>December Update</b> CEO sourcing best contact points</p>
<p>Food handling supervisor course for community groups</p>	<p>Cr Forshaw advised that community groups have to be licensed for a food-handling (CWA, VMR etc).</p>	<p><b>June Update</b> Information package will be sent out to Community groups</p> <p><b>May Update</b> We have downloaded the process and registered as a host.</p> <p><b>April Update</b> EA attending free information session on online options for courses</p> <p><b>March Update</b> Still Investigating</p> <p><b>December Update</b> Investigate online courses and costs.</p> <p>Arrange information kit and run workshops/training session for those wishing to attend. One day course.</p>

<b>OCTOBER 2010</b>		
<p>Pool Safety</p>	<p>CEO advised that there have been a few incidents of children getting through the turnstiles or over the fence. Discussion was held with regard to notices being put up at the pool and on community notices reminding parents that children are to be supervised or a consequence result in the pool being permanently closed. .</p> <p>Mayor advised that LGAQ provided online courses for Councils to find solutions to problems of this nature. There may also be funding available from the State Government for a Sports &amp; Recreation Officer The.CEO was tasked with reviewing these and other options, including installing a closed circuit television, and provide funding/feasibility report to Council as a matter of priority.</p>	<p><b>June Update</b> EOI sent to the community to attend training</p> <p><b>May Update</b> Parents and the school had been notified, but some parents are still being irresponsible on this issue.</p> <p><b>April Update</b> Fence fixed. Quotes being sourced on security cameras</p> <p><b>March Update</b> Waiting on date confirmation</p> <p><b>January Update</b> Waiting on information requested from GSRA</p> <p>Notices reprinted and put up around town and at the pool area</p> <p>Turnstile removed</p> <p><b>December Update</b> Looking into options</p>
<p>Process for improvement for Council</p>	<p>That Council trial a process of Councillors submitting dot point notes regarding any significant matters coming to their attention since the previous Council meeting. This report should be lodged by 5.00pm on the Thursday prior to the Council meeting the following Wednesday.</p>	<p>Ongoing</p>

meetings	Carried: 04.101020	
<b>SEPTEMBER 2010</b>		
North West Queensland Regional Water Supply Strategy (NWQRSS) Strategic Committee Meeting	That the Mayor; Cr Annie Clarke and Deputy Mayor; Cr Ernie Camp be delegated responsibility to compile a submission to NQLGA, MITEZ and GSD with a view to improving the effectiveness of the NWQRSS Strategic Committee.  Carried 03.100920	<p><b>June Update</b> RPO to contact Councillors to discuss</p> <p><b>May Update</b> No reply as yet</p> <p><b>April/March Update</b> Awaiting decision on replies</p> <p><b>December Update</b> Submission to be compiled</p>
Digital TV	That Cr Forshaw and the CEO have authority to draft a submission to go to NQLGA, MITEZ and GSD with the view to pursuing equitable service and funding for remote areas for digital television.  Carried 04.100920	<p><b>June Update</b> BSC are not upgrading their current television broadcast to digital. Residents will be able to access rebates to hook up to digital TV</p> <p><b>May Update</b> At the MITEZ meeting on the Thursday the group agreed to supply a supporting letter.</p> <p><b>April/March Update</b> Awaiting decision on replies</p> <p><b>December Update</b></p>

		EA and CEO accept updates on progress from Councillors.
<b>AUGUST 2010</b>		
RFDS Critical Incident Response Plan	<p>Royal Flying Doctor Service - Disaster and Emergency framework/State Disaster Management Plan</p> <p>Liaise with Mr Bennett to obtain further information on the Critical Incident Response Plan and include in Community Cabinet Deputation request for Minister of Emergency Services</p>	<p><b>June/May Update</b></p> <p>No reply as yet from Mr Bennet</p> <p><b>April/March Update</b></p> <p>Contact Mr Bennett</p> <p><b>December Update</b></p> <p>Awaiting further information</p> <p><b>November</b></p> <p>Mr Bennett contacted in relation to providing information for Deputation but it was not possible for information to be disseminated in time. Awaiting further information from Mr Bennet</p>
Wild Rivers Visit by Leader of the Opposition	<p>Provide information about Wild Rivers legislation to Councillors and invite Leader of the Opposition to Burketown for discussions with Councillors and other relevant parties. Also arrange for community consultation in relation to the impact of the Wild Rivers legislation as it pertains to the Burke Shire specifically</p>	<p><b>June Update</b></p> <p>Send another email to Tony Abbott</p> <p><b>May Update</b></p> <p>Still trying to get Tony Abbott to visit, but in his reply speech to the Federal Budget he mentioned</p> <p><b>April/March Update</b></p>

		<p>Discussions to be organised</p> <p><b>December Update</b> Meeting to be convened in March</p> <p><b>November</b> Contact has been made with Opposition Leader's office and also the Member for Kennedy. The proposed invitation to attend at Normanton was declined due to this being a private meeting between CLCAC and the opposition leader. The Mayor has suggested we try for a meeting in Canberra.</p>
<p>Development of Camping/Visitor Information Pack</p>	<p>Investigate the costs and design of a campers guide or visitors information pack with a view to managing the environmental impact of campers/visitors on the Gregory River. Including liaison with DERM in relation to an environmentally friendly ablution block for campers</p>	<p><b>June Update</b> Further information required. Discussions to be made with CO, CEO and Councillors</p> <p><b>May Update</b> No further progress at this stage.</p> <p><b>April Update</b> Blaze advertising are a government local buy supplier. TPO currently getting some</p>

		<p>options and pricing comparison and set up a content wish list</p>  <p>Campers Visitors guide design content</p> <p><b>March Update</b> CO currently working on project</p> <p><b>January Update</b> Researching</p> <p><b>December</b> DES report to December meeting</p> <p><b>November</b> CEO investigating possibilities of grant to undertake this work. Discussed this at the Community Cabinet meeting with the minister and awaiting response from the department.</p>
<p>Shed for Sport Equip</p>	<p>Cr Murray suggested that a shed be erected near the tennis courts to store sports equipment to avoid damage or theft of sporting equipment.</p>	<p><b>June/May Update</b> The shed is to be considered in the hit up wall, proposal.</p> <p><b>April/March Update</b> Being planned</p> <p><b>February Update</b> Investigation suitable sites and storage.</p> <p><b>December</b></p>

		<p><b>Update</b> Under investigation</p> <p><b>November</b> CEO reviewing funding sources</p>
<p>Freeholdin g State Land at Gregory and Burketown - Compulsor y Acquisition of Native Title</p>	<p><i>Motion 1:</i></p> <p>Council proposes to compulsorily acquire any and all native title rights and interests over Part of Lot 122 on PC12 for the purpose of alienating the land in fee simple by the State of Queensland to Burke Shire Council pursuant to the Land Act, 1994 for water treatment, sewerage treatment, sheds and fencing purposes as specified in a draft Notice of Intention to Compulsorily Acquire Native Title Rights and Interests tabled at Council's ordinary meeting on 18 August 2010 and Council authorises service of a Notice of Intention to Acquire Native Rights and Interests in order to commence the compulsory acquisition process.</p> <p><i>Motion 3:</i></p> <p>Council delegates authority to the Chief Executive Officer to attend, on Council's behalf, the objection meetings to be held in relation to the proposed native title compulsory acquisition initiated by way of the Notices of Intention to Compulsorily Acquire Native Title Rights and Interests considered in draft at Council's ordinary meeting on 18 August 2010</p> <p>Carried 28.100818</p>	<p><b>June/May Update</b> Currently Deanna Gilkerson is assisting in the response.</p> <p><b>Update</b> In progress</p> <p><b>December Update</b> Under determination</p> <p><b>November</b> In discussion papers</p> <p><b>October update</b> Actions taken. Objection received. Being dealt with by Council's legal advisers</p>
<p><b>July 2010</b></p>		
<p>Membersh ip of Mount Isa Chamber of Commerce</p>	<p>Council resolves to write to Mount Isa Chamber of commerce seeking engagement with them with respect to the formation of a Burke Shire Chamber.</p> <p>10.100721</p>	<p><b>June Update</b></p> <p>Council is invited to attend Chamber of Commerce meetings prior to becoming a member.</p> <p>Finalisation with Trish O'Callaghan</p> <p><b>May Update</b> Trish O'Callaghan</p>

		<p>spoke to me at the MITEZ meeting about membership.</p> <p><b>February/March Update</b> Follow up</p> <p><b>December Update</b> Follow up required</p> <p><b>November</b> Still waiting on reply</p> <p>Letter written – await response.</p>
<b>March 2010</b>		
<p>Community Plan – Long Term and the Community Engagement Policy</p>	<p>That Council engage the services of a suitably qualified person/s to develop the Burke Shire Community Engagement Policy.</p> <p>10.100302</p>	<p><b>June/May Update</b> Update report from Project Officer Darren Foster in Council meeting</p> <p><b>April Update</b> Mr Foster will be here on the 2<sup>nd</sup> May</p> <p><b>March Update</b> In consultation with Darren Foster to engage for two months</p> <p><b>February Update</b> Engaging company to complete</p> <p><b>December Update</b> Workshop to plan details of the engagement</p>

		<p><b>November Update</b> Policy completed</p> <p><b>September update</b> Moving to next phase - community consultation</p> <p><b>August Update</b> See separate agenda item</p> <p><b>July Update</b> Information provided as requested.</p> <p><b>June Update</b> Underway. Expecting draft policy to the August Council meeting.</p> <p><b>May Update</b> In discussion now, quote sought.</p>
<p><b>October 13 2009</b></p>		
<p>Telstra</p>	<p>That Council write to Telstra highlighting the lack of engagement from Senior Officers regarding requests from community groups relating to phone services for Gregory. Further that Telstra is requested to provide Council with an update regarding their current plans for service provision at Gregory.</p> <p>05.091013</p>	<p><b>June/May Update</b> Have I.T consultant investigating the services.</p> <p><b>February/March Update</b> Follow up required</p> <p><b>December Update</b> Follow up required</p> <p><b>November Update</b> Re-engage with correspondence</p>

		Letter written.
Trusteeship Transfer	That Council communicate with the Department of Communities and express its 'in principle' support for the transfer of the trusteeship from the Department to Council of the ten identified building reserve lots of land.  11.091013	<p><b>June/May Update</b> Still waiting on a reply</p> <p><b>February/March Update</b> Waiting on reply</p> <p><b>December Update</b> Letter sent acknowledged interest</p> <p><b>November Update</b> Still in progress</p> <p><b>October update</b> Still awaiting legal opinion</p> <p><b>July Update</b> Still awaiting legal opinion.</p> <p><b>June Update</b> Seeking legal advice re the land tenure ramifications of accepting this offer.</p> <p><b>May Update</b> Department has been back to Council to clarify the position. Council seeking external advice.</p> <p>Letter written – await response.</p>
<b>September 16 2009</b>		
Burketown Nursing Scholarshi	That Council instruct the CEO to further investigate the proposed scholarship concept and report back to Council with regards implications for Council.	<b>June/May Update</b> Waiting for a

p	05.090916	<p>date of completion of the Health Clinic.</p> <p><b>March Update</b> Discussed with Di Phillips on possibilities</p> <p><b>February Update</b> Organise a meeting with DON of Burketown Clinic in partnering the scholarship</p> <p><b>December Update</b> More liaison with Qld Health with possible avenues.</p> <p><b>November Update</b> Still sourcing funding scholarships</p> <p>Ongoing</p>
<b>August 19 2009</b>		
Ergon Energy – Use of part of land adjoining Power Station - Burketown	<p>That Council advise Ergon Energy that, given the essential nature of power supply to the area, Council supports their request to utilise part of the land described as Lot 19 on CP B13620 for fuel storage and ancillary storage for the adjoining power station subject to:</p> <p>a) Ergon Energy obtaining the appropriate Development approvals (MCU, ERA, BA, Reconfiguring a lot etc) and securing appropriate tenure (Freehold) of the land for Council to allow this to proceed;</p> <p>b) Council obtaining Ministerial Approval to dispense with the tendering requirements for the lease or licensing of this part of the land or, in the absence of such approval, tendering out the lease or licence of that part of the land for the purpose sought once appropriate tenure is obtained for the land;</p> <p>c) An appropriate negotiated lease or licence agreement</p>	<p><b>June/May Update</b> See advise above</p> <p><b>February/March Update</b> Ergon have lodged their application with DERM</p> <p><b>December Update</b> Correspondence from Liz Taylor –</p>

	<p>being entered into between Council and Ergon Energy for the part of the site required by Ergon Energy.</p> <p>08.090819</p>	<p>Planner – Report to this meeting</p> <p><b>November Update</b> Waiting reply from Ergon</p> <p><b>October Update</b> Ongoing</p> <p><b>August Update</b> Ergon has recommenced this process, advice sought from Consultant Town Planner, discussion underway.</p> <p>Phone conversation and email confirmation sent 03/09/09.</p> <p>The matter is now with Ergon to meet the three requirements as set by Council. Council assisting with information where applicable, e.g. aerial photographs and historic data.</p>
<p>Woodslake Restoration Project</p>	<p>That Council ask the CLCAC to advise on the status of the establishment of a joint steering committee and the general status of the project reminding them that Council's offer of assistance was conditional on these matters.</p> <p>12.090819</p>	<p><b>June/May Update</b></p> <p>Date to be set</p> <p><b>April/March Update</b> Organise</p>

		<p>meeting with CLCAC</p> <p><b>February Update</b> Write to CLCAC</p> <p><b>December Update</b> Recommence negotiations in 2011 with CLCAC</p> <p><b>November Update</b> Write to CLCAC for progress report</p> <p><b>October Update</b> Awaiting response</p> <p><b>December Update</b> Letter written</p> <p>Meeting to be requested.</p>
<b>July 15 2009</b>		
<p>Camping Local Law Review</p>	<p>That the Chief Executive Officer be instructed to include a Caravan Park and Camping Local Law in the next review of Local Laws</p> <p>10. 090715</p>	<p><b>June/May Update</b> Review in our Community Plan.</p> <p><b>April/March Update</b> Consultant to complete</p> <p><b>February Update</b> Outsourcing to complete.</p> <p><b>December</b></p>

		<p><b>Update</b> Inclusion in Community Plan discussion</p> <p><b>November Update</b> Still in progress</p> <p>Noted and will be included in the next review</p>
<p>Application for Placement of Signs on Council Road Reserve</p>	<p>That the application for the placement of the sign be approved subject to the following conditions:-</p> <p>a) The location of the placement of the sign being agreed to by Council's Director Engineering Services having regard to Council's maintenance requirements on its roads and traffic safety issues;</p> <p>b) Compliance with the following conditions:</p> <p>a) Location – Lateral Placement – The sign should be located sign and the edge of the bitumen road of at least 9 metres;</p> <p>b) Location - The sign should not be placed on a curve;</p> <p>c) Indemnity - The applicant will need to indemnify, and keep indemnified, Council against all actions, proceedings, claims, demands, costs, losses, damages and expenses that may be brought against Council which arise as a result of the installation of the sign including any trimming /clearing of vegetation undertaken to install the sign;</p> <p>d) Insurance – The applicant will be required to provide Council with evidence of public liability insurance of not less than \$10M for the sign including confirmation that Council is listed on the policy as a co- insured with respect to such sign. The applicant will need to ensure that such insurance cover is maintained whilst the sign remains installed on the road;</p> <p>e) The applicant will need to acknowledge the right of Council to direct the removal of the sign at any time and applicant will need to acknowledge and accept the responsibility for the costs of such removal by Council in the event that the applicant does not enact the removal within 30 days of being requested to do so by Council.</p> <p>17. 090715</p>	<p><b>June/May Update</b> Await a report from DES</p> <p><b>April/March Update</b> DES inspecting</p> <p><b>February Update</b> Roadside signage is governed by the Manual of Uniform Traffic Control Devices (MUTCD) regarding locations within the Road reserve however Signage outside the reserve must go through a development application whereby in that process the conditions for size, erection, maintenance &amp; insurance is dictated.</p> <p><b>December</b></p>

		<p><b>Update</b> Wait for DES report</p> <p><b>November Update</b> Administration to write and clarify conditions</p> <p><b>October Update</b> Follow Up letter issued, awaiting response</p> <p><b>September Update</b>  Waiting on Reply. Issuing follow up letter</p> <p>Letter to be written</p>
<p>Roads Local Law and Advertising Signs Local Law</p>	<p>That the Chief Executive Officer be instructed to include a Roads Local Law an Advertising Local Law in the next review of Local Laws.</p> <p>18. 090715</p>	<p><b>June/May Update</b> This process is under review in our local bylaws in the community plan.</p> <p><b>April/March Update</b> Consultant to complete</p> <p><b>February Update</b> Outsourcing to complete.</p> <p><b>December Update</b> Inclusion in Community Plan discussion</p> <p><b>November</b></p>

		<p><b>Update</b> Still in progress</p> <p>Noted and will be included in the review.</p>
<b>March 18 2009</b>		
<p>Fencing Near Albert River Bridge</p>	<p>That Council amend it 2008/2009 budget to make provision for expenditure of \$20,000 for the provision of two 4m x 2.1m grids and concrete bases delivered to site to facilitate the public access through any fence at the northern side of the Albert River Bridge and that these grids be provided to the lessee of the land on which the fence and grids is to be erected on the proviso that the lessee undertake to erect the fencing required to keep stock from the road and install the grids to Council's specifications at their own cost upon receipt of the grids.</p> <p>22. 090318</p>	<p><b>June/May Update</b> DES report</p> <p><b>April Update</b> Meeting to be organised with Ken Booth</p> <p><b>March Update</b> Report now in DES update report</p> <p><b>February Update</b> The current cost of complying grid is approximately \$56K and to install and construct sealed complying grid approaches to this road would cost \$30K the proposed fencing to support the grids would need to moved back beyond the Albert River Park access</p> <p><b>December Update</b> Await DES report</p>

