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Agenda and Business Papers

Burke Shire Council Ordinary General Meeting

Thursday 16 June 2016

9.00am Council Chambers

9.00 am	Opening of meeting
10.30 am to 11.00 am	Morning Tea
1.00 pm to 1.30 pm	Lunch with Burketown State School Students and Staff
2.00 pm	Lex Doyle (Department of Education and Training), Chris Ford and Katrina Rex (Burketown State School)

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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 Tonya Murray
Officers	Philip Keirle; Chief Executive Officer Sharon Daishe; Incoming Chief Executive Officer Nils Hay; Deputy CEO Chris Rohan; Works Manager Brett Harris; Workshop Fleet Manager Simbarashe Chimpaka; Finance Manager Martin Powley; Executive Officer Madison Marshall; Executive Assistant (Minutes) Karen Meyers; Administration Officer (Minutes)
Absent	Cr John Yanner

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 19 May 2016

Recommendation

That the Minutes of the General Meeting of Council held on Thursday 19 May 2016 as presented be confirmed by Council.



160519 Unconfirmed
Minutes.docx

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 - May 2016

09.05.01 Deputy Chief Executive Officer Report

09.05.02 WHS-POL-001 Workplace Health and Safety Policy Review

09.05.03 HRM-POL-006 Smoke-Free Workplace Policy Review

09.05.04 HRM-POL-003 Timesheet Policy Review

09.05.05 Morning Glory Festival Future Direction

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: 7th June 2016

LINK TO COUNCIL PLAN/S: Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include (up to 7th of June 2016):

- Shire NDRRA flood damage emergent works.
- RMPC expenditure for the current financial year.
- TIDS work is ongoing on the Doomadgee West Road.

Training:

- No training conducted over the reporting period.

Works for upcoming month:

- TIDS.
- RMPC.
- Emergent and REPA works.

RMPC

2015-16	Allocation	Final Claim	Funds Remaining
Schedule 1	\$336,183.22	\$139,840.00	\$2,189.48
Schedule 2	\$191,885.80	Nil	\$-1833.84
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	\$139,840.00	\$355.64

The 2015/16 RMPC contract is now completed. Three of the four management plans have been approved, including the unit rates. It is hoped that the DTMR will approve the remaining plans and schedules prior to the end of the month. Significant works have been completed over the last month around the areas of signage and pothole repair.

Good planning has seen the delivery of a large workload and the submission of the final claim for the current financial year achieved on schedule and on budget.

NDRRA Flood Damage Emergent Works from Tropical Monsoon March 2016

Additional rain throughout the reporting period has posed challenges for the completion of outstanding emergent works and re-damaged sections of completed emergent works. Substantial damage has been sustained on the Gregory – Lawn Hill Road and the National Parks Road. Despite roads being closed to traffic, tourists continued to use the road causing substantial damage to a 20km stretch of road.

Contractors have been re-engaged to complete works on the most badly effected sections of road. Due to the fact that emergent works had previously been completed on this road, these works now constitute rehabilitation works and will be initially paid for by council until the current event claim has been approved. It is estimated that these works will be in the vicinity of \$100k. The recommencement of these works saw the Gregory – Lawn Hill Road closed between the 20th – 27th

of May. These closures were necessary whilst the remainder of wet sections on the road dried out satisfactorily. Access remained opened to the Boodjamulla National Park and Adels Grove throughout this period through the Riversleigh Road.

Many comments have been passed to council about the condition of the road. Many travellers felt that the road was safe to drive and posed no threat to traffic, although this may have been the case as the road dried out, it became clear to council staff that this was now an issue of asset preservation and mitigating against further damage and unnecessary cost. Regardless of efforts of staff to ensure that signage remained in place on the damaged roads, drivers either chose to ignore signs or were given conflicting information from businesses throughout the Shire.

WHS Incidents

A water truck received minor damage when it was reversed into by roller. The incident has been investigated and concluded. Remedial training has been recommended for the operator at fault.

Vinyl Flooring for the Gregory Hall

Quotes have been received 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

Two casual staff have been appointed to the road crew. Jamie Kerr and Stephen Booth have commenced in the last week.

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. As at the 1st of June over \$400 of the \$800k had been spent..

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. GBA have provided numerous courses of action as to how council should treat this particular problem and it has been agreed that this section of road will be resealed and rehabilitated using multiple funding sources over the next financial year.

These funding sources will come from TIDS, R2R and NDRRA (subject to approval). Holding works (NDRRA) by way of patching will also be conducted on the most severely impacted areas.

Suspicious Dog Deaths

A pathology report is expected back in the next 30 days. Further information relating to additional suspicious dog deaths have been attached in the Ranger's report.

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

One bin at the fishing site.
One bin very little use now access has been restricted to vehicles.
Dump skip back in place.

Continue to conduct early morning run around town to ensure the removal of dead or injured wildlife within the urban areas of Burketown.

Animal Control.

- There have been additional reports of dog deaths in Sloman Street. Two dogs were found dead on the evening of the 4th of June 2016. It is believed that a report was made to the Police and is currently being investigated. Council is still waiting the return of pathology tests from dog deaths in Sloman Street in April 2016.
- Caught and impounded a six to eight month old bull-terrier cross lady dog. The dog was released to the owner once fees were paid.
- Fogged Gregory township 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.

Complaints

- There have been no complaints this month received by council relating to roaming or nuisance dogs.
- Responded to an inquiry from a member of the public relating to 1080 baiting and council responsibilities.

General

- Recommenced 1080 baiting this reporting period.
- 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.
- Airport checks and attend Rex RPT flights whilst USM away.
- Attended North West Qld weed control innovation forum field day in Richmond.
- Reviewing processes for Councils implementation and handling of the Animal Management act for cats and dogs.
- A new camera will be installed on the Doomadgee East Road following a request from the CEO.

3. PARKS AND GARDENS

- Parks and Gardens welcome Andrea Whiting to the Burke Shire, Andrea has taken over the cleaning position allowing Samantha Bismark to move over to the gardening crew. A great job is being done by all.
- Gregory Camp has been inventoried and general tidy up assisted by the Burketown crew.

Programed works

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

4. HOUSING / BUILDING MAINTENANCE

Working with the CEO regarding housing allocations and movements of staff throughout the reporting period.

5. UTILITIES

James Aitkens and Doug Bruce (Gregory) are to start their CERT III courses in June.

Burketown & Gregory Water Treatment monthly usage MAY 2016

DAILY READING WTP BURKETOWN –TOTAL USAGE – 15019 KL		
MAY 2016	DAILY USAGE	OUTFLOW TO TOWN LITRES/SECOND
HIGHEST DAILY USAGE	728 kl	Avg –10.5 L p/s
LOWEST DAILY USAGE	217 kl	Avg – 4 L p/s

DAILY READING WTP GREGORY–TOTAL USAGE – 4949.5KL		
MAY 2016	DAILY USAGE (KL)	OUTFLOW TO TOWN LITRES/SECOND
HIGHEST DAILY USAGE	364.9 kl	Avg - 5.8 L p/s
LOWEST DAILY USAGE	23.3 kl	Avg - 0.9 L p/s

Gregory Water Treatment Plant

- Gregory WTP potable and raw water meters have been working on and off. Mark Clemments has investigated and found that the Potable meter has a sensor fault and has asked Council to contact manufacture in regards to the issue. The Potable water meter has not worked since the 22nd of May and will be fixed in June.
- Gregory WTP has issues with corrosion inside of the shed structure. I have spoken to Luke Collins from Collins Water and we are now looking into using Sulphuric Acid instead of Hydrochloric Acid. Hydrochloric Acid produces gases/fumes where as Sulphuric Acid is less reactive.

Water Reticulation Gregory

- We had one major leak in the reticulation. Replaced an O-ring in a tee that was worn and replaced a gate valve that serviced Biddungu. Biddungu Reserve was the only Residents that were affected.

Sewerage:

- Sewerage samples failed. BOD 24 mg/l, TSS 91mg/L.

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR
367969	TOTAL COLIFORMS	11-5-16	BURKE SHIRE TREATED EFFLUENT	< 1000 CFU/100ml	Est 30cfu ml	< 10
367968	BOD Biochemical Oxygen Demand	11-5-2016	BURKE SHIRE TREATED EFFLUENT	< 20 mg/L	24 mg/L	<2
367968	TOTAL SUSPENDED SOLIDS	11-5-2016	BURKE SHIRE TREATED EFFLUENT	< 30 mg/L	91 mg/L	<1
367968	PH Physical Properties	11-5-2016	BURKE SHIRE TREATED EFFLUENT	6.5-6.8	7.2	<0.1
367968	TP Nutrients & Anions	11-5-2016	BURKE SHIRE TREATED EFFLUENT	< 15 mg/L p	4.6mg/L P	<0.25
367968	TN Nutrients & Anions	11-5-2016	BURKE SHIRE TREATED EFFLUENT	< 40 mg/L	27 mg/L N	<0.5

Statewide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total (month of May 2016)	Actual Total (year to date)
Water Services				
Water mains breaks	Per 100km/year	<30	1	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 with a minor Airflow Sensor issues, this has had no effect on productivity.

Nicholson River Pump STN.

- Pumps are operating at 19 l/s.
- Pipeline access road has now been graded.

Sewerage

- All pumping stations are operating well.
- Maintenance/cleaning of wells are on going.
- Clemments Electricians have re wired pump station 1 so that it is operating with 2 pumps.
- Sewer station 3 parts arrived and been installed. Pump 2 will have to be replaced as there is an issue with the Thermistor on the pump.
- Council will have to look at upgrading the switchboards due the current parts being obsolete and new parts require extra rewiring to suit.
- DUMP-EZY has been removed from Burke Street. Maps have been given to the Caravan Park and the Visitor Information of the new location .The new Dump-Ezy is now located near the WTP and has been used quiet frequently.

Sewerage Treatment Plant

- Blivet operating well with samples collected for May. Samples failed on BOD,TSS and TN.
- Monitoring of the ground water is ongoing.

Water Reticulation

- Has been operating well.
- Repairs 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 have now been completed.
- 2 current NOTAMs are in place, WINDSOCK and DISTANCE.
- Additional windsocks have been ordered and the AWIB system is now operational.

REX Airlines

- Operations are running to a reasonable standard
- REX manifest paperwork is being received in a timely fashion of late.
- Flights from Cairns are back to normal operating times with Mornington Island back into the schedule.

Cemetery

- Nothing significant to report.

6. OFFICER'S RECOMMENDATION

That Council notes the contents of the Works Manager's June report.

