

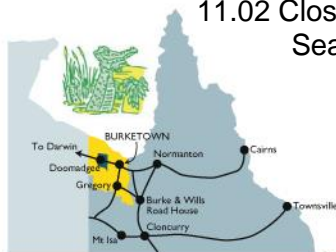


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BURKETOWN QLD 4830

Confirmed Minutes
Burke Shire Council Ordinary General Meeting
Wednesday 20th July 2016
9.00am Council Chambers

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01 Opening of Meeting

The Chair declared the meeting open at 9.05am.

02 Record of Attendance

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

Sharon Daishe; Chief Executive Officer
Nils Hay; Deputy CEO
Chris Rohan; Works Manager
Brett Harris; Workshop Fleet Manager
Simbarashe Chimpaka; Finance Manager
Madison Marshall; Executive Assistant (Minutes)

Absent Cr Tonya Murray
Martin Powley; Executive Officer

03 Prayer

Cr Yanner led Council in Prayer.

04 Consideration of applications for leave of absence

That Council notes that no consideration of applications for leave of absence were received.

05 Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 16th June 2016

That the Minutes of the General Meeting of Council held on Thursday 16th June 2016 as presented be confirmed by Council.

**Moved: Cr Poole
Seconded: Cr Yanner**

Carried 160720.01 4/0

06 Condolences

Council noted the passing of Vi Booth and expressed their condolences to the family.

07 Declaration of Interests

No declarations of interests were noted for the meeting.

08 Consideration of Notice(s) of Motion and Petitions

08.01 Notices of Motion

08.02 Petitions

That Council notes that no Notices of Motion and Petitions were received.

Attendance

Chris Rohan left the meeting from 9.07am to 9.09am.

Brett Harris left the meeting at 9.21am.

09 Executive Management Team 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: 12th July 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
469	Multi Tyred Roller	Beacon and air leaks	No	20 hrs	Old machine
480	Prime Mover	330k service, fan, rear shaft	No	20 hrs	Wear
494	Forklift	1,500 hr service	Yes	4 hrs	Prepare for Gregory
506	Ammann Drum Roller	2,500 hr service, travel fault	Yes	8 hrs	Found fault
522	140M Grader	4,750 hrs service	Yes	6 hrs	Scheduled
529	John Deere Ride On	1,500 hr service, A/C	Yes	6 hrs	Scheduled
533	Kubota Zero Turn	Deck, spindles, tensioner	No	4 hrs	Wear
542	Hino Genset- Gregory WTP	Blue smoke	No	4 hrs	False alarm
551	Prime mover	Batteries, hyd fluid, trans, P/S	No	5 hrs	Unscheduled check
554	Roadtrain	Grease, brakes, tyres, leaks	No	16 hrs	Unscheduled check
563	Septic Pump Out Unit	Rearrange rear outlet	No	5 hrs	Operator friendly
565	CEO Prado	50k service	Yes	2 hrs	Scheduled
568	Ride on	Spindle, deck repair	No	2 hrs	Too light
571	WM Hilux	60k service, tyres, alignment	Yes	4 hrs	Scheduled
572	Isuzu Job Truck	25k service	Yes	2 hrs	Scheduled
574	Gregory Genset	Move to depot	Yes	2 hrs	Safe area
583	Cat Loader	Greaser fault	No	4 hrs	Air infiltration
584	Rural Landcruiser	55k service	Yes	2 hrs	Scheduled
588	10 Tonner	10k service	Yes	2 hrs	Scheduled
589	Job Truck	Floor mat soaked	No	2 hrs	A/C drain pipe
591	Gregory Hilux	10k service	Yes	2 hrs	Scheduled
592	Water Truck	5k service	Yes	2 hrs	Scheduled
593	Isuzu NPR75-190	10k service	Yes	2 hrs	Scheduled
595	Cat DP30N Forklift	Induction	Yes	2 hrs	Operator induction
	Whippers and mowers	Keep operational	No	12 hrs	Heavy use
	Gensets	Had a good run			Office failed
	River Cameras	Satellite upgrade			See attachment

2. TENDER UPDATE

From the 2015-16 Budget

- Forklift- Inducted and operational
- Waste Transfer Bins- Casual to build
- New plant budget
-

3. OFFICER'S RECOMMENDATION

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

09.02.01 Work Shop and Fleet Report

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

Moved: Cr Camp
Seconded: Cr Clarke

Carried 160720.02 4/0

Attendance

Madison Marshall left the meeting from 9.59am to 10.02am.

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: 20th July 2016

LINK TO COUNCIL PLAN/S: Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include (up to 12th July 2016):

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

Training:

- No training conducted over the reporting period.

Works for upcoming month:

- TIDS seal.
- RMPC.
- Rural road maintenance.
- Road patching.

RMPC

2016-17	Allocation	First Claim	Funds Remaining
Schedule 1	\$242,190.64	\$30,979.70	\$211,210.94
Schedule 2	\$390,809.36	\$0.00	\$390,809.36
Schedule 3	\$211,999.99	\$0.00	\$211,999.99
Schedule 4	\$11,000.00	\$0.00	\$11,000.00
Schedule 5	\$37,500.00	\$0.00	\$37,500.00
Schedule 6	\$2,000.00	\$0.00	\$2,000.00
Total	\$895,499.99	\$30,979.70	\$864,520.29

Burke Shire Council is currently waiting for the RMPC 2016-17 signed contract to arrive. All DTMR financial approvals have been granted. RMPC works will commence in earnest on the 6801 after seal works have been completed on Doomadgee West.

NDRRA Flood Damage Emergent Works from Tropical Monsoon March 2016

REPA and Emergent works have now been completed across the Shire. The final works were completed on the Riversleigh Road on the 7th of July and were inspected to the satisfaction of Council. Although it was noted that the works were completed to a high standard, areas on the Lawn Hill – National Park Road were already corrugated due to high traffic numbers.

The Doomadgee – Lawn Hill Road remains in good condition and should not require further maintenance through the remainder of 2016.

WHS Incidents

A near miss was recorded on site (Doomadgee West) involving a Council piece of plant and a road user. A report with recommendations has been completed by the WHS Coordinator and the Executive Management team.

NDB

Council continues to liaise with Airservices Australia regarding the handover of infrastructure that remains in location at the Burketown Aerodrome.

TIDS

TIDS expenditure and acquittals were submitted to DTMR in accordance with normal EOFY reporting requirements. The jackpotting of TIDS in the current financial year will see Council commit \$1.2m in own source funding to the LRRS network.

The road crew will remain working around the most recently completed works to ensure that the gravel pavement remains in condition prior to the completion of the seal. The seal length is 6km.

Doomadgee East Road

A pothole patching crew has now commenced work of both town and rural streets in line with Council's commitment to resealing badly affected areas of the Doomadgee East network.

Suspicious Dog Deaths

A pathology report has been returned to Council. Two tissue samples were supplied to North West Vets for pathology testing in April; this was based on the suspicious circumstances of numerous dog deaths in town. The two tissue samples have been confirmed as positive for 1080 and further advice has been sought by Council from the Department of Agriculture and Fisheries (DAF).

DAF have been asked to speak with the pathologist to determine/interpret the strength of results. This information may be useful in determining the method of poisoning.

All relevant information has been passed to the Queensland Police Service.

Road Maintenance

Road maintenance has commenced on the Doomadgee West Road and will then commence/complete work on three bull dust affected sites on the Nugaburra Road. Prior to competing works on the Gregory – Lawn Hill and National Parks Roads as required.

Regional Transport Planning Workshop

The Deputy Mayor and the Works Manager attended a Regional Transport Planning Workshop in Mount Isa. The workshop was facilitated by DTMR and aimed to utilise ongoing workshops to assist with the development of a strategic regional network plan. The workshop focussed on (generally) local issues on topics around agricultural, tourist and mining industry requirements, demand on the transport network, and how the region is postured to deal with these issues currently and over the next 15 years.