		<p><b>November Update</b> Needs to go back to December meeting for discussion</p> <p><b>October Update</b> Still in progress</p> <p><b>September Update</b> Letter of offer to be prepared to proposed lessee by CEO.</p> <p>CEO needs to ascertain status of proposed lease with DNR and Solicitor before writing to Lessee.</p>
<p>Enterprise Bargaining Process</p>	<p>That the Chief Executive Officer negotiate with and engage the LGAQ to commence and facilitate an enterprise bargaining process between Council and its employees.</p> <p>42. 090318</p>	<p><b>June Update</b></p> <p>HR officer and CEO received LGAQ model update from Kane Ryalls</p> <p>Reviewed the previous process and will commence team involvement</p> <p><b>May Update</b> All Unions have now indicated they are willing to take discussions further.</p> <p><b>April/March Update</b> Commenced with HR Officer</p>

		<p><b>February Update</b> CEO to attend LGAQ EB Workshop on the 11 Feb in Brisbane</p> <p><b>December Update</b> Drafting has commenced</p> <p><b>November Update</b> Waiting on LGAQ draft EBA plan</p> <p>Waiting to see if there is any roping in for BSC and see if the plan suited Councils operations.</p> <p><b>October update</b> No change</p> <p><b>July Update</b> Awaiting release of new award before progressing further.</p> <p><b>March Update</b> First draft of EBA received from the Consultant</p> <p><b>January Update</b> Communicating with EB facilitator. Workplace meeting with union held with outdoor staff mid December.</p>
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		<p><b>November Update</b> CEO communicating with LGAQ with regards first meeting day being December 14 2009.</p> <p>CEO to engage LGAQ</p> <p>LGAQ engagement held over pending election of EB Team by staff and possible commencement of new CEO.</p>
<b>February 24 and 25 2009</b>		
<p>Commercial Land</p>	<p>That the writer be advised that land is not currently available and the Acting Chief Executive Officer investigate and report back to Council on how Council can accelerate the release of land under Native Title.</p> <p>10.090224</p>	<p><b>June Update</b> Still waiting on ILUA and Cultural Heritage clearance from local indigenous claimants. As per phone report.</p> <p><b>May Update</b> Discussed these options at the QRA</p> <p><b>April/March Update</b> Contact to be made with Gilkenson Legal and DERM</p> <p><b>February Update</b> Contact Planning</p>

		<p>Consultant on strategies to gain correct processes for releasing land</p> <p><b>December Update</b> CEO write to the minister to seek clarification on availability of commercial land</p> <p><b>November Update</b> Write letter for advice from legal firm.</p> <p><b>October update</b> Letter sent, awaiting response, ongoing</p> <p>Report to be prepared by CEO</p>
<p>Land availability</p>	<p>That the Acting Chief Executive Officer prepare a report on the land available for disposal in Burketown and Gregory and the writer be advised that Council is unable to sell the block to him at this time.</p> <p>12.090224</p>	<p><b>June Update</b> Still waiting on ILUA and Cultural Heritage clearance from local indigenous claimants</p> <p><b>May Update</b> Still with legal agency.</p> <p><b>April/March Update</b> Contact to be made with Gilkenson Legal and DERM</p> <p><b>February Update</b></p>

		<p>Contact Planning Consultant on strategies to gain correct processes for releasing land</p> <p><b>December Update</b> CEO write to the minister to seek clarification on availability of commercial land</p> <p><b>November Update</b> Waiting on update</p> <p><b>October update</b> Checking documents to follow up</p> <p><b>May 2010 Update</b> Quote received project scope to be developed.</p> <p><b>January Update</b> Brief sent to Town Planners for costing.</p> <p>Letter sent.</p> <p>Report to be prepared by CEO</p>
<b>December 18 2008</b>		
Industrial Land	CEO to identify industrial area at Gregory and Burketown and report back to Council at next meeting with a proposal to acquire available land.	<p><b>June Update</b></p> <p>Still waiting on ILUA and Cultural Heritage clearance from</p>

	<p>8.081218</p>	<p>local indigenous claimants</p> <p><b>May Update</b> No further progress from Gilkerson Legal.</p> <p><b>April/March Update</b> Contact to be made with Gilkerson Legal and DERM</p> <p><b>February Update</b> Contact Planning Consultant on strategies to gain correct processes for releasing land</p> <p><b>December Update</b> CEO write to the minister to seek clarification on availability of commercial land</p> <p><b>November Update</b> Waiting on update</p> <p><b>October update</b> Pursuing documents to follow up</p> <p><b>May 2010 Update</b> Quote received, project scope to be developed</p> <p><b>March Update</b> Costings received.</p>
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		<p><b>January Update</b> Brief sent to Town Planners for costing.</p> <p>Report to be prepared by CEO</p>
<p>Unallocated State Land</p>	<p>The DNR&amp;W recently made a commitment to Burke Shire Council to undertake an evaluation of all unallocated State Land in Burketown &amp; Gregory Downs to identify lots suitable for residential development.</p> <p>Resolved that an investigation be made into the State owned lands and a report be brought back to Council.</p>	<p><b>June Update</b> CEO will contact DNR for further updates</p> <p><b>May Update</b> No response back as yet</p> <p><b>April/March Update</b> Contact to be made with Gilkenson Legal and DERM</p> <p><b>February Update</b> Contact DNR&amp;W</p> <p><b>December Update</b> Waiting on update</p> <p><b>November update</b> Waiting on update</p> <p><b>October 2010 update</b> Document trail being tracked to enable follow up</p> <p>Report to be prepared by CEO</p> <p>Land has been identified by</p>

		DNR but is awaiting assessment by Works Manager with respect to suitability for residential development and provision of services.
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File: BCS/G/CM/A/R/CEO  
Author: Gary Letts  
Date: 6<sup>th</sup> June 2011

## Chief Executive Officer Reports

### 10.01.03 General Information

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#### *Executive Summary*

Please find below general information items which have come up in the last month.

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#### *For Council Information*

#### *Full Report*

### 1. MITEZ Update

The next MITEZ meeting will be held on the 26<sup>th</sup> July 2011 at Hughenden. The Agenda for this meeting will be sent out in July, all agenda items to be submitted to Glen Graham.

Attached is a copy of the minutes from the MITEZ meeting held in Mount Isa on 12<sup>th</sup> May 2011.



Minutes MITEZ  
Meeting Mount Isa 12

### **PROGRAM For MITEZ Meeting at Hughenden 26 July 2011**

25 July	RDA meeting at Ayr	MITEZ members on RDA drive back to H'den with Greg Jones arrive evening
26 July	10.15am - MITEZ meeting	Allows time for Townsville contingent to drive across to Hughenden
26 July	7pm - Dinner	MITEZ and NWRP combined group
	Over-nite	20 rooms have been held for MITEZ at the Royal Resort Ph: 47411183 Tell them you are with MITEZ please
27 July	AM	Some MITEZ members depart for T'ville Members to organise a lift etc
	9.00 – 11.30 NWRP Meeting	North West Regional Plan Implementation Group
	3pm Flight	Rex Airlines departs H'den for Townsville

If there is any available time, there may be some activities organised by Flinders Shire such as tour of town.

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### 2. New Teacher Housing for Burketown

Council received a media release from Betty Kiernan MP, Member for Mount Isa in regards to new housing for teachers in Burketown. An email was sent out to the community on 1<sup>st</sup> June.

Thanks goes to all the community members who helped in obtaining this outcome.



New teacher  
Accommodation for Bur

File: BCS/G/CM/R/CEO  
Author: Gary Letts  
Date: 6<sup>th</sup> June 2011

## Chief Executive Officer Reports

### 10.01.04 Upcoming Meetings

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#### *Executive Summary*

A summary of meeting and conference opportunities

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#### *For council decision*

#### *Recommendation*

1. That Council endorse the attendance by ..... to attend the LGAQ - 115<sup>th</sup> LGAQ Annual Conference in the Gold Coast – 3 to 6 October 2011.
2. That Council endorse the attendance by Cr Annie Clarke; Mayor to attend the Regional Mayors delegation to Canberra – 18<sup>th</sup> to the 23<sup>rd</sup> June (on day within this period)

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#### *Full Report*

#### *Background*

##### **1. LGAQ Conferences and Events 2011**

3 to 6 October – 115<sup>th</sup> LGAQ Annual Conference, Gold Coast

[www.lgaq.asn.au](http://www.lgaq.asn.au)

**Cost** - \$1725/person (if you register before 16<sup>th</sup> May 2011), accommodation + meals + travel

##### **2. 18<sup>th</sup> to 23<sup>rd</sup> June (one day within this period) - Regional Mayors delegation to Canberra**

Regional Mayors request Burke Shire Council Mayor be a delegate with the group to discuss regional lineup prospectus (Road Works) and live cattle export proposals.

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File: BCS/G/C  
Author: Gary Letts  
Date: 8<sup>th</sup> May 2011

## Chief Executive Officer Reports

### 10.01.05 MMG Century Mine Meeting

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#### *Executive Summary*

MMG Century Mine would like to organise a meeting with Council to discuss updates with Century mine operations.

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#### *For Council Decision*

#### *Recommendation*

That Council advise MMG Century mine that they are available for a meeting in Burketown on ??? and would like the following items placed on the agenda:-

1. (Councillors to advise)

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#### *Full Report*

#### *Background*

MMG Century mine contacted the Mayor and CEO on the 10<sup>th</sup> May to find out if *'there might be an opportunity for our General Manager Karl Spaleck to provide the Council with an update about Century's operations. In particular, we'd like to let you know about how our operations and mine life.'*

MMG Century Mine would also like to know *'if this is possible, could you please let me know a date that is suitable and any topics that you would like covered in the update?'*

The last meeting held with MMG Century mine was on the 23<sup>rd</sup> November 2010 at MMG Century Mine.

Please find below the attached minutes from this meeting.



101123 MMG  
Century Minutes.doc

#### *Statutory Environment*

Local Government partnerships

#### *Policy Implications*

Community Plan

#### *Financial Implications*

Nil

*Strategic Implications*

Long term planning

*Officers Comment*

As the last meeting was held in Century, I would like to suggest to Council that they request for this meeting to be held in Burketown

*Consulted With*

Mayor, MMG Century Mine

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File: BCS/G/CM  
Author: Gary Letts  
Date: 7<sup>th</sup> June 2011

## Chief Executive Officer Reports

### 10.01.06 Burketown Barramundi Growout Facility MOU and Restocking Options

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#### *Executive Summary*

As reported to the March 2011 Burke Shire Council (BSC) Meeting, the Burketown Barramundi Growout Facility (the Facility) was unable to produce any barramundi fingerlings for release into the Albert River in the 2010 – 2011 breeding season.

This was due to the fact that the Gulf Barramundi Restocking Association (GBRA) Karumba hatchery was unsuccessful in raising the hatched larvae to fingerling size for transfer into the tanks at the Facility. As discussed at the March meeting, the brood stock was spawning successfully, but between placing the hatched larvae into the ponds and the harvest thereof the fish were not surviving.

In view of this, it is considered that a contingency plan needs to be developed so that the risk of not receiving any fish and having the Facility lay dormant is at least reduced or at best eliminated.

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#### *For Council Decision*

#### *Recommendation*

That Council endorse an revised Memorandum of Understanding with the BBFO for a further 12 Months and;

That Council recommend the following options for implementation:-

Option 1:- Continue to pay the Gulf Barramundi Restocking Association Karumba hatchery \$5000 to produce fingerlings for 2011/12; and

Option 2:- If no fingerling are received from the Karumba hatchery within the first spawning period of the new season; on notification of first spawn success, then Council endorse for implementation to Install a Larval Rearing system at the Burketown Facility.

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#### *Full Report*



MOU BBFO ends  
June 30 2011.pdf

#### *Background*

As reported to the March 2011 Burke Shire Council (BSC) Meeting, the Burketown Barramundi Growout Facility (the Facility) was unable to produce any barramundi fingerlings for release into the Albert River in the 2010 – 2011 breeding season. This was due to the fact that the Gulf Barramundi Restocking Association (GBRA) Karumba hatchery was unsuccessful in raising the hatched larvae to fingerling size for transfer into the tanks at the Facility.

As discussed at the March meeting, the brood stock was spawning successfully, but between placing the hatched larvae into the ponds and the harvest thereof the fish were not surviving.

In view of this, it is considered that a contingency plan needs to be developed so that the risk of not receiving any fish and having the Facility lay dormant is at least reduced or at best eliminated.

The following four options are seen as ways to individually and/or collectively achieve this objective. The implementation of each of these options varies in its degree of complexity and the associated costs are relative to this complexity.

Option1:- Rely on the Karumba to produce fingerlings.

This is obviously the easiest and cheapest option to adopt from Council's perspective as it requires no changes to the existing Facility and therefore no additional cost. It is suggested however that we provide whatever assistance to the Karumba hatchery that we are able to help identify any issues they have and to help rectify any problems. It is envisaged that this could be achieved using volunteer help from the Burketown Barramundi Fishing Organisation Inc. (BBFO) and other interested community members.

The hatchery already works closely with many industry organisations, but it may be we can help with some research and development as collectively our local community group has a reasonably knowledge base and connections to many organisations such as Qld Fisheries, Marine Biologists, University Groups, Aquaculture Industry, Fishing Industry and other Restocking groups that may be of some assistance.

So, it may be pertinent that discussions are held with the GBRA to arrange a joint meeting to discuss the matter and address the options.

Option 2:- Install a Larval Rearing system at the Facility.

The GBRA hatchery was successful in spawning and hatching barramundi larvae during the last season, however the fish did not survive in the open rearing ponds to reach fingerling size, which is necessary before placement into the Burke Shire Growout tanks. Because the demand for fingerling numbers for the Facility is relatively small, it is possible to emulate the open pond system for rearing the larvae with a small scale recirculating salt water tank system.

Therefore, this option considers the installation of a small tank and filter salt water system to rear the hatchlings for the first 3 -4 weeks of their life cycle, at which time they would be ready to be placed into the existing growout tanks. It should be noted that this setup requires little physical space and there is ample room within the existing Facility to house the equipment required.

The equipment necessary to achieve this and the estimated cost thereof are set out in the table below.

<b>Item</b>	<b>Estimated Cost</b>
A small tank (or large aquarium) to house the larvae, including stand, lights and accessories	\$550.00
A suitable salt water filtration system for the larvae tank	\$350.00
Small tubs/containers for preparation of the microscopic feed necessary for the larvae	\$ 120.00
Ancillary laboratory equipment for checking and testing of water quality, feed quality/density and larval health	\$600.00
Labour for Installation and Operation (BBFO Volunteers)	Nil
<b>TOTAL ESTIMATED COST</b>	<b>\$1620.00</b>

In the short term, much of the tanks and filtration system is available on loan from members of the BBFO, which would reduced the initial cost to about half of this estimate. Once the logistics and viability are proven then the loan equipment could be replaced with new and permanent facilities.

This option also has the added attraction that the transport of fish larvae from Karumba to Burketown would be much easier logistically, because larger numbers can be transported in smaller containers with a lesser requirement for oxygen supplies. This could also be done by air in the situation when roads are cut by flooding, which is quite often the case.

Option3:- Spawn Brood Stock at the Burketown Facility

The Burketown Facility could be made fully independent if it was able to spawn and rear its own fish. This option is the most complex and consequently the most expensive. It involves the collection of brood stock, creating a salt water environment to house this stock, monitoring and caring for the stock, inducing them to breed, harvesting the eggs and rearing the larvae. As this option is the first step in the overall process of producing fingerlings, it also requires the set up of the larval rearing equipment as outlined above in Option

2.

The equipment required for this option and the estimated cost to supply and install it is set out in the following table. Once again this equipment does not have a very large footprint in terms of floor space and there is sufficient room within the existing Facility to accommodate this equipment as well as that for the larval rearing system (Option 2).

Item	Estimated Cost
A 10,000litre aquaculture tank to house the brood stock, including plumbing, air lines and accessories etc.	\$1,200.00
A suitable salt water filtration system for the larvae tank	\$1,600.00
Egg separation and collection equipment	\$ 250.00
Ancillary laboratory equipment for checking and testing of water quality, feed quality/density and larval health	\$150.00
Brood Stock collection – Offered by local Professional Fishermen at no cost	Nil
Qld Fisheries Brood Stock collection permit and assessment fee	\$1,600.00
Hormone inducement of brood stock	\$800.00
Labour for Installation and Operation (BBFO Volunteers)	Nil
<b>TOTAL ESTIMATED COST</b>	<b>\$5,600.00</b>

This option involves the most logistically and technically difficult step in the fingerling production process and in the early stages at least would require significant involvement of technical qualified persons or groups to ensure its success. There are a number of organisations e.g. Qld Fisheries, Universities, Aquaculture and Fisheries groups that are prepared to give advice and assistance.

Option4:- Receive Fingerlings reared in an East Coast Facility

The Mount Isa Fish Stocking Group is investigating the feasibility of transporting Karumba hatched larvae to an eastern aquaculture facility to rear them to fingerling size and then return them to Mount Isa for re-stocking.

