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# Agenda and Business Papers

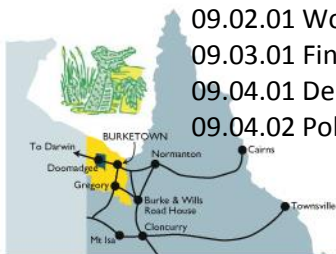
## Burke Shire Council Ordinary General Meeting

### Tuesday 25 October 2016

### 9.00am Council Chambers

9.00am	Opening of Meeting
10.00am to 10.30am	Darren Chilcott – Queensland Reconstruction Authority
10.30am to 11.00am	Morning Tea
11.00am to 11.30am	Nathan Morgan - Department of Agriculture and Fisheries
12.30pm to 1.00pm	Lunch
1.00pm to 1.30pm	Glenda Booth

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## 01. Opening of Meeting

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

## 02. Record of Attendance

Members	Cr Ernie Camp; Mayor – Chair Cr Paul Poole; Deputy Mayor Cr John Clarke Cr John Yanner Cr Tonya Murray
Officers	Sharon Daishe; Chief Executive Officer Nils Hay; Deputy CEO Ray Egan; Acting Works Manager Simbarashe Chimpaka; Finance Manager Madison Marshall; Executive Assistant (Minutes)
On Leave	Brett Harris; Workshop and Fleet Manager

## 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 22 September 2016, Special Meetings 29 September and 7 October 2016

That the Minutes of the General Meeting of Council held on 22 September and the Minutes of the Special Meetings of Council held on 29 September and 7 October 2016 as presented be confirmed by Council.



160922 Unconfirmed  
Minutes.docx



160929 Unconfirmed  
Minutes - Special Mee



161007 Unconfirmed  
Minutes - Special Mee

## 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

09.01.01 Works and Services Monthly Update Report

09.02.01 Work Shop and Fleet Report

09.03.01 Finance Monthly Update September 2016

09.04.01 Deputy Chief Executive Officer Report

09.04.02 Policy Review – HRM-POL-0014 Staff Training and Development Policy

## Works and Services Reports

### 09.01.01 Works and Services Monthly Update Report

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DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Works Manager
DATE REPORT PREPARED:	4 October 2016
LINK TO COUNCIL PLAN/S:	Works Program

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#### 1. WORKS MANAGER

##### General

Works completed or commenced over the last month include:

- RMPC Camooweal Road – heavy formation and re-sheeting ongoing until end of October
- RMPC reseal works on Wills Development Road starting end of October 2016 (Proposed start date) by Department of Transport and Main Roads
- Seal works on Camooweal Road by Department of Transport and Main Roads, currently occurring (2km of seal by Myuma continuing from current end bitumen)

##### Training:

- Pat Stanley – Training all staff.
- First Aid and CPR training of all staff.

##### Works for upcoming month:

- RMPC Camooweal Road – heavy formation and re-sheeting

##### RMPC

2016-17	Allocation	Claim 3	Funds Remaining
Schedule 1	\$242,190.64	\$7,245.00	\$192,672.39
Schedule 2	\$390,809.36	\$30,595.00	\$360,214.36
Schedule 3	\$211,999.99	\$157,793.00	\$54,206.99
Schedule 4	\$11,000.00	\$0.00	\$11,000.00
Schedule 5	\$37,500.00	\$0.00	\$14,375.00
Schedule 6	\$2,000.00	\$0.00	\$2,000.00
Total	\$895,499.99	\$195,633.00	\$634,468.74

##### WHS Incidents

Please see Deputy CEO's report, for information regarding WHS Incidents.

##### Doomadgee East Road

Stabilisation Works chainages 16.5 to chainage 27.9, under NDRRA, REPA. Stabilisation works will be completed by 14<sup>th</sup> October 2016. Sealing to be conducted in the following week, works being conducted by SPA.

Road Maintenance

Will be returning to Burketown to complete local works that are required.

## 2. RANGER

Litter Management

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

Sites VisitedReport

China wall

1 Bin at the fishing site.

Beamesbrook Crossing

1 Bin very little use now access has been restricted to vehicles.

Gregory Crossing

Dump skip back in place - looks like being used by contractors from the road house.

Removed 8 dead wallabies from town streets as part of a daily early morning deadie run on town and entrance roads to remove nightly road kills before residents/ visitors get about also do an early morning check and a general emu parade of town streets.

Animal Control

- Dog trap sent to Gregory for use by the Gregory caretakers – nothing caught yet.
- 1 cat trap in use around town – total 2 cats trapped at different locations.
- 1080 baiting notices for second round of 1080 baiting sent out to properties – baiting to commence 3rd November.

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.
- Sprayed grass and weeds growing through bitumen on the Airport main runway
- Trial release of “Parkinsonia looper moth” - by CSIRO to control Parkinsonia, total of 99 boxes of larvae and moth has been released at the Escott release site since December 14– area being monitored. Andrew White of the CSIRO arrived on the 14th march and conducted a field survey of the release sites (was difficult with the very wet conditions) Moth larvae were sited on 29 of the 32 plants inspected- CSIRO are to continue releasing larvae to strengthen the sites and will conduct further field trips when its drier to ascertain the full extent of coverage. Another release 15 July, 17 boxes of larvae and 300 pupae were spread over the 5 sites

Complaints

- Complaint received re injured dog at the pensioners units, owner claimed and removed from site.
- Kids reported black snake in the park, checked area but couldn't locate.

General

- Monthly 1080 stock control sheet & Indemnity Forms to DNR Cloncurry.
- Attended info expert training.
- Completed and passed gateway questions to attend Traffic Management design training.

- No movement on updating cemetery register and computerising surveyed graves and water reticulation system for the cemetery – still waiting for Bob to check unknown / unmarked graves, met with Town & Rural services supervisor to formulate a plan to mark unmarked graves.
- 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 @ Punjuab boundary grid
  - Doomadgee west before Walford creek.
  - Truganini road.
  - Unit's regularly maintained and last downloaded week commencing 19th September.
- Airport checks and attend Rex RPT flights whilst Bob away.
- With electrician trying to rectify power supply problems to the northern set of windsock lights, power supply keeps tripping, line tests OK but trips under load, transformer checked out OK, now have to identify the route of the cables (3) so they can be uncovered so checks can be performed at intervals to ascertain where the fault is.
- Consumables for servicing First aid kits during the wet have arrived.

### 3. PARKS AND GARDENS

#### Programed works

- Working with weekly program.

### 4. HOUSING/BUILDING MAINTENANCE

- Pricing being sought for numerous works for BSC housing including building inspections and minor works.
- Roofing issues at 172 Musgrave Street order has been completed and sent to Building Asset Services, they were supposed to be here at the end of September; however we have not seen them yet.

### 5. UTILITIES

- James Aitkens and Doug Bruce (Gregory) have completed the second section of training in the cert 3 for water and sewerage plant operations.
- David Marshall has returned from his training in Townsville.
- Swim Data has been completed. Thanks to Cassy, Jayden and David for completing the data.

Burketown & Gregory Water Treatment monthly usage SEPTEMBER 2016

<b>DAILY READING WTP BURKETOWN –TOTAL USAGE – 16978 KL</b>		
	Daily Usage	Outflow to town litres/second
Highest Daily Usage	750 kl	Avg –8.08 L p/s
Lowest Daily Usage	372 kl	Avg – 2.74 L p/s

<b>DAILY READING WTP GREGORY –TOTAL USAGE –</b>		
	Daily Usage	Outflow to town litres/second
Highest Daily Usage	kl	Avg – L p/s
Lowest Daily Usage	kl	Avg – L p/s

Gregory Water Treatment Plant

- Public Notices have gone out for the installation of the New Water Meter. This will be installed on Friday the 14th of October barring no unforeseen circumstances.