The next planned workshop will be held in Cloncurry in late July. Both the Deputy Mayor and the Works Manager have indicated their keenness to continue to attend.

2. RANGER

Litter Management

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

Sites Visited

China wall

Gregory Crossing

Beames Brook Crossing

Report

One bin at the fishing site.

Dump skip back in place.

One bin very little use now access has been restricted to vehicles.

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.

- Cat traps have been deployed around town and have so far captured four cats. All animals were considered to be feral and were destroyed.
- Impounded one brown female bull terrier cross. The dog was destroyed after the three day holding period. Although the usual efforts were made on social media and through the notices system, no-one claimed the animal.

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.

General

- Continued 1080 baiting this reporting period.
- 1000kg of baits to Gregory Downs
- 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 East (Punjab Grid)
 - Doomadgee west before Walford creek; and;
 - Truganini road.
- Airport checks and attend Rex RPT flights whilst USM away.
- Reviewing processes for Councils implementation and handling of the Animal Management act for cats and dogs.

3. PARKS AND GARDENS

Programed works

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

4. HOUSING / BUILDING MAINTENANCE

Isaam Milne has now moved into his new residence.

5. UTILITIES

Burketown & Gregory Water Treatment monthly usage JUNE 2016

DAILY READING WTP BURKETOWN –TOTAL USAGE – 13454 KL		
June 2016	Daily Usage	Outflow To Town Litres/Second
Highest Daily Usage	566 kl	Avg –3.25 L p/s
Lowest Daily Usage	218 kl	Avg – 4.36 L p/s

DAILY READING WTP GREGORY–TOTAL USAGE –13859 KL		
June 2016	Daily Usage	Outflow To Town Litres/Second
Highest Daily Usage	*kl	*Avg - L p/s
Lowest Daily Usage	*kl	*Avg - L p/s <i>*not available at time of report</i>

Gregory Water Treatment Plant

- The Gregory WTP Potable water meter has malfunctioned. The WSO has spoken to the manufacturer about this issue as there is no digital display to screen from the meter sensor. The supplier has recommended that we send the meter and display screen back for repairs as what we described could be a lightning strike. Purchasing a new meter is at a similar cost to repairing the meter and will give redundancy for any future failures.
- We are going to trial the Sulphuric Acid at 60% to try to limit the corrosion in the WTP. This will stop the fumes/gases. The benefits include: uses 1/3 of product compared to Hydrochloric Acid. IBC will last longer (12 weeks compared to 4 weeks. Less chemicals to be stored on site.

Water Reticulation Gregory

- We had a fire hydrant leak. Replaced hydrant internals, the Mushroom, Spring and Rubber O-ring. Brass Mushroom had a groove worn into it.

Sewerage:

- Sewerage samples failed. BOD 26 mg/l, TSS 92mg/l and Total Nutrients TN 25 mg/l.

Sample #	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
391668	TOTAL COLIFORMS	8-6-16	Burke Shire Treated Effluent	<1000 CFU/100ml	Est 10CFU/ml	<10	
391687	BOD Biochemical Oxygen Demand	8-6-16	Burke Shire Treated Effluent	<20 mg/L	26 mg/L	<2	X
391687	TOTAL SUSPENDED SOLIDS	8-6-16	Burke Shire Treated Effluent	<30mg/LL	92 mg/L	<1	X
391687	PH Physical Properties	8-6-16	Burke Shire Treated Effluent	6.5-6.8	7	<0.1	
391687	TP Nutrients & Anions	8-6-16	Burke Shire Treated Effluent	<15 mg/L p	3.3mg/L P	<0.25	
391687	TN Nutrients & Anions	8-6-16	Burke Shire Treated Effluent	<20 mg/L	25 mg/L N	<0.5	X

Statewide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total (JUNE 2016)	Actual Total (YTD)
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
Performance Indicator	Performance Measure	Target	Actual Total (JUNE 2016)	Actual Total (YTD)
Sewerage Services				
Sewer mains breaks and chokes (blockages)	Per 100km/year	<25	0	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

- We had a couple of minor interruptions to service supply. Repaired tapping saddles
- Chlorine-Situ system operating with a minor Airflow Sensor issues.

Nicholson River Pump STN.

- Pumps are operating at 19 l/s.

Sewerage

- All pumping stations are operating well.
- Maintenance/cleaning of wells are on going.
- 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 used a lot. Had an issue with it popping out. This has now been repaired and operating.

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.
- We have repaired a couple of minor house and building service leaks these have been inside of council properties, parks and public toilets.
- Repaired a couple of Tapping Saddles.
- 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.
- Have located depths of water mains since the Telstra fibre crew have started drilling around town.

Airport

- Clemments electrical have replaced the lights on the wind socks. All lights are now working.
- New bulbs have been ordered for the Apron lights.
- New batteries have been installed for airport handheld radios.

REX Airlines

- Operations are running to a reasonable standard.
- REX manifest paperwork is being received in a timely fashion of late.

Cemetery

- We had one burial on the 1st July 2016.

6. OFFICER'S RECOMMENDATION

That Council notes the Works and Services July report.

09.01.01 Works and Services Monthly Update Report

That Council notes the Works and Services July report.

Moved: Cr Yanner
Seconded: Cr Poole

Carried 160720.03 4/0

11 Closed session reports

That Council move into closed session to discuss confidential items as stated in the *Local Government Regulation 2012* in Chapter 8 Administration, Part 2 Local government meetings and committees, under *Sections 275 (1) (d) and (e)*.

(d) rating concessions;

(e) contracts proposed to be made by it;

Council moved into closed session at 10.07am.

Moved: Cr Poole

Seconded: Cr Yanner

Carried 160720.04 4/0

Move into Open Session

That the meeting resume in open session to consider recommendations arising out of the closed session.

Council resumed open session at 10.25am.

Moved: Cr Yanner

Seconded: Cr Poole

Carried 160720.05 4/0

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

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275(1)(d) and that the document remain confidential unless council decides otherwise by resolution; and
2. That Council approves the ratepayer's application for a rebate of \$1,541.40 being discounted Vacant Water and Vacant Sewer Charge on Assessment Number 00075-00000-000 for 2015-2016 pursuant to section 120(1)(c) of the Local Government Regulation 2012.

Moved: Cr Poole

Seconded: Cr Camp

Carried 160720.06 4/0

11.02 Closed Session - 2016-11 Doomadgee West and Burketown Town Streets, Bitumen Seal Tender Recommendation

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275(1) and that the document remain confidential unless council decides otherwise by resolution; and
2. That Council award tender 2016-11 to Stabilised Pavements of Australia for the sum of \$373,446.68 (ex GST).

Moved: Cr Poole
Seconded: Cr Yanner

Carried 160720.07 4/0

Attendance

Chris Rohan left the meeting from 10.33am to 10.35am.

