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*Agenda and Business Papers  
Burke Shire Council Ordinary General Meeting  
Thursday 21<sup>st</sup> January 2016  
9.00am Council Chambers*

9.00 am	Opening of meeting
9.45 am to 10.00 am	Carpentaria Land Council Aboriginal Corporation Presentation
10.00 am to 10.15 am	Flag Lowering Ceremony – in memory of Digger Clarke
10.15 am to 10.45 am	Morning Tea
12.30 pm to 1.00 pm	Lunch

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## 01 Opening of Meeting

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

## 02 Record of Attendance

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Members      Cr Ernie Camp, Mayor - Chair  
                 Cr Paul Poole, Deputy Mayor  
                 Cr Tracy Forshaw  
                 Cr Tonya Murray  
                 Cr Larissa Lauder

Officers       Philip Keirle; Chief Executive Officer  
                 Chris Rohan; Works Manager  
                 Brett Harris; Workshop Fleet Manager  
                 Nils Hay; Projects & HR Manager  
                 Simbarashe Chimpaka; Finance Manager  
                 Jenny Williams; Executive Officer  
                 Madison Marshall, Executive Assistant-Admin (Minutes)

## 03 Prayer

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Led by Cr Lauder

## 04 Consideration of applications for leave of absence

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None received at close of agenda.

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

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### 05.01 General Meeting Thursday 10 December 2015

#### Recommendation

That the Minutes of the General Meeting of Council held on Thursday 10 December 2015 as presented be confirmed by Council.



151210 Unconfirmed  
Minutes.pdf

## 06 Condolences

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None received at close of agenda.

## 07 Executive Management Team Reports

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### 07. Executive Management Team Reports

07.01.01 Works and Services Monthly Update Report

07.02.01 Work Shop and Fleet Report

07.03.01 Executive Officer Monthly Report

07.03.02 Donation Request – Burketown Community Kindergarten

07.03.03 Donation Request – Queensland Women's Association Gregory Branch

07.04.01 Finance Monthly Update – December 2015

07.05.01 Human Resources Report

07.05.02 HACCC Delivery Report

07.05.03 HRM-POL-016 Staff Relocation Expenses Policy Review

## Works and Services Reports

### 07.01.01 Works and Services Monthly Update Report

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DEPARTMENT: Works and Services

RESPONSIBLE OFFICER: Works Manager

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

DATE: 18<sup>th</sup> January 2016

LINK TO COUNCIL PLAN/S: Works Program

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#### 1. WORKS MANAGER

##### General

Works completed or commenced over the last month include (up to 18<sup>th</sup> Jan 2015):

- Shire Roads maintenance.
- Town streets maintenance in Burketown.
- Assistance to TMR for the Beames Brooke Bridge.
- Gregory Hall Renovations.

##### Training:

- None conducted over the reporting period.

##### Works for upcoming month:

- Assistance to TMR (Traffic Control), Beames Brooke Bridge Closure.
- Road damage assessment for flood event 16A.

##### 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

There has been no additional expenditure or claim for RMPC throughout the reporting period.

##### WHS Incidents

There has been one incident resulting in materiel damage. This damage was the result of a collision between a ride on mower and a dual cab hilux.

##### Shire Roads maintenance

Minor road repairs continue along Doomadgee East and the Wills Developmental Road.

##### Gregory Hall

Works have now been completed at the Gregory Hall.

## 2. RANGER

### Litter Management

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

#### Sites Visited

China wall

Beames Brooke Crossing

Gregory Crossing

#### Report

1 Bin at the fishing site.

1 Bin being heavily utilised and currently being emptied by bridge contactors.

Dump skip installed, Area has been under water and road access has just started.

Since the Xmas break we have only removed 4 dead wallabies from town streets as part of 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.

### Animal Control

- No animal control activities since the Xmas break.
- Disposed of 3 adult dogs at the owner's request.

### Weed Control

- Continue to spray Rubbervine, Prickly acacia, and Calotrope on road reserves and Graslan on some of the bigger plants.
- Graslan treated Prickly acacia trees growing on the Nardoo/Floraville road reserve.
- 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 '14- area being monitored.

### Complaints

- Only complaints received were requesting for mosquito control.
- No further correspondence has been received from Bio Security re the 4 dogs suspected 1080 baited in Gregory township – was being investigated by BSC, Biosecurity and the Department of Health.

### General

- Monthly 1080 stock control sheet & Indemnity Forms to DNR Cloncurry.
- No movement on updating cemetery register and computerising surveyed graves and water reticulation system for the cemetery – still waiting for Bob to check unknown / unmarked graves, met with Town & Rural services supervisor to formulate a plan to mark unmarked graves.
- Traffic counters installed in the following places :-
  - Floraville road
  - Camooweal road after hay farm
  - Before Century mine- Downloaded 19<sup>th</sup> November.
  - After Century mine – Downloaded 19<sup>th</sup> November.
  - Adel's grove – unit installed just over Louie creek – Downloaded 19th November.
  - Doomadgee west before Walford creek installed 27th April
  - Truganini road installed 23rd April
  - Units regularly maintained & were last downloaded 14<sup>th</sup> October – results to CEO and WM.
  - 8<sup>th</sup> Unit installed between Adels grove and Lawn Hill national park boundary – Downloaded 19<sup>th</sup> November.
- Airport checks and attend Rex RPT flights whilst Bob away.
- First aid kit register updated to included new vehicles, checking stocks of required articles for cleaning and refurbishing First aid kits during the wet, stores for updating being ordered.
- Mosquito fogging currently being carried out 3 days a week commencing around 4.00 am – when mosquitoes are active and residents aren't.
- Misting town residences mainly for mosquitoes, and as of the 14 Jan have treated 17 residences and the caravan park – still have 10 more locals to treat and 4 out of town that will be attended too when the bridge is open.

## 3. PARKS AND GARDEN

Programmed works

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

## 4. HOUSING / BUILDING MAINTENANCE

No housing occupations over the reporting period.

## 5. UTILITIES

Water Treatment Plant

Water usage from the 28<sup>th</sup> November 2015 to the 1<sup>st</sup> January 2016: 15,851 kl

DAILY READING WTP BURKETOWN		
December 2015	DAILY USAGE	OUTFLOW TO TOWN LITRES/SECOND
TOTAL USAGE	15851 kl	Avg – 10.2 L p/s
HIGHEST DAILY USAGE	776 kl	Avg – 8.27 L p/s
LOWEST DAILY USAGE	217 kl	Avg – 2.12 L p/s

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

- Prominent Water has been engaged to service the chlorine-situ unit the 25<sup>th</sup> January 2016.
- Chiller unit has been installed and we are now installing an air-conditioner unit to fit into the switchboard of the Chlorine-situ to further control temperature.

Gregory Water Treatment Plant.

- Chemicals are now stored correctly. Sourcing more bunded pallets to suit the 1000ltr IBC pods. Only 1 quote received still.
- Gregory WTP potable and raw water meters have been working on and off. Still waiting on an electrician to fix.
- The new water Filter Vessels have been installed at the Gregory Water Treatment Plant and operators were given training on operations.

Gregory has experienced issues with increased water usage over the past month. We were treating 2 litres of water per second and water usage around town was 3-4 litres per second. A local contractor was engaged to assist with these issues due to road closures between Gregory and Burketown. They cleaned the river pump well and upon investigation it was found that no 2 pump in the pump well at the river was tripping out. We are currently seeking quotes for 2 replacement pumps. These will be installed when an electrician is available.

Water Reticulation Gregory

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



Sewerage

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
304553	TOTAL COLIFORMS	2.12.2015 9:08 am	Burke Shire Treated Effluent	< 1000 CFU/100ml	180 CFU/100ml	<10	
304552	BOD Biochemical Oxygen Demand	2.12.2015 9:08 am	Burke Shire Treated Effluent	< 20 mg/L	26 mg/L	<2	X
304552	TOTAL SUSPENDED SOLIDS	2.12.2015 9:08 am	Burke Shire Treated Effluent	< 30 mg/LL	73 mg/L	<1	X
304552	PH Physical Properties	2.12.2015 9:08 am	Burke Shire Treated Effluent	6.5-6.8	8.2	<0.1	
304552	TP Nutrients & Anions	2.12.2015 9:08 am	Burke Shire Treated Effluent	< 15 mg/L p	2.6 mg/L	<0.5	
304552	TN Nutrients & Anions	2.12.2015 9:08 am	Burke Shire Treated Effluent	< 20 mg/L	11 mg/L	<1	

Statewide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total (month of December)	Actual Total (year to date)
<b>Water Services</b>				
Water mains breaks	Per 100km/year	<30		1
Incidents of unplanned interruptions	Per 1000 connections/year	<50	0	0
Water quality related complaints	Per 1000 connections/year	<10	0	0
Drinking water quality	% of samples tested with no <i>E. coli</i> detection/year	98%	0	0
Time to respond to water incidents – water quality complaints, burst water mains, supply interruption	% of response to incident <12hrs	>95%	0	0
<b>Sewerage Services</b>				
Sewer mains breaks and chokes (blockages)	Per 100km/year	<25	0	0
Sewerage complaints – overflow on properties and odour	Per 1000 connections/year	<50	0	1
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	0	0
<b>Combined</b>				
Total water and sewerage complaints (any nature)	Per 1000 connections/year	<120	0	2

Burketown Water Treatment

- Total Water Usage: 15851 kl.
- Plant running smoothly with no interruptions to service supply.
- Chlorine-Situ system partial working making 100 litres per day before faulting.
- Using Back-up system to make the 2% required for Storage Tank.

Nicholson River Pump STN.

- Pumps are operating at 19 l/s.

#### Sewerage Pump Stations

- All pumping stations are operating well.
- Maintenance/cleaning of wells are on going.
- Sewer stations 1 and 3 currently have over temp on 1 motor. Mark Clemments has not been able to get to Burketown is will currently be away for 3 weeks from 13<sup>th</sup> Jan 16.
- Ordering spare parts for sewer stations switch boards.

#### Sewerage Treatment Plant

- Blivet has broken down with gearbox problems. A gearbox has been ordered and will be installed once it arrives.
- Monitoring of the ground water is ongoing.
- Sewer Samples Failed. See results in above table.

#### Water Reticulation

- Has been operating well with only 1 interruption to a house service on the foot path.
- We have repaired a couple of minor house and building service leaks these have been inside of council properties and parks.
- All treatment plants systems have been operating well with minor maintenance/services being required on a weekly basis.
- Future works include marking and location on Valves and Hydrants.
- Installing the park sprinklers around the Durlga in January 2016.

#### Airport

- Airport manual operations is currently being reviewed and updated.

#### Airport Incidents

- Nil

#### Future Works

- Waiting for inspection report from John Hunter's visit on the 19<sup>th</sup> of January.

#### Weather Station.

- Current NOTAM for the AWIB is extended. This will be changed if rectified at an earlier date. This NOTAM is still current and the dates have been extended. Pilots have not been checking NOTAMs as they cannot get the radio frequency for the weather station and we have had a few phone calls.

#### REX Airlines

- Operations are running to a reasonable standard
- REX manifest paperwork is being received in a timely fashion of late.
- Flights from Cairns have been arriving earlier due to Mornington Island airport being closed to heavier traffic.

#### Cemetery

- Works ongoing, nothing significant to report.

## 6. OFFICER'S RECOMMENDATION

Council notes the contents of the Works Manager January 2016 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: 8th January 2016

LINK TO COUNCIL PLAN/S: Works Program

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

Plant #	Description	Maintenance	Scheduled	Cost	Comment
410	Skid Steer	Alternator	No	8 hrs	Age
479	Water Truck	Hi/Lo and A/C	No	16 hrs	Gearbox failed
480	Primemover	325K service, fuel pump	Yes	8 hrs	Scheduled
485	Backhoe	Clutch	No	4 hrs	Wire broken
514	SES Hilux	Battery	No	1 hrs	Change in weather
522	140M Grader	Tyre	No	6 hrs	Couldn't find leak
524	2wd Hilux	Battery	No	1 hrs	Change in weather
534	Landcruiser	100K Service	Yes	3 hrs	Scheduled
538	Workshop Truck	Gearbox synchros	No	2 hrs	Need to pull down
551	Primemover	Cab air bag	No	4 hrs	At Gregory
562	Skid steer	Auger hoses	No	2 hrs	Wear
565	CEO Prado	Windscreen	No	2 hrs	Cracked in view
568	Kioti Mower	Deck and belt	No	6 hrs	More use now
570	RAV4	Damage	No	? hrs	Too light
584	Landcruiser Dual Cab	Windscreen	No	2 hrs	Bird strike
586	Extra cab Hilux	20K Service	Yes	2 hrs	Scheduled
588	10 Tonner	Hose leaked	No	2 hrs	Failed
589	RMPC Job Truck	5K service	No	2 hrs	Rough roads
	River cameras	Attempt to get working	No	20 hrs	Some success
	Pool pumps	Keep going	No	4 hrs	Age
	Grid	Patch up	No	6 hrs	Heavy trucks

## 2. TENDER UPDATE

From the 2015-16 Budget

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

3. OFFICER'S RECOMMENDATION

Council notes the contents of the Work Shop and Fleet Manager's January 2016 report.

ATTACHMENTS TO VIEW

1. Plant Replacement Program

  
2015-2016 Plant  
Replacement Budget.

2. Schedule of Major Plant Servicing

  
Master Major Plant  
Services.xls

3. Plant Running Costs

  
Plant running  
costs.pdf

## Executive Officer Reports

## 07.03.01 Executive Officer Monthly Report

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE NO:	Business Paper
DATE:	14 <sup>th</sup> January 2016
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

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## 1. COMMUNITY DEVELOPMENT OFFICER

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

## 2016 EVENTS CALENDAR

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

## PAST EVENTS

Dux – Burketown State School

A trust was created from a \$2,000 bequeath from the will of John Francis McCalman (a distant relative of Robert O'Hara Burke). BSC continues to top up the trust account so that the John Francis McCalman Trust Award can continue to be awarded each year to a student in the Shire who is awarded DUX of the Burketown State School. The award recipient is presented with a framed certificate and \$200. Harrison Ford received the 2015 DUX award which was presented by Cr Ernie Camp at the Burketown State School Graduation Night – Wednesday 2<sup>nd</sup> December at the Nijinda Durlga.



