



Phone: 07 4745 5100  
Fax: 07 4745 5181  
office@burke.qld.gov.au

Musgrave Street Burketown  
PO Box 90  
BURKETOWN QLD 4830

*Agenda and Business Papers  
Burke Shire Council Ordinary General Meeting  
Thursday 17<sup>th</sup> March 2016  
9.00am Council Chambers*

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

01	Opening of Meeting .....	3
02	Record of Attendance .....	3
03	Prayer .....	3
04	Consideration of applications for leave of absence .....	3
05	Confirmation of minutes of previous meeting(s) .....	4
	05.01 General Meeting Thursday 18 <sup>th</sup> February 2016 .....	4
06	Condolences .....	4
07	Executive Management Team Reports .....	5
	07.01.01 Works and Services Monthly Update Report .....	6
	07.02.01 Work Shop and Fleet Report .....	11
	07.03.01 Deputy Chief Executive Officer Monthly Report .....	13
	07.03.02 Donation Request – Gregory Downs Jockey Club .....	19
	07.03.03 Donation Request – Memory Walk & Jog – Alzheimer’s Australia & Royal Flying Doctors Service Fundraiser .....	22
	07.03.04 ADM-POL-005 Mobile Phone Policy .....	25
	07.03.05 ADM-POL-017 Social Media Policy .....	27
	07.03.06 GOV-POL-005 Public Interest Disclosure Policy .....	29
	07.04.01 Finance Monthly Update .....	31



08	Chief Executive Officer Reports .....	40
	08.01.01 Chief Executive Officer Report .....	41
	08.01.02 CEO Recruitment – Progress Report .....	50
	08.01.03 Proposed Councillor Induction and Budget Timetable.....	53
09	Late Item Reports.....	56
	09.01 Budget Revision.....	57
10	Consideration of Notice(s) of Motion and Petitions .....	59
	10.01 Notices of Motion .....	59
	10.02 Petitions .....	59
11	Mayoral Report.....	59
12	Councillor Reports .....	59
13	New business of an urgent nature admitted by Council .....	59
14	Closed session reports .....	60
	14.01 Closed Session - Visitor Information Centre.....	60
15	Deputations and presentation scheduled for meeting .....	60
16	Closure of meeting.....	60

## 01 Opening of Meeting

---

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

## 02 Record of Attendance

---

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

## 03 Prayer

---

Led by Cr Camp

## 04 Consideration of applications for leave of absence

---

None received at close of agenda.

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

---

### 05.01 General Meeting Thursday 18<sup>th</sup> February 2016

#### Recommendation

That the Minutes of the General Meeting of Council held on Thursday 18<sup>th</sup> February 2016 as presented be confirmed by Council.



160218 Unconfirmed  
Minutes.docx

## 06 Condolences

---

None received at close of agenda.

## 07 Executive Management Team Reports

---

### 07. Executive Management Team Reports

07.01.01 Works and Services Monthly Update Report

07.02.01 Work Shop and Fleet Report

07.03.01 Deputy Chief Executive Officer Monthly Report

07.03.02 Donation Request – Gregory Downs Jockey Club

07.03.03 Donation Request – Memory Walk & Jog – Alzheimer's Australia & Royal Flying  
Doctors Service Fundraiser

07.03.04 ADM-POL-005 Mobile Phone Policy

07.03.05 ADM-POL-017 Social Media Policy

07.03.06 GOV-POL-005 Public Interest Disclosure Policy

07.04.01 Finance Monthly Update

## Works and Services Reports

### 07.01.01 Works and Services Monthly Update Report

DEPARTMENT: Works and Services

RESPONSIBLE OFFICER: Works Manager

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

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

LINK TO COUNCIL PLAN/S: Works Program

#### 1. WORKS MANAGER

##### General

Works completed or commenced over the last month include (up to 9<sup>th</sup> Mar 2016):

- Shire NDRRA flood damage emergent works.
- Town streets maintenance in Burketown.
- Parks and Gardens Maintenance.
- RMPC slashing on 78a.

Training:

- None in reporting period.

Works for upcoming month:

- TIDS.
- RMPC.
- Emergent works.

##### RMPC

2015-16	Allocation	Claim February	Funds Remaining
Schedule 1	\$336,183.22	\$18,517.15	\$253170.95
Schedule 2	\$191,885.80	Nil	\$14,923.56
Schedule 3	\$306,691.20	Nil	Nil
Schedule 4	\$1,000.00	Nil	Nil
Schedule 5	\$25,000.00	Nil	Nil
Total	\$818,600.00	\$18,517.15	\$268,094.51

##### Additional works Beames Brook Bridge

Additional Works	\$33,239.62	\$33,239.62	Nil
------------------	-------------	-------------	-----

The road crew is conducting an opening grade on Camooweal Road (6801), and slashing on Wills Development Road (78A).

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

GBA has completed flood damage pickups throughout the Shire and is currently preparing submissions to the QRA for restoration works. Three packages for emergent works have been released as requests for quote with the aim that assessment of submissions will be completed and awarded within the week. The intention is that works commence early April.

The three emergent packages will be separate to the eventual restorative works yet to be approved by the QRA.

Some minor components of the emergent works have been undertaken by council, in particular on the Gregory-Lawn Hill Road, the National Park Road and the Riversleigh Road. Further emergent works are also planned to support Bowthorn Station to deliver fuel and hay in preparation for their muster commencing in early April.

Emergent works have also been completed on 6801 by council under sole invitee contractual arrangement.

#### Road Closures

Local roads - Any person wishing to travel on Shire Roads past a restricted point (road closed sign) must apply for a permit to council. Restricted road use permits will be approved at council's discretion based on reasonable needs of the community and the individual. Such reasons may include the provision and delivery of food, emergency services, emergency trade services and compassionate grounds. Permit travel is restricted to daylight hours on the day of the requested date.

State roads – Permission to travel past a restricted point of state roads must be approved by the DTMR.

Despite efforts to signpost affected roads, there is still a significant amount of traffic travelling without permits past restricted points. Variable message boards have now been placed on the Doomadgee East and Gregory – Lawn Hill Road's to remind people of potential road closures and to contact the Burke Shire Council for the most up to date information.

#### WHS Incidents

No incidents reported through the reporting period.

#### TIDS

The planned date for the commencement of TIDS works is now the 11<sup>th</sup> April. This is due to the availability of a cook at Hell's Gate. It is anticipated that the works will take 9 weeks to complete.

## 2. RANGER

#### Litter Management

The Parks and Gardens Supervisor has been liaising with Megan Munchenburg (Gregory Landcare Group) to ensure best placement of skip bins in Gregory. To date this has seen the placement of three skips in the vicinity of Gregory (in town, Mellish Park and the Canoe Race start point). It is hoped that the placement of three skips in Gregory will further reduce the impact of, or the need to place the older style '44's' in the river camping areas.

To date, replacing the old bins with the skips has reduced the need of staff in Gregory to remove rubbish from the river camping areas.

#### Animal Control

- No dogs detained in pound over the reporting period.

#### 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

- Ergon worker reported that he was attacked whilst trying to conduct a meter read on the 4 March 2016 on Sloman Street. This is currently being investigated.
- 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 remain in the following locations:
  - Floraville road
  - Camooweal road after hay farm
  - Before Century mine
  - After Century mine
  - Adel's grove
  - Doomadgee west before Walford creek
  - Truganini road
  - Units regularly maintained and were last downloaded 7 March 2016: 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.

## 3. PARKS AND GARDEN

Programed works

- Working with weekly program.
- Clearing around the Gregory Airstrip.
- Works at the Gregory landfill.

Seating for Morning Glory Park/Visitor information Centre.

Quotes have been received for replacement seating around the Visitor's Centre. Although there was a preference for Concrete seating, the availability of suppliers was lacking. Other options found included aluminium and recycled plastic ranging in price between \$900 and \$2600.

## 4. HOUSING / BUILDING MAINTENANCE

- Four housing inspections were completed over the month. Deficiencies and maintenance issues are being handled by the housing officer.
- A handyman is currently travelling through town and has been sought out to assist with outstanding maintenance issues.

## 5. UTILITIES

Water Treatment

Water usage for February 2016:

Daily Reading WTP Burketown –Total Usage – 12588 KI

February 2016	DAILY USAGE	OUTFLOW TO TOWN LITRES/SECOND
HIGHEST DAILY USAGE	693 kl	Avg – 9.99 L p/s
LOWEST DAILY USAGE	181 kl	Avg – 2.26 L p/s

Daily Reading WTP Gregory –Total Usage – 4602.3kl

February 2016	DAILY USAGE	OUTFLOW TO TOWN LITRES/SECOND
HIGHEST DAILY USAGE	386.6kl	Avg - 5.8 L p/s
LOWEST DAILY USAGE	51.1kl	Avg - 0.9 L p/s

Gregory Water Treatment Plant.

- Sourcing banded pallets for chemical storage.
- 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 2016).
- The two new pumps for Gregory River Pump well have arrived. The intention is to replace these after the wet.



- Gregory Water Treatment had tripped out twice. We have requested an electrician to investigate.
- We had an issue with water quality which was reported by the residents of Gregory. Investigated the incident and found pumps were over dosing. Pumps have been re-adjusted and mains have been flushed. No further complaints have since been received. Water samples were taken but failed to reach the Lab on time. This was due to a failure on Toll's behalf. New samples were taken and sent on 2 March 2016.

#### Water Reticulation Gregory

- Water usage around Gregory remains high.
- Bidungu reserve has ongoing issues with water leaks. Minor assistance was provided and repairs were undertaken so that we could make water in 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.

#### Sewerage

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
346021	Total Coliforms	10.02.2016 9:08 am	Burke Shire Treated Effluent	< 1000 CFU/100ml	3300 CFU/100ml	<10	X
346020	BOD - Biochemical Oxygen Demand	10.02.2016 9:08 am	Burke Shire Treated Effluent	< 20 mg/L	48 mg/L	<2	X
346020	Total Suspended Solids	10.02.16 9:08 am	Burke Shire Treated Effluent	< 30 mg/LL	68 mg/L	<1	X
346020	PH Physical Properties	10.02.16 9:08 am	Burke Shire Treated Effluent	6.5-8.5	7.7	<0.1	
346020	TP Nutrients & Anions	10.02.16 9:08 am	Burke Shire Treated Effluent	< 15 mg/L p	3.2 mg/L	<0.2	
346020	TN Nutrients & Anions	10.02.16 9:08 am	Burke Shire Treated Effluent	< 20 mg/L	11 mg/L	<.4	

#### Statewide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total (month of Feb 2016)	Actual Total (year to date)
<b>Water Services</b>				
Water mains breaks	Per 100km/year	<30		1
Incidents of unplanned interruptions	Per 1000 connections/year	<50	0	0
Water quality related complaints	Per 1000 connections/year	<10	0	0
Drinking water quality	% of samples tested with no <i>E. coli</i> detection/year	98%	0	0
Time to respond to water incidents – water quality complaints, burst water mains, supply interruption	% of response to incident <12hrs	>95%	1	1
<b>Sewerage Services</b>				
Sewer mains breaks and chokes (blockages)	Per 100km/year	<25	0	0
Sewerage complaints – overflow on properties and odour	Per 1000 connections/year	<50	0	1
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	0	0
<b>Combined</b>				
Total water and sewerage complaints (any nature)	Per 1000 connections/year	<120	0	2

Burketown Water Treatment

- Total water usage: 12588 kl.
- Plant running smoothly with no interruptions to service supply.
- Chlorine-Situ system operating without any issues

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.
- Ordering spare parts for sewer stations switch boards. Parts have arrived and we are now waiting on installation.

