



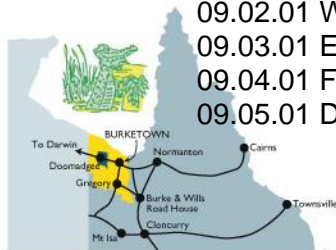
Phone: 07 4745 5100
Fax: 07 4745 5181
office@burke.qld.gov.au

Musgrave Street Burketown
PO Box 90
BURKETOWN QLD 4830

*Agenda and Business Papers
Burke Shire Council Ordinary General Meeting
Thursday 21st April 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

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01 Opening of Meeting

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

02 Record of Attendance

Members Cr Ernie Camp, Mayor - Chair
 Cr Paul Poole, Deputy Mayor
 Cr John Clarke
 Cr John Yanner
 Cr Tonya Murray

Officers Philip Keirle; Chief Executive Officer
 Nils Hay; Deputy CEO
 Chris Rohan; Works Manager
 Brett Harris; Workshop Fleet Manager
 Simbarashe Chimpaka; Finance Manager (via Telephone)
 Martin Powley; Executive Officer
 Madison Marshall; Executive Assistant (Minutes)

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 17 March 2016 and Post Election Meeting Monday 4 April 2016

Recommendation

That the Minutes of the General Meeting of Council held on Thursday 17 March 2016 and the Minutes of the Post Election Meeting Monday 4 April 2016 as presented be confirmed by Council.



160317 Unconfirmed
Minutes.docx



160404 Unconfirmed
Minutes - Post-electio

06 Condolences

None received at close of agenda.

07 Declaration of Interests

08 Consideration of Notice(s) of Motion and Petitions

08.01 Notices of Motion

None received at time of agenda preparation

08.02 Petitions

None received at time of agenda preparation

09 Executive Management Team Reports

09. Executive Management Team Reports

09.01.01 Works and Services Monthly Update Report

09.02.01 Work Shop and Fleet Report

09.03.01 Executive Officer Report

09.04.01 Finance Monthly Update

09.05.01 Deputy Chief Executive Officer Report

Works and Services Reports

09.01.01 Works and Services Monthly Update Report

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Works Manager
FILE NO:	BCS/G/CM/R/WM
DATE:	15 th April 2016
LINK TO COUNCIL PLAN/S:	Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include (up to 15th April 2016):

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

Training:

- Working at Heights and Confined Spaces training.

Works for upcoming month:

- TIDS.
- RMPC.
- Emergent works.

RMPC

2015-16	Allocation	Claim March	Funds Remaining
Schedule 1	\$336,183.22	\$30,151.89	\$223,019.07
Schedule 2	\$191,885.80	\$10,997.40	\$3,926.16
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	\$41,149.29	\$226,945.23

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 March 2016

The declaration of the recent weather event prior to Easter has resulted in further road damage data pickups, this collection has been completed over the last two weeks. GBA has been engaged to complete these pickups and prepare the NDRRA submission on behalf of Burke Shire Council.

The three emergent works packages were commenced on the 11th April and continue to make good progress. To date, emergent works have now been completed on the Century to Lawn Hill Road, the National Park Road and the Escott Road. It is anticipated that both the South West and Eastern packages will be completed by the 22nd Apr.

Some minor components of the emergent works were initially undertaken by council, in particular on the Gregory-Lawn Hill Road, the National Park Road, Nugaburra and the Riversleigh Road, however, these works have had to be redone with the follow up rain from the March event.

Road Closures

The Burke Shire Council Road report is updated daily (including weekends if required) with this information available on the Council Website. Despite continuing complaints about road closures and the traveling past a restricted road request system, we have only received 17 requests of which all have been approved. The system of permitting is simple and available online with permits generally being approved in a matter of hours.

WHS Incidents

No incidents reported through the reporting period.

TIDS

The Burke Shire Council has been given approval through the RRTG-TC to reallocate half of the current financial year's funding to other members of the roads group. With the doubling of funding made available to the Burke Shire Council by the State Government in the current financial year, the environmental impacts of firstly drought followed by a late wet was always going to challenge the ability of Council to complete planned works.

The reallocation of funding in the current financial year allows us to complete and acquit funding in line with an adjusted agreement; however, the allocation for the financial year 16/17 will be increased by the offset amount of \$400k. This will allow Burke Shire Council to complete the entire TIDS allocation (\$1.6m) from years 15/16 and 16/17 in the period from May through September.

Reseals

Planning for reseals continues with GBA providing guidance on reseal locations and overlaying this plan with the current NDRRA claim.

Suspicious Dog Deaths

Four dogs have died in suspicious circumstances over the reporting period. Of the four reported, one has had tissue samples taken and sent for pathological testing to ascertain cause of death. The testing has been targeted based on the likelihood that each of the dogs died in similar circumstances in close succession by ingestion of poison.

A pathology report is expected back in the next 90 days.

2. RANGER

Litter Management

Camping areas have been kept clean with campers and travellers continuing to make use of the shire skips.

Animal Control

One puppy was captured at the caravan park and detained in the pound (15 Apr). Dogs continue to be an issue in and around the caravan park and the Ranger is working with the owners of the caravan park to discourage campers from feeding stray dogs.

Traps will be set to continue to target nuisance animals in both Gregory and Burketown.

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, in the interim, the dog owner has been issued with a regulated dog notice.

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

3. PARKS AND GARDEN

Programed works

- Working with weekly program.
- Nothing significant to report.

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 March 2016:

DAILY READING WTP BURKETOWN –TOTAL USAGE – 11454 KL		
	DAILY USAGE	OUTFLOW TO TOWN LITRES/SECOND
HIGHEST DAILY USAGE	851 kl	Avg –10.5 L p/s
LOWEST DAILY USAGE	154 kl	Avg – 2.26 L p/s

DAILY READING WTP GREGORY–TOTAL USAGE – 3948KL		
	DAILY USAGE	OUTFLOW TO TOWN LITRES/SECOND
HIGHEST DAILY USAGE	291 kl	Avg - 5.8 L p/s
LOWEST DAILY USAGE	27.1kl	Avg - 0.9 L p/s

Gregory Water Treatment Plant.

- Gregory had been experiencing water issues. We have cleaned the pump well and the inlet pipe to see us through the remainder of the wet season. Pump well needs to be de-silted as we had a blockage before Easter weekend.
- The two new pumps for Gregory River Pump Well have arrived. We will keep on hand to replace after wet or when needed.

Water Reticulation Gregory

- Bidungu reserve has ongoing issues with water leaks. This will require trade assistance to determine an immediate and longer term solution.
- Future works
 - Park sprinklers to be installed

Sewerage

- Sewer samples failed. Ecoli being very high 9000 CFU/100mL guideline <1000CFU/100mL
- Suspended solids 3 mg/L Guideline <30mg/L.

State wide Water Information Management (SWIM)

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

Burketown Water Treatment

- Total Water Usage: 11454 kl.
- Plant running smoothly with no interruptions to service supply.
- Chlorine-Situ system operating without any issues.
- Incident on the 20-3-6 has been resolved. Required to change a setting on the dialog to shut off chemical dosing pumps if water flow not detected.

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

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.

Airport

- Airport manual operations is currently being reviewed and updated.

Weather Station.

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

REX Airlines

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

Cemetery

- Nothing significant to report.

6. OFFICER'S RECOMMENDATION

That Council notes the contents of the Works Manager's monthly update.