#### Young Ambassador Program

For students graduating Burke Shire Schools (Burketown State School (BSS) & School of the Air (SOTA)). Packs are given to all graduating students in preparation for secondary school. Gifts are donated from the Community and BSC. This year six students received packs (two BSS students & four SOTA students). Cr Ernie Camp presented the BSS students with their packs on their Graduation night and the packs for the 4 SOTA students were posted out on the 16<sup>th</sup> December.



Council would like to thank all the community businesses and members who donated items to these packs. I am sure our graduating students will show off their items for years to come. BSC added a towel printed with the Young Ambassador logo and the students name to these packs.

Certificates of appreciation were sent out to businesses or persons who donated items to the packs. A special thankyou went out to Kylie Camp for helping collated these donations.

#### Staff Christmas Party

The purpose of the Staff Christmas Party is to bring together the Burke Shire Workforce and their families at the end of the year to thank everyone for their hard efforts throughout the year and celebrate Christmas. This year was a trial holding the staff and community Christmas tree events on the same day. By doing this we were hoping to encourage participation at the Community Christmas Tree and save money on set-up/pack-down costs for both events. The feedback received from both events was that they were a success.

This 2015 staff party included more interaction with families; the introduction of an awards ceremony for staff. Awards were by determined via nominations received from other work colleagues. There was also the introduction of a proposed annual tug-of-war match; winners took home a '2015 champions' mugs. Total budget for this event was \$7000 with expenses totalling to \$6089.05 which meant a total saving of \$910.95. There were approx. 70 people in attendance.

#### Community Christmas Party

The Community Christmas Party is held annually with the purpose of this event to bring together the Burke Shire Community to celebrate Christmas. This year Council trialled holding the staff and community Christmas tree events on the same day. This was to see if holding these events on the same day boosted numbers in attendance and also reduce costs in setting-up and packing-down. It is reported that there was a slight increase in attendance from last year. The feedback received from both events was that they were a success.

The Community Christmas Tree attendance was approx. 140 people. This year Mr & Mrs Claus and their little helper came to present the Burke Shire kids with gifts and have their photos taken which was followed by a BBQ dinner for the community. The Burketown branch of the Volunteer Marine Rescue ran a bar as a fundraiser.

It is Council's intention to encourage community groups to fundraise at BSC events. Potentially this will help council with ongoing costs in setting-up/packing-down, catering etc. It is the perfect opportunity for community organisations to actively fundraise for their future events.

Presents that were bought for children who were unable to attend, have been delivered or are currently being organised for delivery. Road closure has prevented Council sending the presents out to rural properties earlier.

The budget set for this event was \$6301.00. Budget breakdown - \$5000 BSC, \$1000 donation from the Burketown Barramundi Fishing Organisation and \$301 donation from the Salvation Army Flying Padre. Total expenses came to \$4488.62 which meant a total saving of \$1812.38.

It is Council's intention to continue holding the Community Christmas Tree in December at the Burke Shire Nijinda Durlga. The outline for the event will change slightly too previous years. It will still be Council's intention to hold an event to include: Santa, photos with Santa, meals and games for the kids. Council will no longer be organising the issuing of presents as they have been given out in previous years. All children that attend future events will receive a small gift of some sort.

## UPCOMING EVENTS

### Australia DAY 2016

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

- Cricket Match – indoor this year at the tennis courts
- Trivia Games – teams of 5
- BBQ Lunch – for the community and organised by Burke Shire Council. Drinks are BYO
- Judging of Competitions (Best Damper, Scones & Colouring in Competition.)
- Australia Day Awards – Nominations are being finalised and awards will be handed out by the Mayor & Ambassador
- Games – Kids Fun day

All activities will be held at the Nijinda Durlga.

### Ambassador

Burke Shire Council has been allocated Professor James Dale. Professor Dale will be accompanied by his wife Gerardine.

### Awards

Council is currently finalising nominations for Australia Day Awards and Judging. Judging for the cooking/colouring in comps will be held on the day.

### Prizes

Gift packs will be awarded to the winners of the Trivia & Cooking Comps – these have been purchased from Farm House Direct – All Australian Made products direct from Australian Farmers. Certificates and medallions are to be presented to the Australia Day recipients and Shield to winning cricket team. Australia Day packs for rural properties were mailed out week ending 15/01/16.

## GRANT PROJECTS

### Tackling Tough Times

Currently in the process of completing an application to the 'Tackling Tough Times' grant. The proposed application will be for \$50k to cover associated costs for the Order of the Outback Ball for 2016. It is intended to hold the Ball free to the Burke Shire Community and provide a night of complete relaxation and enjoyment for community members who have been affected by drought. Applications close 24th January.

### Get Ready Queensland

Part of the funding received for this event has been used to hold an information session on wet season preparation and information packs that were given out at during the Burke Shire Nijinda Durlga and Burketown Wharf Pontoon openings. This was held on the 30<sup>th</sup> October 2015.

Council's Community Development Officer is currently in the process of organising a follow up session with Burke Shire Students. The proposed event will include engaging with emergency response services (What to do in an emergency & basic first aid) and CLCAC Rangers (familiarisation of dangerous animals in the area and what to look out for etc). Emergency information will also been given out during this session.

### First Five Forever Program

Council's Community Development Officer is currently liaising with the Burketown Kindergarten and the Gregory Playgroup to purchase resources for children between the ages of 0-5 years. The purchase of these resources will fit into councils guidelines for the First Five Forever program.

### RADE

The committee and Council's Liaison Officer (CDO) are still working through the creation of new documents for 2015/16 applicants to complete.



## 2. LIBRARY

Library staff have been working through and updating current processes for the Library. Planning is currently in place for activities that may encourage more use of the Library and its facilities. Members to the Library have access to a wide variety of books, eBooks and music downloads and more.

The Library has received some new books (mainly children's and Young Adults).

December was a very quiet month with very little traffic due to the shutdown period. Council did allow members of the public to use the internet to make contact with Centrelink requirements.

## 3. PROMOTION

### Social Media

Burke Shire Council Facebook Page has been working well during the flooding and cyclone season, keeping the community up to date with news of proposed cyclones and road closures. We attempted a competition to encourage photos to be sent in to add to the page. This was not taken up by any community members.

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 from both the admin and depot admin departments, time pending.

### Newsletter

Edition 46 – December 2015 has been mailed out and distributed via email/website and Facebook. The next edition will be brought forward to issue prior to March elections. A new email address has been created for newsletter articles – [newsletter@burke.qld.gov.au](mailto:newsletter@burke.qld.gov.au)

## 4. ENVIRONMENTAL HEALTH SERVICES

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

## 5. RECORDKEEPING

### Update – Queensland State Archives - The Recordkeeping SPOT

*Welcome to the Recordkeeping SPOT - the **Single Point Of Truth** for all things recordkeeping.*

*Following the successful launch last year of [Keeping Records Together](#), we've taken a new approach to providing advice. We'll be publishing web based advice that is completely rewritten, not just repackaged. Some of our existing advice is outdated and some is duplicated across different sections of our website.*

*The main driver of our new approach is that the needs of Queensland agencies are changing. We recognise that making, keeping and managing information is more than meeting legislative requirements – recordkeeping is about making good decisions, facilitating the flow of information and maintaining our cultural heritage. To do this, recordkeeping needs to be a fundamental part of how we do our jobs.*





*We realise that no single approach will fit every one of the 500+ agencies we support – so instead, we want you to focus on taking a common-sense, risk-based approach to recordkeeping. To make it easy, we've grouped advice into key recordkeeping activities*

**Strategic Recordkeeping** – Get started in developing or reviewing a recordkeeping system.

**Create and Capture** – What records you need to keep and how you can capture them

**Access Keep** – Make sure your business records are safe and secure. Keep your records for as long as you need to

**Destroy** – What you need to know when you destroy records

**Transfer** – Records out of your agency

**Monitor** – Track recordkeeping progress

*Information sourced from [www.archives.qld.gov.au](http://www.archives.qld.gov.au)*

## 6. IT REPORT

Civica reporting – Council is receiving monthly reporting; this includes outstanding jobs and completed jobs logged. IT department is working with Civica to create a reporting on upcoming software updates and replacement of IT equipment. This would enable us to not only quantify support from Civica, but also identify which areas of support are taking the most time, which may be able to be resolved by some staff training.

Network Issues –

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

## 7. COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)

North West and Remote Health continue to run workshops and interaction days with the current clients. Refer to separate report in relation continuation of this program.

## 8. DEVELOPMENT AND PLANNING APPLICATIONS FOR 2015

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

2015-04	with Applicant	Amanda Wilkinson	New construction - restaurant and bar	203 & 204 B1361 & RP884171	Burketown	5200401
2015-05	with Private Certifier	DASAP Pty Ltd	New construction of dwelling - 1 storey	109 RP892044	Burketown	5210648
2015-06	with Private Certifier	E Throsby	New Dwelling	1 MU1	Bowthorn Station	5200699
2015-07	with Private Certifier	Amanda Wilkinson	New Dwelling	204 & 203 B1361 & RP884171	Burketown	5200401

#### 9. OFFICER'S RECOMMENDATION

That Council notes the contents of the Executive Officer January 2016 Monthly Report.

#### ATTACHMENTS



151230 Library  
Stats.pdf

1. Library Report for October 2015

## Executive Officer Reports

### 07.03.02 Donation Request – Burketown Community Kindergarten

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DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Karen Meyers, Administration Officer  
Jenny Williams; Executive Officer

FILE NO: Donation Requests 2015/16

DATE: 26<sup>th</sup> November 2015

LINK TO COUNCIL PLAN/S: Operational Plan

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1. PURPOSE (Executive Summary)

Burketown Community Kindergarten are requesting for a donation from Burke Shire Council to cover the cost of Rates.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

NIL

3. PROPOSAL

Purpose or Function – The Burketown Community Kindergarten are requesting a donation from Council to meet the cost of the Council rates for the year.

Structure – The Burketown Community Kindergarten Inc is a non-profit organisation that currently is run by a management committee. This organisation has been established for 40 years and currently has 10 members. Members currently live in Burke Shire.

Project Summary – Nil.

How will the project benefit Burke Shire Communities – Nil.

Who will participate – Nil

Target Audience – Nil

Donation Support Request – Requesting donation from Burke Shire Council for Burketown Community Kindergarten rates.

How Council will be recognized and acknowledged – A Certificate of Appreciation with a Letter of Thanks. A special mention of Burke Shire Council at Committee meeting.

Total project cost

	\$\$
Own cash contribution	0.00
Own in-kind contribution	0.00
Other funding sources	0.00
Council Donation Request	4,086.27
<b>Total project cost</b>	<b><u>\$4,086.27</u></b>

List Sources for Other Funding – Nil

Other information relevant to this application – Nil

4. FINANCIAL & RESOURCE IMPLICATIONS

Budget	60000.00	
YTD Expenditure	- 10913.29	
Current Balance	49086.71	
Less Committed	-2022.00	Gregory Sports Facility Fuel
	-20000.00	Proposed BSS Sporting Facility
	-1800.00	Approx BRSA approved in-kind support
	-1639.00	BSS Christmas party & Awards Night
Remaining Budget	23625.71	

5. POLICY & LEGAL IMPLICATIONS

ADMIN1 Grants to Community Organisations Policy

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

Burke Shire Community Plan 2011-2012

1.2 Safeguard Community and Well Being

Goal: We will build on our local strengths, including the planning and provision of community services and facilities to ensure equitable access, and advocate for continuous improvement in services to people with individual requirements.

6. CRITICAL DATES & IMPLEMENTATION

A decision is required at the January 2016 meeting to ensure Rates are paid in a timely manner so as not to incur any interest.

7. CONSULTATION

Spoke with Tom Ortiz from Finance and rates as of 07 January 2016 are \$ 4087.27.

Rates notice was issued 31 August 2015 in the amount of \$4075.10 and on 12 October 2015 interest was incurred in the amount of \$11.17.

8. CONCLUSION

That Council provides the Burketown Community Kindergarten Inc. with a \$4087.27 donation to cover the cost of Rates for financial year 2015/16.

9. OFFICER'S RECOMMENDATION

That Council approves a \$4087.27 donation to the Burketown Community Kindergarten to cover the cost of the kindergarten's rates.

ATTACHMENTS



151202 - 015293.pdf

1. Donation Request Form

## Executive Officer Reports

### 07.03.03 Donation Request – Queensland Women's Association Gregory Branch

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Karen Meyers, Administration Officer Jenny Williams; Executive Officer
FILE NO:	Donation Requests 2015/16
DATE:	11 <sup>th</sup> January 2016
LINK TO COUNCIL PLAN/S:	Operational Plan

---

1. PURPOSE (Executive Summary)

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Queensland Country Women's Association - Gregory Branch received a \$1500 donation from Council in 2015/16 for rubbish removal and printing of programs for the Horse Sports and Family Fun Day held on the 20<sup>th</sup> September 2015.