They are happy for the Burke Shire to join forces with them to acquire fingerlings by this process on a cost sharing basis. At this stage the options have not been fully investigated and the final costs are not yet known.

Additionally, from a Burke Shire perspective the logistics of transporting fingerlings the sort of distances involved, only exacerbates some of the issues we already face.

Summary

It is recommended that a staged process be adopted to ensure a more reliable supply of fingerlings for the Burketown Facility and the options outlined above lend themselves to this approach.

In the short term it is recommended that we work more closely with the GBRA hatchery to help promote a regular supply of fish. At the same time develop a basic larval rearing system in the Burketown Facility to prove its viability. If Karumba is successful in producing larvae and fingerlings then our Facility can run both a larval rearing and fingerling growout operation in parallel.

However, if GBRA are only able to produce hatchlings, then these can still be reared to fingerling stage in Burketown for growout and release.

In the longer term, if it was deemed necessary, then Option 3 may be further investigated to make the Burketown Facility more independent and less susceptible to outside influences in respect of fingerling supply. However, as stated earlier this is a more complex option and significant research and involvement of industry groups would be required to ensure its success.

Having said that, the development of Options 1 and 2 would provide a significant learning and educational base for further development of the Facility in the longer term.

At this stage Option 4 is seen as a last resort if the others fail, but needs more investigation particularly from a logistical point of view with due consideration of cost.

In conclusion, it is hereby requested that BSC endorse an extension of the existing Memorandum of Understanding with the BBFO for the operation of the Facility for a further 12 months. Additionally, the recommendation of developing Options 1 and 2 as detailed above be endorsed for implementation.

Report presented by Gary Jeffries – President BBFO

*Statutory Environment*

DPI compliance on operational standards

*Financial Implications*

\$10,000.00 budgeted - \$5000.00 for fingerlings, \$5000.00 for running cost

*Strategic Implications*

Burketown has the opportunity to develop a new industry of fish breeding/restocking.

*Officers Comment*

I recommend the above options and acceptance of the MOU.

*Consulted With*

Gary Jeffries

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File: BCS/CS/FRF/FRF  
Author: Gary Letts  
Date: 6<sup>th</sup> June 2011

## Chief Executive Officer Reports

### 10.01.07 MITEZ Membership 2011/12

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#### *Executive Summary*

Mount Isa to Townsville Economic Development Zone Inc (MITEZ) membership fees for 2011/12.

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#### *For Council Decision*

#### *Recommendation*

That council approve MITEZ Local Government Shire/Council Non-Corridor membership of \$5000.00, and

That Councillor Annie Clarke; Mayor be nominated as the council representative at MITEZ meetings for 2011/12.

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#### *Full Report*

#### *Background*

Mount Isa to Townsville Economic Development Zone Inc (MITEZ) has sent out their prospectus and fee schedule for 2011/12.

Previous year's council has paid a membership fee of \$3000/year. New membership fee for 2011/12 for a Local Government Shire/Council Non-Corridor membership is \$5000.00. This is an increase of \$2000.

This increase was approved at the MITEZ Management Committee Meeting held in Richmond on the 22<sup>nd</sup> February 2011.

MITEZ Local Government membership – is an opportunity for Councils and Shires to invest in their region's sustainable future through the Queensland Regional Development Initiative.

Membership benefits and Investment details are included in the attached document.



MITEZ Membership  
2011 12.pdf



REVISED Minutes  
MITEZ Meeting Richm

#### *Statutory Environment*

Nil

#### *Policy Implications*

Nil

#### *Financial Implications*

Adjustments may be required to budget allocation for memberships for Council 2011-12 financial year.

*Strategic Implications*

We receive strong networking by being a member of MITEZ

*Officers Comment*

Attended my first meeting of MITEZ on the 12 May 2011 and gained good impression on the economic scope that MITEZ is a peak body for lobbying governments and corporate.

*Consulted With*

Mayor and RPO

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File: BCS/ED/Assoc/MITEZ

Author: Gary Letts

Date: 6<sup>th</sup> June 2011

Chief Executive Officer Reports

10.01.08 Council Donations to Community Organisations for 2011/12 Budget

*Executive Summary*

Request for Donation Support forms were sent out to all Burke Shire Community Organisations from Council. Responses were received from Community Organisations for Council's decision for allocation at the 15 June 2011 Ordinary Meeting.

*For Council Decision*

*Recommendation*

That Council approve a budget of \$60,000.00 to be allocated to donations in the 2011/2012 Budget and;

That Council include the following community donations for 2011/2012:-

<b>ORGANISATION</b>	<b>IN-KIND REQUEST</b>	<b>MONETARY REQUEST</b>	<b>Total Donation Amount 2011/12</b>
Gregory Downs Jockey Club Incorporated	Printing of race books (based on figures below \$1140.00)  Rubbish Collection (\$700 for collection of rubbish)  <b>TOTAL= \$1840.00</b>	<b>\$5000.00</b>	<b>\$6840.00</b>
Gregory District Sporting Association Incorporated	Printing of programmes (based on figures below \$1140.00)  Rubbish Collection (\$700 for collection of rubbish)  <b>TOTAL= \$1840.00</b>	<b>\$2500.00</b>	<b>\$4340.00</b>
Burketown Barramundi Fishing Organisation Incorporated	Rubbish Collection (\$700 for collection of rubbish)  Printing of programmes based on printing for programmes (although not requested) 2010-11 (based on figures below \$1140.00)  <b>TOTAL= \$1840.00</b>	<b>\$5000.00</b>	<b>\$6840.00</b>

<p>Gregory Branch QCWA</p>	<p>a) Council removes the rubbish following the Horse Sports and Family Fun Day</p> <p>Printing of programmes (although not requested) 2010-11 (based on figures below \$1140.00)</p> <p>(b) Council to contribute towards the cost of purchase of portable display boards - we wish to purchase several and are asking council to contribute to the cost of approximately 2. (Approximately \$500 + GST each = \$1000 for the two requested)</p> <p>Rubbish Collection (\$700 for collection of rubbish)</p> <p><b>TOTAL= \$2840.00</b></p>	<p>\$600.00</p>	<p>\$3440.00</p>
<p>Burketown Rural Fire Brigade (BRFB)</p>	<p>The following support is provided to the BRFB: Legal protection against claims for damages; volunteer training; workers compensation coverage; free personal protective equipment for fire fighting; subsidised fire fighting appliances and equipment; and other support and management services as required.</p> <p>We would also require support in helping with: Fuel for truck and other vehicles used by the brigade; Maintenance - including servicing of the new carbon friendly truck, tires if required; Fuel for mitigation burning; Costs not covered for</p>	<p>-</p>	

	<p>training - travel costs - fuel, accommodation, meals; Use of Council vehicles when required; Extra Fire Fighting equipment; Printing of Flyers and promotional letters and other support as required. (Suggested \$5000.00)</p> <p>Rubbish Collection (\$700 for collection of rubbish)</p> <p><b>TOTAL= \$5700.00</b></p>		<b>\$5700.00</b>
Gregory SES	<p>Pay for service and maintenance of the SES boat, motor and trailer (Suggested \$5000.00)</p> <p>Rubbish Collection (\$700 for collection of rubbish)</p> <p><b>TOTAL= \$5700.00</b></p>	<b>\$500.00</b>	<b>\$6200.00</b>
Burketown SES	<p>Maintenance, fuel, Flood boat, trailer, outboard, training, road accident trailer &amp; items (Suggested \$5000.00)</p> <p>Rubbish Collection (\$700 for collection of rubbish)</p> <p><b>TOTAL= \$5700.00</b></p>		<b>\$5700.00</b>
North Queensland Helicopter Rescue Service	-	<b>\$15000.00</b>	<b>\$15000.00</b>
MISOTA Gregory Minischool	<p>Daily Rubbish Collection and for the final clean up on Friday afternoon</p> <p>Rubbish Collection (\$700 for collection of rubbish)</p> <p><b>TOTAL= \$700.00</b></p>		<b>\$700.00</b>

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*Full Report*

Public Notices and requests for Support forms' were sent out to all Community Organisations. The following outlines the forms received by Council for consideration and decision at the 15<sup>th</sup> June 2011 Ordinary Meeting. Additional notes cover information and two late items received since that meeting.

**Other**

The MISOTA Gregory Minischool and Gregory Branch QCWA have asked for late application consideration for missing the deadline due to the President of these associations being away for family reasons. Due to there being no applications from other educational facilities it is requested that MISOTA Gregory Minischool be accepted for consideration. The QCWA is a long standing organisation of this region and it is also requested that they are considered. At the very least the organisations have requested rubbish collection which is now a complimentary donation from Council.

The Burketown Kindergarten and Burketown State School have not applied for funds this year.

Donation Requests for 2011-12 outlined below:

**BLUE:** Events

**RED:** Emergency Services

**GREEN:** Educational Facilities

ORGANISATION	IN-KIND REQUEST	MONETARY REQUEST	PREVIOUS SUPPORT	PROJECT AND RATIONALE
Gregory Downs Jockey Club Incorporated	<p>Printing of race books (based on figures below \$1140.00)</p> <p>Rubbish Collection (\$700 for collection of rubbish)</p> <p><b>TOTAL= \$1840.00</b></p>	\$5000.00	\$2500.00	<p>Gregory Races</p> <p><i>To conduct a race meeting to continue the tradition of bush racing. (5th May 2012 @ Gregory Racetrack)</i></p>
Gregory District Sporting Association Incorporated	<p>Printing of programmes (based on figures below \$1140.00)</p> <p>Rubbish Collection (\$700 for collection of rubbish)</p> <p><b>TOTAL= \$1840.00</b></p>	\$2500.00	\$2500.00	<p>Gregory Campdraft &amp; children horse sports</p> <p><i>To conduct a camp draft and childrens horse sports to raise funds to continue the improvements to the facilities at the Gregory Sports Reserve. (23 &amp; 24 June 2012)</i></p>
Burketown Barramundi Fishing Organisation Incorporated	<p>Rubbish Collection (\$700 for collection of rubbish)</p> <p>Printing of programmes based on printing for programmes (although not requested) 2010-11 (based on figures</p>	\$5000.00	\$ 5000.00	<p>World Barramundi Fishing Championships</p> <p><i>Host an annual fishing competition. A family fishing competition that is held over the Easter Weekend each year with weather permitting. (Easter Long Weekend 2012)</i></p>

ORGANISATION	IN-KIND REQUEST	MONETARY REQUEST	PREVIOUS SUPPORT	PROJECT AND RATIONALE
Gregory Branch QCWA	<p>a) Council removes the rubbish following the Horse Sports and Family Fun Day</p> <p>Printing of programmes (although not requested) 2010-11 (based on figures below \$1140.00)</p> <p>b) Council to contribute towards the cost of purchase of portable display boards - we wish to purchase several and are asking council to contribute to the cost of approximately 2. (Approximately \$500 + GST each = \$1000 for the two requested)</p> <p>Rubbish Collection (\$700 for collection of rubbish)</p>	\$600.00	In-kind (to the value of \$1,359.89)	<p>Gregory Horse Sports and Family Fun Day/Community Display Boards</p> <p><i>a) to hold our Annual Horse Sports and Family Fun Day</i></p> <p><i>b) to purchase portable screens for display purposes.</i></p>

ORGANISATION	IN-KIND REQUEST	MONETARY REQUEST	PREVIOUS SUPPORT	PROJECT AND RATIONALE
Burketown Rural Fire Brigade (BRFB)	<p>The following support is provided to the BRFB: Legal protection against claims for damages; volunteer training; workers compensation coverage; free personal protective equipment for fire fighting; subsidised fire fighting appliances and equipment; and other support and management services as required. We would also require support in helping with: Fuel for truck and other vehicles used by the brigade; Maintenance - including servicing of the new carbon friendly truck, tires if</p>	-	\$304.04	<p>BRFB - Fire Management  <i>BRFB provides fire management for rural and semi-rural communities in the Burke Shire.</i></p> <p><i>Services include fire mitigation, prescribed burning, volunteer training, community awareness and education.</i></p> <p><i>Public safety is of paramount importance - the protection of life and property through: reducing the risk of wildfire; managing the use of fire for hazard reduction or land management purposes; and managing any unwanted fire</i></p>

	<p>required; Fuel for mitigation burning; Costs not covered for training - travel costs - fuel, accommodation, meals; Use of Council vehicles when required; Extra Fire Fighting equipment; Printing of Flyers and promotional letters and other support as required. (Suggested \$5000.00)</p> <p>Rubbish Collection (\$700 for collection of rubbish)</p> <p><b>TOTAL= \$5700.00</b></p>			
Gregory SES	<p>Pay for service and maintenance of the SES boat, motor and trailer (Suggested \$5000.00)</p> <p>Rubbish Collection (\$700 for collection of rubbish)</p> <p><b>TOTAL= \$5700.00</b></p>	\$500.00	In-kind for annual services of SES boat etc. (the value of this is n/a)	SES Boat Service & Maintenance <i>Emergency Response</i>

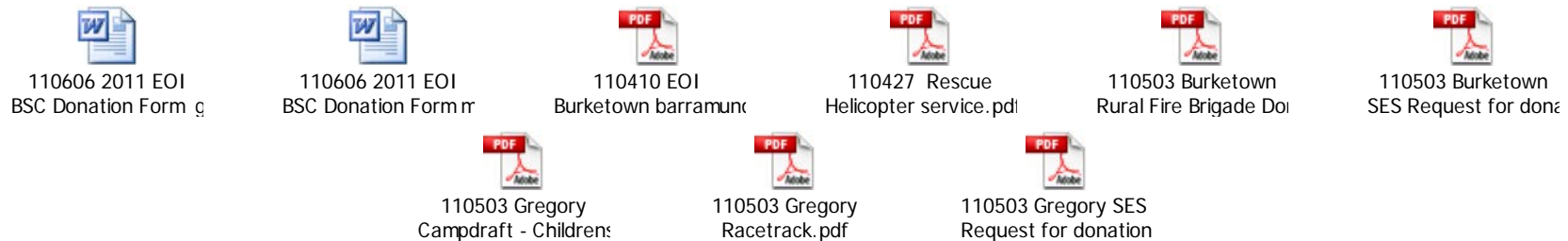
ORGANISATION	IN-KIND REQUEST	MONETARY REQUEST	PREVIOUS SUPPORT	PROJECT AND RATIONALE
Burketown SES	Maintenance, fuel, Flood boat, trailer, outboard, training, road accident trailer & items (Suggested \$5000.00)  Rubbish Collection (\$700 for collection of rubbish)  <b>TOTAL= \$5700.00</b>	-	In-kind (the value of this is n/a)	SES Activities <i>Emergency Services</i>
North Queensland Helicopter Rescue Service	-	\$15000.00	\$5000.00	NQ Rescue Helicopter <i>NQ Rescue provides a community funded rescue helicopter to the entire North West region including Gulf communities. NQ Rescue provides support to RFDS, QAS, Police &amp; Fire when required. NQ Rescue relies on donations &amp; sponsorship to operate.</i>
MISOTA Gregory Minischool	Daily Rubbish Collection and for the final clean up on Friday afternoon  Rubbish Collection (\$700 for collection of rubbish)  <b>TOTAL= \$700.00</b>	-	In-kind (to the value of \$75)	Gregory Mini School <i>To run a weeklong camp to allow remote area children access to educational, sporting, cultural and social experiences in a centralised area - coordinated by Mount Isa SOTA and run by their staff and supported by local Families. The Gregory CWA Branch provides administrative support. (Held at the Gregory Community Hall Racetrack 4th - 9th September 2011)</i>

The total estimated cost of in-kind requests is: \$26160.00

Total value of monetary requests is: \$28600.00

Therefore the **total estimated cost of donation requests** from Council for the financial year of 2011-12 is **\$54760.00**.

With the previous budget of \$60000.00 for 2010-11 donations, this leaves a leeway of \$5240.00 for in-kind estimates for variations in maintenance related services, printing costs and rubbish collection.



The above embedded documents are the received requests for support submitted to Council.

Rubbish collection as quoted by DES ranges from \$500.00 - \$700.00 per collection. With \$700 allocated for each event collection of rubbish the total for rubbish collection requests equals: \$5600.00

Printing costs were estimated based on 8 A4 pages of double sided colour printing which would be equal to a total of 16 pages of printing. The costs are currently set at the \$1.20 for the 1<sup>st</sup> page of printing and 0.30c for each page thereafter. For one programme the cost would be  $[(1)1.20 + (15)0.30] = \$5.70$ . **Therefore for 200 programmes the total cost would be \$1140.00.**

For 2010-11 there were no job-costing towards Burketown SES and Gregory SES for donations. All repairs for the 2010-11 year were conducted under the flood damage claims.

For 2011-12 it is suggested that council allocates up to \$5000.00 for in-kind support to the Emergency services *Statutory Environment*

### *Policy Implications*

Donations

### *Financial Implications*

Council's current budget for donations in 2010/11 is \$60,000.00; to date \$19,781.54 has been spent.

*Strategic Implications*

Nil

*Officers Comment*

The table above presents the donation requests received. This information is presented to Council for consideration.

Groups seeking donations fall into three main categories:

1. Events
2. Emergency Services
3. Educational Facilities

*Consulted With*

TPO, CEO, DES

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File: BCS/CR/S/D  
Author: Stephanie Wade  
Date: 7 June 2011

## Chief Executive Officer Reports

### 10.01.09 Sub agreement for Flexible Funding Program – NDRRA

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#### *Executive Summary*

Council received notification from the Department of Local Government and Planning advising the approval of a \$45,000.00 (GST exclusive) grant allocation through the flexible funding program for the Honourable Anna Bligh MP, Premier of Queensland to Burke Shire Council.