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: 7th June 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
474	Rosa Bus	75k service, speed limiter	Yes	4 hrs	Old
480	Prime mover	Airbag actuator, A/C	No	4 hrs	Wear
485	New Holland Backhoe	Hoe lock, seat, lamp	No	4 hrs	Cheap machine
519	Jetpatcher	Clean up, battery	No	8 hrs	Prepare
523	140M Grader	3500 hrs service	Yes	4 hrs	Scheduled
533	Kubota Zero Turn	Tyre punctures and replace	No	4 hrs	Too many wicks
538	Workshop Truck	70k service, A/C fan	Yes	4 hrs	Scheduled
540	Hilux Dual Cab	Tyre replacement	Yes	2 hrs	Fair wear
551	Prime mover	Batteries, exhaust fault	No	18 hrs	Travel
553	2wd Hilux	Battery	No	1 hr	That time of year
554	Roadtrain	Lights, valves, brgs, brakes	No	24 hrs	Age catching up
566	Ranger Landcruiser	50k service, windscreen	Yes	4 hrs	Scheduled
567	WHOS Hilux	25k service	No	2 hrs	Batteries old
568	Ride on	Spindle, deck repair	No	2 hrs	Too light
571	WM Hilux	55k service	Yes	2 hrs	Scheduled
575	Rubbish compactor	Replaced door solenoid	No	1 hr	20 min delay
583	RW Supervisor	250 hr service	Yes	12 hrs	Scheduled
584	Rural Landcruiser	50k service, fridge, A/C	Yes	20 hrs	A/C fault
585	Job Truck	35k service, tyre rotation	Yes	3 hrs	Scheduled
586	Spare Hilux	35k service	Yes	2 hrs	Scheduled
589	Job Truck	20k service, PTO, batteries	Yes	5 hrs	Scheduled
592	Water Truck	Roller backed into	No	36 hrs	Repaired like new
593	Isuzu NPR75-190	Fitted air greaser	Yes	2 hrs	Maintenance vehicle
	5 & 10 year PRP	Review	Yes	16 hrs	Annual review
	Whippers and mowers	Keep operational	No	12 hrs	Heavy use

2. TENDER UPDATE

From the 2015-16 Budget

- Multi tyred Roller- Moved
- Forklift- Ordered 5-5-16 expect delivery 16-6-16
- Waste Transfer Bins- Casual to build

3. OFFICER'S RECOMMENDATION

Council notes the contents of the Work Shop and Fleet Manager's June 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 Report.

Finance Reports

09.04.01 Finance Monthly Update - May 2016

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Council Meeting Report – Finance Monthly Update Report
DATE:	16 June 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	3,629,455	3,615,300	0%
Fees and charges	81,909	87,280	6%
Rental income	200,645	225,000	11%
Interest received	333,159	355,000	6%
Sales revenue	911,526	1,102,727	17%
Other income	242,847	223,130	-9%
Grants, subsidies and donations	3,135,534	3,094,501	-1%
Total Recurrent Revenue	8,535,075	8,702,938	
Capital revenue			
Grants, subsidies and donations	4,399,442	7,201,000	
Total Revenue	12,934,517	15,903,938	
Capital income	-	-	
Total Income	12,934,517	15,903,938	
Expenditure:			
Recurrent Expenditure			
Employee benefits	3,976,505	3,820,000	-4%
Materials and services	2,989,237	4,159,000	28%
Finance costs	12,680	15,000	15%
Depreciation and amortisation	3,042,694	3,319,302	8%
	10,021,116	11,313,302	
Capital expenses			
Loss on disposal of property, plant and equipment	-	-	
Total expenditure	10,021,116	11,313,302	
Net Result	2,913,402	4,590,636	
Net Operating result (excluding capital revenue)	- 1,486,041	- 2,610,364	

*** Year to date actual results have been compared to annual budget estimates. Year to date results show a net surplus of \$2,913,402 however net operating results show a year to date operating deficit of \$1,486,041*

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

Rates and utility charges are on track with annual budget estimates slightly exceeding annual estimates.

Fees and charges

Fees and charges are on track with annual budget forecasts sitting slightly (6%) below annual estimates.

Rental Income

Rental income is on track with annual estimates sitting slightly (11%) below budget estimates.

Interest

Investment interest is largely close to meeting annual budget estimates at 94% of annual estimates.

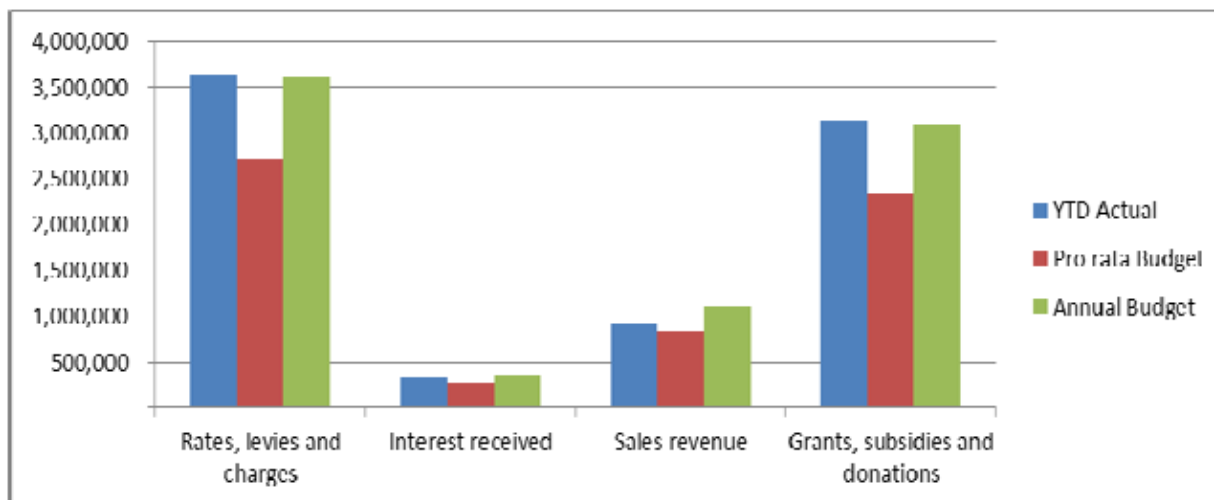
Sales Revenue

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 are on track with budget estimates as last quarter FAG grants have been received. Actual annual revenue received has slightly exceeded budget estimates.

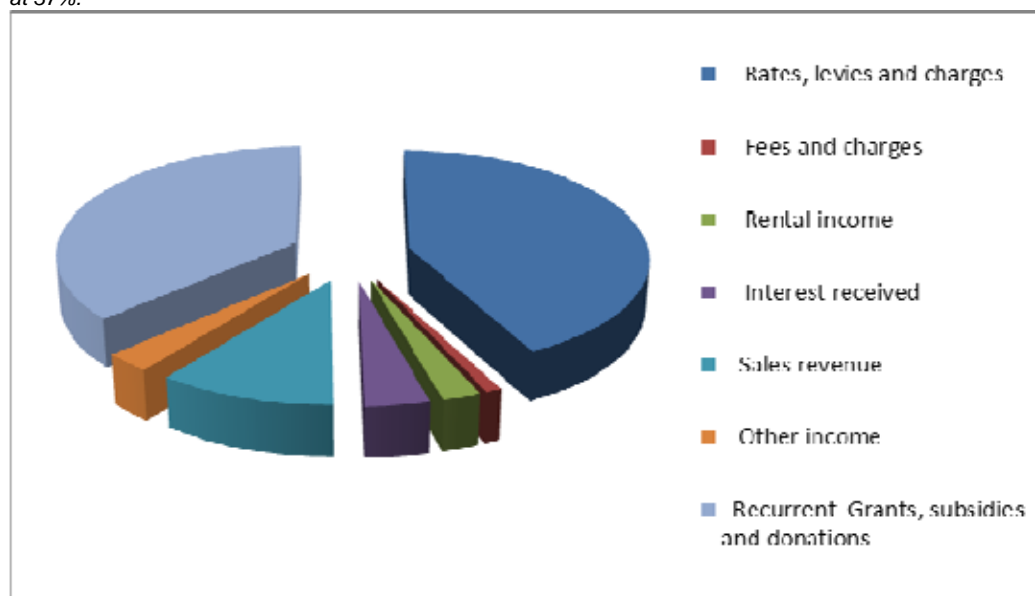
Capital revenue sits below budget estimates, TIDS, Roads to recovery revenue and NDRRA final claims are yet to be received. TIDS works are underway with the view to complete and claim \$400,000 in the current year with the remaining works to be completed in 2016-17 and subsequent claims to be made in 2016 -17. NDRRA claims for the 2014-15 financial year are in the close out stage with a balance of approximately \$600,000 to be received. Roads to recovery works will not be completed in 2015-16 consequently claim will be lodged in 2016-17 when the works are scheduled to be completed.

Year to Date Revenue vs. Budget Summary

Revenue Ratio

***Rates revenue as a percentage of total operating revenue as at the end of May sat at 43%.

Non recurrent Grants, subsidies and donations represent the second largest operating revenue stream as at the end of May at 37%.

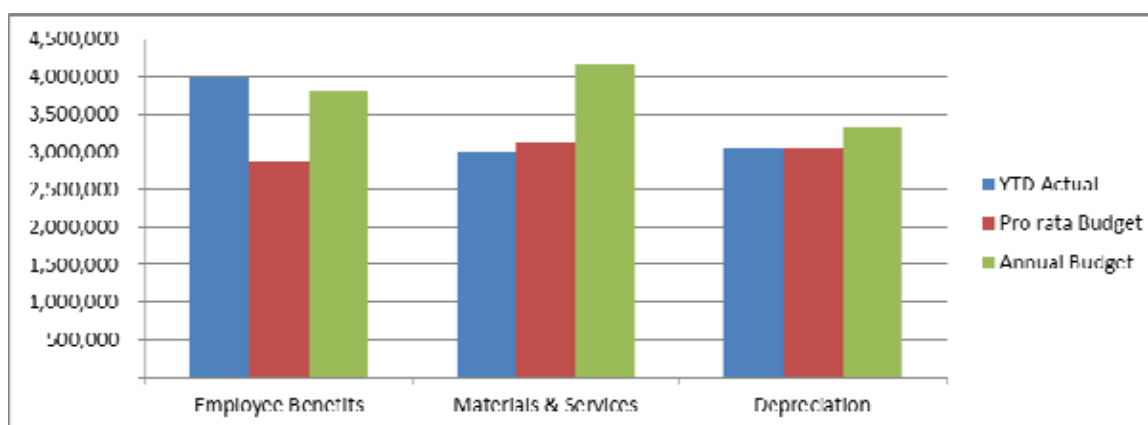


Recurrent Expenditure

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. Please note that some expense lines have been remapped from materials and services to employee expenses pushing employee expenses up and pushing materials and services down – this has no impact on overall expenditure.