09 Executive Management Team Reports

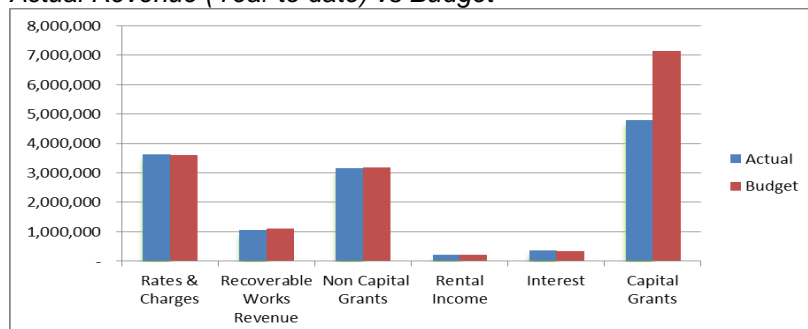
09.03.01 Finance Monthly Update June 2016

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Council Meeting Report – Finance Monthly Update Report
DATE:	20 July 2016
LINK TO COUNCIL PLANS	Operational Plan, Budget

1. OPERATING STATEMENT

Operating Statement			
30-Jun-16			
	2015 - 2016 Year to Date Actual		2015 - 2016 Pro Rata Budget
Operating Revenue			
Rates & Charges	4,003,638		4,002,100
Less: Discount, Rebate & Remissions	- 374,330	-	386,800
	3,629,308		3,615,300
Fees & Charges	122,248		122,610
Rental Income	226,715		225,000
Interest	363,592		355,000
Recoverable Works Revenue	1,052,031		1,102,727
Other Income	82,904		51,800
	1,847,490		1,857,137
Donations	15,193		7,700
Contributions	100,000		100,000
Subsidies & Grants	3,155,392		3,182,801
	3,270,585		3,290,501
Total Operating Revenues	8,747,383		8,762,938
Operating Expenditure			
Corporate Governance Costs	1,033,156		1,000,500
Administration Costs	1,585,188		1,941,300
Recoverable Works Expenses	1,416,308		1,072,727
Engineering Services	2,124,382		2,012,100
Utility Services Costs	637,188		622,000
Net Plant Operating Costs	- 972,217	-	602,000
Planning & Environmental Expenses	542,300		569,000
Community Services Costs	1,263,471		1,130,219
Finance Costs	14,712		22,000
Depreciation	3,675,807		3,319,302
Other Expenses	5,066		10,000
Total Operating Expenditure	11,325,361		11,097,148
OPERATING CAPABILITY BEFORE CAPITAL REVENUE	- 2,577,978	-	2,334,210
Sale of Non current Assets	-		-
Contributions	-		-
Subsidies & Grants	4,799,442		7,141,000
NET RESULT	2,221,464		4,806,790

**Year to date results show a operating deficit of \$2,577,978 before capital revenue. The operating statement reflects a net result of \$2,221,464 after capital grants and subsidies, these capital grants are tied to specific capital projects.*

Actual Revenue (Year to date) vs BudgetRates & Utility Charges

Total rates and utility charges levied in the 2015 -16 financial year exceeded annual budget estimates primarily due to annual prompt payment discount granted being 3% lower than forecast.

Fees and charges

Fees and charges are on track with annual budget forecast.

Rental income

Rental income received is on track with annual budget estimates sitting 1% positively above annual estimates.

Interest

Investment interest received is on track with annual budget estimates sitting 2% positively above annual estimates.

Recoverable works revenue

Recoverable works revenue is tracking very close to annual estimates. RMPC works for the 15 -16 financial year have been completed as scheduled. Total recoverable works revenue earned exceeds recoverable works expenditure (*excluding emergent works to be reimbursed in the 2016 -17 financial year*)

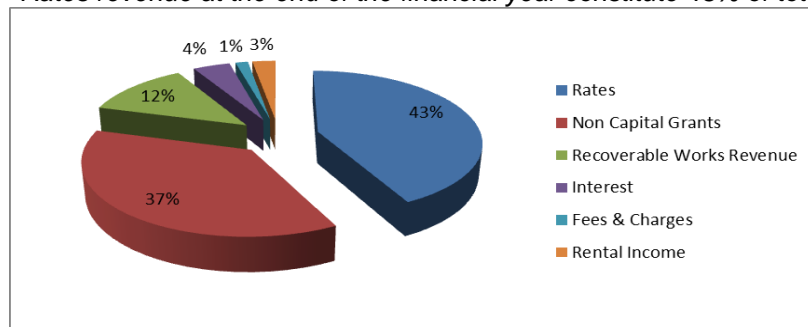
Grants, Subsidies, Contributions and Donations

Non capital grants, subsidies and contributions are 1% below budget estimates primarily due to timing differences in relation to claims for fuel tax credits and claims for asset management training funding. Adjustments for fuel tax credits and training funding will be processed and accrued back to the 15 -16 financial year bringing actual figures to budget.

Capital revenue

Capital revenues sat 33% below budget estimates, variances between year to date capital revenue and budget estimates relate to rescheduling of TIDS (\$400K works) and Roads to Recovery (\$645K works) from the 15 -16 year to the 16 - 17 financial year. NDRRAA final claims for the 2014 -15 flood event are in the close out stage with a balance of approximately \$600,000 to be received. Capital revenue under the Drought Communities program (\$750K) has not been received due to timing differences in conduction of works, works should be completed in the 2016 -17 financial year.

**Rates revenue at the end of the financial year constitute 43% of total operating revenue.*



Operating expenditure

Overall year to date operational expenditure sits 2% over budget estimates with some budget lines slightly over and under budget. Significant variances include:

- Recoverable works expenditure which sits 32% over the estimate budget, this variance primarily relates to flood damage emergent works carried out in the last quarter of the financial year.
- Community services expenses sit 12% over budget estimates as Council worked to clear a significant housing maintenance backlog.
- Administration costs are 18% lower than budget estimates primarily due to timing differences in relation to expenditure accruals. Expense accruals will be processed bringing administration costs closer to budget estimates.
- Planning and environmental expenditure sits slightly below budget estimate.
- Finance costs (bank charges) sit 33% below budget as automated internal account transfers have been stopped on instruction from the finance department.

2. STATEMENT OF FINANCIAL POSITION

Statement of Financial Position		
30-Jun-16		
	2015 - 16 Year to date Actual	2015 - 16 Pro rata Budget
Current assets		
Cash and cash equivalents	11,866,862	12,754,296
Trade and other receivables	763,602	235,000
Inventories	233,943	270,000
Other financial assets	176,443	60,000
Total current assets	13,040,850	13,319,296
Non-current assets		
Property, plant and equipment	137,015,596	139,620,269
Total non-current assets	137,015,596	139,620,269
Total assets	150,056,446	152,939,565
Current liabilities		
Trade and other payables	786,351	1,083,000
Provisions	153,351	165,000
Other current liabilities	-	-
Total current liabilities	939,702	1,248,000
Non-current liabilities		
Trade & Other Payables	-	-
Provisions	530,719	520,225
Total non-current liabilities	530,719	520,225
Total liabilities	1,470,421	1,768,225
Net community assets	148,586,025	151,171,340
Community equity		
Asset revaluation reserve	74,114,951	74,114,951
Retained surplus	74,471,074	77,056,389
Other Reserves	-	-
Total community equity	148,586,025	151,171,340

Cash and cash equivalents

Cash and cash equivalents decreased slightly from the previous month to \$11,866,862. Cash balances are slightly lower than budget estimates however receivables at the end of the financial year are much higher than forecast bringing total current assets in line with budget estimates.

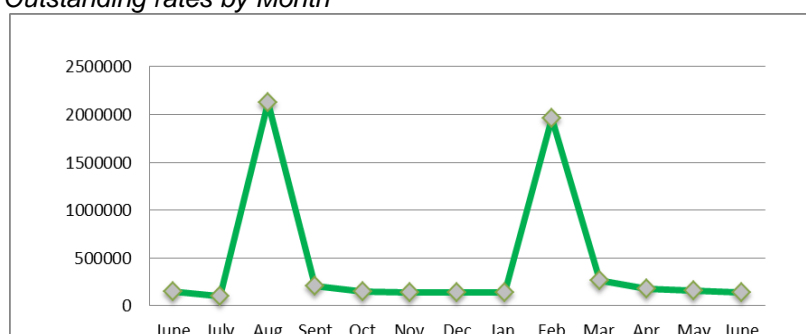
Cash holdings

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	\$ 10,825,752.77	\$ -	\$ 569,230.00	\$ 471,321.45	\$ 11,866,304

****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 sitting at \$137,771 at the end of the financial year compared to a balance of \$143,710 at the close of the previous financial year.