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#### *For Council Decision*

#### *Recommendation*

That council endorse and agree to comply by conditions presented in 10035-07-026 Flexible Funding Program – Community Development and Recovery Package – Natural Disaster Relief and Recovery Arrangements.

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#### *Full Report*

#### *Background*

Council received notification from the Department of Local Government and Planning advising the approval of a \$45,000.00 (GST exclusive) grant allocation through the flexible funding program for the Honourable Anna Bligh MP, Premier of Queensland to Burke Shire Council

This funding is a one-off payment in 2011/12 for use over 2011/12 and 2012/13.

Condition of the funding is that Council must enter into a Funding Agreement with the Department for the approved grant.

The sub-agreement has a life span from the Date of Execution to the project completion date of 30 June 2013. All funds under this program funding must be expended and acquitted by 30 June 2013.

Project Number:	10035-07-026
Funding Category:	Non-Capital
Project Commencement Date:	18/05/2011
Project Completion Date:	30/06/2013
Program Name:	Flexible Funding Program, Community Development and Recover Package, Natural Disaster and Recovery Arrangements (NDRRA)
Approved Project:	Projects in full accordance with the Flexible Funding Program
Project Site:	Burke Local Government Area
Total Approved Funding:	\$45,000.00
Total Project Cost:	\$45,000.00

*Attachment 'Flexible Funding Program' will be given separately to Councillors*

#### *Statutory Environment*

NDRRA flood damage

#### *Policy Implications*

Sub agreement for NDRRA 100350-07-026

#### *Financial Implications*

ELIGIBLE PROJECT COST: \$45,000.00

*Strategic Implications*

Road maintenance

*Officers Comment*

Accept by signing and returning sub agreement. Money has been allocated to a separate account.

*Consulted With*

DES, FM

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File: BCS/EmergM/NDRRA/2011  
Author: Gary Letts  
Date: 7 March 2011

## Chief Executive Officer Report

### 10.02.01 Regional Partnership Monthly Report

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#### *Executive Summary*

The purpose of this report is to inform Council of works undertaken by the Regional Partnerships Officer during the period of May 2011. The report is prepared for Council's consideration and information on a monthly basis.

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#### *For Council Decision*

#### *Recommendation*

That the monthly report for the Regional Partnerships Officer be received by Council.

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#### *For Council Information*

#### *Full Report*

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#### May Meetings attended:

- Reconstruction Authority Meeting, Mount Isa

*The following documents will be given separately to Councillors.*

- Local Plan Workshop Facilitator Guide
- 110430 Local Plan Workshop Presentation
- Community Engagement in Local

- District Disaster Management Group Meeting, Mount Isa – **Nothing received as yet.**

- MITEZ Meeting, Mount Isa



Minutes MITEZ  
Meeting Mount Isa 12

- Burke Shire Council Ordinary Meeting 18/19 May 2011: Minutes Clerk – document preparation, agenda, minutes and follow-up processes.
  - Burke Shire Cemetery & Grave Site Restoration Upgrade Project Committee meeting, 26<sup>th</sup> May 2011
- 

#### Contacts:

- Consultants – Burke Shire Cemetery & Grave Site Restoration Upgrade Project
  - Burketown Tourist Information Centre: Overview and general discussion
  - Carpentaria Shire, follow-up request for telescope: Organised transportation to Burketown and will be ready for setup by 13<sup>th</sup> June 2011.
  - MMG – follow-ups with regards to donating suitable rock/ore to be a signature piece for sculpturing and Mayoral Chain.
  - Organised purchase of gifts - Boil the Billy Cups booklet – Gregory CWA, and Grids to Gregory booklet, mugs etc.
  - Consultations with Burke Shire Project Officer regarding Burke Shire Community Plan: Compiling contact lists for mail outs, research, start Community Plan draft document.
- 

#### Current Projects:

Burke Shire Cemetery and Grave Site Restoration and Upgrade Project – Refer to separate report

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File: BCS/G/CM/R/RPO  
Author: D.R.Prospereus  
Date: 7<sup>th</sup> May 2010

## Chief Executive Officer Report

### 10.02.02 Regional Partnership Officer - Burke Shire Cemeteries and Grave Sites Restoration and Upgrade Project

---

#### *Executive Summary*

The purpose of this report is to inform Council of works undertaken by the Regional Partnership Officer during the period of May 2011. The report will be prepared for Council's consideration and information on a monthly basis.

This project was brought to Council's attention in the Regional Partnerships Officer report at the Council Ordinary Meeting in May.

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#### *For Council Decision*

#### *Recommendation*

That Council engage specialist consultant Gordon Grimwade to conduct an on-ground assessment of a plan forward for the Burke Shire Cemetery and Grave Site Restoration and Upgrade Project; and

That Council budget \$100,000.00 for Burke Shire Cemeteries and Grave Sites Restoration and Upgrade Project in the 2011/2012 Budget; and

That this determination will make available a way forward in producing a succinct document that will provide the basis for budgeting and planning, and will include the development of a schedule of works at an estimated cost of between \$8280.00 and \$9,480.00 as per Mr Grimwade's proposal.

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#### *Full Report*

#### *Background*



26052011meeting  
minutes (2).doc

The Committee has identified the need for a professional specialist consultant to be engaged for the initial on the ground assessment for the Burke Shire Cemetery and Grave Site Restoration Project. With the outcome to provide a plan for a suitable way forward.

An on-ground assessment would mean better, realistic and cost effective course of action and would provide a succinct document that will provide the basis for budgeting and planning, and develop a schedule of works that:

1. Identifies each task;
2. Estimates its extent;
3. Identifies who should undertake the task (i.e., outside specialist, local staff with/without training);
4. Allocates a priority (based on safety, conservation needs, heritage values etc);
5. Offers an indicative costing (the emphasis is on indicative as there is little point in giving firm prices if the work is unlikely to be completed in the next 12 months);
6. Outlines what is involved in the task; and,
7. Addresses other related issues.

Cemetery conservation may require a range of skills ranging from stonemasons to blacksmiths skilled in dealing with wrought and cast iron and paper conservation or professional conservation binding.

Specialist Consultants: **Converge Heritage + Community**

Documents Attached:

- Converge Capability Statement – February 2011
- KT Converge CV
- JW Converge CV

**Gordon Grimwade**

Documents:

Documents to be sent to Councillors separately

- Burke Shire Proposal 20110602
- GG DV 20110328

Mr Grimwade is familiar with Burketown cemetery as he was in Burketown about a year ago locating Constable Alford's grave as part of his major research.

*Statutory Environment:*

The Statutory and Legislative requirements for this project will be determined following a site visit by Gordon Grimwade. This information will be brought back to Council in a further report.

*Policy Implications:*

Will be determined by Consultants site visit and will be brought back to Council in a further report.

*Financial Implications:*

The initial and current cost of the Consultant site visit is estimated costs of between \$8280.00 and \$9,480.00, with project ongoing costs over the next 2/3 years.

The project has not been allocated a budget for 2010/2011 Financial Year though has been identified as a budget item for the 2011/2012 Budget.

There will be budgetary and financial implications which will be identified by the Consultants site visit and will be brought back to Council in a further report.

*Strategic Implications:*

As per section 5300 Cemeteries of the Burke Shire Council 2010 -2015 Corporate Plan

*Officers Comment:*

*Consulted With:* CEO, Finance Department

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File: BCS/ED/BSCGSRU  
Author: D.R. Prosperus  
Date: 7<sup>th</sup> May 2011

## Chief Executive Officer Report

### 10.03.01 Project Officer Report June 2011

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#### *Executive Summary*

The purpose of this report is to inform Council of works undertaken by the Project Officer during the contracted period of May and June 2011. The report will be prepared for Council's consideration and information on a monthly basis. This is the second of three reports that will be provided by the Project Officer for the term of the contract.

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#### *For Council Decision*

#### *Recommendations*

1. That Council note the contents and receive the Project Officer's Monthly Report for the June 2011 Council Meeting.

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#### *Full Report*

#### *Background*

As a part of the last Project Monthly Report provided by the Project Officer feedback was sought from Council to the content and format for the development of future reports. At the time of preparing this report, no issues regarding the content or format had been raised with the Project Officer and accordingly this report has been formulated on the same format for the information of members of Council.

The following provides an update of actions and tasks undertaken to date:

Fri 13/05/2011

- Discussions with staff on Agenda Management and Report Writing for Council Meetings.

Mon 16/05/2011

- Furtherance of discussions with staff on Agenda Management and Report Writing for Council Meetings.

Tues 17/05/2011

- Attended Executive Management Team meeting to observe format and discussion issues.

Weds 18/05/2011

- Attended Council's General Meeting.

Thurs 19/05/2011

- Attended continuation of Council's General Meeting concluding at late morning.
- Commenced development of items for inclusion in Council Newsletter.

Fri 20/05/2011

- Sought information regarding potential project updates as news items for Council Newsletter.
- Development and finalisation of items for inclusion in Council Newsletter.
- Discussions with Officers from Department of Local Government and planning regarding Publications provided by the Department as well as upcoming professional development opportunities for financial services staff and possible site visitations by Departmental Officers to Burke Shire Council.
- Discussions with the Rates Consultant on rating strategy and forward planning issues.

Mon 23/05/2011

- Research for sourcing of training programs relevant to the executive management team and forwarded to Chief Executive Officer for consideration.
- Discussions with Mayor concerning Community Plan Update and other matters.

- Attendance of Council Office Staff Meeting and provided an update on the Community Planning Project.

Tues 24/05/2011

- Discussions with other Councils concerning budget reallocation reports to Council.
- Preliminary discussions with Human Resources staff regarding policies and procedures.

Weds 25/05/2011

- Seek and provide advice on Council Meeting Minutes.
- Secondary discussions with other Councils concerning budget reallocation reports to Council.

Thurs 26/05/2011

- Discussions and provision of possible policy solutions for performance and review processes to Human Resources staff.

Fri 27/05/2011

- Debriefs with Chief Executive Officer and Regional Partnerships Officer regarding required work whilst on mid-term break.
- Late morning departure for mid-term break.

Thurs 02/06/2011

- Discussions in Brisbane with Queensland Reconstruction Authority and Local Government Association of Queensland.

Mon 06/06/2011

- Provided update to Chief Executive Officer and Mayor on progress achieved by Project Officer during mid-term break.
- Provide further information and assistance to staff.

#### *Statutory Environment*

Not applicable to this report.

#### *Other Policy Implications*

Not applicable to this report.

#### *Financial Implications*

Not applicable to this report.

#### *Strategic Implications*

Not applicable to this report.

#### *Officers Comment*

Not applicable to this report.

#### *Consulted With*

Consultation with Chief Executive Officer and/or the Mayor (where applicable) around the issues raised will / are being undertaken as necessary.

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File: BCS/G/CM/R/PO

Author: Darren Foster

Date: 06 June 2011

## Chief Executive Officer Report

### 10.03.02 Project Officer Community Plan Monthly Report – June 2011 Council Meeting

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#### *Executive Summary*

The purpose of this report is to provide Council with an update on progress towards the development of the long term Community Plan.

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#### *For Council Decision*

#### *Recommendations*

1. That Council note the contents and receive the Project Officer's Community Plan Monthly Report for June 2011.

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#### *Full Report*

#### *Background*

The Project Officer provided in his last report to Council's May 2011 meeting, a proposal in which work progress on the development of the long term Community Plan. The recommendations adopted by Council required that a body of work commence immediately including:

2. That the Project Officer prioritise the development a project milestone map for the Long Term Community Plan Project giving regard to the proposed staged process outlined in this report;
3. That the Project Officer prioritise the development of a Community Planning overview presentation to inform stakeholder and interest groups of the impending Community Plan process for Burke Shire; and
4. That in consultation with the Project Officer and the Chief Executive Officer, the Community Officer include a feature in the next edition of the Burke Shire Council Newsletter introducing the Community Plan Project.

The Project Officer is able to report the following progress on the project for Council's information. That in relation to recommendation "2" from the May 2011 meeting, that significant development has been undertaken on the development of the project milestone map for the Community Plan project. Copies of the draft document have been submitted to the Chief Executive Officer and the Mayor for consideration. At the time of writing this report, it is envisaged that the draft document would be discussed with Councillors on Friday, 10 June 2011. The Project Officer sees the milestone map as a living document which will move with the Community Plan development process. The document could also be expanded for staff to include actual operational actions or tasks that need to be completed throughout the process.

That in relation to recommendation "3" above, a significant body of work has also been undertaken in relation to the development of discussion / information sheets and supporting documents since the last meeting. These materials have also been provided to the Chief Executive Officer and the Mayor for consideration and comment. Again, it is envisaged that these draft documents will be available to Councillors as a discussion point for 10 June 2011.

That in relation to recommendation "4" above, a feature introducing the Community Plan project was developed for inclusion in the next edition of the Burke Shire Newsletter. It should also be noted that the Mayor included information in her monthly update regarding the Community Plan in the Newsletter. Though there will be a need to continually inform the Community of our progress to the development of the long term Community Plan, for the intent and purposes of the recommendation from the last meeting, this body of work is now considered complete.

The Project Officer can advise that other tasks currently being undertaken by staff in relation to the project include:

1. Collation of the contacts register for all known entities to be invited and involved in the Community Plan development process has commenced;

2. Commenced reviewing of previous reports and documents that could be valid to the development of the Community Plan;
3. Identifying possible delivery methods and techniques to stakeholder groups;
4. Continuation to the development of resources for the Community Plan consultation process; and
5. Revision of documents currently being released by other Local Governments concerning progress to the development of their community plans.

Overall, the Project Officer makes the comment that the project remains on track with the timelines previously developed and advised to Council. It is the Project Officer's belief that ongoing monthly reports be provided to Council of progress on the development of the long term Community Plan.

#### *Statutory Environment*

The Long Term Community Plan is a statutory requirement under the Queensland Local Government Act 2009 and in particular the *Local Government (Finance, Plans and Reporting) Regulation 2010*. The Statutory requirement to complete this project including adoption by Council is 01 December 2011.

#### *Other Policy Implications*

See Statutory Environment Section

#### *Financial Implications*

The Long Term Community Plan has not been allocated a budget for 2010/2011 Financial Year though has been identified as a budget item for the 2011/2012 Budget.

#### *Strategic Implications*

The strategic implications will rest with Council, though it is expected that future Asset Management Plan and Long Financial Plan will link with this document.

#### *Officers Comment*

Not applicable.

#### *Consulted With*

Ongoing consultation has occurred with Chief Executive Officer and the Mayor as well as Council staff directly involved in the development of the long term Community Plan. The Project Officer has also been in contact with staff from other Local Governments who are further advanced in the Community Plan process.

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File: BCS/CR/Policy/CCP  
Author: Darren Foster  
Date: 08 June 2011

## 11 Finance Manager Reports

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### 11. Finance Manager Reports

11.01.01 Monthly Financial Report

11.01.02 Status Report

11.01.03 Outstanding Capital Projects

11.01.04 Purchasing Policy

11.02.01 Human Resources Monthly Update

## Finance Manager Officer Reports

### 11.01.01 Monthly Financial Report

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#### *Executive Summary*

The Financial Reports for the month ended 31 May 2011 are attached.

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#### *For Council Information*

#### *Full Report*

### Background

Reports are provided in the attachments below



Cash and  
Investments - 31 May



Debtors & Rates  
Owing - 31 May 2011



Revenue &  
Expenditure May 2011



Grants.pdf



Outstanding Capital  
Works.xls

### Items of note

- Cash and investments – The closing balance of the QTC cash fund for May was \$ 9,845,236. Term Deposit Investments balance for May was \$ 3,860,783. Payments for May consisted of wages approx \$ 139k and creditors of approx \$ 515k.
- Debtors and Rates Owing – Outstanding rates decreased by \$ 19,755 for a balance of \$ 75,417 and Debtors outstanding increased by \$ 382,603 for an ending balance of \$ 415,255.
- Revenue and Expenditure – 92 % of the year elapsed and Council has spent 53 % of the total expenditure budget and received 80 % of the budgeted revenue.
- Capital Expenditure - Capital expenditure is ongoing. 58 % of capital work completed to date
- Grants - Council has received their fourth quarterly FAGS payment in May 2011 amounting to \$ 522,020. Council has received \$ 322,760 from R2R. Council has received \$ 7,624,732 this year for 2009 FD; \$ 8,063,017 for 2010 FD including the 20% advance payment amounting to \$ 4,269,795, 20% advance payment for 2011 Shire Roads FD \$ 4,124,700, and \$ 670,000 for RMPC.

### *Statutory Environment*

*Local Government (Finance, Plans and Reporting) Regulations 2010.*

### *Policy Implications*

Purchasing Policy.

### *Financial Implications*

Projects must stick to budget otherwise Council will have to fund the over-expenditure from general revenue/surplus.

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File:BCS/G/CM/R/FM  
Author: Tom Ortiz  
Date: 2 June 2011

## Finance Manager Officer Reports

### 11.01.02 Status Report

#### *Executive Summary*

Providing Council with the status of actions previously sought by Council for action as at May 2011.