Year to Date Expenditure vs Budget Summary



2. STATEMENT OF FINANCIAL POSITION AS AT 31 MAY 2016

	Actual 2016
Current assets	
Cash and cash equivalents	13,058,090
Trade and other receivables	246,039
Inventories	179,255
Other financial assets	59,297
Total current assets	13,542,681
Non-current assets	
Property, plant and equipment	136,997,086
Total non-current assets	136,997,086
Total assets	150,539,767
Current liabilities	
Trade and other payables	268,341
Provisions	465,694
Other current liabilities	-
Total current liabilities	734,035
Non-current liabilities	
Trade & Other Payables	-
Provisions	527,975
Total non-current liabilities	527,975
Total liabilities	1,262,010
Net community assets	149,277,757
Community equity	
Shire Capital	66,085,271
Asset revaluation reserve	74,114,951
Retained surplus	9,077,535
Other Reserves	-
Total community equity	149,277,757

Cash and cash equivalents

Cash and cash equivalents decreased slightly from the previous month from \$13,223,365 to \$13,058,090. Cash balances are close to annual budget estimates.

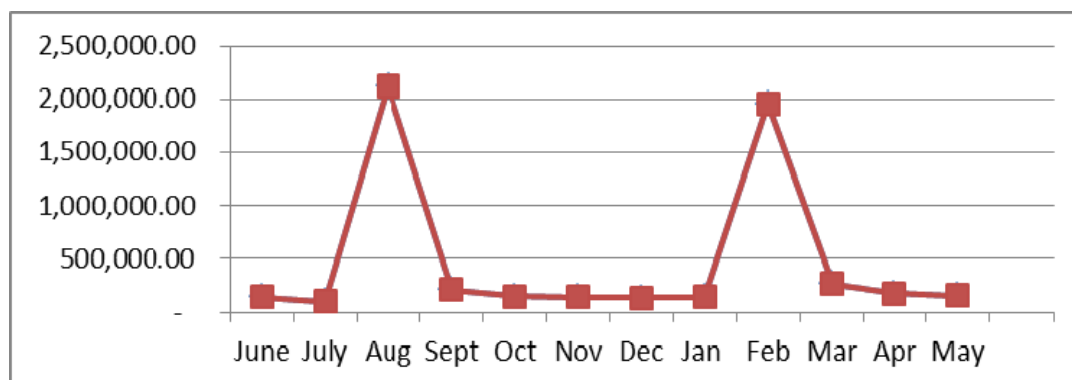
Burke Shire Council - Cash Position 2015-16

Month	Queensland Treasury Corporation	Term Deposit	Westpac Bank Cash Reserve	Westpa Cash Management Account	Total Cash Held
Jul-15	\$ 11,036,734.36	\$ 519,000.00	\$ 3,730,588.92	\$ 505,820.97	\$ 15,792,144
Aug-15	\$ 11,061,774.95	\$ 519,000.00	\$ 1,929,330.83	\$ 507,902.00	\$ 14,018,008
Sep-15	\$ 11,085,721.81	\$ 519,000.00	\$ 2,151,261.27	\$ 494,436.48	\$ 14,250,420
Oct-15	\$ 11,111,945.45	\$ 519,000.00	\$ 1,804,825.14	\$ 454,384.13	\$ 13,890,155
Nov-15	\$ 11,135,714.09	\$ -	\$ 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	\$ 12,799,062.17	\$ -	\$ 69,230.00	\$ 189,239.16	\$ 13,057,531
Jun-16					

***Petty cash and cash floats at the end of January total \$560 (not included in table above)*

Trade and other receivables

Rates receivables continue to decrease dropping from \$176,000 in April to \$155,000 at the end of May.

Outstanding rates by MonthInventories & Other Financial Assets

Inventory changed slightly from April to May closing at a balance of \$179,000

Property Plant & Equipment

Capital works in progress expenditure increased to \$9,020 this increase mainly relates to ongoing TIDS works conducted over the month.

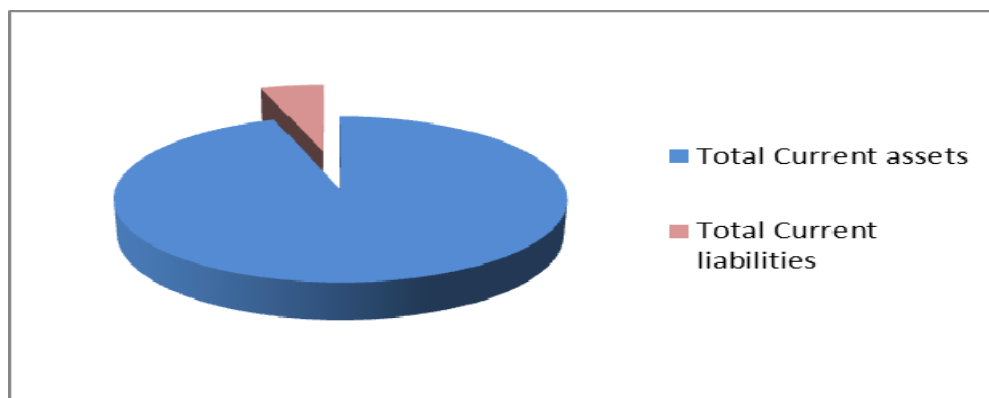
Liabilities and Provisions

Total liabilities and provisions remain largely unchanged from the previous month sitting at approximately \$1,2million.

Total Current Assets - \$13,542,680

Total Liabilities (current and non current) - \$1,262,010

Total current liabilities amount to 5% 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.	238%	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)	-144%	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	18.45	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	18.12	This ratio should exceed 1:1

Council's measures of sustainability at the end of May indicate the ability to offset short term liabilities with current asset. Contributions to Council through grants and subsidies have a significant bearing on Council's capacity to meet its financial obligations. The current ratio and working capital ratio continue to exceed the target benchmark. Council's Net Financial liabilities ratio at the end of May reflects the ability to service financial liabilities and the ability to increase borrowings. The asset sustainability ratio as at the end of May reflects significant expenditure on the renewal of flood damaged roads.

4. STATEMENT OF CASH FLOW

	Actual	Budget
Cash flows from operating activities		
Receipts from customers	5,957,026	6,149,878
Payments to suppliers and employees	- 7,671,194	- 7,994,961
	- 1,714,168	- 1,845,083
Interest received	333,159	355,000
Rental income	200,645	225,000
Non capital grants and contributions	3,135,534	3,094,501
Borrowing costs	-	-
Net cash inflow (outflow) from operating activities	1,955,170	1,829,418
Cash flows from investing activities		
Net payments for property, plant and equipment	- 8,717,154	- 11,861,292
Grants, subsidies, contributions and donations	4,399,442	7,201,000
Proceeds from sale of property plant & equipment	249,454	413,996
Net cash inflow (outflow) from investing activities	- 4,068,258	- 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	- 2,113,088	- 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)	13,058,090	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. Outstanding payments to be received in June should bring receipts from customers to budget.

Non capital grants and subsidies are on track with cash flow budget estimates; overall net cash inflow from operating activities exceeds outflows.

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 \$4 million as per budgeted cash flow statement.

Cash and cash equivalents at the end of May decreased from a balance of \$13.2 million to \$13million 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: 7th June 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
25 & 26	June	Gregory Campdraft & Horse Sports	Gregory District Sporting Association	Neil Hammond
6	July	Sports Day	BSC Library	Hayley-Ann Croton
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
TBA	October	Burketown Rodeo and Sprint Races	Burketown Rodeo & Sporting Association	Ian Kennedy
1	November	Melbourne Cup - Show Holiday for Burketown	Burketown Pub & Gregory	Peter Clarke/Ian Fresser
11	November	Remembrance Day	BSC	CDO
TBA	November	Burketown State School DUX	BSC	Executive Assistant
TBA	November	Young Ambassador Program	BSC	Executive Assistant
11	December	Games Day	BSC Library	Hayley-Ann Croton
14	December	Arts & Craft Day	BSC Library	Hayley-Ann Croton
18	December	Colouring Competition - Christmas	BSC Library	Hayley-Ann Croton
TBA	December	Burketown Community Christmas Celebration	BSC	CDO
TBA	December	BSC Staff Christmas Party	BSC	CDO
TBA	TBA	Burke Shire Tidy Yard Competition	BSC	CDO

PAST EVENTS

Flamenco Fire 14 May 2016

The Flamenco Fire Production on 14th May was well received by the Community with attendance of approximately 50 people. The kids attended a workshop on the day which was filled with music, dance and a little Spanish cultural experience. The children then performed later that night in the final dance for the evening for the public. The performers interacted well with the kids and crowd, who had an enjoyable night. This project was funded by RADF.

UPCOMING EVENTS

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

A project team was selected for the event with an inclusion of members of the shire on the committee (well supported with 12 members). Due to limited time and the necessity to get the ball rolling a meeting was held with the project team and committee on the 24th May 2016. The following outcomes were reached:

- Venue: Nijinda Durlga Hall (sit down dinner and presentation of award to happen in here)
- Live entertainment to be outside, possibly on the deck.
- Theme: Diamonds In The Dust
- Caterer: Golden Roast (to supply a 2 course meal, furniture, linen, set up and pack down)
- Entertainment: Awaiting quotes, however narrowed down to 2 entertainers – Bulldust Band and Brooke Schubert. This will be decided at the next meeting.
- Bar: EOJ was advertised and 1 application received and awarded – Munchenberg (RFDS).
- Security: Awaiting quotes. This will be decided at the next meeting.

This event has been broken up into 3 phases to ensure timely execution of tasks and to outline roles and responsibilities.

Seniors Week

A funding application was placed (\$1000) to hold an event during Senior's Week (13-21 August) to celebrate the senior members of our community. We were unsuccessful in our application however would still like to hold an event; alternative sources are being investigated. Our biggest expense for this project would be for catering. Donation requests would be sent out for small prizes for bingo – see proposed program below.

