



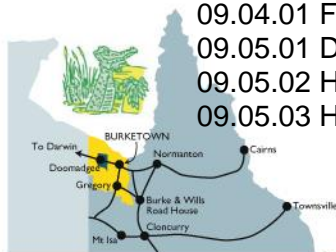
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Agenda and Business Papers
Burke Shire Council Ordinary General Meeting
Thursday 19th May 2016
9.00am Council Chambers

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 Madison Marshall, Executive Assistant (Minutes)
On Leave	Martin Powley; Executive Officer

03 Prayer

Led by Cr Murray

04 Consideration of applications for leave of absence

None received at close of agenda.

05 Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 21 April 2016

Recommendation

That the Minutes of the General Meeting of Council held on Thursday 21 April 2016 as presented be confirmed by Council.



160421 Unconfirmed
Minutes.pdf

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

09.05.02 HRM-POL-004 Recruitment Policy Review

09.05.03 HRM -POL-002 Workplace Complaint Policy Review

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: 11th May 2016

LINK TO COUNCIL PLAN/S: Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include (up to 11th May 2016):

- Shire NDRRA flood damage emergent works.
- RMPC slashing on 78a.
- Release RFQ for House 10 repairs.

Training:

- Ranger conducted Biosecurity Training in Julia Creek
- Ranger conducted 1080 re-training in Normanton

Works for upcoming month:

- TIDS.
- RMPC.
- Emergent works.

RMPC

2015-16	Allocation	Claim April	Funds Remaining
Schedule 1	\$336,183.22	\$40,721.19	\$182,297.88
Schedule 2	\$191,885.80	Nil	\$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	\$40,721.19	\$186,224.04

The anticipated claim for this month is expected to be in the vicinity of \$40 to \$50k. All funds have now been expended in Schedule 2 leaving a remaining \$140k in Schedule 1. These funds will be expended over the next six weeks through shoulder works, sign works and culvert clean-up on 78a.

NDRRA Flood Damage Emergent Works from Tropical Monsoon March 2016

Southwest package:

Works Remaining:

Bowthorn Road - 2 Days Light formation grade

Doomadgee Lawn Hill Road - 5 Days Light formation grade

All medium formation grading has been completed. Two days of light formation grade remain on Bowthorn Road, with an additional five days of works remaining on Doomadgee Lawn Hill Road to be completed in that order. The expected completion date (subject to weather) is the 17th of May. Bowthorn Road is workable at this point in time, however, it is damp so more rain would cause further delays in completion.

Northwest Package:

Works Remaining:

Nugaburra Road - 4 Days Medium formation grade

Doomadgee West Road - 5 Days Light formation grade

All medium formation grading on Doomadgee West Road is now completed. The crew was in the process of medium formation grading Nugaburra Road, however, this has been delayed due to current weather and will have to be assessed on a day by day basis due to water holding capability of Nugaburra Road. The planned date of completing these works was the 19th of May but will now be delayed due to weather.

WHS Incidents

No incidents reported through the reporting period.

Vinyl Flooring for the Gregory Hall

Quotes have been sought to vinyl cover the Gregory Hall floor.

Concrete Footpaths

Quotes have been sought for the construction of footpaths for the eastern end of Musgrave Street. Paths will be constructed against the existing kerb and channel and will run the distance of Musgrave Street (western end).

NDB

The shut down of the Non Directional Beacon service will occur on the 26th of May nationally. Airservices Australia, have been in contact with council to discuss the shutdown timeline and the handover of the existing infrastructure (2 x 20m towers).

Positions Vacant

There are currently two positions vacant for casuals within the Roads Crew. These positions have been advertised and will close on the 20th of May.

TIDS

TIDS expenditure remains on track to meet the expenditure requirements as stipulated by TMR. Our current works program sees us revert to a 10 a four day swing in order to meet production requirements and ensure the completion of the first stage of these works. Although the allocation of funding is spread over both 15/16 and 16/17, our works program will see us committed to continuing works on the Doomadgee West road for approximately the next four months.

Doomadgee East Road

Doomadgee East Road continues to break up and pothole based on saturation of the pavement beneath the seal. Ongoing investigations continue into how best to treat the damaged seal and eligibility of funding to assist with this treatment.

Reseals

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

Suspicious Dog Deaths

A pathology report is expected back in the next 60 days.

2. RANGER

Litter Management

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

Sites Visited

China Wall

Beames Brook Crossing

Gregory Crossing

Report

1 bin at fishing site

1 bin very little use, as access has been restricted to vehicles

Dump skip back in place

Removed three dead wallabies from town streets as part of a daily early morning run on town and entrance roads to remove nightly road kills before residents/visitors get about also do an early morning check and a general emu bob of town streets.

Animal Control

- Dog trap sent to Gregory for use by the Gregory caretakers, no animals have been trapped to date.
- Removed a small Children's python from the library, later on in the same day a small Brown Snake was also removed.
- Caught and impounded a 10-12 week old puppy in the caravan park – dog was not claimed by its owner and was subsequently destroyed with the owners consent.
- Dog trap removed from the caravan park – no further dog problems.
- Misted Armraynald station for mosquitoes.

Weed Control

- Continue to spray Rubbervine, Prickly acacia, and Calotrope on road reserves and Graslan on some of the bigger plants.
- Still treating 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 2014 – area being monitored. Andrew White of the CSIRO arrived on the 14th March and conducted a field survey of the release sites (was difficult with the very wet conditions) Moth larvae were sited on 29 of the 32 plants inspected - CSIRO are to continue releasing larvae to strengthen the sites and will conduct further field trips when its drier to ascertain the extent of coverage.

Complaints

- Complaint received regarding two dogs tied up and left unattended in Gregory Street. The dogs had been left tied up by contractors working at Doomadgee – spoke to them on their return and they then decamped.
- Two dogs causing fear to nursing sister at the clinic when she is walking back towards town – dog trap placed between VMR and SES sheds. Chained and locked to structure to prevent removal.
- Complaint received regarding dogs barking at Council unit 3.

General

- Monthly 1080 stock control sheet & Indemnity Forms to DNR Cloncurry.
- Traffic counters installed in the following places:
 - Floraville road;
 - Camooweal road after hay farm;
 - Before Century mine;
 - After Century mine;
 - Adels Grove – unit installed between Louie creek and the roadhouse;
 - Between Riversleigh turnoff and National park boundary (to capture national park traffic);
 - Doomadgee west before Walford creek; and;
 - Truganini road.
 - Units regularly maintained and were last downloaded mid April (units had only 2 months of data as units were zeroed mid march when batteries were replaced on 7 of the units)
 - Road tubes replaced on counter near the hay farm after tube failure.
- Airport checks and attend Rex RPT flights whilst USM away.
- First aid kits cleaned, refurbished and register updated, first aid kit that went missing from the office in 2013 was found in the office safe.
- Attended Biosecurity training in Julia creek on the implementation of new Biosecurity act.
- Attended North West Qld weed control innovation forum field day in Richmond.
- Notices sent to properties for the first round of 1080 baiting this year to commence the 30th May – notices to the public will be issued one week before baiting commences.
- Reviewing processes for Councils implementation and handling of the Animal Management act for cats and dogs.

3. PARKS AND GARDEN

Programed works

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

4. HOUSING / BUILDING MAINTENANCE

- One departure for housing (B Williams – Finance Officer)
- One entry for housing (M Powley – Executive Officer)

5. UTILITIES

Jayden Douglas has now completed his Cert III in Water and Sewerage Plant operations. James Aitkens and Doug Bruce (Gregory) are to start their courses in this month.

Burketown & Gregory Water Treatment monthly usage April 2016

DAILY READING WTP BURKETOWN –TOTAL USAGE – 16774 KL		
April 2016	DAILY USAGE	OUTFLOW TO TOWN LITRES/SECOND
HIGHEST DAILY USAGE	789 kl	Avg –9.5 L p/s
LOWEST DAILY USAGE	309 kl	Avg – 4.5 L p/s

DAILY READING WTP GREGORY–TOTAL USAGE – 5379.1KL		
April 2016	DAILY USAGE	OUTFLOW TO TOWN LITRES/SECOND
HIGHEST DAILY USAGE	363.5 kl	Avg - 5.8 L p/s
LOWEST DAILY USAGE	74kl	Avg - 0.9 L p/s

Gregory Water Treatment Plant

- Gregory WTP potable and raw water meters have been working on and off. This is an ongoing issue that maybe related to generator power. Mark Clemments to investigate when he is available.
- Gregory river pump well has been de-silted and should be good until the start of the wet season again. This has coincided with Confined Space and gas monitor training for Gregory and Burketown water operators.