3. PROPOSAL

Purpose or Function – *Gulf Gals – It's All About You – Writing Workshop.*

*To be held at the Nijinda Durlga board room or part of the hall, a writing workshop encouraging all women in the lower Gulf region to write their story to include in a book that the QCWA Gregory Branch is collating along with published author Bronwyn Blake. The evening will be held during the week of International Women's Day and Qld Women's Week and will provide a platform for all women in our area to come together in a relaxed social atmosphere and reap the benefits of Bronwyn's expertise. The book will be a lasting legacy of the challenges faced by Gulf women in the past and present. We would like to apply for a donation of the hall and tea and coffee making facilities.*

Structure – *The QCWA - Gregory Branch is a non-profit organisation that currently is run by a management committee: President – Tess Arnold, Gregory Downs Station; Treasurer – Rose-Marie Newton, Talawanta Station and Secretary – Annie Backhaus, Doomadgee. This organisation has been established for 54 years and currently has 20 members. Members currently live in Burke Shire, including Gregory, pastoral land holders, community members Doomadgee.*

Project Summary – *During the week of March 7 – 13<sup>th</sup> (QLD Women's Week and International Women's Day). Nijinda Durlga Hall – Time to be advised – all day event or afternoon/evening event to maximise participation.*

How will the project benefit Burke Shire Communities – *There is no book available that contains the stories of women in our area. This workshop will be the foundation to obtaining stories, written by women in our area, coached by a published writer, Bronwyn Blake. The community will benefit by having a book that directly relates to the women in this community and will be a popular read for tourists, newcomers and locals.*

Who will participate – *Women from the communities of Gregory, Burketown and Doomadgee as well as pastoral properties and tourist establishments in the surrounding district.*

Target Audience – The book will target a wider audience – when published, it may reach national and international markets. However, at the very least, it will provide a wonderful collection of stories for locals and visitors to enjoy.

Donation Support Request – In-kind- We would be appreciative if Council could support this event by waiving the hall hire fees and tea and coffee making fees for the Nijinda Durlga. We would also be appreciative if Burke Shire Council assist in the printing of event posters and the distribution of the event notice using the email distribution list.

How Council will be recognized and acknowledged – We are happy to include council's logo on materials publishing the event along with a mention of their support on the day and when promoting the event.

If there are any other ways Council would like to be recognized, we would be happy to discuss it.

Total project cost

	\$\$
Own cash contribution	4075.00
Own in-kind contribution	1550.00
Other funding sources	0.00
Council Donation Request	616.00 (plus printing costs)
<b>Total project cost</b>	<b>\$6241.00</b>

List Sources for Other Funding – We have applied for a grant YWCA QLD Women's Week Grant to help cover the costs of Bronwyn Blake's travel to the area, accommodation and meals. She is donating her time to our branch. The grant should also cover Hire of the BSC bus, catering and meals, preparation and printing of flyers, fuel for transportation of Bronwyn through both BSC and to Doomadgee during the week she is here to conduct one on one interviews. The QCWA is committed to this event and will fund what is necessary to ensure its success as part of our commitment to supporting women in our local area.

Other information relevant to this application – Nil.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Budget	60000.00	
YTD Expenditure	- 10913.29	
Current Balance	49086.71	
Less Committed	-2022.00	Gregory Sports Facility Fuel
	-20000.00	Proposed BSS Sporting Facility
	-1800.00	Approx BRSA approved in-kind support
	-1639.00	BSS Christmas party & Awards Night
Remaining Budget	<u>23625.71</u>	

#### 5. POLICY & LEGAL IMPLICATIONS

ADMIN1 Grants to Community Organisations Policy

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

Burke Shire Community Plan 2011-2012

##### 1.2 Safeguard Community and Well Being

Goal:

We will build on our local strengths, including the planning and provision of community services and facilities to ensure equitable access, and advocate for continuous improvement in services to people with individual requirements.

Performance Measure:

The opportunities provided to enable people to feel active and fulfilled in their local community.

6. CRITICAL DATES & IMPLEMENTATION

A decision is required at the January 2016 meeting to ensure Council In-kind donation and waiving of hire fees are included in promoting this event.

7. CONSULTATION

Nil

8. CONCLUSION

That Council waives the Nijinda Durlga Hall hire and Tea/Coffee facility fees for the QCWA – Gregory Branch' Gulf Gals – It's All About You – Writing Workshop to be held between 7-13<sup>th</sup> March 2016.

9. OFFICER'S RECOMMENDATION

That Council approves:-

1. The donation request for waiving of fees of the Nijinda Durlga hall hire including tea/coffee facilities to the value of \$616.00; and
2. The in-kind donation to assist with the printing of event posters and the distribution of the event notices through email.

ATTACHMENTS



BSC Donations  
Request Form 11011t

1. Donation Request

## Finance Reports

## 07.04.01 Finance Monthly Update – December 2015

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Council Meeting Report – Finance Monthly Update Report
DATE:	18 January 2016
LINK TO COUNCIL PLANS	Operational Plan, Budget

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## 1. STATEMENT OF COMPREHENSIVE INCOME

	YTD Actual \$	YTD Budget \$	% YTD Budget	Annual Budget
<b>Income</b>				
<b>Revenue</b>				
<b>Recurrent Revenue</b>				
Rates, levies and charges	1,832,628	1,910,325	-4%	3,820,650
Fees and charges	59,321	13,655	334%	27,310
Rental income	108,120	65,000	66%	130,000
Interest received	175,349	217,500	-19%	435,000
Sales revenue	669,678	403,000	66%	806,000
Other income	88,877	79,425	12%	158,850
Grants, subsidies and donations	2,280,934	1,498,499	52%	2,996,997
<b>Total Recurrent Revenue</b>	<b>5,214,907</b>	<b>4,187,404</b>	<b>25%</b>	<b>8,374,807</b>
<b>Capital revenue</b>				
Grants, subsidies and donations	1,688,906	2,921,992	-42%	5,843,984
<b>Total Revenue</b>	<b>6,903,813</b>	<b>7,109,396</b>	<b>-3%</b>	<b>14,218,791</b>
<b>Capital income</b>	-	-		-
<b>Total Income</b>	<b>6,903,813</b>	<b>7,109,396</b>	<b>-3%</b>	<b>14,218,791</b>
<b>Expenditure:</b>				
<b>Recurrent Expenditure</b>				
Employee benefits	1,841,722	1,929,453.50	-5%	3,858,907
Materials and services	2,314,409	2,847,731.50	-19%	5,695,463
Finance costs	6,953	7,500.00	-7%	15,000
Depreciation and amortisation	1,659,651	1,659,651.00	0%	3,319,302
	<b>5,822,735</b>	<b>6,444,336</b>	<b>-10%</b>	<b>12,888,672</b>
<b>Capital expenses</b>				-
Loss on disposal of property, plant and equipment	-	-		-
<b>Total expenditure</b>	<b>5,822,735</b>	<b>6,444,336</b>	<b>-10%</b>	<b>12,888,672</b>
<b>Net Result</b>	<b>1,081,078</b>	<b>665,060</b>	<b>63%</b>	<b>1,330,119</b>

*\*\* Year to date actual results have been compared to pro rata budget figures and annual estimates. Year to date results show a net surplus of \$1,081,078 against a pro rata budget forecast of \$665,060.*



**Notes for variances to budget****Revenue****Rates & Utility Charges**

Rates and utility charges remain largely unchanged from the last reporting period. Rates revenues are expected to increase over the next reporting period as rates levies are raised bringing actual figures closer to annual budget estimates

**Fees and charges**

Fees and charges continue to exceed budget estimates, sitting 334% favourably above pro rata budget forecast. Unbudgeted revenue has been received in relation to use of parks and sports ovals for temporary accommodation/camping and events. Airport Landing fees and bus hire fees have also exceeded budget estimates for the year due to non anticipated hire. Budget estimates will be revised in line with updated fees and charges revenue forecasts.

**Rental Income**

Rental income is 66% favourably above pro rata budget estimates.

**Interest**

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

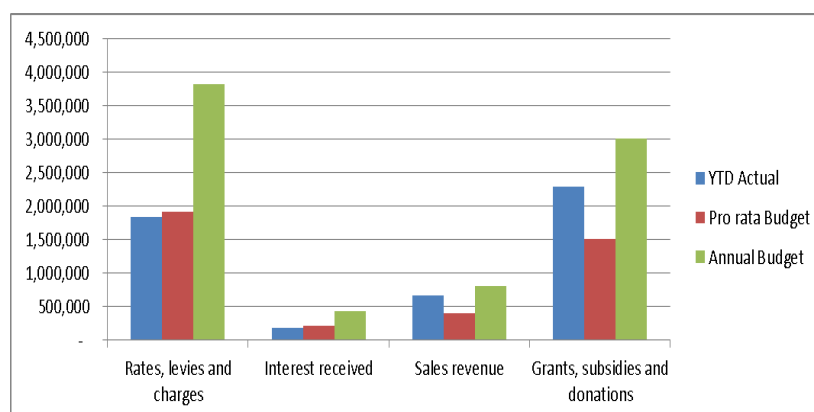
**Sales Revenue**

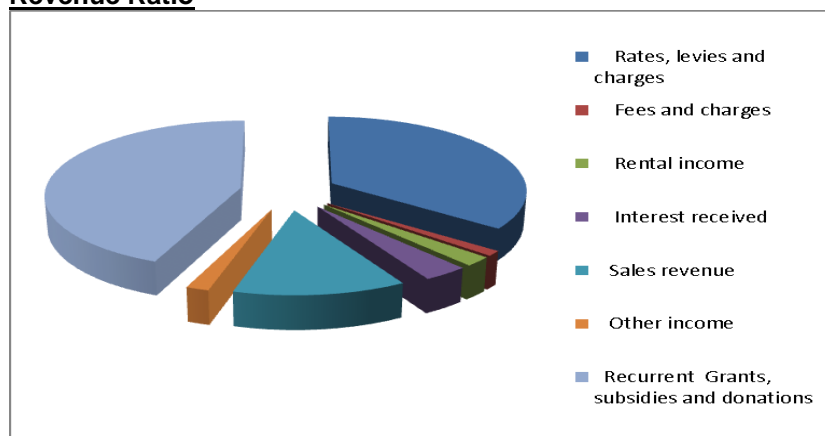
Sales revenue sits at \$669,678 or 66% favourably above pro-rata budget estimates. RMPC works for the year have been completed with approximately \$280,000 in claims to be processed from the Department of Transport and Main Roads, this claim will bring actual annual sales revenue to annual budget estimates.

**Grants, Subsidies, Contributions and Donations**

Non Capital Grants, Subsidies, Contributions and Donations sit at \$2,280,934 translating to a favourable variance of 52% against pro rata estimates. Most non capital grants and subsidies received to date are in line with budget estimates. Approximately \$680,000 in external revenue mainly FAG Grants and CHSP (HACC) income will be received in the second half of the year bringing actual non capital revenue to budget estimate.

Capital revenue still sits below pro rata budget estimates primarily due to timing differences as TIDS and ATSI TIDS programmes commence in the second half of the financial year. Completion of TIDS works in the second half of the year should bring actual results to budget estimates. Additional unbudgeted capital funding for the resurfacing of the multipurpose courts has been approved.

**Year to Date Revenue Vs Budget Summary**

**Revenue Ratio**

\*\*\*Rates revenue as a percentage of total operating revenue as at the end of December sat at 36%.

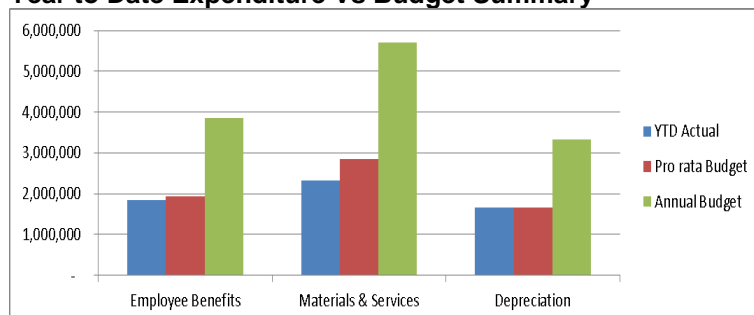
Non recurrent Grants, subsidies and donations represent the largest revenue stream as at the end of December 2015 at 44% of total revenue. Rates and Non recurrent grants make up 80% of Council recurrent revenue.

**Recurrent Expenditure**Employee benefits

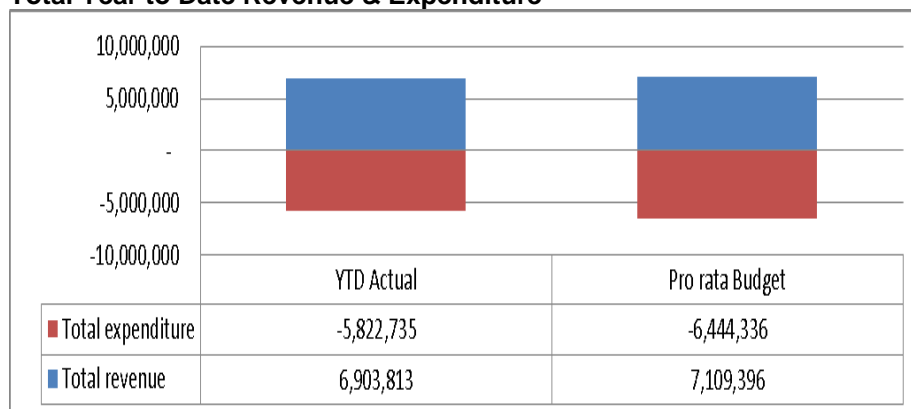
Employee benefits are 5% favourably below pro rata budget estimates.

Materials and services

Overall materials and services expenditure is 19% favourably below pro rata budget estimates this is primarily due to timing differences. Budget revisions will bring actual results closer to budget estimates in areas where potential savings have been identified. Budget revision will also be required in some areas where the original budget allocation falls short of the financial resources required to meet the required service levels.

**Year to Date Expenditure Vs Budget Summary**

\*\* Overall year to date expenditure is below overall pro rata budget estimates with some areas close to budget, under budget and a few areas over budget (however there are some timing differences).