Sewerage Treatment Plant

- Blivet up and running and a sample was completed for February.
- 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. Ongoing.
- Installing the park sprinklers around the Durlga. 100% 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 aerodrome being closed to heavier traffic.

Cemetery

- Works ongoing.

6. OFFICER'S RECOMMENDATION

Council notes the contents of the Works Manager's March 2016 report.

ATTACHMENTS



Works Program.xlsx

1. Works program

## Workshop and Fleet Reports

## 07.02.01 Work Shop and Fleet Report

---

DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris Work Shop and Fleet Manager

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

DATE: 8th March 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	Tidy up for trade	Yes	8 hrs	Age
426	Low Loader	Deck, brakes and brgs	Yes	16 hrs	Annual maintenance
469	Multi tyred Roller	Check over, batteries, mounts	Yes	16 hrs	Annual maintenance
506	Ammann Roller	Batteries/electrical	No	4 hrs	Short
514	SES Hilux	Alternator/light bar	No	4 hrs	Squealing/upgrade
522	140M Grader	Tyres, R/H tandem seals	No	16 hrs	Wet maintenance
523	140M Grader	Tyres and check over	Yes	12 hrs	Annual maintenance
529	John Deere Mower	Dropped drive shaft	No	3 hrs	4wd left in auto
530	Hilux Extra Cab	70k service and front tyres	Yes	3 hrs	Scheduled
531	SES Hilux Gregory	15k service	Yes	2 hrs	Scheduled
533	Kubota ride on	1000 hr service, cut out switch	Yes	4 hrs	Scheduled
534	Gregory Landcruiser	Prepared for sale	Yes	8hrs	Scheduled
538	Workshop Truck	Gearbox synchros	No	8 hrs	Part warranty
546	Kubota Tractor	Jockey brgs, blades	No	6 hrs	In use
547	Kubota Tractor Gregory	Brgs, blades, staked tyres	No	24 hrs	In use
550	Kluger	40k service	Yes	3 hrs	Scheduled
551	Prime mover	95k service	Yes	4 hrs	Scheduled
565	Prado	45k service	Yes	2 hrs	Scheduled
568	Kioti Mower	Deck and belts	No	6 hrs	More use now
571	Hilux- WM	50k service	Yes	3 hrs	Scheduled
572	Job Truck	Fuel filter	No	2 hrs	Water in tank
585	Job Truck with crane	20k service	Yes	3 hrs	Scheduled
589	RMPC Job Truck	10k service	Yes	2 hrs	Scheduled
591	Hilux Gregory	Mirrors, toolbox	No	2 hrs	New vehicle
	River cameras	Attempt to get working	No	20 hrs	Send for repair
	Whippers and mowers	Keep operational	No	12 hrs	Heavy use

2. TENDER UPDATE

From the 2015-16 Budget


Item	Tendered	Ordered	Delivery
Water Truck		27 Jan 2016	Late Mar 2016
Job Truck		27 Jan 2016	Mid-late Mar 2016
Multi-tyre Roller		On hold	
Forklift	17 Mar 2016		
Waste Transfer Bins x 3			

3. OFFICER'S RECOMMENDATION

Council notes the contents of the Work Shop and Fleet Manager's March 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

## Deputy Chief Executive Officer Reports

## 07.03.01 Deputy Chief Executive Officer Monthly Report

DEPARTMENT: Corporate and Community Services, Human Resources, WH&S

RESPONSIBLE OFFICER: Nils Hay; DCEO

FILE NO: Business Paper

DATE: 8<sup>th</sup> March 2016

LINK TO COUNCIL PLAN/S: Operational Plan

## 1. COMMUNITY DEVELOPMENT OFFICER

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

## 2016 EVENTS CALENDAR

Date	Month	Event	Host	Responsible
26	January	Australia Day	BSC	CDO
8	March	Women of the Gulf	Queensland Country Womens Association - Gregory	Annie Backhaus
30	March	Colouring Competition - Easter	BSC Library	Hayley-Ann Croton
25-27	March	Burketown Barramundi World Fishing Championships	Burketown Barramundi Fishing Organisation	Gary Jeffries
6	April	Games Day	BSC Library	Hayley-Ann Croton
25	April	Anzac Day	BSC	CDO
30	April	Gregory Races	Gregory Downs Jockey Club	John Clarke
1	May	Gregory Canoe Race	North West Canoe Club Mount Isa	Larry Wilson
14	May	Arts Queensland Performance - Flamenco Fire	BSC	CDO
29	June	Dress Up - Fantasy Day	BSC Library	Hayley-Ann Croton
18 & 19	June	Gregory Campdraft & Horse Sports	Gregory District Sporting Association	Neil Hammond
6	July	Sports Day	BSC Library	Hayley-Ann Croton
13-21	August	Seniors Week	BSC and Health Care Providers	CDO
21	September	Games Day	BSC Library	Hayley-Ann Croton
28	September	Arts & Craft Day	BSC Library	Hayley-Ann Croton

24 & 25	September	Gregory CWA Horse Sports	Queensland Country Womens Association - Gregory	Tess Arnold
TBA	September	Burketown Rodeo, Campdraft and Sprint Races	Burketown Rodeo & Sporting Association	Ian Kennedy
1	November	Melbourne Cup - Show Holiday for Burketown	Burketown Pub & Gregory	Peter Clarke/Ian Fresser
11	November	Remembrance Day	BSC	CDO
TBA	November	Burketown State School DUX	BSC	Executive Assistant
TBA	November	Young Ambassador Program	BSC	Executive Assistant
11	December	Games Day	BSC Library	Hayley-Ann Croton
14	December	Arts & Craft Day	BSC Library	Hayley-Ann Croton
18	December	Colouring Competition - Christmas	BSC Library	Hayley-Ann Croton
TBA	December	Burketown Community Christmas Celebration	BSC	CDO
TBA	December	BSC Staff Christmas Party	BSC	CDO
TBA	TBA	Order of the Outback Ball	BSC and Committee	CDO
TBA	TBA	Burke Shire Tidy Yard Competition	BSC	CDO

## PAST EVENTS

### Australia Day – 26 January

Australia Day this year was held at the Nijinda Durlga; attendance was approximately 60 people, including Australia Day Ambassador James Dale and his wife Gerardine. The cricket match was, for the first time, held 'indoors' on the tennis court (co-ordinated by Clinton Murray and umpired by Davo Booth). Presentation of awards, serving of lunch, trivia and judging of cooking competitions were held on the deck at the Durlga.

The Burketown police cooked the BBQ lunch and supplied the blue light trailer was also set up children to access throughout the day was cooked by the Burketown Police. Kids games were played on the lawn in the park beside the Durlga.

Feedback from the event was overwhelmingly positive; although it's noted that there was a missed opportunity for a local community group to fundraise by managing the bar (as this year it was BYO).

## UPCOMING EVENTS

### ANZAC Day – 25 April 2016

- Program to be submitted to CEO for approval by 11 March 2016
- Poetry competition for primary school students, winning entries to be read at the mid-morning service
- Applications have been submitted to ADF for support services on the day
- Awaiting a response on flyover and military personnel.

### Flamenco Fire 'Viva Sevilla' Performance – 14 May 2016

- Flamenco dance performance to be held at the Durlga
- Featuring some of Australia's most acclaimed Flamenco dancers and musicians

Order of the Outback Ball (OotOB) – 16 July 2016 (proposed)

- Funding application submitted 27 Jan 2016 (\$20,000 Tackling Tough Times Together)
- Public notices calling for committee members for organising committee to go out by 15 March 2016

Morning Glory Festival 2017

- Funding available through Festivals Australia (closes September 2016)
- Notice to be released calling for EoI for organising committee members

GRANT PROJECTS

Tackling Tough Times

\$20k grant application submitted to cover associated costs for the Order of the Outback Ball for 2016. It is intended to hold the Ball free to the Burke Shire Community and provide a night of complete relaxation and enjoyment for community members who have been affected by drought.

Get Ready Queensland

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

Follow-up events are being organised with Burketown State School students, Council staff are liaising with Chris Ford and organising guest speakers to present to students on a range of topics, including basic first aid, disaster readiness and identification of dangerous fauna.

First Five Forever Program

Council's Community Development Officer is currently liaising with the Burketown Kindergarten and the Gregory Playgroup to purchase resources for children between the ages of 0-5 years. This project is now being handled as part of Council's library operations.

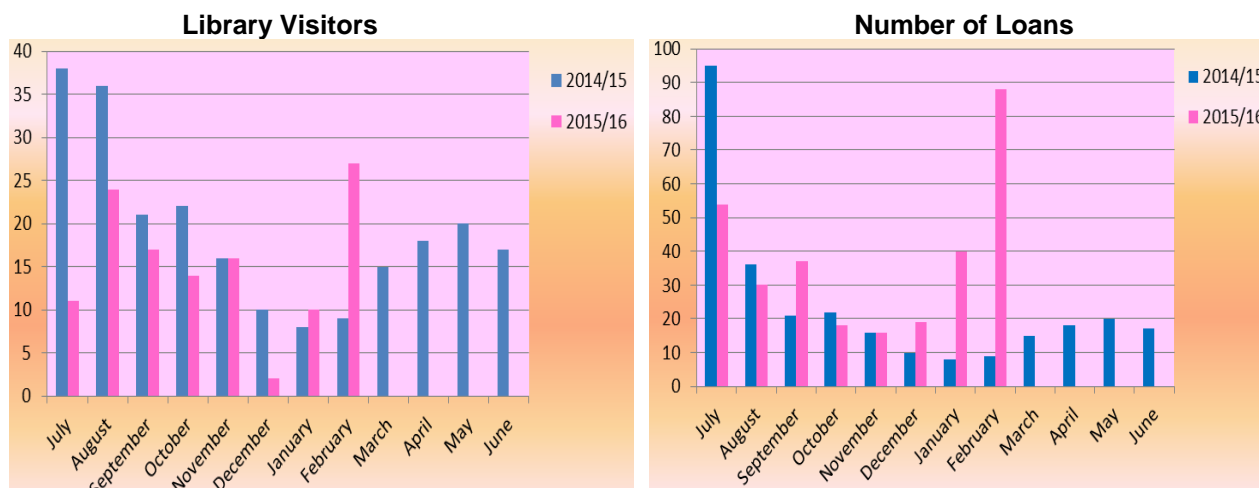
RADF

An application has been received for 'Quilt in A Day' project. Awaiting review and approval from RADF committee. Interest has also been shown to hold a workshop with Dr. Hilda Maclean (Historian) in the restoration & maintenance of historical documents and artefacts.

Funding applications for 2016/17 funding will be released soon. Currently looking into projects for next year to place in application.