Water Reticulation Gregory

- Has been good with no major leaks or works required.
- Gregory public toilets issue with frogs and flushing have now been rectified.

Sewerage:

- Sewerage samples failed. Thermotolerant coliforms 7600 CFU/100ml.

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
360893	TOTAL COLIFORMS	6-4-2016	Burke Shire Treated Effluent	< 1000 CFU /100ml	CFU/7600ml	<10	
360892	BOD Biochemical Oxygen Demand	6-4-2016	Burke Shire Treated Effluent	< 20 mg/L	6.1mg/L	<2	
360892	TOTAL SUSPENDED SOLIDS	6-4-2016	Burke Shire Treated Effluent	< 30 mg/LL	9.0mg/L	<1	

360892	PH Physical Properties	6-4-2016	Burke Shire Treated Effluent	6.5-6.8	7.7	<0.1	
360892	TP Nutrients & Anions	14-4- 2016	Burke Shire Treated Effluent	< 15 mg/L p	3.4mg/L P	<0.25	
360892	TN Nutrients & Anions	14-4- 2016	Burke Shire Treated Effluent	< 20 mg/L	11 mg/L N	<0.5	

Statewide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total (month of April 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	1	1
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

- Plant running smoothly with no interruptions to service supply.
- Chlorine-Situ system operating without any issues.
- Parts ordered for service maintenance of Alum dosing pumps.

Nicholson River Pump STN.

- Pumps are operating at 19 l/s.
- Pipeline access road needs to be graded. This will be done after TIDS works have been completed this year.

Sewerage

- All pumping stations are operating well.
- Maintenance/cleaning of wells are on going.
- Sewer station 1 and 3 currently have overtemp on 1 motor.
- Clemments Electricians have re wired pump station 1 so that its operating with 2 pumps. Sewer station 3 is waiting on parts.
- Ordering spare parts for sewer stations switchboards. The parts we received were the wrong ones and we would have to upgrade the control panels to suit new parts. We have asked the electrician to order the correct parts plus spares for the switchboards.
- Rodeo Ground public toilets sewerage tank had a blockage. Inspected and found that tank had been run over by machinery and had sunk on the outlet side causing the pipe to bend and break. We replaced the broken pipe and toilets are operating well.

Sewerage Treatment Plant

- Blivet operating well with samples collected for April. Samples failed on thermo-tolerant coliforms. All other tests have improved.
- 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, parks and public toilets.
- All treatment plant 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.

Airport

- Fire breaks to be installed around airport.
- 3 current NOTAMs are in place. AWIB, WINDSOCK and DISTANCE.

Weather Station.

- Current NOTAM for the AWIB is extended. The radio has been sent back to the radio technician for inspection and service. The Airport Manager continues to update Air services and the BOM as to the progress of the services. It is hoped that the service will be back on line by the end of the month.

REX Airlines

- Operations are running to a reasonable standard
- REX manifest paperwork is being received in a timely fashion of late.
- Flights from Cairns have been arriving earlier due to Mornington Island airport being closed to heavier traffic. REX resumed it's Mornington Island Service on the 10th of May..

Cemetery

- Nothing significant to report.

6. OFFICER'S RECOMMENDATION

That Council notes the contents of the Works Manager's Update for May 2016.

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: 10th May 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
459	Ride on Mower	Deck, trans and engine	No	16 hrs	Old
474	Rosa Bus	Check over, lights, A/C	No	4 hrs	Old
479	Water Truck	Gearshift, prepare for sale	Yes	16 hrs	Plant replacement
485	New Holland Backhoe	Leaking rams, seat	No	12 hrs	Cheap machine
522	140M Grader	4500 hr Service	Yes	16 hrs	Scheduled
523	140M Grader	Blocked radiator	No	4 hrs	Build up
528	Genset-Gregory Depot	Fitted remote fuel filter, battery	No	11 hrs	Stop leaks
529	John Deere Mower	Spindle, blades, gearbox	No	4 hrs	Wear
540	Hilux Dual Cab	35K Service, body works	Yes	2 hrs	Scheduled
540	Hilux Dual Cab	Sent for body repairs	No	40 hrs	Insurance
546	Kubota Tractor	Blades, clutch, repairs	No	8 hrs	Heavy use
547	Kubota Tractor	750 hr Service, repairs	Yes	8 hrs	Scheduled
551	Western Star	Batteries	No	2 hrs	Batteries old
565	CEO Prado	Check over, repairs	No	2 hrs	Result of pre start
572	Job Truck	20K Service	Yes	4 hrs	Scheduled
584	Landcruiser-RS	45K service, A/C fault	Yes	8 hrs	Scheduled
585	Job Truck	30K service	Yes	3 hrs	Scheduled
589	Job Truck	15K service	Yes	2 hrs	Scheduled
593	Isuzu NPR75-190	5K Service	Yes	2 hrs	Scheduled
	Plant hire rates	Review	Yes	8 hrs	Annual review
	Plant Replacement Program	Update to save	Yes	8 hrs	Revise
	Whippers and mowers	Keep operational	No	12 hrs	Heavy use

2. TENDER UPDATE

From the 2015-16 Budget

- Water Truck- Inducted and operational
- Multi tyred Roller- Moved
- Forklift- Ordered 5-5-16
- 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 May 2016 report.

ATTACHMENTS

1. Plant Replacement Program


2016-2017 Plant
Replacement Budget.

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 monthly 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:	19 May 2016
LINK TO COUNCIL PLANS	Operational Plan, Budget

1. STATEMENT OF COMPREHENSIVE INCOME

	2015 - 16 Actual (YTD)	2015 - 16 Budget
Income		
Revenue		
Recurrent Revenue		
Rates, levies and charges	3,624,379	3,615,300
Fees and charges	77,125	87,280
Rental income	182,170	225,000
Interest received	299,855	355,000
Sales revenue	868,309	1,102,727
Other income	211,306	223,130
Grants, subsidies and donations	2,703,763	3,094,501
Total Recurrent Revenue	7,966,907	8,702,938
Capital revenue		
Grants, subsidies and donations	4,326,241	7,201,000
Total Revenue	12,293,148	15,903,938
Capital income	-	-
Total Income	12,293,148	15,903,938
Expenditure:		
Recurrent Expenditure		
Employee benefits	3,499,926	3,820,000
Materials and services	3,007,785	4,159,000
Finance costs	11,470	15,000
Depreciation and amortisation	2,766,085	3,319,302
	9,285,266	11,313,302
Capital expenses		
Loss on disposal of property, plant and equipment	-	-
Total expenditure	9,285,266	11,313,302
Net Result	3,007,882	4,590,636
Net Operating result (excluding capital revenue)	- 1,318,359	- 2,610,364

*** Year to date actual results have been compared to annual budget estimates. Year to date results show a net surplus of \$3,007,882 however net operating results show a year to date operating deficit of \$1,318,359*

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.

Fees and charges

Fees and charges are on track with annual budget forecasts sitting at 88% of the annual estimates.

Rental Income

Rental income is close to meeting annual budget estimates at 80% of annual estimates.

Interest

Investment interest is largely close to meeting annual budget estimates at 84% of annual estimates. Interest rates remain low leaving investment interest earnings generally low.

Sales Revenue

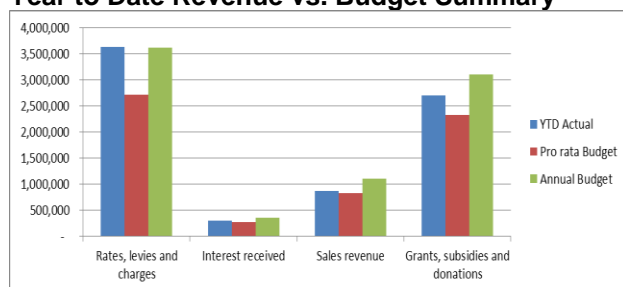
Sales revenue is tracking very close to annual estimates. Progressive claims for RMPC works will continue to be lodged bringing sales revenue in line with budget estimates.