**Total Year to Date Revenue & Expenditure**

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

	2015
<b>Current assets</b>	
Cash and cash equivalents	11,595,829
Trade and other receivables	200,146
Inventories	173,002
Other financial assets	377,685
<b>Total current assets</b>	<b>12,346,662</b>
<b>Non-current assets</b>	
Property, plant and equipment	136,151,503
<b>Total non-current assets</b>	<b>136,151,503</b>
<b>Total assets</b>	<b>148,498,165</b>
<b>Current liabilities</b>	
Trade and other payables	94,796
Provisions	384,668
Other current liabilities	-
<b>Total current liabilities</b>	<b>479,464</b>
<b>Non-current liabilities</b>	
Trade & Other Payables	-
Provisions	572,975
<b>Total non-current liabilities</b>	<b>572,975</b>
<b>Total liabilities</b>	<b>1,052,439</b>
<b>Net community assets</b>	<b>147,445,726</b>
<b>Community equity</b>	
Shire Capital	39,529,889
Asset revaluation reserve	74,114,951
Retained surplus	33,800,886
Other Reserves	-
<b>Total community equity</b>	<b>147,445,726</b>

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

#### Cash and cash equivalents

Cash and cash equivalents decreased to \$11,595,829 from the last reporting period.

Burke Shire Council - Cash Position 2015-16							
Month	Queensland Treasury Corporation	Annual Rate Payable Monthly	Term Deposit ME Bank	Interest Rate	Westpac Bank Cash Reserve	Westpac Cash Management Account	Total Cash Held
Jul-15	\$ 11,036,734.36	2.74%	\$ 519,000.00	2.8%	\$ 3,730,588.92	\$ 505,820.97	\$ 15,792,144
Aug-15	\$ 11,061,774.95	2.74%	\$ 519,000.00	2.8%	\$ 1,929,330.83	\$ 507,902.00	\$ 14,018,008
Sep-15	\$ 11,085,721.81	2.74%	\$ 519,000.00	2.8%	\$ 2,151,261.27	\$ 494,436.48	\$ 14,250,420
Oct-15	\$ 11,111,945.45	2.89%	\$ 519,000.00	2.8%	\$ 1,804,825.14	\$ 454,384.13	\$ 13,890,155
Nov-15	\$ 11,135,714.09	2.71%	\$ -	Matured Repaid to BSC	\$ 1,278,672.70	\$ 501,986.46	\$ 12,916,373
Dec-15	\$ 10,159,647.38	2.8%	\$ -		\$ 935,353.02	\$ 500,240.72	\$ 11,595,241

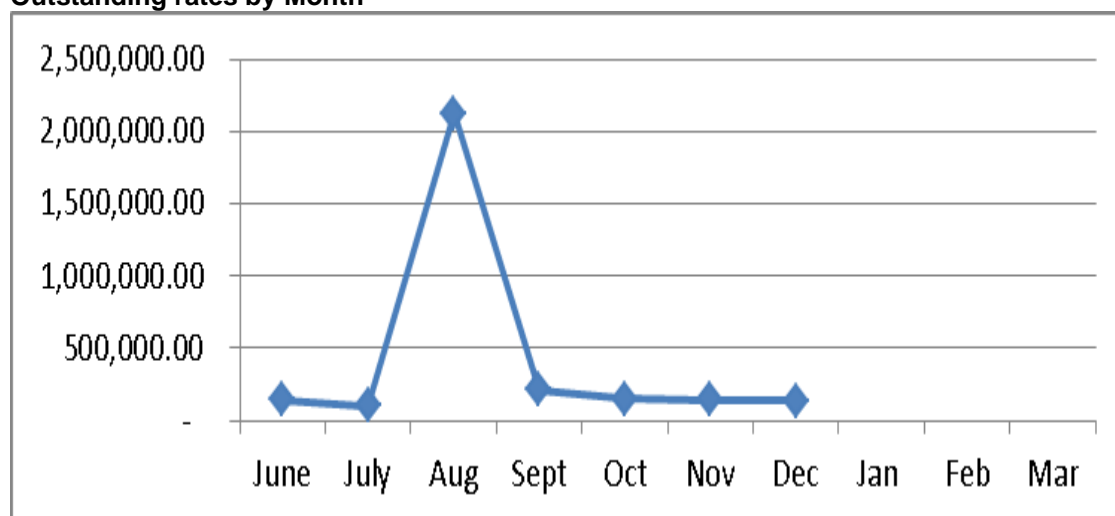
*\*\*\$1,000,000 was withdrawn from QTC cash fund and deposited into the cash reserve to meet operating cash flow requirements.*

#### Trade and other receivables

Rates receivable at the end of December sat at \$137,000 down from \$141,000 from the last reporting period. Debtor receivables sat at \$98,697 at the end of December down from \$185,000 in

November, 65% of those debts were current while 35% were over ninety days old with a low likelihood of collectability.

#### Outstanding rates by Month



#### Inventories & Other Financial Assets

Inventory sat at \$173,002 and other financial assets (Prepayments and recoverable GST) sat at \$377,685 with a \$138,000 BAS refund to be received in the next reporting period.

#### Property Plant & Equipment

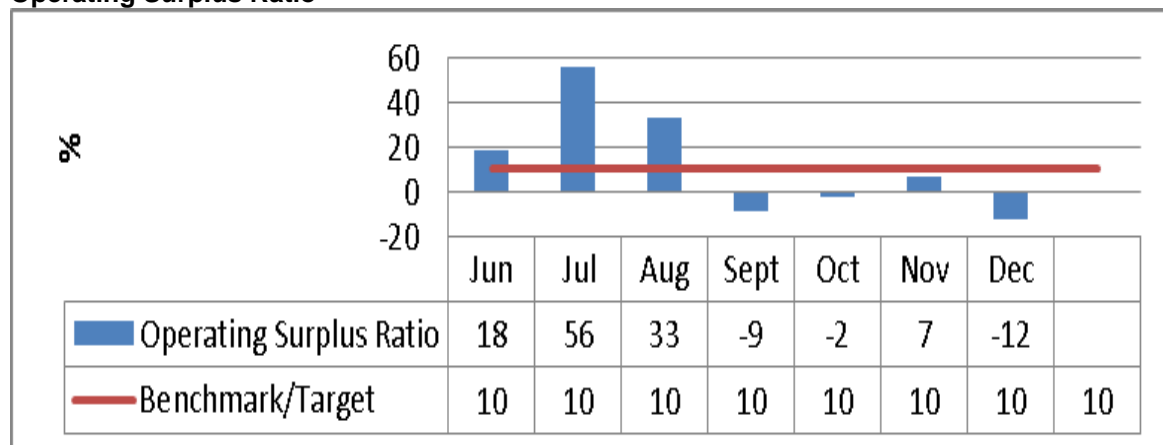
Property plant and equipment sat at \$136,151,503 – Capital works in progress continue to be monitored.

#### Liabilities and Provisions

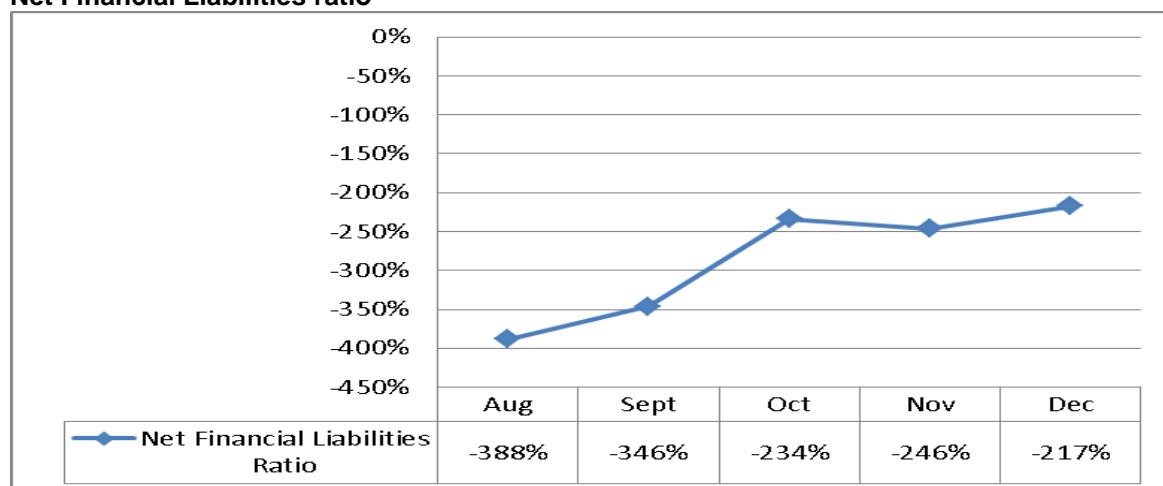
Total liabilities and provisions sit at \$1,052,439. Council has sufficient working capital to meet its liabilities.

### 3. MEASURES OF COUNCILS FINANCIAL SUSTAINABILITY

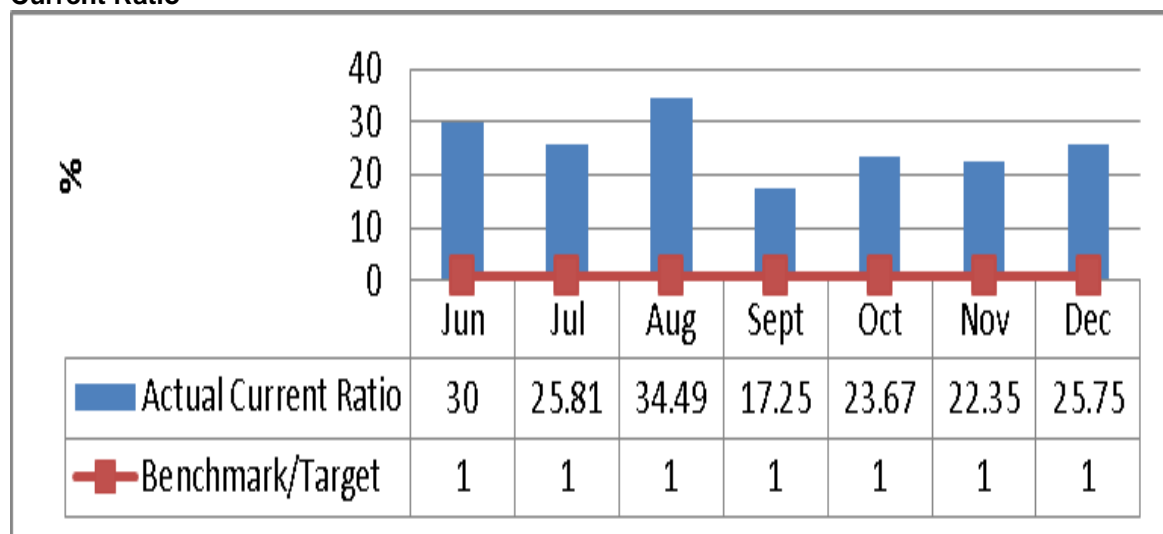
Measure	How the measure is calculated	Actual	Target
<b>Operating surplus ratio:</b> measures the extent to which operating revenue covers operational expenses	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-12%	Between 0% and 10%
<b>Asset sustainability ratio:</b> Measures the extent to which infrastructure assets are being replaced as they reach the end of their useful lives	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	338%	greater than 90%
<b>Net financial liabilities ratio:</b> Measures the extent to which the net financial liabilities of Council can be serviced by operating revenues	Total liabilities less current assets divided by total operating revenue (excluding capital items)	-217%	not greater than 60%
<b>Current ratio:</b> Measures Council's ability to meet short term obligations from cash and liquid financial assets	Current assets divided by current liabilities	25.75	This ratio should exceed 1:1
<b>Working capital ratio:</b> Measures the extent to which Council has liquid assets available to meet short term financial obligations	Unrestricted current assets divided by current liabilities	24.60	This ratio should exceed 1:1

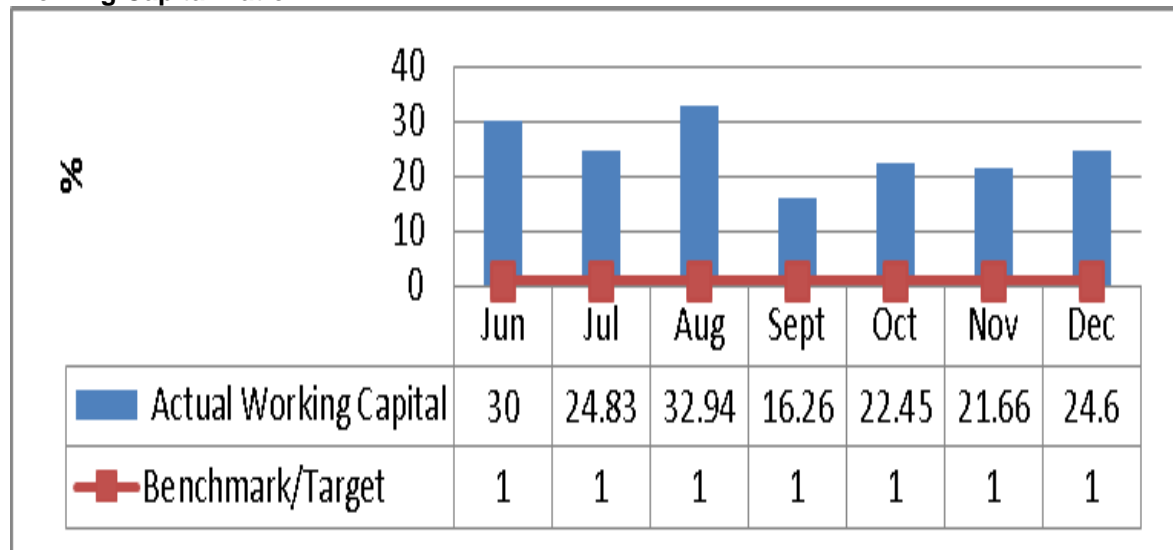
**Operating Surplus Ratio**

Council's **operating surplus ratio** sat at -12 at the end of the reporting period. Sufficient operational revenue is required to meet operational expenditure. Levels of service need to be consistently monitored to ensure adequate levels of service are maintained.