ATTACHMENTS

Nil

Workshop and Fleet Reports

09.02.01 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: 11th April 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
426	Low Loader	Deck, side shift ram, hoses	No	16 hrs	Old
480	Western Star	Brakes, torque rod bushes	No	16 hrs	Old
481	Water Tanker	Brakes and bearings	Yes	16 hrs	Annual maintenance
494	Forklift	Lights and hazard lamp	No	2 hrs	Check over
524	2wd Hilux	65K service	Yes	2 hrs	Scheduled
528	Genset-Gregory Depot	Fuel leaks	No	6 hrs	Persistent
529	John Deere Mower	Spindle, punctures	No	3 hrs	Wear
530	Hilux Extra Cab	Starter motor	No	3 hrs	Age
533	Zero Turn Mower	Gauge wheels, blades	No	2 hrs	Wear
539	Hilux TF	50K service and tyres	Yes	2 hrs	Scheduled
544	Job Truck	90K service, brake pads	Yes	8hrs	Scheduled
546	Kubota Tractor	750 hr service	Yes	4 hrs	Scheduled
547	Kubota Tractor	Tyres and linkages	No	16 hrs	Staked and rough
548	Excavator	Check over and clean	No	4 hrs	Prepare for use
551	Western Star	Hyd filters and air leaks	Yes	3 hrs	Scheduled
566	Landcruiser- Ranger	45K service	Yes	2 hrs	Scheduled
568	Kioti Mower	Deck and spindle	No	6 hrs	More use now
572	Job Truck	Water in fuel	No	4 hrs	Water in tank
584	Landcruiser-RS	40K service	Yes	3 hrs	Scheduled
586	Hilux-Spare	30K service	Yes	2 hrs	Scheduled
591	Hilux Gregory	5K service	Yes	2 hrs	Scheduled
593	Isuzu NPR75-190	Induction and setup	Yes	8 hrs	Scheduled
	Plant hire rates	Review	Yes	8 hrs	Annual review
	Wharf lights	Battery	No	2 hrs	Battery needed help
	River cameras	Attempt to get working	No	10 hrs	Send for repair
	Whippers and mowers	Keep operational	No	12 hrs	Heavy use

2. TENDER UPDATE

From the 2015-16 Budget

- Water Truck- Ordered 27-1-16 expect delivery late April
- Job Truck- Inducted and operational
- Multi tired Roller- Moved to next year
- Forklift- Resolution today
- Waste Transfer Bins- To be EOI/let x 3

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Plant Replacement Program



16-17 - Five Year (5)
Plant Replacement Sc

2. Schedule of Major Plant Servicing



Major Plant Service
Schedule.xls

3. Plant Running Costs



Plant Running
Costs.pdf

Executive Officer Reports

09.03.01 Executive Officer Report

Refer to the Deputy CEO Report.

Finance Reports

09.04.01 Finance Monthly Update

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Council Meeting Report – Finance Monthly Update Report
DATE:	21 April 2016
LINK TO COUNCIL PLANS	Operational Plan, Budget

1. STATEMENT OF COMPREHENSIVE INCOME

	YTD Actual 2015-16 \$	YTD Budget 2015-16 \$	% YTD Budget	Annual Budget 2015-16
Income				
Revenue				
Recurrent Revenue				
Rates, levies and charges	3,624,475	2,711,475	34%	3,615,300
Fees and charges	71,406	65,460	9%	87,280
Rental income	163,520	168,750	-3%	225,000
Interest received	264,342	266,250	-1%	355,000
Sales revenue	822,656	827,045	-1%	1,102,727
Other income	201,522	167,348	20%	223,130
Grants, subsidies and donations	2,678,851	2,320,876	15%	3,094,501
Total Recurrent Revenue	7,826,772	6,527,204	20%	8,702,938
Capital revenue				
Grants, subsidies and donations	4,326,241	5,400,750.00	-20%	7,201,000
Total Revenue	12,153,013	11,927,954	2%	15,903,938
Capital income	-	-		-
Total Income	12,153,013	11,927,954	2%	15,903,938
Expenditure:				
Recurrent Expenditure				
Employee benefits	2,737,283	2,865,000	-4%	3,820,000
Materials and services	3,330,733	3,119,250	7%	4,159,000
Finance costs	10,131	11,250	-10%	15,000
Depreciation and amortisation	2,489,477	2,489,477	0%	3,319,302
	8,567,624	8,484,977	1%	11,313,302
Capital expenses				-
Loss on disposal of property, plant and equipment	-	-		-
Total expenditure	8,567,624	8,484,977	1%	11,313,302
Net Result	3,585,390	3,442,977	4%	4,590,636

*** Year to date actual results have been compared to pro rata budget figures and annual budget estimates. Year to date results show a net surplus of \$3,585,390 however total operating expenditure exceeds total operating revenue (year to date operating deficit of \$740,852)*

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

Rates and utility charges are on track with annual budget estimates slightly exceeding annual estimates by approximately \$9,000. The variance mainly relates to fewer discounts granted for payment of rates and utility charges within the discount period than anticipated.

Fees and charges

Fees and charges are on track with annual budget forecasts and are slightly exceeding pro rata budget estimates.

Rental Income

Rental income is slightly (2%) below pro rata budget estimates however largely close to meeting annual budget estimates

Interest

Investment interest is slightly (1%) below pro rata budget estimates however largely close to meeting annual budget estimates as surplus cash has been deposited into QTC investment account increasing the principle amount which should push the interest earnings upwards in the progressive months.

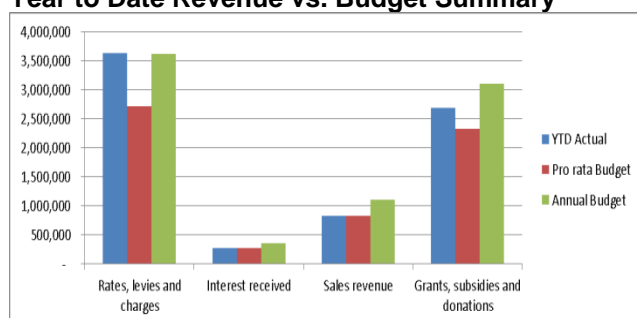
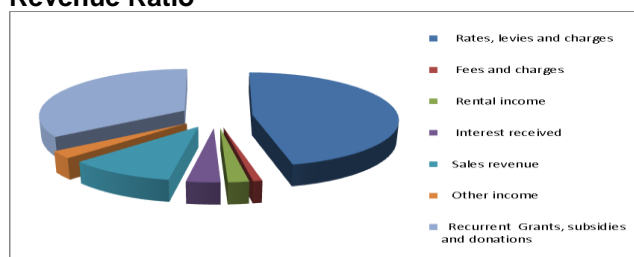
Sales Revenue

Sales revenue is slightly (2%) below pro-rata budget estimates however tracking very close to annual estimates. Progressive claims for RMPC works will be lodged bringing sales revenue in line with budget estimates. Increases in sales revenue from the previous month were mainly driven by RMPC claims and recoverable works revenue.

Grants, Subsidies, Contributions and Donations

Non Capital Grants, Subsidies, Contributions and Donations sit 15% above pro rata estimates largely due to timing differences, revenue is on track with annual forecasts, outstanding FAG grants for the last quarter will bring year to date revenue to budget estimate.

Capital revenue still sits below pro rata budget estimates primarily due to timing differences. Major outstanding capital revenues include approximately \$1.6 million dollars in flood damage revenue, \$800,000 in TIDS revenue and \$750,000 in Drought Communities grants. Receipt of these capital grants should bring year to date results to budget

Year to Date Revenue vs. Budget Summary**Revenue Ratio**

***Rates revenue as a percentage of total operating revenue as at the end of March sat at 46%.

Non recurrent Grants, subsidies and donations represent the second largest operating revenue stream at the end of March at 36%.

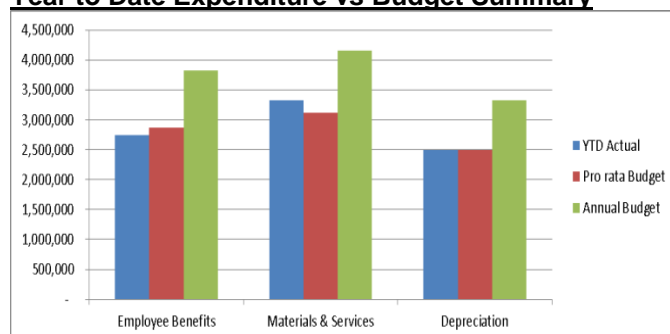
Recurrent ExpenditureEmployee benefits

Employee benefits are slightly below (4%) pro rata budget estimates and slightly below previous financial year, year to date results.

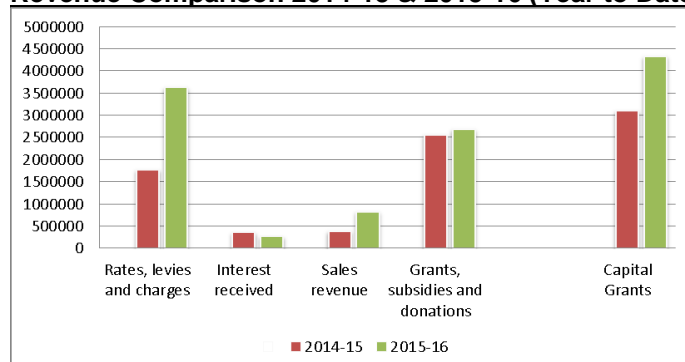
Materials and services

Overall year to date materials and services expenditure is slightly above pro rata budget estimates this is primarily due to timing differences however most materials and services expense budget lines are within annual budget allocations.