Grants, Subsidies, Contributions and Donations

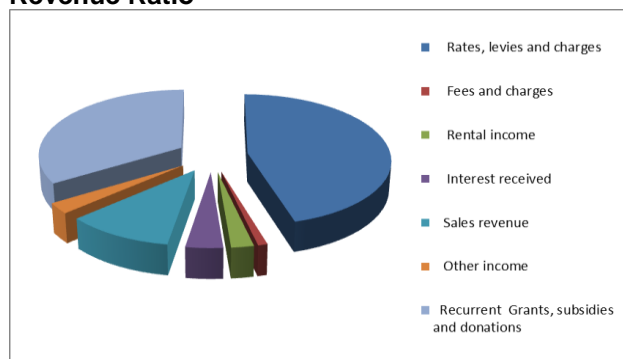
Non Capital Grants, Subsidies, Contributions and Donations sit 13% below budget estimates largely due to timing differences, outstanding FAG grants to the tune of \$375,000 for the last quarter will bring year to date revenue to budget estimate.

Capital revenue sits below 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. TIDS claims for the year will be less than budgeted for due to rescheduling of TIDS works, TIDS budgeted expenditure of \$800,000 will be spread across 2015-16 and 2016-17 consequently TIDS revenue of \$800,000 will be spread across 2015-16 2016-17 in addition to TIDS allocations for 2016-17

Year to Date Revenue vs. Budget Summary



Revenue Ratio



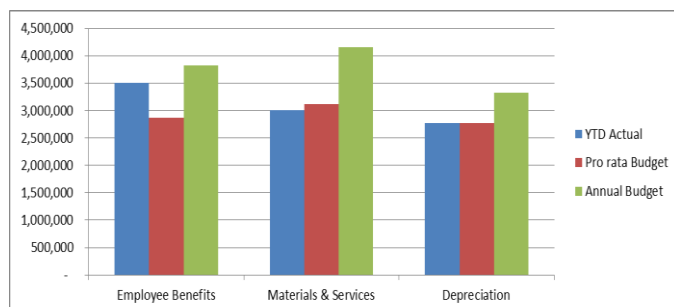
***Rates revenue as a percentage of total operating revenue as at the end of April sat at 45%.

Non recurrent Grants, subsidies and donations represent the second largest operating revenue stream as at the end of April at 34%.

Recurrent Expenditure

Employee benefits & Materials & Services

Overall year to employee benefits and materials and services expenditure is tracking close to budget estimates with some variances in some budget lines primarily due to timing differences.

Year to Date Expenditure vs Budget Summary2. **STATEMENT OF FINANCIAL POSITION AS AT 30 April 2016**

	Actual 2016
Current assets	
Cash and cash equivalents	13,223,365
Trade and other receivables	256,644
Inventories	181,880
Other financial assets	27,632
Total current assets	13,689,521
Non-current assets	
Property, plant and equipment	136,798,544
Total non-current assets	136,798,544
Total assets	150,488,065
Current liabilities	
Trade and other payables	129,165
Provisions	404,105
Other current liabilities	-
Total current liabilities	533,270
Non-current liabilities	
Trade & Other Payables	-
Provisions	581,937
Total non-current liabilities	581,937
Total liabilities	1,115,207
Net community assets	149,372,858
Community equity	
Shire Capital	66,085,271
Asset revaluation reserve	74,114,951
Retained surplus	9,172,636
Other Reserves	-
Total community equity	149,372,858

Cash and cash equivalents

Cash and cash equivalents decreased to \$13,223,365 from a balance of \$13,685,722 at the close of the previous reporting month.

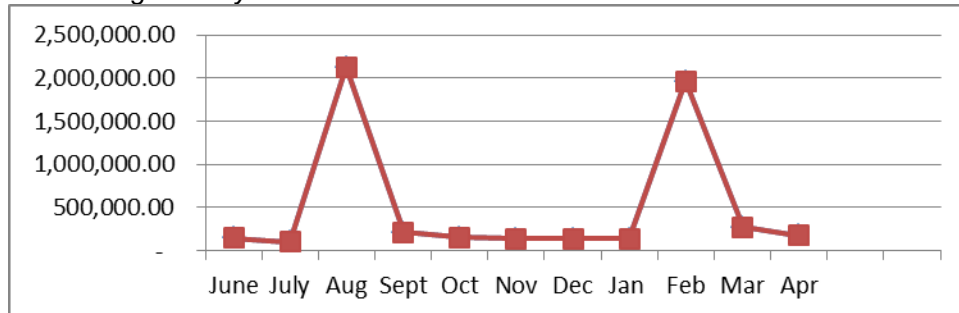
Burke Shire Council - Cash Position 2015-16						
Month	Queensland Treasury Corporation	Term Deposit	Interest Rate	Westpac Bank Cash Reserve	Westpa Cash Management Account	Total Cash Held
Jul-15	\$ 11,036,734.36	\$ 519,000.00	2.8%	\$ 3,730,588.92	\$ 505,820.97	\$ 15,792,144
Aug-15	\$ 11,061,774.95	\$ 519,000.00	2.8%	\$ 1,929,330.83	\$ 507,902.00	\$ 14,018,008
Sep-15	\$ 11,085,721.81	\$ 519,000.00	2.8%	\$ 2,151,261.27	\$ 494,436.48	\$ 14,250,420
Oct-15	\$ 11,111,945.45	\$ 519,000.00	2.8%	\$ 1,804,825.14	\$ 454,384.13	\$ 13,890,155
Nov-15	\$ 11,135,714.09	\$ -	Matured Repaid to BSC	\$ 1,278,672.70	\$ 501,986.46	\$ 12,916,373
Dec-15	\$ 10,159,647.38	\$ -		\$ 935,353.02	\$ 500,240.72	\$ 11,595,241
Jan-16	\$ 10,184,982.69	\$ -		\$ 296,361.61	\$ 460,228.89	\$ 10,941,573
Feb-16	\$ 10,207,814.98	\$ -		\$ 889,993.71	\$ 504,728.98	\$ 11,602,538
Mar-16	\$ 12,734,903.14	\$ -		\$ 452,230.00	\$ 498,000.56	\$ 13,685,134
Apr-16	\$ 12,767,156.08	\$ -		\$ 439,230.00	\$ 16,390.78	\$ 13,222,777
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

Rates receivables continue to decrease dropping from \$268,000 in March to \$176,000 at the end of April.

Outstanding rates by Month



Debts receivable increased in line with recoverable works completed through the month of April.

Inventories & Other Financial Assets

Inventory sat at \$181,000

Property Plant & Equipment

Capital works in progress expenditure increased slightly to \$8,5million.

Liabilities and Provisions

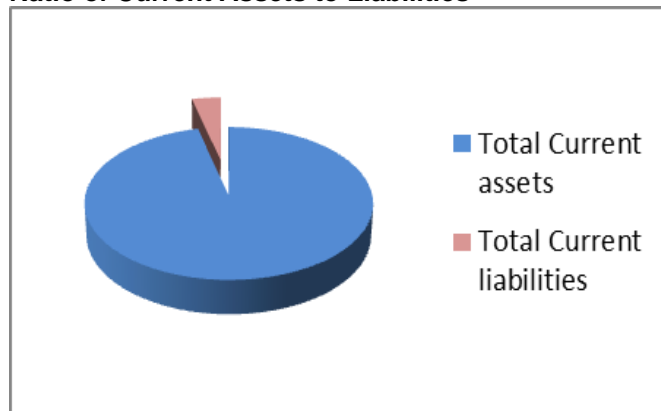
Total liabilities and provisions remain largely unchanged from the previous month sitting at approximately \$1,1million.

Total Current Assets - \$13,689,521

Total Liabilities (current and non current) - \$1,115,207

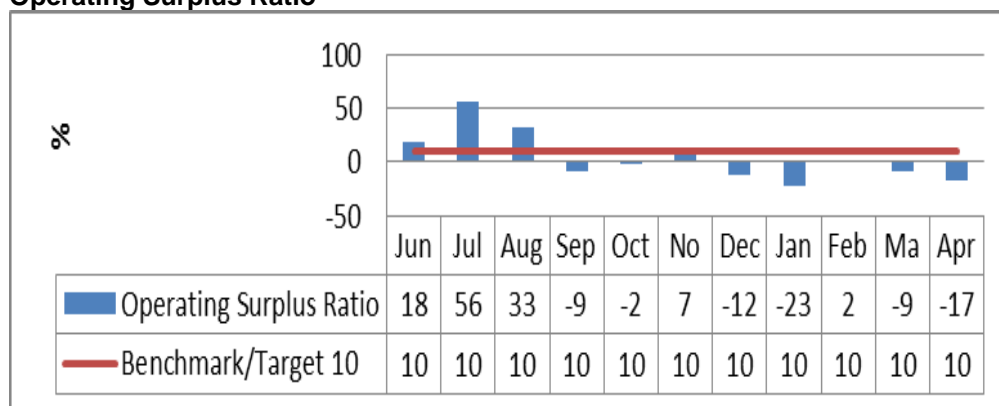
Total liabilities amount to 4% of total current assets reflecting the ability for Council to offset its financial obligations from current assets.