#### *For Council Information*

#### *Full Report*

#### Background

<b>May 2011</b>		
Rates Assessment 00168-30000-000	Council continues the repayment plan with an amendment in the fortnightly repayment from \$80 to \$100 effective from the 1 July 2011 subject to financial considerations.	<b>May 2011</b> Pam deJoux talking with Frank and assisting in the completions of amending the deduction forms from Centrelink.
Council Purchasing Policy: Re-Advertising Distribution	That the Council's current Purchasing Policy be reviewed to include other distribution recipients of any public notices currently used in the current Purchasing Policy.	<b>May 2011</b> Revised Policy taken to council
PBF Payment	Council continue membership with PBF	<b>May 2011</b> Invoice paid  Completed
<b>April 2011</b>		
IP Telephone System	Continue to investigate the VOIP system with a minimum of 2 mbt of internet for the Burke Shire communications systems and a comparison of PABX systems  Council bring in an IT Consultant to go over our IT requirements looking at our phones, internet and Accounting Software Package tender results.  15.110420	<b>May 2011</b>  <b>April 2011</b> IT Consultant arriving 16 May 2011 with priority on telephone system. This consultant unable to help assess the tender package as part of the tenderers.
<b>March 2011</b>		
Works and Finance Committee Meetings	Council set up a Works Committee consisting of: Councillors, CEO, DES and officers at discretion of the committee; and Finance Committee consisting of: Councillors, CEO, FM and officers at discretion of the committee. Meetings to be held once a month in-between general meetings and minutes to be distributed to all on the committees.  01.110329	<b>May 2011</b> Budget meeting set for 10 June 2011  <b>April 2011</b> Still to be set up  <b>March 2011</b> Committees to be set up

Tender for Accounting Package	Council endorse tender documents to be published for Business Software Replacement and Support System.  02.110323	<b>April 2011</b> Tender closed 6 May 2011-05-06 <b>March 2011</b> Tender documents published.
Change Over Policy Light Vehicles	Council change over policy for light vehicle fleet is set a 40,000kms.  06.110329	<b>May/April 2011</b> Policy to be formulated  <b>March 2011</b> Noted and a policy will have to be done.
Internet Phone Costs	Council investigate the costing of internet phones for the Shire as backup for phone disruptions.  07.110322	<b>April 2011</b> IT Consultant arriving 17 May 2011  <b>March 2011</b> Request sent to Telstra for further information.
Updated Housing Policy	Council adopts the updated housing policy.  11.110322	<b>April 2011/March 2011</b> Staff to sign off on adopted policy
<b>August 18 2010</b>		
WILG	Council endorses an application for the Mayor to undertake a Company Directors course and should the application be successful then council will fund 50% of the additional costs associated with completion of the course.  17.100818	<b>May 2011</b> Major attend course  <b>April/March 2011</b> Course booked for April  <b>February/January 2011</b> Ea to look at course for Mayor  <b>December 2010</b> Notification received. Mayor to advise on course enrolment.  <b>November/October 2010</b> Awaiting notification  <b>September 2010</b> Awaiting notification  <b>August 2010</b> Application being completed.
<b>September 16 2009</b>		
Trust Fund Investigation	D) The Trustees of the Burke Shire Emergency Trust Fund be requested to transfer the balance of the trust funds held to Burke Shire Council for the provision of appropriate resources to provide emergency assistance to people affected by emergency situations and natural disasters (such as floods) within the Shire of Burke or any other area as determined by the Burke Shire Council and be advised that, once approval to have the funds transferred to Burke Shire is given by a majority of Trustees Council will:	<b>May 2011</b> Details in closed session  <b>April 2011</b> Details in closed session  <b>March/February/January 2011</b> No change  <b>December/November 2010</b> CEO to investigate further information  <b>October 2010</b>

	<p>1) Transfer the funds from the Trust Fund to General Revenue</p> <p>2) Establish a Recurrent Reserve for Emergency Services Purposes. Further that interest generated from these funds is returned to this reserve.</p> <p>And that once these funds have been transferred the trust can be “wound up”.</p> <p>E) It be noted that the balance of monies from airflight ticket sales will be transferred to General Funds for airport improvements as allowed by the State Government; and</p> <p>F) Council                  2) continue an annual disbursement of \$200 until the trust is fully utilised</p> <p>19.090916</p>	<p>Meeting held and carried over for CEO to investigate further information to Council Meeting 17<sup>th</sup> November.</p> <p><b>September 2010</b>                  Meeting to be held at 8am before council meeting October 2010.</p> <p><b>July 2010</b>                  Meeting organised prior to Council meeting in September 2010.</p> <p><b>June 2010</b>                  Meeting to be organised                  Meeting of Trustees to be held processed</p> <p>Noted</p>
<p><b>December 01 2008</b></p>		
<p>Fuel Services</p>	<p>That Council invite tenders for the supply of fuel services in early 2009</p> <p>05.081201</p>	<p><b>April/March/February/January 2011</b>  <b>December/November 2010</b>                  No change</p> <p><b>October 2010</b>                  CEO to investigate</p> <p><b>September 2010</b>                  Leave till appointment of permanent CEO.</p> <p><b>August 2010</b>                  No change</p> <p><b>July 2010</b>                  No change</p> <p><b>June 2010</b>                  Meeting with CEO/DES/FM to happen                  Report to be prepared by DES/DFCS in conjunction with depot redevelopment plan.</p>

File: BCS/G/CM/R/FM  
 Author: Debbie Glyde  
 Date: 23 May 2011

## Finance Manager Officer Reports

### 11.01.03 Outstanding Capital Projects

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#### *Executive Summary*

Capital projects that is currently outstanding as at end May 2011.

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#### *For Council Information*

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#### *Full Report*



Outstanding Capital  
Works.xls

#### Background

Attached is a list of capital works that are outstanding as at May 2011. The spreadsheet shows the budgeted amount, grant amount if applicable and the current amount spent to date.

After going through this report with the Director of Engineering and CEO, the carry over projects have been identified and also the projects that are already completed and to be completed this financial year.

As can be seen from the attached spreadsheet there is approx \$1,968,080 to carry over to next year's budget; \$3,061,816 completed and \$1,680,710 to be completed this financial year.

File: BCS/G/CM/R/FM  
Author: Debbie Glyde  
Date: 25 May 2011

## Finance Services Officer Reports

### 11.01.04 Purchasing Policy

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#### *Executive Summary*

Under the Local Government Regulations 2010 Council is to adopt a procurement policy each financial year. This policy has been revised to cover the advertising of tenders to include sending notices to locals via flyers and emails.

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#### *For Council Decision*

#### *Recommendation*

Council adopts the revised Purchasing Policy.

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#### *Full Report*



FIN01 Purchasing  
Policy.doc

#### *Background*

Under the Local Government (Finance, Plan & Reporting) Regulation 2010 s143 states a local government must prepare and adopt a policy about procurement (a **procurement policy**) for each financial year.

Council have adopted this policy on 18 August 2010 Council Resolution Number 13.100818.

This policy is being updated to include the following

#### 7. Purchases of Goods and Services above \$150,000:

1. Such purchases will be by way of tender and shall be advertised in the following newspapers, public notices flyers and council email distribution list for public notices or as directed by the Chief Executive Officer from time to time:
  - The Cairns Post
  - The Townsville Bulletin
  - The Northwest Star
  - The Courier Mail
  - Public Notice Boards
  - Local email distribution list for public notices

#### *Statutory Environment*

Local Government Act 2009

Local Government (Finance, Plan & Reporting) Regulation 2010.

Chapter 3, Part 6 s143

#### *Policy Implications*

Local suppliers are notified of the current tenders

#### *Financial Implications*

#### *Strategic Implications*

#### *Officers Comment*

#### *Consulted With*

Councillors

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File: BCS/G/CM/R/FM  
Author: Debbie Glyde  
Date: 26 May 2011

## Finance Manager Officer Reports

### 11.02.01 Human Resources Monthly Update

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#### *Executive Summary*

This report covers all HR related occurrences from April 2011 – to date. The topics discussed in the report are the status of the casual employment applications, new positions filled and positions that are currently being advertised. In addition to the previously stated topics, the recent staff training and forums as well as staff leave and resignations will be discussed.

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#### *For Council Information*

#### **Casual Employment**

Over Tuesday 31 May and Wednesday 1 June 2011 four interviews were conducted regarding casual employment. These were held with Director of Engineering Services (DES), Dennis Kerr, Temporary Works Manager (TWM), George Edwards and Payroll HR Officer (PHR), Hayley Booth.

All applicants were successful and notified via a letter sent to them stating their commencement date of Monday 6 June. The new employees are Robert Ah-Wing, Shonelle O'Keefe, Franklin Don and Cheryl Bruce. All of the previously stated will be working on the Parks and Gardens under the Town and Rural Services Supervisor, Glenda Booth.

#### **New Positions Filled**

*Town and Rural Services Supervisor* – throughout April 2011, the position was advertised both internally and locally. There was only one applicant for the position, Glenda Booth. The interview for this position was held by Chief Executive Officer (CEO), Gary Letts, DES and PHR.

Glenda was successful and was notified via both a phone call and letter of offer. Glenda was to commence employment on Monday 9 May but due to personal circumstances, did not commence until Thursday 26 May.

*Works Manager* – This position has temporarily been filled by George Edwards via Lo-Go Appointments. George had an induction on Monday 23 May 2011 and commenced employment on Tuesday 24 May 2011. George is on contract with BSC until December 30 2011 (approximately).

#### **Advertised Positions**

Advertisements for a Works Manager and a Mechanic are up on the BSC website. All advertisements that are on the BSC website also exists on a Local Government job seek website. Both positions will continue to be advertised until positions are permanently filled.

A position description and application package is currently being constructed for a Stores position. This position is on contract from July 1 2011 until December 18 2011. The advertisement will be locally distributed on Monday 6 June 2011 for one week only.

#### **Staff Training/Forums**

*Payroll and HR Officer: Hayley Booth* – Hayley is currently completing a Certificate IV in Human Resources via North Brisbane Institute of TAFE. To date, Hayley has passed each of her attempted assessment items, with a number of assessments remaining. Hayley's completion date is July 19 but all assessment items are to be submitted by 30 June for marking purposes.

*InfoXpert: Finance Manager, Debbie Glyde and Customer Service Officer, Chris Armstrong* attended an InfoXpert Records Management training course in Mount Isa recently.

*HACC: HACC Coordinator, Pam de Joux and Assistant, Jennifer Letts* travelled to Mt Isa to attend a HACC Forum which was held over 3 days.

#### **Upcoming Leave**

To date, there are 4 leave applications for June which have all been approved.

#### **Staff resignation**

Brad Glyde, currently BSC grader driver, handed in his letter of resignation on May 25 2011. His final day of employment will be Tuesday 7 June 2011. Brad was sent a BSC Resignation Acknowledgement letter.

Dale Bruce, former trainee also resigned. Dale's last day of employment was Friday 27 May 2011. The certificate 3 in Business Administration which Dale was currently undergoing was cancelled.

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File: BCS/G/CM/R/FM

Author: Hayley Booth

Date: 3 June 2011

## 12 Director Engineering Services Reports

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### 12. Director of Engineering Services officer reports

12.01.01 Director Engineering Services Works and Services Program Update

12.01.02 Director Engineering Services Status Report

12.01.03 Edited Tender Specification for Preferred Suppliers

## Director Engineering Services Reports

### 12.01.01 Director Engineering Services Works and Services Program Update

#### *Executive Summary*

The following points in this Executive Summary are supported & expanded on in detail in the specific reports that follow this summary.

#### **Grading & Maintenance Main Roads**

Wills Development Road & Gregory Camooweal Roads are currently having heavy grades conducted.

#### **Grading & Maintenance Shire Roads**

Riversleigh, Gregory Lawn Hill, Doomadgee West & Doomadgee to Lawn Hill Roads are having grading works currently undertaken.

#### **RRG Technical Committee and TIDS information**

Technical Committee meeting details & minutes are attached for information.

An RRG meeting held at Croydon on the 7<sup>th</sup> June raised several matters

1. AFM Exemption to be followed up with the LGAQ and the Regulators, including a request for the representative of the Regulator to attend an RRG meeting to here first hand the issues.
2. Resource Sharing and Joint Purchasing initiatives continue to be proposed.
3. Day Labour impacts were discussed and the ramifications of the current exemptions offered to some Councils, particularly those with large workforces.
4. Current TIDS expenditure across the 9 Shires in the region is <50% complete for the year with only a couple of weeks remaining.
5. Water Points for DTMR road works are soon to not require licensing.
6. Each Council is to have a "head of works plan" which will indicate to the State Agencies the individual Councils capacity to carry out the works associated to the various allocations of funding.

This plan will then be used by the State Agencies to determine whether certain funding allocations works will be administered through an independent State appointed consultant.

7. A monthly meeting of the RRG executive team is proposed to monitor and mentor the groups Councils to assist with the issues in item 6 from being enforced by the State Agencies.

#### **RMPC, WDR 78A & Camooweal 6801**

Currently all RMPC Maintenance funds are expended and the \$225k Special # 2 is underway between Sandy Creek to Leichardt River Bridge on WDR 78A, this work is expected to be completed in approximately 5 days.

An announcement by DTMR that the region still had in excess of \$4m unspent RMPC funds at the end of May. DTMR has announce any underspend in RMPC will be lost, and requested the regions Councils to execute the allocated funds by June 30.

#### **Sealing & Resealing Works**

JetPatcher has been used extensively with preparation for primer seals and extensive maintenance, high quality, hard dust free stone is continuing to be difficult to source, bitumen supplies albeit slow coming through orders are being filled.

### **Natural Disaster Relief and Recovery Arrangements (NDRRA) Submissions**

The 2011 events submissions for DTMR roads has been submitted approximately 6 weeks ago and feedback and revision advice has been received at the RRG meeting in Croydon on Wednesday.

Council local roads submission is being developed and will be submitted in multiple submissions at the request of the QRA officers.

The first element of the submission is expected to be complete in 10 days and is to be submitted in draft form direct to Brisbane so as to avoid any rejected components.

Current estimates for the 2011 Events are;

1. WDR 78A Rd        \$1.8m
2. Camooweal Rd     \$1m
3. Council Roads     \$10m

### **Town Water Supplies**

Burketown and Gregory supplies are operating normally for this time of year, usage is at levels similar to previous years at this time.

Water quality monitoring at the Burketown supply is providing some extreme challenges for personnel as no SCADA (automation) is installed on this system, and the manual monitoring is not possible as the demand for personnel would be similar to how the Gregory plant used to be prior to the SCADA system be installed there.

Estimates are being prepared for Council consideration of SCADA for the Burketown supply system.

### **Town Streets, Parks and Gardens**

Gardens weeding and cleanup including around the fence line of Morning Glory Park has been completed. Other notable areas include the Cemetery, Rodeo Grounds, and School Oval.

Maintenance is being monitored and other activities actioned as resources allow.

### **Sewerage Utilities**

Sewerage utility is working at normal delivery with no know issues with the service delivery.

### **Gregory and Burketown Aerodromes**

Aerodromes are operating normally.

The Burketown terminal upgrade switch gear and standby generator install is being arranged and components are being currently transported to Burketown from the manufactures facility at Townsville.

Installation is proposed over the 10 to 14 days.

### **The Aquatic Facility (Swimming Pool)**

Pool operations are running with minimal issues, the new security lighting is now installed and awaiting Ergon connection.

### **Waste Collection**

Burketown and Gregory collections are operating with limited issues for this time of year. An inspection of the Waste Transfer Station at Century Mine is now planned for the 14<sup>th</sup> June with the environmental engineers on site.

The information and ideas gathered from the Mine visit will be used to continue development of complying facilities at Burketown & Gregory.

### **Sporting Facilities**

New lighting at the Burketown Tennis Courts has been installed & awaiting Ergon connection.

### **Strategic Works Program**

The focus of the Works Program is on 2010 Flood Damage restoration and the completion of the TIDS allocations for the same period.

Point 6 & 7 in the RRG report applies to a large percentage of the works in this program.

### **Workshop and Fleet**

Workshop personnel are busy with getting fleet and plant back on jobs following a steady trail of unscheduled maintenance (drive-trains mainly)

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### *For Council Information*

*Specific Reports relating to above Executive Summary:*

### **RRG Technical Committee and TIDS information**

Minutes of Previous TC Meeting (TC Meeting No.2011-2)



NWQRRG Minutes TC  
Meeting No 2011.pdf

### **RMPC, WDR 78A & Camooweal 6801**

Proposed Unit Rates for 2011-2012 RMPC being currently negotiated and finalised with DTMR



2011-2012 RMPC  
Unit Rates V2 Burke.x

### **Strategic Works Program**

Construction Season Works Program 2011



2011-2012  
Construction Season.