**Net Financial Liabilities ratio**

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

**Current Ratio**

**Working Capital Ratio**

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

**Asset Sustainability**

Council's year to date overall asset sustainability ratio sat at 338% against a target benchmark of greater than 90%, this ratio will change progressively through the year in line with pro rata increases in depreciation expense and increases in capital expenditure on the renewal and replacement of infrastructure assets. The ratio calculated shown here is calculated from the total expenditure on NDRRA restoration works, Gregory Hall renewal works, Burke Shire Council administration building roof replacement and the visitor information roof replacement works.

Expenditure on plant and equipment replacement has not been included in the calculation of the ratio as these are not infrastructure assets, the depreciation expense on that class of assets has also been excluded from the ratio calculation.

## 4. STATEMENT OF CASH FLOW

	<b>31 December 2015 \$</b>
<b>Cash flows from operating activities</b>	
Receipts from customers	3,475,550
Payments to suppliers and employees	- 4,942,976
	<b>- 1,467,426</b>
Interest received	175,349
Rental income	108,120
Non capital grants and contributions	2,280,934
Borrowing costs	-
<b>Net cash inflow (outflow) from operating activities</b>	<b>1,096,977</b>
<b>Cash flows from investing activities</b>	
Net payments for property, plant and equipment	- 6,542,141
Grants, subsidies, contributions and donations	1,688,906
Proceeds from sale of property plant & equipment	180,909
<b>Net cash inflow (outflow) from investing activities</b>	<b>- 4,672,326</b>
<b>Cash flows from financing activities</b>	
Proceeds from borrowings	-
Repayment of borrowings	-
Repayments made on finance leases	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>-</b>
<b>Net increase (decrease) in cash and cash equivalent held</b>	<b>- 3,575,349</b>
<b>Cash and cash equivalents at the beginning of the financial year</b>	<b>15,171,178</b>
<b>Cash and cash equivalents at end of the financial year</b>	<b>11,595,829</b>

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

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

Capital purchases (cash outflows from investing activities) continue to exceed cash inflows (capital grants and revenue) Additional capital grants need to be identified and secured to reduce reliance on Council cash reserves and to reduce negative cash inflow from Capital expenditure.

Overall there is a year to date net decrease of \$3,575,349 in cash held from an opening balance of \$15,171,178 at the beginning of the financial year.

## 5. OFFICER'S RECOMMENDATION

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

## ATTACHMENTS

Nil

## Projects and Human Resources Manager Reports

### 07.05.01 Human Resources Report

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DEPARTMENT: Human Resources

RESPONSIBLE OFFICER: Nils Hay; Projects and Human Resources Manager

FILE REF: Business Paper – January 2016

DATE: 4<sup>th</sup> January 2016

LINK TO COUNCIL PLAN/S:

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#### 1. HUMAN RESOURCES UPDATE

Staff Changes – Departures:

Administration Officer (Temp):

Ferne Clarke (CBC Staff Selection) finished work with Council on 18 December 2015. Council no longer has any temporary staff members working in the Administration Department.

Accountant (Temp):

Tomas Ortiz (Partners in Business) will complete work with Council on 15 January 2016.

Staff Changes – Appointments:

Accountant (Temp):

Ian Honour (Partners in Business) will return to Council from mid-late January 2016.

Administration Trainee:

Shannyn Anderson was appointed to undertake a traineeship in Council's Administration Department. Shannyn commences on Monday 11 January 2016. Shannyn's traineeship will be partly funded by the First Start Program, an initiative through the Department of Education and Training and LGAQ.

Financial Accountant:

Brett Williams has been appointed in the role of Financial Accountant. Brett has spent around 15 years in remote and regional local government finance QLD and NSW. He commences on 27 January 2016.

Vacancies:

There are currently no vacancies at Council.

New Certified Agreement:

The QIRC finalized the Local Government Industry Award on 31 October 2015. Following its release, the State Government has appealed the new legislation and placed a stay on its introduction. As such, the document is not yet live and remains subject to further change.

Results of this appeal are not yet known. An update on this matter is not expected until late January at the earliest.

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

JCC:

JCC XX was held on 14 December 2015. JCC XXI is scheduled for Monday 22 February at 8.00am.

Workplace Health and Safety:

The monthly Workplace Health and Safety report is attached. There were two Property Plant and Equipment Damage incidents and one Report Only incident which arose from a contractor suffering an eye irritation.



The team from the Prince Charles Hospital's Cardiac Outreach Program will be in Burketown again on 5 February 2016, a presentation to all Council staff is being prepared.

The next Workplace Health and Safety Committee Meeting is scheduled for 3 February 2016.

Training:

The following training has taken place over the last month:

- Apprenticeships and Traineeships are ongoing
  - A new Trainee joined Council
- CEO & PHRM are continuing their Town Planning Diplomas
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

2. CONCLUSION

As expected (and hoped) the Christmas shutdown period was a quiet one from an HR perspective. Council's two remaining vacancies were filled and – as of the end of January – we will no longer have any temporary staff employed.

Over the shutdown, the training plan for the next six months was reviewed, and there will be a range of training taking place throughout the remainder of the financial year across Council.

3. OFFICER'S RECOMMENDATION

That Council notes the contents of this Human Resources Update for January 2016.

ATTACHMENTS

1. OHS Monthly Performance Report (December 2015)



160112 EOM OHS  
Report Dec 2015.doc

## Projects and Human Resources Manager Reports

### 07.05.02 HACC Delivery Report

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DEPARTMENT:	Administration/Projects
RESPONSIBLE OFFICER:	Nils Hay – Projects & Human Resources Manager
FILE REF:	Council Meeting Business Paper – HACC
DATE:	4 January 2016
LINK TO COUNCIL PLAN/S:	Community Plan

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1. PURPOSE (Executive Summary)

To present Council with options for the ongoing management of the Commonwealth Home Support Program (CHSP) – formerly HACC.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

At the May 2015 Ordinary Council Meeting, Council made the following resolution:

*07.05.02 HACC Delivery Report*

- 1. The Council seeks to subcontract out HACC services to North and West Remote Health, or another suitable agency (Option 3) as a temporary measure.*
- 2. That Council continue to support the Shire's aged population through events like Senior's Week, and by supporting and assisting the successful new HACC provider where appropriate.*

*Moved: Cr Murray*

*Seconded: Cr Forshaw*

*Carried 13.150521 4/0*

On 7 September 2015, Council entered into a service agreement with North and West Remote Health (NWRH) to carry out this service - and it has been successfully delivered by NWRH since. Reports from CHSP clients and families to date have been positive.

Under this agreement, Council acts as a middleman for government funding to NWRH who deliver CHSP services. NWRH provide reports back to Council, who in turn report activity and expenditure to the Department of Social Services (DSS) who administer the CHSP.

The present agreement with NWRH expires 30 June 2016, and can be extended.

In addition to their work with Burke Shire's CHSP, NWRH also:

- Contracts to Cloncurry Shire Council to provide a locally based driver in Dajarra to support the Commonwealth Home Support Program (CHSP) Transport and Domestic Assistance program, and a community support worker in Cloncurry to support local care coordination.
- Leases premises in Mornington Island and Doomadgee from the respective local councils to provide CHSP, Residential Aged Care, Aged Care Packages, and Health and Wellbeing services in the respective communities.
- Supporting several local government councils (including Burke) with health promotion activities including walkability assessments; and varied preventative health campaigns.

3. PROPOSAL

As stated in the resolution from May 2015, outsourcing of the CHSP function was intended to be a temporary measure.

During this outsourcing period, Council (and the DSS) have been able to assess the performance of the external provider, ahead of a possible decision by Council to permanently relinquish this responsibility.

Throughout the outsourcing process, Council remains responsible for receiving and acquitting the CHSP funding and associated reporting.

This report proposes permanently relinquishing Council's responsibility for the CHSP program to remove the administrative burden this represents.

4. FINANCIAL & RESOURCE IMPLICATIONS

The CHSP funding we received is passed, in full, to NWRH to deliver the required services. Council maintains a reporting and acquittal requirement to the DSS however as recipient of the funding.

Relinquishing the program in its entirety to NWRH would remove all responsibility from Council for the management, monitoring and reporting of the CHSP program. This would represent a small annual saving in wage expenses (estimated \$2,500-\$4,000).

In relinquishing the program, Council would need to transfer any HACC/CHSP assets to the new service provider; this would include the HACC/CHSP bus, along with the craft/activity materials in the old HACC Hall. In transferring ownership of the bus, Council would also remove any ongoing insurance and maintenance obligations.

5. POLICY & LEGAL IMPLICATIONS

"Quality support for the aged" is listed as a performance measure under Section 1.2 of Council's Community Plan. In transferring this responsibility, Council would need to remain confident that continuing quality services will be delivered.

This is possible through continuing to provide events like Senior's week, making available suitable venues for CHSP activities, and remaining engaged with the CHSP provider and the community to confirm that appropriate services continue to be delivered.

Under the CHSP funding agreement there are provisions relating to the type and quality of service being delivered, these metrics are in turn reported on and monitored by DSS.

6. CRITICAL DATES & IMPLEMENTATION

Relinquishing and transferring responsibility of a CHSP program can take 6-12 months. It is hoped that due to the relatively small scale of Burke Shire's program, and NWRH's existing relationship with the DSS it would not take this long.

Council's present agreement expires on 30 June 2016, and it may be possible to extend it. This will push Council's responsibility for the program into a new financial year and reporting period.

7. CONSULTATION

The PHRM has consulted with NWRH, who remain open to this arrangement.

DSS are aware that Council may consider relinquishing control of CHSP, and are amenable to such a move provided that a viable alternative exists.

Reports back from CHSP clients, including at the Christmas Luncheon, regarding the service provided by NWRH have been positive.

8. CONCLUSION

Following consultation and exploration of the HACC/CHSP program in recent months, it has become apparent that Council does not have the capacity or relevant in-house expertise to successfully manage the program. Furthermore, attempts to hire an individual for this purpose – both locally and outside of the shire – have been unsuccessful.

Aged care is a vital community service, and it is important that it be properly delivered. It would be in the interest of both Council and the Shire's aged population that this service continue to be delivered by a specialist third party.

By relinquishing CHSP responsibility, Council will remove the administrative requirements it still carries as the funding recipient. It will not preclude Council from continuing to play a role in aged care in the Shire, by providing venues for CHSP activities and through events like Senior's Week.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. That Council continue to support the Shire's aged population through events like Senior's Week, and by supporting and assisting and CHSP provider where appropriate; and
3. The Council continues to subcontract out HACC services to North and West Remote Health, or another suitable agency, on a temporary basis; or
4. That Council notify the Department of Social Services that we wish to relinquish control of the CHSP Program, thereby allowing them to appoint a third party, like NWRH, to manage it in the long term.

ATTACHMENTS

Nil

## Projects and Human Resources Manager Reports

### 07.05.03 HRM-POL-016 Staff Relocation Expenses Policy Review

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DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay, Projects and Human Resources Manager
FILE REF:	Business Paper – Council Meeting January 2016
DATE:	4 January 2016
LINK TO COUNCIL PLAN/S:	Staff Relocation Expenses Policy

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1. PURPOSE (Executive Summary)

To conduct an annual review of HRM-POL-016 Staff Relocation Expenses Policy

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This policy was introduced at the January 2015 Ordinary Council Meeting to formalize the process for reimbursing staff of relocation expenses.

3. PROPOSAL

No changes have been suggested to the policy as introduced in January 2015.

4. FINANCIAL & RESOURCE IMPLICATIONS

Staff relocation expenses are budgeted for based upon this policy, as part of the Recruitment Budget.

5. POLICY & LEGAL IMPLICATIONS

Council seeks to review all Human Resources policies on an annual basis; this review is taking place in keeping with this practice.

6. CRITICAL DATES & IMPLEMENTATION

The January 2016 Ordinary Council Meeting would be an appropriate time to review this policy, as this marks a year since its introduction.

7. CONSULTATION

All staff who are offered reimbursement of relocation expenses receive a copy of this policy prior to signing any contract or letter of engagement. No feedback has been received from this process.

One staff member who left during their first 12 months and was required to repay their relocation expenses complained that the policy was overly harsh, however this individual was reminded that they were made aware of Council's policy prior to engagement.

8. CONCLUSION

No changes have been proposed to the policy as it was introduced in January 2015.

9. OFFICER'S RECOMMENDATION

- a) That Council notes the contents of this report; and
- b) That Council adopts the revised HRM-POL-016 Staff Relocation Expenses Policy, version 1 as submitted.