Ratio of Current Assets to Liabilities

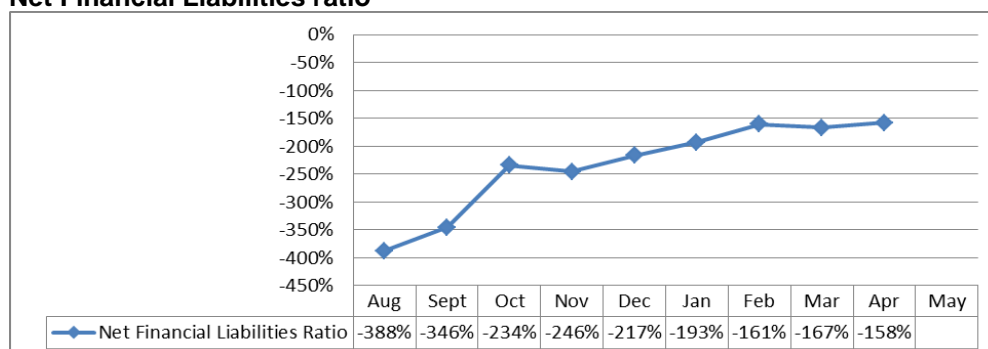


3. MEASURES OF COUNCILS FINANCIAL SUSTAINABILITY

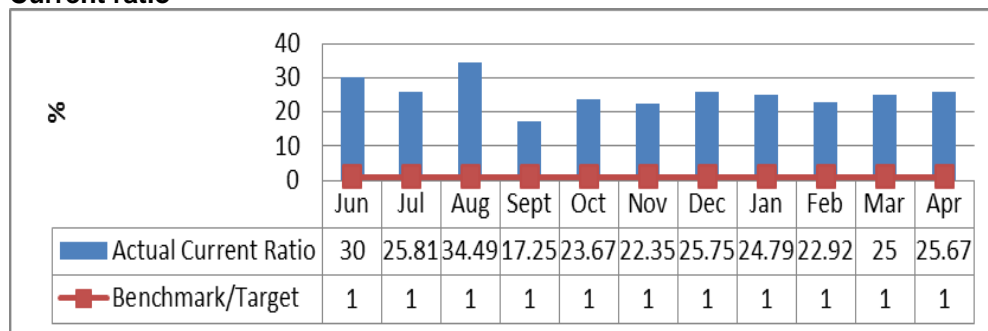
Measure	How the measure is calculated	Actual	Target
Operating surplus ratio: measures the extent to which operating revenue covers operational expenses	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-17%	Between 0% and 10%
Asset sustainability ratio: 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.	290%	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)	-158%	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	25.67	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	25.28	This ratio should exceed 1:1

Operating Surplus Ratio

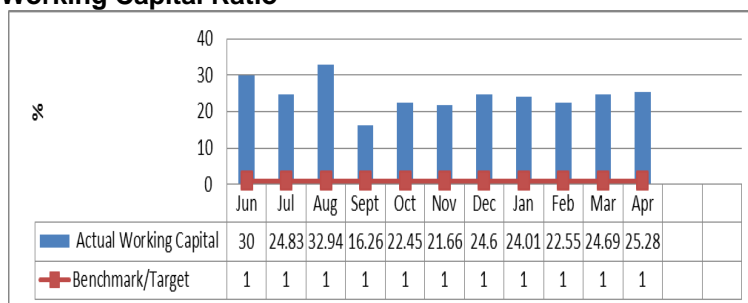
Council's **operating surplus ratio** sat at -17 at the end of the reporting period falling outside the benchmark target range reflecting the operational deficit.

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 own source revenue i.e. non capital grants, subsidies contributions and donations. These external revenues contribute significantly towards Councils ability to meet it liabilities and obligations.

Current ratio

The current ratio at the end of April continues to reflect the ability to offset short term obligations with current assets.

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 290% against a target benchmark of greater than 90%, this ratio will change progressively through the year in line with 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 NDRRRA.

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	5,919,185	6,149,878
Payments to suppliers and employees	- 7,387,596	- 7,994,961
	- 1,468,411	- 1,845,083
Interest received	299,854	355,000
Rental income	182,170	225,000
Non capital grants and contributions	2,703,763	3,094,501
Borrowing costs	-	-
Net cash inflow (outflow) from operating activities	1,717,376	1,829,418
Cash flows from investing activities		
Net payments for property, plant and equipment	- 8,210,339	- 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	- 3,666,188	- 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	- 1,948,813	- 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)	13,222,365	12,754,300

Year to date cash inflows from operating activities exceed cash outflows resulting in a net cash inflow of \$1.7 million against a annual budget estimate of \$1,8million dollars. Receipts from customers are slightly below budget estimates as there is approximately \$185,000 in outstanding RMPC payments, this should bring this to budget estimates at the end of the year.

Non capital grants are slightly below cash flow forecast by approximately \$320,000 this variance relates to FAG General purpose and FAG Roads Grant to be received in the last quarter of 2016 bringing actual non capital grants to budget estimates.

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 of \$3.6 million NDRRA receipts (approximately \$1.6million) for completed NDRRA works is yet to be received. TIDS receipts will be slightly less than budgeted as TIDS works are rolled over into 2016-17 consequently TIDS expenditure will also be lower.

Cash and cash equivalents at the end of April decreased from a balance of \$13.6m to \$13.2m in line with budget cash flow forecast.

5. OFFICER'S RECOMMENDATION

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

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: 10th May 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

ANZAC Day – 25 April 2016

ANZAC Day commemorations in Burketown were well attended this year. The two poetry competition winners read their poems at the mid-morning ceremony and will be recognised with letters and in the next Newsletter. Thanks to all the volunteers who assisted throughout the day.

UPCOMING EVENTS

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 for the school 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.

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

The project committee met on 5 May and have implemented a project plan for the event, the full committee will meet late this week/early next to allocate tasks and finalise planning.

Negotiations are underway on entertainment, catering and decorations.

The corporate sponsorship letter has been finalized and potential sponsors are being approached over the next week.

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. The program has been developed and we are waiting on funding confirmation.

Morning Glory Festival 2017

A Public Notice for the MGF 2017 will be released shortly. 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.

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 – public notices have been disseminated.

2. LIBRARY

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

Children have been coming into the library to colour and enter the competition with very little space left on the board. This is very fast becoming a popular competition.

Unsupervised Children in the library

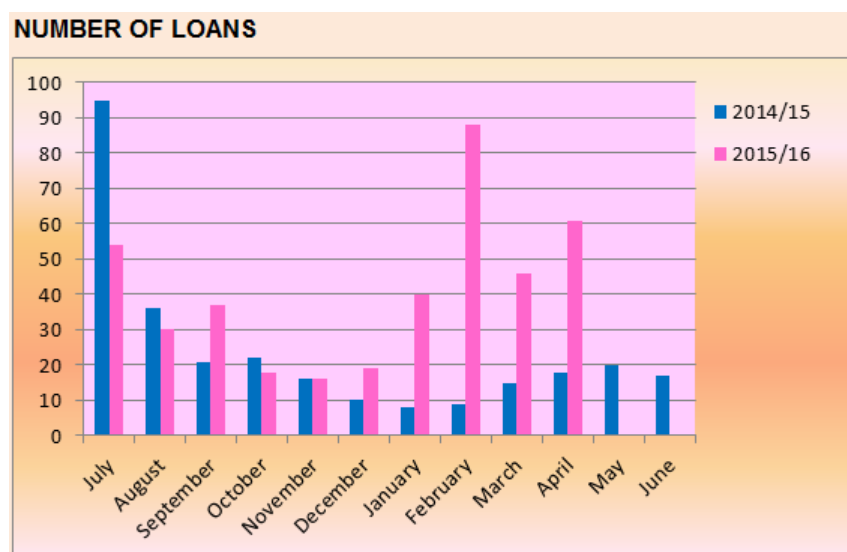
Unsupervised children using the library are still complying with the rules, following the recent introduction, and the internal procedures are working well.