2. LIBRARY

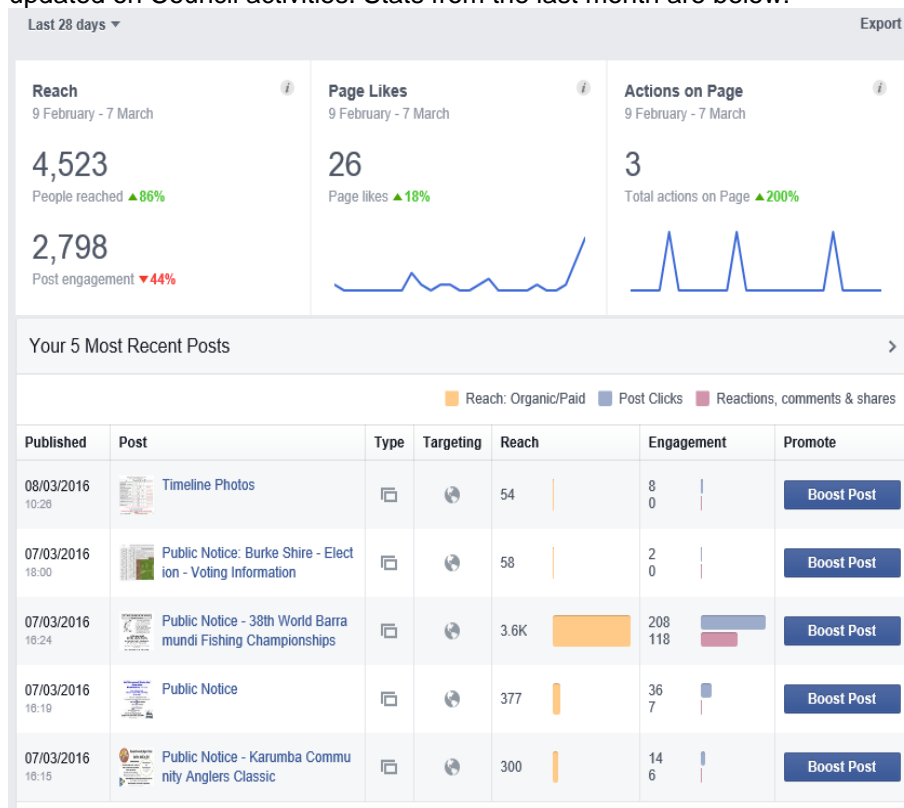
- o The library received a large shipment of new books and DVDs, with more to come. These are replacing old books on the Library shelves.
- o Wi-Fi is now available for visitors in the Library to use
- o The Artist of the Month initiative is working well, with children regularly coming to the library to colour in and enter the competition
- o New cushions for the children's section of the library have arrived, which are being used for this, and will be utilised for the up-coming School Holiday activities
- o An arts and craft day is being planned with assistance from the CDO to make centrepieces to be used for ANZAC day
- o Council's Library iPad is being set up, and will be available for use by library patrons
- o Library promotion has increased in line with the new initiatives and available activities
- o A resulting increase in general attendance has also been recorded



### 3. PROMOTION

#### Social Media

Council's Facebook page is still being well utilised to distribute notices and keep the community updated on Council activities. Stats from the last month are below:



Social media training is being organised for administrative staff.

#### Newsletter

Edition 47 has been printed and distributed. The next issue will be released in May. The email address for newsletter articles is – [newsletter@burke.qld.gov.au](mailto:newsletter@burke.qld.gov.au)

#### Website

Council staff will receive training in website use and editing in late April 2016. This will happen ahead of planned website redesign/upgrade in the future.



4. ENVIRONMENTAL HEALTH SERVICES

All food businesses in the Shire have been inspected and are currently licensed. Notices have been distributed to the community in relation to licensing for the Community Markets and food licensing for 2015/16. Liaising to organise contact between EHO and new owners of Hell's Gate.

5. RECORDKEEPING

See attached report from CorpMem.

6. IT REPORT

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

- Laptop/tablets have been ordered for new Councillors
- 9 new computers have been ordered for Council officers, in line with budgeted rolling replacement program. These will be installed during a site visit from Civica in early May
- Council staff experienced a range of IT issues due to an email server migration on Friday 26 February. This prompted a teleconference between CEO, DCEO, Deputy Mayor and Civica representatives on Thursday 3 March
- Some of the issues experienced were due to the inability to run PCS Practical in a more modern server environment. Civica have updated PCS Practical to manage this issue and Council's finance team will have an opportunity to test this update in the coming weeks, prior to any decision to implement

7. COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)

Transition out Plan has been returned to the Department of Health, public notices and individual letters to HACC clients have been distributed outlining this process.

8. EXECUTIVE ASSISTANT

New Councillor Packs, to be used in the onboarding of new Councillors are currently in development, due for completion by 17 March 2016.

9. HUMAN RESOURCES UPDATE

Staff Changes – Departures:

Executive Officer (Extended Leave)

Jenny Williams left on extended leave on 22 February 2016. Jenny's is expected to return in early 2017.

Administration Officer:

Brian Whitchurch resigned effective 7 March 2016.

Staff Changes – Appointments:

Accountant (Temp):

James Gauvin from Partners in Business is working with our finance team on a range of temporary projects. James commenced on 22 February and will complete his engagement prior to Easter.

Temporary Administration Officer:

Ferne Clarke from CBC Staff Selection will be returning Council to fill the gap left by Brian's departure. Ferne is anticipated to commence on 21 March on a tenure of 4-8 weeks.

Staff Changes – Other:

Nils Hay commenced as Deputy Chief Executive Officer on 4 March 2016.

Vacancies:

Executive Officer:

The 12-month contract for the Executive Officer role has been advertised. This position closed on 4 March 2016. 45 applications were received. DCEO and CEO are in the process of shortlisting and organizing interviews.

Administration Officer:

It is anticipated that recruitment will take place to permanently fill the vacant Administration Officer role shortly.

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.

Recommencement of CA negotiations is not anticipated until mid-2016.

IR Audit:

LGAQ are assisting Council with a free audit of Industrial Relations compliance on 14 and 15 March 2016.

JCC:

JCC XXI was held on 1 March 2016. JCC XXII is tentatively scheduled for 3 May 2016. Changing of the pay cycle was raised, to provide more time for Council and Civica staff to process timesheets accurately. The workforce is currently being consulted on this matter.

Workplace Health and Safety:

The monthly Workplace Health and Safety report is attached. For the month of February there was one plant and equipment damage incident.

Training:

The following training has taken place over the last month:

- Apprenticeships and Traineeships are ongoing
- CEO & PHRM completed their Town Planning diplomas
- FM attended the Tropical Finance training seminar in Brisbane
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

10. OFFICER'S RECOMMENDATION

That Council notes the contents of the Deputy Chief Executive Officer March 2016 Monthly Report.

ATTACHMENTS

1. CorpMem Admin Report - February 2016



Admin Report  
20160301.pdf

2. Civica Monthly Report – February 2016



burke feb 2016.pdf

3. WHS Report – February 2016



160308 EOM OHS  
Report Feb 2016.doc

## Deputy Chief Executive Officer Reports

### 07.03.02 Donation Request – Gregory Downs Jockey Club

---

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Karen Meyers, Administration Officer
FILE NO:	Donation Requests 2015/16
DATE:	16 <sup>th</sup> 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 Gregory Downs Jockey Club.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

##### 2014-2015

The Gregory Downs Jockey Club received a \$5000 cash donation and \$888.00 In-Kind for Rubbish Collection, slashing of grounds, printing of programs and race books from Council in 2014/15 for the Gregory Downs Races.

##### 2013-2014

The Gregory Downs Jockey Club received a \$5000 cash donation and \$1,378.43 In-Kind for Rubbish Collection, slashing of grounds, printing of programs and for the purchasing of banners from Council in 2013/14.

#### 3. PROPOSAL

Purpose or Function – *To conduct a race meeting. To continue the tradition of bush racing and to continue improvements to the Gregory Sports Reserve.*

Structure – *The Gregory Downs Jockey Club is a non-profit organisation that currently is run by a management committee. This organisation has been established for 100+ years and currently has 20 members. Members currently live in Gregory and Mount Isa.*

Project Summary – *Gregory Races to be held at 12:00pm on 30<sup>th</sup> April 2016 at the Gregory Downs Sports Reserve.*

How will the project benefit Burke Shire Communities – *Brings revenue into the Burke Shire due to the influx of visitors and continues the tradition of bush racing in the Shire raising money which is returned to the community.*

Who will participate – *Anyone can participate.*

Target Audience – *We target residents of the Burke Shire and visitors.*

Donation Support Request – *Cash donation \$5000, plus In-Kind of printing of race books, printing of programs, support to slash the grounds and removal of rubbish.*

How Council will be recognized and acknowledged – *In programs, flyers and race book. Signage for the event. Announcements during the day and naming rights to a race – “Burke Shire Cup”.*

Total project cost

	\$\$
Own cash contribution	30,000.00
Own in-kind contribution	20,000.00
Other funding sources	33,000.00
Council Donation Request	5,000.00
<b>Total project cost</b>	<b><u>\$88,000.00</u></b>

List Sources for Other Funding – Queensland Racing, Sponsorship, bar and catering proceeds.

Other information relevant to this application – Nil.

## 4. FINANCIAL &amp; RESOURCE IMPLICATIONS

<i>Budget</i>	<i>60000.00</i>	
<i>YTD Expenditure</i>	<i>- 10913.29</i>	
<i>Current Balance</i>	<i>49086.71</i>	
<i>Less Committed</i>	<i>-2022.00</i>	<i>Gregory Sports Facility Fuel</i>
	<i>-20000.00</i>	<i>Proposed BSS Sporting Facility</i>
	<i>- 1800.00</i>	<i>Approx. BRSA approved in-kind support</i>
	<i>- 1639.00</i>	<i>BSS Christmas Party &amp; Awards Night</i>
	<i>- 616.00</i>	<i>Queensland Womens Association – Gregory Branch</i>
	<i>- 5000.00</i>	<i>Burketown Barramundi Fishing Organisation Inc.</i>
	<i>- 3000.00</i>	<i>North West Canoe Club Inc.</i>
<i>Remaining Budget</i>	<i>15009.71</i>	

## 5. POLICY &amp; 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 &amp; 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 Gregory Downs Jockey Club with a \$5000 cash donation, plus In-Kind for printing of race books, printing of programs, support with slashing of the grounds and servicing of rubbish bins during the event being held on 30<sup>th</sup> April 2016.

## 9. OFFICER'S RECOMMENDATION

That Council approves a \$5000.00 cash donation to the Gregory Downs Jockey Club to provide financial assistance for the Gregory Races as well as an In-Kind for the slashing of the grounds, servicing of rubbish bins and printing of both the race programs and race books.