ATTACHMENTS



HRM-POL-016 Staff  
Relocation Expenses

- 1. HRM-POL-016 Staff Relocation Expense Policy

## 08 Chief Executive Officer Reports

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### 08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

08.01.02 HRM-POL-013 Councillor Remuneration Policy Review

08.01.03 Councillor Remuneration 2015-2016

## Chief Executive Officer Reports

### 08.01.01 Chief Executive Officer Report

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO / Nils Hay; Acting CEO
FILE NO:	Business Paper – January 2016
DATE:	11 January 2016
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

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

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

Planning Docs	Comments	Status
Town Planning Scheme	<p>Council will develop the new Planning Scheme as part of a pilot project with the Department of State Development, Infrastructure and Planning.</p> <p>Council met with DILGP officers will be on 7-8 December 2015, focusing on Planning Scheme mapping.</p> <p>Council has completed updated flood modelling for areas in and around Burketown to assist in the development of this scheme. This includes the modeling of raised subdivisions in Burketown North and at Lots 313-314 on B1361</p> <p>Council is due to meet with DILGP in Townsville on 15 January 2016 to review the draft strategic vision and draft zone mapping for Burketown and Gregory.</p> <p>Completion timeframe: Jun 2016-Sep 2016</p>	On track
Asset Management Plan	<p>Council adopted the following at the November Council meeting on 19 November 2015:</p> <ul style="list-style-type: none"> <li>- Asset Management Policy</li> <li>- Asset Management Strategy</li> <li>- Road Hierarchy and Segmentation Policy</li> </ul> <p>Council is currently working on the clean-up of existing GIS (geographic information system) mapping data and compilation and integration of new GIS data collected during recent Valuation and Condition Assessment processes (CCTV inspection of the Burketown sewer network, RACAS pick-up of all Council road assets).</p> <p>Council's Total Asset Management Plan was due for complete revision in late November/early December 2015.</p> <p>CT Management are presently working with our 2015 Valuation data and inputting it into 20-year Moloney Models. John Gorman from CT Management is going to join us in the first week of February to confirm renewal modelling for assets. Once the renewal projections are finalized, the TAMP can be completed.</p> <p>Completion timeframe: March 2016.</p>	Monitor



Operational Plan 2015-16	<p>The Operational Plan 2015-16 was adopted by Council on 22 July 2015.</p> <p>The first quarterly review of this document was completed in October and presented at the October 2015 Council meeting.</p> <p>The second quarterly review is due on January 21 2016.</p> <p>Council is tracking well in the implementation of the Operational and Corporate Plans.</p>	<p>Adopted Jul 15. 1st quarterly review Oct 15</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 was held on 17 November 2015 at the conclusion of the Gulf Catchments Pest Taskforce meeting in Burketown.</p> <p>Biosecurity representatives are in the process of organizing a variety of training programs and templates to assist regional Councils in developing compliant LGAPMPs. Availability of training and templates first-second quarter of 2016.</p> <p>Completion timeframe: uncertain.</p>	Monitor
Budget 2015-2016	<p>Adopted: the budget documents can be accessed online via the Burke Shire Council webpage.</p> <p>The first quarterly review of the budget took place on Wednesday 14 October 2015. Progress reports against Capital Expenditure and operational expenses in Admin, Finance and Works &amp; Services were delivered.</p> <p>A second quarterly budget update will be presented as part of the Finance Report at the 21 January 2016 Council Meeting.</p> <p>A comprehensive second quarterly review is planned for 18 February 2016.</p>	<p>Adopted 22 Jul 2015 1<sup>st</sup> quarterly review: Oct 15</p> <p>No update for Dec. meeting</p>
Business Continuity Plan & Risk Register	<p>BCP adopted by Council on 20 November 2014. Corporate Risk Register adopted by Council on 20 November 2014.</p> <p>Management staff met to review the Corporate Risk Register on 15 September 2015.</p> <p>The CRR was adopted by Council at the October 2015 Council meeting.</p> <p>The Business Continuity Plan is scheduled for review by Management and submission to Council for consideration at the February 2016 Council meeting.</p>	On track
Local Disaster Management Plan 2015-2016	<p>Annual review of plan completed according to new IGEM assessment methodology. Review conducted by CEO and Craig Shepherd (Executive Officer, Mt Isa District Disaster Management Group).</p> <p>The revised Local Disaster Management Plan was adopted by Council at the Sep 2015 Council meeting.</p> <p>The LDMG adopted the LDMP at the most recent LDMG meeting held in Burketown on 28 October 2015.</p>	Completed

Internal Audit Plan and Audit Committee 2015-2016	<p>1<sup>st</sup> meeting: 7 October 2015</p> <p>2<sup>nd</sup> meeting: a series of meeting were held in mid-late October 2015 to provide updates on the External Audit process, particularly as this related to Valuation data for Property Plant and Equipment.</p> <p>Internal audit plan developed for 2015-2016. Future Audit Committee dates to be established for 2015-2016.</p> <p>The focus of the internal audit this year is asset management and business continuity. Council is in the process of reviewing its business continuity plan and asset management plan and systems.</p> <p>We are currently liaising with our internal auditor to develop a schedule. The next meeting is expected in the last quarter of the Financial Year.</p>	On track
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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
Pontoon	<p>Installation completed.</p> <p>Co-contributions from: State of QLD: \$180,000 (Royalties for the Regions) Commonwealth: \$160,000 (Stronger Regions) VMR: \$20,000 Marto's Fishing: \$1,000</p> <p>Official Opening Ceremony held on 30 October 2015. This event was attended by Senator Ian Macdonald, Captain Michael Barnett (Regional Harbour Master), Councillors, Traditional Owners (Terrence Taylor), VMR representatives and community members.</p> <p>Project Completion timeframe: completed Acquittal Completion timeframe: January 2016</p>	<p>Installation completed</p> <p>Funding acquittal on track: milestones 1-2 completed for NSRF (\$144,000)</p> <p>Milestone 1 completed for Royalties. Project completion documentation sent to DSD</p>
Waste Management and Recycling Strategy	<p>Council has engaged GHD to complete a Waste Management and Recycling Strategy for the Burke Shire. This also includes the preparation of Site Based Management Plans and planning details for the Burketown and Gregory rubbish tips.</p> <p>One of the challenges of the Strategy has been that a number of the the requirements introduced under the Waste Reduction and Recycling Act are onerous for a Council the size of Burke (monitoring bores etc.). GHD have been endeavouring to work with DEHP in the development of this document.</p> <p>Completion timeframe: phase 1 – January 2016.</p>	Monitor

Asset condition inspections and asset revaluations	<p>Council completed a full asset revaluation during mid-2015 as well as some of the most comprehensive condition assessments on road and reticulated sewer assets.</p> <p>The valuations derived from these inspections and revaluations have been confirmed following consultation in relation to the methodology involved in determining valuations, asset life and depreciation. Consultation took place between BSC staff and Carpentaria Shire Council, APV, CT Management Group and GBA.</p> <p>CCTV inspection of Burketown sewer reticulation network and stormwater infrastructure completed in July 2015.</p> <p>Road Asset Condition Assessment System: assessment completed for all Shire roads in August 2015.</p> <p>Completion timeframe: 31 October 2015</p>	Completed
Visitor Information Centre Restoration	<p>Phase 1 of restoration commenced on 30 November 2015, completed early December 2015.</p> <p>Phase 2 of restoration scheduled for April 2016 following announcement of funding through the Queensland Tourism Infrastructure Fund</p> <p>Conversation ongoing with builder and Council officers regarding drainage solution for site.</p>	On track
Renovations and Repair to Council buildings	<p>Council has awarded tenders for the following</p> <ul style="list-style-type: none"> <li>- Gregory Hall: work to commence from early November 2015. Pre-start meeting held in Gregory on 9 November 2015. Due for completion 4 December 2015</li> <li>- Council Administration Office – Roof Replacement: this project was completed during October-November 2015.</li> </ul>	Completed
Burketown ILUA implementation	<p>Council has completed the bulk of the administration and financial arrangements required to complete land acquisition processes under the Burketown ILUA. Some survey requirements are yet to be completed before the land tenure changes are finalised.</p> <p>Council will partner with Economic Development Queensland to facilitate the development of residential, rural residential and light industrial land. They have committed \$2m to this project and will be meeting internally on 19 January 2015 to plan the next step.</p> <p>Ausnorth Consultants were surveying the Burketown South area before the recent wet hit; they will be back in town around March to complete this.</p> <p>Completion timeframe: ongoing</p>	On track
Sale of 4 x residential lots in Burketown	<p>Council will sell 4 x residential lots in Burketown in 2015-2016. Planning for this sale is currently underway. Further updates to follow confirmation of EDQ partnership details.</p>	<p>On track</p> <p>No update for Jan 2016 Council meeting</p>

Burketown Cultural History Project	<p>During July 2015, Council hosted Dr. Richard Martin and Hilda Maclean 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. The Historypin site is now live.</p> <p>Council will look at obtaining a similar grant to fund further archival research into the Shire's various connections to the Second World War.</p> <p>Completion timeframe: TBA (first draft)</p>	On track
Community Satisfaction Survey	<p>Council to develop a Community Satisfaction Survey to assist in community consultation and acquisition of feedback and metrics.</p> <p>A draft survey has been prepared and is being reviewed.</p> <p>Completion timeframe: Council was scheduled to release the Community Satisfaction Survey in December 2015, as per the 2015-2016 Operational Plan. This deadline has not been met.</p>	Monitor
NDRRA 2014 (TC Fletcher)	<p>The status of Council's 2014 NDRRA program is detailed below: BrkSC.16.14 (REPA):</p> <ul style="list-style-type: none"> <li>- REPA Approved Value \$8,224,626.00 (excl. GST). This value represents the total eligible amount less Council's trigger point contribution of \$23,108.00.</li> <li>- Council has requested a variation of \$800,385.32 for out of scope work on bulldust of Nudgaburra road. Of this \$496,561.78 has been deemed eligible.</li> </ul> <p>Contract for <b>Earthworks</b> component awarded by Council at the April Council meeting. Status: <u>completed</u></p> <p>Contract for <b>stabilisation</b> component awarded to Koppens Construction on 22 July 2015: Status: <u>completed</u></p> <p>Contract for the <b>concrete and gabion</b> component awarded to D&amp;D Concrete Services on 17 September 2015. Status: <u>completed</u></p> <p>Completion timeframe: November 2015</p> <p>Representatives from QRA and GBA to visit Burketown in late January to assist with finalisation of acquittals.</p>	<p>Works Completed</p> <p>Final acquittals remain to be completed.</p>
Roads Programs – 5 year infrastructure plan	<p>3 year road program drafted. First draft of five-year plan to be presented to Council in February 2016</p> <p>Completion timeframe: draft to be presented in February 2016 Council meeting.</p>	On track
Procurement Project	<p>Council has the relevant contract documentation and has drafted the Scope of Works for the release of the Register of Preferred Suppliers tender (Goods and Services).</p> <p>Regional discussions are underway to ascertain the desirability of a regional Preferred Suppliers tender.</p> <p>The next step is to complete the Scope of Works for consultancy services. These are currently in draft form.</p>	<p>Monitor</p> <p>No update for Jan 16 meeting</p>

New Certified Agreement	<p>Burke Shire Council, staff and unions commenced negotiating a new Certified Agreement in February 2015. These negotiations are on hold pending a review of the Local Government Awards.</p> <p>Recent developments indicate that negotiations will be able to recommence following the outcome of the State of Queensland challenge to the QIRC decision on 31 October 2015.</p> <p>Temporary administrative increase awarded to staff, commencing 2 December 2015.</p>	<p>On hold</p> <p>Administrative increase awarded.</p> <p>No update for Jan 2016 Meeting</p>
Rates	<p>Historical audit conducted and completed.</p> <p>Rates revision for 2015-2016 conducted and completed. New differential rating categories were established in the Revenue Statement for 2015-2016. These new categories are designed to promote greater flexibility, accuracy and equity in Council's rating system.</p> <p>Rating concession for water consumption adopted by Council on 19 November 2015: resolution to waive water consumption for the month of July 2015.</p>	Completed
Morning Glory Festival	<p>MGF II held on 25-26 September 2015. Split Image and Delations provided fantastic live music for the festival, which was well supported by the local and regional community.</p> <p>Full details of event acquittals will be available in November 2015.</p>	Completed
ANZAC centenary: BKT	<p>Council committed funding for the commemoration of Anzac Day for 2015 and 2016. \$20,000 will be available for some form of statuary or commemorative monument in 2016 for both Gregory and Burketown.</p> <p>Council was successful in receiving a Commemorative Communities Grant to complete the restoration of the WWI and WWII Honour Boards. This restoration has now been completed and the Honour Boards have been erected in the reception of Council's Administration Office.</p>	On track
ANZAC centenary: GRG	<p>Council was successful in receiving a Historypin Grant to explore personal, pastoral, township and Shire-based experiences of the First World War. This project is complete, and the Historypin site is live.</p> <p>Completion timeframe: To be determined</p>	
Weed spraying: Gregory River Catchment	<p>An initial weed spraying project in the Upper-Gregory River Catchment was completed in July 2014.</p> <p>Council has subsequently committed funding in 2014-2015 and 2015-2016 to fund further weed eradication projects in the Upper-Gregory River catchment.</p> <p>Completion timeframe: TBD 2016</p>	On track
Resurfacing of Burketown Multipurpose Courts	<p>Council was successful in its application for \$29,075 to the Get Playing Places and Spaces Grant program to resurface the multipurpose courts on Musgrave Street. (This was contingent upon a \$10,000 contribution from Council).</p> <p>A representative from the Department of Sports and Recreation will be visiting Burketown in late January with grant documentation.</p>	On track

Urban and Rural Addressing (Street Numbering)	<p>CT Management Group's GIS team are working on finalizing Council's urban street numbering mapping. This should be completed in February, following which street numbering signs can be completed and installed.</p> <p>Council will need to make some decisions regarding rural addressing, relating to signage and the number of addresses assigned to any rural property. A report will be prepared for the February 2016 meeting, after which time this data will be captured and finalized.</p>	On track
Cultural Heritage Survey of Gregory	<p>Archaeologists and Anthropologists from UQ, along with Waanyi representatives, conducted a partial survey of Gregory and its surrounds for cultural heritage purposes in December 2015. The purpose of this survey is to establish a baseline for any culturally sensitive locations in the area with a view to this information informing future town planning and ILUA discussions. A report on the areas surveyed to date is expected in late January 2016.</p> <p>From there, further surveys can be considered.</p> <p>Completion Date: Phase 1 – January 2016</p>	On track

### 3. PROJECTS TO PLAN AND COST

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

Projects to plan & cost	Comments	Status
Removal of waste tyres from Burketown & Gregory landfills	<p>Procurement of a tyre shredder has been confirmed by the NWQROC. The shredder will be available for regional Councils to operate on a cost recovery basis.</p> <p>Council will explore two disposal options prior to proceeding with the removal of waste tyres from the Burketown and Gregory rubbish tips.</p> <p>Completion timeframe: to be determined.</p>	Monitor
Burketown Mineral Baths	<p>Council has now received initial cost estimates for this project. Further direction will be sought from Council. The design incorporates a hot-, a medium- and a cool-pool; board-walking, signage, bird hides, bbq, benches, shade and change rooms. The pools are designed to flood, with penstocks incorporated into the design to allow for better flow during, and easy cleaning after a flood event.</p> <p>Surveying work of the site took place in early January, Garry Jeffries is presently completing a survey plan and contour plan (digital terrain model) for the site.</p> <p>The site will be tested with a Dynamic Cone Penetrometer and data from this testing will be incorporated with the survey information. This is due for completion by 22 January 2016.</p> <p>Completion timeframe: initial design work completed. Further direction required in relation to tender.</p>	On track