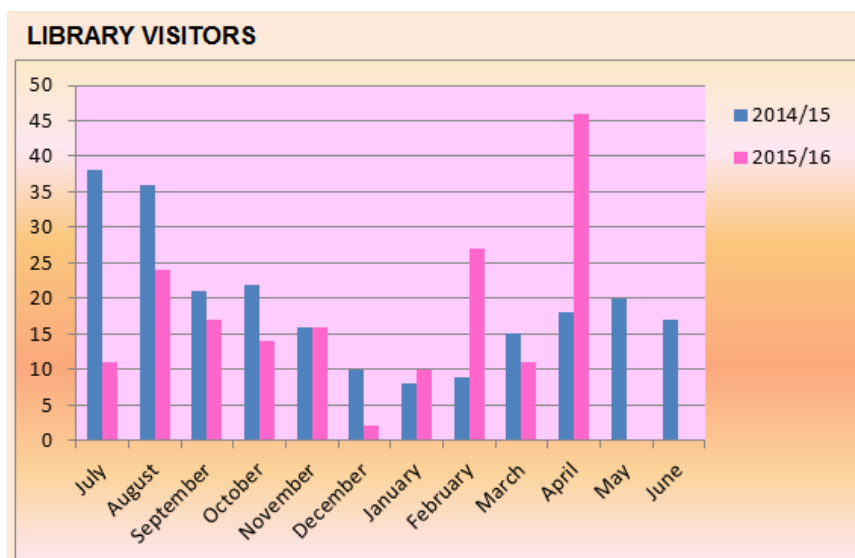
RLQ Training

Hayley Croton Attended RLQ Training in Brisbane – the training was a great source of information and learning opportunities. As part of this we are now reviewing our library strategic plan which needs updating. We are also examining express book bags, an initiative for members of the community and stations to use to access library resources.

General Information / Stats

The number of loans compared to April last year has increased, as has the number of visitors to the library, as per graphs below.





3. NEWSLETTER

The May newsletter has returned from the printers and is being distributed. 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 – waiting on the costings for the fill used for 2015 event. Therefore out of the \$11,782 donation, \$2,500 was in cash and \$9,282 was allocated for the In-Kind donation, still remaining is a total of \$155.
- Burketown State School – no longer required allocated donation of \$20,000
- 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.
- Barramundi Fishin Competition cancelled: donation no longer required.
- Waiting on Post Event Reports to Council from; ICPA for their State Council meeting, and from Holly Hammond and Jason Munchenberg for their fundraising events for Alzheimer's Australia and RFDS QLD

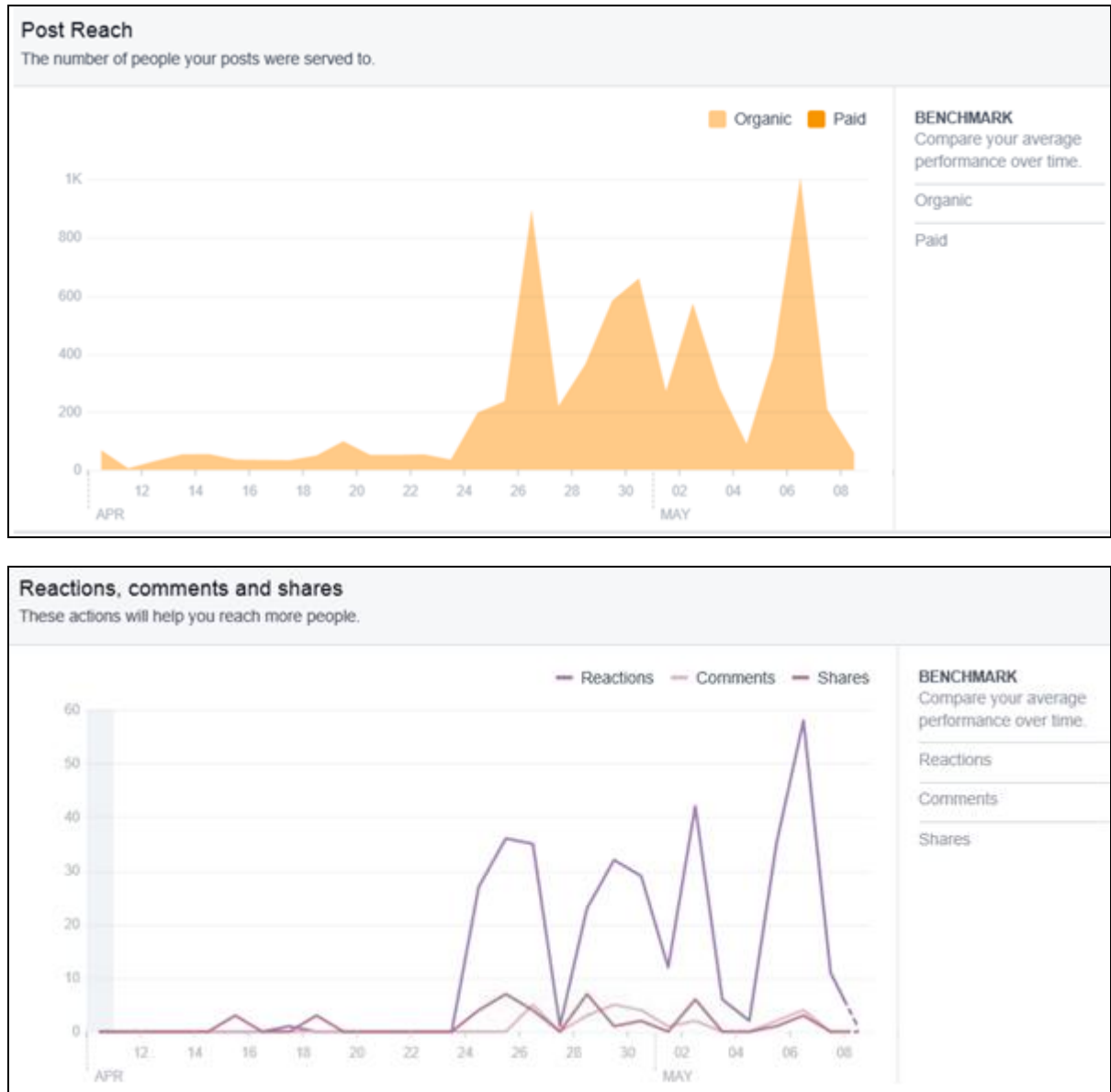
5. NIJINDA DURLGA

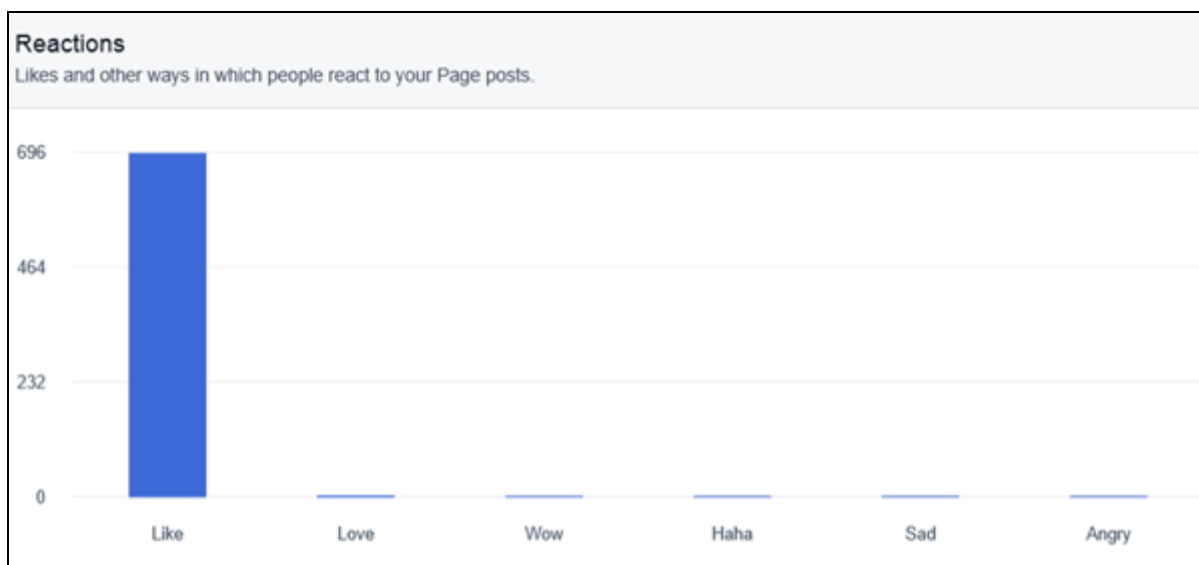
Bookings for the month of April in the Durlga – Electoral Commission, Post Election Meeting, Council Meetings, Councillor and Council management meetings, RMPC Meeting, CLCAC, Mounigibi housing, RMPC, Library Arts & Craft, NWRH, Training (WAH & Confined Space), EDQ Meeting, Rural Fire Services QLD, ICAP State Meeting, Governors Visit, ANZAC Day, and Roads Workshop, as well as the HACC being booked.

