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Agenda and Business Papers
Burke Shire Council Ordinary General Meeting
Thursday 15 October 2015
9.00am Council Chambers

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

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01 Opening of Meeting

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

02 Record of Attendance

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

03 Prayer

Led by Cr Murray

04 Consideration of applications for leave of absence

None received at close of agenda.

05 Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 17 September 2015

Recommendation

That the Minutes of the General Meeting of Council held on Thursday 17 September 2015 as presented be confirmed by Council.



150917 Unconfirmed
Minutes.docx

06 Condolences

None received at close of agenda.

07 Executive Management Team Reports

07. Executive Management Team Reports

07.01.01 Works and Services Monthly Update Report

07.02.01 Workshop and Fleet Report

07.03.01 Executive Officer Report

07.03.02 Donation Request - Savannah Guides Limited

07.03.03 Proposed Council Meeting Dates for 2016

07.04.01 Finance Report

07.05.01 Projects and Human Resources Manager Reports

07.05.02 Policy Review – HRM-POL-0014 Staff Training and Development Policy

Works and Services Reports

07.01.01 Works and Services Monthly Update Report

DEPARTMENT: Works and Services

RESPONSIBLE OFFICER: Works Manager

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

DATE: 8th October 2015

LINK TO COUNCIL PLAN/S: Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include (up to 8th Oct 2015):

- Shire Roads maintenance.
- Stabilisation NDRRA works have commenced
- NDRRA Concrete and drainage works have commenced
- Assistance to the MGF
- Assistance to the Rodeo
- Installation of the handrails for the Gregory Ablution block
- Installation of the new Dump Ezy

Training:

- Nil

Works for upcoming month:

- Shire roads maintenance
- Stabilisation works for NDRRA
- Concrete works for NDRRA
- Town Streets patch and repair

RMPC

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

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

NDRRA Flood Damage Works

Stabilisation Site:

Works have progressed well over the past week with operations commencing on the 30th September. All sites on Truganini, Floraville and Doomadgee East Road have now been completed and are being maintained by a water truck until the sites are primed on the 8th October.

Earthmoving:

Water continues to be an issue and may push works past the anticipated completion date of 30th November.

Contractors have starting extracting from Big Oakey Creek. Drawing water from the Elizabeth was ceased due to potential impact on local livestock.

Drainage:

Contractors have completed work on the pipe at Truganini Road. They have also expressed their intention to find another material/concrete supplier as their supplier, although successful on his first load, has been off schedule and occasionally dumping at the wrong location. They intend to do a pour at the Leichhardt on Thursday and then again on Friday to have the western section poured and half of the eastern section complete.

All concrete testing will be completed by Cardno Bowler in Cairns as they already have a tester here for the Stabilisation.

The Gabion site has been cleared and will be shaped over the weekend. They intend to complete the gabions whilst waiting for the concrete to cure. Then commence their forth and final pour in about 10 days.

Gregory Ablution Block

The hand rail is being completed by works staff; however, with the injury suffered to our boiler maker these works have been delayed. The handrail will be completed by the end of the month.

WHS Incidents

There have been no incidents reported over the reporting period.

Shire Roads maintenance

Works commenced on Doomadgee West last week. To date, the crew have completed works on the bulldust sites located to the west of the Hells Gate Roadhouse. They have also completed works up to the Westmorland turn off and will complete the remainder of works within the week. There is a small amount of works remaining on the Nugaburra Road which were not previously completed due to the lack of water.

Contractors have completed the muster on Bowthorn Station and have praised the Shire on the condition of Nugaburra Road. Approximately 65% of the roads maintenance budget will have been expended at the conclusion of these works, leaving approximately \$200k for reactive and opening grade works in the new year.

HR

The three positions that had been advertised within the Works and Services department have now been filled, as at the 8th October the two Burketown positions have commenced. The third position in Gregory will commence at the end of the month.

2. RANGER

Litter Management

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

Sites Visited

China wall
Grassy bank
Beamesbrook Crossing
Gregory Crossing

Report

1 Bin at the fishing site.
1 Bin – area heavily used by locals and campers
1 Bin being utilised.
Dump skip installed, Area still has to be cleaned as continually being left a mess.

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

Conduct a daily early morning deadie run on town and entrance roads to remove nightly road kills before residents/ visitors get about also do an early morning check and a general emu parade of town streets. 5 dead wallabies removed from town roads during this period

Animal Control

- Regularly checking/ monitoring and reporting whether there is life stock and how many in the following areas, Town common, STP, Camping Reserve, Racecourse & Burketown south.
- Monthly inspecting and spraying utilities building Mougibi oval for white ants. Minor new evidence of activity on the wall sheeting but no new white ant tracks coming up out side walls – will continue to check monthly until a pest control operator visits.
- Shires second round of 1080 baiting scheduled to commence 19th October.
- Manufactured 1080 baits sold to Brinawa station.
- Misted 2 residences and 1 business at Gregory for mosquitoes.
- Misted 1 residence in Gregory for an insect infestation.
- Misted 2 residences in Burketown for mosquitoes.
- Misted Gregory depot kitchen for ants.
- Misted Shire hall for mosquitoes prior to the morning glory festival.
- One dog impounded and destroyed after 3 days when owner failed to respond to public notices regarding an impounded dog. Although efforts were made to locate the owner, we ensure that we continue to raise public notices when dogs are impounded.
- Cat trap at the butcher shop at the owners request.

Weed Control

- Currently working on obtaining Pest Management Technicians qualifications to be legally able to control insect pests – includes fogging and misting for mosquitoes.
- Spraying Rubbervine, Prickly acacia, and Calotrope on road reserves and Graslan on some of the bigger plants.
- Trial release of “Parkinsonia looper moth” - by CSIRO to control Parkinsonia, total of 99 boxes of larvae and moth has been released at the Escott release site since December – area being monitored.

Complaints

- Nil received for this period

General

- Serviced the Rex RPT flights whilst Bob Marshall on leave x 1 also conducted the regular airport checks.
- Monthly 1080 stock control sheet & Indemnity Forms to DNR Cloncurry.
- No movement on updating cemetery register and computerising surveyed graves and water reticulation system for the cemetery – still waiting for Bob to check unknown / unmarked graves, met with Town & Rural services supervisor to formulate a plan to mark unmarked graves.
- Cleaning up campers rubbish at Escott causeway.

- Traffic counters installed in the following places :-
 - Floraville road
 - Camooweal road after hay farm
 - Before Century mine.
 - After Century mine
 - Adels grove installed just over Louie creek 29th April
 - Doomadgee west before Walford creek installed 27th April
 - Truganini road installed 23rd April
 - Units regularly maintained and were last downloaded 26th August – results to CEO and WM.
 - 8th Unit to be installed between Adels grove and Lawn Hill national park boundary when bitumen pad is laid.
- Maintaining register of employee licences and tickets etc.
- Updated Security providers licence for the airport received.

3. PARKS AND GARDEN

Programed works

- Working with weekly program

Non programed works

- Parks and Garden assisted with Morning Glory Festival
- Neil Welsh has assisted with Gregory so as James could have a break
- Trevor Marshall will assist with this until Doug starts

4. HOUSING / BUILDING MAINTENANCE

- Matthew Douglas has been moved into his new residence
- Termite inspections quotes received and order issued to the lowest bidder
- Inspections to take place beginning the 13th October.

5. UTILITIES

Water Treatment Plant

DAILY READING WTP BURKETOWN		
SEPTEMBER	DAILY USAGE (kL)	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE	20316	Avg – 8.11 L p/s
HIGHEST DAILY USAGE	950 kl	Avg – 12.22 L p/s
LOWEST DAILY USAGE	465 kl	Avg – 10.64 L p/s

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

- Prominent and Collins Water have indicated that they will be on site later this month to install the chiller and filter units now that they have arrived.

Gregory Water Treatment Plant

- Chemical Storage area at Gregory Water Treatment plant has been tidied. Chemical storage and access has improved accordingly. We are sourcing more bunded pallets to suit the 1000ltr IBC pods and we are currently waiting on quotes.
- Gregory WTP potable and raw water meters have been working on and off. An electrician will be engaged to check the signal wiring.
- The new water Filter Vessels have arrived in Gregory. Collins Water Solutions will complete installation during October-November..

Water Reticulation Gregory

Water meter readings are currently being completed.

- Future works
 - Marking locations of hydrants/valves/water meters as per allotment and adding new water meter tags to meters in Gregory.
 - Park sprinklers to be installed.

Sewerage

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
304553	TOTAL COLIFORMS	09.09.2015 8:50am	BURKE SHIRE TREATED EFFLUENT	< 1000 CFU/100ml	5000 CFU/100ml	<10	X
304552	BOD Biochemical Oxygen Demand	09.09.2015 8:50 am	BURKE SHIRE TREATED EFFLUENT	< 20 mg/L	20 mg/L	<2	
304552	TOTAL SUSPENDED SOLIDS	09.09.2015 8:50 am	BURKE SHIRE TREATED EFFLUENT	< 30 mg/LL	23 mg/L	<1	
304552	PH Physical Properties	09.09.2015 8:50 am	BURKE SHIRE TREATED EFFLUENT	6.5-6.8	7.7	<0.1	
304552	TP Nutrients & Anions	09.09.2015 8:50 am	BURKE SHIRE TREATED EFFLUENT	< 15 mg/L p	4.3 mg/L	<0.5	
304552	TN Nutrients & Anions	09.09.2015 8:50 am	BURKE SHIRE TREATED EFFLUENT	< 20 mg/L	19 mg/L	<1	

- Samples results improving with the exception of an exceedance in the TOTAL COLIFORMS.

Statewide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total (month of September)	Actual Total (year to date)
Water Services				
Water mains breaks	Per 100km/year	<30	0	0
Incidents of unplanned interruptions	Per 1000 connections/year	<50	0	0
Water quality related complaints	Per 1000 connections/year	<10	0	0
Drinking water quality	% of samples	98%	0%	0%

	tested with no <i>E. coli</i> detection/year			
Time to respond to water incidents – water quality complaints, burst water mains, supply interruption	% of response to incident <12hrs	>95%	0	0
Sewerage Services				
Sewer mains breaks and chokes (blockages)	Per 100km/year	<25	0	0
Sewerage complaints – overflow on properties and odour	Per 1000 connections/year	<50	0	1
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	0	0
Combined				
Total water and sewerage complaints (any nature)	Per 1000 connections/year	<120	0	1

Burketown Water Treatment

- Plant running smoothly with no interruptions to service supply.
- Chlorine-Situ system currently shutdown due to faults and repairs. The Chiller has arrived and we are still waiting on Collins Water Solutions for an installation date.
- Using Back-up system to make the 2% required for Storage Tank.