Water Reticulation Gregory

- Water meter readings have been completed with issues on readings and meters not working.

Sewerage:

- Sewerage samples failed. BOD 85 mg/l, TSS 87 mg/l
- Please note that we have added a few different tests to the last lot of testing we completed.

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
400098	Total Coliforms	14-9-16	Burke Shire Treated Effluent	< 1000 CFU /100ml	10 CFU /100 mL	< 10	
400097	BOD Biochemical Oxygen Demand	15-9-16	Burke Shire Treated Effluent	< 20mg/L	85 mg/L	<2	X
400097	Total Suspended Solids	14-9-16	Burke Shire Treated Effluent	< 30 mg/L	87 mg/L	<1	X
400097	Total Chlorine	15-9-16	Burke Shire Treated Effluent	< 1mg/l	.02 mg/L	<0.01	
400097	Free Chlorine	14-9-16	Burke Shire Treated Effluent	<1 mg/l	0.02 mg/L	<0.01	
400097	Electrical Conductance	14-9-16	Burke Shire Treated Effluent	<1600 Us /cm	720 uS /cm	.1	
400097	PH Physical Properties	14-9-16	Burke Shire Treated Effluent	6.5-6.	7.1	<0.1	
400097	TP Nutrients & Anions	14-7-16	Burke Shire Treated Effluent	< 30mg/L P	7.4mg/L P	<0.25	
400097	TN Nutrients & Anions	14-7-16	Burke Shire Treated Effluent	< 40 mg/LN	37mg/L N	<0.5	



Statewide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total (month of September 2016)	Actual Total (year to date)
<b>Water Services</b>				
Water mains breaks	Per 100km/year	<30		2
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
<b>Sewerage Services</b>				
Sewer mains breaks and chokes (blockages)	Per 100km/year	<25	0	1
Sewerage complaints – overflow on properties and odour	Per 1000 connections/year	<50	2	3
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	1	1
<b>Combined</b>				
Total water and sewerage complaints (any nature)	Per 1000 connections/year	<120	2	4

Burketown Water Treatment

- Operating well with only minor maintenance on plant.

Nicholson River Pump STN.

- Pumps are operating at 19 l/s.

Sewerage

- All pumping stations are operating well.
- We will have to upgrade the platforms and ladders at the no 2 & 3 pump stations due to corrosion. We will include in next budget review.
- Council will have to look at upgrading the switchboards due the current parts being obsolete and new parts require extra rewiring to suit. We will include works for next budget.

Sewerage Treatment Plant

- Blivet operating well with samples collected for May. Samples failed on BOD,TSS.
- Monitoring of the ground water is ongoing.
- Changes to the collection and storage of Dump-Ezy waste have been implemented due to environmental issues and customer complaints.

Water Reticulation

- Has been operating well.
- We repaired a couple of house service leaks. Poly water lines have split at each leak we repaired due to age.
- We have replaced and removed water meters around town.
- 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

- 3 current NOTAMs are in place. AWIB, WINDSOCK and DISTANCE.
- Closest wind sock still having electrical issues. I have spoken with Mark about this issue. Mark has been given the drawings of the power locations so he can test to locate the fault and repair.
- General maintenance required on the strip and airside. Weed removal, poisoning and mowing.

Weather Station.

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

REX Airlines

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

Cemetery

- Nothing significant to report.
- Works and ground maintenance are ongoing.

**6. OFFICER'S RECOMMENDATION**

That Council notes the contents of the Works and Services October report.

**ATTACHMENTS**

Nil

## Workshop and Fleet Reports

### 09.02.01 Work Shop and Fleet Report

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DEPARTMENT:	Workshop
RESPONSIBLE OFFICER:	Brett Harris, Workshop and Fleet Manager
DATE REPORT PREPARED:	11 October 2016
LINK TO COUNCIL PLAN/S:	Works Program

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#### 1. GENERAL SERVICING AND MAINTENANCE BEING THE MAIN WORK CARRIED OUT

Plant #	Description	Maintenance	Scheduled	Cost	Comment
422	New Holland Tractor	Prepare for sale	No	3 hrs	Sold at auction
469	Multi Tyred Roller	Tyres	No	8 hrs	Dismantle air on run
474	Rosa Bus	A/C, clean, rear door light	No	3 hrs	Maintenance
485	Backhoe	Tyres	No	4 hrs	Stakes
514	SES Hilux	Door glass, seat covers	No	2 hrs	Maintenance
522	140M Grader	Tyre	No	4 hrs	Stake
531	SES Hilux- Gregory	Side swipe	No	0 hrs	SES Insurance
533	Kubota Zero Turn	1,200 hr service	Yes	2 hrs	Scheduled
538	Workshop Truck	Tyres and toe in	No	2 hrs	Wearing on front
540	USM Hilux	40k service	Yes	3 hrs	Scheduled
546	Kubota Tractor	Elec short	No	4 hrs	Turtle switch short
551	Prime mover	Drive tyres and whistling	Yes	6 hrs	Wear
554	Roadtrain	Hyd hoses and tyres	No	8 hrs	Wear
563	Septic pump unit	Corroded housing	No	2 hrs	Acidic conditions
572	Job Truck	PTO Sensor	No	2 hrs	Door sensor loose
585	Job Truck	Auxiliary battery flat	No	2 hrs	24-12v inverter fuse
586	Spare Hilux	40k service	Yes	2 hrs	Scheduled
588	Isuzu FXR 1000 Hook lift	15k service	Yes	3 hrs	Scheduled
591	Gregory Hilux	15k service	Yes	2 hrs	Scheduled
592	Isuzu FXZ 1500 Water Truck	15k service	Yes	2 hrs	Scheduled
593	Isuzu NPR75-190	30K service, lights, reverse	Yes	3 hrs	Scheduled
	Wharf hand rails	Weld and deburr	No	8 hrs	Maintenance

#### 2. TENDER UPDATE

From the 2015-16 Budget

- Waste Transfer Bins- Materials received- will build at wet season

For the 2016-17 Budget

- Low Loader- to be specified
- Drum Roller- Tender closes 4-11-16

- Backhoe- Tender closes 4-11-16
- 50 kva Genset- not required as yet
- Hilux Extra Cab- 78, 957 kms- hold to 80k
- Workshop Truck- 78,117 kms- hold to 80k
- Hilux Dual Cab- 67,672 kms- hold to 80k
- Toyota Landcruiser Dual Cab- 72,969 kms- hold to 80k
- Office vehicle- Juggle #586/571

#### Auction of Excess Plant Update

- #422 and 423 New Holland Tractor- Sold \$8,000
- #516 Haulmark Dolly- Sold \$6,250
- #519 Jet patcher- Did not sell- re auction 20-10-16- same reserve \$100k
- #515 Emulsion Tanker- Did not sell- re auction 20-10-16- reserve reduced to \$4k

### 3. OFFICER'S RECOMMENDATION

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

#### ATTACHMENTS

1. Schedule of Major Plant Servicing



Major Plant Service  
Schedule.xls

2. Plant Running Costs



DOC111016-Plant  
Running Costs.pdf

3. Plant Replacement Program



2016-2017 Plant  
Replacement Budget.