Year to Date Expenditure vs Budget Summary

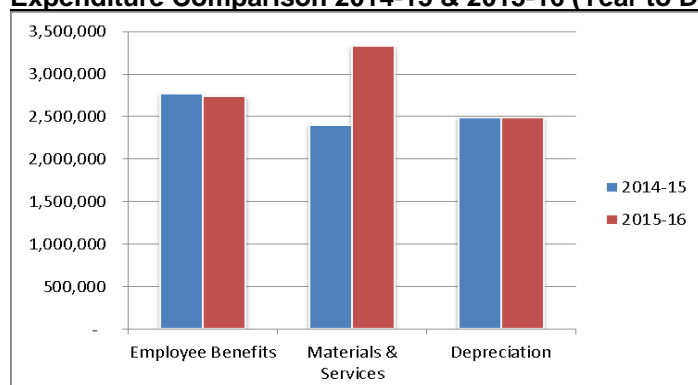


Revenue Comparison 2014-15 & 2015-16 (Year to Date Results)



Comparatives show increases in revenue across all major revenue streams except investment interest.

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



Comparatives with previous year results show a slight decrease in expenditure on employee benefits but an increase in materials and services.

2. STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2016

	Actual 2016
Current assets	
Cash and cash equivalents	13,685,722
Trade and other receivables	341,079
Inventories	216,650
Other financial assets	- 44,832
Total current assets	14,198,619
Non-current assets	
Property, plant and equipment	136,898,326
Total non-current assets	136,898,326
Total assets	151,096,945
Current liabilities	
Trade and other payables	114,393
Provisions	453,615
Other current liabilities	-
Total current liabilities	568,008
Non-current liabilities	
Trade & Other Payables	-
Provisions	578,897
Total non-current liabilities	578,897
Total liabilities	1,146,905
Net community assets	149,950,040
Community equity	
Shire Capital	66,084,771
Asset revaluation reserve	74,114,951
Retained surplus	9,750,318
Other Reserves	-
Total community equity	149,950,040

Cash and cash equivalents

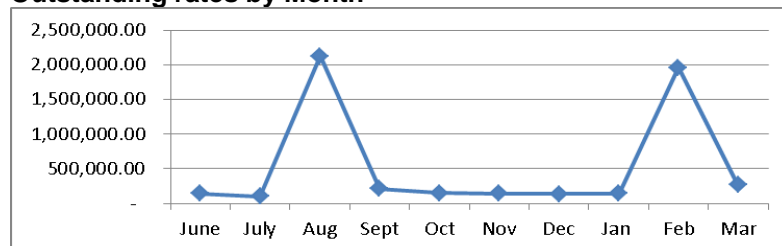
Cash and cash equivalents increased to \$13,685,722 from a balance of \$11,603,126 at the close of the previous reporting month. Increases in cash balances were primarily driven by receipt of rates revenues as anticipated. Surplus cash of \$2, 5 million was invested in QTC cash fund.

Burke Shire Council - Cash Position 2015-16							
Month	Queensland Treasury Corporation	Annual Effective Rate	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	\$ 12,734,903.14	3.06%	\$ -		\$ 452,230.00	\$ 498,000.56	\$ 13,685,134
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 decreased significantly in line with rates receipts received in the month of March as anticipated. Rates discounts were applied for payments received within the discount period.

Outstanding rates by Month

Rates receivables reduced significantly as most ratepayers paid their rates within the discount period. A total of \$373,288 in rates and utility charges has been allowed against a budget estimate of \$385,400.

Inventories & Other Financial Assets

Inventory sat at \$216,000

Property Plant & Equipment

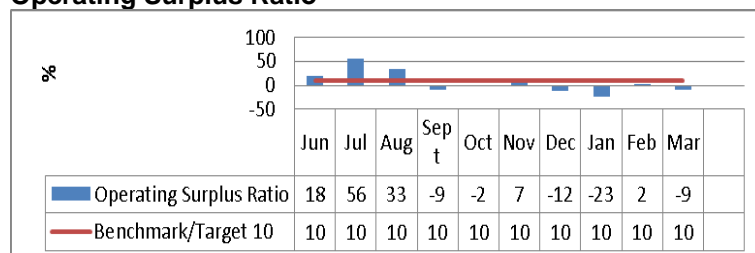
Capital works in progress expenditure increased slightly to \$8,3million.

Liabilities and Provisions

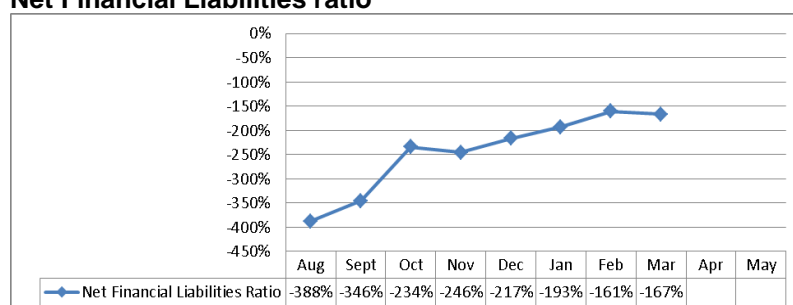
Total liabilities and provisions remain largely unchanged from the previous month sitting at approximately \$1,1million.

3. MEASURES OF COUNCILS FINANCIAL SUSTAINABILITY

Measure	How the measure is calculated	Actual	Target
Operating surplus ratio: measures the extent to which operating revenue covers operational expenses	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-9%	Between 0% and 10%
Asset sustainability ratio: Measures the extent to which infrastructure assets are being replaced as they reach the end of their useful lives	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	288%	greater than 90%
Net financial liabilities ratio: Measures the extent to which the net financial liabilities of Council can be serviced by operating revenues	Total liabilities less current assets divided by total operating revenue (excluding capital items)	-167%	not greater than 60%
Current ratio: Measures Council's ability to meet short term obligations from cash and liquid financial assets	Current assets divided by current liabilities	25.00	This ratio should exceed 1:1
Working capital ratio: Measures the extent to which Council has liquid assets available to meet short term financial obligations	Unrestricted current assets divided by current liabilities	24.69	This ratio should exceed 1:1

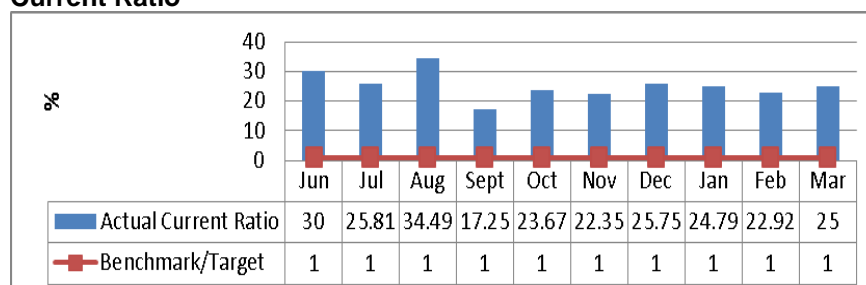
Operating Surplus Ratio

Council's **operating surplus ratio** sat at -9 at the end of the reporting period falling outside of the benchmark target range.

Net Financial Liabilities ratio

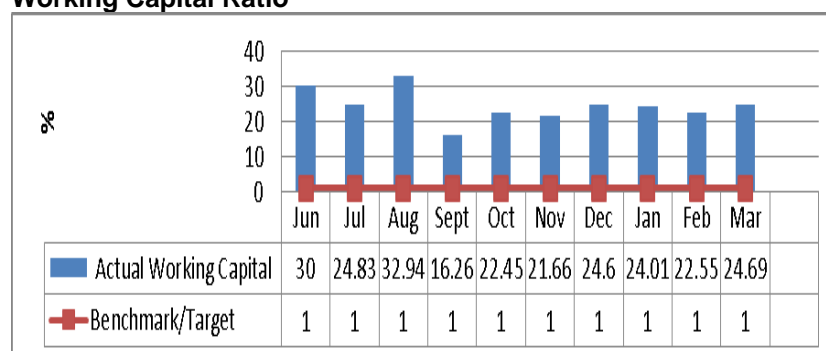
Council's **net financial liabilities ratio** continues to reflect an ability to meet liabilities and increase borrowings if required. It should be noted that this result is largely influenced by non source revenue i.e. non capital grants, subsidies contributions and donations. External revenues contribute significantly towards Councils ability to meet it liabilities and obligations.