Nicholson River Pump Station

- Currently having problems with the Back-up Generator. Workshop staff are looking into fixing this problem. Brett Harris (WFM) is currently investigating.
- Pumps are running well.
- Rate payers have had air building up in their water supply lines. We have showed them how to release the air from the supply lines to their tanks and houses.

Sewerage Pump Stations

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

Sewerage Treatment Plant

- Blivet has been operating well with it treating on average 75,000 litres per day.
- Monitoring of the ground water is ongoing.
- Sewer Samples Failed. See results in above table.

Water Reticulation

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

Airport

- Airport Inspection completed by last week. We are waiting on the report for improvements/faults that have to be completed.
- Airport manual operations is currently being reviewed and updated. Last review completed in 2008.

AIRPORT INCIDENT

- We had 1 aircraft incident. Damage occurred to apron and prop of aircraft a report is being prepared by the ARO with assistance from the WHSA..

Future Works

- Minor repairs to apron.

Weather Station

- Current NOTAM for the AWIB is extended until November, however, this will be repaired during the next inspection conducted by Queensland Airport Lighting.

REX Airlines

- Operations are running to a reasonable standard
- REX manifest paperwork is being received in a timely fashion of late.
- Jayden Douglas and Kieran Anderson have arrived.

Cemetery

- Works ongoing, nothing significant to report.

6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



Works Program.xlsx

1. Works Program

Workshop and Fleet Reports

07.02.01 Work Shop and Fleet Report

DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris Work Shop and Fleet Manager

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

DATE: 7th October 2015

LINK TO COUNCIL PLAN/S: Works Program

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

Plant #	Description	Maintenance	Scheduled	Cost	Comment
426	Low Loader	Torque rods, brakes, tyres	No	16 hrs	Age
459	Ride on	Service	Yes	2 hrs	Scheduled
474	Rosa Bus	70K service and repairs	Yes	4 hrs	Scheduled
480	Prime Mover	Staked tank, wheel wobble	No	6 hrs	Rogue star picket
506	Drum Roller	A/C and drive	No	4 hrs	Poor electrics
519	Jet Patcher	Broom and blockage	No	4 hrs	Wear
520	NRPS genset	Flattened battery	No	6 hrs	Short still there
522	140M Grader	Artic sensor, battery, trans	No	14 hrs	Clean sensor area
523	140M Grader	3,250 hr service	Yes	6 hrs	Scheduled
524	2WD Hilux	60K service	Yes	3 hrs	Scheduled
526	Fuel Trailer	Centre bolt	No	4 hrs	Rough roads
530	Hilux Extra Cab	Rotate and balance wheels	No	2 hrs	Stop wear
535	Landcruiser	125K minor service	Yes	2 hrs	Scheduled
537	Landcruiser	110K Service`	Yes	2 hrs	Scheduled
538	Workshop Truck	Front tyres, clean emulsion	No	6 hrs	Helping Jetpatcher
540	Hilux	30K service	Yes	2 hrs	Scheduled
544	Job Truck	A/C	No	6 hrs	Condenser fault
551	Prime Mover	90K service	Yes	6 hrs	Scheduled
560	Pump Stand	Service	Yes	6 hrs	Scheduled
565	Prado	40K service and tyres	Yes	4 hrs	Scheduled
566	Landcruiser-Ranger	35K minor service	Yes	2 hrs	Scheduled
567	Hilux-WHOS	Puncture and bent rim	No	2 hrs	Unknown
585	Job Truck	Invertor	No	2 hrs	Warranty

2. TENDER UPDATE

Carried over from 2014-15 Budget

- #535 and #537 traded with RMPC truck
- RMPC ute- upgraded to truck with crane- ordered 28-8-15 expected delivery mid October
- 10 Tonne Truck- Ordered 25-6-15 expect delivery mid October
- Waste Transfer Bins- Six completed - Seventh being built

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Plant Replacement Program


Copy of 2015-2016
Plant Replacement Bu

2. Schedule of Major Plant Servicing


Copy of Master
Major Plant Services.:

3. Plant Running Costs


Plant Running
Costs.pdf

Executive Officer Reports

07.03.01 Executive Officer Monthly Report

DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

FILE NO: Business Paper

DATE: 5th October 2015

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

1. EVENTS CO-ORDINATOR

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

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

RECENT EVENTS

Sept 25-26 Morning Glory Festival

Many thanks to all the Council staff and volunteers from within the Shire for helping to prepare the festival and for working over the festival weekend. Thank you also to Split Image and Delations for putting on a wonderful performance across the two days of the festival. In addition, it was fantastic to see a large number of entries for the Arts and Craft Show and plenty of people at the Saturday morning markets.

Financial Summary

- A full financial summary will be available for the November Council meeting.

Event Debrief

- An event debrief will be scheduled in the coming weeks.

2. LIBRARY

As the tourist season draws to a close once more, we also see the seasonal downturn in library patronage. Staff will continue to send out information to the community on how they can access online library services.

3. PROMOTION

Social Media

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

With a dedicated officer to media and communications, Council would see a vast increase in attention to the Facebook pages and the use of Council's Website, currently this role is partly covered by internal staff, time pending.

Newsletter

The next edition of the newsletter is printed and ready for distribution in early October.

4. ENVIRONMENTAL HEALTH SERVICES

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

5. RECORDKEEPING

The destruction of records process is currently being completed by CorpMem and Council employees. There are 320 transaction folders due to be closed. Council will start to see a reduction in the number of expired documents currently kept electronically and physically. There are many benefits of regular monitoring of recordkeeping activities to help Council meet our recordkeeping requirements:-

- gaining the support of senior management by providing regular reports about issues, challenges and achievements of the records management program
- ability to identify and address training and awareness needs
- continual improvement of records management systems, procedures and practices
- ability to identify gaps and target resources in areas where they are needed most.

6. CONFERENCES/TRAINING

Nil Attendance for September.

7. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Library Report for July 2015


160630 RLQ
Statistics master Sept

2. CorpMem Report


CorpMem Admin
Report 20151001.pdf

Executive Officer Reports

07.03.02 Donation Request - Savannah Guides Limited

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer Patricia Prior, Administration Officer
FILE NO:	Donation Requests 2015/16
DATE:	23 September 2015
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from Savannah Guides Limited.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Savannah Guides Limited has not previously received any Council support regarding donations.

3. PROPOSAL

Purpose or Function – Savannah Guides is a network of professional tour guides and tour operators based in the tropical savannahs of northern Australia who work with many of Australia's leading tourism, environmental and community organisations to pursue its mission of being an economically sound, community based professional body which maintains high standards of interpretation and public education, training and guiding leadership and natural and cultural resource management. These high standards are accomplished through the promotion of ecologically sustainable tourism principles, enhancing regional lifestyles and encouraging the protection and conservation of the natural and cultural resources of the tropical savannahs of northern Australia.

Structure –Savannah Guides Limited is a non-profit organisation that currently is run by a management committee. This organisation has been established for 27 years and its membership currently consists of 13 enterprises, 68 individuals and 27 Friends of SGL. Members currently comprise tourism operators and guides across northern Australia. Most members are from the Gulf Savannah region of Queensland.

Project Summary – Savannah Guides Schools are the organisation's workshops, bringing together tour guides, operators, Traditional Owners, National Parks Rangers, tourism and government representatives, researchers and other like-minded individuals. Two Savannah Guides Schools are held each year at varying locations across the savannahs, featuring experts in fields such as ecology, traditional culture, geology, land management, guiding technique and tourism. They are usually four days in length with many activities in the field. Savannah Guides Schools are part of a framework helping guides to achieve and maintain a high level of professionalism. Many individuals and operators use the schools to enter the tourism industry, set staff professionalism benchmarks, refresh technical knowledge, make network contacts or simply explore a new region behind the scenes in a fun, educational setting. Sharing knowledge is a key part of our ethos and everyone is welcome at a Savannah Guides School. Participating in a school is the best way to consider whether Savannah

Guides can support your professional development, networks or skills. School participation is an element in becoming a member of Savannah Guides, should individuals or enterprises wish to pursue this opportunity. The next Savannah Guides School will be held at Adel's Grove 15-18 October 2015.

Adels Grove is an accredited Savannah Guides Enterprise and will host this important event which will attract around 50 leading tourism operators and regional leaders. It is an important demonstration of our product and Burke Shire's capacity in regional tourism. The school will feature presentations on the geology and palaeontology of the surrounding region including Boodjamulla National Park and Riversleigh Fossil Fields as well as workshops on tour guiding skills.

How will the project benefit Burke Shire Communities – *The event itself will bring approximately 50 visitors to Burke Shire. This will have a direct economic input to the Shire from their expenditure. Boodjamulla National Park and Riversleigh Fossil Fields will be showcased to tour operators and other stakeholders from across northern Australia. These visitors will also witness the improved road access and infrastructure within Burke Shire. We hope that budding tour guides from Gangalidda Garawa Rangers will participate to improve their skills and further their tourism aspirations.*

Who will participate – *Savannah Guide enterprises and individual members. Experts, researchers and academics who will share their vast knowledge on the intricacies of the region plus aspiring tour operators and tour guides who will be heavily influenced by this experience.*

Target Audience – *As above.*

Donation Support Request – *Cash donation of \$2,000.00.*

How Council will be recognized and acknowledged – *Burke Shire Council logo to appear in our school printed program and be presented with a sponsorship certificate. If BSC are able to send a representative to the school we would allocate 30 minutes for a presentation on the Shire. If not, we would be happy to read out a commentary. BSC brochures would be included in our delegates' conference bag. After the school a major E-Newsletter will be sent to our entire database acknowledging BSC's sponsorship of the school and could also include an article on the Shire.*

Total project cost

	\$
Own cash contribution	7,500.00
Own in-kind contribution	1,200.00
Other funding sources	0.00
Council Donation Request	2,000.00
Total project cost	<u>\$10,700.00</u>

List Sources for Other Funding – *Member organisations, MMG and local businesses have been approached.*

Other information relevant to this application – *Nil.*

4. FINANCIAL & RESOURCE IMPLICATIONS

The current donations budget: \$8758.29 spent out of a budget of \$60,000 (\$51,241.71 remaining).