## Finance Reports

### 09.03.01 Finance Monthly Update September 2016

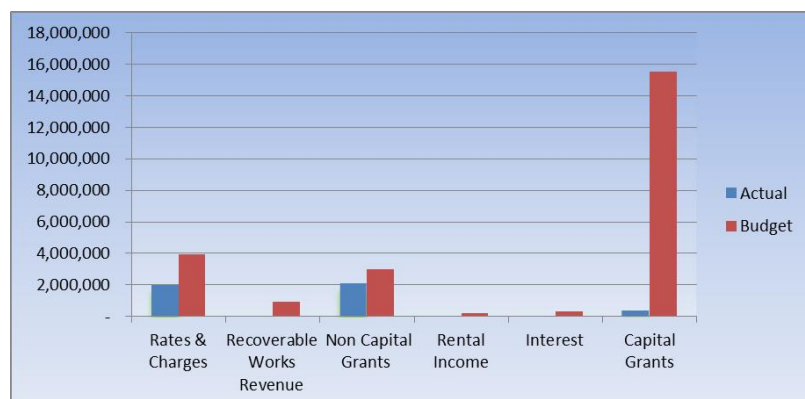
DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka, Finance Manager
DATE REPORT PREPARED:	12 October 2016
LINK TO COUNCIL PLAN/S:	Operational Plan, Budget

#### 1. OPERATING STATEMENT

Operating Statement			
	Year to Date Actual	Annual Budget	Annual Budget % Variance
<b>Operating Revenue</b>			
Rates & Charges	2,010,331	4,010,000	-50%
Less: Discount, Rebate & Remissions	- 28,739	- 61,000	-53%
	<b>1,981,592</b>	<b>3,949,000</b>	
Fees & Charges	32,205	89,000	-64%
Rental Income	55,506	230,000	-76%
Interest	67,342	354,000	-81%
Recoverable Works Revenue	35,027	925,000	-96%
Other Income	1,202	-	-
	<b>191,282</b>	<b>1,598,000</b>	
Donations	1,364	8,000	-83%
Contributions	-	-	-
Subsidies & Grants	2,074,822	2,990,000	-31%
	<b>2,076,186</b>	<b>2,998,000</b>	
<b>Total Operating Revenues</b>	<b>4,249,060</b>	<b>8,545,000</b>	
<b>Operating Expenditure</b>			
Corporate Governance Costs	212,242	807,000	-74%
Administration Costs	718,840	1,620,000	-56%
Recoverable Works Expenses	299,083	705,000	-58%
Engineering Services	202,390	1,752,000	-88%
Utility Services Costs	122,843	583,000	-79%
Net Plant Operating Costs	- 441,815	- 1,093,000	-60%
Planning & Environmental Expenses	254,266	564,000	-55%
Community Services Costs	2,190,943	931,000	135%
Finance Costs	3,708	19,000	-80%
Depreciation	308,583.33	3,703,000	-92%
Other Expenses	1,111	9,000	-88%
<b>Total Operating Expenditure</b>	<b>3,872,194</b>	<b>9,600,000</b>	
<b>OPERATING CAPABILITY BEFORE CAPITAL REVENUE</b>	<b>376,866</b>	<b>- 1,055,000</b>	
Sale of Non current Assets	-	-	
Contributions	-	160,000	-100%
Subsidies & Grants	390,906	15,490,000	-97%
<b>NET RESULT</b>	<b>767,772</b>	<b>14,595,000</b>	

*\*Year to date results show an operating surplus of \$376,866 before capital revenue. The operating statement reflects a net surplus of \$767,772 after capital grants and subsidies. Capital grants are tied to specific capital projects.*

#### Actual Revenue (Year to date) vs Budget



#### Rates & Utility Charges

General rates levies and utility charges for the first half of the financial year remain unchanged from the previous month. Discount has been applied for rates payments received within the discount period. Majority of Council ratepayers have paid their rates within the discount period.

#### Fees and charges

Fees and charges are on track with budget estimates.

#### Rental income

Rental income received is on track with monthly rental revenue estimates.

#### Interest

Rates receipts have increased cash flows allowing for investment of surplus cash which will result in higher interest yields in the coming months.

#### Recoverable works revenue

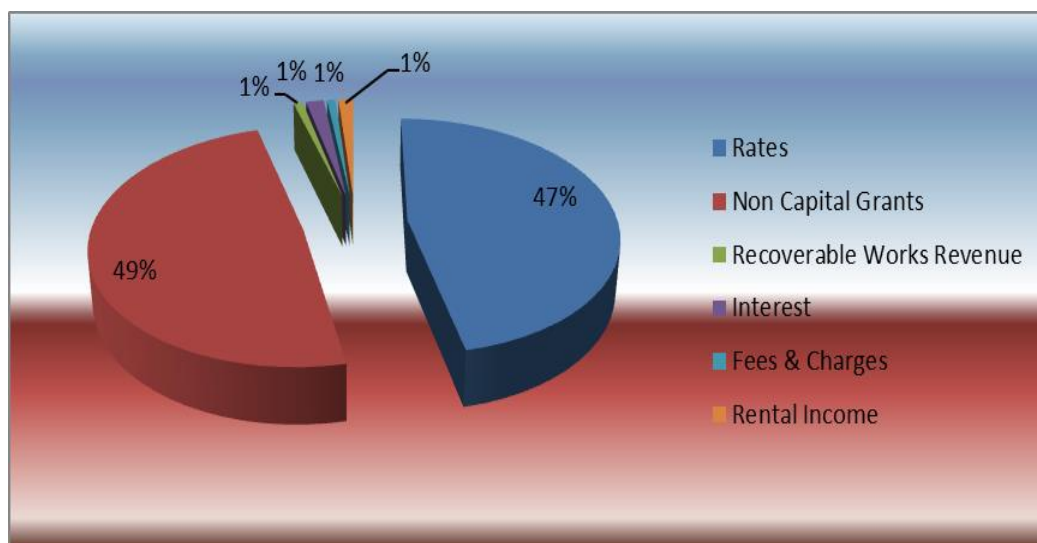
RMPC works are ongoing. Claims for RMPC works - schedules 1, 6 and 4 are on track however schedule 2 and 3 works are slightly over budget (total claimable value - \$217K vs total spend of \$229K).

#### Grants, Subsidies, Contributions and Donations

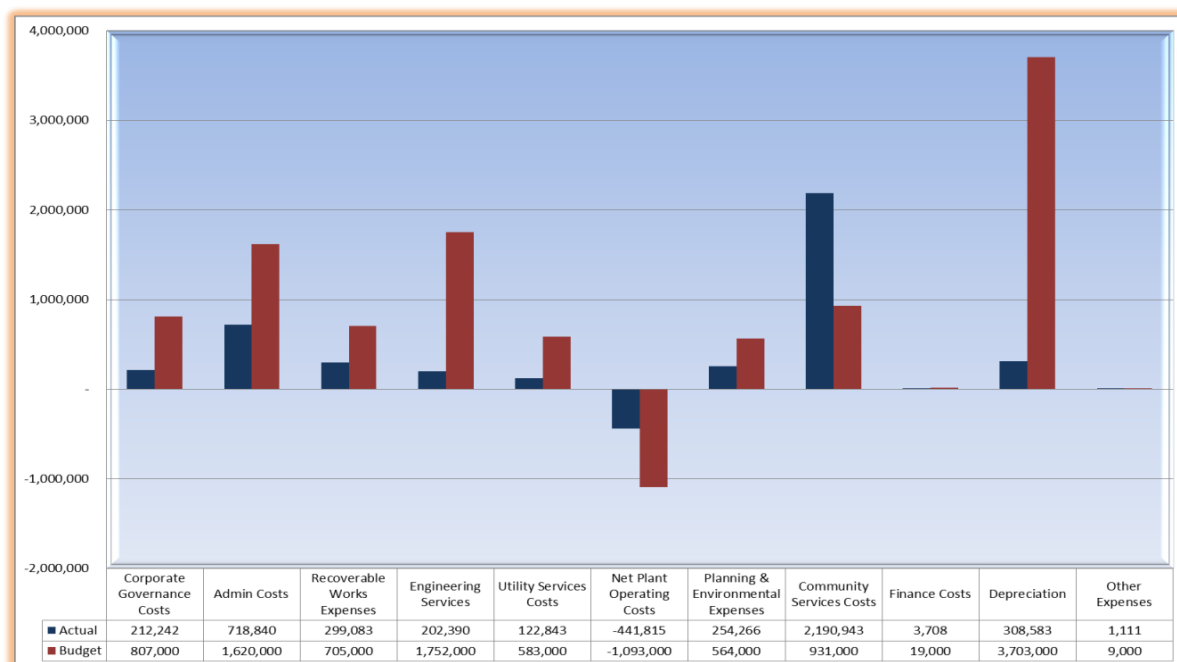
Recurrent Grants subsidies and contributions have not changed significantly from the previous month, however recurrent revenue is still on track with budget estimates.