Current Ratio



The current ratio at the end of March increased from 22.92 to 25 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 – Councils year to date overall asset sustainability ratio sat at 288% 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

	Actual	Budget
Cash flows from operating activities		
Receipts from customers	5,811,384	6,149,878
Payments to suppliers and employees	- 6,914,365	- 7,994,961
	- 1,102,981	- 1,845,083
Interest received	264,342	355,000
Rental income	163,520	225,000
Non capital grants and contributions	2,678,851	3,094,501
Borrowing costs	-	-
Net cash inflow (outflow) from operating activities	2,003,732	1,829,418
Cash flows from investing activities		
Net payments for property, plant and equipment	- 8,033,338	- 11,861,292
Grants, subsidies, contributions and donations	4,326,241	7,201,000
Proceeds from sale of property plant & equipment	217,909	413,996
Net cash inflow (outflow) from investing activities	- 3,489,188	- 4,246,296
Cash flows from financing activities		
Proceeds from borrowings	-	-
Repayment of borrowings	-	-
Repayments made on finance leases	-	-
Net cash inflow (outflow) from financing activities	-	-
Net increase (decrease) in cash and cash equivalent held	- 1,485,456	- 2,416,878
Cash and cash equivalents at the beginning of the financial year	15,171,178	15,171,178
Cash and cash equivalents at end of the month (February 2016)	13,685,722	12,754,300

Rates receipts over the month of March pushed cash receipts from customers upwards as anticipated, receipts from customers and payments to suppliers and employees are within cash flow estimates.

Cash flows from operating activities are very close to budgeted cash flow as we approach the end of the financial year.

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 however expenditure and receipts are in line with budgeted 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 March increased from a balance of \$11.6 million in February to \$13, 6 million dollars moving closer to budget cash flow forecast. Overall cash balances have declined by \$1,4 million in and is within cash flow forecast.

5. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Deputy Chief Executive Officer Reports

09.05.01 Deputy Chief Executive Officer Report

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

RESPONSIBLE OFFICER: Nils Hay – DCEO

FILE NO: Business Paper

DATE: 15th April 2016

LINK TO COUNCIL PLAN/S: Operational Plan

1. COMMUNITY DEVELOPMENT OFFICER

This section of the DCEO 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
7 & 8	May	Burketown Rodeo & Campdraft	Burketown Rodeo & Sporting Association	Ian Kennedy
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
23/30	July	Order of the Outback Ball	BSC and Committee	CDO
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
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	Burke Shire Tidy Yard Competition	BSC	CDO

PAST EVENTS

Burketown Barramundi World Fishing Championships

Sadly this event was cancelled due to weather and road closures. We are waiting on proofs for Community Banners that were approved at the last Council Meeting. This will be finalized once financial report has been submitted from Burketown Fishing Organisation. Even though this event was cancelled we will still be looking at purchasing banners for next year as this was an 'in-kind' contribution.

UPCOMING EVENTS

ANZAC Day – 25 April 2016

Program has been finalised and sent as Calendar item to all Councillors & CEO.

A public notice has been released for the Poetry competition and winners will be selected Friday 22nd April 2016. This is open to all primary school students in the shire. Winners (2) to be selected by the Mayor and CEO. Winning entries will either be read by the students themselves or a representative at the ANZAC mid morning service. Winning entries will also be placed in the next edition of the newsletter. Currently we have 2 nominations from SOTA students, however now that school is back we are expecting more from the Burketown State School.

An application to Defence Force for support was submitted, unfortunately we were unsuccessful in securing a fly over due to lack of time and geographical location however 2 members from 51FNQ Mt Isa will be attending to lay wreaths and speak at the ANZAC services.

Station packs have also been sent out to the children on properties within the shire consisting of activity booklets, flags, colouring pencils, stickers and arm bands.

A public notice was sent out requesting volunteers for the day however have not received any responses as yet.

Flamenco Fire 'Viva Sevilla' Performance – 14 May 2016

Viva Sevilla is the third instalment of a historically based flamenco trilogy that explored the cultural, geopolitical and religious influences that, combined over a period of almost two thousand years, produce the various elements of the art form of flamenco.

We are getting this performance at a reduced cost due to them performing in Normanton the same week. Public notice will be released by Friday 29th April.

A workshop will also be held on Saturday 14th May from 2:30pm – 3:30pm for the kids. It will be a bit of an introduction to Spanish culture, music, food and dance. The CDO has been in contact with Chris Ford from the Burketown State School to drum up some attendance from the local kids and a public notice will also be released by Friday 29th April.

VMR have shown interest in doing a fundraiser of 'wine & cheese' platters on the night. CDO is currently liaising with Clinton Murray and Amanda Wilkinson to confirm.

Order of the Outback Ball (OotOB) – 23 or 30 July 2016 (proposed)

Council was unsuccessful in its application for funding through the Tackling Tough Times Together program. Funding can instead come from the Drought Community Support grant Council received.

Committee has been confirmed – Shannyn Anderson, Lisa Anderson & Hayley-Ann Croton – and planning is underway.

Morning Glory Festival 2017

Public notice calling for interest for a committee for 2017 festival has been issued, however we have not received any interest as yet. There is funding available through Festivals Australia (round closes in Sept 2016). Once committee has been formed and event program decided on an application will be put together and submitted.

Seniors Week

A funding application was placed (\$1000) to hold an event during seniors week (13-21 August) to celebrate the wiser members of our community. We will not receive status of funding application until early May. A program is currently being put together for approval.

RADF

An application was been received for 'Quilt in A Day' project – QCWA Gregory Branch. Application was reviewed by committee and approved. Date for event will be 16th July 2016 – details to be confirmed.

2. LIBRARY

School Holiday Activities

School Holiday activities were prepared for during the month of March. We had around 12 young children and 3 adults attend.

Facebook Updates

Facebook updates are still being put up on a Monday for library promotion in the community as well as during the week should the need arise for information to be sent out

Artist of the Month

March winner chosen and awarded.

Children have been coming into the library regularly to colour and enter the competition.

Unsupervised Children in the library

Unsupervised children using the library are still complying with the rules, following the recent introduction, and the internal procedures are working well.

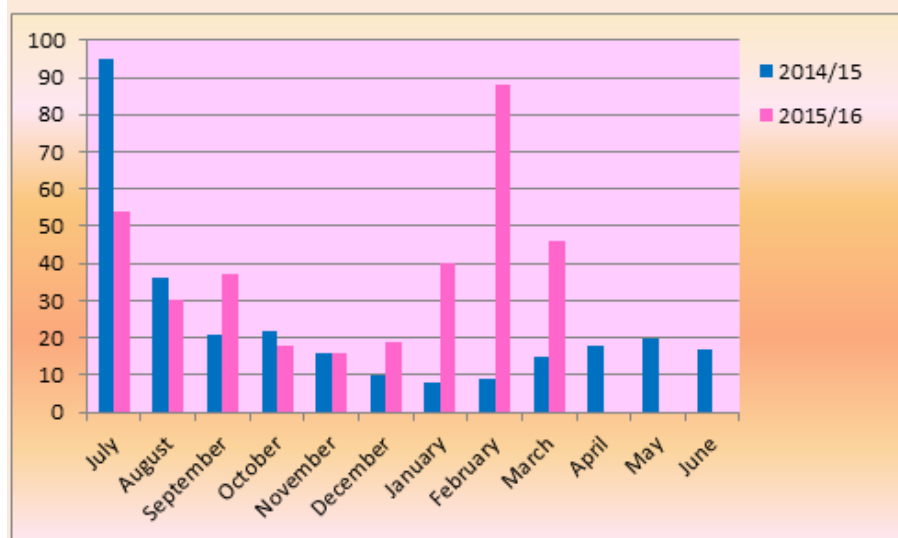
First Five Forever Program

Council has, through the First Five Forever program, joined with the Burketown Kindergarten and received \$900 in funding to purchase resources and promote the program – which is aimed at promoting literacy to children aged 0-5 and their families. Council is also in contact with the Gregory Mums and Bubs group to see if this funding can be used to benefit them also.

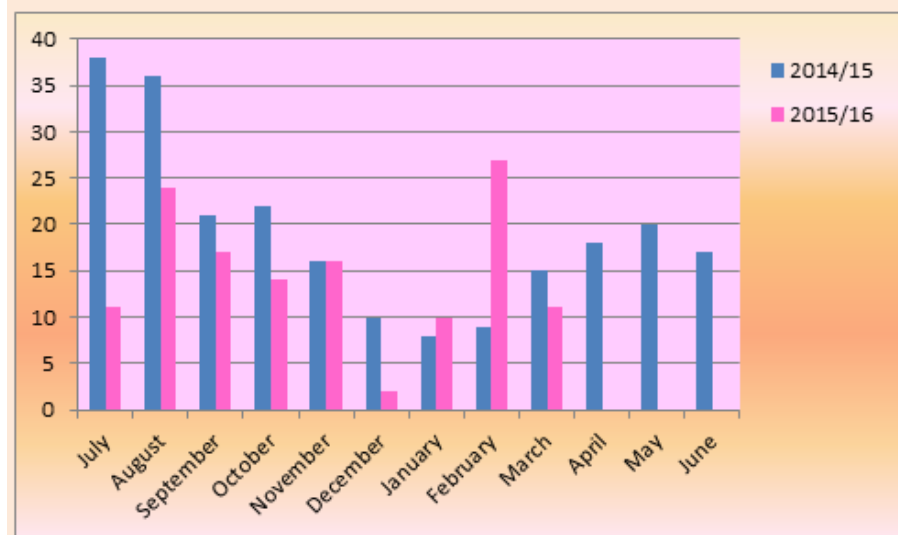
General Information / Stats

The number of loans compared to March last year has increased, however the number of people attending and the tourists in the library has decreased, as per graphs below.