5. POLICY & LEGAL IMPLICATIONS

ADMIN1 Grants to Community Organisations Policy
Section 189 Local Government Regulation 2012: Expenditure on grants to community organisations

The annual report for a financial year must contain a summary of—
(a) the local government's expenditure for the financial year on grants to community organisations;

6. CRITICAL DATES & IMPLEMENTATION

A decision is required at the October meeting to ensure Council sponsorship is included in promoting this event.

7. CONSULTATION

Finance, CEO.

8. CONCLUSION

That Council provides Savannah Guides Limited with a \$2,000.00 cash donation to provide assistance with their Savannah Guides School to be held at Adels Grove from 15 to 18 October 2015.

9. OFFICER'S RECOMMENDATION

That Council approves a \$2,000.00 donation to Savannah Guides Limited to provide assistance with their Savannah Guides School to be held at Adels Grove from 15 to 18 October 2015.

ATTACHMENTS



Donations Request
Form Burke Shire Cou

1. Donation Request

Executive Officer Reports

07.03.03 Proposed Council Meeting Dates for 2016

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Madison Marshall; Executive Assistant-Admin Jenny Williams, Executive Officer
FILE NO:	Council Meeting Notices
DATE:	7 th October 2015
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan

1. PURPOSE (Executive Summary)

Presenting a listing of proposed dates to hold Council meetings in 2016.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has previously held their Council Meetings on the third Thursday of each Month.
That council consider the following dates for their 2016 Council Meetings:

January	Thursday 21
February	Thursday 18
March	Thursday 17
April	Thursday 21
May	Thursday 19
June	Thursday 16
July	Thursday 21
August	Thursday 18
September	Thursday 15
October	Thursday 20
November	Thursday 17
December	Thursday 08 (one week early)

3. PROPOSAL

That Council continues to hold their meetings on the third Thursday of each Month, except for the December, meeting to be held on the second Thursday of the Month.

4. FINANCIAL & RESOURCE IMPLICATIONS

Budgeted for in Council's normal operations.

5. POLICY & LEGAL IMPLICATIONS

Local Government Regulation 2012
Chapter 8 Administration
Part 2 Local government meetings and committees

257 Frequency and place of meetings

- (1) A local government must meet at least once in each month.
- (2) However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.
- (3) All meetings of a local government are to be held—
 - (a) at 1 of the local government's public offices; or
 - (b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.

6. CRITICAL DATES & IMPLEMENTATION

A decision is required at the October Council meeting as the list of meeting dates is required to be advertised for 2016.

7. CONSULTATION

CEO; Local Government Regulation 2012

8. CONCLUSION

The dates have been presented following Council's decision to hold meetings on the third Thursday of each month.

9. OFFICER'S RECOMMENDATION

That Council adopts the dates below for the Ordinary Meetings of Council in 2016:-

January	Thursday 21
February	Thursday 18
March	Thursday 17
April	Thursday 21
May	Thursday 19
June	Thursday 16
July	Thursday 21
August	Thursday 18
September	Thursday 15
October	Thursday 20
November	Thursday 17
December	Thursday 08

ATTACHMENTS

Nil

Finance Reports

07.04.01 Finance Monthly Update – September 2015

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Council Meeting Report – Finance Monthly Update Report
DATE:	15 October 2015

1. STATEMENT OF COMPREHENSIVE INCOME

	Quarter 1 YTD Actual	Quarter 1 YTD Budget	% Over/Under Budget
Revenue:			
<i>Recurrent Revenue</i>			
Rates, levies and charges	1,863,377	955,163	95%
Fees and charges	14,444	6,828	112%
Rental income	45,160	32,500	39%
Interest received	91,241	108,750	-16%
Sales revenue	107,542	201,500	-47%
Other income	61,830	39,713	56%
Grants, subsidies and donations	1,840,600	1,711,749	8%
Total Recurrent Revenue	4,024,194	3,056,202	32%
<i>Capital revenue</i>			
Grants, subsidies and donations	144,000	498,496	-71%
Capital income	-	-	
	144,000	498,496	-93%
Total revenue	4,168,194	3,554,698	14%
Expenditure:			
<i>Recurrent Expenditure</i>			
Employee benefits	909,944	964,727	-6%
Materials and services	3,320,546	2,698,866	23%
Finance costs	3,451	3,750	-8%
Depreciation and amortisation	147,742	413,150	-64%
	4,381,683	4,080,493	-55%
<i>Capital expenditure</i>	-	-	
Total expenditure	4,381,683	4,080,493	-104%
Net operating surplus	- 213,489	- 525,795	-159%

Year to date actual results have been compared to pro rata budget figures. First quarter results show a net loss of \$213,000 against a pro rata budget forecast of \$525,795. Please note that depreciation expense is subject to adjustment on completion of the comprehensive valuation exercise.

Notes for variances to budget

Revenue

Rates & Utility Charges

Rates and utility charges are on track, please note rates levies are raised twice per year therefore the variance in relation to the pro rata budget estimate relates to timing differences, however half yearly rates revenues are on track with half yearly budget estimates.

Fees and charges

Fees and charges are on track, sitting at 112% positively above pro rata budget forecast.

Rental Income

Rental income is on track sitting at 39% positively above pro rata budget figures.

Interest

Interest received is slightly below forecast at \$91,421 against a pro rata estimate of \$108,750. Interest rates on BSC investment have not moved since the last reporting period.

Sales Revenue

RMPC works continue to be carried out and are on track; Sales revenue sits at -47% below budget estimate. The variance relates to timing differences in completion and raising of invoices for recoverable works. Further RMPC claims will be processed progressively through the year.

Grants, Subsidies, Contributions and Donations

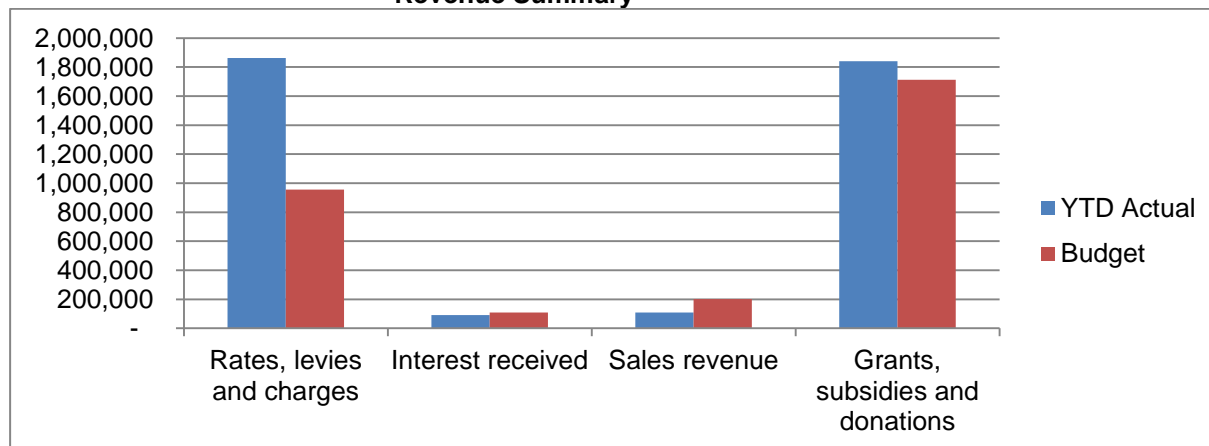
Non Capital Grants, Subsidies, Contributions and Donations increased to \$1,840,600 from the last reporting period. Grants, subsidies, contributions and donations sit 8% positively above pro rata budget forecast.

NDRRA works have progressed significantly and claims will be lodged in the second quarter of the financial year driving revenues upwards as per budget forecast.

Unbudgeted income received: In addition to the unbudgeted revenues received in the last reporting period Council received \$28,000 from a court settlement relating to a legal claim. Council has also received an additional unbudgeted grant of \$4,429 (Get ready Queensland Grant) in addition to the payment of \$244 received in August.

Capital revenue remains unchanged from the last reporting period and sit 71% below pro rata budget estimates primarily due to timing differences as TIDS< ATSI TIDS programmes commence in the second half of the Financial year.

Revenue Summary



Recurrent Expenditure

Employee benefits

Employee benefits (Salaries and wages) are below budget estimates at \$909,944,190 against a pro rata budget forecast of \$964,727.

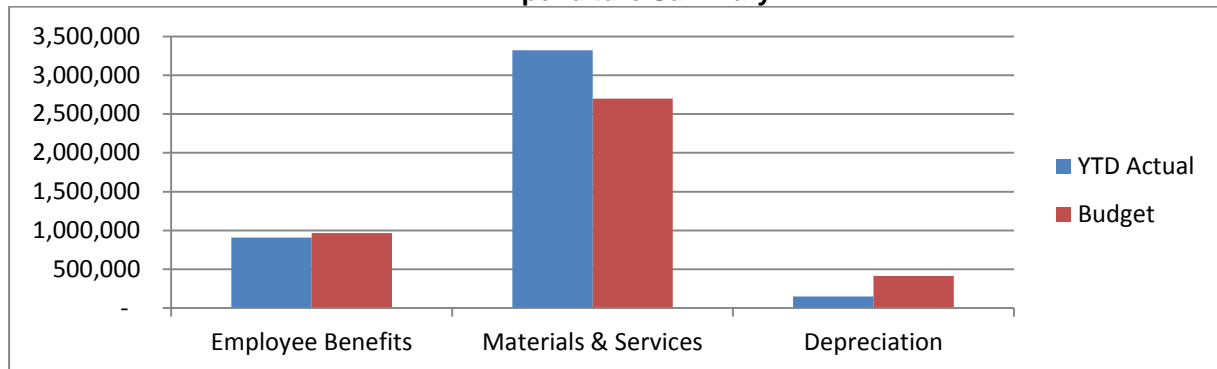
Materials and services

Materials and services expenditure is above pro rata budget primarily due to timing differences. Most expense accounts are on track with budget estimates however the timing of operations results in variances between actual expenditure and budget estimates at different intervals through the year. Major shire road maintenance works (approx. 75%) have been completed to date with the remaining works to be completed in the second half of the year. NDRRA earthworks are about 65% complete, Stabilisation and drainage works are about 30% complete to date.

