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*Agenda and Business Papers*  
*Burke Shire Council Ordinary General Meeting*  
*Thursday 18<sup>th</sup> February 2016*  
*9.00am Council Chambers*

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

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## 01 Opening of Meeting

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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 Forshaw

## 04 Consideration of applications for leave of absence

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None received at close of agenda.

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

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### 05.01 General Meeting Thursday 21<sup>st</sup> January 2016

#### Recommendation

That the Minutes of the General Meeting of Council held on Thursday 21<sup>st</sup> January 2016 as presented be confirmed by Council.



160121 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 Report

07.04.01 Finance Monthly Update

07.05.01 Human Resources Report

07.05.02 HRM-POL-008 Leave Without Pay Policy

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: 9<sup>th</sup> February 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 9<sup>th</sup> Feb 2015):

- Shire NDRRA flood damage pick up.
- Town streets maintenance in Burketown.
- Parks and Gardens Maintenance.
- Assistance in the completion of the Beames Brook temporary bridge.

##### Training:

- Level II Traffic Control.
- REX

##### Works for upcoming month:

- Town Streets patch, repair.

##### RMPC

2015-16	Allocation	Claim December	Funds Remaining
Schedule 1	\$336,183.22	\$17,360.89	\$271,989.07
Schedule 2	\$191,885.80	Nil	\$14923.56
Schedule 3	\$306,691.20	Nil	Nil
Schedule 4	\$1,000.00	1301.04	\$-301.04
Schedule 5	\$25,000.00	Nil	\$-3121.40
Total	\$818,600.00	\$18,661.93	\$283490.19

The Road crew has completed the installation of road furniture for the temporary bridge. The anticipated claim will be in the order of \$30k. It is anticipated that slashing, clearing and herbicide spraying will also commence in the next month on 78a.

##### NDRRA Flood Damage Claims from Tropical Monsoon 20-31 Dec 2015

GBA has been engaged to conduct flood damage pick ups on Shire roads relating to damage caused by the flood event in late December. Although the assessment remains incomplete due to ongoing rain and localised flooding, early indications are that this claim may be surpass the claim made in 2014. GBA are hopeful of completing the outstanding assessment by the week ending 19<sup>th</sup> February.

##### WHS Incidents

There has been one incident involving an insect bite (possibly spider) during the reporting period. There have been no LTI's during the last reporting period.

##### TIDS

The planned date for the commencement of TIDS works is 4<sup>th</sup> April. The earthworks component of these works will commence at approximately CH26.5 on the Doomadgee West Road. Depending on the final cost of the seal, it is anticipated that these works will achieve another 6.5 - 8km of seal.

#### Reseal works

The intended location for reseal works for both the Floraville and Doomadgee East Road's will be subject to technical advice gained from the most recent flood damage inspection. GBA are in the process of collecting data through the Road Asset Condition Assessment System (RACAS), and as a supplement to providing an assessment for QRA, believe that they will be able to provide assistance in determining suitable chainages for reseal works. It is intended that these works will go before Council in April.

## 2. RANGER

#### Litter Management-

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

#### Sites Visited

China wall

Beames brook Crossing

Gregory Crossing

#### Report

1 Bin at the fishing site.

1 Bin being heavily utilised and currently being emptied by bridge contactors whilst they were on site.

Dump skip removed for the wet and in case of flood.

Removed 5 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

- Destroyed an injured wallaby on Floraville road.
- Removed a dead dog beside the Kindergarten building. Three dogs died in one week during the reporting period. It is suspected that given the time of year and the age of the dogs (puppies), that they all succumbed to Parvovirus.

#### Weed Control

- Continuing to spray Rubber vine, 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. Andrew White of the CSIRO will be arriving 14th march and out 16th march he will be here to conduct field surveys on the success or otherwise of the field release of the "Looper moth"

#### 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.
- Traffic counters installed in the following locations:
  - Floraville Road
  - Camooweal Road after hay farm
  - Before Century mine- Downloaded 19<sup>th</sup> November 2015.
  - After Century mine – Downloaded 19<sup>th</sup> November 2015.
  - Adel's grove – unit installed just over Louie creek – Downloaded 19th November.
  - Doomadgee West before Walford creek installed 27th April 2015
  - Truganini Road installed 23rd April 2015
  - Units regularly maintained and were last downloaded 14<sup>th</sup> October 2015 – 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 2015.
- Conducted airport checks and attend Rex RPT flights.

- 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 2 days a week commencing around 4.00 am – when mosquitoes are active and residents aren't.
- Misting town residences mainly for mosquitoes, and so far have treated 27 residences and the caravan park. 4 out of town and the township of Gregory that will be attended too now the bridge is completed and the flood waters have subsided.
- The following Staff are signed off with Rex as competent to handle their RPT
- Bob Marshall, Dave Marshall, Jayden Douglas & Russell Cunningham able to handle all aspects of the RPT
- Kieran Anderson & Jarrod Campbell are competent to conduct baggage handling activities.
- Supervising Traffic control trainees to get their accreditation hours with Stop/Go activities associated with the Beamesbrook bridge repairs (x2).
- Chemically treated grass growth around Airport runway lights, Airport gables, blackened areas around windsocks and around the fuel bowzers.
- Hazard inspection of the rubbish dump.

### 3. PARKS AND GARDEN

#### Programed works

- Working with weekly program.
- Nothing significant to report from the reporting period.
- Assistance to the Community Development Officer for Australia Day celebrations.

### 4. HOUSING / BUILDING MAINTENANCE

Madison Marshall has moved into House 4.

### 5. UTILITIES

#### Water Treatment

Water usage for January 2016:

Monthly READING WTP BURKETOWN – January 2016	
TOTAL USAGE	11,365kL
HIGHEST DAILY USAGE	591 kL
LOWEST DAILY USAGE	181 kL
AVERAGE DAILY USAGE	367 kL

Monthly READING WTP GREGORY – January 2016	
TOTAL USAGE	5,690kL
HIGHEST DAILY USAGE	393kL
LOWEST DAILY USAGE	22kL

#### Gregory Water Treatment Plant.

- Sourcing more banded pallets to suit the 1000L IBC pods. Only 1 quote received still.
- Gregory WTP potable and raw water meters have been working on and off. Still waiting on availability of electrician due to road closures to fix.
- Gregory had been experiencing water issues. We have cleaned the pump well and the inlet pipe so this should be okay for the rest of the wet season. Once the wet is finished we will de-silt the pump well again (April).
- Water usage around the town has been an issue with some residents still using sprinklers when its raining.
- Bidungu reserve has ongoing issues with water leaks. Council repaired a couple of leaks so that sufficient water could be made for our storage tanks. It would appear that most of the leaks pertain to issues with electrolysis and poor earth connections from some of the residences.
- The 2 new pumps for Gregory River Pump Well have arrived.



Water Reticulation Gregory

- Water meter reading completed.
- Future works
  - Park sprinklers to be installed.

Sewerage

- No samples taken due to break down in the gear box.

Statewide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total (month of Jan 2016)	Actual Total (year to date)
Water Services				
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
Sewerage Services				
Sewer mains breaks and chokes (blockages)	Per 100km/year	<25	0	0
Sewerage complaints – overflow on properties and odour	Per 1000 connections/year	<50	0	1
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	0	0
Combined				
Total water and sewerage complaints (any nature)	Per 1000 connections/year	<120	0	2

Burketown Water Treatment

- Total Water Usage: 11365 kl.
- Plant running smoothly with no interruptions to service supply.
- Chlorin-situ system service has been completed.
- Prominent Water has completed the install of the air conditioner unit on the Chlorin-situ.
- Chlorin-situ system has a Vacuum Defect Fault .Prominent has sent a new sensor and I have installed it on the 8th February. We are monitoring the system to see if the vacuum fault has been rectified.

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 station 1 and 3 currently have overtemp on 1 motor. Mark Clemments have not been able to get to Burketown due to road closures. Looking at mid February.
- Ordering spare parts for sewer stations switch boards.

Sewerage Treatment Plant

- Blivet gearbox has been installed but we did not get a sample away in January.
- Monitoring of the ground water is ongoing.

Water Reticulation

- Has been operating well.
- 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 by mid February due to rain. 80% completed.

Airport

- Airport manual operations is currently being reviewed and updated.

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.
- Rex Trainer visited Burketown to complete training.

Cemetery

- Works ongoing.