Outstanding rates by MonthOutstanding rates by category

Category	General Rates	Sewer	Garbage	Water	Excess Water	Total
Urban Rates Burketown	9,556	16,371	6,776	15,663	7,805	56,171
Urban Rates Gregory	24,565	-	4,897	39,005	10,646	79,113
Rural Rates	1,127	-	-	-	-	1,127
Prospecting	-	-	-	-	-	-
Mining Intensity	-	-	-	-	-	-
Total						136,411

Inventories & Other Financial Assets

End of financial year stock take was conducted in June with minor adjustments to stock quantities. Inventory at the close of the financial year sat at \$233,943.

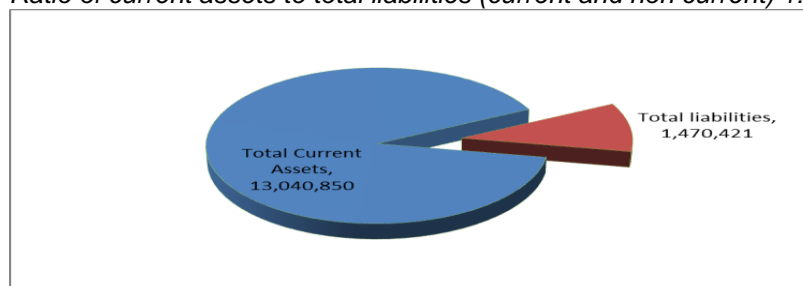
Property Plant & Equipment

End of year asset additions for completed capital works in progress, disposals (sale of plant and land assets) and adjustments in relation to valuations will be processed.

Liabilities and Provisions

Total liabilities and provisions remain largely unchanged from the previous month sitting at approximately \$1,4million.

Ratio of current assets to total liabilities (current and non current) 1:11



3. STATEMENT OF CASH FLOWS

Statement of Cash Flows For the year ended 30 June 2016		
	Actual	Budget
Cash flows from operating activities		
Receipts from customers	5,455,942	6,149,878
Payments to suppliers and employees	- 8,133,914	- 8,034,961
	- 2,677,972	- 1,885,083
Interest received	363,592	355,000
Rental income	226,715	225,000
Non capital grants and contributions	3,143,026	3,154,501
Borrowing costs	-	-
Net cash inflow (outflow) from operating activities	1,055,361	1,849,418
Cash flows from investing activities		
Net payments for property, plant and equipment	- 9,159,119	- 11,657,296
Grants, subsidies, contributions and donations	4,799,442	7,141,000
Proceeds from sale of property plant & equipment	-	250,000
Net cash inflow (outflow) from investing activities	- 4,359,677	- 4,266,296
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 equivalents held	- 3,304,316	- 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 (June 2016)	11,866,862	12,754,300

4. OFFICER'S RECOMMENDATION

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

09.03.01 Finance Monthly Update June 2016

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

Moved: Cr Clarke
Seconded: Cr Camp

Carried 160720.08 4/0

Adjournment

That Council adjourned the meeting for morning tea from 11.07am to 11.37am, all were present except Simba Chimpaka.

Attendance

Simba Chimpaka entered the meeting at 11.41am.
Chris Rohan left the meeting from 11.59am to 12.00pm.
Chris Rohan left the meeting from 12.02pm to 12.04pm.
Chris Rohan left the meeting from 12.05pm to 12.06pm.

09.04.01 Deputy Chief Executive Officer Report

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

RESPONSIBLE OFFICER: Nils Hay – DCEO

FILE NO: Business Paper

DATE: 20th July 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 Jockey Club Downs	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

Gregory Camp Draft

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 on the grassed area
- Theme: Diamonds In The Dust
- Caterer: Golden Roast (to supply a 2 course meal, furniture, linen, set up and pack down)
- Entertainment: Bulldust Band from Mount Isa will be performing
- Bar: EOI was advertised and 1 application received and awarded – Munchenberg (RFDS).
- Security: Karen Meyers and notification of local authorities

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 this application however were successful in obtaining a small grant (\$220) from the Seniors Newsletter. Additional funding will come from the Drought Communities Support program. 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

Burke Shire Photography Competition

A theme is required for this year's photography competition. The competition is both a great chance for local photographers to show off their abilities, but also for Council to gain access to a range of quality stock images to use in our marketing and promotional materials.

Past Themes:

- Morning Glory Cloud
- Wildlife
- Sunsets

Proposed Themes:

- Burke Shire in Flood
- Seasons of the Outback
- Living in the Outback

Proposed Prizes:

Open (16+ years)

1st - \$100 gift voucher

2nd \$50 gift voucher

Junior (15 years or under)

1st - \$50 gift voucher

2nd - \$25 gift voucher

Judging:

Peoples Choice – Images will be made available for viewing in the Admin office foyer. Nomination forms can be placed in the voting box located at the front desk.

All images that are entered will become the property of Burke Shire Council and may be featured in Council publications, on its website or in media campaigns/advertising.

Preferred Theme:

Our preference for the 'Burke Shire in Flood' theme is due, in part to the 5 year anniversary of the 2011 floods, but also because images of floodwater in and around Burketown and Gregory would be highly beneficial from a town planning/verification of flood mapping perspective, in addition to providing a view of the shire that very few visitors get to actually witness first hand

2016 Tidy Yard Competition

Background: The Tidy Yard Competition was not held in 2015 due to drought however this competition is normally:

- Judged at the end of October each year
- 4 Categories: Best Urban Yard, Best Rural Yard, Best Non-Residential Yard, Best Patio/Verandah
- Prize Money For Each Category: 1st \$300 and Runner Up \$150

CDO's Suggestion: Skip this event for 2016 and reconsider holding it in March each year. By holding it in March, we capture the gardens at their peak (just after wet season) and it also encourages local members to showcase their properties and the township just before one of the Shires major events (Fishing Competition) allowing us to make a positive impact on visitors leading up to the busiest time of the year.

Morning Glory Festival 2017

Scope will be reduced following June 2016 Council Meeting; events team are considering a small-scale 'dry run' in 2016, with a 'Grand Final in the Park' or similar event to take place on the weekend of the Burketown Rodeo/Races.

Rationale:

NRL or sport in general is a subject of major interest in the Burke Shire and has the ability to bring everyone together. The Burketown Rodeo/Races (Friday Night/Saturday) hosted by the Burketown Rodeo & Sporting Association is held on the same weekend as the NRL Grand Final every year. By

holding 'Grand Final In The Park' (In the Morning Glory Park) it will provide a hub for the community to come together and encourage the competitors/spectators of Rodeo/Races to extend their stays (this is a long weekend with Monday being a Public Holiday) and promote and generate income for local businesses.

Funding is available through the Drought Communities Support program to fund a small-scale event of this nature.

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. We are awaiting feedback.

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 June winner has been chosen and will be presented at the school.

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 is being prepared.