ATTACHMENTS

1. Donation Request



2. Financial Statement



## Deputy Chief Executive Officer Reports

### 07.03.03 Donation Request – Memory Walk & Jog – Alzheimer's Australia & Royal Flying Doctors Service Fundraiser

---

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Karen Meyers, Administration Officer Nils Hay, Deputy Chief Executive Officer
FILE NO:	Donation Requests 2015/16
DATE:	8 <sup>th</sup> March 2016
LINK TO COUNCIL PLAN/S:	Operational Plan

---

#### 1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from Holly Hammond and Jason Munchenberg. The request is for assistance in delivering a "Memory Walk and Jog" to raise money for Alzheimer's Australia as well as hosting an "Easter Cricket Carnival" to raise money for the Royal Flying Doctors Service.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Nil

#### 3. PROPOSAL

##### Purpose or Function

*Holly Hammond is hosting a Memory Walk and Jog to raise money for Alzheimer's Australia.*

*Jason Munchenberg is hosting a 6 a side cricket carnival to raise money for the Royal Flying Doctors Service QLD through the RFDS Kokoda Challenge.*

##### Structure

*Nil*

##### Project Summary

*Memory Walk and Jog – Date 26/03/2016 – Venue: Gregory Downs Racetrack – Time: 8am.*

*RFDS 6 a side Cricket Carnival – Date: 26/03/2016 – Venue: Gregory Downs Racetrack – Time: at the conclusion of the Memory Walk and Jog (approx. 11am).*

##### How will the project benefit Burke Shire's Community

*Fundraising for Alzheimer's Australia to help with their education, awareness and research of this terrible disease which many people in our community have suffered with.*

*Fundraising for the RFDS QLD to help them continue their great service to our community through clinics, emergency evacuations and information sessions. The RFDS is the lifeline to our community.*

##### Who will participate

*Families.*

##### Target Audience

*For the Memory walk would be families as there are prizes for all age groups and will be lots of fun activities for the little ones to have a go at around the walk. We are also targeting the keen athletes who are keen to compete for some great prizes.*

*For the cricket is much the same as the walk as anyone young and old are encouraged to put a team together. It is going to be a fun family cricket with lots of prizes for all ages.*

Donation Support Request

*To be able to host our event on council property at the Gregory Downs Racetrack and be informed of whether we will be covered by council public liability insurance or whether insurance needs to be sourced privately.*

How Council will be recognized and acknowledged

*The Burke Shire Council will be recognized throughout speeches on the day of the event as will as in writing on a sponsorship board. Burke Shire will be personally acknowledged in a thank you letter after the event.*

Total project cost

	\$\$
Own cash contribution	1,000.00
Own in-kind contribution	600.00
Other funding sources	1,000.00
Council Donation Request	500.00
<b>Total project cost</b>	<b><u>\$3,100.00</u></b>

List Sources for Other Funding

*Almora Pastoral Co, Paraway Pastoral Co and Gregory Downs Hotel.*

Other information relevant to this application

*The Memory Walk and Jog will be run in Memory of June Clarke, formally of Almora Station. June lived in the Burke Shire for most of her life.*

4. FINANCIAL & RESOURCE IMPLICATIONS

<i>Budget</i>	<i>60000.00</i>	
<i>YTD Expenditure</i>	<i>- 10913.29</i>	
<i>Current Balance</i>	<i>49086.71</i>	
<i>Less Committed</i>	<i>-2022.00</i>	<i>Gregory Sports Facility Fuel</i>
	<i>-20000.00</i>	<i>Proposed BSS Sporting Facility</i>
	<i>- 1800.00</i>	<i>Approx. BRSA approved in-kind support</i>
	<i>- 1639.00</i>	<i>BSS Christmas Party &amp; Awards Night</i>
	<i>- 5625.00</i>	<i>Queensland Womens Association – Gregory Branch</i>
	<i>- 3000.00</i>	<i>North West Canoe Club – Pending</i>
	<i>- 5000.00</i>	<i>Burketown Barramundi Fishing Organisation-Pending</i>
<i>Remaining Budget</i>	<i>10000.72</i>	

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 this event.

5. POLICY & LEGAL IMPLICATIONS

ADM-POL-011 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 March 2016 meeting to ensure Council sponsorship is included in promoting this event.

7. CONSULTATION

Chief Executive Officer

8. CONCLUSION

That Council provide Holly Hammond and Jason Munchenberg with a \$500 cash donation, plus In-Kind to host the event at the Gregory Downs Racetrack and for rubbish bins and collection for 26<sup>th</sup> March 2016.

9. OFFICER'S RECOMMENDATION

1. That Council approves a \$500.00 cash donation to Holly Hammond and Jason Munchenberg to go towards prizes for the Memory Walk and Jog, and 6-a-side Easter Cricket Carnival;
2. That Council approves in-kind assistance to the Memory Walk and Jog, and the 6 a side cricket carnival for the use of the Gregory Downs Racetrack and servicing of rubbish bins;

ATTACHMENTS



FIN-FRM-020  
Donations Request Fr

1. Donation Request



Re Memory  
Walk.msg

2. Additional Requested information



## Deputy Chief Executive Officer Reports

### 07.03.04 ADM-POL-005 Mobile Phone Policy

---

DEPARTMENT:	Administration
RESPONSIBLE OFFICER:	Nils Hay; Deputy Chief Executive Officer
FILE REF:	Business Paper –March 2016
DATE:	8 March 2016
LINK TO COUNCIL PLAN/S:	Mobile Phone Policy

---

#### 1. PURPOSE

To review Council's Mobile Phone Policy.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This Policy was introduced in January of 2014 and schedule for review in January of 2015. As such it is past its initially mandated review date and requires reconsideration by Council.

The initial policy was based on the LGAQ-supplied HR Advance Template, a template Policy developed by King and Co Solicitors.

#### 3. PROPOSAL

Several changes are proposed to the Policy, which reflect updates in the King and Co model Policy template, and reflect ongoing changes in the use of mobile phones and technology associated with them. Please see the attached document with tracked changes.

- (1) Updated wording regarding Private Use of Council mobile phones (Section 4)
- (2) Removed reference to SMS
- (3) Added requirements regarding voicemail
- (4) Updated references to Council Expense Claim Form
- (5) Removed erroneous reference to Council's Workplace Health and Policy Statement

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Council maintains a budget for mobile phones and mobile phone usage. There are no identified issues with excessive private use, or inappropriate general use, of Council mobile phones.

#### 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, and the updates proposed reflect updates to that template.

#### 6. CRITICAL DATES & IMPLEMENTATION

This was scheduled to be updated in January of 2015, consequently the March 2016 Council Meeting would be an appropriate time to review, as the review is well overdue.

7. CONSULTATION

The DCEO has utilized the existing King & Co. template available through the LGAQ's HR Advance portal in the updating of this Policy.

8. CONCLUSION

This Policy continues to provide clarity and guidance with regards to mobile phone use within Council.

9. OFFICER'S RECOMMENDATION

That Council:

- a) Notes the contents of this report; and
- b) Adopts the amended version (Version 1) of ADM-POL-005 Mobile Phone Policy

ATTACHMENTS

1. ADM-POL-005 Mobile Phone Policy



ADMIN05 Mobile  
Phone Policy.docx

## Deputy Chief Executive Officer Reports

### 07.03.05 ADM-POL-017 Social Media Policy

---

DEPARTMENT:	Administration
RESPONSIBLE OFFICER:	Nils Hay; Deputy Chief Executive Officer
FILE REF:	Business Paper –March 2016
DATE:	8 March 2016
LINK TO COUNCIL PLAN/S:	Social Media Policy

---

#### 1. PURPOSE

To review Council's Social Media Policy.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This Policy was introduced in November of 2013 and was due to be reviewed in November of 2014. As such it is past its initially mandated review date and requires reconsideration by Council.

#### 3. PROPOSAL

Several changes are proposed to the policy (please see attached Policy with tracked changes):

- (1) Updating references to relevant legislation and policies
- (2) Delegation of some approvals to Executive Officer from Chief Executive Officer in line with existing Council practice
- (3) Updating responsibilities of staff and contractors, in terms of record keeping
- (4) Update Document ID in line with new numbering system (ADM-POL-017)

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

This policy update will not have any direct financial impact on Council. At present Council staff update social media on an ad hoc basis, in line with existing position descriptions and organizational requirements. No material increase in use is anticipated.

Council will, however, be offering some training to staff in the use of social media, this has been included in the FY15-16 training budget.

#### 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.

#### 6. CRITICAL DATES & IMPLEMENTATION

This was scheduled to be updated in November 2014, consequently the March 2016 Council Meeting would be an appropriate time to review, as the review is well overdue.

7. CONSULTATION

The DCEO has utilized the existing King & Co. template, and consulted with internal staff regarding standard practice in the updating of this Policy.

8. CONCLUSION

This Policy continues to provide clarity and guidance with regards to Council's social media operations.

9. OFFICER'S RECOMMENDATION

That Council:

- a) Notes the contents of this report; and
- b) Adopts the amended version (Version 1) of ADM-POL-017 Social Media Policy

ATTACHMENTS



ADMIN17 Social  
Media Policy (review).

- 1. ADM-POL-017 Social Media Policy

## Deputy Chief Executive Officer Reports

### 07.03.06 GOV-POL-005 Public Interest Disclosure Policy

---

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Nils Hay; Deputy Chief Executive Officer
FILE REF:	Business Paper –March 2016
DATE:	8 March 2016
LINK TO COUNCIL PLAN/S:	Public Interest Disclosure Policy

---

#### 1. PURPOSE

To review Council's Public Interest Disclosure Policy.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This Policy was introduced in May of 2013 and due for review in June of 2014. As such, it is overdue for review.

#### 3. PROPOSAL

A number of changes have been proposed, in consultation with Martine Care of Preston Law.

Please see the attached document with tracked changes:

- (1) Increase references to the Public Interest Disclosure Act 2010 (PID Act)
- (2) Update Section 4. Responsibility to better reflect the contents of the PID Act
- (3) Update Section 5. Definitions to remove repetitive elements
- (4) Update Section 6. Policy to outline reportable disclosures in line with the PID Act, explain the Disclosure Process and more clearly outline desirable PID information, format and the overall PID procedure.
- (5) Removal of reference to the Whistleblowers Protection Act 1994
- (6) Updating reference to Council policies and procedures

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

This policy update will not have any direct financial or resourcing impacts.

#### 5. POLICY & LEGAL IMPLICATIONS

Under the Public Interest Disclosure Standard No. 1:

*Each entity must:*

- *make it clear that the organisation's management is committed to acting on reports of suspected wrongdoing and providing support to disclosers*
- *establish all the necessary elements of an effective PID program including*
  - *an organisation-specific policy published on the organisation's website*
  - *processes to support, protect and communicate with disclosers*
  - *arrangements to assess and investigate PIDs*
  - *requirements for PID recordkeeping in-house and reporting to the oversight body, the Queensland Ombudsman*

- *education and training*
- *arrangements for review and coordination of the PID program.*

This Policy, by outlining process, record-keeping requirements and a review timeframe assists Council to meet its requirements under the standard.

6. CRITICAL DATES & IMPLEMENTATION

This Policy was scheduled to be reviewed in June 2014, consequently the March 2016 Council Meeting would be an appropriate time to review, as the review is well overdue.

7. CONSULTATION

The DCEO has consulted with Martine Care of Preston Law, who had final input into the development of this amended policy.

8. CONCLUSION

This Policy update increases the clarity of Council's commitment to and handling of PIDs. It also ensures that Council is continuing to regularly review PID issues, as per the Standard.