6. OFFICER'S RECOMMENDATION

Council notes the contents of the Works Manager February 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: 9th February 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/Electrical	No	8 hrs	Age
479	Water Truck	Air leaks and A/C	No	4 hrs	Gearbox failed
480	Primemover	Clutch	No	8 hrs	Age
485	Backhoe	3,500 hr service	Yes	4 hrs	Scheduled
514	SES Hilux	Door glass, aerial, belt	No	4 hrs	Repairs
523	140M Grader	Tyres, door glass, wear pads	No	12 hrs	Wet maintenance
529	John Deere Mower	Battery, blades, punctures	No	6 hrs	More use
530	Hilux Extra Cab	Electrical fault	No	3 hrs	Trailer wiring
538	Workshop Truck	Gearbox synchros	No	4 hrs	Awaiting parts
539	Hilux P&G	45k service	Yes	2 hrs	Scheduled
544	Job Truck	Windscreen	No	2 hrs	Too cracked
553	2wd Hilux	45k service	Yes	2 hrs	Scheduled
562	Skid Steer	500 hr service	Yes	3 hrs	Scheduled
568	Kioti Mower	Deck and spindles	No	6 hrs	More use now
570	RAV4	Written off	No	? hrs	Water damage
572	Job Truck	15k service, PTO	Yes	2 hrs	Scheduled
575	Rubbish Compactor	Bent bin lifter	No	4 hrs	Just happened
584	Landcruiser Dual Cab	30k service	No	2 hrs	Scheduled
585	Job Truck with crane	Flat batteries	No	2 hrs	Flattened crane
586	Extra cab Hilux	25k service	Yes	2 hrs	Scheduled
588	10 Tonner	5k service	Yes	2 hrs	Scheduled
589	RMPC Job Truck	PTO stuck open	No	2 hrs	Dirt entry in valve
591	Hilux Gregory	Induction	Yes	2 hrs	Scheduled new
	River cameras	Attempted to get working	No	20 hrs	Some success
	Blivet gearbox	Replaced blown unit	No	4 hrs	Heavy load
	Whippers & mowers	Keep operational	No	12 hrs	Heavy use

2. TENDER UPDATE

From the 2015-16 Budget

- Gregory Hilux- Delivered and inducted 4-2-16
- Water Truck- Ordered 27-1-16 expect delivery late March
- Job Truck- Ordered 27-1-16 expect delivery mid/late March
- Multi tyred Roller- compiling specifications
- Waste Transfer Bins- To be let x 3

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Plant Replacement Program

  
2015-2016 Plant  
Replacement Budget.

2. Schedule of Major Plant Servicing

  
Master Major Plant  
Services.xls

3. Plant Running Costs

  
Plant running  
costs.pdf

## Executive Officer Reports

### 07.03.01 Executive Officer Report

Verbal report to be provided to meeting.

## Finance Reports

## 07.04.01 Finance Monthly Update

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Council Meeting Report – Finance Monthly Update Report
DATE:	11 February 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	1,832,704	2,228,713	-18%	3,820,650
Fees and charges	63,689	15,931	300%	27,310
Rental income	126,300	75,833	67%	130,000
Interest received	205,986	253,750	-19%	435,000
Sales revenue	692,670	470,167	47%	806,000
Other income	196,712	92,663	112%	158,850
Grants, subsidies and donations	2,304,330	1,748,248	32%	2,996,997
<b>Total Recurrent Revenue</b>	<b>5,422,391</b>	<b>4,885,304</b>	<b>11%</b>	<b>8,374,807</b>
<b>Capital revenue</b>				
Grants, subsidies and donations	1,685,596	3,408,991	-51%	5,843,984
<b>Total Revenue</b>	<b>7,107,987</b>	<b>8,294,295</b>	<b>-14%</b>	<b>14,218,791</b>
<b>Capital income</b>	-	-		-
<b>Total Income</b>	<b>7,107,987</b>	<b>8,294,295</b>	<b>-14%</b>	<b>14,218,791</b>
<b>Expenditure:</b>				
<b>Recurrent Expenditure</b>				
Employee benefits	2,152,187	2,251,029	-4%	3,858,907
Materials and services	2,551,065	3,322,353	-23%	5,695,463
Finance costs	8,068	8,750	-8%	15,000
Depreciation and amortisation	1,936,260	1,936,260	0%	3,319,302
	<b>6,647,580</b>	<b>7,518,392</b>	<b>-12%</b>	<b>12,888,672</b>
<b>Capital expenses</b>				-
Loss on disposal of property, plant and equipment	-	-		-
<b>Total expenditure</b>	<b>6,647,580</b>	<b>7,518,392</b>	<b>-12%</b>	<b>12,888,672</b>
<b>Net Result</b>	<b>460,408</b>	<b>775,903</b>	<b>-41%</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 \$460,408 against a pro rata budget forecast of \$775,903.*

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

Rates and utility charges remain largely unchanged from the last reporting period. Rates levies will be raised on 11 February 2016 and issued on 19 February 2016. The second half levy will bring rates revenue to budget estimates.

**Fees and charges**

Fees and charges continue to exceed budget estimates, sitting 300% above pro rata budget forecast. Budget estimates will be revised in line with updated fees and charges revenue forecasts.

**Rental Income**

Rental income is 67% above pro rata budget estimates.

**Interest**

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

**Sales Revenue**

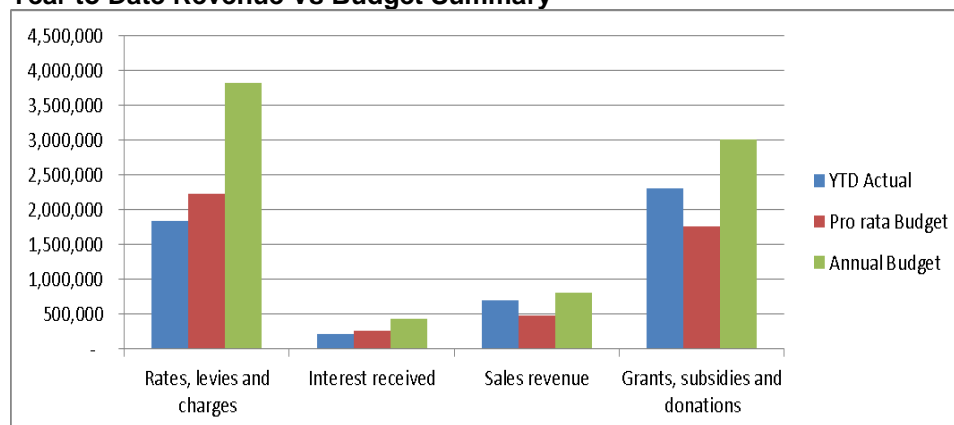
Sales revenue sits 47% above pro-rata budget estimates. RMPC works for the year have been completed with approximately \$280,000 in claims still to be processed from DTMR, this claim will bring actual annual sales revenue to annual budget estimates.

**Grants, Subsidies, Contributions and Donations**

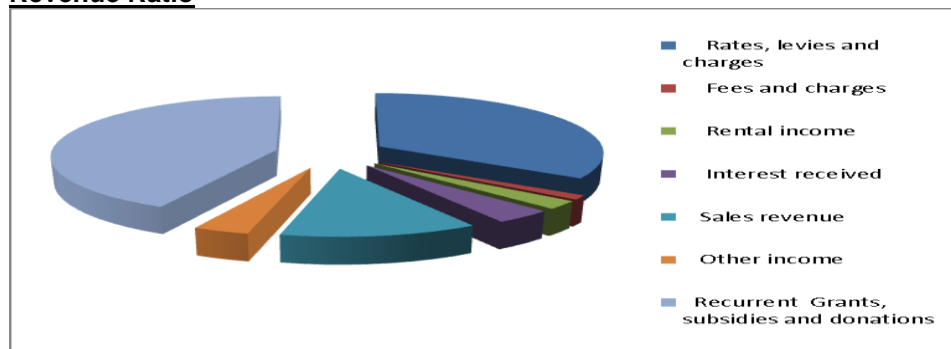
Non Capital Grants, Subsidies, Contributions and Donations sit 32% above pro rata estimates. Most non capital grants and subsidies received to date are in line with budget estimates. Approximately \$680,000 in external revenue – mainly FAG Grants and HACC income – will be received in the second half 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 programmes commence in the second half of the financial year. \$800,000 in TIDS revenue will be received on completion of works prior to the end of the financial year. Additional unbudgeted funding for the purchase of a piano has been received.

Approximately \$1.3million dollars in flood damage revenue is anticipated to be received in February. TIDS and NDRRA flood damage revenues should bring actual capital revenue in line with budget estimates.

**Year to Date Revenue Vs Budget Summary**

### Revenue Ratio



\*\*\*Rates revenue as a percentage of total operating revenue as at the end of January sat at 34%. Non recurrent Grants, subsidies and donations represent the largest revenue stream as at the end of January sitting at 42%.

### Recurrent Expenditure

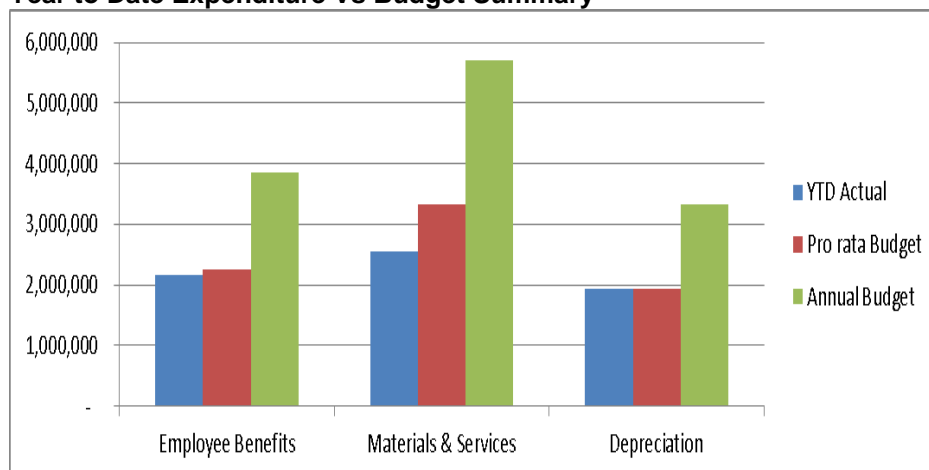
#### Employee benefits

Employee benefits are 4% below pro rata budget estimates.