NUMBER OF LOANS



LIBRARY VISITORS



3. NEWSLETTER

The May newsletter is presently being finalized, with publication due late April/early May. The next newsletter will be August.

4. DONATIONS

Current update and outstanding donations for the end of March is as below:

- Burketown Rodeo & Sporting Association – Still waiting on the costings for the fill. Therefore out of the \$11,782 donation, \$2,500 was in cash and \$9,282 was allocated for the In-Kind donation, still remanding is a total of \$155.

- Burketown State School – Still have an outstanding donation of \$20,000 for the development of a new sporting facility
- Gregory Community Groups (Fuel) –Donation of up to 4000 litres of fuel per year, as of the 04/03/16 there was still 1185lts remaining.
- Burketown State School – Christmas Party & Awards night - In-Kind donation support to the Value of \$1639.00 to the Burketown State School to provide assistance with their Christmas Play and Awards Night. This donation covered the costs of hiring of the Nijinda Durlga hall and kitchen, tables, chairs and the setting up/packing away of the stage – still waiting on a report from the school.
- Burketown Community Kindergarten – Donation for the cost of Rates - \$4086.27
- QCWA – Donation was for the use of the Nijinda Durlga so as to hold a writing workshop for women in the lower Gulf region. There is to be a guest author Bronwyn Blake. This event is to be held for one day during the week of International Women's Day and QLD Women's Week 9th March. Still waiting on Post Event Report back to council.

5. NIJINDA DURLGA

Bookings for the Durlga continue to be strong, with a number of parties utilizing the building in March, including the Electoral Commission, Council Meetings, Councillor and Council management meetings, CLCAC, Mougibi housing, RMPC, QCWA, MMG Training, JCC Meeting, Post Election, Mayoral meeting, RFDS relaxation session and CHSP booking the facility.

6. RECORDKEEPING

Please see the attached report from CorpMem.

7. IT

Civica reporting – Council is receiving monthly reporting; this includes outstanding jobs and completed jobs logged (see attached).

- Laptop/tablets for Councillors have arrived
- 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 on 11 May 2016
- Following a range of IT issues in February, system stability has been largely restored, the DCEO is continuing to engage regularly with Civica to ensure things are progressing smoothly
- Finance Staff are testing the latest version of PCS Practical software prior to implementation

8. HUMAN RESOURCES UPDATE

Staff Changes – Departures:

None

Staff Changes – Appointments:

None

Staff Changes – Other:

Several positions may be advertised in the near future, including:

- Casual Parks and Gardens Crew
- Casual/Contract Boilermaker
- Full-time administration officer
- Casual Road Crew Operator

Jayden Douglas, upon completion of his traineeship with MMG will be joining Council as an employee.

Vacancies:

No current vacancies exist.

New Certified Agreement:

Recommencement of CA negotiations is not anticipated until mid-2016 pending ongoing appeals and review of the Award and Industrial Relations Act.

JCC:

JCC XXI was held on 1 March 2016. JCC XXII is tentatively scheduled for 3 May 2016.

Workplace Health and Safety:

The monthly Workplace Health and Safety report is attached. For the month of March there was one report-only incident.

Training:

The following training has taken place over the last month:

- Apprenticeships and Traineeships are ongoing, with Jayden Douglas completing his traineeship
- Working at Height Training
- Confined Spaces Training
- InfoXpert Training
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

9. OFFICER'S RECOMMENDATION

That Council notes the contents of this Deputy CEO Update for April 2016.

ATTACHMENTS

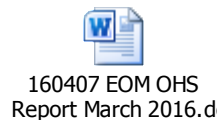
1. Report from CorpMem for March 2016



2. Civica Heat Report for March 2016



3. WH&S Report for March 2016



10 Chief Executive Officer Reports

10. Chief Executive Officer Reports

10.01.01 Chief Executive Officer Report

10.01.02 Councillor Advisory Committees and Portfolios

10.01.03 Nomination of Council representatives to other Organisations and Associations

Chief Executive Officer Reports

10.01.01 Chief Executive Officer Report

DEPARTMENT: Office of the CEO

RESPONSIBLE OFFICER: Philip Keirle; CEO

FILE NO: Business Paper – April 2016

DATE: 11 April 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"> - Assessment Levels appropriate to different types of proposed development in Burketown/Gregory and rural areas; - Scheme mapping for Burketown and Gregory; - Flood modeling for residential and commercial/retail sub-division development; establishment of free-boarding heights. <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 & 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>2nd quarterly review Jan 16</p> <p>3rd quarterly review Apr 16</p>

Local Government Area Biosecurity Plans	<p>Biosecurity Queensland has released a number of training modules to introduce key stakeholders to their rights, roles and responsibilities under the Biosecurity Act 2016.</p> <p>Allocate Councillor portfolio at April 2016 Council meeting. Re-establish Biosecurity Plan Working Group.</p> <p>Review and amend Operational Plan 2016-2017 timeframes and requirements in relation to completing Biosecurity Plan. Councils are awaiting updates from BQ in relation to how BQ will assist in this process.</p> <p>Review Biosecurity Act delegations: June 2016</p> <ul style="list-style-type: none"> - Council to CEO - CEO to employee / contractor <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>2nd quarterly review presented to Council at the February 2016 Council meeting. Budget tracking well YTD vs Actual.</p> <p>Council to adopt 2nd quarterly budget reviews at March Council meeting.</p>	<p>Adopted 22 Jul 2015</p> <p>1st quarterly review: Oct 15</p> <p>2nd 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: post-election Council meeting</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: 3rd 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>1st 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>2nd meeting: a series of meeting were held in mid-late October 2015 to provide updates on the External Audit process, particularly as this related to Valuation data for Property Plant and Equipment.</p> <p>The second meeting of the Audit Committee is scheduled for May 2016. Date to be confirmed.</p>	Compliant
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2. COUNCIL PROJECTS

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

Current Projects	Comments	Status
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>13 April 2016 EDQ site visit to Burketown with consulting engineers. EDQ presentation to Councillors in relation to development schedule. Discussion of Development Agreement T&C Water in erosion gully may delay survey and engineering report in relation to erosion control/filling of lots initiative.</p> <p>30 Apr 16 Design guidelines for off-grid housing designs and incorporate into housing tenders: discussions underway with DILGP and EDQ representatives;</p> <p>30 May 16: Erosion Control Project: scope of works to be completed (April 2016) Burketown South: survey completed (May 2016). Potentially delayed due to accidental destruction of surveyor's theodolite.</p> <p>Completion timeframe: ongoing</p>	On track
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 has provided a Draft Deed of Agreement for these works.</p> <p>Completion timeframe: subject to DTMR approval of design, clarification of DTMR-BSC funding arrangements and satisfaction of all Cultural Heritage and Native Title requirements associated with this project.</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> <p>Possible change to scope envisaged in relation to the footings of the building.</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 Site Based Management Plan for Gregory. Still awaiting report on BKT.</p>	Monitor
Burketown Cultural History Project	<p>First draft submitted. Author currently reviewing permissions around photographs.</p> <p>First Draft Completed and circulated to Councillors.</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"> - REPA Approved Value \$8,224,626.00 (excl. GST). This value represents the total eligible amount less Council's trigger point contribution of \$23,108.00. <p>Contract for Earthworks component awarded by Council at the April Council meeting. Status: <u>completed</u></p> <ul style="list-style-type: none"> - All bulldust variations accepted <p>Contract for stabilisation component awarded to Koppens Construction on 22 July 2015: Status: <u>completed</u></p> <p>Contract for the concrete and gabion component awarded to D&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>Consider regional procurement option.</p> <p>Completion timeframe: delayed. Review timing post-election.</p>	Timeframe to be revised
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>