9. OFFICER'S RECOMMENDATION

That Council:

- a) Notes the contents of this report; and
- b) Adopts the amended version (Version 1) of GOV-POL-005 Public Interest Disclosure Policy

ATTACHMENTS

1. GOV-POL-005 Public Interest Disclosure Policy



GOV-POL-005 Public  
Interest Disclosure Policy

## Finance Reports

## 07.04.01 Finance Monthly Update

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Council Meeting Report – Finance Monthly Update Report
DATE:	17 March 2016
LINK TO COUNCIL PLANS	Operational Plan, Budget

## 1. STATEMENT OF COMPREHENSIVE INCOME

	YTD Actual 2015-16 \$	YTD Actual 2014-15 \$	YTD Budget 2015-16 \$	% YTD Budget	Annual Budget 2015-16
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates, levies and charges	3,804,166	1,750,554	2,547,100	49%	3,820,650
Fees and charges	66,621	30,577	18,207	266%	27,310
Rental income	145,240	87,870	86,667	68%	130,000
Interest received	232,860	317,538	290,000	-20%	435,000
Sales revenue	747,266	380,883	537,333	39%	806,000
Other income	196,962	36,359	105,900	86%	158,850
Grants, subsidies and donations	2,678,851	2,552,476	1,997,998	34%	2,996,997
<b>Total Recurrent Revenue</b>	<b>7,871,966</b>	<b>5,156,257</b>	<b>5,583,205</b>	<b>41%</b>	<b>8,374,807</b>
<b>Capital revenue</b>					
Grants, subsidies and donations	3,250,174	3,098,752	3,895,989.33	-17%	5,843,984
<b>Total Revenue</b>	<b>11,122,140</b>	<b>8,255,009</b>	<b>9,479,194</b>	<b>17%</b>	<b>14,218,791</b>
<b>Capital income</b>	-	-	-		-
<b>Total Income</b>	<b>11,122,140</b>	<b>8,255,009</b>	<b>9,479,194</b>	<b>17%</b>	<b>14,218,791</b>
<b>Expenditure:</b>					
<b>Recurrent Expenditure</b>					
Employee benefits	2,419,085	2,472,943	2,572,605	-6%	3,858,907
Materials and services	3,099,600	2,014,850	3,796,975	-18%	5,695,463
Finance costs	9,023	10,095	10,000	-10%	15,000
Depreciation and amortisation	2,212,868	2,212,868	2,212,868	0%	3,319,302
	<b>7,740,576</b>	<b>6,710,756</b>	<b>8,592,448</b>	<b>-10%</b>	<b>12,888,672</b>
<b>Capital expenses</b>					
Loss on disposal of property, plant and equipment	-	-	-		-
<b>Total expenditure</b>	<b>7,740,576</b>	<b>6,710,756</b>	<b>8,592,448</b>	<b>-10%</b>	<b>12,888,672</b>
<b>Net Result</b>	<b>3,381,564</b>	<b>1,544,253</b>	<b>886,746</b>	<b>281%</b>	<b>1,330,119</b>

*\*\* Year to date actual results have been compared to pro rata budget figures, previous financial year results and annual estimates. Year to date results show a net surplus of \$3,381,564.*

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

Second half rates levies were raised on 19 February 2016, bringing rates and utility charges in line with annual budget estimates. Year to date comparatives with previous year figures show a significant variance however this reflects a timing difference in terms of raising and issuing rates levies. Annual comparatives reflect an increase in rates and charges of \$316,000 from the previous financial year.

**Fees and charges**

Fees and charges continue to exceed budget estimates, sitting 266% above pro rata budget forecast. Year to date comparatives show a \$36,000 variance in fees and charges received in the previous financial year reflecting an increase in airport landing fees, slight increase in private bus hire and fees charged for the use of Council parks and rodeo grounds.

**Rental Income**

Rental income is 68% above pro rata budget estimates and annual comparative results show an increase in rental revenue from the previous financial year.

**Interest**

Investment interest remains lower than pro rata budget estimates as interest rates remain lower than anticipated. Comparative figures show higher investment yields in the previous financial year as interest rates were slightly higher and a larger investment portfolio.

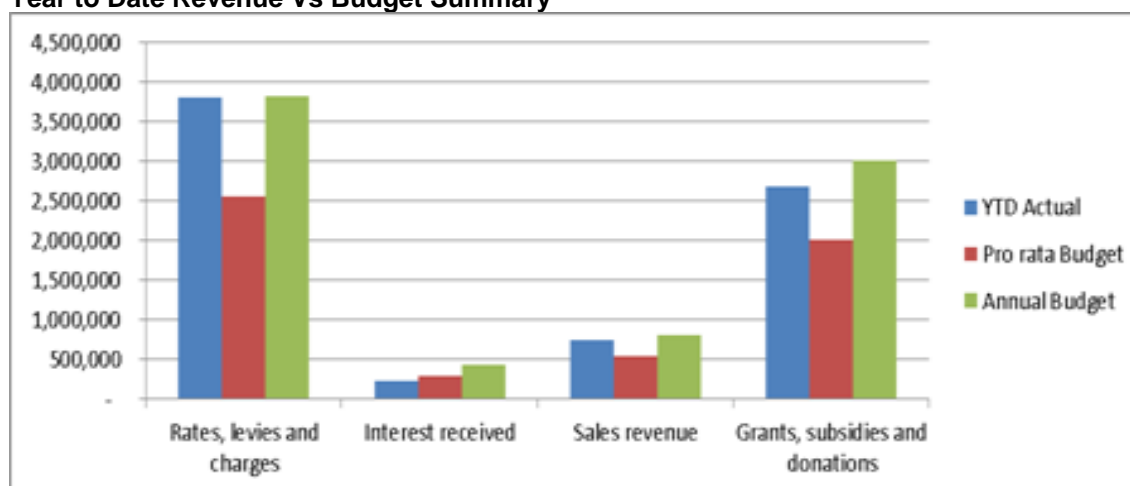
**Sales Revenue**

Sales revenue sits 39% above pro-rata budget estimates and is tracking very close to annual estimates. Progressive claims for RMPC works will be lodged bringing sales revenue in line with budget estimates. Comparative results between the current year and the previous year reflect similar revenue trends in relation to recoverable works revenue (year to date revenue of approximately \$89,000).

**Grants, Subsidies, Contributions and Donations**

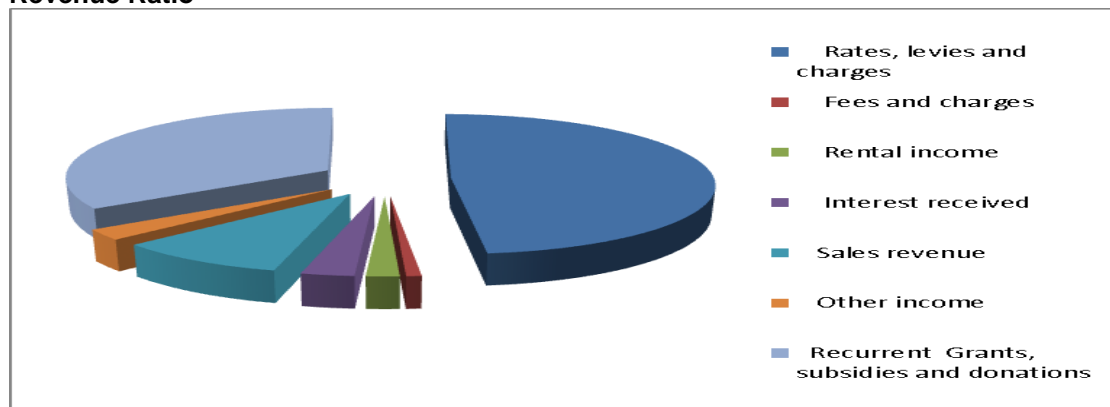
Non Capital Grants, Subsidies, Contributions and Donations sit 34% above pro rata estimates. FAG Grants received in February have pushed non capital grant revenue closer to annual budget estimates, fourth quarter FAG grants will bring non capital grants to budget. Year to date comparative results show a slight variance in non capital grants received however annual forecasts reflect that non capital grant revenues, subsidies, contributions and donations will remain largely unchanged from the previous financial year.

Capital revenue still sits below pro rata budget estimates primarily due to timing differences \$1.3million dollars in flood damage revenue was received in February. Approximately \$1.6 million dollars in flood damage revenues and \$800,000 in TIDS revenue will be received on completion of works prior to the end of the financial year. 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 February increased to 48% from 34% as at the end of January 2016. Rates revenue constituted about 40% of total operating revenue in the previous financial year. Non recurrent Grants, subsidies and donations represent the second largest operating revenue stream as at the end of February at 34%.

### Recurrent Expenditure

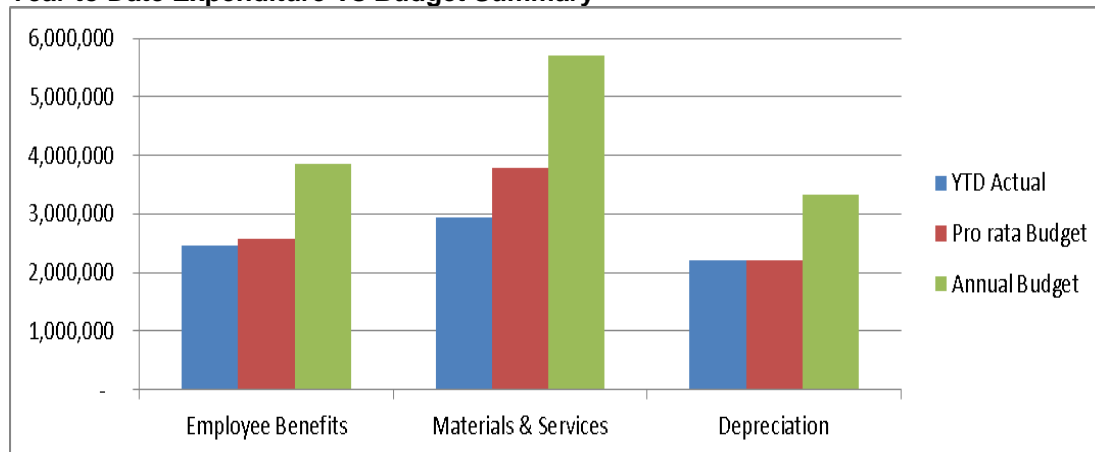
#### Employee benefits

Employee benefits are 6% below pro rata budget estimates and slightly below previous financial year, year to date results.

#### Materials and services

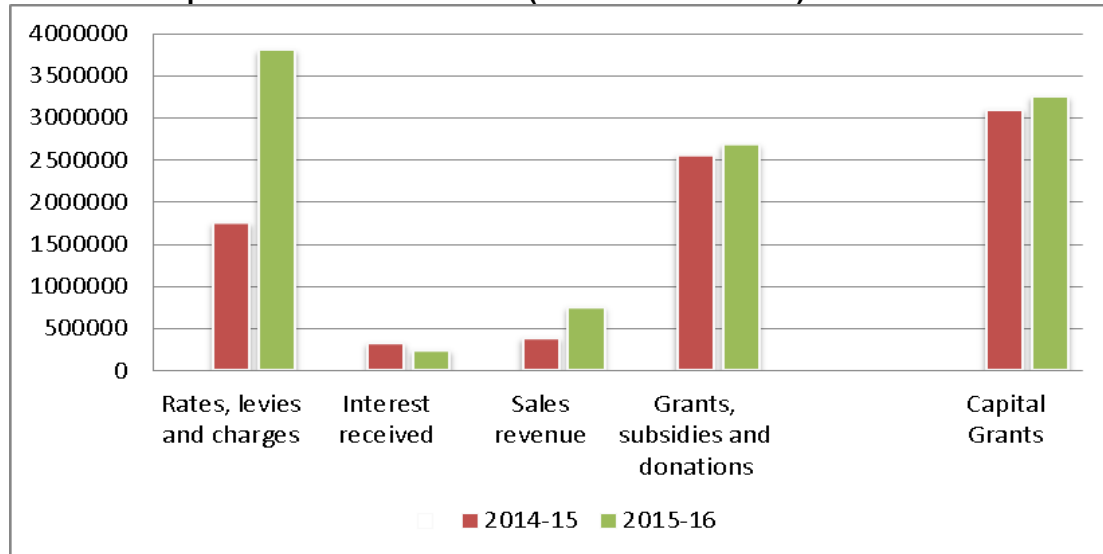
Overall year to date materials and services expenditure is 18% below pro rata budget estimates this is primarily due to timing differences. Comparative results show increases in expenditure in some areas. Comparative year variances are also due to timing of works and operations between the current year and the previous financial year.