#### Materials and services

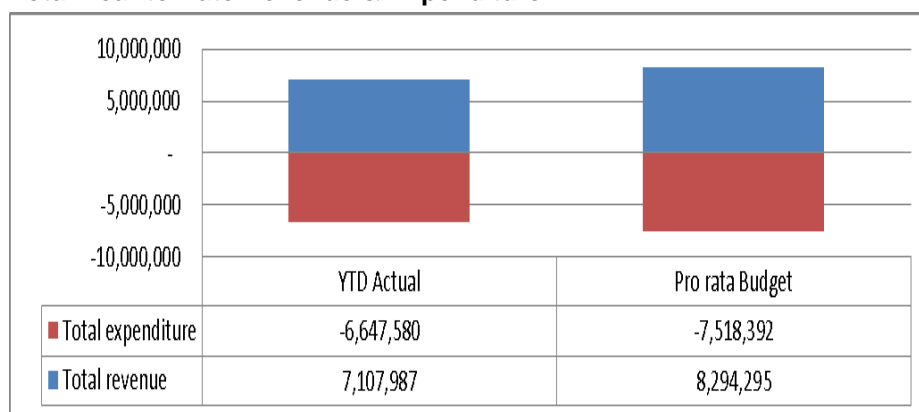
Overall materials and services expenditure is 23% below pro rata budget estimates this is primarily due to timing differences.

### 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 JANUARY 2016

<b>Current assets</b>	
Cash and cash equivalents	10,942,161
Trade and other receivables	191,651
Inventories	174,551
Other financial assets	187,343
<b>Total current assets</b>	<b>11,495,706</b>
<b>Non-current assets</b>	
Property, plant and equipment	135,874,895
<b>Total non-current assets</b>	<b>135,874,895</b>
<b>Total assets</b>	<b>147,370,601</b>
<b>Current liabilities</b>	
Trade and other payables	65,347
Provisions	398,287
Other current liabilities	-
<b>Total current liabilities</b>	<b>463,634</b>
<b>Non-current liabilities</b>	
Trade & Other Payables	-
Provisions	570,652
<b>Total non-current liabilities</b>	<b>570,652</b>
<b>Total liabilities</b>	<b>1,034,286</b>
<b>Net community assets</b>	<b>146,336,315</b>
<b>Community equity</b>	
Shire Capital	39,529,889
Asset revaluation reserve	74,114,951
Retained surplus	32,691,475
Other Reserves	-
<b>Total community equity</b>	<b>146,336,315</b>

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

Cash and cash equivalents

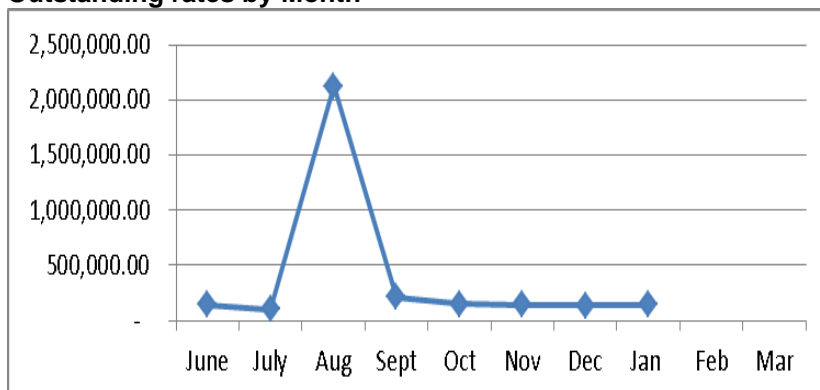
Burke Shire Council - Cash Position 2015-16							
Month	Queensland Treasury Corporation	Annual Rate Payable Monthly	Term Deposit	Interest Rate	Westpac Bank Cash Reserve	Westpa Cash Management Account	Total Cash Held
Jul-15	\$ 11,036,734.36	2.74%	\$ 519,000.00	2.8%	\$ 3,730,588.92	\$ 505,820.97	\$ 15,792,144
Aug-15	\$ 11,061,774.95	2.74%	\$ 519,000.00	2.8%	\$ 1,929,330.83	\$ 507,902.00	\$ 14,018,008
Sep-15	\$ 11,085,721.81	2.74%	\$ 519,000.00	2.8%	\$ 2,151,261.27	\$ 494,436.48	\$ 14,250,420
Oct-15	\$ 11,111,945.45	2.89%	\$ 519,000.00	2.8%	\$ 1,804,825.14	\$ 454,384.13	\$ 13,890,155
Nov-15	\$ 11,135,714.09	2.71%	\$ -	Matured Repiad 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
Jan-16	\$ 10,184,982.69	2.8%	\$ -		\$ 296,361.61	\$ 460,228.89	\$ 10,941,573
Feb-16							
Mar-16							
Apr-16							
May-16							
Jun-16							

Cash and cash equivalents decreased to \$10,942,161 from the last reporting period.

*\*\*Petty cash and cash floats at the end of January total \$588 (not included in table above)*

Trade and other receivables

Rates continue to be collected; rates receivables should increase in the next reporting period. Debtor Accounts receivables sat at \$87,000 at the end of January.

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

Inventory sat at \$174,000 and other financial assets (Prepayments and recoverable GST) sat at \$187,000

Property Plant & Equipment

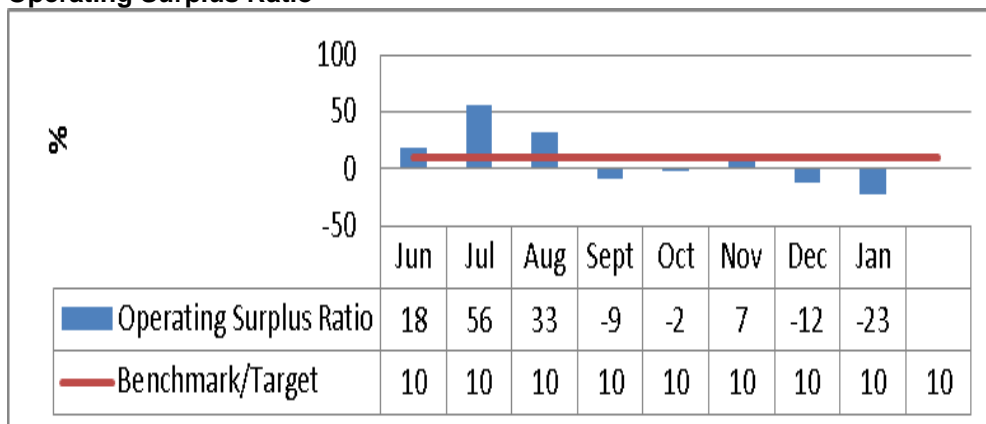
Capital works in progress continue to be monitored. Renewal works at the Gregory Hall and the visitor information centre have been completed.

Liabilities and Provisions

Total liabilities and provisions sit at \$1,034,285 - Council has sufficient working capital to meet its liabilities.

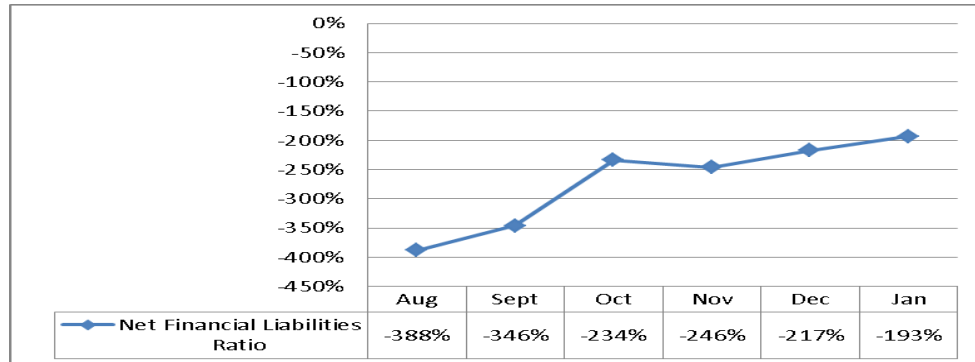
## 3. MEASURES OF COUNCILS FINANCIAL SUSTAINABILITY

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)	-23%	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.	362%	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)	-193%	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	24.79	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	24.01	This ratio should exceed 1:1