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	Project concept design completed. Project costed. Pre-lodgement discussions with Referral Agencies have taken place. Further work on how Council will satisfy Timeframe: Awaiting CapEx prioritization under new Council. Funding source: project suitable for a Queensland Tourism Infrastructure Fund (QTIF) grant	On track
Sewerage Treatment Plant Re-design	Project designed with preliminary costings received. Council has submitted an application to amend the Environmental Authority regulating wastewater operations to reflect proposed designs. Timeframe: Awaiting CapEx prioritization under new Council Funding source: project suitable for a Local Government Grants and Subsidies Program (LGGSP) grant or Building our Regions grant	On track
Solar energy for WTP in Gregory	Project design completed. Project costed. Timeframe: Awaiting CapEx prioritization under new Council; This project is also land-tenure dependent. Council has commenced negotiations with Waanyi in relation to the acquisition of appropriate land. Funding source: project suitable for a Local Government Grants and Subsidies Program (LGGSP) grant or Building our Regions grant	Subject to land acquisition
STP/WTP Telemetry	Project designed and costed. Scope of works confirmed. Tender documentation to be completed in April 2016. Timeframe: Awaiting CapEx prioritization under new Council. Funding: own-source funding. No suitable co-contribution identified at this stage	On track
Gregory Landfill	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.	Monitor

Removal of waste tyres from Burketown & Gregory landfills	<p>Procurement of a tyre shredder has been confirmed by the NWQROC. The shredder will be available for regional Councils to operate on a cost recovery basis.</p> <p>Council will explore two disposal options prior to proceeding with the removal of waste tyres from the Burketown and Gregory rubbish tips.</p> <p>Completion timeframe: to be determined.</p>	Monitor
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4. TELECOMMUNICATIONS

Gregory: Mobile Phone Base Station Project

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

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 has reviewed the Funding Deeds of Agreement for the Doomadgee to Burketown Fibre Link Project from both the State of Queensland and the Federal Government.

Cultural Heritage Agreements have been concluded with Gangalidda and Waanyi Traditional Owner groups.

The project has a proposed commencement date of May 2016 and a proposed conclusion date of November 2016.

Council is arranging Telstra Business Services and Telstra Retail to travel to Burketown to provide a seminar to local businesses and other interested parties on the new services that will be available once the fibre goes in.

The Mobile Black Spot Programme Round 2

Council has submitted its priority locations for Round 2 of the Mobile Black Spot Programme. Burke Shire, along with Carpentaria and Cloncurry Shire Councils are progressing a joint nomination for the Four Ways/Burke & Wills Roadhouse.

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 st LDMG meeting	Held Nov 2014
2014-2015 2 nd LDMG meeting	Held May 2015
2015-2016 1 st LDMG meeting	Held Nov 2015
2015-0116 LDMG, DDMG meetings in response to Gulf of Carpentaria monsoon trough and associated rainfall / flooding	Held progressively in Dec 2015 and January 2016
2014-2015 Review of Local Disaster Management Plan	Completed Aug 2015
2015-2016 1 st 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.

Russell Cunningham (Ranger) and Philip Keirle (CEO) are completing training modules in relation to the new Biosecurity Plan. A range of other training and education sessions are being planned around the new Act, including changes to 1080 baiting.

Council released an EOI for a Biosecurity Plan Working group in the last quarter of 2015. Given a number of uncertainties still exist in relation to the process of developing and adopting Biosecurity Plans, the Working Group has not reconvened.

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 June 2016.

7. TOURISM

Tourism and Events Portfolio:

Council will consider the appointment of a Tourism and Events portfolio at the 21 April 2016 Council meeting.

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.

Infrastructure:

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 has concluded an Agreement with Gangalidda and Garawa Services to operate the Visitor Information Centre in 2016.

8. LOCAL GOVERNMENT ELECTIONS

The Local Government Elections in Queensland were held on 19 March 2016. Burke Shire was one of only two Councils in Queensland to adopt a hybrid ballot system in 2016: part-postal, part-ballot box.

The election was called on 6 February 2016 and Councils all over Queensland were in caretaker mode from this date until 30 March 2016, when the election results were declared.

The following candidates nominated:

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

Mayor Ernie Camp was elected unopposed. The Councillor results were declared on 30 March 2016. The Council for 2016-2020 is as follows:

Mayor	Councillor
Ernie Camp	Paul Poole (Deputy Mayor)
	John Clarke
	Tonya Murray
	John Yanner

Council was one of the first Councils in Queensland to convene the post-election Council meeting, ensuring as much time as possible is afforded to Councillors in revising and adopting key corporate and financial planning frameworks in the lead up to the Budget Meeting on 16 June 2016.

At the post-election Council meeting, Council appointed Cr Paul Poole to the position of Deputy Mayor. Cr Poole also held the Deputy Mayor-ship from 2012-2016.

9. MEETINGS/CONFERENCES/DELEGATIONS

GOVERNANCE CALENDAR – rolling 12 month calendar			
What	Where	When	Attendees
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
NWHHS	Burketown	10 March 2016	CEO
Gangalidda and Garawa NTAC Board	Burketown	6 April 2016	Mayor and Councillors
Economic Development Queensland	Burketown	13 April 2016	Mayor and Councillors, CEO, Deputy CEO, WM, FM.
DILGP and DSD	Burketown	20 April 2016	Mayor and Councillors
GSD	Richmond	28 April 2016	Mayor, Cr Yanner, Deputy CEO
NWQROC	Richmond	28 April 2016	Mayor, Cr Yanner, Deputy CEO
NWQRRTG	Richmond	29 April 2016	Mayor, Cr Yanner, Deputy CEO

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Chief Executive Officer Reports

10.01.02 Councillor Advisory Committees and Portfolios

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Chief Executive Officer
FILE NO:	Council Meeting – April 2016
DATE:	1 April 2016
LINK TO COUNCIL PLAN/S:	Operational Plan, Corporate Plan

1. PURPOSE (Executive Summary)

To discuss the relative merits of creating Councillor Portfolios and Advisory Committees.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

At the May 2012 post-election Council meeting, it was determined that there would be no Standing Committees nor Advisory Committees.

3. PROPOSAL

That Council considers the relative merits of creating Councillor portfolios and Advisory Committees with a view to discussing further at the 21 April 2016 Ordinary Meeting of Council.

4. FINANCIAL & RESOURCE IMPLICATIONS

Covered by Council's budget and the Councillors' Expenses Reimbursement Policy.

5. POLICY & LEGAL IMPLICATIONS

The nature of an Advisory Committee (committee of councillors and others) is defined in ss263-270 of the Local Government Regulation 2012.

A Portfolio lacks the legislative or regulatory formality of a Standing Committee or Advisory Committee, but would align Councillors with a particular agenda (and associated stakeholders) and thus promote deeper engagement with Council officers and the community in that focus area.

6. CRITICAL DATES & IMPLEMENTATION

NA

7. CONSULTATION

Mayor

8. CONCLUSION

Given the resource-intensive nature of Standing Committees, these would be difficult to manage with existing administrative and financial resources. Accordingly, it may be more appropriate for Councillors to consider the creation of Advisory Committees and/or Councillor Portfolios.

9. OFFICER'S RECOMMENDATION

That Council considers the creation of the following Advisory Committee for 2016:

Biosecurity (Pest Management) Plan	Mayor Ernie Camp

That Council confirms the following Councillors as members of the Burketown Development Committee, as provided for the in Burketown Development Agreement between Burke Shire Council and Economic Development Queensland:

Burketown Development Committee	Mayor Ernie Camp

That Council considers the creation / creates the following Portfolios for 2016 and confirms Councillor responsibility for those Portfolios as outlined below:

Tourism and Events	
Road infrastructure	
Infrastructure (non-road)	
Finance	
Biosecurity	

That Council confirms that the existence and membership in these Committees and Portfolios will extend beyond 2016 if no subsequent resolution is made to alter Committee, Portfolio or membership.

ATTACHMENTS

Nil

Chief Executive Officer Reports

10.01.03 Nomination of Council representatives to other Organisations and Associations

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Chief Executive Officer
FILE NO:	Council Meeting – April 2016
DATE:	1 April 2016
LINK TO COUNCIL PLAN/S:	Operational Plan, Corporate Plan

1. PURPOSE (Executive Summary)

To seek Council's direction on the appointment of Delegates or representatives to other bodies.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The following appointments were made at the May 2012 post-election meeting:

Australia Day Advisory Committee	Cr Forshaw
Agforce	Mayor
Gregory Landcare	Cr Forshaw
Gulf Savannah Development (GSD)	Mayor, Councillor
LGAQ Annual Conference	Mayor, Deputy Mayor
MITEZ	Mayor
Mount Isa Chamber of Commerce	Mayor, Deputy Mayor
North Qld LGAQ	Mayor, Deputy Mayor
NW Regional Roads Group	Mayor, Councillor
Savannah Way Limited	Mayor
Southern Gulf Catchment (SGC)	Cr Duff
Riversleigh Community Scientific - Advisory Committee - RCSAC	Cr Camp
SIA Trust Fund	Cr Murray

The 2016 Council considered appointments at the 4 April 2016 post-election Council meeting, deferring consideration of appointments to a later date.