### Year to Date Expenditure Vs Budget Summary

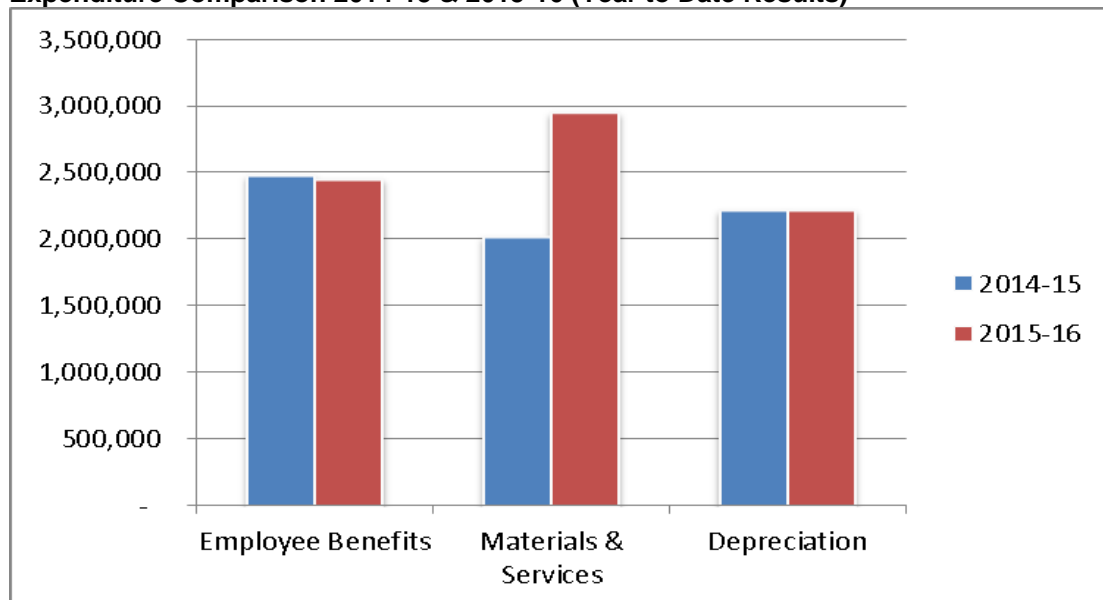


\*\* Overall year to date expenditure is below overall pro rata budget estimates however with some areas close to budget, under budget and a few areas over budget (please note that there are some timing differences).

### Revenue Comparison 2014-15 & 2015-16 (Year to Date Results)



### Expenditure Comparison 2014-15 & 2015-16 (Year to Date Results)



## 2. STATEMENT OF FINANCIAL POSITION AS AT 31 JANUARY 2016

	<b>2016</b>
<b>Current assets</b>	
Cash and cash equivalents	11,603,126
Trade and other receivables	2,032,834
Inventories	195,327
Other financial assets	33,671
<b>Total current assets</b>	<b>13,864,958</b>
<b>Non-current assets</b>	
Property, plant and equipment	137,059,559
<b>Total non-current assets</b>	<b>137,059,559</b>
<b>Total assets</b>	<b>150,924,517</b>
<b>Current liabilities</b>	
Trade and other payables	187,588
Provisions	417,224
Other current liabilities	-
<b>Total current liabilities</b>	<b>604,812</b>
<b>Non-current liabilities</b>	
Trade & Other Payables	-
Provisions	573,493
<b>Total non-current liabilities</b>	<b>573,493</b>
<b>Total liabilities</b>	<b>1,178,305</b>
<b>Net community assets</b>	<b>149,746,212</b>
<b>Community equity</b>	
Shire Capital	39,529,889
Asset revaluation reserve	74,114,951
Retained surplus	36,101,372
Other Reserves	-
<b>Total community equity</b>	<b>149,746,212</b>

Cash and cash equivalents

Cash and cash equivalents increased to \$11,603,126 from a balance of \$10,942,161 at the close of the previous reporting month. Increases in cash balances were primarily driven by receipt of flood damage revenue as anticipated.

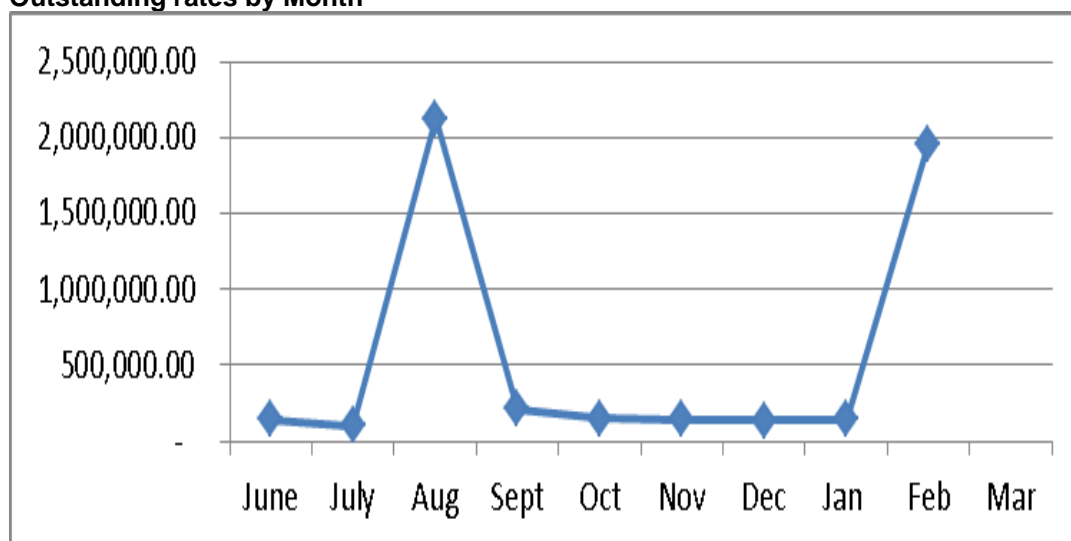
**Burke Shire Council - Cash Position 2015-16**

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 Repaid to BSC	\$ 1,278,672.70	\$ 501,986.46	\$ 12,916,373
Dec-15	\$ 10,159,647.38	2.8%	\$ -		\$ 935,353.02	\$ 500,240.72	\$ 11,595,241
Jan-16	\$ 10,184,982.69	2.8%	\$ -		\$ 296,361.61	\$ 460,228.89	\$ 10,941,573
Feb-16	\$ 10,207,814.98	2.96%	\$ -		\$ 889,993.71	\$ 504,728.98	\$ 11,602,538
Mar-16							
Apr-16							
May-16							
Jun-16							

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

Trade and other receivables

Receivables increased significantly in line with rates levies raised in the month of February.

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

Inventory sat at \$195,327 and other financial assets (GST paid) sat at \$33,671

Property Plant & Equipment

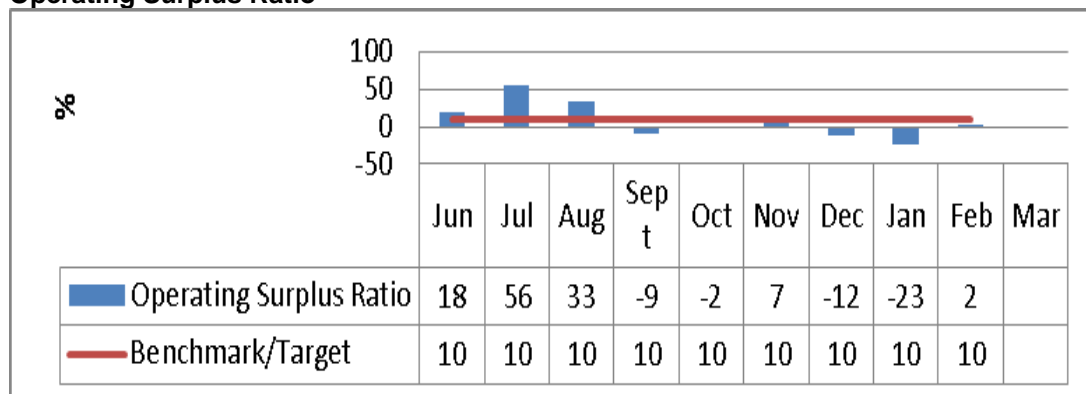
Capital works in progress expenditure increased to \$8,2million. Capital revenues received to date amount to \$3, 2 million.

Liabilities and Provisions

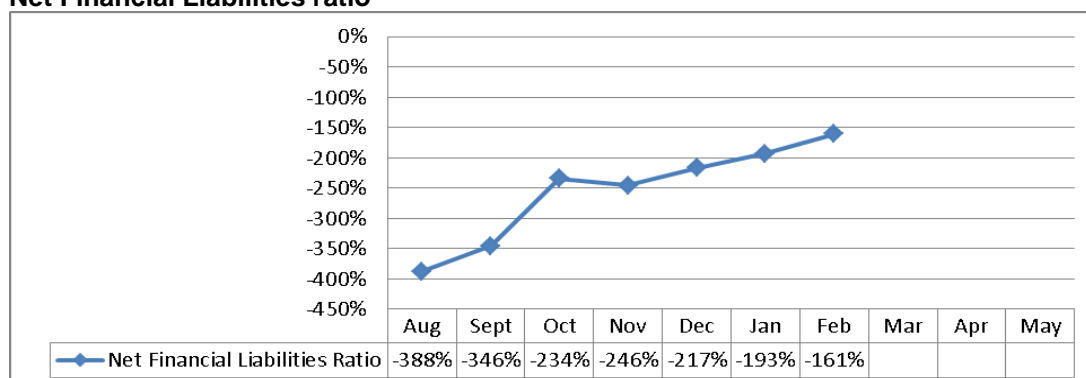
Total liabilities and provisions sit at \$1,1million.

### 3. MEASURES OF COUNCILS FINANCIAL SUSTAINABILITY

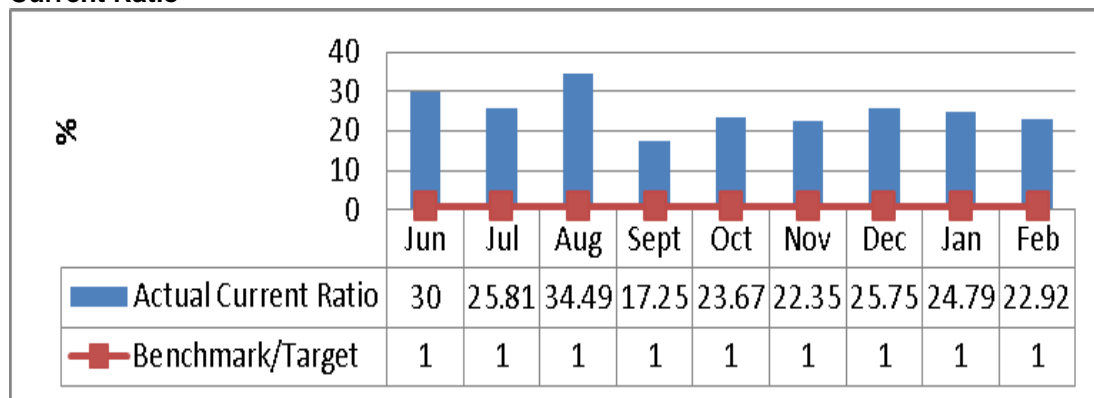
Measure	How the measure is calculated	Actual	Target
<b>Operating surplus ratio:</b> measures the extent to which operating revenue covers operational expenses	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	2%	Between 0% and 10%
<b>Asset sustainability 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.	319%	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)	-161%	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	22.92	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	22.55	This ratio should exceed 1:1

**Operating Surplus Ratio**

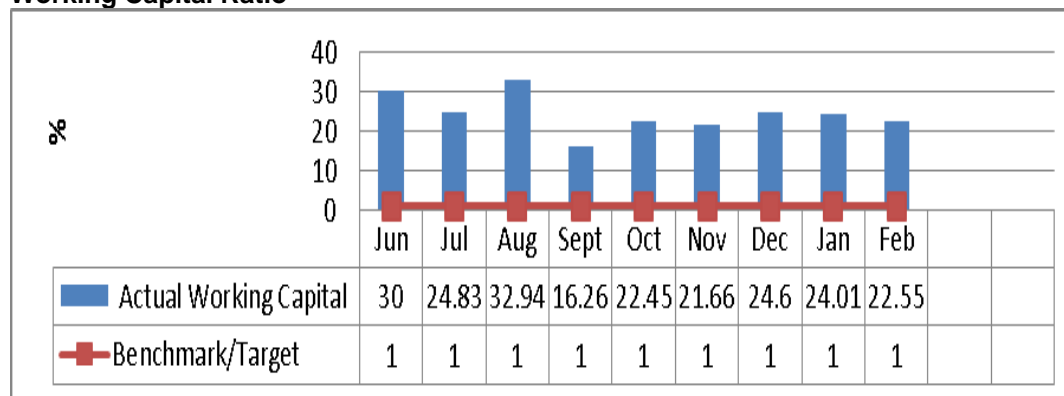
Council's **operating surplus ratio** sat at 2 at the end of the reporting period falling within the benchmark target range.