School Holiday Activity Day - 29th June

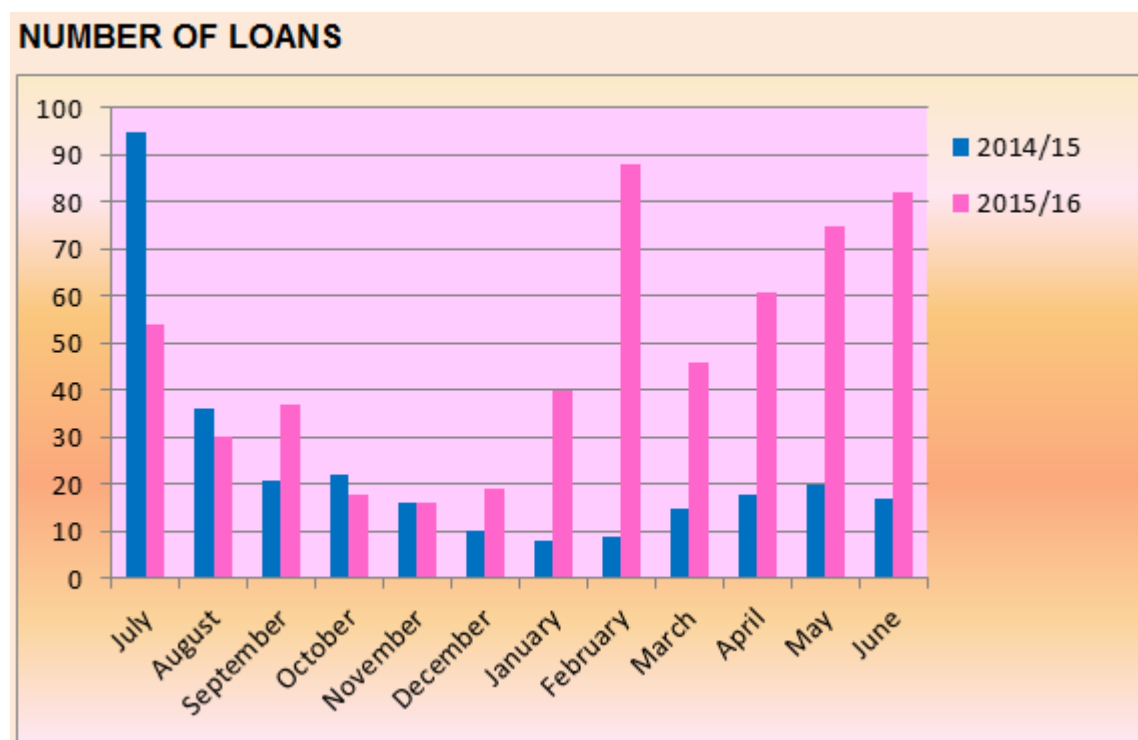
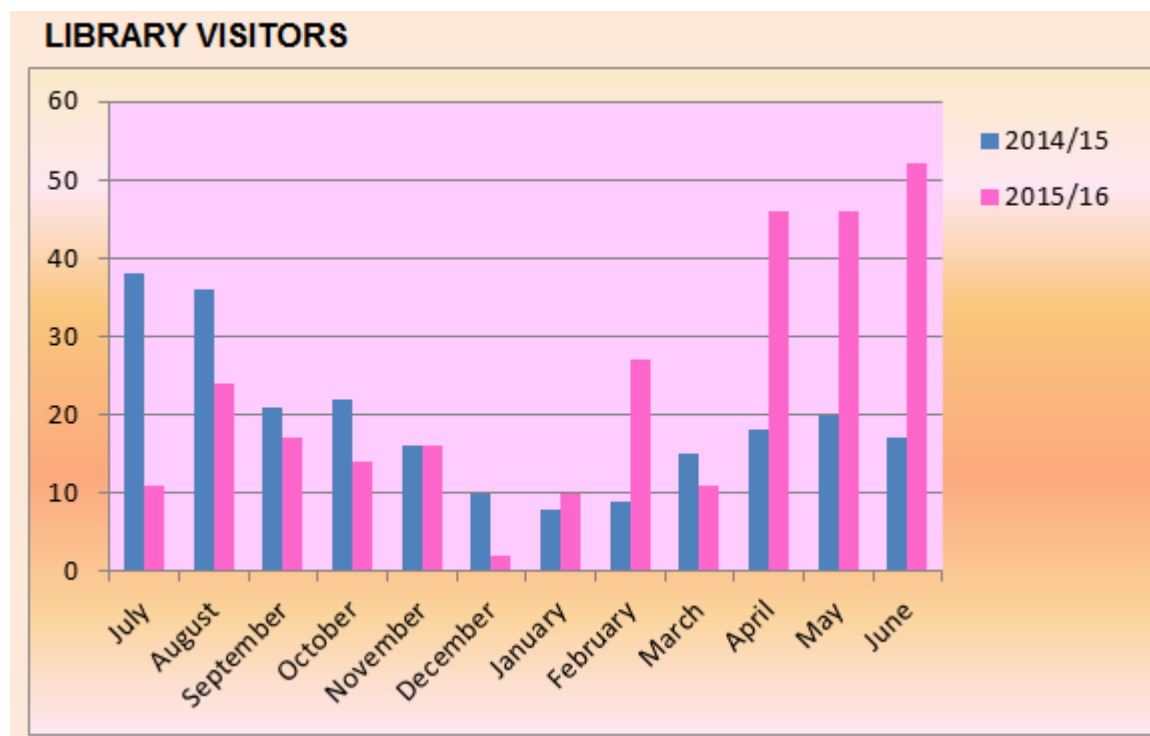
- 6 children attended the school holiday activity day.
- Feedback from the day was positive, with children being worn out and parents happy.

Strategic Plan

The library Strategic Plan is being revised, a draft has been prepared and passed to the State Library of Queensland staff for review.

General Information / Stats

The number of loans compared to June last year has increased significantly, as has the number of visitors to the library, as per graphs below. This is an ongoing trend.



3. NEWSLETTER

The cut-off date for articles for the August quarterly newsletter is Friday 15 July. The finished newsletter should be distributed in early August.

4. DONATIONS

Current update and outstanding donations for the end of May are as below:

- Still waiting on post-event/donation reports from:
 - Burketown State School for Christmas Party & Awards Night (overdue)
 - QCWA for writing workshop (overdue)
 - Holly Hammond & Jason Munchenber for Alzheimer's Australia and RFDS QLD event
 - Canoe Club for Gregory Canoe Race
 - Gregory Jockey Club for Gregory Campdraft

5. ENVIRONMENTAL HEALTH OFFICER

- Documentation has been sent out to all food retailers to renew food licences for 2016-17
- Invoices will be distributed once pricing is finalised in Council's 2016-17 Fees and Charges (21 July 2016)

6. NIJINDA DURLGA

Bookings for the month of June in the Durlga – JCC meeting, Council Meetings, Councillor and Council management meetings, RMPC Meeting, CLCAC, Save the Children, NWRH, Arts & Craft Day, Stocktake meeting, LGIA meeting, Telstra presentation, Councillor training, Staff training, LDMG meeting, Project meeting for the Order of the Outback Ball and Polling Booth, as well as the HACC being booked for the HACC Program.

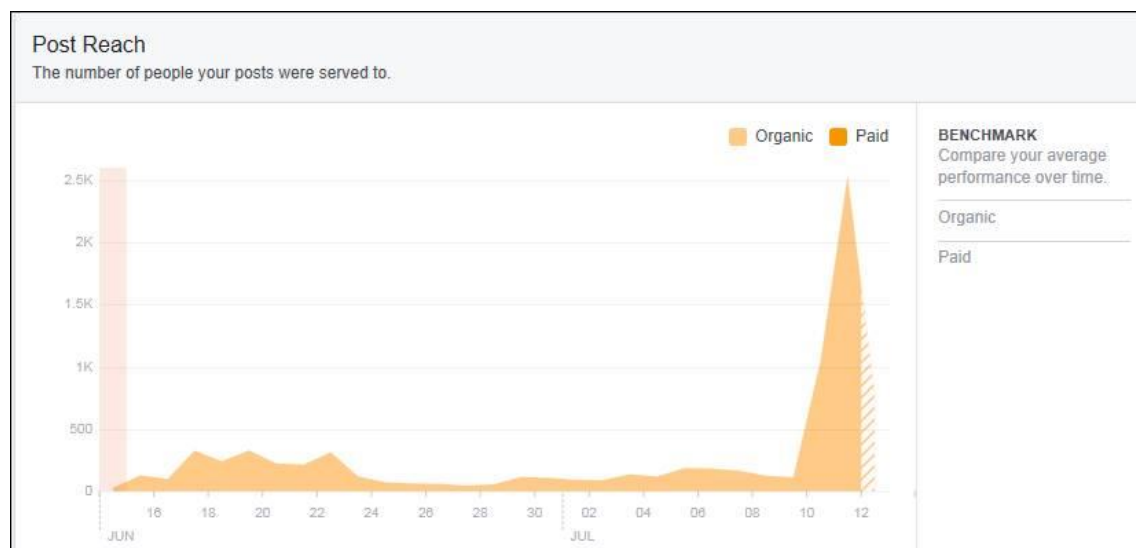
Staff are further developing a plan to achieve greater cost recovery from Durlga operations.