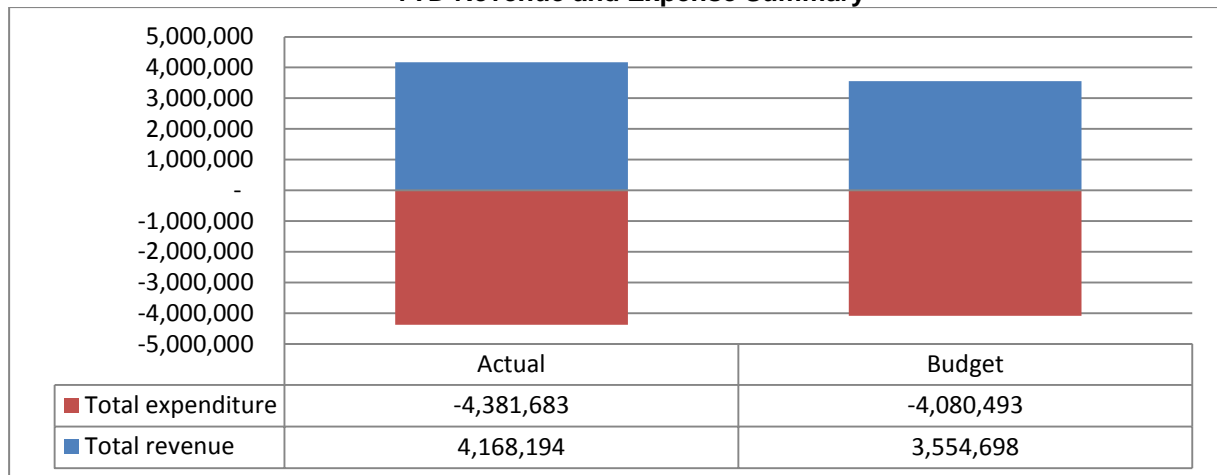
Finance costs are slightly below budget forecast at \$3,451 against a pro rata budget estimate of \$3,750

Please note depreciation expenditure will be adjusted in line with the comprehensive valuation.

Expenditure Summary



YTD Revenue and Expense Summary



2. STATEMENT OF FINANCIAL POSITION AS AT 30 SEPTEMBER 2015

Current assets

Cash and cash equivalents	14,250,682
Trade and other receivables	224,992
Inventories	179,452
Other financial assets	707,465
Total current assets	15,362,591

Non-current assets

Property, plant and equipment	113,484,098
Total non-current assets	113,484,098

Total assets	128,846,689
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Current liabilities

Trade and other payables	440,571
Provisions	449,845
Other current liabilities	-
Total current liabilities	890,416

Non-current liabilities

Provisions	565,361
Total non-current liabilities	565,361

Total liabilities	1,455,777
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Net community assets	127,390,912
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Community equity

Shire Capital	39,529,889
Asset revaluation reserve	67,335,477
Retained surplus	20,525,546
Other Reserves	-

Total community equity	127,390,912
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Notes to Statement of Financial Position**Current Assets****Cash and cash equivalents**

Cash and cash equivalents increased to \$14,250,682 from the last reporting period this is a 16% increase in cash and cash equivalents from the last reporting period. The increase relates to rates receipts collected through the month of September

Trade and other receivables

Receivables as at 31 August sat at \$2,250,067 reflecting the raising of rates levies. Significant cash receipts were recorded over the month of September as the majority of BSC ratepayers paid their rates within the discount period this is reflected by the decrease in receivables from \$2,250,067 to \$224,992 at the end of September. Outstanding rates as at the end of September - \$208,790 down from a total of \$2,125,014 at the end of August.

Inventories

Inventory sits at \$179,452.

Property Plant & Equipment

Unadjusted Property plant and equipment value sits at \$113,484,089 this will be adjusted in line with the revaluation of assets.

Liabilities and Provisions

Payables and current liabilities at the end of September sat at \$890,416

Burke Shire Council - Cash Position 2015-16							
Month	Queensland Treasury Corporation	Annual Rate Payable Monthly	Term Deposit ME Bank	Interest Rate	Westpac Bank Cash Reserve	Westpa Cash Management Account	Total Cash Held
Jul-15	\$ 11,036,734.36	2.74%	\$ 519,000.00	2.8%	\$ 3,730,588.92	\$ 505,820.97	\$ 15,792,144
Aug-15	\$ 11,061,774.95	2.74%	\$ 519,000.00	2.8%	\$ 1,929,330.83	\$ 507,902.00	\$ 14,018,008
Sep-15	\$ 11,085,721.81	2.74%	\$ 519,000.00	2.8%	\$ 2,151,261.27	\$ 494,436.48	\$ 14,250,420
Oct-15							
Nov-15							
Dec-15							
Jan-16							
Feb-16							
Mar-16							
Apr-16							
May-16							
Jun-16							

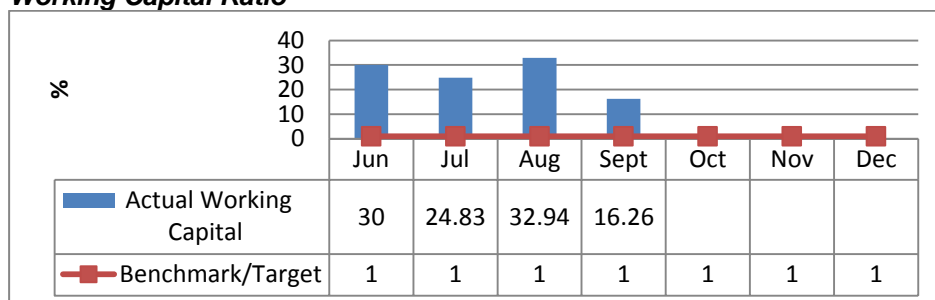
Cash holdings improved from the last reporting period as rates receipts were recorded however the increase in cash holdings was offset by creditor payments processed in the same month (major payments remitted in relation to NDRRA works)

Overall cash holdings increased by about \$250,000 from the previous month.

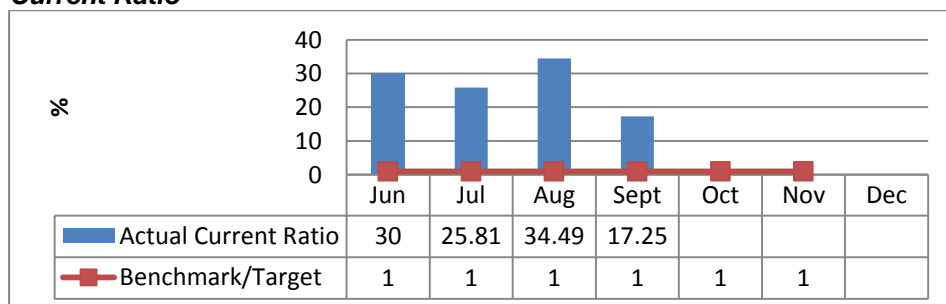
3. MEASURES OF COUNCILS FINANCIAL SUSTAINABILITY

Measure	How the measure is calculated	Actual	Target	Budget
Operating surplus ratio: measures the extent to which operating revenue covers operational expenses	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-9%	Between 0% and 10%	33.5%
Asset sustainability ratio: Measures the extent to which infrastructure assets are being replaced as they reach the end of their useful lives	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	To be confirmed on completion of valuation of assets	greater than 90%	
Net financial liabilities ratio: Measures the extent to which the net financial liabilities of Council can be serviced by operating revenues	Total liabilities less current assets divided by total operating revenue (excluding capital items)	-346%	not greater than 60%	-115.5%
Current ratio: Measures Council's ability to meet short term obligations from cash and liquid financial assets	Current assets divided by current liabilities	17.25	This ratio should exceed 1:1	
Working capital ratio: Measures the extent to which Council has liquid assets available to meet short term financial obligations	Unrestricted current assets divided by current liabilities	16.26	This ratio should exceed 1:1	

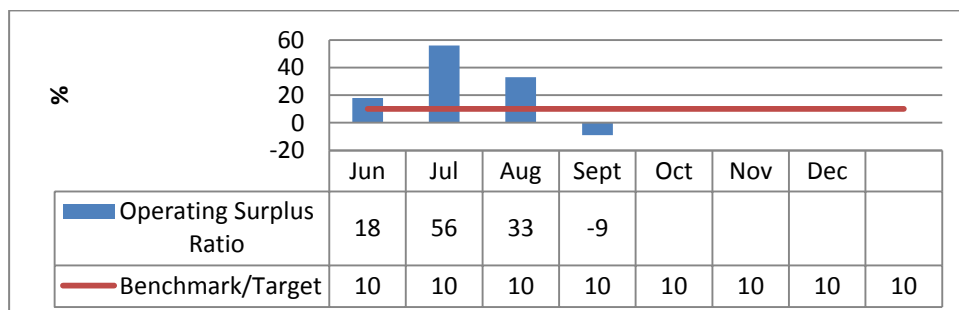
Council's **Net Financial liabilities** ratio as at the end of the quarter is well above the target benchmark of less than 60% at - 346% as there are no borrowings.

Working Capital Ratio

Council's **working capital ratio** as at the end of the quarter sat at 16.26 favourably against a benchmark target of 1:1 reflecting sufficient working capital to meet short term financial obligations.

Current Ratio

Council's **current ratio** at the end of the quarter sat at 17.25 reflecting sufficient financial capacity to meet short term financial obligations.

Operating Surplus**Ratio**

The operating surplus ratio declined significantly reflecting significantly higher expenditure over the last period. Significant NDRRA works contributed towards the increased expenditure.