**Net Financial Liabilities ratio**

Council's **net financial liabilities ratio** continues to reflect an ability to meet liabilities and increase borrowings if required.

**Current Ratio**

The **current ratio** at the end of February was 22.92 against a target of 1 this ratio has been consistently above the target ratio through the year reflecting sufficient current assets to service short term obligations.

**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** – Council's year to date overall asset sustainability ratio sat at 319% 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. The ratio remains significantly high reflecting expenditure on renewal/replacement of flood damaged road infrastructure through NDRRA.

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

	29 February 2016 \$
<b>Cash flows from operating activities</b>	
Receipts from customers	4,129,062
Payments to suppliers and employees	- 6,304,185
	- <b>2,175,123</b>
Interest received	232,860
Rental income	145,240
Non capital grants and contributions	2,678,851
Borrowing costs	-
<b>Net cash inflow (outflow) from operating activities</b>	<b>881,828</b>
<b>Cash flows from investing activities</b>	
Net payments for property, plant and equipment	- 7,917,963
Grants, subsidies, contributions and donations	3,250,174
Proceeds from sale of property plant & equipment	217,909
<b>Net cash inflow (outflow) from investing activities</b>	- <b>4,449,880</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>Net increase (decrease) in cash and cash equivalent held</b>	- <b>3,568,052</b>
<b>Cash and cash equivalents at the beginning of the financial year</b>	15,171,178
<b>Cash and cash equivalents at end of the month (February 2016)</b>	<b>11,603,126</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 \$881,828 in operating activities. FAG grants received in the month of February contributed to increases in non capital grants and contributions. Rates and utilities receipts (approximately \$1.8million) are anticipated in the next reporting months.

Flood damage revenue received in the month of February (\$1.3million) reduced the negative cash flows from investing activities however 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. NDRRA receipts (approximately \$1.6million) for completed NDRRA works is anticipated in the next reporting months.

Cash and cash equivalents at the end of February increased by \$660,965 from the previous month reducing the year to date net decrease in cash from \$4,229,017 at the end of January to \$3,568,052 at the end of February.

5. OFFICER'S RECOMMENDATION

That Council notes the contents of the Finance Manager's March 2016 Monthly Report.

ATTACHMENTS

Nil

## 08 Chief Executive Officer Reports

---

### 08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

08.01.02 CEO Recruitment – Progress Report

08.01.03 Proposed Councillor Induction and Budget Timetable



## Chief Executive Officer Reports

## 08.01.01 Chief Executive Officer Report

---

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper – Council Meeting March 2016
DATE:	8 March 2016
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

---

## 1. COUNCIL'S KEY PLANNING DOCUMENTATION

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

Planning Docs	Comments	Status
Shire Planning Scheme	<p>Work is currently being undertaken on:</p> <ul style="list-style-type: none"> <li>- Assessment Levels appropriate to different types of proposed development in Burketown/Gregory and rural areas;</li> <li>- Scheme mapping for Burketown and Gregory;</li> <li>- Flood modeling for residential and commercial/retail sub-division development; establishment of free-boarding heights.</li> </ul> <p>Completion timeframe: Jun 2016-Sep 2016</p>	On track
Asset Management Plan	<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: 30 April 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: presented October 2015; The second quarterly review: presented January 2016.</p> <p>Council is tracking well in the implementation of the Operational and Corporate Plans.</p>	<p>Adopted Jul 15.</p> <p>1st quarterly review Oct 15</p> <p>2<sup>nd</sup> quarterly review Jan 16</p> <p>3<sup>rd</sup> quarterly review Apr 16</p>
Local Government Area Biosecurity Plans	<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>Re-release EOI for Working Group following Local Government Election</p> <p>Review Biosecurity Act delegations:</p> <ul style="list-style-type: none"> <li>- Council to CEO</li> <li>- CEO to employee / contractor</li> </ul> <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>Council to adopt 2<sup>nd</sup> quarterly budget reviews at March Council meeting.</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>
Budget 2016-2017 Operational Plan 2016-2017	<p>The budget and operational plan process for 2016-2017 incorporates the following sessions for Councillors:</p> <p>04 Apr 16:</p> <p>13 Apr 16: Economic Development Queensland presentation on post-ILUA Burketown development</p> <p>14 Apr 16: Operational Plan workshop; Asset Management Strategy; CapEx project prioritization (first cut)</p> <p>21 Apr 16: 3<sup>rd</sup> quarterly review of Operational Plan</p> <p>28 Apr 16: roads program and roads funding workshop; budget policies</p> <p>09 May 16: Rates information and rates modeling session</p> <p>10 May 16: Financial Sustainability session</p> <p>18 May 16: Operational Plan workshop, CapEx prioritization (second cut)</p> <p>15 Jun 16: final review of Operational Plan, Budget Policies, Budget</p>	On track
Business Continuity Plan & Risk Register	<p>The CRR was adopted by Council in October 2015.</p> <p>The BCP was adopted by Council in February 2016.</p>	Completed
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>The focus of the internal audit in 15-16 is on business continuity and on Asset Management.</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>	Compliant

## 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 Post-ILUA Projects	<p>31 Mar 16: Enter Agreement with Economic Development Queensland (EDQ) March 2016: agreement under review Complete relevant survey and mapping requirements (April 2016): surveyor organised</p> <p>30 Apr 16 Design guidelines for off-grid housing designs and</p>	Progress

	<p>incorporate into housing tenders: discussions underway with DILGP and EDQ representatives;</p> <p>30 Apr 16: Erosion Control Project: scope of works to be completed (April 2016) Burketown South: survey completed and trenching route for infrastructure installation scoped (May 2016);</p> <p>TBD (subject to EDQ engagement of contractor) Erosion Control Project: earthworks and stabilization to be completed (TBD) Burketown North sub-division: design, construct and project manage delivery of head works (TBD). Cultural Heritage requirements around development to be discussed and progressed (ongoing).</p> <p>Completion timeframe: ongoing</p>	
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
Asset Management: 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 and completed on 10 March 2016.</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> <p>Council has received the report for GRG. Awaiting report on BKT.</p>	Monitor
Burketown Cultural History Project	<p>First draft submitted. Author currently reviewing permissions around photographs.</p> <p>Completion timeframe: 29 February 2016</p>	First Draft completed

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>Emergent Works RFQs close on 16 March 2016.</p> <p>QRA to assess to full submission and claim in the coming months.</p>	On track
House 10: major renovations	Not yet commenced.	Monitor
Council Administration Office	Roof Replacement completed in November 2015	Completed
Gregory Community Hall	Renovations and upgrades completed in December 2015.	Completed
Pontoon	Installation completed.	Completed
NDRRA 2014 (TC Fletcher)	<p>The status of Council's 2014 NDRRA program is detailed below: BrkSC.16.14 (REPA):</p> <ul style="list-style-type: none"> <li>REPA Approved Value \$8,224,626.00 (excl. GST). This value represents the total eligible amount less Council's trigger point contribution of \$23,108.00.</li> </ul> <p>Contract for <b>Earthworks</b> component awarded by Council at the April Council meeting. 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: Status: <u>completed</u></p> <p>Contract for the <b>concrete and gabion</b> component awarded to D&amp;D Concrete Services on 17 September 2015. Status: <u>completed</u></p> <p>Completion timeframe: November 2015</p>	Completed
Roads Programs – 3-5 year infrastructure plan	<p>3 year road program drafted.</p> <p>Completion timeframe: road program and road funding workshop to be presented to new Council on 28 Apr 16</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>Council will proceed with ROPS RFQ for Town Planning and Surveying services in May 2016.</p>	Timeframe revised
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: delayed. Review timing post-election</p>	Monitor

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>	No update
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>Project concept design completed. Project costed. Pre-lodgement discussions with Referral Agencies have taken place. Further work on how Council will satisfy</p> <p>Timeframe: Awaiting CapEx prioritization under new Council.</p> <p>Funding source: project suitable for a Queensland Tourism Infrastructure Fund (QTIF) grant</p>	On track
Sewerage Treatment Plant Re-design	<p>Project designed with preliminary costings received.</p> <p>Council has submitted an application to amend the Environmental Authority regulating wastewater operations to reflect proposed designs.</p> <p>Timeframe: Awaiting CapEx prioritization under new Council</p> <p>Funding source: project suitable for a Local Government Grants and Subsidies Program (LGGSP) grant or Building our Regions grant</p>	On track

Solar energy for WTP in Gregory	<p>Project design completed. Project costed.</p> <p>Timeframe: Awaiting CapEx prioritization under new Council; Land tenure dependent. Council has commenced negotiations with Waanyi in relation to the acquisition of this land.</p> <p>Funding source: project suitable for a Local Government Grants and Subsidies Program (LGGSP) grant or Building our Regions grant</p>	Subject to land acquisition
STP/WTP Telemetry	<p>Project designed and costed.</p> <p>Scope of works confirmed. This tender is planned for release in April 2016.</p> <p>Funding: own-source funding. No suitable co-contribution identified at this stage</p>	On track
Gregory Landfill	<p>The Site Based Management Plan for this site has been completed. To progress further, Council needs to acquire freehold tenure over the land. This will enable Council to register the site. These items are being progressed with DNRM and EHP.</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

#### 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 November 2016.

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

##### The Mobile Black Spot Programme Round 2

Applications for Round 2 of the Mobile Black Spot Programme close on 14 June 2016 with successful applicants likely to be announced in late 2016.

## 5. DISASTER MANAGEMENT

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

Reporting/Meeting requirements	Status
2014-2015 1 <sup>st</sup> 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 & Jan 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 required to adopt a new Biosecurity Plan. This plan will need to be compliant with the Biosecurity Act 2016, which will come into force on 1 July 2016. Training and education sessions are being planned around the new Act and the impact that this will have on Plan requirements.

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. This EOI will need to be re-released due to low levels of response.

King and Co have released a list of potential delegations under the Biosecurity Act (from Council to CEO, from CEO to contractor/employer). Council will consider these delegations in April 2016.