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File: BCS/G/CM/R/DES  
Author: Dennis Kerr  
Date: 9<sup>th</sup> June 2011

Director Engineering Services Reports

12.01.02 Director Engineering Services Status Report

*Executive Summary*

Providing Council with the status of actions previously sought by Council for action.  
The status of matters previously resolved and or arising since the previous meeting is as follows:

<b>May 18 2011</b>			
Tender Specification for Preferred Suppliers		<p>1. That the Tender Specification for Preferred Suppliers with revisions be brought back to the Council Meeting 15<sup>th</sup> June 2011, for finalisation for formal document.</p> <p>2. That the formalisation of the Tender Specification for Preferred Suppliers document be workshopped at the Works, Rates and Finance Committee Meeting on Friday 10<sup>th</sup> June 2011 with recommendations to be presented at the 15<sup>th</sup> June 2011 for acceptance by Council.</p> <p>Carried 3/0</p>	<p><b>June Update</b></p> <p>Document went to tender following the endorsed editing at the April meeting, however a withdrawal was directed at the May meeting, April resolution below.</p> <p>April Resolution That Council endorse the calling of Tenders for developing a preferred suppliers' list utilising the Specification document as edited.</p> <p>Carried 04.110401</p>
<b>April 20 2011</b>			
Resurfacing Gregory Tennis Courts	Quotes to be resent out for more detail.	Held over until finalisation of quotes	<p><b>June Update</b></p> <p>Quotations accepted, order placed on Qld Tennis Courts P/L</p> <p>Mid June expected commencement date.</p>
Burketown Solar Power Project	Expression of Interest	<p>That council put out Expression of Interest for the development of a solar power project for Burketown as per the Warren Christensen – Powersafe Solar report for Burketown and Gregory Downs.</p> <p>Carried 09.110427</p>	<p><b>June Update</b></p> <p>Expressions of Interests to be opened &amp; assessed and possible invitations to tender considered</p>
Gregory Downs Solar	Expression of Interest	That Council put out	<p><b>June Update</b></p>

Power Pilot Project		<p>Expression of Interest for the development of a Solar Power Pilot Project for:</p> <ol style="list-style-type: none"> <li>1. Gregory Township</li> <li>2. Council Depot and house at Gregory</li> <li>3. Water Treatment Plant at Gregory.</li> </ol> <p>Carried 08.110427</p>	<p>Expressions of Interests to be opened &amp; assessed and possible invitations to tender considered.</p>
Reconstruction Authority Meeting	<p>Prepare a report for submission to be taken to meeting Reconstruction Authority.</p>	<p>That the Mayor, CEO and DES attend the Reconstruction Authority meeting in Mount Isa on the 11<sup>th</sup> May 2011.</p> <p>Carried 04.110427</p>	<p><b>June Update</b></p> <p>Further data to be submitted</p>
<b>April 1 2011</b>			
Burketown Hit-up Wall	<p>Discussion on construction of the Burketown Hit-up Wall</p>	<p>DES will bring back the specifications, costs, and options on site and construction.</p> <p>Carried 03.110401</p>	<p><b>June Update</b></p> <p>Project to progress with allocations over lapping June 2011 &amp; July 2012 pending a funding allocation in the 2011-2012 budgets.</p>
Solar Energy for Burketown and Gregory	<p>Update from Power Safe advisor.</p> <p>With the proposed report, Council will be able to source funding for a feasibility study under the policy by Office of Renewable Energy Regulator (ORER) for the construction of Solar Power on sites in Burketown and Gregory.</p> <p>The Burke Shire Council considers the forthcoming Solar Energy Report from Warren Christensen of Power Safe Solar Pty Ltd to develop a report for Solar Energy development for Burketown and Gregory. File</p>	<p>That council seek from ORER consideration to change their policy to allow for the integration of the infrastructure to centralise the power supply at Gregory as a pilot program for solar power</p> <p>Carried 01.110401</p>	<p><b>June Update</b></p> <p>Deputation to meet with ORER officers. Consultant has approached ORER and a formal report will be submitted to Council</p>
Road Closure Signage	<p>That Council develops a resolution for funding for the instillation and operations of road closure signage to the Minister for Emergency Services</p>	<p>Information to be produced by the DES.</p> <p>Carried 02.110401</p>	<p><b>June Update</b></p> <p>A budget consideration is to be deliberated in budget discussions.</p>

	through the NDRRA.		
Tender Specification for Preferred Suppliers	The attached document is a specification for tenderers interested in tendering to supply Council with goods & services, the range covers most goods & services required by Council for administration, operational and development activities.	That Council endorse the calling of Tenders for developing a preferred suppliers' list utilising the Specification document as edited.  Carried 04.110401	<b>June Update</b> See June report <b>May 2011 - Unchanged</b>
Morning Glory Water Feature Concept Design	Development of the concept design and input of ideas from Designers, Council and Council Officers have been a part of this development.  The attached concept design documents are for development of final design plans and a specification for tendering.	That Council endorse the concept design and the development of a specification for tendering for construction.  Carried 05.110401	<b>June Update</b> Designers are progressing the design for tendering. <b>May 2011 - Unchanged</b>
<b>March 22 2011</b>			
Tender 11-03 4x2 Single Cab Tray Back Ute	Tenders were called to for 4x2 Single Cab Tray Back ute to analyse comparable costs for leasing and hiring as presented to Council previously.	That Council purchase a 4x2 Toyota Hilux Single Cab Tray Back ute for the cost of \$30,435.30 from Pacific Toyota of Cairns  Carried 08.110329	<b>June Update</b> Vehicle delivered  Completed - Finalised
Tender 11-03 4x4 Extra Cab Tray Back Ute	Tenders were called to for 4x4 Extra Cab Tray Back ute to analyse comparable costs for leasing and hiring as presented to Council previously.	That Council purchase a 4x4 Toyota Extra Cab Tray Back ute for the cost of \$52,707.20 from Pacific Toyota of Cairns.  Carried 7.110329	<b>June Update</b> Japans Earthquake disaster has delayed supply no accurate timeframes are available as government fleet vehicles are last orders fulfilled.
Tender 11-02 Option 1 Medium to Large 4WD Wagon	Tenders were called for a large and medium large 4WD Wagon to analyse comparable costs. Six tender offers for the purchase with trade for a medium to large 4WD Executive Wagon was received, included in this was two tenders for purchase only of Councils existing 4WD Executive Wagon.	That council endorse the purchase of one medium to large Toyota Prado Executive 4WD Wagon for a change over of \$15,453.00 from Pacific Toyota of Cairns and Driver's seat to be trialled for comfort, if unsuitable then an upgraded driver's seat will be purchased.  Carried 05.110329	<b>June Update</b> Japans Earthquake disaster has delayed supply no accurate timeframes are available as government fleet vehicles are last orders fulfilled.  Further enquiries were made regarding possible alternatives like a petrol version, however the same response was supplied.

<p>Tender 11-01 72 Inch Front Deck Ride on Mower</p>	<p>Four tenders made offers for the purchase without trade of this mower, 3 were within the required HP and 1 having a shortfall on required power.</p>	<p>That Council endorse the purchase of one John Deere 1565 Out-front Deck Mower 38hp 72" cut with factory fitted air-conditioning for \$49,610.</p> <p>Carried 04.110329</p>	<p><b>June Update</b></p> <p>Machine is ready for delivery.</p>
<p><b>February 9 2011</b></p>			
<p>Solar Electricity Feasibility Study for Burketown Depot and Grid and Gregory Camp and House</p>		<p>Council puts this proposal – Solar Electricity feasibility study out to tender as per specifications presented.</p> <p>Carried 26.110209</p>	<p><b>June Update</b></p> <p>Feasibility Study Complete - Finalised</p> <p><b>May 2011</b> - An EOI has been called for interested tenderers.</p> <p><b>April 2011</b> - Unchanged</p> <p><b>March 2011</b> - Mayor &amp; Deputy Mayor approached DES following day after resolution to expedite the proposal to a more immediate stage getting suppliers on site to give actual costings and scope of works to suit Councils requirements.</p> <p>Once weather conditions allow access it is proposed to have a stakeholder's site meeting to scope a fit for purpose utility.</p>
<p>Contractors and Suppliers Specification for Tendering</p>		<p>Council received the document in principle subject to the modifications.</p> <p>Carried 24.110209</p>	<p><b>June Update</b></p> <p>Continuing revisions</p> <p><b>May 2011</b> - Unchanged</p> <p><b>April 2011</b> - Tender will be advertised in Mount Isa, Townsville, Cairns and Brisbane papers and closes 6<sup>th</sup> May 2011</p> <p><b>March 2011</b> - Fine tuning of document is being actioned.</p>
<p>Plant Upgrades – Look into options of buying or leasing rather than hiring plant</p>		<p>That council put to tender motor vehicles for straight purchase from dealers as against lease through Q Fleet or Hire through a vehicle hire company.</p>	<p><b>June Update</b></p> <p>Complete - Finalised</p> <p><b>May 2011</b> - 2 vehicles have been ordered from</p>

		Carried 23.110209	<p>successful tenders</p> <p><b>April 2011</b> - Unchanged</p> <p><b>March</b> - Tenders have been called for supply of proposed vehicles</p>
Changeover of the Mayor vehicle		<p>That the Fleet manager to gain proper comparative analysis for quotes and specification for two types of vehicles similar to Toyota Prado and Toyota V8 Land cruiser.</p> <p>Carried 22.110209</p>	<p><b>June Update</b></p> <p>Complete - Finalised</p> <p><b>May 2011</b> - Delivery has been delayed due to the disaster events in Japan, delivery is unknown.</p> <p><b>April 2011</b> - Purchase order and acceptance letters have been issued.</p> <p><b>March</b> - Tenders have been called for supply of vehicle options.</p>
Realignment of the Burketown Aerodrome		<p>To progress the urgent realignment of the Burketown aerodrome runway and to utilise the \$495 880 (flood damage) for the lighting into the new aligned runway for flood mitigation. Identified by the 2009 Burke Shire Local Disaster Management Plan</p> <p>Carried 21.110209</p>	<p><b>June Update</b></p> <p>Preliminary design possibilities are being investigated with QAC.</p> <p><b>May 2011</b> - Tenders for the lighting upgrade are being developed and Engineers are to visit Burketown regarding the realignment.</p> <p><b>April 2011</b> - Unchanged</p> <p><b>March 2011</b>- Following this resolution and later discussions at an EMT meeting it was advised by the DES that the funding would not be transferable due to NDRRA guidelines. Hence the lighting be restored as per the NDRRA and that the installation allow for the cabling and associated components to be reused on the future runway realignment.</p>
Burke Shire Council becoming a traffic control company		<p>That council becomes a registered traffic control company to comply with the new Traffic Management Registration Scheme and that any</p>	<p><b>June Update</b></p> <p>Progress of qualified persons is progressing</p> <p><b>May 2011</b> - Further</p>

		<p>contractors for Burke Shire comply with the legislative requirements.</p> <p>Carried 03.110209</p>	<p>training will be required to develop this qualification. The training is programmed.</p> <p><b>April 2011</b> - Training has commenced in Traffic Control.</p> <p><b>March 2011</b> - A training provider will be sourced and a report of requirements for consideration.</p>
<b>December 15 2010</b>			
Extraction from Gravel Pits and Pipeline		<p>That Council endorses the extraction of gravel from the following pits – Walford, Eight-Mile, Hells Gate, Ridge Pit and Guldara.</p> <p>Carried 22.101117</p>	<p><b>June Update</b></p> <p>Unchanged</p> <p><b>May 2011</b> - Unchanged</p> <p><b>April 2011</b> - Unchanged</p> <p><b>March 2011</b> - A Native Title ruling has been put forward for later this year and Council has been advised by Councils lawyers of the information required to allow Councils interests to be put forward in the hearing.</p> <p><b>February 2011</b> - Unchanged</p> <p><b>December 2010</b> - SPO attended meeting with local stake holders (20<sup>th</sup> Oct Gungalidda 21<sup>st</sup> Oct Waayni) both stake holders acknowledged that the maps presented identified the locations however in a recent email from Councils lawyers to CLC's Lawyers it was claimed that the maps still hadn't been received. No further advancements have occurred.</p>
<b>August 18 2010</b>			
Road Trains Access to Council Local Roads Letter of Support Request (Smith's Transport Pty Ltd)	The letter of request from Smith's Transport Pty Ltd requests for "Council's approval" to operate AAB Tri Drive Quad Road Train on Gregory Lawn Hill Road to access	That Council provide a letter of support to Smith's Transport Pty Ltd for the operation of AAB Tri Drive Quad Road Trains on the specific section of Gregory Lawn Hill Road	<p><b>June Update</b></p> <p>Unchanged</p> <p><b>May 2011</b> - Unchanged</p> <p><b>April 2011</b> - Unchanged</p>

	<p>Century Mine road.</p> <p>Council may wish to authorise the Director Engineering Services to prepare an appropriate policy with conditions similar to a State Controlled road requirement for the operation of AAB Tri Drive Quad Road Trains on Council local roads.</p>	<p>from the junction with Wills Development Road (WDR 78A) to the Century Mine Road turnoff on Gregory Lawn Hill Road, furthermore any conditions imposed on the operator by DTMR pertaining to WDR78A that the same conditions will also apply to Council controlled roads, also additional conditions as and when Council determines will apply regarding maintenance due to road utilisation during the wet season.</p> <p>Carried 23.100818</p>	<p><b>March 2011</b> - Unchanged</p> <p><b>February 2011</b>- Unchanged</p> <p><b>December 2010</b>-Letter &amp; conditional agreement to be developed.</p> <p><b>November 2010</b>- Unchanged</p> <p><b>September 2010</b>-The trucking operator and DTMR will be advised of Council's requirement.</p>
<p>Road Trains Access to Council Local Roads Letter of Support Request (Roy Girle &amp; Co)</p>	<p>The letter of request from Roy Girle and Co requests for "Council's approval" to operate AAB Tri Drive Quad Road Train on Gregory Lawn Hill Road to access Century Mine road.</p> <p>Council may wish to authorise the Director Engineering Services to prepare an appropriate policy with conditions similar to a State Controlled road requirement for the operation of AAB Tri Drive Quad Road Trains on Council local roads.</p>	<p>That Council provide a letter of support to Roy Girle and Co for the operation of AAB Tri Drive Quad Road Trains on the specific section of Gregory Lawn Hill Road from the junction with Wills Development Road (WDR 78A) to the Century Mine Road turnoff on Gregory Lawn Hill Road, furthermore any conditions imposed on the operator by DTMR pertaining to WDR78A that the same conditions will also apply to Council controlled roads, also additional conditions as and when Council determines will apply regarding maintenance due to road utilisation during the wet season.</p> <p>Carried 22.100818</p>	<p><b>June Update</b></p> <p>Unchanged</p> <p><b>May 2011</b> - Unchanged</p> <p><b>April 2011</b> - Unchanged</p> <p><b>March 2011</b> - Unchanged</p> <p><b>February 2011</b>- Unchanged</p> <p><b>December 2010</b> - Letter &amp; Conditional Agreement to be developed</p> <p><b>November 2010</b> - Unchanged</p> <p><b>September 2010</b> - The trucking operator and DTMR will be advised of Council's requirement.</p>
<p><b>July 21 2010</b></p>			
<p>Doomadgee East Road TIDS Projects 2010-2011 Allocation and Recommendation of Project Locations</p>	<p>2010-2011 Allocations are now confirmed for the proposed 2010-2010 year with \$400,000 (no matching funds required) to Doomadgee East Road. It is recommended this funding be directed to a section within the remaining 8 kms of unsealed section on this LRRS Road.</p>	<p>That Council endorse the proposal to construct a segment (approx 3 kms length) to sealed standard of the remaining unsealed 8 km section on Doomadgee East Road.</p> <p>Carried 22.100721</p>	<p><b>June Update</b></p> <p>Project is 75% complete</p> <p><b>May 2011</b> - Project works are approximately 50% complete</p> <p><b>April 2011</b> - Unchanged</p> <p><b>March 2011</b> - Unchanged</p> <p><b>February 2011</b>-Wet</p>

	<p>This particular funding is specific to Aboriginal Communities Access Roads and does not require matching funding.</p> <p>There is 8kms of unsealed road remaining on the Doomadgee East road and it is recommended that approximately 3 to 4 kms of sealed pavement could be achieved from this funding.</p>		<p>season closure delaying further works</p> <p><b>December 2010</b> - Works are progressing it is expected to have 2km of primer seal applied prior to end of year closedown.</p> <p><b>November 2010</b> - Unchanged</p> <p><b>September 2010</b> - Unchanged</p> <p><b>August 2010</b> - This project will be actioned as soon as the approvals for 2010 Event FD restoration is forthcoming.</p>
<p>Gregory Lawn Hill Road TIDS Projects 2010-2011 Allocation and Recommendation of Project Locations</p>	<p>2010-2011 allocations are now confirmed for the proposed 2010-2010 year with \$484,000 (including matching) to Gregory Lawn Hill Road. It is recommended this funding be directed to concrete floodway's needed between the MMG Mine road turnoff and Big Archie creek.</p> <p>From the 2009-2010 TIDS allocations to this road a survey and design was conducted and delivered identifying the need for 5 flood-ways within the proposed specific project.</p>	<p>That Council endorse the proposal to construct "up to" five flood-ways on Gregory Lawn Hill Road between the MMG Mine Road Turnoff and Big Archie Creek from 2010-2011 TIDS allocations to Gregory Lawn Hill Road.</p> <p>Carried 23.100721</p>	<p><b>June Update</b></p> <p>Completion is expected during July.</p> <p><b>May 2011</b> - Project works have commenced.</p> <p><b>April 2011</b> - Unchanged</p> <p><b>March 2011</b> - Unchanged</p> <p><b>February 2011</b>-Wet season closure delaying further works</p> <p><b>December 2010</b> - Tenders have been developed for construction.</p> <p><b>November 2010</b> - Unchanged</p> <p><b>September 2010</b> - Unchanged</p> <p><b>August 2010</b> - Specification for Tendering will now be let.</p>
<p>Truganini Road Bitumen Extension</p>	<p>Truganini Road is a highly utilised road in Burke Shire.</p> <p>With the new guidelines with "Flood Damage Restoration" some upgrading works can be achieved where it is historically damaged year after year and by some</p>	<p>Council resolves to extend the Bitumen Seal on Truganini Road to seal standard for approximately 1.1 km combining approved NDRRA flood damage funds and some addition Council road maintenance funds to approximately \$110k to restore existing</p>	<p><b>June Update</b></p> <p>Completed - Finalised</p> <p><b>May 2011</b> - Flood Damage works are required following the 2011 events.</p> <p><b>April 2011</b> - Unchanged</p>