4. STATEMENT OF CASH FLOW

Cash flows from operating activities	
Receipts from customers	2,511,177
Payments to suppliers and employees	- 4,728,508
	- 2,217,331
Interest received	91,241
Rental income	45,160
Non capital grants and contributions	1,984,600
Borrowing costs	-
Net cash inflow (outflow) from operating activities	- 96,330
Cash flows from investing activities	
Net payments for property, plant and equipment	- 888,711
Grants, subsidies, contributions and donations	-
Proceeds from sale of property plant & equipment	64,545
Net cash inflow (outflow) from investing activities	- 824,166
Cash flows from financing activities	
Proceeds from borrowings	
Repayment of borrowings	
Repayments made on finance leases	
Net cash inflow (outflow) from financing activities	-
Net increase (decrease) in cash and cash equivalent held	- 920,496
Cash and cash equivalents at the beginning of the financial year	15,171,178
Cash and cash equivalents at end of the financial year	14,250,682

Significant cash movements have been recorded over the last quarter inflows mainly relate to rates receipts in the month of September, general purpose grants , capital grants and recoverable works revenue, pushing cash holdings upwards, however significant cash outflows for wages , materials and services have also been recorded pushing cash holdings downwards. Overall cash outflows exceed cash inflows resulting in a net decrease in cash held at the beginning of the financial year.

Cash inflows anticipated in the second quarter relate to recoverable works and NDRRA works. General purpose grants will also be received in the second quarter. Further cash inflows are expected in the third quarter mainly relating to rates levies.

Capital revenues from TIDS and ATSI TIDS is anticipated in the third quarter.

5. CAPITAL BUDGET REVIEW

Capital Works Budget 2015-16							
	Projects	Total Budgeted Expenditure	YTD Actual Expenditure	Variance	Budget Funding/Sale-Trade in Proceeds	YTD Actual Income/Proceeds	Variance
	Buildings						
1	Administration office renovations	40,000	37,075	2,925	-	-	-
2	Administration office roof replacement	90,000	-	90,000	-	-	-
3	Visitor Information Centre renovations	300,000	-	300,000	-	-	-
4	Gregory Town Hall renovations	100,000	-	100,000	-	-	-
5	ANZAC Centenary commemorative works	40,000	-	40,000	-	-	-
6	New housing - Duplex (2)	400,000	-	400,000	-	-	-
7	House renovations (House 10)	75,000	-	75,000	-	-	-
	Land						
8	Land acquisitions (Gregory WTP)	35,000	13,847	21,153	-	-	-
9	Land acquisitions (Gregory Rubbish Tip)	70,000	-	70,000	-	-	-
	Other Structures						-
10	Mineral Baths/Springs	100,000	13,384	86,616	-	-	-
11	Pontoon gangway raising structure	80,000	37,345	42,655	-	-	-
12	Wharf Car park (Boat ramp project)	360,000	7,955	352,045	-	-	-
13	Burketown Rubbish Tip Fencing, gate and site office	100,000	-	100,000	-	-	-
14	Gregory Rubbish Tip Fencing & Signage	52,000	-	52,000	-	-	-
	Road Infrastructure						-
15	Reseal Floraville Rd & Reseal Doomadgee East Rd	1,000,000	-	1,000,000	-	-	-
16	Road seal works ATSI TIDS Doomadgee West Road	250,000	-	250,000	250,000	-	250,000
17	Road seal works TIDS Doomadgee West Road	1,600,000	-	1,600,000	800,000	-	800,000
	Intellectual Property						-
18	Burke History Book	40,000	-	40,000	-	-	-
	Plant and Equipment						-
19	Gregory Waste transfer bins	18,000	-	18,000	-	-	-
20	Telemetry (water treatment plant)	90,000	-	90,000	-	-	-
21	Gregory Solar array	500,000	8,900	491,100	-	-	-
22	Telemetry (sewer treatment plant)	90,000	-	90,000	-	-	-
	Plant and equipment replacement						-
23	Drum Roller	250,000	200,000	50,000	24,000	22,000	2,000
24	10 Tonne Truck	160,000	-	160,000	48,000		48,000
25	Loader	420,000	420,000	-	90,000	90,000	-
26	Job Truck	92,000	95,066	3,066	30,000	30,000	-
27	Landcruiser Dual Cab	70,000	68,467	1,533	35,000	34,545	455
28	Job Truck	75,000	-	75,000	30,000		30,000
29	Gregory Depot Ute	66,000	-	66,000	30,000		30,000
30	Water Tank	39,000	-	39,000	-		-
31	Multi Tyred Roller	227,000	-	227,000	30,000		30,000
32	Fuso Tip Truck	165,000	-	165,000	15,000		15,000
33	2wd Toyota Hilux	31,000	-	31,000	12,000		12,000
34	Extra Cab Toyota Hilux	48,500	-	48,500	20,000		20,000
35	Job Truck with crane	110,000	-	110,000	25,000		25,000
							-
	Total Capital Expenditure	7,183,500	902,039	6,281,461	1,439,000	176,545	1,262,455

6 OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Projects and Human Resources Manager Reports

07.05.01 Projects and Human Resources Manager Report

DEPARTMENT: Human Resources

RESPONSIBLE OFFICER: Nils Hay – Projects & Human Resources Manager

FILE REF: Council Meeting October 2015 - PHRM Report

DATE: 13th October 2015

LINK TO COUNCIL PLAN/S: Nil

1. HUMAN RESOURCES UPDATE

Staff Changes – Departures:

Finance Officer:

Hayley Booth's last day will be Tuesday 27 October 2015.

Administration Officer:

Trish Prior's last day will be Friday 6 November 2015.

Events Coordinator:

Faith Gwatidzo will finish her duties as Events Coordinator on Tuesday 13 October 2015.

Staff Changes – Appointments:

Road Crew:

There were 15 applicants for this role (advertised locally): Isaam Milne has been appointed to the vacant Road Crew Operator position. Isaam commenced on Wednesday 7 October.

Parks and Gardens (Cleaner):

There were 7 applicants for this role (advertised locally): Samantha Bismark has been appointed to the vacant Parks and Gardens (Cleaner) position. Sam commenced on Wednesday 7 October 2015.

Parks and Gardens (Gregory):

There were 9 applicants for this role (advertised locally): Doug Bruce has been appointed to the vacant Parks and Gardens (Gregory) position. Doug will be commencing on Wednesday 4 November. In the meantime, Burketown Parks and Gardens staff will assist with operations in Gregory.

Administration Officer x 2:

There were 41 applications for this role (advertised locally and through Seek in North QLD): Hayley-Ann Croton has been appointed to the position of Administration Officer. Hayley will commence on/around 10 November 2015.

Karen Meyer has been appointed to fill the vacancy left by Trish Prior's departure. Karen will commence on/around 10 November 2015.

Administration Officer (Temp):

Council is maintaining a temporary Administration Officer (Tara Blair-Smith) from CBC Staff Selection until the new administration staff commence.

Vacancies:

Finance Officer/Accountant:

Following Hayley Booth's resignation, there is a vacancy in the Finance Department. Council will engage Civica to assist with payroll processing and management to ensure the ongoing operation of this critical function.

Council will shortly commence recruitment for a new member of the finance team, with the intent being to replace the Accountant position, rather than the Finance Officer role.

Traineeship:

Council has commenced advertising for a trainee position within the Administration Office to commence next year. At this stage, two potential applicants have expressed an interest.

Performance Reviews:

Performance reviews are currently ongoing within the organization, they are nearing completion.

New Certified Agreement:

The QIRC released a draft version of the new Local Government Industry Award in mid-September (distributed to Councillors on 14 September). The QIRC Full Bench met in early October to take submissions from industry bodies and stakeholders to determine the final make-up of the document. It is expected that the finished Award will contain few material differences to the presented draft; this document will be released by October 31.

Following the release of this document, Council and staff can recommence negotiation of the new Certified Agreement.

JCC:

JCC XIX is scheduled for 19 October 2015.

Workplace Health and Safety:

The monthly Workplace Health and Safety report is attached. For the month of September there were two non-work-related, report-only incidents.

Training:

The following training has taken place over the last month:

- RTO delivered their final round of Cert III training for several staff, now these staff need to complete their log-book hours to complete their certification
- The WHSC attended a conference and training session with regional local government safety staff in Bedourie
- Apprenticeships and Traineeships are ongoing
- CEO & PHRM are continuing their Town Planning Diplomas
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

2. CONCLUSION

While the PHRM was absent for much of the past month, there was still a significant amount of recruitment activity, and strong interest in roles with Council. With the looming introduction of 'new' Modern Award, the focus will start to shift towards Certified Agreement negotiations in the coming months.

As we move towards the end of the year, opportunities for training (both internal and external) will increase as well.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



151013 EOM OHS
Report Sept 2015.do

1. WHS Report, September 2015

Projects and Human Resources Manager Reports

07.05.02 Policy Review – HRM-POL-0014 Staff Training and Development Policy

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay, Project & HR Manager
FILE REF:	Business Paper 15/10/15
DATE:	22 September 2015
LINK TO COUNCIL PLAN/S:	Staff training and development is part of our Operational Plan and obligations under the Certified Agreement

1. PURPOSE (Executive Summary)

To review and update the Staff Training & Development Policy

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The policy was adopted by Council at the October 2014 meeting and is due for review. This policy reflects the intent of Section 12 of the Burke Shire Council Certified Agreement 2012-2014.

3. PROPOSAL

A marked up, revised version of the policy has been attached. Please note, changes are generally cosmetic, the “associated documents” table has been updated.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

Nil

6. CRITICAL DATES & IMPLEMENTATION

This policy is 12 months old and review is due October 2015.

7. CONSULTATION

Nil

8. CONCLUSION

The policy remains current and reflects Council's ongoing commitment to staff training and development.

9. OFFICER'S RECOMMENDATION

That Council adopts the revised version of HRM-POL-014 Staff Training and Development Policy.