Date: 20 August 2016

Venue: Nijinda Durlga Hall (in-kind contribution from BSC)

Schedule:

9.30am: Arrival

10.00am – 10.30am: Morning Tea

10.30am – 12pm: Bingo

12.00pm – 1.00pm: Lunch

Morning Glory Festival 2017

See separate report for discussion of the future of this event

RADF

An application was 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.

An application for 2016/17 RADF funding was submitted on 2 June 2016.

Gregory Campdraft:

The Gregory Campdraft will take place on 25-26 June.

COMMUNITY DEVELOPMENT PROJECTS

Event Management Packs:

In preparation for 2017 we are looking at releasing packs to the Community Organisations and anyone who requests donations/sponsorship from the Burke Shire Council. These packs will include:

- Policies/Procedures and Forms required from donation/sponsorship requests
- Booking information/Forms re: Nijinda Durlga and bus hire
- Local Business/Community Group Contacts
- Events Calendar 2017
- A list of fundraising opportunities available at BSC events in 2017.
- Useful resources – websites containing funding that is available, e-resources assisting with grant writing etc.

The purpose of these packs is to help Community Groups and Burke Shire employees with forward planning and clarify policies and procedures around donation requests/sponsorship and what is available from the Burke Shire Council.

PAID ADVERTISING

We are currently promoting the Burke Shire in Amazing North Publication, Savannah Way and Matilda Country magazines.

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. The May winner has been chosen.

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. A policy on this will be presented to Council at the June 2016 Ordinary Council Meeting.

Computer Games

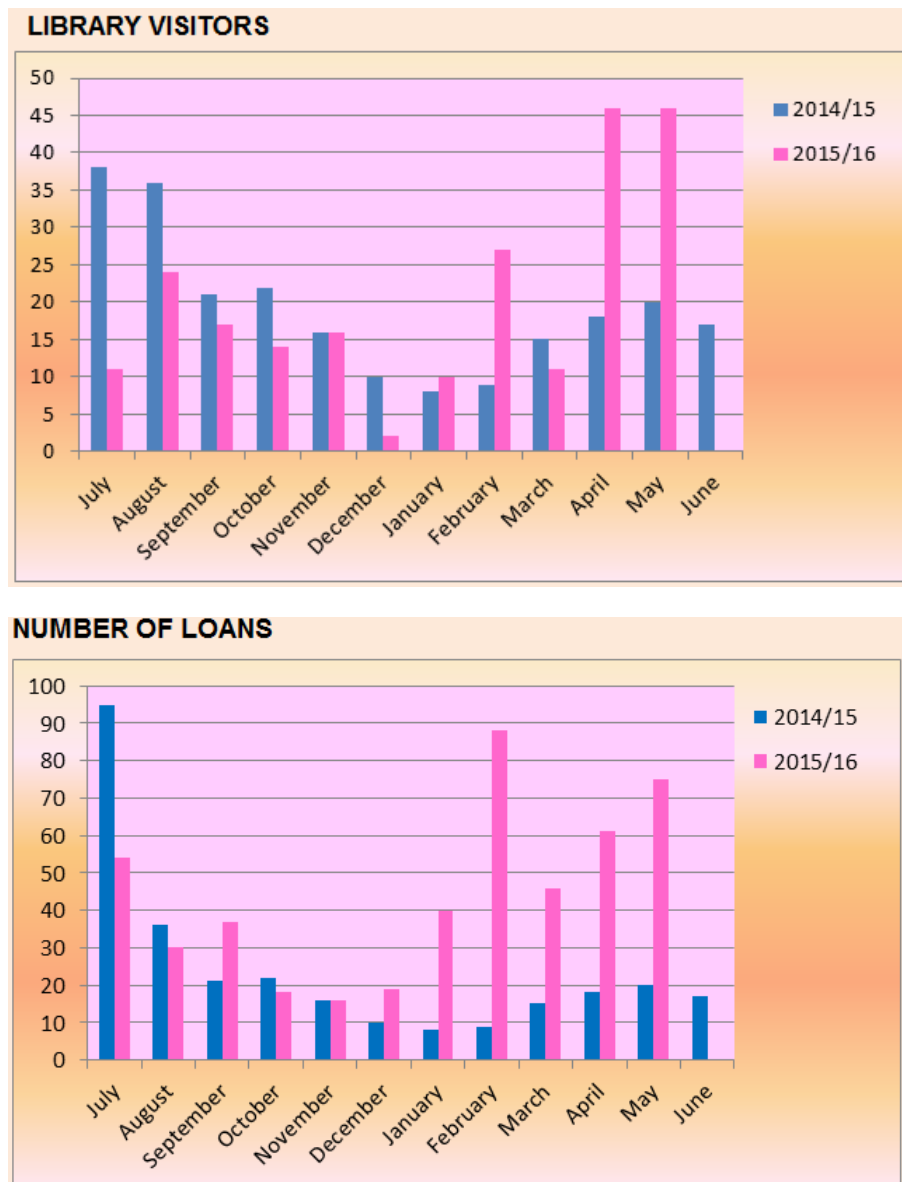
A childrens' computer with games has been put in the library, this is being done in accordance with the development of Council's eSmart program.

Strategic Plan

The library Strategic Plan is being revised.

General Information / Stats

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



3. NEWSLETTER

The May newsletter was distributed by 9 May 2016. The next newsletter will be August.

4. DONATIONS

Current update and outstanding donations for the end of May are 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 –\$20,000 donation for the development of a new sporting facility no longer required
- Gregory Community Groups (Fuel) –Donation of up to 4000 litres of fuel per year, as of the 28/04/2016 there has been a total of 4015lts used.
- 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 was a guest author Bronwyn Blake. This event was held on the 9th March. Still waiting on Post Event Report back to council.
- Received a Post Event Report from ICPA for their State Council meeting, and included were 2 photos of the event.
- Still waiting on the Post Event Reports from Holly Hammond and Jason Munchenberg for their fundraising events for Alzheimer's Australia and RFDS QLD, as well as reports from the West Canoe Club and Gregory Jockey Club

5. ENVIRONMENTAL HEALTH OFFICER

Noel Milliner, Council's contracted EHO visited the Burke Shire between 27 May and 1 June 2016 to conduct inspections of food outlets.

- Hells Gate is once again licenced to operate as a food retailer
- Food licencing documentation has been reviewed
- Documentation will be sent out shortly to all food retailers to renew food licences for 2016-17

6. NIJINDA DURLGA

Bookings for the month of May in the Durlga – JCC meeting, Council Meetings, Councillor and Council management meetings, RMPC Meeting, CLCAC, Queenslanders with Disabilities Network, Save the Children, NWRH, Paraway Pastoral Co, Superannuation Seminar, Flaminco Fire Performance, Project meeting for the Order of the Outback Ball and Roads Workshop, as well as the HACC being booked.

Staff are continuing to put together a plan to achieve better cost recovery from Durlga operations.

7. SOCIAL MEDIA

Page likes and post reach are still rising steadily as the Admin team continue to devote attention to the Facebook page. The 'reach' for recent articles on the Shire's Facebook page in the past two months includes:

Article	Reach
Dave Marshall apprenticeship Award (North West Star article)	1,600 +
Bruce and Denise Morcombe visit (2 posts)	1,500 +
Sunset photos and wet roads	1,800 +
First 5 Forever (Phil Keirle school visit)	1,500 +
Gregory Races and Canoe Races	1,500 +
Pontoon article (Governor's visit and Rangers)	700 +

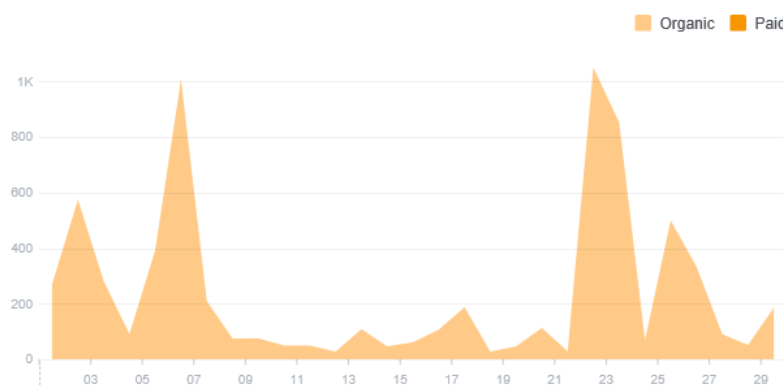


Total Page Likes as of Today: 498



Post Reach

The number of people your posts were served to.



8. RECORDKEEPING

Please see the attached report from CorpMem.

9. IT

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

- New computers have been installed in Burketown and Gregory; some of the old machines will be kept as back-ups, the remainder will be made available for sale.
- Councillors had 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
- Council's Admin Office connection is due to be upgraded from 1MB to 2MB in the coming weeks. This will improve network performance across the Admin Office and Depot.
- Telstra have installed an AirBridge system (the mast on top of the Admin Office). This will allow the Durlga and Water Treatment Plant to share the Admin Office connection, making networking across Council infrastructure easier, and getting the most from the upcoming dedicated Optic Fibre line.

Following website training with Resolute IT in May, we are planning to upgrade Council's website in the new financial year.

10. ASSET DISPOSAL

Council is presently storing furniture and other surplus items in the Old Shire Hall. Initial appraisal of these items has taken place. Council has identified several items that can be auctioned as part of the disposal process.

Preference from management is for a Silent Auction, with the potential to have this coincide with a community market. Executive Officer (Admin) will liaise with Works Depot on combining other assets for auction, along with the removal of items from hall to undercover area for safety reasons.

Items identified as still having value for Burke Shire will be moved to Depot.

11. HUMAN RESOURCES UPDATE

Staff Changes – Departures:

Daniel Judge, Road Crew Operator, has resigned, his final day was 1 June 2016.

Staff Changes – Appointments:

Casual Road Crew Operators:

Steven Booth – commenced 1 June 2016

Jamie Kerr – commenced 6 June 2016

Parks and Gardens Crew:

Samantha Bismark promoted from Parks and Gardens Cleaner to Parks and Gardens Crew

Parks and Gardens Cleaner:

Andrea Whiting – commenced 1 June 2016

Administration Officer:

Ferne Clarke – awarded permanent position, will transition over from CBC Staff Selection on 13 June 2016

Chief Financial Officer (Temporary Contract):

Bhan Pratap to commence in this role on 7 June 2016; the position is planned to continue through until the end of the 2016 calendar year.

Staff Changes – Other:

Dorene Riley from Partners in Business has been assisting in finance from 31 May. She will finish up on 10 June.

Simbarashe Chimpaka recommenced at the Burketown office on 6 June. He will transition back to the Financial Accountant role and work primarily remotely.