	<p>means this can be reduced by a one off expenditure that will reduce future maintenance expenditure.</p> <p>The NDRRA restoration and an upgrade to bitumen seal standard combined costs would be approximately \$110K</p>	<p>pavement to seal standard with an upgrade to Bitumen seal finish.</p> <p>Carried 28.100721</p>	<p><b>March 2011</b> - Unchanged</p> <p><b>February 2011</b>-1km completed with primer seal the balance 0.1km will be completed as weather conditions allow.</p> <p><b>December 2010</b> - Construction works to practical completion &amp; final seals to be programmed.</p> <p><b>November 2010</b> - Works currently underway</p> <p><b>September 2010</b> - Unchanged</p> <p><b>August 2010</b> - This project will be actioned as soon as the approvals for 2010 Event FD restoration is forthcoming.</p>
<p><b>October 13 2009</b></p>			
<p>2009 TC Charlotte NDRAA relief rehabilitation works</p>	<p>Road works rehabilitation commencement</p>	<p>That commencement of prioritised NDRAA relief rehabilitation works for the 2009 Flooding Event as soon as resources are available and that claims be prepared in parallel with the works so reimbursement is guaranteed as soon as submission approvals are granted</p>	<p><b>June Update</b></p> <p>Completed - Finalised</p> <p><b>May 2011</b> - Final Claim has been submitted</p> <p><b>April 2011</b> - Unchanged</p> <p><b>March 2011</b> - These events activities will be finalised by the closing period June 2011.</p> <p><b>February Update-</b> Currently approximately \$1m yet to be expended</p> <p><b>December 2010</b> - DTMR allocations are now fully claimed &amp; Council local roads allocation is on track for completion by June 2011</p> <p><b>November 2010</b> - 99% DTMR allocation expended and 70% of DIP Local Roads allocation expended.</p> <p><b>September 2010</b> - Approximately 50% expended.</p>

			<p><b>August 2010</b> - 2009 Event Rehabilitation /Restoration Works are progressing following 2010 Emergent works completion.</p> <p><b>July 2010</b> - Unchanged</p> <p><b>June 2010</b> - Unchanged</p> <p><b>May 2010</b> - All 2009 TC Charlotte submissions have now been approved and works are in full swing.</p> <p><b>March 2010</b> - Approval of the Emergent works payment has been received</p> <p><b>February 2010</b> - Emergent works claim payment is expected any day.</p> <p><b>January 2010</b> - Unchanged</p> <p><b>December 2009</b> - Emergent works are now complete in readiness for the coming Wet Season.</p> <p><b>November 2009</b> - Works have commenced on areas that are a high safety risk and are being addressed as urgent.</p>
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<p><b>July 15 2009</b></p>		
<p>Contract Claim – Gregory Water Treatment Plant</p>	<p>That a report be prepared for Council's consideration on the claims made before any further payments are made on this contract.</p> <p>Carried 47. 090715</p>	<p><b>June Update</b></p> <p>Completed - Finalised</p> <p><b>May 2011</b> - Now with CEO to finalise</p> <p><b>April 2011</b> - Unchanged</p> <p><b>March 2011</b> - CEO will advise on status</p> <p><b>February 2011</b> - CEO will advise on status</p> <p><b>December 2010</b> - Council's CEO is seeking legal advice and reporting to Council</p> <p><b>November 2010</b> - CEO is procuring advice to finalise this impasse</p>

		<p><b>September 2010</b> - Unchanged</p> <p><b>August 2010</b> - The Contractor has not fulfilled the agreed activities. On unannounced visit in November 2009 the Contractor project manager made arrangements with DES to be on site with Surveyors to provide surveyors with locations as to where the infrastructure is so he would then have the data to finalise the “as constructed drawings” at that time according to previous CEO correspondence thought was this would finalise the project.</p> <p>Council supplied the Surveyors however the Contractor was unable to attend the site as he was going overseas. The Surveyors was in Burke Shire doing other projects for Council however the data was picked as best we could without the Contractor.</p> <p>However the contractor has not contact Councils DES directly since the initial meeting and failed site arrangement.</p> <p>DES has also discovered since that there are some very serious shortfalls in the GWTP as constructed and some components leave Council in quite vulnerable situation, e.g. Safety Ladders and railings for the holding tanks access (where a builders ladder is currently used for access to the top of tanks)</p> <p>It also appears there was one component chamber component left of the raw water well at the river this making the chamber very vulnerable to ingress of flood water silt.</p> <p>It is recommended that Council write to the Contractor expressing the dissatisfaction of certain aspects of the contracted as constructed works and place a rectification and finalisation date on the matter.</p> <p><b>July 2010</b> - Unchanged</p> <p><b>June 2010</b> - Unchanged</p> <p><b>May 2010</b> - Unchanged</p> <p><b>March 2010</b> - Unchanged</p> <p><b>February 2010</b> - Survey documents are now to hand for drafting of the works as constructed document that is still outstanding.</p> <p><b>January 2010</b> - Unchanged.</p>
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		<p><b>December 2009</b> - DES has had a meeting with Lemura's project manager and has established were the impasse occurred and now has negotiated the finalisation of the project where by a works as executed plan of the Gregory Water Supply will be submitted to Council and in turn payment for the unpaid orders that have been fulfilled will be paid, this is expected to completed by March 2010.</p> <p><b>November 2009</b> - A realistic agreement has been established to bring this project to a appropriate finalisation and a report with recommendation will come before council</p> <p><b>October 2009</b> - Unchanged.</p> <p><b>September 2009</b> – Unchanged</p> <p>DES will generate a report as to the origins and validity of the claims including liaison with the Project Manager from G &amp; MA Lemura Pty Ltd to seek a satisfactory resolve and outcome for Council. This information gathering is expected to be finalised for a report to the November meeting, following the project manager's visit to Burke Shire in October.</p>
<p><b>May 27 2009</b></p>		
<p>Gregory/Lawn Hill Road – Proposed Haulage of Gravel along this Road</p>	<p>That Council enter into discussions with Oz Minerals Century Mine to draft a formalised Level of Service specification and documented agreement for the Specific section of Gregory to Lawn Hill Road that Oz Minerals Century Mine utilises.</p> <p>Carried 19. 090527</p>	<p><b>June Update</b></p> <p>A new relationship has emerged between the Mine management and the demands of this specific activity now seems completed.</p> <p>Completed - Finalised</p> <p><b>May 2011</b> - Regular meetings are now taking place with the Mine management and a satisfactory working relationship is developing.</p> <p><b>April 2011</b> - Unchanged</p> <p><b>March 2011</b> - Wet season flood damage emergent works and maintenance continue</p> <p><b>February 2011</b> - An alliance between Council and the Mine has brought about a good working relationship</p> <p><b>December 2010</b> - Discussions are progressing and some limited works progress is taking place.</p> <p><b>November 2010</b> - Discussions are</p>

		<p>scheduled with mine management to form an agreement</p> <p><b>September 2010</b> - It is recommended that once Council Asset Management Plan is in place a level of service this road can be determined.</p> <p><b>August 2010</b> - With the Mine having changed owners it is recommended that the old agreement and level of service for this arrangement be reviewed by entering into new discussions where by a level of service agreement maybe developed and Council and MMG can move forward with appropriate management of the road.</p> <p><b>July 2010</b> - Quad Road Trains Haulage Contractors requesting permissions to haul on Council local Roads</p> <p><b>June 2010</b> - Unchanged</p> <p><b>May 2010</b> - Unchanged</p> <p><b>March 2010</b> - Unchanged</p> <p><b>February 2010</b> - Unchanged</p> <p><b>January 2010</b> - Unchanged.</p> <p><b>December 2009</b> - DES has had discussions with the Mines Operations Manager and it seems a previous officer had made promises that were not according to LG act requirements hence with new management in BSC administrate sections this expectation had to be defused therefore any urgency on the Mines behalf has now abated.</p> <p><b>November 2009</b> - DES and Oz Minerals manager have finalised an arrangement to have the NDRRA funding when approved carried out with the mine providing some machinery to assist Council crews at no cost to Council.</p> <p><b>October 2009</b> - Exchange of expectations from Chris Potter Oz Minerals (not very happy) &amp; response from DES that nothing will happen until NDRRA approvals come through for Flood Damage.</p> <p><b>September 2009</b> - Unchanged.</p> <p>It seems that once Council took a stand on the level of service standard being revised and obligations of stakeholders the issue has gone.</p>
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		<p><b>July 2009</b> - no further action to date.</p> <p>Letter has been sent to Oz Minerals conveying Councils requirement for further discussions regarding the drafting of an agreed Level of Service agreement.</p>
<p>Fatigue Management Regulations</p>	<p>That Council endorse the continuance with the Alliance of Gulf Councils by means of LGAQ who are making a combined submission for an exemption to the requirements of the Fatigue Management Regulations to effect a more realistic process for Council Works operations drivers as opposed to long haul driver fatigue management.</p> <p>Carried 21. 090527</p>	<p><b>June Update</b></p> <p>Further actions at the RRG level is ramping up and answers from the regulator will be requested.</p> <p><b>May 2011</b> - The Gulf Council Alliance is continuing to lobby state departments for a relaxation of requirements of drivers &amp; operators.</p> <p><b>April 2011</b> - Gregory fatigue management issues have been dealt with and seem to be working accordingly.</p> <p><b>March 2011</b> - Unchanged</p> <p><b>February 2011</b> - Unchanged</p> <p><b>December 2010</b> - Unchanged</p> <p><b>November 2010</b> - Unchanged</p> <p><b>September 2010</b> - Unchanged</p> <p><b>August 2010</b> - Unchanged</p> <p><b>July 2010</b> - Council is nearing being qualified for the AFM operations.</p> <p><b>June 2010</b> - Unchanged</p> <p><b>May 2010</b> - Unchanged</p> <p><b>March 2010</b> - Advanced Fatigue Management Training (AFM) of some Council employees (schedulers &amp; drivers) has been actioned with further training for the balance of Council schedulers, drivers and contractors that are part of the "preferred supplier list" to follow prior to commencement of the construction season.</p> <p><b>February 2010</b> - Following dialogue with QT &amp; the specialist trainer it seems the only efficient process is to use the Advanced Fatigue Management Certification. DES is proposing that the wet season be utilised to complete this driver training certification for QT.</p> <p><b>January 2010</b> - Unchanged.</p>

		<p><b>December 2009</b> - It is planned to have a trainer visit to arrange certification of all drivers including contractors that conduct business with Council to allow Council's protection to nonfeasance of liability to Fatigue Management Legislation. This exercise is being programmed for during the wet season and to be complying for the next construction year. The organisation that will conduct the program is Driver Training &amp; Education Kingaroy they are accredited by QDTMR for fatigue management certification.</p> <p><b>November 2009</b> - Fatigue Management consultant is being sourced to address all stakeholders so everyone is clear on their obligations to the system</p> <p><b>October 2009</b> - Unchanged and business as usual</p> <p><b>September 2009</b> - Geographically Isolated Councils have an opportunity to be allocated "Advanced Fatigue Management" status this would allow greater flexibility with operation timeframes.</p> <p><b>July 2009</b> - a proposal was submitted to LGAQ in conjunction with 3 other Gulf region Councils for exemptions according to the processes and procedures currently being maintained, Burke Shires submission was successful with some minor conditions, LGAQ will advise in due course.</p> <p>A letter is being drafted to LGAQ</p> <p>Expressing that Council be assured of its inclusion in any outcomes from negotiations with QT on Fatigue Management exemptions.</p>
<p><b>April 15 2009</b></p>		
<p>Roads Alliance Board – Participation in Net Risk Assessment and asset data collection</p>	<p>That Council participate in the state-wide NetRisk and asset data collection project by nominating all Council roads that Council has designated as Local Roads of Regional Significance in the project at an estimated cost of \$22,220 (Subject to confirmation once contracts are let by the Roads Alliance).</p> <p>Carried 17. 090415</p>	<p><b>June Update</b></p> <p>RoadTek have completed its part of the project however ARRB have not given any indication as to its progression of the data conversion.</p> <p><b>May 2011</b> - Council has received the data from Roadtek from the road monitoring however there is some information still to be provided to Councils</p> <p><b>April 2011</b> - Unchanged</p>

		<p><b>March 2011</b> - Unchanged</p> <p><b>February 2011</b> - Unchanged</p> <p><b>December 2010</b> - ARRB assessments are expected by February 2011</p> <p><b>November 2010</b> - Data has been picked up and ARRB are now assessing.</p> <p><b>September 2010</b> - RoadTek is currently collecting data for this project from RRG LRRS roads in the regions 9 Shires</p> <p><b>August 2010</b> - RoadTek has been engaged by the NWQRRG and the activity is proposed to be completed by November 2010</p> <p><b>July 2010</b> - Carried over to proposed year (2010-2011) as Roadtek data collection is unable to be finalized before November 2010.</p> <p><b>June 2010</b> - Unchanged</p> <p><b>May 2010</b> - Delayed to 2010/2011 as Roadtek is unable to carry out the data pickup until approximately November</p> <p><b>March 2010</b> - Unchanged</p> <p><b>February 2010</b> - Unchanged</p> <p><b>January 2010</b> - Unchanged.</p> <p><b>December 2009</b> - NWQRRG will conduct this data collection following the coming wet season. March April is the expected commencement date in the dryer Shires of the region.</p> <p><b>November 2009</b> - NWQRRG is progressing the collection of data by a bureau service and expected to commence the 9 shires around end of March 2010</p> <p><b>October 2009</b> - Unchanged</p> <p>This activity has been fairly silent from the group until a Technical Coordinator is engaged.</p> <p><b>July 2009</b> - no further information is available this month.</p> <p>Letter to be written to Road Alliance and form completed for lodgement.</p> <p>A report is contained in the RRG Technical Committee meeting report from Thursday 12<sup>th</sup> June 09</p>
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<b>March 18 2009</b>		
<p>Fencing Near Albert River Bridge</p>	<p>That Council amend it 2008/2009 budget to make provision for expenditure of \$20,000 for the provision of two 4m x 2.1m grids and concrete bases delivered to site to facilitate the public access through any fence at the northern side of the Albert River Bridge and that these grids be provided to the lessee of the land on which the fence and grids is to be erected on the proviso that the lessee undertake to erect the fencing required to keep stock from the road and install the grids to Council's specifications at their own cost upon receipt of the grids.</p> <p>Carried 22. 090318</p>	<p><b>June Update</b></p> <p>CEO is progressing this activity hence the reporting in this specific report is Completed - Finalised</p> <p><b>May 2011</b> - See CEO report.</p> <p><b>April 2011</b> - Unchanged</p> <p><b>March 2011</b> - This activity could be proposed as a budget item for 2011-2012</p> <p><b>February 2011</b> The current cost of complying grid is approximately \$56K and to install and construct sealed complying grid approaches to this road would cost \$30K the proposed fencing to support the grids would need to be moved back beyond the Albert River Park access</p> <p><b>December 2010</b> Await DES report</p> <p><b>November 2010</b> Needs to go back to December meeting for discussion</p> <p><b>October 2010</b> Still in progress</p> <p><b>September 2010</b> Letter of offer to be prepared to proposed lessee by CEO.</p> <p>CEO needs to ascertain status of proposed lease with DNR and Solicitor before writing to Lessee.</p>
<b>February 24 and 25 2009</b>		
<p>Waste Disposal in Burketown and Gregory</p>	<p>That the Acting Chief Executive Officer prepares a report with further options and costings for Council's consideration.</p> <p>Carried 15.090224</p>	<p><b>June Update</b></p> <p>Further design information is programmed for June 14<sup>th</sup> where by the information &amp; idea gathering will be used to develop a fit for purpose facility at Burketown &amp; Gregory</p> <p><b>May 2011</b> - The waste facility at Century is to be inspected and information that will assist in Burke Shires waste facilities development sourced.</p> <p><b>April 2011</b> - Unchanged</p> <p><b>March 2011</b> - Development of complying designs for transfer stations</p>