3. PROPOSAL

That Council provides direction as to the intended membership or participation of particular Councillors with particular organisations, associations or interest groups.

4. FINANCIAL & RESOURCE IMPLICATIONS

Covered by Council's budget and the Councillors Expenses Reimbursement Policy.

5. POLICY & LEGAL IMPLICATIONS

NA

6. CRITICAL DATES & IMPLEMENTATION

NA

7. CONSULTATION

LGAQ
Mayor and Councillors

8. CONCLUSION

Local Government representatives often feature on the boards or memberships of regional and interest-specific groups.

9. OFFICER'S RECOMMENDATION

That Council appoints the following delegates and representatives to the following associations, organisations, interest groups or events:

Australia Day Committee	
Agforce	
Economic Development Queensland	
Gregory Landcare	
Gulf Savannah Development	
LGAQ Annual Conference	
Nth Queensland LGA	
NWQ Rural Roads and Transport Group	
NWQ Regional Organisation of Councils	
Savannah Way Ltd (TTNQ and OQTA)	
Southern Gulf Catchments	
Joint Consultative Committee	
SIA Trust Fund	
Riversleigh Community Scientific Advisory Committee (RSAC)	

ATTACHMENTS

Nil

11 Closed session reports

- 11.01 Closed Session - Deed of Agreement-Fibre Optic-Commonwealth State of QLD
- 11.02 Closed Session - 16-06 Forklift Tender
- 11.03 Closed Session - Request for Rating Concession - update
- 11.04 Closed Session - Deed of Agreement - Burketown Wharf Boat Ramp and Car-Park
- 11.05 Closed Session - Land Acquisition - Gregory

12 Late Item Reports

12. Late Item Reports

12.01 Staff Travel Expenses Policy Review

12.02 Building Our Regions – Gregory Solar Power Project – Phase 1

12.03 Donation Request – Gregory District Sporting Association Incorporated

12.04 Appointment of Audit Committee

12.05 Nomination to LGAQ Policy Executive

Late Item Reports

12.01 Staff Travel Expenses Policy Review

DEPARTMENT: Human Resources

RESPONSIBLE OFFICER: Nils Hay – DCEO

FILE NO: Business Paper

DATE: 14th April 2016

LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To review Council's Staff Travel Expenses Policy, which clarifies and simplifies Council's existing processes for managing the reimbursement of travel expenses to staff.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This policy was introduced in April 2015 as the previous system of reimbursing staff for travel expenses was not well documented and the review, reconciliation and reimbursement of receipts and credit card statements was administratively challenging and time-consuming. The process has been working well for the past 12 months.

3. PROPOSAL

The policy is unchanged. It establishes a clear set of limits and guidelines:

- Flat rates for meal expenses and incidentals that can be paid either in advance or arrears without the requirement for receipts
- Daily limits for accommodation and travel expenses, including provision of Council vehicles
- Stipulation of which elements of travel Council will book for employees engaging in work-related travel
- General description of legitimate work-related travel purposes
- Links to Relocation Expenses and Corporate Credit Card Policies

4. FINANCIAL & RESOURCE IMPLICATIONS

No changes have been proposed to the policy. Administratively, it has clarified processes in this area.

5. POLICY & LEGAL IMPLICATIONS

The rates specified fall within the ATO's acceptable expense limits, as per table below:

Table 1: Employee's annual salary - \$112,610 and below

Place	Accomm.	Food and drink	Incidentals	Total
	\$	\$	\$	\$
High Cost Country Centres (Mount Isa)	160.00	102.55	18.70	281.25

6. CRITICAL DATES & IMPLEMENTATION

It has been 12 months since this policy was introduced and the April Council meeting is a good opportunity for the new Council to reconsider this policy.

7. CONSULTATION

In introducing this policy, the DCEO researched similar policies at other Councils, and reviewed ATO expense recommendations in order to model this policy on existing working documents and accepted corporate practice.

8. CONCLUSION

This policy will continue to make budgeting for and reimbursement of travel expenses simpler and administratively easier. It will also clearly outline employee entitlements with regards to work-related travel.

9. OFFICER'S RECOMMENDATION

That Council adopts HRM-POL-011 Staff Travel Expenses Policy, Version 2.

ATTACHMENTS



HRM-POL-011 Staff
Travel Expenses Polic

1. HRM-POL-011 Staff Travel Expenses Policy

Late Item Reports

12.02 Building Our Regions – Gregory Solar Power Project – Phase 1

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

1. PURPOSE (Executive Summary)

For Council to consider and endorse the submission of the “Gregory Solar Power Project – Phase 1 (the Project)” to the EOI stage of Round 2 of the Building Our Regions Fund.

Once commissioned, the Project will reduce Council’s diesel-dependency and reduce the costs of operating the Gregory Water Treatment Plant. This will be done by replacing the existing power generation system (diesel-powered generators) with a solar array and energy storage system.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council commissioned GHD to prepare a project feasibility study for the “Gregory Solar Power Project in 2014.”

Council commissioned Q Energy Solutions to complete data logging on the Gregory Water Treatment Plant during 2014.

This study was preceded by a number of others. EOI documentation for a variety of Solar Projects was released in 2011 (see attached). The study underpinning this EOI, as well as a host of other prior studies, had a broader focus than the most recently commissioned GHD report.

Ergon were involved in a number of these studies on energy supply options to Gregory. The most recent of these is from 2012 (see attached).

3. PROPOSAL

That Council resolves to support the submission of an EOI for the “Gregory Solar Power Project – Phase 1 – Option 10” to the EOI Stage of Round 2 of the Building Our Regions Fund.

The recommended option, as per the GHD Report, is Option 10:

- Modification of Water Treatment Plant Operations to maximise daytime energy consumption;
- Installation of:
 - o 50kW Solar Array (200x250w panels) with individual micro-inverters so array is infinitely expandable to supply other areas
 - o 76kWh ESS (2 battery banks, with 3 parallel strings of 8 Gel or AGM cells)
 - o 6kW Battery Charger/Inverter with voltage regulation capabilities
- Construction of maximum sized shade structure for supporting solar array.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council has received cost estimates for a range of 'design and construct' options. These are outlined in the attached report: "Gregory Solar Power Supply Investigation" (see Appendix A). Depending on Council's ability to secure land tenure over Lot 11 on AP13658, project cost estimates will vary from ~\$500,000 - \$1,000,000. The variance is due to the supporting infrastructure required if the Solar Array is build on Lot 1 on SP154667.

Certain costs are eligible/ineligible under the Building Our Regions Guidelines

Eligible costs:

- Construction costs
- Project Management costs
- Costs of conducting a tender

Ineligible costs:

- Costs already incurred prior to the signing of the funding deed of agreement are deemed ineligible.
 - o Feasibility and conceptual design
 - o Cultural Heritage Survey
- Land acquisition costs:
 - o Cost of purchasing Lot 11 on AP13658

5. POLICY & LEGAL IMPLICATIONS

If Council is to complete the Gregory Solar Power Project on Lot 11 on AP13658, Council will first have to address Native Title. This process is underway.

Council will need to comply with relevant Planning Codes in order to ensure the development complies with Council's Planning Scheme and State Planning Codes.

6. CRITICAL DATES & IMPLEMENTATION

14 April 2016: Council meeting with Department of State Development representatives.

21 April 2016: Council meeting

29 April 2016. Closing date for submission of Expressions of Interest.

7. CONSULTATION

GHD engineering consultancy
Q Energy Solutions
Department of State Development Officers
Department of Infrastructure, Local Government Planning
Councillors

8. CONCLUSION


It is a requirement of the Building Our Regions Fund Guidelines that all EOI submissions are endorsed by Council resolution.

9. OFFICER'S RECOMMENDATION

That Council notes the contents of this report;

That Council endorses the "Gregory Solar Power Project – Phase 1 – Option 10" for submission to the EOI stage of Round 2 of the Building Our Regions Fund.

ATTACHMENTS

- | | |
|---|--|
| 1. GHD Report, June 2015 | 
Gregory Solar Power
Project - GHD Report. |
| 2. Ergon Electricity Report, 2012 | 
Ergon Report -
Electricity Supply Opt |
| 3. Burke Shire Council: Expression of Interest documentation, 2011 | 
BSC EOI
documentation - 2011 |
| 4. Media Release: the Hon. Anthony Lynham, Minister for State Development | 
North-west councils
urged to seek building |
| 5. Funding Guidelines | 
BOR - Program
Guidelines - Round 2. |
| 6. Eligibility Guidelines | 
BOR - EOI
Application Requirem |

Late Item Reports

12.03 Donation Request – Gregory District Sporting Association Incorporated

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Karen Meyers, Administration Officer Nils Hay, Deputy Chief Executive Officer
FILE NO:	Donation Requests 2015/16
DATE:	18 th March 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 District Sporting Association Incorporated.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Gregory District Sporting Association Inc. received a \$2,500.00 cash donation and \$2,215.35 In-Kind for banners, plant and payroll from Council in 2013/14.