Sharon Daishe, Council's new CEO will arrive in Burketown on 10 June.

Vacancies:

There are no current vacancies.

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 XXIII is tentatively scheduled for 13 July 2016.

Performance Reviews:

The performance review process is well under way, and continuing through to early June.

Workplace Health and Safety:

The monthly Workplace Health and Safety report is attached. For the previous month there was one incident relating to property plant and equipment damage.

Training:

The following training has taken place over the last month:

- Apprenticeships and Traineeships are ongoing
 - David Marshall awarded Migate Apprentice of the Year award in Mount Isa on 27 May
- Staff have commenced online Microsoft Office software training through a subscription to LGAQ's online learning platform; this is ongoing
- Staff received PCS Practical Training from Mick Dunne of AssistMe
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

12. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Report from CorpMem for April 2016



Admin Report
20160601.pdf

2. Civica Heat Report for May 2016



160606 Burke Heat
Report May 2016.pdf

3. WH&S Report for April 2016



160614 EOM OHS
Report May 2016.doc

4. Post Event Report – ICPA



ADM-FRM-029 Post
Event Report.docx

Deputy Chief Executive Officer Reports

09.05.02 WHS-POL-001 Workplace Health and Safety Policy Review

DEPARTMENT:	Workplace Health and Safety
RESPONSIBLE OFFICER:	Nils Hay; Deputy Chief Executive Officer
FILE REF:	Council Meeting Business Paper – 16 June 2016
DATE:	3 June 2016
LINK TO COUNCIL PLAN/S:	Operational Plan, Safe Plan 2

1. PURPOSE (Executive Summary)

To review Council's Workplace Health and Safety Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council last reviewed this Policy as part of a tranche of HR/WHS Policies in June 2016. This Policy codifies Council's commitment to Workplace Health and Safety and our adherence to the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011.

3. PROPOSAL

No changes are proposed to the Policy. As per the attached document, the only edit has been the removal of a superfluous space.

4. FINANCIAL & RESOURCE IMPLICATIONS

This Policy supports the continuation of Council's Workplace Health and Safety function at its present level. There are no financial or resource implications as a result of this review.

5. POLICY & LEGAL IMPLICATIONS

This policy was last reviewed one year ago and is therefore due for review again by Council. At the 2015 review, consultation had taken place with Martine Care of Preston Law to ensure the document was fit for purpose.

While a Workplace Health and Safety Policy is not a legislatively mandated document, it represents good practice to have this Policy and ensure it is regularly reviewed.

6. CRITICAL DATES & IMPLEMENTATION

As it has been 12 months since the previous review of this Policy, the June 2016 Council meeting is an appropriate time to conduct a further review.

7. CONSULTATION

Martine Care from Preston Law was consulted and provided amendments to the Policy during the 2015 revision.

The DCEO consulted with Tammy Baptie, Council's Workplace Health and Safety Coordinator to ensure the Policy remains accurate and suitable.

8. CONCLUSION

Workplace Health and Safety is an important element of Council operations, and this Policy affirms Council's commitment to a safe workplace and safe work practices..

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of this report; and
2. That Council adopt Version 4 of WHS-POL-001 Workplace Health & Safety Policy

ATTACHMENTS



WHS-POL-001
Workplace Health and

1. WHS-POL-001 Workplace Health & Safety Policy Version 4

Deputy Chief Executive Officer Reports

09.05.03 HRM-POL-006 Smoke-Free Workplace Policy Review

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay; Deputy Chief Executive Officer
FILE REF:	Council Meeting Business Paper – 16 June 2016
DATE:	3 June 2016
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE (Executive Summary)

To review Council's Smoke-Free Workplace Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council last reviewed this Policy as part of a tranche of HR Policies in June 2016.

3. PROPOSAL

Proposed changes to the Policy are minimal, as per tracked changes in attached document. They primarily serve to amend and reflect internal changes in title. The only change of substance (Section 4) amends the Policy to reflect an upcoming change in Queensland's Smoking legislation (Tobacco and Other Smoking Products Act 1998).

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications linked directly to this Policy, however it is worth noting that:

- The location DOSA at the Burketown Depot is being reviewed to potentially distance it from outdoor areas where staff eat
- Since the introduction of this Policy 4 staff have joined Council's Quit Smoking Program

5. POLICY & LEGAL IMPLICATIONS

Updating this Policy will ensure compliance with Queensland's Smoking legislation, effective 1 September 2016.

6. CRITICAL DATES & IMPLEMENTATION

As it has been 12 months since the previous review of this Policy, the June 2016 Council meeting is an appropriate time to conduct a further review.

7. CONSULTATION

Martine Care from Preston Law was consulted and provided amendments to the Policy during the 2015 revision. The Depot DOSA location was discussed with staff at a toolbox meeting on 24 May 2016. The WHSC is coordinating with the Works Manager on this matter.

8. CONCLUSION

Given the uptake of the Quit Smoking Program, this Policy has already had a positive impact upon the workforce. Maintenance of this Policy will hopefully lead to ongoing positive health outcomes for Council staff.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of this report; and
2. That Council adopt Version 2 of HRM-POL-006 Smoke-Free Workplace Policy

ATTACHMENTS



HRM-POL-006
Smoke-Free Workplac

1. HRM-POL-006 Smoke-Free Workplace Policy Version 2

Deputy Chief Executive Officer Reports

09.05.04 HRM-POL-003 Timesheet Policy Review

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay; Deputy Chief Executive Officer
FILE REF:	Council Meeting Business Paper – 16 June 2016
DATE:	3 June 2016
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE (Executive Summary)

To review Council's Timesheet Policy and update Council on changes to the Timesheet Procedure (HRM-PRO-007).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council last reviewed this Policy as part of a tranche of HR Policies in June 2016.

The Timesheet Procedure (HRM-PRO-007) has not been formally updated since introduction in November 2014, with several recent changes taking place in the previous few months necessitating this update.

3. PROPOSAL

Proposed changes to the Policy are minimal, as per tracked changes in attached document. They primarily serve to amend and reflect internal changes in title and responsibility for certain elements of the payroll process.

The Procedure has changed more markedly, as per tracked changes in attached document. These changes include:

- General changes reflecting changes in title and responsibility for certain elements of the payroll process
- Correction of point 4.3 to reflect Council's Certified Agreement
- Addition of Section 5 to outline current payroll processing process, following the outsourcing of payroll to Civica
- Addition of Section 6 to outline deadlines for various elements of the payroll process; this has changed recently following alteration of the pay cycle (Formerly Wednesday-Tuesday, now Tuesday-Wednesday, in order to provide more time for processing and validation)
- Revision of the sample timesheets at Sections 8 & 9 to reflect updates to the template, as well as the new pay cycle

4. FINANCIAL & RESOURCE IMPLICATIONS

Accurate and timely payroll is a critical part of Council operations; this Policy commits Council to providing that function for staff. The Procedure outlines the process by which this takes place.

None of the proposed changes to either document have any financial or resource implications, however it is hoped that the change to the pay cycle, reflected in the Procedure, will place less pressure on Council's Finance and Human Resources sections while delivering a cost-effective and accurate payroll service for staff.

5. POLICY & LEGAL IMPLICATIONS

This policy was last reviewed one year ago and is therefore due for review again by Council. At the 2015 review, consultation had taken place with Martine Care of Preston Law to ensure the document was fit for purpose.

The change in Pay Cycle reflected in the Procedure has been discussed in depth with the CABT at the previous two JCC Meetings and all staff were consulted on the matter and voted in favour of the introduction of the new system.

6. CRITICAL DATES & IMPLEMENTATION

As it has been 12 months since the previous review of this Policy, the June 2016 Council meeting is an appropriate time to conduct a further review.

The Procedure reflected in the attached document is accurate as of 1 June 2016, when the new pay cycle came into effect.

7. CONSULTATION

Martine Care from Preston Law was consulted and provided amendments to the Policy during the 2015 revision.

Staff, Civica and Management have been consulted regarding changes to the payroll process now reflected in the Procedure.

8. CONCLUSION

It is important that Council have an up-to-date Payroll Policy and Procedure so that staff understand both their obligations, and the process which results in their fortnightly payment.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of this report; and
2. That Council note the revision of HRM-PRO-007 Timesheet Procedure; and
3. That Council adopt Version 4 of HRM-POL-003 Timesheet Policy

ATTACHMENTS

1. HRM-POL-003 Timesheet Policy Version 4



2. HRM-PRO-004 Timesheet Procedure Version 2



Deputy Chief Executive Officer Reports

09.05.05 Morning Glory Festival Future Direction

DEPARTMENT:	Events
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
FILE REF:	Council Meeting Business Paper – 16 June 2016
DATE:	7 June 2016
LINK TO COUNCIL PLAN/S:	Operational Plan, Corporate Plan, Events Calendar

1. PURPOSE (Executive Summary)

To seek direction from Council on the future strategy for the Morning Glory Festival.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The original (2014) Morning Glory Festival was held after Council's Events Coordinator at the time secured a significant amount (~\$60,000) of funding to hold a large signature event. This funding, coupled with in-kind (flights) assistance from MMG allowed for a large four-day event with bands to be held. It was further augmented by the Burketown Rodeo and Sprint Races, as well as the CLCAC 30th Anniversary celebrations.

This event involved input from an external specialist events coordinator and was driven by an internal events coordinator for whom the project was a primary focus.

For 2015, the event was scaled back (due to funding availability and workload capacity on the part of the new Events Coordinator) to a single day, incorporating elements of the biennial Arts and Crafts Show.

From 2015 onwards Council have resolved to hold the Morning Glory Festival biennially, alternating years with the Order of the Outback Ball.

With the advent of the Community Development Officer role, a new Executive Officer, and a renewed focus on financial sustainability Council has been examining its operations in the events space – as large events (like the Morning Glory Festival) cost a considerable amount of time and resources, and it is difficult to quantify their economic and social impact. It is also generally agreed that while there is an expectation on Council to organize events, major events (beyond the likes of Anzac Day, Remembrance Day, Australia Day etc.) fall outside the scope of core Council business.

3. PROPOSAL

It is further noted, with regard to the Morning Glory Festival specifically, that the purpose of the event is unclear.

- Is the target audience tourists/visitors or locals?
 - o i.e. Is the goal economic development, or a celebration for the local community?
- Does the name add challenges and expectations around timing
 - o There is an expectation from visitors that the event be held during the time of year where there is likelihood of a morning glory cloud
 - o The later in the year it is held, the greater chance of a morning glory, but the further from the peak of the tourist season
 - o Would it be disingenuous to hold a 'Morning Glory Festival' mid-year?