#### Capital revenue

Claims have been lodged for sealing works completed on Doomadgee east road under the TIDS program pushing capital revenue closer to budget estimates.

Operating revenue ratioOperating expenditure

- Corporate Governance costs are on track with budget estimates.
- Recurring administration costs are on track with pro rata budget estimates.
- Engineering operational costs are within budget estimates.
- Finance costs (mainly bank charges) are on track with budget estimates.
- Utility services costs are within budget estimates.
- Plant operating expenditure is within budget estimates.
- Planning and environmental expenses - allocations for garbage collection and disposal, cemetery operations and maintenance of public amenities continue to be monitored for budget review.
- Depreciation expense will be updated on finalisation of the desktop revaluation of assets.
- Finance costs are on track with budget estimates.

Year to Date Expenditure by Function Vs Budget

## 2. STATEMENT OF FINANCIAL POSITION

Statement of Financial Position		
	2016 - 17 Year to date Actual	2016 - 17 Annual Budget
<b>Current assets</b>		
Cash and cash equivalents	11,932,606	11,982,109
Trade and other receivables	476,871	763,603
Inventories	292,442	223,943
Other financial assets	504,667	176,463
<b>Total current assets</b>	<b>13,206,586</b>	<b>13,146,118</b>
<b>Non-current assets</b>		
Property, plant and equipment	131,079,365	132,307,425
<b>Total non-current assets</b>	<b>131,079,365</b>	<b>132,307,425</b>
<b>Total assets</b>	<b>144,285,951</b>	<b>145,453,543</b>
<b>Current liabilities</b>		
Trade and other payables	878,393	1,586,350
Borrowings	-	-
Provisions	115,729	118,351
Other current liabilities	175,904	175,000
<b>Total current liabilities</b>	<b>1,170,026</b>	<b>1,879,701</b>
<b>Non-current liabilities</b>		
Trade & Other Payables	-	-
Interest Bearing Liabilities	-	-
Provisions	540,241	550,719
Other	-	-
<b>Total non-current liabilities</b>	<b>540,241</b>	<b>550,719</b>
<b>Total liabilities</b>	<b>1,710,267</b>	<b>2,430,420</b>
<b>Net community assets</b>	<b>142,575,684</b>	<b>143,023,123</b>
<b>Community equity</b>		
Asset revaluation reserve	74,114,951	74,114,951
Retained surplus	68,460,733	68,908,172
Other Reserves	-	-
<b>Total community equity</b>	<b>142,575,684</b>	<b>143,023,123</b>

Cash and cash equivalents

Cash and cash equivalents increased from the previous month from a balance of \$10,653,37 to \$11,932,606. Increases in cash mainly relate to receipt of rates levies and charges.

Cash holdings

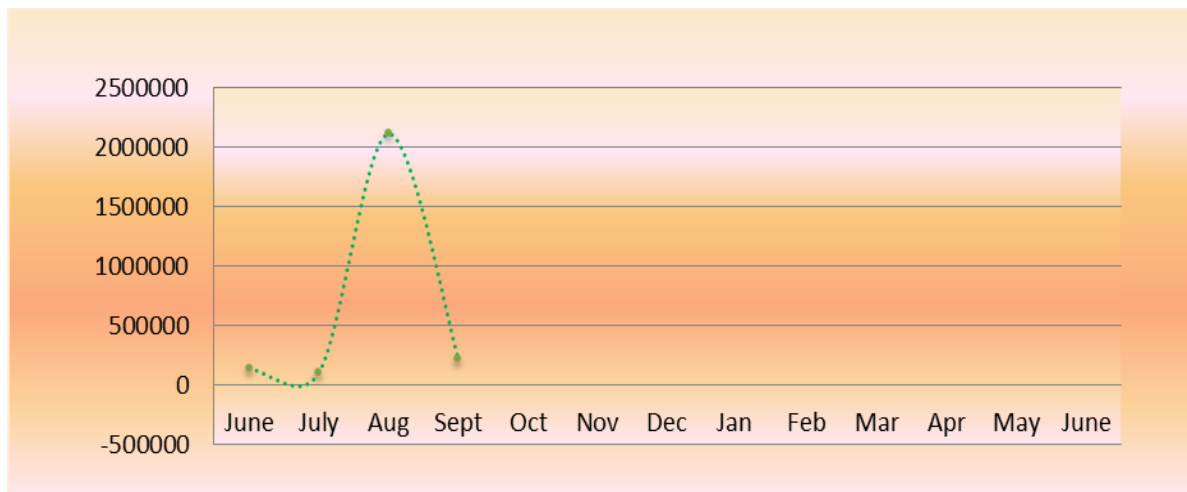
Burke Shire Council - Cash Position 2016 - 2017				
Month	Queensland Treasury Corporation	Westpac Bank Cash Reserve	Westpa Cash Management Account	Total Cash Held
Jul-16	\$ 8,622,084.78	\$ 394,230.00	\$ 543,499.43	\$ 9,559,814
Aug-16	\$ 8,668,320.65	\$ 244,230.00	\$ 1,740,263.61	\$ 10,652,814
Sep-16	\$ 8,687,274.51	\$ 244,230.00	\$ 3,000,543.53	\$ 11,932,048
Oct-16	\$ -	\$ -	\$ -	\$ -
Nov-16	\$ -	\$ -	\$ -	\$ -
Dec-16	\$ -	\$ -	\$ -	\$ -
Jan-17	\$ -	\$ -	\$ -	\$ -
Feb-17	\$ -	\$ -	\$ -	\$ -
Mar-17	\$ -	\$ -	\$ -	\$ -
Apr-17	\$ -	\$ -	\$ -	\$ -
May-17	\$ -	\$ -	\$ -	\$ -
Jun-17	\$ -	\$ -	\$ -	\$ -

*\*\*Petty cash and cash float (not included in table above)*



Trade and other receivables

Rates receivables at the end of September decreased to \$220K from \$2.1million at the close of the previous month. Majority of ratepayers have paid their rates within the discount period.