		<p>are being actioned.</p> <p><b>February 2011</b> - Unchanged</p> <p><b>December 2010</b> - Unchanged</p> <p><b>November 2010</b> - Transfer Station Development is being proposed in design works.</p> <p><b>September 2010</b> - Unchanged</p> <p><b>August 2010</b> - Surveys are underway and designs for the next stage of the Burketown Pad is proposed and initial Survey and design is being pickup for the Gregory facility.</p> <p>A full report of design, proposed operational procedures, including estimate of costs to construct will be brought to Council.</p> <p><b>July 2010</b> - Planning and Design works are progressing it is proposed to have a complying design proposal for both facilities within 3 months.</p> <p><b>June 2010</b> - Unchanged</p> <p><b>May 2010</b> - Unchanged</p> <p><b>March 2010</b> - Continued upgrading within budgetary constraints are planned to be actioned as weather conditions allow</p> <p><b>February 2010</b> - A wet season area has been prepared and is operational for Burketown.</p> <p>A proposed similar arrangement for Gregory is planed over the next 2 to 3 reporting periods.</p> <p><b>January 2010</b> - Unchanged.</p> <p><b>December 2009</b> - Burketown's Tip has been action 1<sup>st</sup> of the 2 locations due to the impacts of flooding in the wet season. An elevated pad is nearing completion; a purpose built cell will be constructed to accommodate general waste with fencing providing some secure means of retaining windblown debris.</p> <p><b>November 2009</b> - General tidy up and an elevated pad is being constructed with fencing the compound will have waste cells for sorting where some materials can be identified for mulching and reuse to reduce the amount needing to go to a landfill site.</p>
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		<p><b>October 2009</b> - A general tidy up of the facilities are being planned with the pre wet season cleanup and further planning for handling facilities are being sought and in turn recommendations will be made available to Council</p> <p><b>September 2009</b> - Unchanged, further details will be available for the October meeting.</p> <p>Councils DES has source a shredding mulching proposal for Councils long term waste solution, a detailed report will be included in the Works &amp; Services report.</p> <p><b>July 2009</b> - DES has made inspections of these facilities and has had to prioritise other activities currently however a comprehensive report will be drafted.</p> <p>Information and options including innovative alternatives have been sought by DES and a report is being drafted with components for Council consideration and prioritisation. Report to be prepared by A/WM.</p>
<p><b>December 18 2008</b></p>		
<p>Burketown Rubbish Tip</p>	<p>Resolved that the Chief Executive Officer contact LAWMAC regarding advice on the relocation of the Burketown tip.</p>	<p><b>June Update</b></p> <p>A specialist environmental Engineer is being seconded to design a fit for purpose facility.</p> <p>This is addressed in another part of this report hence this preliminary activity is now Complete – Finalised.</p> <p><b>May 2011</b> - No action was taken by the then CEO however further action regarding development of the rubbish tip has continued along the lines of Councils expectation.</p> <p><b>April 2011</b> - Unchanged</p> <p><b>March 2011</b> - Development of complying designs are being actioned.</p> <p><b>February 2011</b> - Unchanged</p> <p><b>December 2010</b> - Unchanged</p> <p><b>November 2010</b> - Transfer Station development is being proposed in design works</p> <p><b>September 2010</b> - Unchanged</p>

		<p><b>August 2010</b> - Surveys are underway and a design for the next stage of the Burketown Pad is proposed.</p> <p>A full report of design, proposed operational procedures, including estimate of costs to construct will be brought to Council.</p> <p><b>July 2010</b> - Planning and Design works are progressing it is proposed to have a complying design proposal for both facilities within 3 months</p> <p><b>June 2010</b> - Unchanged</p> <p><b>May 2010</b> - Unchanged</p> <p><b>March 2010</b> - Further upgrades are planned within budgetary constraints as weather conditions allow</p> <p><b>February 2010</b> - Further investigations are continuing into current sites be transfer stations resulting in a regional landfill being used for the residual waste product.</p> <p><b>January 2010</b> - Unchanged.</p> <p><b>December 2009</b> - DES was to attend the LAWMAC Forum in July however it was cancelled due LAWMAC cancelling the Agenda to an evening get together of members. ACEO of the day advised LAWMAC's management it was not worth Councils while to send a senior Officer to the Forum.</p> <p>Advice has been sourced from other identities to allow the planning and improvements to continue prior to the coming wet season onset.</p> <p><b>November 2009</b> - Data pickup through surveys has been sourced to allow for appropriate facility development allowing good planning and design processes and ultimately procurement of appropriate handling equipment and procedures of operations to follow through.</p> <p><b>October 2009</b> - Further investigations and information is being produced for consideration.</p> <p><b>September 2009</b> - See September item above.</p> <p>* The Shredding / Mulching proposal that the DES has sourced in used in some other shires particularly Island communities and is extremely</p>
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		<p>successful, it is mobile, reasonably simple, and produces reusable compost. Contamination and leachate issues are nonexistent, as is site issues as being fully transportable can be shifted to were the mulch can be utilised.</p> <p><b>July 2009</b> - A comprehensive report will be drafted.</p> <p>DES has requested information regarding available options of locations and methodology of waste handling.</p> <p>Report to be prepared by A/WM</p>
<p><b>October 21 2008</b></p>		
<p>Handball Courts in Burketown</p>	<p>The CEO investigate the provision of handball courts in Burketown</p>	<p><b>June Update</b></p> <p>Another item in this report addresses this activity and the proposed progression to completion of the project, hence this activity here is Complete - Finalised</p> <p><b>May 2011</b> - A letter of acceptance of tender is to be developed &amp; issued to the successful tenderer and construction expected to commence during June</p> <p><b>April 2011</b> - Unchanged</p> <p><b>March 2011</b> - Three invitations to tender for construction were called on the 18.02.2011 and closing 04.03.2011 with 2 local contractors placing submissions.</p> <p>The tenders were assessed using the Local Buy Procurement assessment template.</p> <p>Male Pluming Services was the successful submission with a score of 96.5% as opposed to NQ Building Solutions 95%.</p> <p>The successful tendered cost being \$25,300 including GST.</p> <p>The unsuccessful tender cost was \$28,226 including GST.</p> <p>A budget revision of an additional \$8,000 would be required for this project to now go to construction. Further if a concrete slab &amp; fencing is required an additional \$10,000 is estimated.</p> <p>Current Budget is \$15,000</p> <p><b>February 2011</b> - Unchanged</p>

		<p><b>December 2010</b> - Construction is planned when a building construction crew is available</p> <p><b>November 2010</b> - Hit Up Walls are being developed.</p> <p><b>September 2010</b> - Unchanged</p> <p><b>August 2010</b> - A Hand-Ball/Hit-Up wall is programmed for construction during September/October</p> <p><b>July 2010</b> - An engineered design has been quoted on and is ready for construction</p> <p><b>June 2010</b> - Hit-Up Wall currently being programmed for installation.</p> <p><b>May 2010</b> - Unchanged</p> <p><b>March 2010</b> - Unchanged</p> <p><b>February 2010</b> - Unchanged</p> <p><b>January 2010</b> - Unchanged.</p> <p><b>December 2009</b> - DES will investigate the proposal and any preliminary planning that has been actioned previously.</p> <p><b>November 2009</b> - Unchanged</p> <p><b>October 2009</b> - Resources are now becoming available to assist with investigation and sourcing information.</p> <p><b>September 2009</b> - Unchanged</p> <p>Costs are being sourced however it will only be an approximate for the meeting</p> <p><b>July 2009</b> - an estimate will be provided for budget consideration.</p> <p>DES will provide some ball park estimates for Budget consideration.</p> <p>Report to be prepared by A/WM for Budget Meeting</p>
<p>Boating Infrastructure Capital and Maintenance Program</p>	<p>That Council apply for funding under the Boating Infrastructure and Maintenance program for a boat ramp with a small pontoon in the vicinity of the Albert River Bridge.</p> <p>Carried 07.081021</p>	<p><b>June Update</b></p> <p>Burke Shire is in the QT Marine Safety Funding queue and QT advises Council will be advised of movement in the queue.</p> <p><b>May 2011</b> - Further funding submissions are being considered.</p> <p><b>April 2011</b> - Report will be presented in</p>

		<p>the May Council Meeting.</p> <p><b>March 2011</b> - A letter from Marine Safety Qld has been received an update will be available in the April report.</p> <p><b>February 2011</b> - Funding is being sought for this project at the old Albert River Bridge</p> <p><b>December 2010</b> - Council is in the line up as funding is prioritised</p> <p><b>November 2010</b> - Unchanged</p> <p><b>September 2010</b> A proposal has been submitted to Qld Marine Safety for progression of funding for further development of a pontoon/jetty for Truganini Road Wharf &amp; Boat Ramp.</p> <p><b>August 2010</b> - Further technical discussions with QT's Boating Infrastructure Manager from the Cairns office of the Department are planned.</p> <p><b>July 2010</b> - QT has been advised of Councils wish to progress the feasibility of expanding maintenance and jetty facilities within the Shire.</p> <p><b>June 2010</b> - Further investigations with QT are being sought through a planning and needs analysis.</p> <p><b>May 2010</b> - Unchanged</p> <p><b>March 2010</b> - Unchanged</p> <p><b>February 2010</b> – Unchanged.</p> <p><b>January 2010</b> - Unchanged.</p> <p><b>December 2009</b> - Unchanged.</p> <p><b>November 2009</b> - Unchanged</p> <p><b>October 2009</b> - Dialogue will be taken up with QT for possibilities &amp; request a wish list from Council to place in parallel with QT's wish list.</p> <p><b>September 2009</b> - Unchanged</p> <p>Further dialogue with QT will be followed up on to make QT aware Council would be keen to see further funding allocations.</p> <p><b>July 2009</b> - QT Boating Infrastructure has indicated funding is available as a follow on from current projects that have been constructed; Council will be notified when these opportunities arise.</p>
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		<p>DES will prepare an estimate of cost for Councils consideration, along any funding avenues available for the near future.</p> <p>A/WM to action and prepare a report for Budget Meeting of Council</p>
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File: BCS/G/CM/R/DES  
Author: Dennis Kerr  
Date: 9<sup>th</sup> June 2011

## Director Engineering Services Reports

### 12.01.03 Edited Tender Specification for Preferred Suppliers

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#### *Executive Summary*

The attached document is the edited version following a request by Council at the May meeting to be brought back to the June meeting, as previously advised the specification is for the tendering process for tenderers interested in tendering to supply Council with goods & services, the range covers most goods & services required by Council for administration, operational and development activities.

It is requested that Council support the document format which will allow for preparation for re advertising for interested contractors and suppliers to tender.

It is recommended that the duration to submit tenders be 21 days, and the duration be the part there of remaining for the financial year 1 July 2011 to 30 June 2012.

The actual commencement date for accepted/successful tenderers being from the date the recommendations of assessment are endorsed by Council.

This will allow for trialing and revision of the specification during the current financial year and for preparation of a revised specification where the need is considered necessary.

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#### *For Council Decision*

#### *Recommendation*

That Council endorse the re advertising of Tenders for developing a preferred suppliers list utilising the edited specification in its present form.

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#### *Full Report*

Currently purchases are to align with the BSC Purchasing Policy and must be in accordance with the current Local Government Act & Regulations.

Where an endorsed Preferred Suppliers List would stream line procurement, saving on multiple newspaper advertisements and considerably earlier start and finish times to projects that have only the dry season window of opportunity.

This Specification has been presented to Council over the development period of the document, the 3 occasions have allowed for input from Council and Council officers.

At the April monthly Council meeting the document was endorsed subject to the editing following the previous presentation to Council.

#### *April Resolution*

That Council endorse the calling of Tenders for developing a preferred suppliers' list utilising the Specification document as edited.

Carried 04.110401

Document went to tender following the endorsement and according to the purchasing policy requirements which states the minimum advertising outlets along with directions from the CEO for alternative avenues of advertising; however a withdrawal was directed at the May Council meeting, which created some confusion as the direction was handed along verbally via non executive staff and a full clarity of the direction was not clearly defined until the meeting actions were released some 10 days later.

Previous to this the following information was presented to Council meetings;

The attached document is a specification for tenderers interested in tendering to supply Council with goods & services, the range covers most goods & services required by Council for administration, operational and development activities.

The specification is in draft form and will require some additional information and amendments in some areas, other than those specific points the document is virtually complete.

It is requested that Council support the document format which will allow for preparation of advertisements for interested contractors and suppliers to tender.

It is recommended that the duration to submit tenders be 4 weeks, and the duration of the successful supply period be 1 year from the date of Council accepting and endorsing the offers.

This will allow for trialing and revision of the specification.

The attached document is a specification for tenderers interested in tendering to supply Council with goods & services, the range covers 91 groups of which most goods & services required by Council for administration, operational and development activities are addressed

This specification addresses a criteria for assessment of the proponents by weighting. The following points illustrate how the prioritization would be assessed.

#### 1. Selection Criteria & Weighting to Determine Preferred Supplier

Contractors or Service or Goods suppliers will not be hired or engaged on price alone. Outlined below are the evaluation objectives when assessing the selection criteria, not necessarily in the order of merit.

Any of the weightings may/ can/will be changed at Council's discretion to necessitate accuracy in the assessment of a tender.

Any weighting change would be specific to a tender where the current weighting didn't apply ie where all tenderers were from local content, then an alternative weighting would be implied.

##### a. Unit Price

###### **Priority Weighting 20%**

Lowest unit price

##### b. 1) Submitted Copies of Insurances, Current Drivers Licence, Registration Certificates or Statutory Declaration or in the case of,

###### **2) Goods & Services compliance with required standard & quality, or**

###### **3) In the case of a service or consultancy a Resume', Referees and where applicable professional qualification**

###### **Priority Weighting 20%**

- 1) For Tenderers of hire or supply of plant & machinery submission of statutory declaration or copies of Insurance policy documents, Licences and Registrations Certificates or certified copies acceptable as specified in this document
- 2) For Tenderers of Good and Services
- 3) For Tenderers of Consultancy

##### c. Past or referenced know Performance, Reliability, and in the case of Goods & Services Material & Product Reliability

###### **Priority Weighting 20%**

Past or referenced known performance of the Contractor's and or Supplier's reliability,

quality of product, material or service e.g. relevant experience and training of the Contractor's or Supplier's proposed operators, tradespersons or labours, availability of supply, previous performance, including in team environments, commitment to contract duration, submission of quality referees, commitment to product or material specification and quality to specification and standards etc

**d. Safety**

**Priority Weighting 20% - Plant, Fleet, Machinery or Construction Contractor, \*Goods & Services provider, \*\*Consultancy Services**

Workplace Health and Safety compliance considerations e.g.

\*Availability of MSDS & User instructions/directions supplier support.

\*\*Statement of understanding of the requirements of safety plan.

Submission of a safety plan.

Willingness of Contractor or Supplier to comply with all requirements of the WPH&S Act & Regulations with no exception.

When required to participate in training workshops/ or safety presentations relevant to the scope of work tendered or service offered.

**e. Local Content**

**Priority Weighting 20%**

Enhancement of the capabilities of local business and industry e.g. Contractor, Consultant or Supplier that owns & operates a business based in the Burke Shire.

The document addresses;

- Introduction
- Interpretation
- Scope of Works or Goods & Service
- Scope of Works or Goods & Service Defined
- 91 Items of Hire, Goods or Service offer
- Form of Contract
- Tender Validity Period
- Tender Documentation
- Conditions of Offer
- Specific Requirements of Plant, Fleet, Machinery or Associated Equipment and Operators
- Conditions of Purchase for Hire, Supply and Service Provided by a Contractor
- Loadings & Statutory requirements
- Payment for Plant, Vehicle Fleet, Machinery, Goods or Service
- Registration & Insurance
- How the tender process is conducted
- Lodgement of tenders
- Collusive Tendering
- Consortia or Aggregation
- Business Ethics
- Information availability
- Contact Details
- Policy Statements
- Operator Requirements
- Camping Facilities
- Tender Opening
- Selection Criteria & Engagement Process
- Complaints Procedure
- Conditions of Contract
- Workplace Health and Safety Policy Statement
- Drug & Alcohol Policy Statement
- Conditions to be Observed in Tendering
- Certification of Delivery Dockets & Tax Invoices

With some fine tuning the specification is virtually complete.

It is requested that Council support the document format which will allow for preparation of advertisements for interested contractors and suppliers to tender. Along with allowing Council Officers to prepare the documents in readiness for assessing the tenderers offers.

It is recommended that the duration to submit tenders be 4 to 6 weeks, and the duration of the successful supply period be 3 years from the date of Council accepting and endorsing the offers.

Further reading of the Draft document supplied is recommended.

The above information gives a history to the development of the current document.

#### *Statutory Environment*

Statutory procurement requirements have been addressed in the current document in accord with the Local Government Act 2009 and subsequent revisions, also the Local Government of Qld Regulations 2010.

Any variation to the current document content would make the document in conflict with the statutory environment that governs Qld Local Government Accounting and Procurement Statutory Environments.

#### *Policy Implications*

All Purchase policy requirements have been addressed in the document.

#### *Financial Implications*

Can only assist with purchasing & procurement practices, and exhibit value for money to external government departments.

Current quotation and tendering procedures are stifling expenditure on external funded performance timeframes.

#### *Strategic Implications*

The implications of not having this procurement tool in place risks Council ability to administer the mega works program for the current dry season and risks the introduction of a state appointed coordinator to move the works & expenditure forward via the states direction eliminating any control over how the funds are administered.

There is also a risk of conflict of interest is evident within elected members the state will direct that the tender and assessment would be conducted by the States Department of Infrastructure.

#### *Officers Comment*

This specification is specific to Burke Shire Council there is no template available that fits a comprehensive or intensive need such as this document does.

This approach to the tender will save many thousands of dollars on advertising, and stream lines the assessment process of the tenderers.

#### *Consulted With*

Council, Council Staff

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File: BCS/T&Q/2011-11-07  
Author: Dennis Kerr  
Date: 10 June 2011

### 13 Consideration of committee recommendations

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None at time of agenda preparation

### 14 Closed session reports

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- 14.01 In-Committee General Information
- 14.02 Proposed lease - Burketown
- 14.03 Compliance Update
- 14.04 Trust Fund
- 14.05 Native Title Update

### 15 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:-

### 16 Deputations and presentation scheduled for meeting

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#### 16.01 Gilkerson Legal

Phone conference to update Council with Native Title Claims.

#### 16.02 Department of Communities

Community Recovery – Post disaster events

#### 16.03 Darren Foster

Update on progression of the community plan for Burke Shire

### 17 Closure of meeting

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The next Ordinary Meeting of Burke Shire Council is Wednesday 20<sup>th</sup> July 2011.