One of the challenges Council faces is that the grand scale of the inaugural event set expectations of the event moving forwards, at – what may be – an unrealistically high level. Council needs to be conscious of this, as future Morning Glory Festivals will continue to feed that expectation.

With that being said, there are three broad options for future Festivals:

Option 1: Tourism-focused major event

While a significant undertaking – in a similar vein to the inaugural festival – it is possible for Council to plan to hold a major event under the Morning Glory Festival banner.

- This would be contingent upon obtaining significant external funding to both run and promote the event
- In order to maximize attendance, the timing of the event should be considered in line with the tourist season
 - o noting that this will reduce the likelihood of a morning glory appearing
- The event could continue to incorporate the Arts and Craft Show
- Given internal expertise and capacity, it may be preferable to engage an external party to organize and deliver the event.
 - o It is noted that this approach added challenges during the 2014 event

Option 2: Locally-focused event

A smaller event catering more to Burke Shire residents (more to the scale of to the 2013 Bloc Party) could be arranged.

- This would potentially still require some external funding (or sponsorship), but would require less organisation
 - o Could be managed internally
- Given the local focus, if the Morning Glory Festival name is to live on, it could continue to be held later in the year
- It could continue to incorporate the Arts and Craft Show.

Option 3: No Morning Glory Festival

While an expectation exists, Council has no obligation to deliver the Morning Glory Festival; the Arts and Craft Show could continue on as a stand-alone event.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council's proposed events budget for the 16-17 Financial Year is \$61,000. This includes \$5,000 for the Morning Glory Festival, with an expectation that additional funding will be obtained from external sources. This figure does not take into account time spent by the CDO/EO/Admin Staff in the planning of the event.

Under the current budget, Options 1 & 2 would require external grant funding or sponsorship to be viable.

Option 3 would see a saving of this budget line.

5. POLICY & LEGAL IMPLICATIONS

Section 4.4 of the Corporate Plan states:

4.4 Outcome: Council promotes, delivers and assists in the delivery of community events

Key strategies	Priority	Timing
4.4.1 Provide resources and financial assistance to non-Council initiated events	MEDIUM	Ongoing
4.4.2 Council provides opportunities for volunteers to support community events	MEDIUM	Ongoing
4.4.3 Establishes an Events Coordination position and Events portfolio for Council in order to ensure the consistent delivery of Council run events and to assist in the delivery of non-Council run events	MEDIUM	Ongoing

This strategic aim does not tie Council to any specific events. If anything it expresses a preference for Council to support community events rather than organize and deliver itself.

Council's current operational plan notes the need for Council to provide resources for events, including the Morning Glory Festival.

4.4 Outcome: Council promotes, delivers and assists in the delivery of community events			
4.4.1 Provide resources and financial assistance for Council and non-Council initiated events			
KPI/MILESTONE	Description	Measure/Target	Timeframe/Date
Budget allocated; Budget adopted	Sufficient allocation	Council allocates a budget sufficient to ensure that Council has the capability to deliver and support the delivery of the following events: # Australia Day; # Barramundi Fishing Competition; # Anzac Day, # Order of the Outback Ball; # Gregory Canoe Race # Gregory Races; # Morning Glory Festival; # Community Markets; # Community Christmas Tree; # Gregory Horse Sports; #Burketown Campdraft, Rodeo and Races	Ongoing

6. CRITICAL DATES & IMPLEMENTATION

The June 2016 Council Meeting would be an appropriate time to make this decision, as it will allow several months for the development of a committee, event plan and funding application should one be required.

7. CONSULTATION

The DCEO has consulted with the CEO, FM, EO and CDO on this matter. It was determined that guidance from Council was required on this matter.

8. CONCLUSION

Given uncertainty around the desired direction of the Morning Glory Festival, Council officers are seeking clarity regarding Council's vision for the event, particularly with regards to the scale and target audience.

As we examine service levels across a range of Council functions, it is appropriate to try to balance community expectations with Council's capacity to sustainably deliver events. The financial and staffing environments in Council have changed markedly since the inaugural Morning Glory Festival and, as we begin preparations for the next iteration, Councilor direction is required to allow staff to plan resourcing and realise Council's strategic aims for this event.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of this report, and;
2. That Council endorse the following format for the Morning Glory Festival for 2017:
 - a. Option 1: Tourist-focused major event
 - i. Held mid-year
 - ii. Held during Morning Glory season
 - b. Option 2: Local resident-focused shire event
 - i. Held during Morning Glory season
 - c. Option3: Cancel the Morning Glory Festival

ATTACHMENTS

Nil

10 Chief Executive Officer Reports

10. Chief Executive Officer Reports

10.01.01 Chief Executive Officer Report

Chief Executive Officer Reports

10.01.01 Chief Executive Officer Report

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Council Meeting Business Paper – 16 June 2016
DATE:	7 June 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>DILGP have approached Council for a date to present the Draft Planning Scheme to Council. Tentative dates suggested are 3-4 August 2016.</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>CT Management Group were on site 30 May 2016 – 10 June 2016 to complete the full review of Council's Asset and Services 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.</p> <p>1st quarterly review Oct 15</p> <p>2nd quarterly review Jan 16</p> <p>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</p> <p>1st quarterly review: Oct 15</p> <p>2nd quarterly review: Feb 16</p>
Budget 2016-2017 Operational Plan 2016-2017	<p>Draft Operational Plan 2016-2017 completed. To be presented to Council on Thursday 16 June 2016.</p> <p>Management staff have completed operational budgets for their respective departments.</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>The second meeting of the Audit Committee is scheduled for 20 June 2016. Date/time 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>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>6 June 2016: Marketing and sales strategy forwarded to BSC for review.</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 No update for 16.06.2016

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> <p>Inspection regime to be incorporated into Asset and Services Management Plan.</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.</p> <p>Council was not successful in receiving QTIF funding to assist in the completion of Stage 2 Restoration Works.</p> <p>Possible change to scope envisaged in relation to the footings of the building.</p>	Monitor
Waste Management and Recycling Strategy	<p>Council has recently completed Site Based Management Plans for the two landfill sites in the Burke Shire.</p> <p>Council will look to partner in a regional waste and recycling initiative and will look to progress discussions on this matter during July 2016.</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 publication. Allen & Unwin have indicated that they will publish the book.</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 proceed through pre-assessment from 6 June 2016.</p>	On track
House 10: major renovations	<p>Tender documentation completed.</p> <p>Tender not yet released.</p>	Monitor

Roads Programs – 5 year infrastructure plan	<p>5 year road program drafted and circulated to Councillors and the RRTG.</p> <p>Council is reallocating funding away from upgrade projects toward renewal projects to promote the sustainability of the road network and Council finances.</p> <p>The revised program has been incorporated into financial modelling contained in the Asset and Services Management Plan and the Long Term Financial Forecast.</p>	Ongoing
Community Satisfaction Survey	<p>Council to develop a Community Satisfaction Survey to assist in community consultation and acquisition of feedback and metrics.</p> <p>Completion timeframe: revised to November 2016.</p>	Timeframe revised to November 2016
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 & 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.</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>Tender documentation for this project will be ready for release in June 2016.</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 to reduce costs associated with this project.</p> <p>Funding source: project suitable for a Local Government Grants and Subsidies Program (LGGSP) 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>	De-prioritized
Gregory Landfill	<p>The Site Based Management Plan for this site has been completed. To progress further, Council needs to acquire freehold tenure over the land. This will enable Council to register the site. These items are being progressed with DNRM and EHP.</p> <p>Council received a letter of offer for this land on 31 May 2016. Council will look to enter an ILUA with Waanyi to address Native Title over this land.</p>	Monitor
Removal of waste tyres from Burketown & Gregory landfills	<p>NWQROC rejected the purchase of a regional tyre shredder.</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>	<p>Monitor</p> <p>No update</p>

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 Funding Deeds of Agreement with the Commonwealth and the State of Queensland.

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.

Telstra Business Services and Telstra Retail to travelled to Burketown on 6 June 2016 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.

Burke Shire Council has signed an MOU with a telecommunications provider for this project.

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 redundancy 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
2015-2016 3 rd quarterly report	Completed: 16 May 2016.
DDMG meeting	Completed: 17 Nov 2015
DDMG meeting	Completed: 8 June 2016

6. BIOSECURITY

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
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
LGAQ Elected members training	Burketown	7-8 June 2016	Mayor, Deputy Mayor, Cr Clarke, Cr Yanner.

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



160516 - BSC -
Member Status Report

1. 160516 – BSC LDMG Quarterly Report

11 Closed session reports

11.01 Closed Session - Allocation of Council Accommodation

11.02 Closed Session - Request to discount service charges on Assessment Number
00075-00000-000

11.03 Closed Session - Renewal of a Term Lease over Lot 16 on BK 24

12 Late Item Reports

12. Late Item Reports

12.01 Community Grant – Gregory Generator

12.02 Deed of Agreement – Multi-Purpose Courts

12.03 Purchase of Part of Camping and Water Reserve (Gregory)

12.04 Reallocation of TIDS funding in 2016-17

12.05 Delegations Register

Late Item Reports

12.01 Community Grant – Gregory Generator

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Chief Executive Officer
FILE NO:	Council Meeting Business Paper – 16 June 2016
DATE:	7 June 2016
LINK TO COUNCIL PLAN/S:	Budget

1. PURPOSE (Executive Summary)

To confirm the donation of 4,000L in diesel in 2015-16 for the purpose of generating power for core infrastructure and key events in Gregory.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has traditionally allocated 4,000L of diesel to assist in generating power for core infrastructure and key events in Gregory. Facilities powered include the Gregory Community Hall, the SES Shed and the Gregory Clinic. Events assisted in include community meetings, Gregory Races, the Mini-School, Horse Sports, Order of the Outback Ball, fundraisers and so forth.

Over 4,000L of fuel has been used in 2015-16, a large portion of which was used by JK Building Pty Ltd during renovation work at the Gregory Community Hall in late 2015. This renovation work was completed for Council and, if removed, places the total usage by Gregory clubs, SES and Clinic below the 4,000L mark.

3. PROPOSAL

That Council confirms the donation of 4,000L of fuel in 2015-16 to the Gregory Community Hall Generator.