Rates receivable by month (2016-17)Outstanding rates by category

Category	General Rates	Sewer	Garbage	Water	Excess Water	Total
Urban Rates Burketown	19,019	17,316	7,381	18,709	6,392	68,817
Urban Rates Gregory	26,925	-	3,271	40,886	20,617	91,699
Rural Rates	64,455	-	-	-	-	64,455
Prospecting	-	-	-	-	-	-
Mining Intensity	-	-	-	-	-	-
<b>Total outstanding rates &amp; charges</b>	<b>110,399</b>	<b>17,316</b>	<b>10,652</b>	<b>59,595</b>	<b>27,009</b>	<b>224,971</b>
<b>Total Outstanding Rates Balance Previous Month</b>	<b>1,697,110</b>	<b>84,843</b>	<b>53,727</b>	<b>210,383</b>	<b>49,361</b>	<b>2,095,424</b>

Inventories & Other Financial Assets

Inventories sit at \$292,000 and are on track with budget estimates.

Property Plant & Equipment

Capital works in progress continue to be monitored. There are no major variances between actual year to date expenditure and budget estimates.

Liabilities and Provisions

Total liabilities and provisions remain largely unchanged from the previous month.

## 3. STATEMENT OF CASH FLOWS

Statement of Cash Flows			Actual	Budget
<b>Cash flows from operating activities</b>				
Receipts from customers			2,216,015	5,138,000
Payments to suppliers and employees	-		3,949,848	5,877,000
	-		<b>1,733,833</b>	<b>739,000</b>
Interest received			66,273	354,000
Rental income			55,506	230,000
Non capital grants and contributions			2,076,186	2,998,000
Borrowing costs			-	-
<b>Net cash inflow (outflow) from operating activities</b>			<b>464,132</b>	<b>2,843,000</b>
<b>Cash flows from investing activities</b>				
Net payments for property, plant and equipment	-		789,295	18,512,000
Grants, subsidies, contributions and donations			-	15,490,000
Proceeds from sale of property plant & equipment			390,906	301,000
<b>Net cash inflow (outflow) from investing activities</b>	-		<b>398,389</b>	<b>2,721,000</b>
<b>Cash flows from financing activities</b>				
Proceeds from borrowings			-	-
Repayment of borrowings			-	-
Repayments made on finance leases			-	-
<b>Net cash inflow (outflow) from financing activities</b>			-	-
<b>Net increase (decrease) in cash and cash equivalents held</b>			<b>65,743</b>	<b>122,000</b>
<b>Cash and cash equivalents at the beginning of the financial year</b>			<b>11,866,862</b>	<b>11,860,109</b>
<b>Cash and cash equivalents at end of the month</b>			<b>11,932,605</b>	<b>11,982,109</b>

## 4. OFFICER'S RECOMMENDATION

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

## ATTACHMENTS

1. Creditors Payments Listing



September Cheque  
Register.pdf

## Deputy Chief Executive Officer Reports

### 09.04.01 Deputy Chief Executive Officer Report

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DEPARTMENT:	Corporate and Community Services, Human Resources and WH&S
RESPONSIBLE OFFICER:	Nils Hay, DCEO
DATE REPORT PREPARED:	11 October 2016
LINK TO COUNCIL PLAN/S:	Operational Plan

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#### 1. COMMUNITY DEVELOPMENT & EVENTS

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

Date	Month	Event	Host	Responsible
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
18	September	Gregory CWA Horse Sports	Queensland Country Womens Association - Gregory	Tess Arnold
30 & 1	September & October	Burketown Rodeo and Sprint Races	Burketown Rodeo & Sporting Association	Ian Kennedy
2	October	Fun Palace	BSC	CDO/Library
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
18	December	Colouring Competition - Christmas	BSC Library	Hayley-Ann Croton
9	December	Burketown Community Christmas Celebration	BSC	CDO
9	December	BSC Staff Christmas Party	BSC	CDO
TBA	2017	Burke Shire Tidy Yard Competition	BSC	CDO

## PAST EVENTS

### 30 September & 1 October

Burketown Rodeo and Sprint Races

### 2 October – Silent Auction

Most of the surplus Council items proposed for sale at this event were successfully sold. A total of \$2,170 was raised.

### 2 October – Fun Palaces

A State Library-funded Fun Palaces event was held as part of the community markets. A number of children attended and participated in art activities as part of this initiative.

## UPCOMING EVENTS

### 11 November – Remembrance Day

Planning is underway for Council's 2016 Remembrance Day; the format will remain similar to the 2015 event.

### 2016 Burke Shire Council Photography Competition

Nominations for this year's photograph competition opened on 3 October and will close on 30 October. This year's theme of "Wet in the Wild" is designed to capture images of the Shire during the wet season and in flood.

### RACQ Get Ready Queensland

Acquittal for 2015-16 funding finalized. Event Plan for 2016/17 emailed to Department of Infrastructure, Local Government and Planning. Awaiting decision on funding for this financial year.

### 2016 Dux of the School – Burketown State School

A \$200 Bursary is awarded to the Dux of the School each year and normally given in the form of cheque to the student. Going forward it is proposed to award this gift in the form of a gift voucher to the High School the student will be attending to go towards tuition or study materials/uniforms to ensure the funds are being utilized for educational purposes. This will reduce the number of one off creditors in the system as most of the children in Burketown attend designated boarding schools. This will be awarded at the schools end of year celebrations/graduation. Student TBA by Chris Ford.

### 2016 Community Christmas Celebration

To be held after the school graduation. The current proposal is to hold a lighting of the Christmas Tree in the Morning Glory Park, followed by a sausage sizzle and Santa handing out Christmas Stockings to the children.

### 2016 Staff Christmas Party

Date to be finalised; Friday 9 December proposed. Survey to be put together for staff feedback on last year's event and suggestions for this year. Forms have been given to staff members for Christmas Gifts – Gift Vouchers to be returned to the CDO.

## COMMUNITY DEVELOPMENT PROJECTS

### RADF

An application for 2016/17 funding was submitted on 02 June 2016 – awaiting feedback.

## PAID ADVERTISING

In the past Burke Shire Council have paid for advertising in the following tourist magazines - Amazing North Publication, Savannah Way and Matilda Country. After discussion with the EO it has been decided that these magazines are more of a tourist information function and offer little to no benefit to the Council itself. Therefore, as a government organization our funds would be better utilized in working on our webpage etc. and leave the 'tourism' advertising to local businesses and the tourist information center.

## 2. LIBRARY

With several staff absent during the month of August, including Hayley Croton, limited library activities took place.

### Artist of the Month

No prize was awarded for August, however entries for September have been received.