7. SOCIAL MEDIA

Page likes and post reach are still rising steadily as the Admin team continue to devote attention to the Facebook page. From 1 June – 11 July, we have had a reach of approximately 8,000 for all articles and notices. The spikes in engagement with the Burke Shire Facebook page occur where local people, events or other happenings are the focus of the post. The 'likes' for individual posts is reflected in the reach. The 'reach' for recent articles on the Shire's Facebook page in the past month includes:

Article	Reach
Disaster Management exercise	430
Morning Glory Cloud Photo	1,00+

From 14 June to 13 July we had the following post reach:



The large spike was due to the following post – one of the most popular in recent months:



8. COMMUNITY SATISFACTION SURVEY

Council has identified the need to gauge the level of satisfaction by residents of the Burke Shire with regard to Council delivery of services. Alan Morton, who has broad experience in surveys for Local Government, has been approached to develop an outline of what the survey may look like for the Burke Shire. Mr Morton is in discussion with Market Facts, a company that has expertise in analysing survey responses. The feedback is that, out of 160 landline phone numbers in the Burke Shire, a response rate of 70 respondents to a phone survey will give the Council valid statistical data.

The Executive Officer is managing this project and in the process of seeking alternative quotes/providers for comparison.

9. RECORDKEEPING

Major IT issues have had a flow effect for Records Management. The main syncing drive for scans was out of action for two business days after the outage and no electronic scanning or filing was undertaken for 1.5 business days.

There are some aged legacy documents that will require assessment and processing that have emerged from the former CEO's office. These could take up to 4 weeks to process initially. There are more documents that will emerge in the near future.

A milestone document event occurred with the capture of recently completed & signed Survey Plans from the Burketown Reserve/ILUA Land Exchange Project. Originals have been forwarded to the Titles Office with the Department of Natural Resources for registration. A complete set of copies were provided to AusNorth Consultants, and another set are filed in our Corporate Library

Please also see the attached report from CorpMem.

10. 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 at the Silent Auction on 30 July.
- Council's Admin Office connection is due to be upgraded from 1MB to 2MB in the coming weeks. The line is now installed and we are liaising with Telstra to activate it.
- A major IT outage had an impact on business with computer access unavailable for 4 hours. Significant onsite support was provided to enable diagnostics into the server, and resurrection of services. Civica determined that the link to the processor was broken in the server. They provided a short term work around which was uploaded, and then offloaded to individual computers when the server was functional.

11. 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.

A silent auction will take place on the morning of Saturday 30 July to dispose of these assets. It will be publicized in the coming weeks.

12. HUMAN RESOURCES UPDATE

Staff Changes – Departures:

Philip Keirle, CEO, finished in that role on 23 June 2016

Staff Changes – Appointments:

Sharon Daishe, CEO, commenced on 24 June 2016

Staff Changes – Other:

Philip Keirle commenced as Governance and Projects Manager (Temporary). He will continue working remotely for Council in this role until November.

Vacancies:

There are no current vacancies.

New Certified Agreement:

On 11 July 2016 the LGAQ issued a Statutory Order of Review with the Supreme Court seeking a declaration that the variation notice and consolidated request issued by the Industrial Relations Minister on 6 June 2016 is invalid.

They argued that this latest variation to the Minister's request to the Queensland Industrial Relations Commission to again review the modern Local Government Industry Award follows an earlier variation by the Minister but is pointedly prescriptive in directing the Commission on what outcomes the Commission's "independent" review will produce.

The LGAQ believe that it will be disadvantageous for councils to be bound by an industrial relations system that allows an individual Minister the right to amend an award by directing the Commission to insert proscribed terms into an award. On that basis, they have lodged the Order with the Supreme Court.

It is noted that this action could further delay the conclusion of the ongoing IR review process and Council's subsequent ability to negotiate a new Certified Agreement.

JCC:

JCC XXIII will be held on 13 July 2016.

Performance Reviews:

The performance review process is almost complete.

Workplace Health and Safety:

The monthly Workplace Health and Safety report is attached. For the previous month there was one near miss incident reported. Upon investigation, the incident does not appear to have been highly risky, however it has revealed some potential areas for safety improvement in road crew communications operations. It is also encouraging to note that near miss incidents are being actively and willingly reported by staff. This reflects the ongoing improvement in Council's safety culture.

Training:

The following training has taken place over the last month:

- Apprenticeships and Traineeships are ongoing
- Staff have commenced online Microsoft Office software training through a subscription to LGAQ's online learning platform; this is ongoing
 - Training access for Councillors is on order
- Staff received GIS and MapInfo training from Paul Hirning from CT Management during his visit to the Shire to further assist with Council's asset management planning
- The Mayor, Deputy Mayor, CEO and DCEO attended Fraud Awareness and Management training in Normanton on June 30
- Council staff participated in the LDMG exercises on 21 June
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

13. OFFICER'S RECOMMENDATION

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

09.04.01 Deputy Chief Executive Officer Report

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

Moved: Cr Poole
Seconded: Cr Clarke

Carried 160720.09 4/0

Adjournment

That Council adjourned the meeting for lunch from 12.35pm to 1.28pm.

09.04.02 HR Policy Review

DEPARTMENT: Human Resources

RESPONSIBLE OFFICER: Nils Hay; Deputy Chief Executive Officer

FILE REF: Business Paper – Council Meeting 20 July 2016

DATE: 11 July 2016

LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To conduct the annual review of HRM-POL-001 Performance and Misconduct Policy and HRM-POL-005 Discrimination, Harassment & Bullying Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Both Policies were last presented to Council for consideration in June 2015; at that time they formed part of a tranche of HR documents that had been externally reviewed by Martine Care of Preston Law.

3. PROPOSAL

Given last year's external review and the sufficient ability of both Policies to be utilised when required in the subsequent year, no changes are proposed to the content of either policy.

Please see tracked changes in the attached Policies. Note that changes relate to formatting and updating of relevant role titles (PHRM to DCEO) only. No material changes have been made to the content of either Policy.

4. OFFICER'S RECOMMENDATION

- a) That Council notes the contents of this report; and
- b) That Council adopts Version 3 of HRM-POL-001 Performance and Misconduct Policy
- c) That Council adopts Version 3 of HRM-POL-005 Discrimination, Harassment and Bullying Policy

09.04.02 HR Policy Review

- a) That Council notes the contents of this report; and
- b) That Council adopts Version 3 of HRM-POL-001 Performance and Misconduct Policy
- c) That Council adopts Version 3 of HRM-POL-005 Discrimination, Harassment and Bullying Policy

Moved: Cr Poole
Seconded: Cr Clarke

Carried 160720.10 4/0

10 Chief Executive Officer Reports

10.01.01 Chief Executive Officer Report

DEPARTMENT: Office of the CEO

RESPONSIBLE OFFICER: Sharon Daishe; CEO

FILE NO: Council Meeting Business Paper – 20 July 2016

DATE: 18 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 will present the draft Planning Scheme at a Special Meeting of Council to be held on Thursday 04 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. CT Management Group have also been working on establishing accurate town and rural addressing.</p> <p>On 23 June 2016 at the Audit Committee meeting it was noted that the section relating to roads needs reviewing due to some unit rates (eg: culverts) being too high.</p> <p>Completion of the Asset Management Plan has been allocated to Philip Keirle in his temporary contract as Governance and Projects Manager (GPM)</p>	On track