**Operating Surplus Ratio**

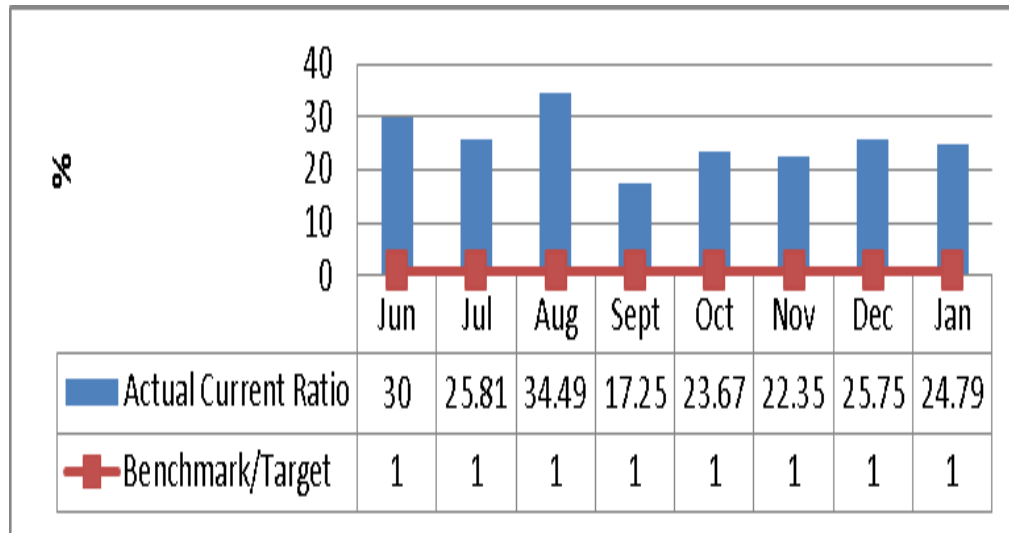
Council's **operating surplus ratio** sat at -23 at the end of the reporting period. Sufficient operational revenue is required to meet operational expenditure. Levels of service need to be consistently monitored to ensure adequate levels of service are maintained.

#### Net Financial Liabilities ratio



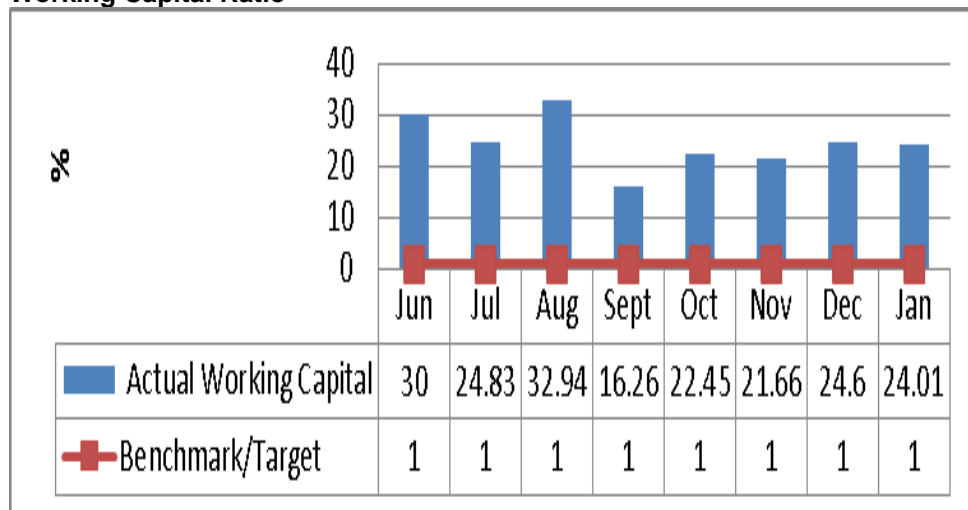
Council's **net financial liabilities ratio** continues to reflect a healthy position to meet liabilities and increase borrowings if required.

#### Current Ratio



The current ratio at the end of January was 24 against a target of 1. The higher the ratio the healthier the position.

#### Working Capital Ratio



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

**Asset Sustainability** – Councils year to date overall asset sustainability ratio sat at 362% 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

	31 January 2016 \$
<b>Cash flows from operating activities</b>	
Receipts from customers	3,808,110
Payments to suppliers and employees	- 5,509,365
	<b>- 1,701,255</b>
Interest received	205,986
Rental income	126,300
Non capital grants and contributions	2,304,330
Borrowing costs	-
<b>Net cash inflow (outflow) from operating activities</b>	<b>935,361</b>
<b>Cash flows from investing activities</b>	
Net payments for property, plant and equipment	- 7,030,883
Grants, subsidies, contributions and donations	1,685,596
Proceeds from sale of property plant & equipment	180,909
<b>Net cash inflow (outflow) from investing activities</b>	<b>- 5,164,378</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>- 4,229,017</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>10,942,161</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 with a net amount of \$935,361 in operating activities.

Payments for property, plant and equipment continue to 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).

Overall there is a year to date net decrease of \$4,229,017 in cash held from an opening balance of \$15,171,178 at the beginning of the financial year.

NDRRA receipts (approximately \$1.3million) for completed NDRRA works should reduce the negative cash flow in investment activities. Second half FAG Grants (approximately \$680,000) and rates revenue (\$1.8million) will also reduce negative cash flow.

5. OFFICER'S RECOMMENDATION

That Council notes the contents of the Finance Manager's February 2016 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 – February 2016

DATE: 9<sup>th</sup> February 2016

LINK TO COUNCIL PLAN/S:

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#### 1. HUMAN RESOURCES UPDATE

##### Staff Changes – Departures:

###### Accountant (Temp):

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

###### Accountant (Temp):

Ian Honour (Partners in Business) will complete work with Council on 6 February 2016.

##### Staff Changes – Appointments:

###### Administration Trainee:

Shannyn Anderson was appointed to undertake a traineeship in Council's Administration Department. Shannyn commenced 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 was been appointed in the role of Financial Accountant. He commenced on 27 January 2016.

##### Staff Changes – Other:

Simbarashe Chimpaka is working remotely from 5 February 2016 until 14 May 2016 for medical reasons.

##### Vacancies:

The 12-month contract for the Executive Officer role has been advertised. This position closes on 4 March 2016. At the time of writing this report, 20 applications had been received.

##### New Certified Agreement:

The QIRC finalized the Local Government Industry Award on 31 October 2015. Following its release the State Government 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 has not been forthcoming at the time of writing this report.

Resumption of CA negotiations is still not anticipated until March/April 2016 at the earliest.

##### 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.

The team from the Prince Charles Hospital's Cardiac Outreach Program visited Burketown on 5 February 2016, a presentation to all Council staff was accompanied by a healthy morning tea and the opportunity for staff to undergo cardiac health checks at the Burketown Clinic.

The Workplace Health and Safety Committee Meeting was held on 4 February 2016; following this meeting discussions will begin with the workforce relating to the election of new committee members.

Training:

The following training has taken place over the last month:

- Apprenticeships and Traineeships are ongoing
  - A new Trainee joined Council
- CEO & PHRM are completing their Town Planning diplomas
- Traffic Control Level 2 Training
- Ground handling and dangerous goods training for staff working on Rex operations
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

2. CONCLUSION

January saw Council farewell its temporary workforce as Tom and Ian made way for Brett Williams, our new permanent Financial Accountant. It also saw the commencement of our newest trainee, Shannyn Anderson. January was also used for range of training planning for the remainder of the financial year.

The lack of news on Industrial Relations reform has gone unchanged, but it is hoped that the new Council will be able to engage with the next Certified Agreement as one of their first orders of business.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. OHS Monthly Performance Report (January 2016)



160209 EOM OHS  
Report Jan 2016.doc

## Projects and Human Resources Manager Reports

### 07.05.02 HRM-POL-008 Leave Without Pay Policy

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DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay; Projects and Human Resources Manager
FILE REF:	Business Paper – February 2016
DATE:	9 February 2016
LINK TO COUNCIL PLAN/S:	Leave without Pay Policy

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#### 1. PURPOSE

To propose an amendment to the Leave Without Pay Policy that would remove prohibition on staff on Leave Without Pay to engage in external employment.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the Leave Without Pay Policy in July 2013. As with many of Council's policies, the Leave Without Pay Policy was based on an LGAQ-funded template that was prepared by King & Company Solicitors.

#### 3. PROPOSAL

Two changes are proposed to the policy:

- (1) The removal of the phrase: *"Employees cannot accept other employment during the leave without pay period."*;
- (2) The incorporation of the phrase: *"Council may attach reasonable conditions to the period of approved leave without pay."*

It remains the case that: *"The period of approved leave without pay is at Council's absolute discretion and the leave can be cancelled at any time by Council for operational reasons."*

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Granting leave without pay has no direct financial impact on Council.

#### 5. POLICY & LEGAL IMPLICATIONS

Council's existing policy is based on the LGAQ's HR Advance template, which was developed by King and Co Solicitors. The PHRM has consulted with both the LGAQ and Preston Law on this matter to confirm that Council's present position and the proposed amendment are both legal.

#### 6. CRITICAL DATES & IMPLEMENTATION

The February 2016 Council meeting is an appropriate time to review this policy.

#### 7. CONSULTATION

The PHRM has consulted internally with the CEO and externally with Martine Care from Preston Law and Greg Newman from the LGAQ in the consideration of this matter.