ATTACHMENTS



HRM-POL-014 Staff
Training Development

1. HRM-POL-014 Staff Training & Development Policy (Review)

08 Chief Executive Officer Reports

08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

08.01.02 Corporate Risk Register

08.01.03 Operational Plan 2015-2016 – 1st Quarterly Update – October 2015

08.01.04 Reinstatement of Indexation of Financial Assistance Grants

Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

DEPARTMENT: Office of the CEO

RESPONSIBLE OFFICER: Philip Keirle; CEO

FILE NO: Business Paper 15 October 2015

DATE: 02.10.2015

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

1. COUNCIL'S KEY PLANNING DOCUMENTATION

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

Planning Docs	Comments	Status
Town Planning Scheme	<p>Council will develop the new Planning Scheme as part of a pilot project with the Department of State Development, Infrastructure and Planning.</p> <p>Council hosted representatives from the Department of Infrastructure, Local Government and Planning Representatives in Gregory and Burketown on 16-17 September 2015 to initiate the planning process.</p> <p>Completion timeframe: Jun 2016-Sep 2016</p>	Commenced
Asset Management Plan	<p>Council continues to track toward full implementation of Asset Management planning and practices. This includes the passage of the Asset Management Strategy, the Asset Management Policy, the revision of the Asset Management Plan as well as the creation and adoption of associated documents: asset inspection regimes, asset condition manuals, road hierarchy and road segment policies etc.</p> <p>Council and CT Management Group have established the guiding principles and required content for the BSC Asset Management Policy and BSC Asset Management Strategy.</p> <p>Council's Total Asset Management Plan will be completely revised by 30 November 2015</p> <p>Completion timeframe: 30 November 2015</p>	Monitor
Operational Plan 2015-16	The Operational Plan 2015-16 was adopted by Council on 22 July 2015. The first quarterly review of this document will take place at the October 2015 Council meeting. Council is tracking well in the implementation of the Operational and Corporate Plans.	Adopted Jul 15. First quarterly review Oct 15
Operational Plan 2014-15	<p>Adopted at Ordinary Council Meeting: July 2014.</p> <p>Quarterly progress reports were submitted to Council in October 2014, January 2015 and April 2015. The final quarterly report was presented to Council on 16 July 2015.</p>	Completed

	<p>This report will also be incorporated into the Annual Report for 2014-2015.</p> <p>Completion timeframe: completed</p>	
Local Government Area Pest Management Plan	<p>EOI for Working Group members released on 9 Sep 2015. The new LGAPMP will need to be consistent with the Biosecurity Act 2016 (July 2016).</p> <p>First Working Group meeting to coincide with Gulf Catchments Pest Taskforce meeting in Burketown in mid-November 2015. First aim will be to identify pest management priorities in sub-catchment areas in order to align Plan with the Australian Weeds Strategy.</p> <p>Council has received a number of responses to the EOI released. The numbers are encouraging, but still insufficient to ensure the success of the process.</p> <p>Completion timeframe: dependent on new Biosecurity Act 2016.</p>	Monitor
Budget 2015-2016	<p>Adopted: the budget documents can be accessed online via the Burke Shire Council webpage.</p> <p>The first quarterly review of the budget will take place on Wednesday 14 October 2015</p>	Adopted 22 Jul 2015 1 st quarterly review: Oct 15
Budget 2014-2015	<p>Adopted at Ordinary Council Meeting: 19 June 2014.</p> <p>Council's Financial Statements are currently under preparation. These will be audited by the Queensland Audit Office during October. Results will be tabled in Council's Annual Report 2014-2015.</p>	On track
Business Continuity Plan & Risk Register	<p>BCP adopted by Council on 20 November 2014. Corporate Risk Register adopted by Council on 20 November 2014.</p> <p>Management staff met to review the Corporate Risk Register on 15 September 2015. The CRR will be submitted for Council revision and adoption at the October 2015 Council meeting.</p> <p>The Business Continuity Register will be reviewed at the November 2015 Council meeting.</p>	On track
Drinking Water Quality Management Plan	<p>Council's DWQMP was endorsed in September 2013 and has gone through periodic reviews.</p> <p>10.10.2015 – review of DWQMP completed 10.11.2015 – amendment applications for DWQMP to be submitted 15.12.2015 – annual report on DWQMP to be submitted</p>	On track
Local Disaster Management Plan 2015-2016	<p>Annual review of plan completed according to new IGEM assessment methodology. Review conducted by CEO and Craig Shepherd (Executive Officer, Mt Isa District Disaster Management Group).</p> <p>Revised Local Disaster Management Plan adopted by Council at the Sep 2015 Council meeting.</p> <p>LDMG to consider the LDMP at the next scheduled LDMG meeting in late October 2015.</p>	Completed
Internal Audit Plan and Audit Committee 2015-2016	<p>1st meeting: 7 October 2015 2nd meeting: TBD</p>	On track

Internal Audit Plan and Internal Audit Committee 2014-2015	Legislative and regulatory responsibilities related to Internal Audit and Internal Audit Committee satisfied for 2014-2015. Details provided in Annual Report 2014-2015.	Completed
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2. COUNCIL PROJECTS

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

Current Projects	Comments	Status
Waste Management and Recycling Strategy	Council has engaged GHD to complete a Waste Management and Recycling Strategy for the Burke Shire. This also includes the preparation of Site Based Management Plans and planning details for the Burketown and Gregory rubbish tips. Completion timeframe: phase 1 – October 2015	On track
Asset condition inspections and asset revaluations	Council completed a full asset revaluation during mid-2015 as well as some of the most comprehensive condition assessments on road and reticulated sewer assets. The valuations derived from these inspections and revaluations have been confirmed following consultation in relation to the methodology involved in determining valuations, asset life and depreciation. Consultation took place between BSC staff and Carpentaria Shire Council, APV, CT Management Group and GBA. CCTV inspection of Burketown sewer reticulation network and stormwater infrastructure completed in July 2015. Road Asset Condition Assessment System: assessment completed for all Shire roads in August 2015. Completion timeframe: 31 October 2015	Completed
Pontoon	Installation completed. Practical completion scheduled for 10 September 2015. Funding agreements with Cth (NSRF) and State (Royalties for the Regions) have been finalized. 1 st and 2 nd Milestones submitted to National Stronger Regions Fund (\$144,000). 1 st Milestone report for Royalties for the Regions funding to be completed in November 2015. Request for Ministerial attendance extended to Department of Infrastructure and Regional Development. Project Completion timeframe: 30 August 2015 Acquittal Completion timeframe: 30 November 2015	Installation completed Final engineering inspection 10 September 2015 Funding acquittal on track: milestones 1-2 completed for NSRF (\$144,000)
Renovations and Repair to Council buildings	Council has awarded tenders for the following <ul style="list-style-type: none"> - Gregory Hall: work to commence from early November 2015. - Council Administration Office – commencement of works to be confirmed. Council will hold a community consultation in relation to the HACC/Old Church building.	On track

Burketown ILUA implementation	<p>Council has completed the bulk of the administration and financial arrangements required to complete land acquisition processes under the Burketown ILUA. Some survey requirements are yet to be completed before the land tenure changes are finalised.</p> <p>Council and DNRM are also in the final stages of processing road openings and the opening of the esplanade at the Burketown Wharf.</p> <p>Council is looking to partner with Economic Development Queensland to facilitate the development of residential, rural residential and light industrial land.</p> <p>EDQ's next visit is scheduled for 11 November 2015.</p> <p>Completion timeframe: ongoing</p>	On track
Sale of 4 x residential lots in Burketown	<p>Council will sell 4 x residential lots in Burketown in 2015. Planning for the sale is currently underway.</p>	On track
Burketown Cultural History Project	<p>During July 2015, Council hosted Dr. Richard Martin and Hilda McClean from the University of Queensland to conduct further archival research and interviews with Burke Shire residents.</p> <p>This was partially funded with a Historypin Grant, which focused on deepening this project's research into the Shire's connection to, and experiences of the First World War.</p> <p>Council will look at obtaining a similar grant to fund further archival research into the Shire's various connections to the Second World War.</p> <p>Completion timeframe: October 2015 (first draft)</p>	On track
Community Satisfaction Survey	<p>Council to develop a Community Satisfaction Survey to assist in community consultation and acquisition of feedback and metrics. This survey was originally scheduled for release at the end of the 2014-15 financial year, however, EOFY considerations will push the release of this important survey back.</p> <p>Completion timeframe: Council is scheduled to release the Community Satisfaction Survey in December 2015, as per the 2015-2016 Operational Plan.</p>	<p>On track</p> <p>No update for Oct 15 meeting</p>
NDRRA 2014 (TC Fletcher)	<p>The status of Council's 2014 NDRRA program is detailed below: BrkSC.16.14 (REPA):</p> <ul style="list-style-type: none"> - REPA Approved Value \$8,224,626.00 (excl. GST). This value represents the total eligible amount less Council's trigger point contribution of \$23,108.00. <p>Contract for Earthworks component awarded by Council at the April Council meeting. This work is progressing as scheduled. See Works and Services Report for further details.</p> <p>Contract for stabilisation component awarded to Koppens Construction on 22 July 2015.</p> <p>Contract for the concrete and gabion component awarded to D&D Concrete Services on 17 September 2015.</p>	On track

	<p>BrkSC.17.14 (Emergent):</p> <ul style="list-style-type: none"> - Compliance and VfM assessments complete. Moving towards Briefing Note <p>Completion timeframe: November 2015</p>	
Roads Programs – 5 year infrastructure plan	<p>GBA engaged to assist Council to develop a 5 year road infrastructure plan in line with TIDS, QRA, R2R funding.</p> <p>GBA is currently completing a summary of all works completed on BSC roads from 2004-2005 to 2014-2015. Confirmation of historical expenditure and the type of treatment (maintenance, renewal, upgrade) will assist in this project.</p> <p>Completion timeframe: 30 November 2015</p>	Monitor
Procurement Project	<p>Council has the relevant contract documentation and has drafted the Scope of Works for the release of the Register of Preferred Suppliers tender (Goods and Services).</p> <p>Regional discussions are underway to ascertain the desirability of a regional Preferred Suppliers tender.</p> <p>The next step is to complete the Scope of Works for consultancy services. These are currently in draft form.</p>	<p>Monitor</p> <p>No update for Oct 15 meeting</p>
New Certified Agreement	<p>Burke Shire Council, staff and unions commenced negotiating a new Certified Agreement in February 2015. These negotiations are on hold pending a review of the Local Government Awards.</p> <p>Recent developments indicate that negotiations will be able to recommence following the outcome of relevant determinations on 31 October 2015.</p>	Monitor
Water Rates	First excess water consumption bills levied on 30 August 2015. Council staff are managing enquiries related to these charges at present.	Completed
Morning Glory Festival	<p>MGF II held on 25-26 September 2015. Split Image and Delations provided fantastic live music for the festival, which was well supported by the local and regional community.</p> <p>Full details of event acquittals will be available in November 2015.</p>	Completed
ANZAC centenary: BKT	Council committed funding to commemoration of Anzac for 2015 and 2016. \$20,000 will be available for statuary, public monument in 2016 for both Gregory and Burketown.	Monitor
ANZAC centenary: GRG	<p>Council was successful in receiving a Commemorative Communities Grant to complete the restoration of the WWI and WWII Honour Boards. This restoration has now been completed.</p> <p>Council was successful in receiving a Historypin Grant to explore personal, pastoral, township and Shire-based experiences of the First World War. This project is underway.</p> <p>Recent meetings: Burketown Committee: 19 May 2015 Gregory Committee: 1 Sep 2015</p>	Monitor