4. FINANCIAL & RESOURCE IMPLICATIONS

4,000L of diesel at \$1.35 = \$5,400
4,000L of diesel at \$1.50 = \$6,000
4,000L of diesel at \$1.65 = \$6,600

5. POLICY & LEGAL IMPLICATIONS

Section 194 of the Local Government Regulation 2012 states that the local government may give a grant to a community organisation only:

a) If the local government is satisfied –

i) the grant will be used for a purpose that is in the public interest; and

ii) the community organisation meets the criteria stated in the community grants policy; and

In a way that is consistent with the local government's community grants policy. Council will need to comply with the Grants to Community Organisations Policy.

Council's Grants to Community Organisation's Policy establishes the following criteria for assessing a request or applications for assistance must include:

- The number of people likely to benefit;
- Availability of funding;
- Acquittal of previous assistance provided;
- The amount requested per person;
- Whether a particular organisation has benefited in previous years;
- The consequences of not making the grant;
- The financial capabilities of the organisation making the request;
- And the alignment of the purpose with Council's aims and objectives as set out in the Corporate Plan

Council does not generally receive individual requests from community groups/clubs for diesel to assist in powering the Gregory generator (Hall, SES Shed, Clinic). However, the provision of diesel does benefit a number of groups as well as providing power for Council-run activities and events.

6. CRITICAL DATES & IMPLEMENTATION

16 June 2016 would be an opportune time to consider the resolution.

7. CONSULTATION

Internal

8. CONCLUSION

The donation of diesel to the Gregory Community Hall generator assists in powering Council and community events that take place at the Gregory Community Hall as well as the SES shed and the Clinic.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report;
2. That Council donates 4,000L of diesel to the Gregory Community Hall generator in 2015-16.

ATTACHMENTS

Nil

Late Item Reports

12.02 Deed of Agreement – Multi-Purpose Court

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Chief Executive Officer
FILE NO:	Council Meeting Business Paper – 16 June 2016
DATE:	7 June 2016
LINK TO COUNCIL PLAN/S:	NA

1. PURPOSE (Executive Summary)

To consider the granting of a lease over Lot 2/SP194674 (the school oval) to the State of Queensland (represented by the Department of Education and Training) for the purposes of constructing and maintaining multi-purpose undercover courts.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

2013: Deputy CEO approached by Joe Campbell, Burketown State School Principal to provide a letter of support for the Smart School Subsidy Scheme (SSS) for the purposes of constructing a Multi-Purpose undercover court. Council provided a letter of support.

2014: discussions with the Department of Education and Training continued in relation to this project. Concept plans for the construction were circulated. The State of Queensland proposed a lease arrangement for Lot2/SP194674, which Council considered at the Ordinary Council meeting in November 2014. Items of interest included clauses on rent, maintenance, design, construction time period and the availability of the facility to the general public.

2015: Ausnorth Consultants prepared a survey plan for the area, which was submitted to Council on 20 January 2015. Following the receipt of the survey plan, the project slowed. A few uncertainties around the financing of the multi-purpose courts given available funding (~\$500,000) relative to the Quantity Surveyor's estimate of total project costs (~\$1,200,000) required further investigation.

Discussions in late 2015 focused on the extent to which the facility could be built with future improvements in mind: electrical, lighting, netting, additional cladding, shading etc.

2016: Council was again asked to sign a lease with the State of Queensland over Lot Lot2/SP194674 on the basis that the State of Queensland required certainty of land tenure before going to tender. Council noted the importance of going to tender and establishing what could be built for the funding available prior to granting the lease. The State of Queensland released the project for tender, which has now closed. Lex Doyle, Infrastructure Advisor for the Department of Education and Training has indicated that the State of Queensland is able to build the proposed facility with available funding.

3. PROPOSAL

That Council considers granting a lease over Lot2/SP194674 to the State of Queensland (represented by the Department of Education and Training) for the purposes of constructing and maintaining a multi-purpose undercover court (see Lease, attached).

4. FINANCIAL & RESOURCE IMPLICATIONS

Proposed construction cost: \$633,000 (State of Queensland)
Maintenance: covered by the Department of Education and Training
Rental/Lease: a nominal fee of \$1.00 per year.

The construction of the multi-purpose court will impact on the capacity of the school oval to host other events such as athletics and cricket.

5. POLICY & LEGAL IMPLICATIONS

The proposed lease outlines the respective rights and obligations of each of the parties.

Planning Scheme and Sustainable Planning Act approvals.

6. CRITICAL DATES & IMPLEMENTATION

Construction to be completed: within 2 years after commencement date (1 January 2016).

7. CONSULTATION

Burketown State School
Department of Education and Training
Preston Law

8. CONCLUSION

Following a fairly long gestation period, the State of Queensland has confirmed the scope of the project and sufficient resources to fund the project. The only question now to be determined is the siting of the project.

9. OFFICER'S RECOMMENDATION

That Council notes the contents of this report; and

That Council, pursuant to s257 LGA 2009, delegates authority to the Chief Executive Officer to conclude negotiations and sign the lease agreement with the State of Queensland;

OR

That Council elects not to sign a lease agreement over Lot2/SP194674 with the State of Queensland (represented by the Department of Education and Training) for the purposes of constructing and maintaining a multi-purpose undercover court and encourages the State of Queensland to construct the multi-purpose undercover court facility on 1/SP194674 (school grounds).

ATTACHMENTS

1. Lease


A1 - Burketown -
DET-Signed Trustee L

2. Drawings


A2 - Drawings -
Multi-purpose courts.

Late Item Reports

12.03 Purchase of Part of Camping and Water Reserve (Gregory)

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Chief Executive Officer
FILE NO:	Council Meeting Business Paper – 16 June 2016
DATE:	9 June 2016
LINK TO COUNCIL PLAN/S:	Operational Plan, Budget

1. PURPOSE (Executive Summary)

To confirm Council's interest in procuring part of the Camping and Water Reserve in Gregory (Lot 5 on SP265803).

To consider Council's preferred option for addressing Native Title over part of Lot 5 on SP265803.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has been seeking to establish appropriate tenure over the Gregory landfill site following discussions with the Department of Environment and Heritage Protection in late 2013.

The landfill is currently sited on a Camping and Water Reserve. A freehold Deed of Grant is the only suitable tenure for a landfill/waste management site.

Council approached DNRM requesting the excision of part of the Camping and Water Reserve (Lot 5 on SP265803) on 17 August 2015 with a view to free-holding the excised area to ensure the appropriate tenure for landfill operations (see Attachments 1-2).

DNRM provided Council with a letter of offer over part of Lot 5 on SP265803 on 30 May 2016 (see attachment 3)

Council held two meetings with Waanyi in 2015 to discuss arrangements related to the free-holding of the Gregory landfill site. The first of these meetings was held on 17 February 2015. The second of these meetings was held on 27 October 2015.

Council commissioned a Cultural Heritage Survey of the area in December 2015 (attachment 5) and received the Survey Report from the University of Queensland Culture & Heritage Unit on 29 January 2016.

3. PROPOSAL

That Council confirms its commitment to acquiring part of Lot 5 on SP265803 as freehold for the purposes of Waste Management and Recycling Operations.

That Council confirms its preferred approach to addressing Native Title over part of Lot 5 on SP265803 is by way of an Indigenous Land Use Agreement with the Waanyi PBC.

4. FINANCIAL & RESOURCE IMPLICATIONS

Letter of Offer:

Deposit:	\$20,643.40
Balance:	\$75,000.00
Total:	\$95,643.40

Revenue Share Policy for Local Government Operational Trust Land PUX/901/211:

The application of this policy would ensure Council was remitted 50% of the purchase price upon securing the Deed of Grant. A further 8% of the original purchase price would need to be paid by Council to off-set DNRM's processing costs in line with Schedule B to PUX/901/211.

5. POLICY & LEGAL IMPLICATIONS

The land in question is subject to the Waanyi Native Title Determination: Aplin on behalf of the Waanyi Peoples v State of Queensland (No 3) [2010] FCA 1515 (9 December 2010). The acquisition of this land by Council would represent a Future Act and would require validation under the Native Title Act 1993 (Cth) ("NTA"). Validation would be achieved through negotiation of an Indigenous Land Use Agreement.

DNRM Letter of Offer:

To acquire this land as freehold, Council is required to address Native Title by an Indigenous Land Use Agreement or other mechanism.

Revenue Share Policy for Local Government Operational Trust Land PUX/901/211

"Although a local government as trustee may apply for a deed of grant over an operational reserve under section 34I of the Land Act, and essential operational trust land may be used for an inconsistent action, subject to the provisions of section 52(3), local government must purchase the trust land in accordance with government policy as provided for hereunder:

1. A local government trustee may apply to DNRM to have essential operational trust land reallocated to the local government as a deed of grant (freehold).
2. The local government will be required to provide DNRM with a Statutory Declaration certifying the current and proposed use of the land; and include a statement declaring the local government has no plans to sell the property.
3. DNRM will consider the relevant provisions of the Land Act 1994 (sections.16, 28, 34I for the whole of a reserve, 33 and 122) and determine if it is appropriate to make an offer to the local government to have the land reallocated as a deed of grant.
4. Note: In the event that DNRM determines that native title rights and interests may continue to exist over the essential operational trust land, the local government will be required to take appropriate action to secure the surrender or compulsory acquisition of these rights and interests to facilitate the issue of a deed of grant.
5. An offer to reallocate the operational trust land as a deed of grant will require the local government to pay a purchase price for the land, equivalent to the full current market value for the land. Payment of GST, Stamp Duty and other statutory costs may also be a requirement of the offer. The local government will also be required to provide DNRM with a plan of survey of the subject area, if needed for the issue of a deed of grant.
6. Following issue of the deed of grant, 50% of the purchase price (excluding GST), less DNRMs fee (as per Attachment B) will be remitted to the respective local government.
7. However, if the local government can provide written evidence that the operational trust land was purchased in the past by the local government and the previous prevailing government policies did not allow for freehold title to be held by the local government, then in these situations, the operational trust land can be made available to the local government for payment of the service provision fee of \$1,200 plus GST only."

6. CRITICAL DATES & IMPLEMENTATION

Letter of Offer Requirements:

- Deposit to be paid by 27 June 2016 (or extension request submitted)
- Balance to be paid on 31 October 2016 (or extension request submitted)

In terms of timing, it would make sense to link the acquisition of part of Lot 5 on SP265803 to the acquisition of Lot 11 on AP13658 (parcel adjacent to the Gregory Water Treatment Plant). This will enable a more streamlined process of addressing Native Title through an Indigenous Land Use Agreement.