8. CONCLUSION

The proposed amendment provides for greater discretion in the granting of leave without pay.

9. OFFICER'S RECOMMENDATION

That Council:

- a) Notes the contents of this report; and
- b) Adopts the amended version (Version 4) of HRM-POL-008 Leave Without Pay Policy; or
- c) Does not adopt Version 4 of HRM-POL-008 Leave Without Policy, with Version 3 to remain in effect

ATTACHMENTS



HRM-POL-008 Leave  
Without Pay Policy (p

- 1. HRM-POL-008 Leave Without Pay Policy

## 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 February 2016
DATE:	9 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.

Council considered this Policy at the January 2016 Ordinary Council meeting and requested greater clarity on:

- The treatment of staff who leave council by means other than resignation (primarily those who are terminated)
- The overall legality of Council recouping expenses from staff

3. PROPOSAL

See the attached Policy for tracked changes. To address Council's request, the following changes have been made:

- "If the employee resigns" has been replaced with "If the employee's employment with Council ceases"
- CEO discretion has been incorporated to allow for approval of staff requests reduction or waiver of repayments
- Repayment schedule has been tabulated to improve clarity of repayment requirements

4. FINANCIAL & RESOURCE IMPLICATIONS

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

It is worth noting that this policy affects a relatively small proportion of Council staff, and the maximum liability in most cases will be \$5,000.00.

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 February 2016 Ordinary Council Meeting would be an appropriate time to review this policy, as the annual review was due in January 2016.

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.

PHRM has consulted with Martine Care of Preston Law regarding any legal issues related to these changes, and the policy more generally. Her comments on this matter were:

*"There is no prohibition on requesting that relocation expenses be refunded to Council. Council may however have problems trying to recuperate these funds once an employee has left the Council's employment. It is also arguable that the withholding of entitlements is prohibited. However in saying, this we believe that Council has an entitlement to be reimbursed and it would ultimately be up to the Commission to determine if Council was not entitled to withhold these entitlements."*

Essentially, while it is entirely legal and proper for Council to insist on the reimbursement of these funds, an employee may argue the point – particularly in cases where the liability to Council exceeds the entitlements owing to the employee. In these instances, Council will have recourse to the Queensland Civil and Administrative Tribunal (QCAT), but – given the minimal amount of recent case law in this area, it is unclear how the Queensland Industrial Relations Commission would rule on such a matter.

While it may be contestable, the advice received was that Council is entitled to reimbursement and it is believed that in most cases, reimbursement will be relatively easy to obtain. Council can deal with exceptions on a case-by-case basis.

8. CONCLUSION

This policy has been amended following input from Councillors at the January 2016 Ordinary Council Meeting and legal advice. It now more clearly addresses the issue of staff who are terminated, and Council has received confirmation that there is a legal basis to recoup expenses.

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 Sustaining Road Maintenance Work Crews in Rural and Remote Queensland

## 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

FILE NO: Business Paper – February 2016

DATE: 9 February 2015

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>DILGP representatives will visit Burketown shortly to conduct further information and planning sessions with Council and the community. These sessions will focus on Burketown with subsequent sessions to focus on planning opportunities in Gregory.</p> <p>Council has completed updated flood modelling for areas in and around Burketown to assist in the development of this scheme. This includes the modeling of raised subdivisions in Burketown North and at Lots 313-314 on B1361</p> <p>Completion timeframe: Jun 2016-Sep 2016</p>	On track
Asset Management Plan	<p>Council adopted the following at the November Council meeting on 19 November 2015:</p> <ul style="list-style-type: none"> <li>- Asset Management Policy</li> <li>- Asset Management Strategy</li> <li>- Road Hierarchy and Segmentation Policy</li> </ul> <p>Council has completed long-term financial modelling for asset replacement, renewals and maintenance for 10, 20 and 50 years. This modelling will feature in Council's revised Assets &amp; Services Management Plans.</p> <p>GIS updates for Council infrastructure and software interface are nearing completion. GIS data will populate the ASMP to ensure the document is more accessible and comprehensible than previous iterations.</p> <p>Completion timeframe: 29 February 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 of this document was completed in January and presented at the January 2016 Council meeting.</p> <p>Council is tracking well in the implementation of the Operational and Corporate Plans.</p>	<p>Adopted Jul 15.</p> <p>1<sup>st</sup> quarterly review Oct 15</p> <p>2<sup>nd</sup> quarterly review Jan 16</p>
Local Government Area Biosecurity Plans	<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>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 22 July 2015: the budget documents can be accessed online via the Burke Shire Council webpage.</p> <p>2<sup>nd</sup> quarterly review presented to Council at the February 2016 Council meeting. Budget tracking well YTD vs Actual.</p>	<p>Adopted 22 Jul 2015</p> <p>1<sup>st</sup> quarterly review: Oct 15</p> <p>2<sup>nd</sup> quarterly review: Feb 16</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. Management met to review the Business Continuity Plan on 11 February 2016.</p> <p>The CRR was adopted by Council at the October 2015 Council meeting. The BCP will be presented 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>	On track

## 2. COUNCIL PROJECTS

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

Current Projects	Comments	Status
Burketown ILUA implementation	<p>Survey and mapping: to be completed March 2016</p> <p>MOU: with Economic Development Queensland (EDQ) in February 2016;</p> <p>Off-grid housing designs to be incorporated into housing tenders: Feb-Apr 2016;</p> <p>Erosion Control Project: scope of works for Engineering Report drafted and sent out for comment;</p> <p>Burketown North sub-division: design, construct and project management responsibilities to be established through MOU with EDQ.</p> <p>Burketown South: survey completed and trenching route for infrastructure installation scoped;</p> <p>Cultural Heritage requirements around development to be discussed and progressed.</p> <p>Completion timeframe: ongoing</p>	Monitor
Burketown Wharf Car Park and Boat Ramp widening project	<p>Council has completed concepts and final designs for review by DTMR for a 3 lane boat ramp with 70 CTU all-weather parking.</p> <p>DTMR and Burke will continue to progress discussions around funding.</p> <p>Completion timeframe: subject to DTMR approval of design and DTMR-BSC funding arrangements</p>	On track
Pontoon	<p>Installation completed.</p> <p>Project funding acquitted.</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>	Completed
Asset inspections and condition assessments	<p>Full asset revaluation completed in mid-2015.</p> <p>CCTV inspection of Burketown reticulated sewer network completed in July 2015.</p> <p>RACAS (Road Asset Condition Assessment System) inspection completed September 2015.</p> <p>RACAS inspection completed post-event in February 2016.</p>	On track and on-going
Visitor Information Centre Restoration	<p>Phase 1 of restoration commenced on 30 November 2015</p> <p>Phase 2 of restoration re-scheduled to October 2016 to ensure facility is open for the entirety of the tourism season. This timing will also allow Council to action a QTIF grant if successful.</p>	On track

Waste Management and Recycling Strategy	<p>Council has engaged GHD to complete a Waste Management and Recycling Strategy for the Burke Shire. This also includes the preparation of Site Based Management Plans and planning details for the Burketown and Gregory rubbish tips.</p> <p>Completion timeframe: overdue (due December 2015)</p>	Monitor
Renovations and Repair to Council buildings	<p>Gregory Community Hall: completed January 2016</p> <p>Council Administration Office – Roof Replacement: completed November 2015.</p> <p>House 10: major renovations: RFQ scheduled for release in Feb-Mar 2016.</p>	On track
Burketown Cultural History Project	<p>During July 2015, Council hosted Dr. Richard Martin and Hilda McClean from the University of Queensland to conduct further archival research and interviews with Burke Shire residents.</p> <p>This was partially funded with a Historypin Grant, which focused on deepening this project's research into the Shire's connection to, and experiences of the First World War.</p> <p>Council will look at obtaining a similar grant to fund further archival research into the Shire's various connections to the Second World War.</p> <p>Completion timeframe: 29 February 2016</p>	On track
NDRRA 2015-2016	<p>Gulf of Carpentaria Monsoon Trough and associated rainfall and flooding</p> <p>Condition assessments of Burke Shire Road Infrastructure commissioned and completed in January-February 2016.</p> <p>Reports to be submitted shortly. Updates to follow.</p>	On track
NDRRA 2014 (TC Fletcher)	<p>The status of Council's 2014 NDRRA program is detailed below:</p> <p>BrkSC.16.14 (REPA):</p> <ul style="list-style-type: none"> <li>REPA Approved Value \$8,224,626.00 (excl. GST). This value represents the total eligible amount less Council's trigger point contribution of \$23,108.00.</li> </ul> <p>Contract for <b>Earthworks</b> component awarded by Council at the April Council meeting.</p> <p>Status: <u>completed</u></p> <ul style="list-style-type: none"> <li>All bulldust variations accepted</li> </ul> <p>Contract for <b>stabilisation</b> component awarded to Koppens Construction on 22 July 2015:</p> <p>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.</p> <p>Status: <u>completed</u></p> <p>Completion timeframe: November 2015</p>	Completed
Roads Programs – 5 year infrastructure plan	<p>3 year road program drafted. First draft of five-year plan to be presented to Council for discussion at February Council meeting,</p> <p>Completion timeframe: draft to be presented in February 2016 Council meeting.</p>	Ongoing