	<p>Next meetings: Gregory Committee: 26 October 2015 Burketown Committee: 27 October 2015</p> <p>Completion timeframe: To be determined</p>	
Weed spraying: Gregory River Catchment	<p>An initial weed spraying project in the Upper-Gregory River Catchment was completed in July 2014.</p> <p>Council has subsequently committed funding in 2014-2015 and 2015-2016 to fund further weed eradication projects in the Upper-Gregory River catchment.</p> <p>Progress reports will be tabled in Council meetings on a quarterly basis.</p> <p>Completion timeframe: TBD 2016</p>	On track
Rates Audit and preparation for 2015-2016 financial year	<p>Council's historical rates audit has been completed.</p> <p>New differential rating categories were established in the Revenue Statement for 2015-2016. These new categories are designed to promote greater flexibility, accuracy and equity in Council's rating system.</p> <p>Council will also revise all documentation associated with rates: explanatory documentation, rates notices etc. to ensure all rates related documentation is easier to understand.</p> <p>Completion timeframe: August 2015</p>	Completed
Sale of land: Gregory	<p>The sale of Lots 35-36 and 40-44 on RP743008 has been completed.</p> <p>Completed August 2015</p>	Completed

3. PROJECTS TO PLAN AND COST

The following table provides a status update on projects that Council is pursuing over the next 1-2 years. Once these projects are costed, they will be submitted to Council for further assessment and possible inclusion in the Capital Expenditure or Operational Expenditure budgets. Projected costings will not be included in Council meeting reports.

Projects to plan and cost	Comments	Status
Removal of waste tyres from Burketown & Gregory landfills	<p>At the September 2015 North West Queensland Regional Organisation of Council (NWQROC) meeting, a number of member Councils elected to proceed with the purchase of a tyre shredder. Burke Shire Council indicated a preference to pursue other arrangements in disposing of waste tyres.</p> <p>Council will explore two disposal options prior to proceeding with the removal of waste tyres from the Burketown and Gregory rubbish tips.</p> <p>Completion timeframe: to be determined.</p>	Monitor

Burketown Mineral Baths	<p>Council is working on this project with Traditional Owners, GHD and the Queensland University of Technology to develop appropriate designs for this key piece of town and tourism infrastructure.</p> <p>GHD conducted a site visit on 18 August 2015 and Council has now received the first draft of the engineering designs for this project. The designs incorporate a hot-, a medium- and a cool-pool; board-walking, signage, bird hides and benches. The pools are designed to flood, with penstocks incorporated into the design to allow for better flow during, and easy cleaning after a flood event.</p> <p>Completion timeframe: design work by November 2015</p>	On track
Burketown Wharf Car Park and Boat Ramp widening project	<p>Following discussions with DTMR, Council is completing surveying and design requirements for the installation of a 45 CTU car park at the Burketown Wharf. This car park is a prerequisite for attracting DTMR funding for the widening of the boat ramp.</p> <p>Survey and design work has now been completed at Council's end. DTMR are reviewing the design and cost estimates on this project.</p> <p>Thank you to those organisations who have provided letters of support to support Council's application for funding this project.</p> <p>Completion timeframe: subject to DTMR funding</p>	On track
Renovation of the Burketown Visitor Information Centre	<p>The tender for this project opened on 10 September 2015 and closed on 6 October 2015.</p> <p>It will be possible to provide a brief update on this tender at the Council meeting on 15 October 2015.</p> <p>Completion timeframe: subject to budget and tender responses.</p>	Tender closed On track
Sewerage Treatment Plant Re-design	<p>Simmonds and Bristow have completed MEDLI modelling (model for effluent disposal using land irrigation) for the Burketown STP. Results indicate no adverse environmental impact.</p> <p>This modelling will help generate the parameters that Council will need to satisfy in re-designing the sewerage treatment process. Council has received a preliminary draft for this re-design and will continue to discuss this project.</p> <p>Council has submitted a pre-lodgment meeting request with the Department of Environment and Heritage Protection. This meeting is to discuss a change to treated effluent parameters and will take place week beginning 12 October 2015.</p> <p>Completion timeframe: subject to ongoing discussions with S&B and EHP in relation to preferred design.</p>	On track

Solar energy for WTP in Gregory	<p>GHD engaged to Project Manage this project. Site evaluations have been partially completed.</p> <p>Project costings have been completed as well as the CBA for future operation, maintenance and renewal. This project has a cost recovery timeframe of 6-7 years, with anticipated savings of, on average, \$96,000 per year in years 8-20.</p> <p>Completion timeframe: subject to land tenure outcomes in Gregory.</p>	Monitor
STP/WTP Telemetry	<p>Council has engaged a specialist to complete a full review of Council's water and wastewater assets. This assessment will determine the scope of works required for the installation of SCADA (supervisory control and data acquisition) in Burketown.</p> <p>The scope of works for the tender is nearing completion.</p> <p>This tender is planned for release in late October, early November 2015.</p>	On track
BKT North	<p>GBA have been engaged to provide costing for initial infrastructure for BKT North development. This has involved siting new locations for sewage pump stations, sewage lines, water lines etc. GHD have conducted an assessment on BKT north and assisted in the prioritization of development parcels.</p> <p>Andrew Sly from Economic Development Queensland conducted initial site inspection of Burketown on 19.09.2014. A second visit is scheduled for</p> <p>Further developments on EDQ funding will be conditional on new Govt. priorities.</p>	<p>Monitor</p> <p>No update for Oct 15 meeting</p>
BKT South	<p>Council is seeking costings on construction of a white rock road through proposed lots for Rural Residential use. Council is also seeking costings on installation of water, electricity and telecoms.</p> <p>Possible amalgamations of these lots, as well as the sale of these lots will be conditional on receipt of improved flood mapping by Council.</p>	<p>Monitor</p> <p>No update for Oct 15 meeting</p>
Gregory Landfill	<p>Development Application required to ensure this tip is appropriately regulated.</p> <p>Council will look to enter an ILUA in relation to this land as well as other reserve/state/lease land in Gregory. This component will require land to be excised from the Camping and Water Reserve, which Council will then need to acquire by freehold. Native Title is required to be cleared as part of the Letter of Offer conditions (for acquisition as freehold).</p>	In progress

4. POWER

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

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

5. TELECOMMUNICATIONS

Gregory: Council was successful in its Mobile Black Spots Programme application to have a mobile phone base station built in the township of Gregory. Telstra is unable to confirm the roll-out date for this project at this stage.

Burketown: Council and a telecommunications provider are working toward completion of the feasibility study for the installation of optic fibre between Burketown and Doomadgee as well as an upgrade to the existing exchange to deliver high-speed broadband and 4g mobile services. This project will also include the installation of Wi-Fi infrastructure and technology.

Lobbying of state and federal politicians continues for this project, as Council seeks co-contributions through various funding programs:

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

Council representatives (Mayor Camp and CEO) met with Prime Minister Tony Abbott, Deputy Prime Minister Warren Truss, Senator Barnaby Joyce and Senator Barry O'Sullivan to discuss telecommunications in the Burke Shire at Longreach (9 May 2015). Councillors have also met to discuss this project with Senator Ian Macdonald, Warren Mundine and Queensland State Premier, the Hon. Anastacia Palaszczuk.

6. DISASTER MANAGEMENT

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

Reporting/Meeting requirements	Status
2014-2015 1 st quarterly report	Completed Oct 2014
2014-2015 2 nd quarterly report	Completed Feb 2015
2014-2015 3 rd quarterly report	Completed Apr 2015
2014-2015 Annual Report (attached)	Completed Jul 2015
2014-2015 1 st LDMG meeting	Held Nov 2014
2014-2015 2 nd LDMG meeting	Held May 2015
2015-2016 1 st LDMG meeting	Scheduled for November 2015
2014-2015 Review of Local Disaster Management Plan	Completed Aug 2015
DDMG meeting	17 October 2015
2015-2016 1 st quarterly report	31 October 2015

7. PEST MANAGEMENT (animals and weeds)

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

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

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

8. TOURISM

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

Visitor Information Centre: Council will enter a Licence Agreement with Gangalidda and Garawa to operate the Visitor Information Centre during the Morning Glory Festival and Burketown Rodeo and Races during September/October 2015.