7. CONSULTATION

Preston Law
Burke Shire Council
DNRM
DEHP
Waanyi PBC
University of Queensland Culture & Heritage Unit

8. CONCLUSION

The acquisition of part of Lot 5 on SP265803 is necessary to ensure the compliance of Council's waste management and recycling operations in Gregory.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report;
2. That Council confirms its intention to satisfy the requirements of the Department of Natural Resources and Mine's Letter of Offer for the purchase of part of Lot 5 on SP265803 including:
 - a. The payment of the deposit amount;
 - b. The payment of the balance amount;
 - c. Negotiation of an Indigenous Land Use Agreement to address Native Title over part of Lot 5 on SP265803;
 - d. Lodgement of required Survey Plans.
3. That Council, pursuant to s257 LGA 2009, delegates authority to the Chief Executive Officer to initiate a process to address Native Title over that part of Lot 5 on SP265803 as marked in Drawing TSV16066 and Drawing TSV 16066_ORTHO through an Indigenous Land Use Agreement.
4. That Council, following the issue of the Deed of Grant for part of Lot 5 on SP265803, seeks the applicable remission on the purchase price from the Department of Natural Resources and Mines pursuant to Policy PUX/901/211 (Revenue Share Policy for Local Government Operational Trust Land).

ATTACHMENTS

1. Drawing TSV16066



2. Drawing TSV 16066_ORTHO





A3 - Letter of Offer -
Gregory Landfill.pdf

3. DNRM Letter of Offer, 31 May 2016
4. Policy PUX/901/211 (Revenue Share Policy for Local Government Operational Trust Land)



A4 - PUX-901-211
Revenue Share Policy

5. Cultural Heritage Survey Report for Burke Shire Council's Proposed Activities in the Gregory Area.



A5 - Gregory Cultural
Heritage Survey Repor

Late Item Reports

12.04 Reallocation of TIDS funding in 2016-17

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Chief Executive Officer
FILE NO:	Council Meeting Business Papers – 16 June 2016
DATE:	8 June 2016
LINK TO COUNCIL PLAN/S:	Operational Plan, Budget

1. PURPOSE (Executive Summary)

To consider and confirm the reallocation of TIDS expenditure in 2016-17.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Transport Infrastructure Development Scheme (TIDS) is funded by DTMR and implemented/monitored through the Road Transport Alliance. TIDS funding can be allocated toward road projects on Local Roads of Regional Significance (LRRS). In Burke, these roads are: Doomadgee West, Doomadgee East, Gregory to Lawn Hill Road, Floraville Road and Riversleigh Road (see Attachments 1-2).

Each RRTG receives an annual allocation of Roads and Transport Alliance TIDS funds determined by the Roads and Transport Alliance Board. RRTGs are required to allocate their Roads and Transport Alliance TIDS funding to the highest priority projects in their region in a 2-year fixed, 2-year indicative continuous works program consistent with the department's QTRIP development cycle. Projects eligible for Roads and Transport Alliance TIDS include:

- local roads of regional significance (that is, higher order local government-controlled
- roads and lower order state-controlled roads);
- on and off road cycle ways, shared paths and crossing provisions;
- the provision/upgrade of road and transport infrastructure that improves the safety of children travelling to and from the school;
- enhancements to the safety and accessibility of regional airports.

TIDS is a matched funding programme, requiring DTMR and Council to split the costs of a TIDS road project 50/50. That is, if the total project cost of the TIDS project is \$100,000, DTMR would contribute \$50,000 and Council would contribute \$50,000.

Projects are prioritized through the Regional Roads and Transport Group. Constituent members of the NWQRRRTG are: Burke, Carpentaria, Cloncurry, Doomadgee, Flinders, Kowanyama, McKinlay, Mornington Island, Mt Isa and Richmond. Traditionally, funding has been prioritized to upgrade projects, though there is no requirement that funded projects must be related to an upgrade. In recent years, Burke has allocated TIDS expenditure toward

Prior to 2015-2016, DTMR allocations to each Council were in/around the \$400,000 mark, requiring matched funding by Council.

TIDS allocations were doubled for the 15-16 and 16-17 financial years. For Burke, this meant a DTMR allocation of \$800,000 in 15-16 and \$800,000 again in 16-17, requiring Council to match this funding in 2015-16 and 2016-17.

Council was unable to expend the full amount in 2015-16 due to a lack of water and reallocated funding, through the RRTG, to the Cloncurry Shire Council. The money allocated will be redirected to Burke through the 2016-17 allocations. Accordingly, Burke has a requirement to expend \$2,400,000 of TIDS funding (\$1.2m DTMR, \$1.2m BSC) in 2016-17.

	Project	DTMR	BSC	Total
Traditional	Seal Doom West	\$4000,000	\$400,000	\$800,000
Original 2015-16	Seal Doom West	\$800,000	\$800,000	\$1,600,000
Original 2016-17	Seal Doom West	\$800,000	\$800,000	\$1,600,000
Actual 2015-16	Seal prep on Doom West	\$390,000	\$390,000	\$800,000
Proposed change for 2016-17	Doom West seal	\$125,000	\$125,000	\$250,000
	Doom East patch	\$50,000	\$50,000	\$100,000
	Doom East rehabilitate	\$750,000	\$750,000	\$1,500,000
	Doom East reseal	\$144,000	\$144,000	\$288,000
	Reseal 6.5km on Floraville	\$131,000	\$131,000	\$262,000

3. PROPOSAL

That Council considers reallocating TIDS funding in 2016-17 to the following projects:

1) Patching, rehabilitation, stabilisation and sealing of 11.4km of Doomadgee East Road.

- Start Chainage 16.5
- End Chainage: 27.9
- Estimated value of work:
 - o Patching: \$100,000
 - o 5km Rehab: \$1,500,000
 - o 6.4km Seal: \$288,000
 - o **TOTAL: \$1,888,000**

2) Doomadgee West Road – upgrade of unsealed road to 6m seal on 8m pavement

- Start chainage: 26.338
- End chainage: 29.500
- Estimated value of work:
 - o **TOTAL: \$250,000**

3) Floraville Road: sealing of Floraville Road

- Start chainage: 6.55km, various chainages
- End chainage:
- Estimated value of work:
 - o **TOTAL: \$262,000**

4. FINANCIAL & RESOURCE IMPLICATIONS

While the same amount of expenditure will be spent on the Burke Shire Council road network, the focus of this expenditure will shift from upgrade projects to a mixture of upgrade, renewal and rehabilitation projects.

5. POLICY & LEGAL IMPLICATIONS

Council is required to allocate TIDS expenditure to Local Roads of Regional Significance. The proposed reallocation of TIDS expenditure for 2016-17 satisfies this criteria.

In order to reallocate TIDS expenditure between projects, it is necessary to receive the support of the NWQRRGTG. This process can commence once Council signs off on the reallocation of TIDS expenditure for 2016-17.

6. CRITICAL DATES & IMPLEMENTATION

To address road safety issues as well as to protect the integrity of road assets, the reallocation should be approved at Council's earliest convenience. The reallocation process will also need to be expedited through the NWQRRTG.

7. CONSULTATION

GBA: Keith Luckhurst
Gerard Read, NWQRRTG
Kristy Hows, DTMR
Internal: Cr Camp, Cr Poole, Cr Yanner, Works Manager

8. CONCLUSION

The reallocation of TIDS expenditure as outlined in this report will provide better outcomes for the service levels and sustainability of the Burke Shire LRRS network.

9. OFFICER'S RECOMMENDATION

- 1) That Council notes the contents of this report;
- 2) That Council endorses the reallocation of TIDS expenditure from

Road	Description	Total	BSC	TIDS
Doomadgee West	Seal	\$2,400,000	\$1,200,000	\$1,200,000

To

Road	Description	Total	BSC	TIDS
Doomadgee West	Seal	\$250,000	\$125,000	\$125,000
Doomadgee East	Patch, rehabilitate, stabilize, seal	\$1,888,000	\$944,000	\$944,000
Floraville Road	Re-seal	\$262,000	\$131,000	\$131,000

- 3) That Council delegates authority to the CEO to seek the NWQRRTG's endorsement of the above reallocation.

ATTACHMENTS

- 1) NWQ LRRS Map



- 2) NWQRRTG LRRS list



Late Item Reports

12.05 Delegations Register

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; CEO
FILE NO:	Council Meeting Business Papers – 16 June 2016
DATE:	9 June 2016
LINK TO COUNCIL PLAN/S:	Operational Plan 2015-2016

1. PURPOSE (Executive Summary)

To endorse revisions to the Delegations Register as tabled at the 19 May 2016 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 considered at the 19 May 2016 Council meeting.

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:
 - a. By the Act or Regulation that authorises the delegation;
 - b. By the entity/individual authorises to exercise a delegated power;

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

2. That Council endorses delegations as reviewed at the 19 May 2016 Council meeting.
3. That Council reviews proposed delegations under the Biosecurity Act 2014: Council to CEO with a view to adopting proposed delegations at the 21 July 2016 Council meeting.

4. FINANCIAL & RESOURCE IMPLICATIONS

Financial: none at present although future revisions to financial delegations may have financial implications.

Resourcing: the majority of the delegations submitted for review and adoption are intended to reduce administrative inefficiencies within Council.

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
Biosecurity Queensland
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
 - a. Endorses the "Council – CEO delegations" as submitted at the 19 May Council meeting for:
 - i. The Local Government Act 2009;
 - ii. The Local Government Regulation 2012;
 - iii. The Animal Management (Cats and Dogs) Act 2008;
 - iv. The Liquor Act 1992;
 - v. The Food act 2006;
 - vi. The Disaster Management Act 2003;
 - vii. The Public Records Act 2002;
 - viii. The Water Act 2000.
 - b. Notes the updated delegations contained in the "CEO – Local Government Employee" delegations under the Animal Management (Cats and Dogs) Act 2008.
 - c. Notes the proposed "Council – CEO delegations" under the Biosecurity Act 2014.

ATTACHMENTS

1. Council to CEO – Local Government Act 2009



2. Council to CEO – Local Government Regulation 2012



3. Council to CEO Animal Management (Cats and Dogs) Act 2008



4. CEO – Local Government Employment Animal Management (Cats and Dogs) Act 2008



5. Council to CEO Liquor Act 1992



6. Council to CEO Food Act 2006



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

10. Council to CEO Biosecurity Act 2014



Delegations -
Biosecurity Act 2014 .

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

16.01 Lex Doyle (Department of Education and Training), Chris Ford and Katrina Rex (Burketown State School)

17 Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 21st July 2016.