Karen Meyers is working with Simba, Chris and Nils to gain a clearer picture of the Durlga's operating costs and, through the use of packages or other bookings options, prepare a report for Council which will examine options for utilizing the facility more effectively and with greater cost recovery in mind.

6. SOCIAL MEDIA

The last month has seen an increase in the use of Council's Facebook page for promoting and documenting events, as opposed to the more 'procedural' posts like road reports and public notices. This has resulted in increased activity on the page and greater likes/sharing of material. This goes hand in hand with some social media engagement training the Administration team have been involved with. A summary of recent Facebook activity is included:





7. RECORDKEEPING

Please see the attached report from CorpMem.

8. IT

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

- 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
- Finance Staff are now using the latest version of PCS Practical software prior to implementation. There have been minor issues, which have been reported to Civica, but the upgrade appears to have gone smoothly
- Councillors have been having issues accessing email; Madison has been working on these and it now appears that access to Outlook straight from the computer's desktop has been achieved

9. HUMAN RESOURCES UPDATE

Staff Changes – Departures:

- Brett Williams, Financial Accountant, was terminated on 22 April 2016.
- Clinton Murray, Assistant Workshop and Fleet Manager, resigned on 22 April 2016.
- Daniel Judge, Road Crew Operator has resigned, his final day will be 20 May 2016.

Staff Changes – Appointments:

None

Staff Changes – Other:

Partners in Business are providing a temporary Accountant, currently James Gauvin, to assist in finance.

Simbarashe Chimpaka is expected to be back on site full-time from 16 May 2016.

Vacancies:

The following positions are being advertised:

- Full Time Administration Officer (Role currently being performed by CBC Staff Selection Temp, Ferne Clarke)
- Full Time Parks and Gardens Crew (Burketown)
- Casual (3 month contract) Road Crew Operator (x2)

While not currently advertised, a replacement for Brett Williams will be sought.

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 XXII was held on 3 May 2016. JCC XXII is tentatively scheduled for 13 July 2016.

Performance Reviews:

The performance review process is commencing, and scheduled to take place through to early June.

Workplace Health and Safety:

The monthly Workplace Health and Safety report is attached. For the month of April there were two report-only incidents.

Training:

The following training has taken place over the last month:

- Apprenticeships and Traineeships are ongoing
- Website Training for Administration staff from Resolute IT
- Social Media training for the Administration team
- Staff have commenced online Microsoft Office software training through a subscription to LGAQ's online learning platform
- Russell Cunningham attended a Weeds Management workshop in Richmond
- Tammy Baptie attended a regional WHS Officer conference in Georgetown
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Report from CorpMem for April 2016



Admin Report
20160501.pdf

2. Civica Heat Report for May 2016



Burke Shire Heat
Report May 2016.pdf

3. WH&S Report for April 2016



1605010 EOM OHS
Report April 2016.doc

Deputy Chief Executive Officer Reports

09.05.02 HRM-POL-004 Recruitment Policy Review

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay – DCEO
FILE NO:	Business Paper
DATE:	10 th May 2016
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE (Executive Summary)

To review Council's Recruitment Policy, which outlines how Council manages recruitment of new staff.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This policy was last reviewed in June 2016 in conjunction with Martine Care from Preston Law, as part of a wider review of a tranche of HR policies.

3. PROPOSAL

The policy is generally unchanged. References to old policies and positions have been updated, and Section 8, relating to the Selection Panel, has been augmented with content from s196 of the Local Government Act 2009.

Corresponding changes have been made to the Recruitment Procedure.

4. FINANCIAL & RESOURCE IMPLICATIONS

No real changes have been proposed to the policy, as such the financial and resource implications are nil.

5. POLICY & LEGAL IMPLICATIONS

Nil

6. CRITICAL DATES & IMPLEMENTATION

While it has only been 11 months since the previous review, the May 2016 Council meeting is a good time to review this policy, as it will reduce the number of HR policies that will come up for review at the June Council Meeting and assist to spread out the review of policies throughout the calendar year.

The review of the associated Procedure has also been brought forward to match.

7. CONSULTATION

During the previous review of this policy, the DCEO consulted with Martine Care from Preston Law. No material changes have been made to the policy since.

8. CONCLUSION

This policy will continue to guide Council's recruitment process, as it has done for the past 12 months – and previously.

9. OFFICER'S RECOMMENDATION

- a) That Council adopts HRM-POL-004 Recruitment Policy, Version 3; and
- b) That Council notes the review of HRM-POL-003 Recruitment Procedure, Version 4

ATTACHMENTS

1. HRM-POL-004 Recruitment Policy



HRM-POL-004
Recruitment Policy (R

2. HRM-PRO-003 Recruitment Procedure



HRM-PRO-003
Recruitment Procedu

Deputy Chief Executive Officer Reports

09.05.03 HRM -POL-002 Workplace Complaint Policy Review

DEPARTMENT: Human Resources

RESPONSIBLE OFFICER: Nils Hay – DCEO

FILE NO: Business Paper

DATE: 10th May 2016

LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To review Council's Workplace Complaint Policy, which seeks to ensure equitable treatment in the handling of workplace complaints.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This policy was last reviewed in June 2016 in conjunction with Martine Care from Preston Law, as part of a wider review of a tranche of HR policies.

3. PROPOSAL

The policy is unchanged with the exception of updating a reference from 'personal grievance' to 'workplace complaint'. The Policy still adequately defines a workplace complaint, and Council's preferred methods for managing such complaints. Council's Workplace Complaint Procedure (also reviewed) has also been attached for reference.

4. FINANCIAL & RESOURCE IMPLICATIONS

No changes have been proposed to the policy. As such the financial and resource implications are nil.

5. POLICY & LEGAL IMPLICATIONS

Nil

6. CRITICAL DATES & IMPLEMENTATION

While it has only been 11 months since the previous review, the May 2016 Council meeting is a good time to review this policy, as it will reduce the number of HR policies that will come up for review at the June Council Meeting and assist to spread out the review of policies throughout the calendar.

The review of the associated Procedure has also been brought forward to match.

7. CONSULTATION

During the previous review of this policy, the DCEO consulted with Martine Care from Preston Law. The current iteration is unchanged.

8. CONCLUSION

This policy will continue to define Council's approach to managing workplace complaints in a fair and compliant manner.

9. OFFICER'S RECOMMENDATION

- a) That Council adopts HRM-POL-002 Workplace Complaint Policy, Version 4; and
- b) That Council notes the review of HRM-PRO-004 Workplace Complaint Procedure, Version 3