9. LOCAL GOVERNMENT ELECTIONS

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

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

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

10. MEETINGS/CONFERENCES/DELEGATIONS

GOVERNANCE CALENDAR – rolling 12 month calendar			
What	Where	When	Attendees
LGAQ Annual Conference	Mackay	27-29 th October	Mayor + CEO + Councillor(s)
LGAQ Innovation Forum	Burketown	24 th November 2014	Mayor, Deputy Mayor, Cr Forshaw, CEO, PHRM
NWQ Regional Roads & Transport Group	Burketown	24 th November 2014	Mayors, CEOs, DTMR, LGAQ
NWQ Regional Organisation of Councils	Burketown	25 th November 2014	Mayors, CEOs, DTMR, Dept. Local Government, LGAQ
GSD Meeting	Burketown	25 th November 2014	GSD members
DLG Roundtable	Cairns	2 December 2014	Mayor & Deputy Mayor
Burketown ILUA signing ceremony	Burketown	11 December 2014	All Councillors and CEO
Gregory Land Tenure meeting with Waanyi	Gregory	17 February 2015	Mayor, Deputy Mayor, Cr Forshaw, CEO, PHRM
Burketown ILUA discussions	Burketown	26 February 2015	Mayor, Deputy Mayor, Cr Murray, CEO
Elected Members Update	Doomadgee	3 March 2015	Mayor
Enterprise Bargaining Information Session	Burketown	3 March 2015	Mayor, CEO, FM
Internal Audit Committee Meeting	Teleconference	5 March 2015	Deputy Mayor, FM, Brendan Macrae (QAO), Mark Wright (Chairperson), Mark Andrejic (internal auditor)
NWQROC	Hughenden	12-13 March 2015	Mayor, Cr Forshaw, CEO

NWQRRTG	Hughenden	12-13 March 2015	Mayor, Cr Forshaw, CEO
Gregory Land Tenure discussions	Gregory	16 March 2015	Councillors, CEO, PHRM
Tourism and Events Australia – Regional Planning	Mt Surprise	27 March 2015	CEO & PHRM
Native Title Consent Determination	Burketown	1 April 2015	Councillors
ROC Forum	Brisbane	10 April 2015	Mayor
Regional CEOs forum	Julia Creek	8 May 2015	CEO
Meeting with Prime Minister	Longreach	9 May 2015	Mayor, CEO
NWQROC	Julia Creek	14 May 2015	Mayor, Deputy Mayor, CEO
NWQRRTG	Julia Creek	15 May 2015	Mayor, Deputy Mayor, CEO
Internal Audit Committee conference	Cairns	24 June 2015	Deputy Mayor
Bush Council Convention	St George	30-31 July 2015	Deputy Mayor
NQLGA	Palm Island	3-5 August 2015	Mayor, Deputy Mayor, Cr Forshaw, CEO
Meeting with Premier	Mt Isa	7 August 2015	Mayor, Deputy Mayor, CEO
Meeting with Director General – Department of State Development	Brisbane	10 August 2015	Mayor
NWQROC	Mt Isa	3 September 2015	Mayor, Deputy Mayor, CEO
NWQRRTG	Mt Isa	4 September 2015	Mayor, Deputy Mayor, CEO
ICPA Conference	Cloncurry	9 September 2015	Deputy Mayor, Kylie Camp
LGAQ Annual Conference	Toowoomba	19-21 October 2015	Mayor, Deputy Mayor, Crs Forshaw & Lauder, CEO
Better Councils Better Communities	Burketown	27 October 2015	TBD
GSD Annual General Meeting	Normanton	6 October 2015	Mayor, Deputy Mayor, CEO

11. WORK HEALTH AND SAFETY

See HR Report

12. OFFICER'S RECOMMENDATION

That Council notes the content of the CEO's Report.

ATTACHMENTS

Nil

Chief Executive Officer Reports

08.01.02 Corporate Risk Register

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE REF:	Business Paper 15 October 2015
DATE:	2 October 2015
LINK TO COUNCIL PLAN/S:	Operational Plan 2015-2016 - 1.1.3 Ensure development and maintenance of appropriate systems, procedures and performance standards to manage risk.

1. PURPOSE (Executive Summary)

To consider and adopt the Corporate Risk Register (2015-2017).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The emphasis placed on the implementation of risk management policies, processes and documentation has grown in recent years. Legislative and regulatory requirements in the LGA and LGR attest to this, as does the interest of organisations like the Queensland Audit Office in risk management frameworks and associated policies/procedures and guidelines.

In the 2011-2012 and 2012-2013 Management Response letters from QAO, the absence of risk management documentation (policies, procedures) was noted.

Council adopted its first Corporate Risk Register in November 2014. The Register was originally seen as a document to be revised every second year. However, a number of factors make it appropriate that the Register is reviewed more regularly. These include the youthfulness of the document and the ability to improve the quality of the document; new planning documentation to be developed (Planning Scheme, LGA Pest Management Plan), the potential for development that has come with the registration of the Burketown ILUA and the maturing risks and opportunities associated with diminished operations at the Century Mine, the pending construction of a mobile phone base station in Gregory and the potential connection of Burketown to the fibre optic network.

The Corporate Risk Register plans will require continual review and updating to ensure that it remains relevant to Council and so that Council's commitment to risk management deepens over time.

3. PROPOSAL

That Council adopts:

- 1) The Corporate Risk Register (2015-2017)

4. FINANCIAL & RESOURCE IMPLICATIONS

Development and review of documentation of this type raises Council awareness of various risks.

5. POLICY & LEGAL IMPLICATIONS

Section 164 of the Local Government Regulations requires that:

- (1) A local government must keep a written record stating the following-
 - a. The risks the local government's operation are exposed to, to the extent they are relevant to financial management;
 - b. The control measures adopted to manage risks;

This Risk Register provides coverage of these risks. However, it will be necessary to continue breathing life into this document in order to ensure that Council's awareness and treatment of financial risk remains current and relevant.

6. CRITICAL DATES & IMPLEMENTATION

The October 2015 Council meeting represents an opportunity to revise and re-adopt Council's Corporate Risk Register.

7. CONSULTATION

2014 development::

- Jardine Lloyd Thompson
- Bundaberg Regional Council
- Department of Local Government
- Queensland Audit Office

2015 Revision

- Executive Management Team
- Audit Committee

8. CONCLUSION

This Corporate Risk Register is a maturing document. As such, it will need to be reviewed and expanded over time. With this process initiated, the likelihood that risk management processes will be embedded into Council's operations increases.

9. OFFICER'S RECOMMENDATION

That Council adopts the Corporate Risk Register as submitted.

ATTACHMENTS



Copy of Corporate
Risk Register.xlsx

1. Corporate Risk Register

Chief Executive Officer Reports

08.01.03 Operational Plan 2015-2016 – 1st Quarterly Update – October 2015

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Operational Plan
DATE:	6 October 2015
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

1. PURPOSE (Executive Summary)

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council receives quarterly updates on the Operational Plan. This report is the first in the series of reports that Council will receive in relation to progress against the delivery of the goals (KPIs and milestones) outlined in the Plan.

3. PROPOSAL

That Council makes use of these reports to:

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

4. FINANCIAL & RESOURCE IMPLICATIONS

Contingent on progress update and organisational needs arising from this report. Traditionally, this has been dependent on the success (or lack thereof) in securing non-recurrent grant funding for particular projects.

5. POLICY & LEGAL IMPLICATIONS

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

6. CRITICAL DATES & IMPLEMENTATION

Reporting period:

- July 2015 – September 2015

7. CONSULTATION

The following consultation has taken place:

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

8. CONCLUSION

Council tracked well against the majority of milestones and KPIs outlined in the Operational Plan 2015-2016. The major risk area relates to funding arrangements for the connection of Burketown to the fibre optic network. Resolution of this issue is anticipated within the next quarter. Other areas of interest and areas of concern are identified in Attachment 1.

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



Operational Plan
15-16 - 1st quarterly

1. 151006 – Operational Plan 2015-2016 – First Quarterly Update

Chief Executive Officer Reports

08.01.04 Reinstatement of Indexation of Financial Assistance Grants

DEPARTMENT: Office of the CEO

RESPONSIBLE OFFICER: Philip Keirle; CEO

FILE NO: Business Paper

DATE: 18 September 2015

LINK TO COUNCIL PLAN/S: NA

1. PURPOSE (Executive Summary)

To consider a resolution that calls for the Federal Government to reinstate the indexation of Financial Assistance Grants.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has previously discussed the difficulties associated with the capping or freezing of Financial Assistance Grants (FAGS) provided to the Burke Shire by the Federal Government. These conversations have taken place during Council meetings, delegations from the LGAQ and during regional meetings of Councils.

FAGs are a vital part of the revenue base of all councils, and this year councils will receive \$2.3 billion from the Australian Government under this important program.

The Government's decision in the 2014 Federal Budget to freeze the indexation of FAGs for three years beginning in 2014-15 will unfortunately cost councils across Australia an estimated \$925 million by 2017-18.

ALGA and the state local government associations are seeking the support of Council for advocacy to have the Federal Government reverse the decision to freeze the indexation of FAGs. While the FAGs are paid through each state's Local Government Grants Commission, the funding originates with the Commonwealth and it is important it is recognised as such.

Council, and every other council in Australia, has been asked to pass a resolution acknowledging the importance of the Commonwealth's Financial Assistance Grants in assisting Council to provide important community infrastructure.

Council is also being asked to acknowledge the receipt of Financial Assistance Grants from the Commonwealth in media releases and council publications, including our annual report and to highlight to the media a council project costing a similar size to the FAGs received by Council so that the importance and impact of the grants can be more broadly appreciated.

3. PROPOSAL

That Council passes a resolution indicating the importance of the Financial Assistance Grants to Council operations.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council's forward estimates do not account for the reintroduction of the indexation of the Financial Assistance Grants. Any indexation would have a positive impact in relation to this component of Council's revenue.

If the indexation were in the order of 3%, Council would receive an additional \$87,000 per annum.

5. POLICY & LEGAL IMPLICATIONS

NA

6. CRITICAL DATES & IMPLEMENTATION

The October Council meeting would be an appropriate time to adopt this resolution, should Council determine to do so.

7. CONSULTATION

Regional Organisation of Councils meetings
Delegation from LGAQ
Elected members and management

8. CONCLUSION

Financial Assistance Grants are a critical component of Council's recurrent revenue. Unlike other revenue streams, the Financial Assistance Grant is capped, or frozen. Unfortunately, this 'capping' of revenue doesn't correlate with a 'capping' of the costs that Council incurs in delivering infrastructure and services to the community.

9. OFFICER'S RECOMMENDATION

That Council:

1. Acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of councils services and infrastructure;
2. Acknowledges that the council will receive \$2.91million in 2015 - 16; and
3. Will ensure that this federal funding, and other funding provided by the Federal Government under relevant grant programs, is appropriately identified as Commonwealth grant funding in council publications, including annual reports.

ATTACHMENTS



LGAQ

correspondence on F.

1. Correspondence from Cr Margaret de Wit, President of the LGAQ.

09 Late Item Reports

None received at close of agenda.

10 Consideration of Notice(s) of Motion and Petitions

10.01 Notices of Motion

None received at close of agenda.

10.02 Petitions

None received at close of agenda.

11 Mayoral Report

Report to be provided to meeting.

12 Councillor Reports

Councillors will provide reports to the meeting.

13 New business of an urgent nature admitted by Council

Recommendation (if required)

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

14 Closed session reports

14.01 Closed Session – Allocation of Council Accommodation

14.02 Closed Session - Lots 313-314 on Plan B1361

14.03 Closed Session - Sale of Council Land by Auction

15 Deputations and presentation scheduled for meeting

None received at close of agenda.

16 Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 19 November 2015.