Burketown Wharf Car Park and Boat Ramp widening project	<p>Following discussions with DTMR, Council is completing surveying and design requirements for the installation of a 45 CTU car park at the Burketown Wharf. This car park is a prerequisite for attracting DTMR funding for the widening of the boat ramp.</p> <p>Survey and design work has now been completed at Council's end. DTMR are reviewing the design and cost estimates on this project.</p> <p>Discussions are continuing with DTMR regarding their contribution to the project, a Recreational Boating Facility Capital Project Proposal was lodged with them on 18 December 2015. This proposal is currently under consideration.</p> <p>This project will also likely be subject of a National Stronger Regions Fund Round 3 application.</p> <p>Completion timeframe: subject to DTMR funding</p>	On track
Sewerage Treatment Plant Re-design	<p>Simmonds and Bristow have completed MEDLI modelling (model for effluent disposal using land irrigation) for the Burketown STP. Results indicate no adverse environmental impact.</p> <p>This modelling will help generate the parameters that Council will need to satisfy in re-designing the sewerage treatment process. Council has received a preliminary draft for this re-design and will continue to discuss this project.</p> <p>Council's first pre-lodgement meeting was held with the Department of Environment and Heritage Protection on 12 October 2015. This meeting focused on potential changes to treated effluent parameters.</p> <p>S&amp;B are preparing evidence and lodging an EA Amendment Application Form with DEHP on Council's behalf to seek changes to the aforementioned parameters in order for Council's redesign to be both operationally suitable and compliant.</p> <p>It is expected that the status of the EA Amendment will be known by late February 2016.</p> <p>Completion timeframe: subject to ongoing discussions with S&amp;B and EHP in relation to preferred design. S&amp;B anticipate that this will be complete by the end of the wet season; with the project to be shovel-ready as we enter the dry.</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. Council is presently engaged in negotiations with traditional owners to acquire the land required.</p>	Monitor

STP/WTP Telemetry	<p>Council has engaged a specialist to complete a full review of Council's water and wastewater assets. This assessment will determine the scope of works required for the installation of SCADA (supervisory control and data acquisition) in Burketown.</p> <p>The scope of works for the tender is currently under review.</p> <p>Tender documents will be completed January 2016. This tender is planned for release early 2016.</p>	On track
BKT North	<p>Planning for the subdivision and development of Burketown North residential blocks will commence following further discussions with EDQ regarding the allocation of \$2m they are putting forward for the post-ILUA developments.</p> <p>This will include engineering drawings and plans for the four 'off-grid' houses they are planning.</p>	To commence
BKT South	<p>Planning for the subdivision and development of Burketown South rural-residential blocks will commence following notification of EDQ support for this project.</p> <p>Some surveying work remains to be completed by Ausnorth.</p>	To commence
Gregory Landfill	<p>Development Application required to ensure this tip is appropriately regulated.</p> <p>Council is exploring land acquisition options in relation to this land. This component will require land to be excised from the Camping and Water Reserve, which Council will then need to acquire by freehold. Native Title is required to be cleared as part of the Letter of Offer conditions (for acquisition as freehold).</p> <p>Completion timeframe: subject to land tenure outcomes in Gregory. Council is presently engaged in negotiations with traditional owners to acquire the land required.</p>	In progress

#### 4. TELECOMMUNICATIONS

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

Land tenure negotiations in Gregory incorporate the identification and allocation of appropriate land for this crucial telecoms infrastructure. Further advice from Telstra is required in relation to location and power generation requirements for this project. This will be discussed with Telstra at a meeting in Cairns on 14 January 2016.

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

Surveying of the route has commenced and is well advanced to ensure the project is able to proceed as soon as possible following successful applications for funding to National Stronger Regions Fund Round 2 (Federal) and Building our Regions (State). The final amount of grant funding is still being negotiation with the State and Federal governments.

The project and deliverables will be discussed in more detail with Telstra at a meeting in Cairns on 14 January 2016.



## 5. DISASTER MANAGEMENT

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

Reporting/Meeting requirements	Status
2014-2015 1 <sup>st</sup> quarterly report	Completed Oct 2014
2014-2015 2 <sup>nd</sup> quarterly report	Completed Feb 2015
2014-2015 3 <sup>rd</sup> quarterly report	Completed Apr 2015
2014-2015 Annual Report (attached)	Completed Jul 2015
2014-2015 1 <sup>st</sup> LDMG meeting	Held Nov 2014
2014-2015 2 <sup>nd</sup> LDMG meeting	Held May 2015
2015-2016 1 <sup>st</sup> LDMG meeting	Scheduled for Nov 2015
2014-2015 Review of Local Disaster Management Plan	Completed Aug 2015
LDMG meeting	Completed: 17 Oct 2015
2015-2016 1 <sup>st</sup> quarterly report	Completed: 31 Oct 2015
DDMG Meeting	Completed: 17 Nov 2015
LDMG Meeting	Completed: 21 Dec 2015
LDMG Meeting	Completed: 27 Dec 2015
LGMG Meeting	Completed: 29 Dec 2015
Resupply Teleconference	Completed: 29 Dec 2015
DDMG Meeting	Completed: 29 Dec 2015
2015-2016 2 <sup>nd</sup> quarterly report	Due: Jan 2016

The LDMG 'stood up' following the recent weather event; with several resupply efforts required due to high local rivers and the closure of the Beamesbrooke Bridge. Resupplies were carried out on 22 and 24 December 2015 and 7 January 2016.

This weather event has been declared by the Queensland Reconstruction Authority, and Burke Shire Council will be eligible for both emergent works and restoration of assets funding as a result.

## 6. PEST MANAGEMENT (animals and weeds)

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

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

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

Further contact with Biosecurity Queensland to further the development of the Local Government Pest Management Plan is scheduled for Jan-Feb 2016.

## 7. TOURISM

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

Council has also commenced work on a Local Government Tourist and Events Strategy.

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

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

## 8. LOCAL GOVERNMENT ELECTIONS

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

Council was approached by the Electoral Commission of Queensland to provide contact details for those who may wish to fill the role of Returning Officer. Karen McGrath has been selected by ECQ as the Returning Officer for the Burke Shire.

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

Further information will be released shortly.

## 9. MEETINGS/CONFERENCES/DELEGATIONS

<b>GOVERNANCE CALENDAR – rolling 12 month calendar</b>			
<b>What</b>	<b>Where</b>	<b>When</b>	<b>Attendees</b>
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 AGM	Normanton	6 October 2015	Mayor, Deputy Mayor, CEO
Regional CEO Forum	Karumba	27 November 2015	CEO
NWQRRTG	Karumba	30 November 2015	Mayor
NWQROC	Karumba	30 November 2015	Mayor
Visit from Deputy Premier and head of QRA	Burketown	6 January 2016	Mayor, Deputy Mayor, Crs Forshaw & Lauder, ACEO
Meeting with Telstra	Cairns	13 & 14 January 2016	Mayor, Deputy Mayor, ACEO
Meeting with DILGP	Townsville	15 January 2016	Mayor, Deputy Mayor, Cr Forshaw, ACEO
Meeting with Minister Coralee O'Rourke	Townsville	15 January 2016	Mayor, Deputy Mayor, Cr Forshaw, ACEO
GSD Board Meeting	Normanton	18 January 2016	Mayor, Deputy Mayor, ACEO

#### 10. OFFICER'S RECOMMENDATION

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

#### ATTACHMENTS

Nil

## Chief Executive Officer Reports

### 08.01.02 HRM-POL-013 Councillor Remuneration Policy Review

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Nils Hay, Acting CEO
FILE REF:	Business Paper – Council Meeting January 2016
DATE:	30 <sup>th</sup> December 2015
LINK TO COUNCIL PLAN/S:	Councillor Remuneration Policy

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1. PURPOSE (Executive Summary)

To consider proposed amendments to the Councillor Remuneration Policy (HRM-POL-013) in light of changes as a result of the Remuneration and Discipline Tribunal's recent determination.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council last reviewed this policy in February 2015.

3. PROPOSAL

That Council considers the proposed amendments to the Councillor Remuneration Policy with a view to adopting this policy at the January 2015 Council meeting.

Amendments Proposed:

- Councillor remuneration is no longer explicitly linked to a state government "determination amount". As such, references to this figure have been removed from the proposed amended Policy
- Additional detail relating to the Remuneration and Discipline Tribunal's (The Tribunal) determination, specifically related to timing, have been included
- References to Councillor superannuation payments have changed sections under the Local Government Act 2009. These have been updated accordingly.

4. FINANCIAL & RESOURCE IMPLICATIONS

No changes have been suggested that have finance or resource implications.

5. POLICY & LEGAL IMPLICATIONS

Aside from the amendments mentioned in Section 3, above, there are no policy or legal implications.

6. CRITICAL DATES & IMPLEMENTATION

The January Council meeting would be a suitable time to review amendments to the Councillor Remuneration Policy as Council is also considering remuneration levels for the 2016-17 Financial Year at this meeting.

7. CONSULTATION

- Department of Local Government, Infrastructure and Planning
- Local Government Remuneration and Discipline Tribunal

8. CONCLUSION

Changes have been made to reflect the Tribunal's evolving approach to Councillor remuneration, and to better capture the timing around Tribunal decisions.

Matters affecting the amount, frequency and eligibility of Councillors for payment have not been altered.

9. OFFICER'S RECOMMENDATION

- a) That Council notes the contents of this report; and
- b) That Council adopts the revised HRM-POL-013 Councillor Remuneration Policy, version 2 as submitted.

ATTACHMENTS

1. Councillor Remuneration Policy



HRM-POL-013  
Councillor Remunerat

## Chief Executive Officer Reports

## 08.01.03 Councillor Remuneration 2015-2016

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Nils Hay, Acting CEO
FILE REF:	Councillor Remuneration
DATE:	30 <sup>th</sup> December 2015
LINK TO COUNCIL PLAN/S:	Budget 2016-2017

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## 1. PURPOSE (Executive Summary)

The Councillor Remuneration schedule (effective 1 July 2016) was gazetted on 11 December 2015 (Queensland Government Gazette Vol. 370 No. 77). This schedule defines the remuneration that must be paid to Councillors unless Council makes a resolution not to pay the maximum amount.

This report outlines previous Councillor Remuneration schedules as well as the Councillor Remuneration schedule gazetted on 11 December 2015.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Council considers the Councillor Remuneration Schedule each year with a view to determining whether it will accept the Remuneration Schedule as gazetted or elect to pay Councillors at a rate lower than that contained in the Remuneration Schedule.

Previous and Current Remuneration Schedules:

**Remuneration Schedule as gazetted (2012 Report – to apply from 1 July 2013)**

- Burke Shire Council as Category 1 Council

	% reference amount	\$ pa
Mayor	52.5	\$73,803
Deputy Mayor	22.5	\$31,630
Councillor	16	\$22,492

**Remuneration Schedule as gazetted (2013 Report – to apply from 1 July 2014)**

- Burke Shire Council as Category 3 Council

	% reference amount	\$ pa
Mayor	65	\$95,488
Deputy Mayor	37.5	\$55,089
Councillor	32.5	\$47,744

Note: For Councillors in Category 3 Councils, a base payment of \$23,872 is payable from 1 July 2014. **A meeting fee of \$1,989 is payable for attendance at each of the mandated monthly meetings** of Council subject to certification by the Mayor or Chief Executive Officer of the Council. Mayors and Deputy Mayors in Category 3 receive the full remuneration.

**Remuneration Schedule as gazetted (2014 Report – to apply from 1 July 2015)**

- Burke Shire Council as Category 3 Council

	% reference amount	\$ pa
Mayor	None provided	\$97,684
Deputy Mayor	None provided	\$56,356
Councillor	None provided	\$48,842

Note: For Councillors in Category 3 Councils, a base payment of \$32,562 is payable for the 12 months commencing 1 July 2015. **A meeting fee of \$1,356.66 is payable for attendance at each of the mandated monthly meetings of Council** subject to certification by the Mayor and/or Chief Executive Officer of the Council. Mayors and Deputy Mayors in Category 3 Councils are to receive the full remuneration level shown.

**Remuneration Schedule as gazetted (2015 Report – to apply from 1 July 2016)**

- Burke Shire Council as Category 1 Council

	% reference amount	\$ pa
Mayor	None provided	\$99,638
Deputy Mayor	None provided	\$57, 483
Councillor	None provided	\$49, 819

Note 1: The monetary amounts shown are per annum figures. If an elected representative only serves for part of a full year (that is, 1 July to 30 June) they are only entitled to a pro-rata payment to reflect the portion of the year served.

Note 2: For councillors in category 1 councils, a base payment of \$33,213 is payable for the 12 months commencing on 1 July 2016. A meeting fee of \$1383.83 is payable for attendance at each of the 12 mandated monthly meetings of council subject to certification by the mayor and/or chief executive officer of the council. Mayors and deputy mayors in category 1 councils are to receive the full annual remuneration level shown.

### 3. PROPOSAL

That Council considers whether it will reduce Councillor Remuneration below the scheduled amounts gazetted in on 30 November 2015 (to take effect on 1 July 2016).

### 4. FINANCIAL & RESOURCE IMPLICATIONS

The Councillor Remuneration schedule for 2016-17 introduces a change to the proportion of a Councillor's (not Mayor or Deputy Mayor) remuneration received as base payment and for attending monthly meetings.