ATTACHMENTS

1. HRM-POL-002 Workplace Complaint Policy



HRM-POL-002
Workplace Complaint

2. HRM-PRO-004 Workplace Complaint Procedure



HRM-PRO-004
Workplace Complaints

10 Chief Executive Officer Reports

10. Chief Executive Officer Reports

10.01.01 Chief Executive Officer Monthly Update Report

10.01.02 Operational Plan 2015-2016 – 3rd Quarterly Update – May 2016

Chief Executive Officer Reports

10.01.01 Chief Executive Officer Monthly Update Report

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper – 19 May 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>Council has been requested to provide feedback on whether it will include a Local Government Infrastructure Plan in the new Planning Scheme. Feedback from DILGP and past experience with development suggests the inclusion of an LGIP would be surplus to requirements.</p> <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>CT Management Group will be onsite from 30 May 2016 – 10 June 2016 to complete the Asset Management Plan.</p> <p>Completion timeframe: 30 June 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. The third quarterly review: presented May 2016</p> <p>Council is tracking well in the implementation of the Operational Plan.</p>	<p>Adopted Jul 15. 1st quarterly review Oct 15 2nd quarterly review Jan 16 3rd quarterly review May 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>The following Councillors have been appointed to the Biosecurity Portfolio: Cr Camp (ex officio), Cr Clarke and Cr Murray.</p> <p>Delivery timeframes for the Biosecurity Plan have been revised to account for the timing of availability of BQ resources to assist in development.</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 adopted the 2nd quarterly budget reviews at March Council meeting.</p> <p>The final review will be completed through the external audit process.</p>	<p>Adopted 22 Jul 2015 1st quarterly review: Oct 15 2nd quarterly review: Feb 16</p>
Budget 2016-2017 Operational Plan 2016-2017	<p>Draft Operational Plan 2016-2017 nearing completion. To be presented on Wednesday 18 May 2016.</p> <p>Management staff near the completion of their budgets.</p> <p>Rates categorization, modelling and financial sustainability session held with Mead Perry Group on 9 May 2016.</p> <p>Budget meeting scheduled for 21 July 2016.</p>	On track
Business Continuity Plan & Risk Register	<p>The CRR was adopted by Council in October 2015. The BCP was adopted by Council in February 2016.</p> <p>The BCP will be the subject of Internal Audit in May-June 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, 16-17 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 21 June 2016. Date to be confirmed.</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>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>27 Apr 16: initial plans for sub-division development received and reviewed by Council on 5 May 16 and send through to EDQ and UDP.</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)</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 and Council have signed a Deed of Agreement for these works.</p> <p>Council submitted an application under Round 3 of the NSRF to co-fund this project.</p> <p>Completion timeframe: November 2017</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> <p>Draft Condition Inspection Regime circulated to CT Management Group and BSC Management for consideration.</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.</p> <p>Council has now received both Site Based Management Plans for the two landfill sites in Burketown.</p> <p>Completion timeframe: Council will look to progressively implement the plan over coming years.</p>	Monitor
Burketown Cultural History Project	<p>First Draft Completed and circulated to Councillors.</p> <p>Council and author are approaching publishers for prices/costs associated with</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. Additional pick-ups required following the mid-March event</p> <p>Emergent Works RFQs closed on 16 March 2016. GBA and BSC are preparing final submissions for QRA, who will complete pre-assessment on 6 June 2016.</p>	On track

House 10: major renovations	Tender documentation completed. Tender not yet released.	Monitor
Council Administration Office	Roof Replacement completed in November 2015	Completed
Gregory Community Hall	Renovations and upgrades completed in December 2015. All funding acquitted.	Completed
Pontoon	Installation completed. All funding acquitted.	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>5 year road program drafted.</p> <p>Program to be incorporated into budget forward estimates.</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>Priority ROPS: town planning, surveying.</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>
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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.</p> <p>Further engineering and design work is required prior to release of tender.</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. EHP has provided a draft permit for Council to consider.</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 feasibility completed and various delivery models costed. Council has submitted an EOI for the Building Our Regions fund. If invited to proceed, Council will complete a Business Case for this project.</p> <p>Timeframe: Awaiting CapEx prioritization under new Council;</p> <p>This project is also land-tenure dependent. Council has commenced negotiations with Waanyi in relation to the acquisition of appropriate 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. Tender documentation to be completed in May 2016.</p> <p>Timeframe: Awaiting CapEx prioritization under new Council.</p> <p>Funding: own-source funding. No suitable co-contribution identified at this stage</p>	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

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. Council has signed the Funding Deed of Agreement with the Commonwealth and is entering final negotiations with the State.

Cultural Heritage Agreements have been concluded with Gangalidda and Waanyi Traditional Owner groups. Telstra is due to receive these reports in May 2016, prior to completing CH induction/awareness training with the Carpentaria Land Council Aboriginal Corporation.

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. This session will be held on 6 June 2016.

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.

Burketown to Normanton Fibre Optic Link Project

Burke Shire put forward a motion to help coordinate support (political and financial) for a project to connect Burketown to Normanton with Fibre Optic cable, which would provide network resiliency for all Councils west of Cairns and Townsville. Updates to follow.

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
2015-2016 2 nd LDMG meeting	Scheduled 21 June 2016
2015-2016 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
DDMG meeting	Scheduled for 8 June 2016

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:

Councillors Tonya Murray and John Clarke have been appointed to the Tourism and Events Portfolio.

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. MEETINGS/CONFERENCES/DELEGATIONS

GOVERNANCE CALENDAR – rolling 12 month calendar			
What	Where	When	Attendees
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

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Chief Executive Officer Reports

10.01.02 Operational Plan 2015-2016 – 3rd Quarterly Update – May 2016

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Operational Plan
DATE:	11 May 2016
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

1. PURPOSE (Executive Summary)

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

3. PROPOSAL

That Council makes use of these reports to:

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

4. FINANCIAL & RESOURCE IMPLICATIONS

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

Progress toward completion of a number of projects was delayed as a result of the caretaker period (6 February 2016 – 4 April 2016) associated with the Local Government elections on 19 March 2016.

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

5. POLICY & LEGAL IMPLICATIONS

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

6. CRITICAL DATES & IMPLEMENTATION

Reporting period:

- October 2015 to December 2015 (inclusive)

7. CONSULTATION

The following consultation has taken place:

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

8. CONCLUSION

Council tracked well against the majority of milestones and KPIs outlined in the Operational Plan 2015-2016.

A number of the performance targets will not be met in the 2015-2016 financial year for a number of reasons. These include the heavy organizational and resource focus on telecommunications projects throughout the year; an over ambitious set of project completion targets; delayed receipt of scoping/tender documentation by consultancies; the organizational commitment to progressing co-funded projects only; the Federal Election; and the late wet season among the most important.

Areas of interest and areas of concern are identified in Attachment 1.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this Report and the contents and commentary contained in Attachment 1.
2. That Council endorses the following amendments to the Operational Plan 2015-2016:
 - (a) Revision of the delivery timeframe for releasing the BSC Community Satisfaction Survey to November 2016;
 - (b) Revision of the delivery timeframe for Council's Biosecurity Plan to take account of recent developments around resourcing of the Plan;
 - (c) Removal of deliverables associated with the construction of a "wash-down bay" in Burketown for the 2015-2016 financial year;
 - (d) Revision of the delivery timeframe for the VIC renovations to November 2016 to take account of QTIF funding determinations;
 - (e) Revision of the delivery timeframe for the Doomadgee to Burketown Fibre Link project until November 2016;
 - (f) Revision of the delivery timeframe for the Burketown Boat Ramp and Car Park project until November 2017.

ATTACHMENTS

1. 160511 – Operational Plan 2015-2016 – Third Quarterly Update



160511 - OP 15-16 -
3rd Quarterly Review

11 Closed session reports

11.01 Closed Session - CEO Interview and Selection Committee's Recommendation Report

12 Late Item Reports

12. Late Item Reports

12.01 Revision of Risk Management Policy

12.02 Delegations Register

12.03 Appointment of Chief Executive Officer

Late Item Reports

12.01 Revision of Risk Management Policy

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Council Meeting – 19 May 2016
DATE:	16 May 2016
LINK TO COUNCIL PLAN/S:	Corporate and Operational Plans

1. PURPOSE (Executive Summary)

To review and update Council's Risk Management Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted GOV-POL-003 in June 2014. Since this time, Council has instituted and improved a range of risk management systems.

3. PROPOSAL

That Council reviews and adopts GOV-POL-003 Risk Management Policy as submitted.

4. FINANCIAL & RESOURCE IMPLICATIONS

NA

5. POLICY & LEGAL IMPLICATIONS

The management of risk by Council is a requirement elaborated in much of the legislation and regulation that governs Council operations.

There is no requirement to adopt a Risk Management Policy, though it is standard practice to do so.

6. CRITICAL DATES & IMPLEMENTATION

The May Council represents an appropriate time to review this policy.

7. CONSULTATION

Various Risk Management Policies and Risk Management frameworks have been assessed across the local government sector.

Discussions have also taken place with Jardine Lloyd Thompson.

8. OFFICER'S RECOMMENDATION

That Council adopts the Risk Management Policy (version 2) as submitted.

ATTACHMENTS



GOV-POL-003 Risk
Management Policy.d

1. GOV03 – Risk Management Policy

Late Item Reports

12.02 Delegations Register

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Business Paper – May 2016
DATE:	14 May 2016
LINK TO COUNCIL PLAN/S:	Operational Plan 2014-2015

1. PURPOSE (Executive Summary)

To submit suggested revisions to the Delegation Register for approval by Council at the May Council meeting.

To notify Council of delegations from the CEO to local government employees.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Local Government Association of Queensland provides periodic updates on legislative changes that impact on the ways in which Council manages its delegations. These updates follow amendments to, or the introduction of new legislation (i.e. Biosecurity Act 2014).