## 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 closed. The following candidates nominated

Mayor	Councillor
Ernie Camp	Paul Poole
	Rosita Wade
	Kelly Gardner
	John Clarke
	Annie Clarke
	Tonya Murray
	Kenneth Booth
	John Yanner

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>
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
EDQ	Brisbane	25 February 2016	Mayor, Deputy Mayor, CEO
ATSIL/DNRM	Brisbane	25 February 2016	Mayor, Deputy Mayor, CEO
Employment Office	Brisbane	26 February 2016	Mayor, Deputy Mayor, CEO
Preston Law	Cairns	29 February 2016	Mayor, Deputy Mayor, CEO
GHD	Cairns	29 February 2016	Mayor, Deputy Mayor, CEO

## 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 CEO Recruitment – Progress Report

DEPARTMENT: Office of the CEO

RESPONSIBLE OFFICER: Philip Keirle; Chief Executive Officer

FILE NO: Business Paper – Council Meeting 17 March 2016

DATE: 7 March 2016

LINK TO COUNCIL PLAN/S: NA

## 1. PURPOSE (Executive Summary)

To provide Councillors with a progress report on the Chief Executive Officer recruitment process.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

The table below provides an overview of activity to date in the CEO recruitment process. The aim has been to ensure pre-election recruitment generates as wide an interest in the role as possible, thereby providing the new Council with the ability to commence long-listing, short-listing, negotiation and appointment procedures once sworn into office.

CEO Recruitment - current timetable			
Item	Details	Day	Date
1	Incumbent CEO provides notice of intention not to renew contract	Thursday	21-Jan-16
2	Mayor, Deputy Mayor discuss recruitment process with Department of Local Government Representatives (Peter Whiting and Jo Stephenson)		Jan 2016
3	RFQs for Recruitment Agencies released	Monday	25-Jan-16
4	RFQs for Recruitment Agencies submitted and reviewed	Monday	25-Jan-16
		Wednesday	27-Jan-16
		Thursday	28-Jan-16
5	Follow-up with LGMA (Peta Irvine) and LGAQ (Greg Hoffman, Tony Goode) in relation to latest developments on industry standards related to CEO recruitment and contracting.	Tuesday	2-Feb-16
6	CEO discusses recruitment process with Department of Local Government.	Tuesday	2-Feb-16
7	Notification to unsuccessful agencies	Tuesday	2-Feb-16
8	Recruitment process awarded to successful agency	Tuesday	2-Feb-16
9	Current LGAQ/LGMA-endorsed contract forwarded to Recruitment Agency for review.	Thursday	4-Feb-16
10	Recruitment process update provided to Councillors	Friday	5-Feb-16
11	PD and Advertising copy circulated to Councillors	Thursday	11-Feb-16
12	Advertising Copy and Remuneration range confirmed	Friday	12-Feb-16
13	Position Description Confirmed	Friday	12-Feb-16
14	Advertising goes live	Monday	15-Feb-16
15	Progressive rating and ranking of incoming applications	Monday	15-Feb-16

16	Phone and Video assessment of applicants commences	Tuesday	22-Feb-16
17	105 Applicants; 23 ranked 75% or higher; 34 not rated as yet;	Monday	7-Mar-16

### 3. PROPOSAL

Following the announcement of the outcome of the Burke Shire Council Local Government election (to be held on 19 March 2016), Councillors will be asked to confirm the method for appointing the next Chief Executive Officer of the Burke Shire Council. Councillors will need to confirm which components or stages of the appointment process will be delegated.

CEO Recruitment - proposed timetable			
18	Local Government Election	Saturday	19-Mar-16
19	Closure of Applications for Position at 12.00pm	Monday	21-Mar-16
20	Report prepared by Recruitment Agency	Friday	1-Apr-16
21	Post-election Council Meeting: determination of scope/extent of delegation of negotiation and appointment powers; Agency to present Long-List to Council (top 10-12); Agency to present provisional Short-List to Council (top 5);	Monday	4-Apr-16
22	Council confirms/amends shortlist; Behavioural Tests issued to short-listed candidates; Agency sets-up candidate interviews	Thursday	7-Apr-16
23	Behavioural Testing returned, assessed and provided to Council	Monday	11-Apr-16
24	CEO Recruitment Update provided to Councillors during workshop	Wednesday	13-Apr-16
25	Face-to-Face interviews from 15th to 19th April 2016	Fri - Tues	19-Apr-16
26	Council update on interview stage of CEO recruitment	Wednesday	20-Apr-16
27	Council meeting: endorse the committee's recommendation	Thursday	21-Apr-16
28	Verbal offer made (preferred candidate to review contract)	Friday	22-Apr-16
29	Negotiation/Acceptance (week beginning 26 April)	Tuesday	26-Apr-16
30	New CEO commences role in Burketown (earliest anticipated start date)	Monday	6-Jun-16
31	Incumbent CEO contract concludes	Friday	24-Jun-16

### 4. FINANCIAL & RESOURCE IMPLICATIONS

Recruitment processes budgeted for in the 2015-2016 budget.

### 5. POLICY & LEGAL IMPLICATIONS

Section 194 of the Local Government Act 2009 provides as follows:

- (1) A local government must appoint a qualified person to be its chief executive officer.
- (2) A person is qualified to be the chief executive officer if the person has the ability, experience, knowledge and skills that the local government considers appropriate, having regard to the responsibilities of a chief executive officer.
- (3) A person who is appointed as the chief executive officer must enter into a written contract of employment with the local government.
- (4) The contract of employment must provide for—
  - (a) the chief executive officer to meet performance standards set by the local government; and
  - (b) the chief executive officer's conditions of employment (including remuneration).

6. CRITICAL DATES & IMPLEMENTATION

19 Mar 2016: Local Government Election  
16 Jun 2016: Proposed Budget adoption date

7. CONSULTATION

Department of Local Government  
Local Government Association of Queensland  
Local Government Manager's Association  
Employment agencies

8. CONCLUSION

The report is provided in the interests of keeping Councillors up to date with the recruitment process for this important position at Council. Councillors will be provided with a further update and request for direction at the post-election Council meeting scheduled for 4 April 2016.

9. OFFICER'S RECOMMENDATION

That Council notes the contents of this report.

ATTACHMENTS

NA

## Chief Executive Officer Reports

### 08.01.03 Proposed Councillor Induction and Budget Timetable

---

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Chief Executive Officer
FILE NO:	Business Paper – 17 March 2016 Council Meeting
DATE:	7 March 2016
LINK TO COUNCIL PLAN/S:	Budget, Operational Plan, Corporate Plan

---

1. PURPOSE (Executive Summary)

To propose a post-election Councillor Induction and Budget Timetable.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Local Government Elections will be held on 19 March 2016. Following this election, and within a fairly short timeframe, Councillors will be asked to review and revise some of Council's major planning documentation. In the third week of June 2016, Councillors will be asked to adopt the 2016-2017 Operational Plan, the 2016-2017 Budget and associated Budget policies. To operate effectively in this tight timeframe, it will be necessary for Councillors to participate in a variety of education and planning days.

3. PROPOSAL

That Council notes the content of the "Councillor Induction and Budget Timetable" with a view to providing feedback on the document. The intent will be to present this timetable and lock-in dates with the new Council at the post-election Council meeting, which is scheduled to be held on Monday 4 April 2016.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable

5. POLICY & LEGAL IMPLICATIONS

The proposed "Councillor Induction and Budget Timetable" aims to assist the Burke Shire Council in upholding the Local Government Principles and to discharge a variety of other roles, responsibilities and requirements outlined in the Local Government 2009 and the Local Government Regulation 2012 as these relate to the following:

- Roles and responsibilities of:
  - Local Government
  - Councillors
  - Mayor
  - Chief Executive Officer
    - Recruitment
  - Local Government employees
- Councillor entitlements
- Local Laws

- Ethical Behaviour and decision making
  - Registers of Interest;
  - Material Personal Interest
  - Conflicts of Interest
  - Use of Information by Councillors
  - Processes for Dealing with Complaints about Councillors
  - Councillor conduct:
    - Inappropriate Conduct
    - Misconduct
    - Corrupt Conduct
- Financial Planning Documentation:
  - Five-year Corporate Plan
  - Long-term Asset Management Plan
  - Long-term Financial Forecast
  - Annual Budget
  - Annual Operational Plan
- Financial Accountability:
  - Financial Statements
  - Asset Register
  - Annual Reports
  - Audit Committees
- Financial Policies
  - Investment Policy
  - Debt Policy
  - Revenue Policy
- Rates
  - Revenue Statement
  - Differential General Rates
  - Service Charges
  - Cost Recovery

## 6. CRITICAL DATES & IMPLEMENTATION

Confirmation of the proposed Councillor Induction and Budget Timetable on 4 May 2016 would be appropriate.

## 7. CONSULTATION

Regional CEOs  
Department of Local Government  
Local Government Association of Queensland  
Internal: past Council practices

## 8. CONCLUSION

In order for Councillors to effectively discharge their responsibilities under Local Government legislation, it will be necessary for Councillors to understand the process and content requirements for adopting key Financial Planning Documentation for the 2016-2017 financial year. The proposed timetable is designed to assist in this process.

## 9. OFFICER'S RECOMMENDATION

That Council notes the contents of this report;

## ATTACHMENTS

1. Councillor Induction and Budget Timetable



160306 - Draft  
Councillor Induction a



DILGP -  
Councillor-Resource-t

2. DILGP - Councillor Resource Toolkit

## 09 Late Item Reports

---

09. Late Item Reports

09.01 Budget Revision



## Late Item Reports

### 09.01 Budget Revision

---

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Council Meeting – March 2016
DATE:	17 March 2016
LINK TO COUNCIL PLAN/S:	Operational plan, Budget

---

#### 1. PURPOSE (Executive Summary)

This report presents the revised budgeted position of Council including requested budget amendments for 2015/16. This report also presents the revised Long Term Financial Forecast.

In accordance with s169 Local Government Regulation 2012, the following documents form part of this report:

- Revised 2015/16 Statement of Comprehensive Income,
- Revised 2015/16 Budgeted Statement of Cash Flows,
- Revised 2015/16 Budgeted Statement of Financial Position
- Revised 2015/16 Statement of Changes in Equity (presented on Statement of Financial position)
- Long term Financial Forecast

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council considered the proposed revisions to the 2015-16 Budget on 18 February 2016 at the Ordinary Council meeting.

#### 3. PROPOSAL

That Council endorses revised changes to the 2015-16 Budget and Long Term Financial Forecast.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

This recommendation requires a change to the current year's budget as well as to the Long Term Financial Forecast. This revised budget indicates that Council will increase its net surplus in the 2015-16 financial year.

#### 5. POLICY & LEGAL IMPLICATIONS

The budget review and amendment process is compliant with the Local Government Act 2009 and Local Government Regulation 2012.

#### 6. CRITICAL DATES & IMPLEMENTATION

The Ordinary Council meeting in March 2016 is an appropriate time for Council to complete this budget revision and amendment process.

7. CONSULTATION

Councillors  
Executive Management Group

8. OFFICER'S RECOMMENDATION

That Council adopts the Revised Budget for 2015-16 and Long Term Financial Forecast in accordance with ss169-170 of the Local Government Regulation 2012.

ATTACHMENTS

1. Revised 2015/16 Statement of Comprehensive Income



Comprehensive  
Income.pdf

2. Revised 2015/16 Budgeted Statement of Cash Flows



Cash Flow  
Statement.pdf

3. Revised 2015/16 Budgeted Statement of Financial Position



Financial Position.pdf

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

---

### 10.01 Notices of Motion

None received at time of agenda preparation

### 10.02 Petitions

None received at time of agenda preparation

## 11 Mayoral Report

---

Report to be provided to meeting.

## 12 Councillor Reports

---

Councillors will provide reports to the meeting.

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

---

Recommendation (if required)

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

## 14 Closed session reports

---

### 14.01 Closed Session - Visitor Information Centre

## 15 Deputations and presentation scheduled for meeting

---

None scheduled for meeting.

## 16 Closure of meeting

---

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 21<sup>st</sup> April 2016.