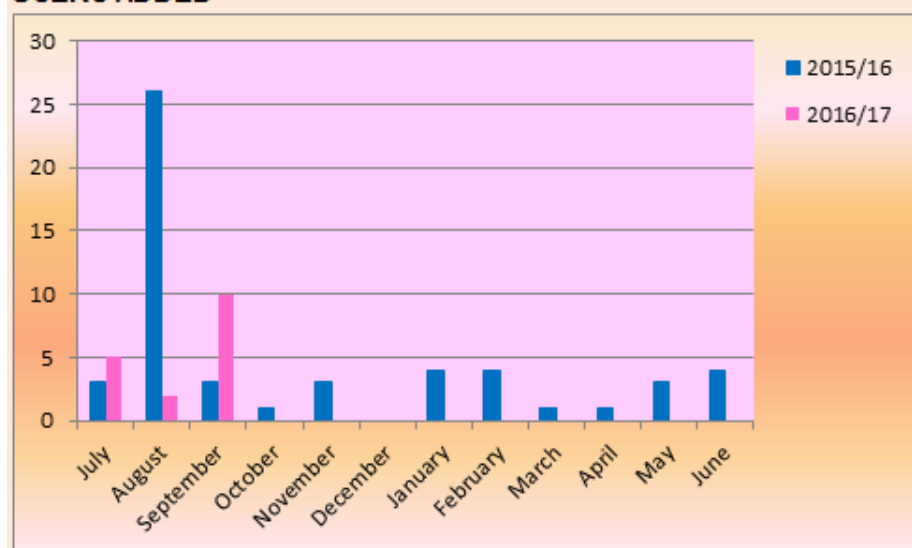
### Strategic Plan

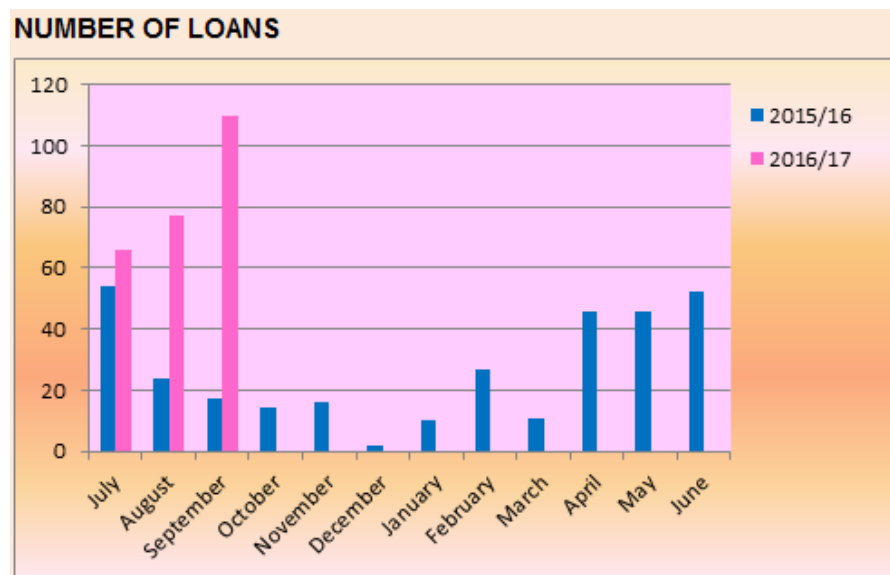
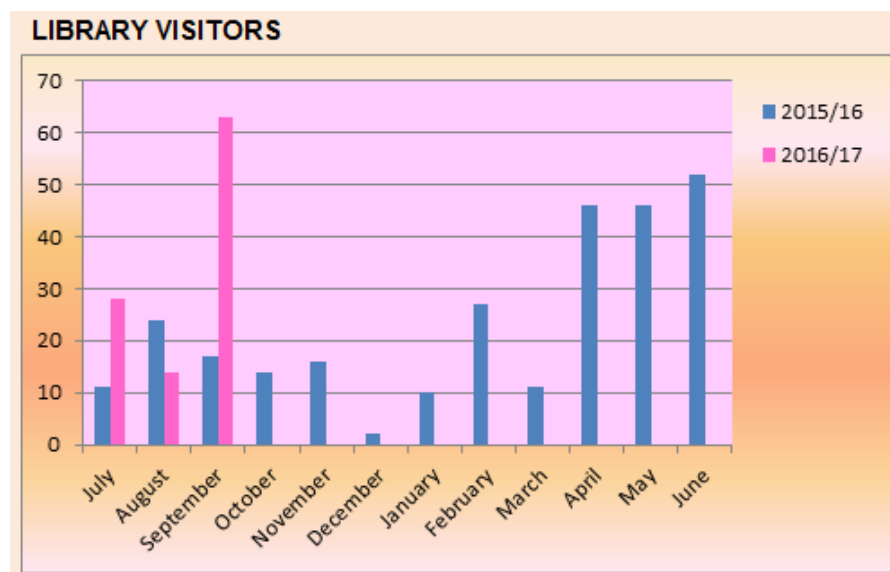
The library Strategic Plan is progressing, with the draft updated to incorporate feedback from the State Library of Queensland.

### Statistics

Visitor numbers, loan numbers and new user numbers for September 2016 all significantly exceeded last year's figures.

### USERS ADDED





### 3. NEWSLETTER

Articles are currently being sought for the November 2016 newsletter.

### 4. DONATIONS

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

- Still waiting on post-event/donation reports from:
  - o Burketown State School for Christmas Party & Awards Night (overdue)
  - o QCWA for writing workshop (overdue)
  - o Holly Hammond & Jason Munchenberg for Alzheimer's Australia and RFDS QLD event
  - o Canoe Club for Gregory Canoe Race
  - o Mt Isa School of the Air
  - o Burketown Rodeo & Sporting Society
- Donation request received for:
  - o Mt Isa School of the Air

## 5. ENVIRONMENTAL HEALTH OFFICER

Food safety certificates have been issued to almost all local businesses.

## 6. NIJINDA DURLGA

The Durlga has been booked heavily in recent weeks, with Save the Children, First Aid Training, Pat Stanley Training, InfoXpert Training, Special Council Meeting, delegation from the Assistant Minister for Local Government, and a CLCAC meeting taking place.

## 7. SOCIAL MEDIA




The strongest 'reach' for articles on the Shire's Facebook page in September focused on:

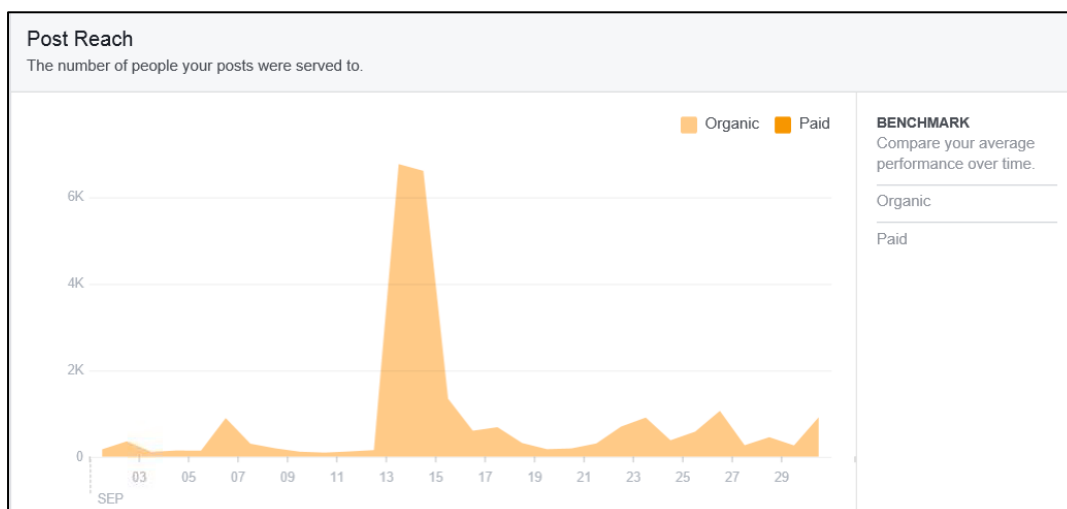
Article	Reach (as of 3/10/16)
Morning Glory Cloud 14 September 2016	12,451
Doomadgee church group social outing to Tirranna Springs Roadhouse	1,180
Tod Johnston and family visit Burketown	580
Burketown State School children with Get Ready presentation	517
Jennifer Howard visit for Crimson Edge turning of the soil	485