Council to CEO delegations were most recently considered over a course of Council meetings in 2014-2015.

CEO to staff delegations are reviewed following the appointment of new staff or changes to Council's organizational structure.

3. PROPOSAL

1. That Council updates the formatting of its Delegations Register to more effectively separate delegations by the Act or Regulation that authorises the delegation.

This will promote increased ease of review and revision of registers as well as increase accessibility for Councillors, staff, community and other stakeholders.

2. That Council reviews existing delegations under a range of Acts/Regulations with a view to adopting proposed amendments and additions to powers that might be delegated under these instruments.

4. FINANCIAL & RESOURCE IMPLICATIONS

None at present, although future revisions to financial delegations may have financial implications.

5. POLICY & LEGAL IMPLICATIONS

Local Government Act 2009

The following provisions on delegations are contained in the LGA 2009

257 Delegation of local government powers

- (1) A local government may, by resolution, delegate a power under this Act or another Act to—
 - (a) the mayor; or
 - (b) the chief executive officer; or
 - (c) a standing committee, or joint standing committee, of the local government; or
 - (d) the chairperson of a standing committee, or joint standing committee, of the local government; or
 - (e) another local government, for the purposes of a joint government activity.
- (2) However, a local government must not delegate a power that an Act states must be exercised by resolution.
- (3) A joint standing committee, of the local government, is a committee consisting of Councillors of 2 or more of the local governments.

258 Delegation of mayor's powers

- (1) A mayor may delegate the mayor's powers to another councillor of the local government.
- (2) However, the mayor must not delegate the power to give directions to the chief executive officer or senior executive employees.

259 Delegation of chief executive officer powers

- (1) A chief executive officer may delegate the chief executive officer's powers to an appropriately qualified employee or contractor of the local government.
- (2) However, the chief executive officer must not delegate the following powers—
 - (a) a power delegated by the local government, if the local government has directed the chief executive officer not to further delegate the power;
 - (b) a power to keep a register of interests.

260 Local government delegations register

- (1) The chief executive officer must establish a register of delegations that contains the particulars prescribed under a regulation.
- (2) The chief executive officer must record all delegations by the local government, mayor or the chief executive officer in the register of delegations.
- (3) The public may inspect the register of delegations.

Local Government Regulation 2012

The Regulations define information requirements for the Delegations Register at s305:

305 Particulars to be contained in register of delegations—Act, s 260

- (1) For section 260(1) of the Act, the particulars prescribed for a register of delegations are—
 - (a) The name or title of the person, or the name of the committee, to whom powers are delegated; and
 - (b) A description of the powers delegated, including the provisions under a Local Government Act permitting or requiring the exercise of the powers; and
 - (c) If the delegation was by the local government—a summary of the resolution by which powers are delegated, including—
 - (i) the date of the resolution; and
 - (ii) a summary of any conditions to which the delegation is subject; and
 - (iii) if the resolution is numbered—its number.
- (2) The chief executive officer may include any other information in the register the chief executive officer considers appropriate.

6. CRITICAL DATES & IMPLEMENTATION

The Delegation Register should be reviewed and updated as necessary and at least annually.

7. CONSULTATION

Local Government Association of Queensland
Department of Infrastructure, Local Government and Planning
Carpentaria Shire Council
Banana Shire Council

8. CONCLUSION

There is a wealth of potential delegations that might be adopted. Determining which pieces of legislation and which delegations are the most important will be essential to ensuring this process of periodic review is effective and efficient.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of this report; and
2. That Council endorses the reformatting of its Delegations Register to more effectively separate delegations by the Act or Regulation that authorises the delegation.
3. That Council
 - a. Reviews existing delegations and considers proposed amendments to the Council – CEO delegations under the **Local Government Act 2009**.
4. That Council
 - a. Reviews existing delegations Council – CEO delegations under the **Local Government (Finance, Plans and Reporting) Regulation 2010**; and
 - b. Revises and updates these delegations to reflect relevant sections of the **Local Government Regulation 2012**.
5. That Council
 - a. Reviews existing delegations and considers proposed amendments to the Council – CEO delegations under the **Animal Management (Cats and Dogs) Act 2008**.
 - b. Notes the updated delegations contained in the CEO – Local Government Employee delegations under the **Animal Management (Cats and Dogs) Act 2008**.
6. That Council
 - a. Reviews existing delegations and considers proposed amendments to the Council – CEO delegations under the **Liquor Act 1992**.
7. That Council
 - a. Reviews existing delegations and considers proposed amendments to the Council – CEO delegations under the **Food Act 2006**
8. That Council
 - a. Notes the updated formatting of the:
 - i. Council – CEO delegations under the **Disaster Management Act 2003**;
 - ii. Council – CEO delegations under the **Public Records Act 2002**;
 - iii. Council – CEO delegations under the **Water Act 2000**.

ATTACHMENTS

1. Council to CEO – Local Government Act 2009



Delegations - Local Government Act 2009

2. Council to CEO – Local Government Regulation 2012



Delegations - Local Government Regulation

3. Council to CEO Animal Management (Cats and Dogs) Act 2008
4. CEO - Local Government Employee Animal Management (Cats and Dogs) Act 2008



Delegations - Animal Management (Cats and Dogs)



Delegations - Animal Management (Cats and Dogs)



Delegations - Liquor Act 1992 - Council to

5. Council to CEO Liquor Act 1992

6. Council to CEO Food Act 2006



Delegation - Food
Act 2006 - Council to

7. Council to CEO Disaster Management Act 2003



Delegations -
Disaster Management

8. Council to CEO Public Records Act 2002



Delegations - Public
Records Act 2002.doc

9. Council to CEO Water Act 2000



Delegations - Water
Act 2000 - Council to

Late Item Reports

12.03 Appointment of Chief Executive Officer

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Chief Executive Officer
FILE NO:	Business Paper – 19 May 2016
DATE:	14 April 2016
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

1. PURPOSE (Executive Summary)

To submit the Interview and Selection Committee's recommendation that Ms. Sharon Daishe be appointed as the Chief Executive Officer of the Burke Shire to Council for approval.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council commenced the search for a Chief Executive Officer in early February 2016. Following the March 2016 Local Government Elections, Council confirmed its approach to the process for selecting and appointing the CEO at the post-election Council meeting on 4 April 2016. This was done through resolution 160404.08:

09.01 CEO Recruitment – Progress Report

- 1) That Council notes the contents of this report and any attachments hereto; and
- 2) That Council endorses, in principle, the proposed timeframe for progressing and completing the recruitment of the Burke Shire Council Chief Executive Officer; and
- 3) That Council alters and endorses a long-list and/or shortlist of candidates for the BSC CEO position; and
- 4) That Council appoints a CEO Shortlisting and Interview Committee to perform the following roles:
 - a. To communicate with the Employment Office in relation to the recruitment and selection process of the BSC CEO; and
 - b. To conduct interviews with the shortlisted candidates for the BSC CEO position; and
 - c. To present an Appointment Recommendation report to Council for consideration at the 21 April 2016 meeting of Council;
- 5) That Council appoints Cr Camp, Cr Poole and the CEO to the CEO Shortlisting and Interviewing Committee.
- 6) That Council, subject to appointing a qualified applicant to be the CEO at the 21 April 2016 meeting of Council, delegates authority to the Mayor to conclude contractual negotiations with the appointed person in accordance with sections 194(3) and 194(4) of the Local Government Act 2009.

3. PROPOSAL

That Council, pursuant to section 194 of the Local Government Act (QLD) 2009, appoints Sharon Daishe to the position of Chief Executive Officer.

4. FINANCIAL & RESOURCE IMPLICATIONS

The recruitment process and remuneration package are accounted for in the 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 May 2016: Council meeting to endorse Committee's recommendation

20 May 2016: proposed confirmation of contract with CEO

10 June 2016: proposed arrival date of CEO

13 June 2016: proposed commencement date of CEO

7. CONSULTATION

Department of Local Government

Local Government Association of Queensland

Local Government Manager's Association

Employment Office

Shortlisted candidates

Referees

8. CONCLUSION

The Committee's nominee for the position of Chief Executive Officer, Ms. Sharon Daishe, is an experienced Local Government CEO. Daishe has the ability, the experience, the knowledge and skills required to perform in this role.

9. OFFICER'S RECOMMENDATION

- 1) That Council notes the contents of this report and any attachments hereto; and
- 2) That Council appoints Ms. Sharon Daishe to the position of Chief Executive Officer of the Burke Shire Council effective from 24 June 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 16th June 2016.