Given the high levels of attendance by Burke Shire Councillors at Ordinary Council meetings, it is not anticipated that changes to the proportion of a Councillor's wage that is received as salary/meeting attendance will have a noticeable budgetary impact.

The maximum expenditure on salary/meeting attendance for BSC Councillors for the 2015-16 financial year is \$300,566.00.

In the event that no reduction to the Remuneration Schedule takes place, the maximum expenditure on salary/meeting attendance for BSC Councillors for the 2016-17 financial year is \$306,578.00.

This represents a projected increase in the overall salary/meeting attendance budget for 2016-17 (as compared with 2015-2016) of 2.00%.

## 5. POLICY & LEGAL IMPLICATIONS

Under s247(6) of the *Local Government Regulation 2012*, Councillors must be paid the maximum remuneration amount unless Council makes a resolution, within 90 days of Gazettal, not to pay the maximum amount.

If Council elects to reduce the remuneration of Councillors below that scheduled in the Gazette, it will be necessary to maintain the same proportion between Base Payment and Meeting Attendance amounts (2:1).

s90B of the Local Government Act prohibits a local government from making a major policy decision during a caretaker period for the local government. The caretaker period ahead of the 2016 quadrennial election will commence on 6 February 2016.

s244 of the Local Government Regulation (2012) precludes the Tribunal from including amounts in its remuneration determination for expenses to be paid or facilities to be provided to Councillors under a Council's Expenses Reimbursement Policy.

s244 of the Local Government Regulation (2012) precludes the Tribunal from including in its determination any contribution a Local Government may make to a voluntary superannuation scheme for Councillors. Accordingly, the level of superannuation payments made to a Councillor is a matter to be determined by each individual Council having regard to the relevant Commonwealth legislation and section 226 of the Act, as is the issue of whether a Councillor may salary sacrifice such contributions.

## 6. CRITICAL DATES & IMPLEMENTATION

If Council is to adopt a remuneration schedule different to that specified in the gazetted schedule, it must do so within 90 days of gazettal (10 March 2016). The January 2016 Ordinary Council Meeting would be an appropriate time to make this decision.

## 7. CONSULTATION

ACEO has spoken with Department of Local Government, Infrastructure and Planning about this matter and confirmed that this decision does not constitute a "major policy decision" under s90B of the Local Government Act, and can be made – if required – during the caretaker period.

## 8. CONCLUSION

Council has the ability to reduce the Remuneration of Councillors beneath the level determined by the Remuneration and Discipline Tribunal, provided this decision is made prior to 10 March 2016.

## 9. OFFICER'S RECOMMENDATION

That Council:

- 1) Resolves to adopt the Councillor Remuneration schedule as gazetted on 11 December 2015; or

That Council:

- 2) Resolves to pay Councillors less than the amount defined in the Councillor Remuneration schedule as gazetted on 11 December 2015; and
- 3) Resolves to pay according to the following schedule:

Office	Salary component	Meeting attendance component
Mayor		NA
Deputy Mayor		NA
Councillor		



ATTACHMENTS

1. Local Government Remuneration and Discipline Tribunal Report 2015

  
remuneration-discipline-tribunal-report-20

2. Queensland Government Gazette, vol. 370.

  
11.12.15combined.pdf

3. Local Government Remuneration & Discipline Tribunal Report 2015, p. 14.

  
remuneration-discipline-tribunal-report-20

## 09 Late Item Reports

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### 09. Late Item Reports

09.01 Update of Finance Policies

09.02 Doomadgee to Burketown Optic Fibre Link Project Approval

09.03 Auditor General's Observation Report – 2014-2015

09.04 Operational Plan 2015-2016 – 2nd Quarterly Update – January 2016

## Late Item Reports

### 09.01 Update of Finance Policies

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Business Paper – Council Meeting January 2016
DATE:	15 January 2016
LINK TO COUNCIL PLAN/S:	Revenue Statement, Budget

---

1. PURPOSE (Executive Summary)

To update the FIN-POL-006 Rate and Debt Recovery Policy

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

3. PROPOSAL

Proposed changes:

Changes to section on Initial Recovery Action – the proposed updates to the policy remove the ambiguity in the current policy (as per attached document).

That Council acknowledges and endorses proposed changes to the rate and debt recovery policy.

4. FINANCIAL & RESOURCE IMPLICATIONS

NA

5. POLICY & LEGAL IMPLICATIONS

Compliance with the Local Government Act 2009 and Local Government Regulation 2012 through correct referencing of Act/Regulation.  
Consistent and recognised basis from which to make financial decisions.

6. CRITICAL DATES & IMPLEMENTATION

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

7. CONSULTATION

NA

8. CONCLUSION

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

9. OFFICER'S RECOMMENDATION

That Council adopts version 2 of the FIN-POL-006 Rate and Debt Recovery Policy.

ATTACHMENTS

1. FIN-POL-006 Rate and Debt Recovery Policy



FIN-POL-006 Rate  
Debt Recovery Policy

## Late Item Reports

## 09.02 Doomadgee to Burketown Optic Fibre Link Project Approval

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DEPARTMENT:	Projects
RESPONSIBLE OFFICER:	Nils Hay; Projects and Human Resources Manager
FILE REF:	Business Paper – Council Meeting January 2016
DATE:	19 January 2016
LINK TO COUNCIL PLAN/S:	Community Plan, Corporate Plan, Operational Plan, Budget

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## 1. PURPOSE (Executive Summary)

To approve the signing of the Enterprise Works Agreement (EWA) for the Doomadgee to Burketown Optic Fibre Link Project.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Ensuring quality telecommunications has been an ongoing concern for Council, Council's Community Plan 2011-2021 includes provision for:

*"The design and delivery of affordable quality telecommunication and data services to all regional residents, allowing for flexible business, education and lifestyle."*

In early 2014, Council examined the possibility of upgrading Burketown's existing radio system. It subsequently emerged that upgrade was not possible and the existing system would require replacement, at a cost of approximately \$680,000.

In June 2014 Council signed a Memorandum of Understanding with Telstra for \$500,000, which was related to connecting Burketown to the Fourth Ring Redundancy Loop between Doomadgee and Normanton.

In July 2014 Telstra deprioritized the project and the MOU was rescinded.

At the October 2014 LGAQ Annual Conference in Mackay, Council representatives made contact with Telstra executives and began discussion and planning of the Doomadgee to Burketown Optic Fibre Link Project. Planning and design of the project continued throughout 2015.

In late 2015, Council submitted funding applications to National Stronger Regions Fund (NSRF), Building our Regions (BoR), Community Resilience Fund and Local Government Grants and Subsidies Program.

In December 2015, Council received confirmation of success in the former two programs, with both State (BoR) and Federal (NSRF) offering to fund 50% of the project each.

In January 2016, Telstra provided Council with an EWA for delivery of the project.

## 3. PROPOSAL

It is proposed that Council sign Telstra's Enterprise Works Agreement to formalize the agreement between Telstra and Council and allow for commencement of the project.

## 4. FINANCIAL &amp; RESOURCE IMPLICATIONS

Total Project Value	\$3,897,775	(excludes Site Specific Additional Costs)
Total Project Value	\$4,092,664	(includes Site Specific Additional Costs)
Council Expenditure to Date	\$42,915	
Funded Amount	\$3,854,859	(excludes Site Specific Additional Costs)
Funded Amount	\$4,049,748	(includes Site Specific Additional Costs)

Under the EWA, Council may be required to pay Site Specific Additional Costs, up to a maximum of \$194,889.00 (see table above).

It should be noted that Telstra are making an 'in kind' contribution of \$360,000. This relates to the provision of a 4g mobile upgrade and the installation of Wi-Fi infrastructure in Burketown.

Council budgeted \$2 million towards this project (2015-2016). Thanks to successful grant applications, this project will require a far smaller contribution than budgeted.

Funding agreements with final commitments are yet to be signed, however both the Federal Government (NSRF) and State Government (BoR) have confirmed that they remain willing to contribute 50% of project costs (estimated at between \$1,900,000 - \$2,024,874 each).

It is worth noting that the project deliverable, along with any operational and maintenance expenses, remains the responsibility of Telstra.

## 5. POLICY &amp; LEGAL IMPLICATIONS

6.7.2 of Council's Corporate Plan 2014-2019 States:

*Council explores opportunities to improve the quality of mobile phone and internet services in Burketown through the installation of optic fibre from Doomadgee to Burketown as part of the Fourth Ring Redundancy Project*

6.7.2 of Council's Operational Plan 2015-2016 contains the two following milestones:

- *Installation of Fibre Optic Cable*
- *Upgrade to Burketown telecommunications exchange*

All of the above elements will be met as a result of this project, however the project will not form part of the Fourth Ring Redundancy Project at this stage.

s90B of the Local Government Act 2009 states that:

*(1) A local government must not make a major policy decision during a caretaker period for the local government*

The caretaker period for Queensland Local Governments is likely to commence in early February 2016.

## 6. CRITICAL DATES &amp; IMPLEMENTATION

Telstra have requested that the EWA be signed at the first available opportunity to allow for further progression of the project. At this stage, it is anticipated that construction work will commence following the wet season (approximately May 2016) with completion due around September/October 2016.

Council enters the pre-election Caretaker Period on February 6 2016. The 21 January 2016 Ordinary Council Meeting would be an appropriate time to approve the signing of this Agreement.

## 7. CONSULTATION

Extensive consultation has taken place over the course of project development, involving:

- Council's executive management team
- Councillors
- Telstra representatives

- Representatives from various State and Federal government departments, including:
  - o Federal Communications Department
  - o Federal Infrastructure Department
  - o Senator Ian MacDonald
  - o QLD Department of Infrastructure, Local Government and Planning
  - o QLD Department of State Development
  - o Premier of Queensland
  - o Deputy Premier of Queensland
  - o Local Members of Parliament (State and Federal)
- Local businesses

Further consultation regarding the Enterprise Works Agreement took place between the Acting CEO, Councillors and Telstra Representatives at meetings on 13 and 14 January 2016. The document has also been referred to Preston Law for legal advice (see attached).

## 8. CONCLUSION

This project will prove truly transformational for Burketown, with a wide range of positive repercussions for the Shire and region at large. Thanks to successfully obtaining funding well in excess of Council's budgeted expectations, this project can now be delivered at relatively minimal cost to Burke Shire's ratepayers.

## 9. OFFICER'S RECOMMENDATION

- a) That Council note the contents of this report; and
- b) That Council approve the Mayor and Chief Executive Officer to sign the Enterprise Works Agreement with Telstra for the delivery of the Doomadgee to Burketown Optic Fibre Link Project

## ATTACHMENTS

1. Enterprise Works Agreement, Doomadgee to Burketown Optic Fibre Link



Burke EWA Jan 16  
(Final).pdf

2. Legal Advice relating to EWA from Martine Care, Preston Law



Letter to Council - 12  
Jan 16.pdf

## Late Item Reports

### 09.03 Auditor General's Observation Report – 2014-2015

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE REF:	Business Paper – Council Meeting January 2016
DATE:	20 January 2016
LINK TO COUNCIL PLAN/S:	Operational Plan 2014-2015, Operational Plan 2015-2016

---

1. PURPOSE (Executive Summary)

To present the Auditor General's Observation Report 2014-2015.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council received an unqualified Audit Opinion for financial year 2014-2015. Following the audit of Council's financial statements, the Auditor General provides an Observation Report detailing any items of concern/areas for improvement identified during the audit.

3. PROPOSAL

That Council reviews the Auditor General's Observation Report for financial year 2014-2015

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. POLICY & LEGAL IMPLICATIONS

Each financial year Council's financial statements must be audited. The audit for the 2014-2015 financial year was undertaken by Queensland Audit Office. Section 213 of the Local Government Regulations 2012 details requirements related to the tabling of the Auditor General's Observation Report on the Audit:

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

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

6. CRITICAL DATES & IMPLEMENTATION

21 December 2015: receipt of the Auditor-General's Observation Report.  
 21 January 2016: next available Council meeting for tabling of Observation Report.



7. CONSULTATION

QAO  
Crowe Horwath

8. CONCLUSION

Council has met all legislated deadlines in relation to the timing and tabling of the Auditor General's Observation Report.

9. OFFICER'S RECOMMENDATION

That Council notes the contents of the 2014-2015 Auditor General's Observation Report as presented by Mayor Ernie Camp pursuant to s213(3) of the Local Government Regulation 2012.

ATTACHMENTS



160120 - AG Report  
- Attachment.pdf

1. Auditor General's Observation Report 2014-2015

## Late Item Reports

### 09.04 Operational Plan 2015-2016 – 2nd Quarterly Update – January 2016

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Operational Plan
DATE:	20 January 2016
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

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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 second 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.

Progress toward completion of a number of projects will also be delayed as a result of the caretaker period (February 6 – post-election) and Local Government elections on 19 March 2016.

Council's capital expenditure will come in significantly under budget due to the success in attracting funding for a wide-range of projects as well as through delays associated with a number of other 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:

- October 2015 to December 2015 (inclusive)

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. 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

1. 160120 – Operational Plan 2015-2016 – Second Quarterly Update



160120 - Operational  
Plan - 2 quarterly rev

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

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### 10.01 Notices of Motion

None received at time of agenda preparation

### 10.02 Petitions

None received at time of agenda preparation

## 11 Mayoral Report

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Report to be provided to meeting.

## 12 Councillor Reports

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Councillors will provide reports to the meeting.

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

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Recommendation (if required)

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

## 14 Closed session reports

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- 14.01 Closed Session – Tender 15-33 Water Truck
- 14.02 Closed Session – Allocation of Council Accommodation
- 14.03 Closed Session - Tender 15-34 Job Truck

## 15 Deputations and presentation scheduled for meeting

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- 15.01 Carpentaria Land Council Aboriginal Corporation

## 16 Closure of meeting

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The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 18<sup>th</sup> February 2016.