**Story behind the statistics for September 2016**

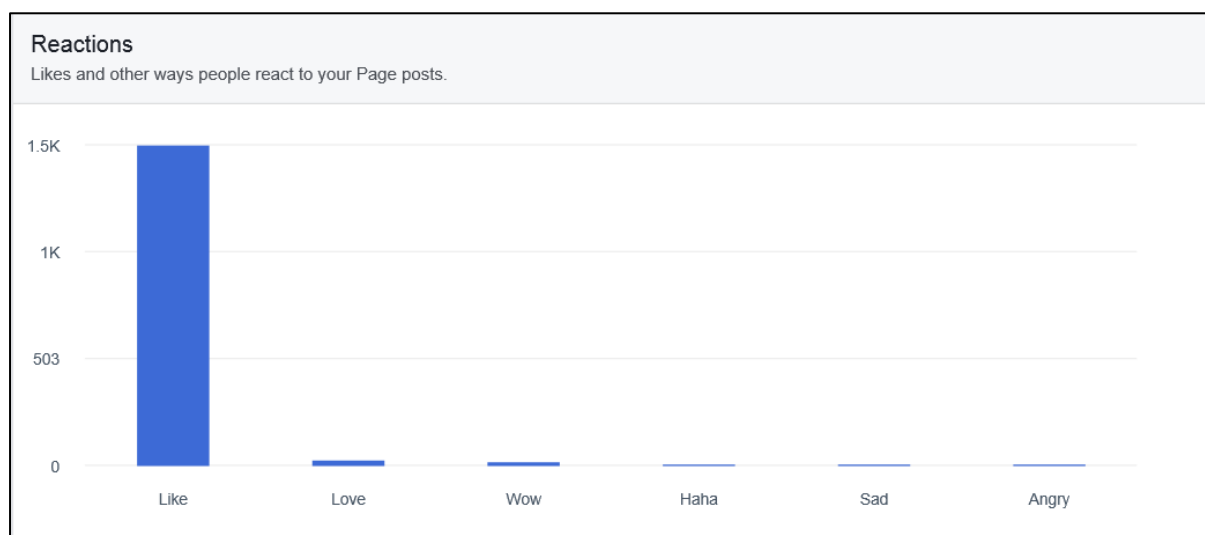
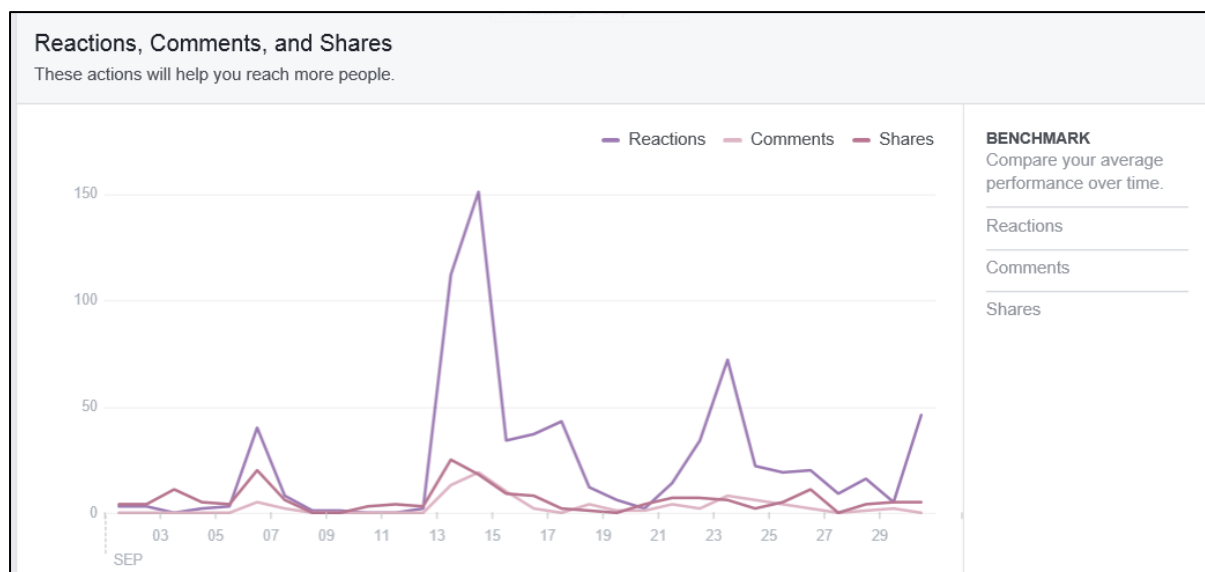
The average reach for Burke Shire Facebook posts in September was 863 people, compared to 304 in August. The average for the same period in 2015 was 107.

As explained in previous reports, this positive result can be attributed to the number of posts that have strong local relevance. As can be seen in the screen shot below, on one day alone (14/9/16), a post of the Morning Glory Cloud that day had a reach of approximately 6,600 people.

Impressions: Organic / Paid    Post Clicks    Reactions, Comments & Shares							
Published	Post	Type	Targeting	Impressions	Engagement	Promote	
09/14/2016 7:10 am	 Wednesday 14th September brought a series of Morning Glory clouds to the Burke Shire at sunrise.			6.6K	491 121		

**Graphs to illustrate results for September:**





## 8. MEDIA & WEBSITE

ABC Local Radio Qld interviewed Kylie Camp and Bob Marshall for a segment on towns across the state.

Council website content has been updated to keep it current. Refinements include:

- Fees and Charges has been added to Quick Links for convenience of web visitors
- Council Notices has been differentiated from general Public Notices. We will use Facebook and email distribution for Council and general notices, whilst the website will be used only for official Council notices.
- The weather and tides information is now aligned to the Bureau of Meteorology site.
- Fishing information is now aligned to the Qld Dept. of Agriculture and Fisheries.
- Using feedback from Kelly Gardner, and with Council team insights, the webpage previously called *Tourist Information Centre* has been updated. The page links to authoritative websites on travel, accommodation and fishing, as well as providing tips for people driving to the Burke Shire and broader Gulf region. To reflect the broader nature of the page, it is now called 'Tourist & Visitor Information'

Preparation is underway for a major update of the Burke Shire Council website this financial year.

#### 9. 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. Following comparison of quotes and methodology, Alan Morton, who has broad experience in surveys for Local Government, has been engaged to conduct this survey like for the Burke Shire.

Draft questions have been reviewed by Councillors. The survey is planned for late October 2016.

#### 10. RECORDKEEPING

The CorpMem team will be onsite from 14 to 25 November 2016 to try to digitize Council's remaining unclassified hard copy documents and perform some user training. They will be available to provide a short presentation to Councillors at the November ordinary meeting if desired.

Please also see the attached report from CorpMem.

#### 11. IT

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

- Council's Admin Office connection is due has been upgraded from 1MB to 2MB. The new connection is now live. Some improvements have been noted.
- A Delta Office Supplies technician has recently visited and finished repairs on the Administration Officer printer.
- Telstra have commenced their Cloud Readiness Survey process to analyse Council's IT infrastructure with a view to taking advantage of the optic fibre connection, and better utilizing cloud (and physical) services. A stakeholder meeting to get feedback from staff and Councillors will be scheduled shortly.

#### 12. TOWN PLANNING SCHEME

Draft mapping for the new Town Planning Scheme is being finalized by DILGP. Once completed, the draft scheme will be ready for public consultation.

#### 13. HUMAN RESOURCES UPDATE

##### Staff Changes – Departures:

Karen McGrath, Finance Officer, has resigned effective 17 October 2016.

Gordon Stumbris, Acting Works Manager, will be finishing his appointment at Council on 14 October.

##### Vacancies:

Council is seeking to fill Karen McGrath's vacancy internally. This may require backfilling an existing role with an external candidate. At the time of this report, one internal application has been received.