It was granted a \$475.00 In-Kind donation, which was not required, in 2014/15. There was also an In-kind donation of \$910.00 for reprint of Banners from Council in 2014/15 for the Gregory Campdraft and Horse Sports.

3. PROPOSAL

Purpose or Function

To conduct a campdraft and children's horse sports. To raise funds to continue the improvements to the facilities at the Gregory Sports Reserve.

Structure

The Gregory District Sporting Association Incorporated is a non-profit organisation that currently is run by a management committee. This organisation has been established for 37 years and currently has 31 members. Members currently live in the Burke Shire.

Project Summary

Gregory Campdraft and Children's Sports Reserve Sports to be held at the Gregory Sports Reserve on the 25th and 26th June 2016.

How will the project benefit Burke Shire Communities

Bring revenue into the Burke Shire due to the influx of competitors/visitors. Campdrafting is an inclusive sport where anyone can compete. Campdrafting is family friendly and therefore supports the family unit. Raising revenue which is returned to the community through improvements to infrastructure and training schools.

Who will participate

Anyone can participate.

Target Audience

Campdrafts and children.

Donation Support Request

Cash donation \$2,500, plus In-Kind of printing programs and use of 4 council porta loo toilets including delivery, up keeping for weekend and returning, plus also removal of rubbish.

How Council will be recognized and acknowledged

In programs and flyers, signage at event, announcements during the event, naming rights to “Burke Shire Council Junior Draft” and letter of thanks with results.

Total project cost

	\$\$
Own cash contribution	25,000.00
Own in-kind contribution	20,000.00
Other funding sources	45,000.00
Council Donation Request	2,500.00
Total project cost	<u>\$92,500.00</u>

List Sources for Other Funding – *Sponsorship, nominations, bar and catering proceeds.*

Other information relevant to this application – *Nil.*

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 & 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>- 5000.00</i>	<i>Burketown Barramundi Fishing Organisation</i>
	<i>- 5000.00</i>	<i>Gregory Downs Jockey Club</i>
	<i>- 500.00</i>	<i>Holly Hammond & Jason Munchenberg</i>
	<i>- 651.75</i>	<i>ICPA (QLD)</i>
<i>Remaining Budget</i>	<i>3857.96</i>	

5. POLICY & LEGAL IMPLICATIONS

ADMIN1 Grants to Community Organisations Policy

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

6. CRITICAL DATES & IMPLEMENTATION

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

7. CONSULTATION

Deputy Chief Executive Officer

8. CONCLUSION

Funds exist in the Council Donations budget to pay for this request. It is commensurate with what Council has donated previously.

9. OFFICER'S RECOMMENDATION

That Council approves the following donation to the Gregory District Sporting Association Inc. for the Gregory Campdraft and Children's Horse Sports:

- a) \$2,500.00 cash donation; and
- b) In-Kind donation for the printing of programs; and
- c) In-Kind donation of 4 council portaloo toilets, and maintenance and servicing of rubbish bins during the event being held on 25-26th June 2016.

ATTACHMENTS



160401 - 016972.pdf

- 1. Donation Request

Late Item Reports

12.04 Appointment of Audit Committee

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Audit Committee
DATE:	Thursday 20 August 2015
LINK TO COUNCIL PLAN/S:	Operational Plan, Internal Audit Plan

1. PURPOSE (Executive Summary)

To confirm appointment of members of the Burke Shire Council Audit Committee and to re-confirm the appointment of the Audit Committee's Chairperson.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted an Internal Audit Committee Charter in September 2014.

Council appointed, by resolution, Cr Paul Poole, Cr Tonya Murray and Brendan Macrae as members of the Audit Committee in August 2015. Council appointed Brendan Macrae as the Audit Committee Chairperson at that same meeting.

3. PROPOSAL

That Council appoints the following persons to the Audit Committee:

- 1) External member: Brendan Macrae
- 2) 1st Councillor:
- 3) 2nd Councillor:
- 4) Member:
- 5) Member:

That Council appoints Brendan Macrae as the Chairperson of the Internal Audit Committee.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are costs associated with the appointment of an external member who has significant experience and skills in financial matters. Standard costs for the provision of these services are between \$1,500 and \$1,900 per day.

There will also be costs associated with implementing recommendations from the Internal Audit Committee.

5. POLICY & LEGAL IMPLICATIONS

Local Government Regulation 2012 – Section 210

- (1) The audit committee of a local government must—
 - (a) consist of at least 3 and no more than 6 members; and
 - (b) include—
 - (i) 2, but no more than 2, councillors appointed by the local government; and
 - (ii) at least 1 member who has significant experience and skills in financial matters.

(2) The Chief Executive Officer can not be a member of the audit committee but can attend meetings of the committee.

(3) The local government must appoint 1 of the members of the audit committee as chairperson.

In terms of satisfying s210(1b)(ii), Brendan Macrae has expertise in the following areas: improving financial reporting and implementing effective corporate governance practices, audit committees, fraud management, asset management, risk management, financial management and planning, federal/state/local government, quality assurance, financial policies and procedures, grant acquittals, CPA qualified with 33 years public sector audit experience.

6. CRITICAL DATES & IMPLEMENTATION

The appointment of the Audit Committee should take place as soon as is practical after the Local Government election. The Ordinary Council meeting in April represents an ideal opportunity to confirm membership.

7. CONSULTATION

Burke Shire Council has consulted with:

- The Queensland Audit Office
- Brendan Macrae

8. CONCLUSION

The Audit Committee plays a crucial risk management role within Council.

9. OFFICER'S RECOMMENDATION

That Council appoints the following persons as members to the Burke Shire Council Audit Committee for the remainder of this Council's term:

- External member: Brendan Macrae
- 1st Councillor:
- 2nd Councillor:

AND

That Council appoints Mr. Brendan Macrae as the Chairperson of Burke Shire Council's Audit Committee for the remainder of this Council's term.

ATTACHMENTS

1. Brendan Macrae skill set, background and services



Brendan Macrae
Partner Background.



Brendan Macrae AAA
Services to Local Gov

Late Item Reports

12.05 Nomination to LGAQ Policy Executive

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Chief Executive Officer
FILE NO:	Business Paper – April 2016
DATE:	15 April 2016
LINK TO COUNCIL PLAN/S:	NA

1. PURPOSE (Executive Summary)

To determine whether Council will forward a nomination for election as District Representative to the LGAQ's Policy Executive.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

By letter dated 21 March 2016, and in accordance with Rule 5.4 of the Local Government Association of Queensland (Inc.) Constitution and Rules – the Association calls nominations for election as District Representative to the Association's Policy Executive for the period 2016 – 2020. Nominations close on 29 April, 2016, and a ballot paper will be sent after close of nominations (if necessary).

Burke Shire Council is in the 11th District: North West. The North West District is composed of the following Shires: Burke, Carpentaria, Cloncurry, Croydon, Etheridge, Flinders, McKinlay, Mount Isa and Richmond.

3. PROPOSAL

That Council considers nominations for election as District Representative to the Local Government Association of Queensland Executive.

4. FINANCIAL & RESOURCE IMPLICATIONS

The costs for travel and attendance at these meetings are met by the Local Government Association of Queensland Inc.

5. POLICY & LEGAL IMPLICATIONS

There are no policy or legal implications.

6. CRITICAL DATES & IMPLEMENTATION

Nominations are required by 29 April 2016.

7. CONSULTATION

Mayor
Regional CEOs

8. CONCLUSION

The Association's Policy Executive is responsible for the determination of the Association's policy on behalf of member councils. The Policy Executive consists of 15 district representatives and the President. The Policy Executive appoints three Directors to join the LGAQ President in forming the LGAQ Board and meets 6 times per year to discuss and determine LGAQ policy.

9. OFFICER'S RECOMMENDATION

That Council invites nominations for election as District Representative to the Local Government Association of Queensland Executive.

That Council communicates the results of this nomination process to the LGAQ by 29 April 2016.

ATTACHMENTS

NIL

13 Mayoral Report

Report to be provided to meeting.

14 Councillor Reports

Councillors will provide reports to the meeting.

15 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:-

16 Deputations and presentation scheduled for meeting

None scheduled at time of agenda preparation

17 Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 19th May 2016.