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 Feb 15 meeting</p>
Community Satisfaction Survey	<p>Council to develop a Community Satisfaction Survey to assist in community consultation and acquisition of feedback and metrics.</p> <p>Completion timeframe: Council is scheduled to release the Community Satisfaction Survey in December 2015, as per the 2015-2016 Operational Plan.</p>	<p>Monitor</p> <p>No update for Feb 15 Council 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>
ANZAC centenary: BKT	<p>Council committed funding for the commemoration of Anzac Day for 2015 and 2016. \$20,000 will be available for some form of statuary or commemorative monument in 2016 for both Gregory and Burketown.</p> <p>Council was successful in receiving a Commemorative Communities Grant to complete the restoration of the WWI and WWII Honour Boards. This restoration has now been completed.</p>	<p>No update for Dec meeting</p>
ANZAC centenary: GRG	<p>Council was successful in receiving a Historypin Grant to explore personal, pastoral, township and Shire-based experiences of the First World War. This project is underway.</p> <p>Recent meetings: Burketown Committee: 19 May 2015 Gregory Committee: 1 Sep 2015</p> <p>Completion timeframe: To be determined</p>	

### 3. PROJECTS TO PLAN AND COST

The following table provides a status update on projects that Council is pursuing over the next 1-3 years. Once these projects are costed, they will be submitted to Council for further assessment and possible inclusion in the Capital Expenditure or Operational Expenditure budgets. Projected costings will not be included in Council meeting reports.

Projects to plan and cost	Comments	Status
Burketown Mineral Baths	<p>Council has now received initial cost estimates for this project. Further direction will be sought from Council for the 2016-2017 budget.</p> <p>The design incorporates a hot-, a medium- and a cool-pool; board-walking, signage, bird hides, barbeques, benches, shade and change rooms. The pools are designed to flood, with penstocks incorporated into the design to allow for better flow during, and easy cleaning after a flood event.</p> <p>Completion timeframe: initial design work completed. Further direction required in relation to tender.</p>	On track
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 is in pre-lodgement discussions with EHP in relation to permitting conditions relevant to the redesign.</p> <p>Completion timeframe: subject to ongoing discussions with S&amp;B and EHP in relation to preferred design.</p>	On track
Solar energy for WTP in Gregory	<p>Project planning is complete and costs estimated. This project has a cost recovery timeframe of 6-7 years, with anticipated savings of, on average, \$96,000 per year.</p> <p>Council has commenced negotiations with Waanyi in relation to the acquisition of this land.</p> <p>Completion timeframe: subject to land tenure outcomes in Gregory.</p>	Subject to land acquisition
STP/WTP Telemetry	<p>Council has engaged a specialist to complete a full review of Council's water and wastewater assets. This assessment will determine the scope of works required for the installation of SCADA (supervisory control and data acquisition) in Burketown.</p> <p>The scope of works for the tender is currently under review.</p> <p>This tender is planned for release in April 2016.</p>	On track
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>	Monitor

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
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#### 4. TELECOMMUNICATIONS

##### Gregory: Mobile Phone Base Station Project

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

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

##### Burketown: Doomadgee to Burketown Fibre Link Project

Council signed an Enterprise Works Agreement with Telstra for the Project in January 2016. Council and project partners are finalizing Funding Deeds of Agreement for the Doomadgee to Burketown Fibre Link Project. The project has a proposed commencement date of May 2016 and a proposed conclusion date of October 2016.

Council will approach local businesses and government service providers shortly to discuss options around fibre to the premises connections (FTTP).

#### 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> LDMG meeting	Held Nov 2014
2014-2015 2 <sup>nd</sup> LDMG meeting	Held May 2015
2015-2016 1 <sup>st</sup> LDMG meeting	Held Nov 2015
2015-0116 LDMG, DDMG meetings in response to Gulf of Carpentaria monsoon trough and associated rainfall / flooding	Held progressively in Dec 2015 and January 2016
2014-2015 Review of Local Disaster Management Plan	Completed Aug 2015
2015-2016 1 <sup>st</sup> quarterly report	Completed: 31 Oct 2015
DDMG meeting	Completed: 17 Nov 2015

#### 6. PEST MANAGEMENT (animals and weeds)

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

Council has released an EOI for membership in the Working Group that will develop the new plan in conjunction with Biosecurity Queensland and NRM Group representatives.

## 7. TOURISM

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

**Tourism Signage:** Council has submitted Natural Attractions Tourism Signage to DNRM and Savannah Way Ltd. Updates on the installation of this signage to follow.

**Drought Communities Funding:** 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.

The election was called on 6 February 2016 and Councils all over Queensland are officially in caretaker mode.

Nominations for the election have opened and are being received by the Returning Officer for the Burke Shire, Karen McGrath.

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.

## 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 Annual General Meeting	Normanton	6 October 2015	Mayor, Deputy Mayor, CEO
Regional CEO Forum	Karumba	27 November 2015	CEO
NWQRRTG	Karumba	30 November 2015	Mayor
NWQROC	Karumba	30 November 2015	Mayor
Visit from Deputy Premier, QRA CEO	Burketown	13-14 January 2016	Mayor, Deputy Mayor, Crs Forshaw and Lauder, ACEO
Meeting with Telstra	Cairns	13-14 January 2016	Mayor, Deputy Mayor, Cr Forshaw, 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 Sustaining Road Maintenance Work Crews in Rural and Remote Queensland

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Chief Executive Officer
FILE NO:	Business Paper – Council Meeting February 2016
DATE:	7 February 2016
LINK TO COUNCIL PLAN/S:	Operational Plan

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#### 1. PURPOSE (Executive Summary)

To provide the North West Queensland Regional Roads and Transport Group (NWQRRTG) with Burke Shire Council feedback on the KPMG report, “Sustaining Road Maintenance Work Crews in Rural and Remote Queensland.”

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Many Councils, either individually and through forums such as Regional Roads and Transport Groups (RRTGs) and Regional Organisations of Councils (ROCs), have expressed concerns about workforce sustainability and made representations to the State Government about the need for increased and ongoing road maintenance funding in rural and remote Queensland.

At its February 2014 meeting, the Roads and Transport Alliance Board (the Board) endorsed an allocation of \$120,000 from the State-wide Capability Development Fund (SCDF) toward a \$150,000 project budget for the Local Government Association of Queensland (LGAQ) to work with a specific group of councils to identify road work sustainability issues and identify possible solutions and institutional models to address these issues.

The Board also endorsed:

1. The LGAQ inviting the NWQRRTG to participate in the project; and
2. The engagement of KPMG as the possible project consultants given their relevant experience (at the time) of developing the State Government’s Contestability Framework.

At a meeting of the NWQRRTG on the 5<sup>th</sup> March 2014 in Cloncurry, LGAQ formally invited member councils to participate in the project and contribute funding towards the Project (this was capped at \$2,500 per council).

Subsequently, Cr Wharton (Mayor of Richmond Shire Council), as Chair of the NWQRRTG, wrote to LGAQ on the 18<sup>th</sup> of March 2014 noting that the issue is of critical importance to NWQRRTG councils and agreed that the group would participate in the project.

Following project discussions and the development and acceptance of a suitable proposal, KPMG was appointed by LGAQ as the project consultant.

#### **Requirement:**

“All Councils are to consider the KPMG project outcomes individually, in terms of further action or not, at their respective Council meetings and report their decisions to Gerard Read.”

In September 2015, the Local Government Association of Queensland presented a summary report on the KPMG report, “Sustaining Road Maintenance Work Crews in Rural and Remote Queensland.”

Since the commissioning of the Report, the funding environment in relation to road infrastructure has changed considerably. The following changes are worth noting:

- The increase in the allocation of TIDS funding (2015-2016 and 2016-2017);
- The increase in Roads to Recovery allocations to Councils flowing from the reintroduction of Consumer Price Index-linked fuel excise (initial 2 year commitment to increase R2R funding with the potential for an extension of this commitment over the next decade);
- Changes to the eligibility of Council's Day Labour for NDRRA restoration works;
- The announcement of the Beef Roads Program;
- The development of the Inland Queensland Road Action Plan;
- Council securing funding through the Drought Communities Program for \$1,500,000 of road work across the 2015-2016 and 2016-2017 financial years.

3. PROPOSAL

That Council considers the KPMG report, "Sustaining Road Work in Rural and Remote Queensland" and the LGAQ's "Summary Report" with a view to providing feedback to the NWQRRTG.

4. FINANCIAL & RESOURCE IMPLICATIONS

At the time of commissioning the KPMG report, member Councils were facing a range of issues that threatened the sustainability of road maintenance crews in the north-west. While issues of sustainability are still paramount for member Councils, various announcements during financial years 2014-2015 and 2015-2016 have altered the lay of the land considerably.

5. POLICY & LEGAL IMPLICATIONS

NIL at this stage

6. CRITICAL DATES & IMPLEMENTATION

Council is required to provide feedback to the NWQRRTG Coordinator Gerard Read following the February 2016 Council meeting.