Planning Docs	Comments	Status
Operational Plan 2016-17	The Operational Plan 2016-17 is presented for consideration by Council on 20 July 2016. This plan has been prepared by the GPM with drafts previously provided to councilors.	For adoption 20 July 2015. 1 st quarterly review Oct 16 2 nd quarterly review Jan 17 3 rd quarterly review May 17
Local Government Area Biosecurity Plans <i>Portfolio: Cr Camp (ex officio), Cr Clarke and Cr Murray.</i>	Council, at the ordinary meeting held 15 June 2016, adopted delegations under the Biosecurity Act 2016. On 27 June the CEO met with Nathan Morgan to discuss development of the Biosecurity Plan for BSC which is now required by legislation. Nathan is available to present to Council – for scheduling possibly on 22 September. Completion timeframe: uncertain.	Monitor
Budget 2016-17	09 May 2016 - rates categorisation, modelling and financial sustainability session held with Mead Perry Group 01 July 2016 – rates modelling workshop with John Perry, Mead Perry Group. 07 July 2016 – draft budget circulate 14 July 2016 – councillor budget workshop 18 July 2016 – budget agenda item circulated 21 July 2016 – Council to consider final draft budget for adoption in accordance with statutory timeframe. Following adoption the budget documents will be available for access online via the Burke Shire Council webpage.	For adoption 21 July 2016 1 st quarterly review: Oct 16 2 nd quarterly review: Feb 17
Business Continuity Plan & Risk Register	The CRR was adopted by Council in October 2015. The BCP was adopted by Council in February 2016. The BCP was the subject of Internal Audit in May-June 2016, with a focus on sustainability.	Completed
Local Disaster Management Plan 2016-2017	The revised Local Disaster Management Plan was adopted by Council in September 2015, and the LDMG on 28 October 2015, following annual review conducted by CEO and Craig Shepherd (Executive Officer, Mt Isa District Disaster Management Group) using new IGEM assessment methodology. The LDMG held a meeting in Burketown on 21 June 2016. The plan is due for review in September 2016.	On track
Internal Audit Plan and Audit Committee 2015-2016	Auditors interviewed senior staff for the internal audit on 20 June 2016 and will prepare their report for council.	Compliant

2. COUNCIL PROJECTS

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

Current Projects	Comments	Status
Burketown Post-ILUA Projects	<p>31 Mar 16: Enter Agreement with Economic Development Queensland (EDQ) March 2016: agreement under review Complete relevant survey and mapping requirements (April 2016): surveyor organised</p> <p>13 April 2016 EDQ site visit to Burketown with consulting engineers. EDQ presentation to Councillors in relation to development schedule. Discussion of Development Agreement T&C Water in erosion gully may delay survey and engineering report in relation to erosion control/filling of lots initiative.</p> <p>27 Apr 16: initial plans for sub-division development received and reviewed by Council on 5 May 16 and send through to EDQ and UDP.</p> <p>30 Apr 16 Design guidelines for off-grid housing designs and incorporate into housing tenders: discussions underway with DILGP and EDQ representatives;</p> <p>30 May 16: Erosion Control Project: scope of works to be completed (April 2016)</p> <p>6 June 2016: Marketing and sales strategy forwarded to BSC for review.</p> <p>4 August – Special meeting of council planned to consider the plans, marketing process, development management agreement and delegations to CEO</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>GPM to progress arrangements under the Deed of Agreement, and develop additional application for funding through the Local Government Grants and Subsidies Program (LGGSP)</p> <p>Completion timeframe: November 2017</p>	On track pending progress of NSRF application

Current Projects	Comments	Status
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> <p>Emergency repairs to failed steps (June 2016) will be undertaken.</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> <p>14 July 2016 – GPM presentation to councillors</p> <p>21 July 2016 – meeting planned with representatives from DILGP at Doomadgee with Doomadgee Aboriginal Shire Council to progress regional partnership initiative.</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> <p>No update July 2016</p>	First Draft completed

Current Projects	Comments	Status
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> <p>18 July 2016 – GBA have informally advised CEO that our application has been favourably received. We can expect a formal agreement in another 2 to 4 weeks. This is expected to trigger changes to our roads program to redirect TIDS monies, and will be the subject of a council paper with a corresponding budget amendment recommendation in due course.</p>	On track
House 10: major renovations	<p>Tender documentation completed.</p> <p>Tender not yet released.</p> <p>\$200k in budget</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>13 July 2016 – DCEO reported to JCC meeting that there has been a further delay in the negotiations with the State, which will again prevent renegotiation of BSC certified agreement. DCEO is investigating merits of council considering another temporary administrative increase.</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> <p>Friday 08 July letter received from Preston Law regarding proposed deed of grant. CEO to contact DNRM to query certain matters before proceeding.</p>	Subject to land acquisition

Projects to plan & cost	Comments	Status
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. 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
DDMG meeting	Completed 21 June 2016 including live exercise

5. MEETINGS/CONFERENCES/DELEGATIONS

GOVERNANCE CALENDAR – rolling 12 month calendar			
What	Where	When	Attendees
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

GOVERNANCE CALENDAR – rolling 12 month calendar			
What	Where	When	Attendees
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.
Fraud Management	Normanton	30 June 2016	Mayor, Deputy Mayor, CEO, DCEO
NWHHS (meet & greet)	Burketown	07 July 2016	CEO, DCEO, EO

6. OFFICER'S RECOMMENDATION

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

10.01.01 Chief Executive Officer Report

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

Moved: Cr Camp
Seconded: Cr Poole

Carried 160720.11 4/0

10.01.02 Economic & Functional Obsolescence – non-replacement of assets

DEPARTMENT: Office of the CEO

RESPONSIBLE OFFICER: Sharon Daishe; Chief Executive Officer

FILE NO: Council Meeting Business Paper – 20 July 2016

DATE: 11 July 2016

LINK TO COUNCIL PLAN/S: Operational Plan, Budget, Asset & Services Management Plan

1. PURPOSE (Executive Summary)

To review the utility of certain Council assets with a view to determining their functional or economic obsolescence. These decisions will, in turn, be used to provide direction to Council staff on how to account for these assets in terms of asset valuations, depreciation and disposal.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In recent months, Council has considered a wide range of sustainability measures, including a number related to the future replacement or non-replacement of particular assets. While discussions around sustainability initiatives are ongoing, Council specifically considered the obsolescence of certain assets on 15 June 2016.

At the above meeting, the utility of the following assets was called into question:

Asset ID	Asset Type	Rationale: functional or economic obsolescence
BLB055B	VMR Shed	VMR and SES sheds to be combined. No requirement for two sheds. Communications equipment from VMR shed has been moved to SES shed. VMR shed no longer in use
BLB060A	Shire Hall	Surplus to organisational and community requirements following the construction of the Burke Shire Nijinda Durlga. The Old Town Hall is not currently in use.
BLB090	Church Hall – HACC	Surplus to organisational and community requirements following the construction of the Burke Shire Nijinda Durlga. Capable of use for 1-2 more years. Will not be maintained or replaced.
0519	Jetpatcher	While this item remains in good condition, it is no longer used by the organisation to an extent sufficient to justify continued maintenance of this item.
0422 & 0423	Tractor & Slasher	Serviceable but redundant items. Council no longer requires back-up tractor/slasher.
0515 & 0516	Emulsion Tanker & Dolly	Surplus to organisational requirements. Items are not used nor intended for future use.

3. PROPOSAL

That Council reviews the utility of certain Council assets with a view to determining their functional or economic obsolescence.

That Council, following such determination, provides guidance to Council staff on the future treatment of these assets from an accounting perspective as well as from an asset disposal perspective.

4. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. That Council recognizes the following building assets as functionally or economically obsolete as at 30 June 2016 and confirms that these assets are not currently in use, will not be maintained nor replaced:

BLB060A	Old Shire Hall
BLB055B	Emergency Services Building (VMR)

3. That Council recognizes the following building asset as functionally or economically obsolete as at 30 June 2016 and confirms that this asset will not be replaced at the end of its economic life:

BLB090	Church Hall – HACC
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4. That Council recognizes the following plant assets as functionally or economically obsolete:
 - a. Plant 0519: Jetpatcher
 - b. Plant 0422: Tractor
 - c. Plant 0423: Slasher
 - d. Plant 0515: Emulsion Tanker
 - e. Plant 0516: Dolly for emulsion tanker
5. That Council resolves, in accordance with section 227(b) of the Local Government Regulation 2012, to sell by auction
 - a. Plant 0519: Jetpatcher
 - b. Plant 0422: Tractor
 - c. Plant 0423: Slasher
 - d. Plant 0515: Emulsion Tanker
 - e. Plant 0516: Dolly for emulsion tanker

10.01.02 Economic & Functional Obsolescence – non-replacement of assets

1. That Council notes the contents of this report; and
2. That Council recognizes the following building assets as functionally or economically obsolete as at 30 June 2016 and confirms that these assets are not currently in use, will not be maintained nor replaced:

BLB060A	Old Shire Hall
BLB055B	Emergency Services Building (VMR)

3. That Council recognizes the following building asset as functionally or economically obsolete as at 30 June 2016 and confirms that this asset will not be replaced at the end of its economic life:

BLB090	Church Hall – HACC
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4. That Council recognizes the following plant assets as functionally or economically obsolete:
 - a. Plant 0519: Jetpatcher
 - b. Plant 0422: Tractor
 - c. Plant 0423: Slasher
 - d. Plant 0515: Emulsion Tanker
 - e. Plant 0516: Dolly for emulsion tanker
5. That Council resolves, in accordance with section 227(b) of the Local Government Regulation 2012, to sell by auction
 - a. Plant 0519: Jetpatcher
 - b. Plant 0422: Tractor
 - c. Plant 0423: Slasher
 - d. Plant 0515: Emulsion Tanker
 - e. Plant 0516: Dolly for emulsion tanker

Moved: Cr Camp
 Seconded: Cr Clarke

Carried 160720.12 4/0

12 Late Item Reports

12.01 Operational Plan – 2016/17

DEPARTMENT: Office of the CEO
RESPONSIBLE OFFICER: Sharon Daishe; CEO
FILE NO: Council Meeting Business Paper – 20 July 2016
DATE: 14 July 2016
LINK TO COUNCIL PLAN/S: Corporate Plan 2014/19, Budget 2016/17

1. PURPOSE (Executive Summary)

To present Council with the Operational Plan for 2016-2017

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Operational Planning workshops have been held in April, May and June. Quarterly reports on the 2015-2016 Operational Plan have taken place in October 2015, January 2016 and May 2016.

3. PROPOSAL

That Council adopts the Operational Plan 2016-2017 as submitted or subject to any changes.

4. OFFICER'S RECOMMENDATION

- 1) That Council receives the Operational Plan 2016-2017; and
- 2) That Council adopts the Operational Plan 2016-2017.

12.01 Operational Plan – 2016/17

- 1) That Council receives the Operational Plan 2016-2017; and

- 2) That Council adopts the Operational Plan 2016-2017.

Moved: Cr Yanner
Seconded: Cr Poole

Carried 160720.13 4/0

Adjournment

Chris Rohan left the meeting from 2.35pm to 2.37pm.

12.02 Invitation to partner with West Arnhem Regional Council in lobbying government for greater support for rural remote local governments

DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: Sharon Daishe; Chief Executive Officer

FILE REF: Council Meeting Business Paper – 20 July 2016

DATE: 18 July 2016

LINK TO COUNCIL PLAN/S: Operational Plan 2016-17 1.2 Advocacy

1. PURPOSE (Executive Summary)

The purpose of this report is to discuss and confirm whether Council will accept an invitation from Mayor Lothar Siebert, West Arnhem Regional Council, to join in lobbying government on issues that impact on constituents of rural and remote local governments.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Lothar Siebert, Mayor of West Arnhem Regional Council, has written to all Mayors located north of the Tropic of Capricorn requesting their support in lobbying government for various issues he voiced at the National General Assembly (NGA) of the Australian Local Government Association. The issues included:

- Infrastructure
- Housing
- Community Development Programs
- Land Tenure
- Direct Funding
- The diminishing pool of funding

He also mentioned that members at the National General Assembly (NGA) of the Australian Local Government Association spoke of their frustration regarding Federal and State Governments' funding models - the amount of funding and how that funding is distributed.

Mayor Siebert has -

1. Asked that Council consider joining him in this cause
2. Requested that Council provide any feedback or ideas on the issues that are of most concern to our Council
3. Welcomed any input on how to best deliver the message to government

3. PROPOSAL

It is proposed that Council discuss the opportunities presented by this invitation to join together to strengthen the voice of rural and remote local governments. .

4. OFFICER'S RECOMMENDATION

That Council:

1. Notes the contents of this report; and
2. Agrees in principle to pursue opportunities for joint lobbying of government to address the significant issues that impact on rural and remote local governments.

(council may wish to add further affirmative actions, following discussion, in order to progress this opportunity).

12.02 Invitation to partner with West Arnhem Regional Council in lobbying government for greater support for rural remote local governments

That Council:

- 1. Notes the contents of this report; and**
- 2. Agrees in principle to pursue opportunities for joint lobbying of government to address the significant issues that impact on rural and remote local governments.**
- 3. Requests the Chair of the NWQROC to invite the Mayor of the West Arnhem Regional Council to present to the 8th September 2016 NWQROC meeting.**

Moved: Cr Camp
Seconded: Cr Clarke

Carried 160720.14 4/0

13 Mayoral Report

That the verbal report provided by Councillor Camp be noted by Council.

Moved: Cr Poole
Seconded: Cr Clarke

Carried 160720.15 4/0

Attended the following:

- Local Disaster Management Group Training and Meeting – attended with Cr Poole, BSC staff, community emergency response group members, EMQ/Rural Fires reps
- Audit Committee Meeting – with Cr Poole, relevant Council staff
- Rates Modelling Workshop – with Mead Perry Group reps, BSC Staff, Cr Poole, Cr Clarke
- Fraud Awareness Training – with CEO, DCEO, Cr Poole in Normanton
- Budget and Regional Waste Management Workshop – with BSC Staff, Cr Poole, Cr Yanner

GSD:

- Meeting early August – GM and Strategic Planning Meeting
- RAB Project finished
- Reporting for ASBAS to be submitted end of month
- A newsletter was recently circulated
- Joint GSD/Agforce/Croydon Shire Council information and workshop day “Tackling Tough Problems with Practical Solutions” in Croydon – end of August – well into planning with a variety of speakers across grazing industry, biosecurity, personal wellbeing, agribusiness
- Grant Writing Workshops coming up in various Shires – Burke Shire workshop will be later in the year due to inability to access flights in conjunction with other workshop dates

14 Councillor Reports

That the verbal reports provided by Councillors Clarke, Poole and Yanner be noted by Council.

Moved: Cr Camp
Seconded: Cr Clarke

Carried 160720.16 4/0

15 New business of an urgent nature admitted by Council

15.01 Related Party Disclosures Policy

That Council adopts the Related Party Disclosure Policy.

Moved: Cr Poole
Seconded: Cr Yanner

Carried 160720.17 4/0

16 Deputations and presentation scheduled for meeting

That Council notes that no deputations or presentations were scheduled for the meeting.

17 Closure of meeting

The Chair declared the Meeting closed at 3.17pm.

I hereby certify that these pages numbered 1 to 44 - constitute the
Confirmed Ordinary Meeting minutes of the Council Meeting of Burke Shire Council
held on Wednesday 20th July 2016.

Mayor Cr Ernie Camp