7. CONSULTATION

NWQRRTG delegates:

- LGAQ;
- Carpentaria Shire Council;
- Cloncurry Shire Council.

The following NWQRRTG Council resolutions have been adopted to date:

Carpentaria Shire Council:

1. *That Carpentaria Shire Council not proceed further with the KPMG report given the change in circumstances since the commencement of the project, but that Council implement some of the report's key strategies, including proceeding with the investigation of joint regional purchasing arrangements in order to save costs for participating Councils, and continuing to develop local resource sharing opportunities such as those being undertaken with Croydon Shire Council and Kowanyama Aboriginal Shire Council.*

Cloncurry Shire Council:

1. *That Council formally acknowledge the contributions made by LGAQ and the Department of Transport in completing the report; and*
2. *That Council note the opportunities identified in the report and continue to work with the North West Queensland's Regional Roads Group member Councils to action the recommendations where practically possible and in line with corporate strategies.*



8. CONCLUSION

Councils current focus on developing its Asset Management capability, particularly as this relates to understanding the costs and necessity of future upgrades, renewals and maintenance, will enable Council to make more informed, evidence-based assessments of future infrastructure and workforce sustainability. This information, in turn, will provide Council with the ability to more rigorously assess long-term sustainability issues. Fortunately, this learning process coincides with a more favourably policy/funding environment than the one that initiated the need for the Sustainability Report.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of the KPMG report, "Sustaining Road Work in Rural and Remote Queensland";
2. That Council notes the contents of the LGAQ report, "Consultation Summary Report for Northwest Queensland Regional Roads and Transport Group";
3. That Council formally acknowledge the contributions made by LGAQ, the Department of Transport and Main Roads as well as other NWQRRTG member Councils in generating the report; and
4. That Council notes the opportunities identified in the report and continues to work with the North West Queensland's Regional Roads Group member Councils to action the recommendations where practically possible and in line with corporate strategies.
5. That Council emphasises the importance of developing and improving individual and collaborative asset management practices across the region in order to better understand the relationship between workforce and infrastructure sustainability.

ATTACHMENTS

1. KPMG, "Sustaining Road Work in Rural and Remote Queensland"
2. LGAQ Commentary on "Sustaining Road Maintenance Work Crews in Rural & Remote Queensland."



Feb - KPMG Report -  
NWQRRTG Sustaining



Feb - LGAQ Road  
Crews Sustainability \



## 09 Late Item Reports

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### 09. Late Item Reports

- 09.01 Burke Shire Council Organisational Structure
- 09.02 Sponsorship Request – North West Canoe Club
- 09.03 Donation Request – Burketown Barramundi Fishing Organisation Inc.
- 09.04 Business Continuity Plan
- 09.05 Update of Finance Policies

## Late Item Reports

### 09.01 Burke Shire Council Organisational Structure

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Chief Executive Officer
FILE NO:	Council Meeting Business Paper – February 2016
DATE:	10 February 2015
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan

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1. PURPOSE (Executive Summary)

To review Council's organisational structure with a view to proposing an amendment to the existing structure that would take effect from 25 March 2016.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The current organisational structure has functioned satisfactorily since July 2014; a period of relative stability for the organisation. However, given the organisation will be transitioning through a period of change in the coming months – appointment of a new CEO, the extended leave of the Executive Officer, Local Government elections – it is appropriate to revisit the organisational structure.

3. PROPOSAL

That Council considers the proposed submission to alter the organisational structure.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable

5. POLICY & LEGAL IMPLICATIONS

Section 196 of the Local Government Act 2009 provides as follows:

196(1): a local government must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government responsibilities.

Section 196 resolutions are of a kind able to be made during caretaker periods for local government.

Section 196(4) requires that senior executive employees are appointed by a panel that is constituted by the following persons:

- (a) the Mayor;
- (b) the Chief Executive Officer;
- (c) either—
  - (i) if the senior executive employee is to report to only 1 committee of the local government—the chairperson of the committee; or
  - i. (ii) otherwise—the Deputy Mayor.

6. CRITICAL DATES & IMPLEMENTATION

25 March 2016: anticipated date for instituting the proposed changes to the organisational structure of the Burke Shire Council.

7. CONSULTATION

Department of Local Government  
Regional CEOs

8. CONCLUSION

With pending changes to personnel in senior executive positions, it is appropriate that Council reviews its organisational structure in line with section 196 of the LGA 2009, to ensure that the organisational structure is appropriate to the performance of Council's local government responsibilities.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. That Council adopts the revised Organisational Structure as submitted; and
3. That Council sets the date of 25 March 2016 as the date upon which this resolution comes into effect.; and
4. That Council constitutes a panel pursuant to section 196(4) of the Local Government Act 2009 to appoint a Deputy CEO.

ATTACHMENTS



160210 -  
Organisational Struct

1. 160209 – Organisational Structure – Revised

## Late Item Reports

### 09.02 Sponsorship Request – North West Canoe Club

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Karen Meyers, Administration Officer Jenny Williams; Executive Officer
FILE NO:	Sponsorship Request 2015/16
DATE:	31 <sup>st</sup> January 2016
LINK TO COUNCIL PLAN/S:	Operational Plan

---

1. PURPOSE (Executive Summary)

To provide information to Council regarding a sponsorship request received from the North West Canoe Club Inc.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

2013-14:

The North West Canoe Club Inc. received \$1,000 cash and a \$6,497.11 in-kind donation, total donation of \$7,497.11 from Council in 2013-14 for the use of 2 x marquees, portaloos and rubbish collection.

2014-15

The Club received \$2426.72 in-kind donation from Council in 2014-15 for rubbish collection, star pickets and bunting to cordon off the finish line area at the bridge and for the supply of a portaloos at the finish line.

3. PROPOSAL

Purpose or Function – The North West Canoe Club is running the 41st Gregory River Canoe Marathon and will be held on the 1<sup>st</sup> May 2016.

Structure – The North West Canoe Club Inc is a non-profit organisation.

Project Summary – The North West Canoe Club Inc is hosting the 41<sup>st</sup> running of the Gregory River Canoe Marathon to be held on the 1<sup>st</sup> May 2016.

How will the project benefit Burke Shire Communities – through Major Sponsorship of \$3000 to this event the benefits for council would be that of local and international recognition. As a major sponsor the Council would have sponsorship of a specific race category at the Gregory River Canoe Marathon i.e. Open Men's K1; Mixed Team TK2. Acknowledgement at Race to the River Series and Gregory River Canoe Marathon pre-race briefing and medal presentation; all year advertising in Gregory; Supplied advertising to be placed in race packs (brochures, product samples, drink bottles etc); Logo on Gregory River Canoe marathon t-shirts; logo in the North West Star and Southern Cross Television advertising and logo at the finish line.

Who will participate – Local and international paddlers from outside the community attend this event.

Target Audience – The race attracts not only a large number of paddlers, but also a large number of support crew members and spectators.

How Council will be recognised and acknowledged – The Burke Shire Council will be recognised through the sponsorship advertising.

Total project cost

	\$\$
Own cash contribution	unknown
Own in-kind contribution	0.00
Other funding sources	0.00
Council Donation Request	3000.00
<b>Total project cost</b>	<b><u>\$Unknown</u></b>

List Sources for Other Funding – Nil

Other information relevant to this application – Attached –a copy of the Letter requesting Sponsorship for the event.

#### 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
	- 5625.00	Queensland Womens Association – Gregory Branch
Remaining Budget	18000.72	

Council has secured funding through the Community Drought Support program, which is administered through the Department of Communities, Child Safety and Disability Services. Council is able to allocate funding from this bucket toward the Gregory Canoe Race.

#### 5. POLICY & LEGAL IMPLICATIONS

ADMIN1 Grants to Community Organisations Policy

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

#### 6. CRITICAL DATES & IMPLEMENTATION

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

#### 7. CONSULTATION

Executive Officer

#### 8. CONCLUSION

That Council provides the North West Canoe Club Inc. with a \$3000 Major Sponsorship to provide assistance with the running of this event.

#### 9. OFFICER'S RECOMMENDATION

1. That Council approves a \$3000.00 Major Sponsorship to the North West Canoe Club Inc. to provide assistance with the 2016 Gregory River Canoe Marathon.
2. That Council provides in-kind assistance to the North West Canoe Club Inc. to assist in the delivery of the 2016 Gregory River Canoe Marathon to the value of \$3,000.

ATTACHMENTS



Burke Shire Council  
Sponsorship letter 20

1. Letter from North West Canoe Club

## Late Item Reports

### 09.03 Donation Request – Burketown Barramundi Fishing Organisation Inc.

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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:	12 February 2016
LINK TO COUNCIL PLAN/S:	Operational Plan

---

1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from the Burketown Barramundi Fishing Organisation Inc.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

2013-2014:

The Burketown Barramundi Fishing Organisation Inc. received a \$5000 cash donation and \$364.96 In-Kind for Rubbish Collection from Council in 2013-14

2014-2015

The Burketown Barramundi Fishing Organisation Inc. received a \$5000 cash donation and \$759.30 In-Kind for Rubbish Collection from Council in 2014-15 for the World Barramundi Fishing Championships.

3. PROPOSAL

Purpose or Function – *The Burketown Barramundi Fishing Organisation Inc. are hosting of the Annual World Barramundi Fishing Championships in Burketown.*

Structure – *The Burketown Barramundi Fishing Organisation 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 between 15-20 members. Members currently live in the Burke Shire.*

Project Summary – *Annual fishing competition held over the Easter Weekend.*

How will the project benefit Burke Shire Communities – *The Burketown Fishing Competition is one of the few major events held within the Burke Shire each year. The event receives significant public exposure throughout the NW Region and draws upward of 300 competitors to the Shire. As such it is an important social and economic event for the community.*

Who will participate – *Families, individuals and teams both from the local communities and visitors to the Shire.*

Target Audience – *Individuals and families from the Shire and Northwest Region and visitors to the area.*

Donation Support Request – *Cash sponsorship \$5000, plus In-Kind grading of local fishing tracks and servicing of rubbish bins. Additionally it would be appreciated if Council could provide banners that could be utilized each year of their street advertising display poles.*

*This organisation is Non-Profit and proceeds from the Annual Competition are used to assist local community organisations.*

*Sponsorship and volunteer help are imperative to the success of this event.*

How Council will be recognized and acknowledged – *All sponsorship receive recognition throughout the event advertising. Major sponsors (>\$2000) are given the opportunity to have a logo on the competition T-Shirt. Major Sponsors are also allocated one of the top prize categories and a representative for the sponsor is invited to present the prize at the presentation night ceremony.*

Total project cost

	\$
Own cash contribution	15,000.00
Own in-kind contribution	20,000.00
Other funding sources	15,000.00
Council Donation Request	5,000.00
<b>Total project cost</b>	<b>\$55,000.00</b>

List Sources for Other Funding – *Local businesses, Local property owners, individual donations, some corporate sponsors and businesses outside the Shire. Entry Fees, merchandise sales and food and bar sales during the competition weekend.*

Other information relevant to this application – *This competition is one of the few major events held each year within the Burke Shire and each of these events are an important contribution to the social and economic well being of the community.*

*The fishing competition has been running in excess of 35 years and is well recognized throughout the NW Region and beyond. Numbers vary each year but generally it attracts in excess of 300 competitors.*

*From the figures tabled above it can be seen that sponsorship and volunteer help are absolutely necessary for the continuing viability of this event that uses proceeds to assist local community organisations such as the school, kindergarten and health clinic.*

#### 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
	- 5625.00	Queensland Womens Association – Gregory Branch
Remaining Budget	18000.72	

Council has secured funding through the Community Drought Support program, which is administered through the Department of Communities, Child Safety and Disability Services. Council is able to allocate funding from this bucket toward the Burketown Barramundi Fishing Competition.

#### 5. POLICY & LEGAL IMPLICATIONS

##### ADMIN1 Grants to Community Organisations Policy

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

#### 6. CRITICAL DATES & IMPLEMENTATION

A decision is required at the February 2016 meeting to ensure Council sponsorship is included in promoting this event.



7. CONSULTATION

Chief Executive Officer

8. CONCLUSION

That Council provides the Burketown Barramundi Fishing Organisation Inc. with a \$5000 cash donation, plus In-Kind for grading of local fishing tracks, servicing of rubbish bins and provide banners over the Easter long weekend 25-28 March 2016.

9. OFFICER'S RECOMMENDATION

1. That Council approves a \$5,000.00 sponsorship donation to the Burketown Barramundi Fishing Organisation Inc. to provide financial sponsorship assistance for the World Barramundi Fishing Championships;
2. That Council approves in-kind assistance to the Burketown Barramundi Fishing Organisation Inc. for the grading of local fishing tracks and servicing of rubbish bins;
3. That Council approves a donation to fund the provision of banners (of the kind capable of being displayed on Council's street advertising poles) for the competition.

ATTACHMENTS

1. Donation Request



2. Competition Flyer



## Late Item Reports

### 09.04 Business Continuity Plan

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE REF:	Council Meeting Business Paper – February 2016
DATE:	12 February 2016
LINK TO COUNCIL PLAN/S:	Operational Plan 2015-16

---

1. PURPOSE (Executive Summary)

To review Council's Business Continuity Plan.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The emphasis placed on the implementation of risk management policies, processes and documentation has grown in recent years. The drafting of the Burke Shire Council Business Continuity Plan (2014-2015) reflected this increasing emphasis as does the 2016 revision of this document.

3. PROPOSAL

That Council adopts the revised Business Continuity Plan (2016) as submitted.

4. FINANCIAL & RESOURCE IMPLICATIONS

NA

5. POLICY & LEGAL IMPLICATIONS

Section 164 of the Local Government Regulations requires that:

(1) A local government must keep a written record stating the following-

- a. The risks the local government's operation are exposed to, to the extent they are relevant to financial management;
- b. The control measures adopted to manage risks;

6. CRITICAL DATES & IMPLEMENTATION

The Operational Plan 2015-2016 schedules the review of this document for the February 2016 Council meeting.

7. CONSULTATION

Business Continuity Team

8. CONCLUSION

Council will need to review this document on a regular basis.

9. OFFICER'S RECOMMENDATION

That Council adopts the 2016 Business Continuity Plan.

ATTACHMENTS



160211 - Burke Shire  
Business Continuity P

1. Burke Shire Council Business Continuity Plan 2016

## Late Item Reports

### 09.05 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 issues are identified.

3. PROPOSAL

That Council considers a number of proposed changes to the Rates and Debt Recovery Policy, including:

- Timing in relation to recovery actions;
- Introduction of additional detail in relation to Alternative Arrangements (i.e. repayment plans);
- Further clarity around delegations relevant to rates and debt recovery actions;

4. FINANCIAL & RESOURCE IMPLICATIONS

NA

5. POLICY & LEGAL IMPLICATIONS

Local Government Act 2009  
Local Government Regulation 2012

6. CRITICAL DATES & IMPLEMENTATION

It would be appropriate for these changes to take place at the February Council meeting prior to the release of the second half-yearly rates issue.

7. CONSULTATION

Various Local Governments: Mackay Regional Council, Cairns Regional Council, Rockhampton Regional Council, Gold Coast City Council, Logan City Council.

8. CONCLUSION

Keeping Council's suite of finance policies up-to-date is a routine function of Council. The proposed amendments to this policy will assist Council in improving the administration of recovery procedures for overdue rates and charges and debts from other receivables.

9. OFFICER'S RECOMMENDATION

That Council adopts version 3 of the FIN-POL-006 Rate and Debt Recovery Policy.

ATTACHMENTS



160215 - Rate and  
Debt Recovery Policy

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

## Late Item Reports

### 09.06 2<sup>nd</sup> Quarterly Budget Review

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Council Meeting Business Paper – February 2016
DATE:	17 February 2016
LINK TO COUNCIL PLAN/S:	Operational Plan, Corporate Plan

---

1. PURPOSE (Executive Summary)

To present proposed amendments to the 2015-2016 Burke Shire Council Operational and Capital Expenditure budgets.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As part of Council's financial management framework, quarterly budget reviews are undertaken across each department. Quarterly budget reviews amend previous forecasts as new or previously unknown circumstances and information arise. Budget reviews also identify projects that will not be completed during the current financial year for inclusion in the following year's budget.

3. PROPOSAL

The proposed amendments to the 2015-16 budget are contained in the attachments and the Financial reports.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council reviews its actual year to date expenditure against year to date budget forecasts monthly throughout the financial year. Council Management identifies areas where budget provisions may be decreased and areas where additional financial resources may be required.

5. POLICY & LEGAL IMPLICATIONS

This proposed budget review is in alignment with the Local Government Act 2009 and the Local Government Regulation 2012.

Sections 169 and 170 of the Local Government Regulation 2012 outline the content requirements for Local Government budgets (s169) and detail the requirements to be met if a budget is to be legitimately adopted or amended. The amendment requirements outlined in section 170 will be complied with when the proposed amendments are considered for adoption.

6. CRITICAL DATES & IMPLEMENTATION

Upon review of the proposed changes submitted, it will be possible to complete the requisite follow-up modelling for consideration at the March 2016 meeting.

7. CONSULTATION

CEO, Projects and Human Resources Manager, Executive Officer, Works and Services Manager, Workshop and Fleet Manager

8. OFFICER'S RECOMMENDATION

That Council notes and receives:

- a) The proposed operational and capital expenditure revisions to the 2015-2016 BSC Budget; and
- b) The following statement based on these proposed revisions:
  - The proposed BSC Statement of Comprehensive Income;
  - The proposed BSC Statement of Financial Position;
  - The proposed BSC Statement of Cash Flows.

ATTACHMENTS

1. Statement of Comprehensive Income



2. Statement of Financial Position



3. Statement of Cash Flow



4. Capex review summary



## 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 - Renewal of Term Lease



## 15 Deputations and presentation scheduled for meeting

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### 15.01 Burketown Police

## 16 Closure of meeting

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The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 17<sup>th</sup> March 2016.