Council is currently seeking a replacement for Gordon Stumbris as Acting Works Manager.

##### IR Reform: Award Modernisation

The Queensland Industrial Relations Commission Award Modernisation Team is progressing with its review and amendment of the Local Government Industry Award 2014 in accordance with the directions of the Minister. A further amended draft is expected to be released sometime in late October. The Commission will then ask for feedback from all parties on what it has come up with.

There may be further amendments or consultation before the Commission presents a final exposure draft of the amended award to a Full Bench of the QIRC for consideration. It is very unlikely that a new award will be available before mid-November or early December, with January 2017 firming as the operative date for the new award.

IR Reform: Enterprise Bargaining

The amended award is yet to be released so any bargaining would be premature at this time. It is likely that bargaining will be able to commence in early 2017.

IR Reform: New Industrial Relations Legislation

The LGAQ has lodged its submission to parliament regarding the IR Bill.

There has been some indication that (at least some terms of the new Act) will not be in operation until March 2017. Some elements may commence sooner.

JCC:

JCC XXIV was held on 13 September 2016. JCC XXV will be held in November 2016, date TBA.

Workplace Health and Safety:

The monthly Workplace Health and Safety report is attached. For the previous month there was one property plant and equipment incident, and one environmental incident. The WHSC's report for the month is attached.

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
  - o Training access for Councillors should have been received
- James Aitkens and Doug Bruce are continuing their Certificate III in Water Operations; they are participating in the final block of training in Normanton
- InfoXpert training took place with Tracie Montebello of Magiq Software
- All staff participated in Staff Engagement Training with Pat Stanley
- All staff participated in First Aid and CPR training with Martyr Training
- Russell Cunningham is undertaking Level 3 Traffic Management Design training in Cloncurry
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

14. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. CorpMem Report for Sept

  
Admin Report  
20161001.pdf

  
CBS-ClassifiedTasks.  
pdf

  
CBS-DocsPerLibraryT  
ot.pdf

  
CBS-DocsRegUser.p  
df

2. Civica Heat Report for September 2016



Civica Monthly  
Report September 20

3. WH&S Report for September 2016



161012 EOM OHS  
Report Sept 2016.doc

## Deputy Chief Executive Officer Reports

### 09.04.02 Policy Review – HRM-POL-0014 Staff Training and Development Policy

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DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay, Deputy CEO
DATE REPORT PREPARED:	25 October 2016
LINK TO COUNCIL PLAN/S:	Staff training and development is part of our Operational Plan and obligations under the Certified Agreement

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#### 1. PURPOSE

To review and update the Staff Training & Development Policy.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The policy was adopted by Council at the October 2014 meeting and is due for review, and last reviewed in October 2015. This policy reflects the intent of Section 12 of the Burke Shire Council Certified Agreement 2012-2014.

#### 3. PROPOSAL

A marked up, revised version of the policy has been attached. Please note, changes are generally cosmetic, however a dot point has been added to Section 7 regarding opportunities for secondment.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

#### 5. POLICY & LEGAL IMPLICATIONS

Section 12 of the Burke Shire Council Certified Agreement 2012-2014 states that:

##### *12. Training and Development*

- 12.1 The parties recognise that in order to increase the efficiency and productivity of the Council a significant commitment to structured training and skill development is required.*
- 12.2 A guaranteed Training Budget for 2012/13 has been formally developed by Council and communicated by Council to all employees, identifying specific budgets for Inside and Outside employees.*
- 12.3 A Training Needs Analysis be completed within 3 months of a successful Certified Agreement vote to establish immediate initial organisational and individual training needs;*
- 12.4 All employees whom do not hold current First Aid Certificates shall receive First Aid Training by end March 2013;*
- 12.5 Accordingly, the Council commits itself to:*

- *Developing a more highly skilled and flexible workforce; and*
- *Providing employees with career opportunities through appropriate structured training based on nationally accredited competencies and curriculum.*

12.6 *It is agreed that such training be subject to the training being undertaken in a field which is part of Council functions and it is a requirement for employees to utilize such training.*

12.7 *It is further agreed between the parties that training may be conducted in-house or by a recognised training provider, both on and off the job, and may be held either inside or outside normal working hours.*

This Policy reflects the intent of Council's certified agreement, particularly sections 12.1, 12.5, 12.6 and 12.7.

#### 6. CRITICAL DATES & IMPLICATIONS

This policy is was last reviewed in October 2015. The October 2016 Ordinary Council Meeting would be an appropriate time to review this policy.

#### 7. CONSULTATION

The DCEO reviewed this policy against the November 2015 update of LGAQ's HR Advance Model Policy (upon which it was originally based), and found it to still be in line with good industry practice.

#### 8. CONCLUSION

The policy remains current and reflects Council's ongoing commitment to staff training and development.

#### 9. OFFICER'S RECOMMENDATION

- a. That Council notes the contents of this report; and
- b. That Council adopts the Version 3 of HRM-POL-014 Staff Training and Development Policy.

#### ATTACHMENTS

1. HRM-POL-014 Staff Training & Development Policy (Review)



HRM-POL-014 Staff  
Training Development

## 10. Chief Executive Officer Reports

10.01.01 Chief Executive Officer Report

10.01.02 Review of Site Based Management Plans for Burke Shire Council Waste Management Sites

10.01.03 Adoption of Site Based Management Plans for Burke Shire Waste Management Sites

10.01.04 Renewal of Term Lease 0/209012, Lots 63 & 78 on Crown Plan B13610

## Chief Executive Officer Reports

### 10.01.01 Chief Executive Officer Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, CEO
DATE REPORT PREPARED:	10 October 2016
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

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#### 1. INFORMATION SNAPSHOT

Issue	Comment
Cultural Heritage	<p>Roadworks have been interrupted over the past month due to issues of cultural heritage at gravel pits and watering points. This raised awareness that whilst we have existing permits to extract gravel, very few of these pits have cultural heritage clearance. We are currently working with traditional owners and advisors to identify pits and obtain clearance.</p> <p>The need to change to Aymranald pit caused regular road train traffic through Burketown, and police have raised the issue of safety of children crossing the road. BSC contractors have brought this matter to the attention of operators who will be asked to proceed slowly and with extreme caution through town.</p> <p>We will also commit to improving communication with traditional owners regarding matters of cultural heritage at watering points.</p>
Traffic Management Registration	Burke Shire's registration for traffic management is due to expire on 30 November. The application for renewal of this registration is complex and we are required to have staff with appropriate levels of training. Russell Cunningham is currently studying to obtain the necessary certificate.
Rate Objection	A ratepayer has lodged an objection to their rating category. Under the Local Government Regulation 2012 the CEO must respond within 60 days to either approve a change in category, or deny the objection. The applicant has the right to appeal a decision of Council.

#### 2. 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	DCEO report contains updates on the progress of the draft amended Planning Scheme	On track



Planning Docs	Comments	Status
10 year Asset & Services Management Plan 2017-2026	16/09/16: Plan adopted (decision 160929.02) at Special meeting following a workshop on the same day.	On track
Operational Plan 2016-17	20/07/16: Plan adopted (decision 160720.13) at Ordinary meeting.  The operational plan will be reviewed quarterly in October 16, January 17 and May 17.	On track
Local Government Area Biosecurity Plans  <i>Portfolio: Cr Camp (ex officio), Cr Clarke and Cr Murray.</i>	15/09/16: Council adopted delegations under the Biosecurity Act 2016.  27/09/16: EO met with Nathan Morgan to discuss development of the Biosecurity Plan for BSC which is now required by legislation  22/09/16: Nathan Morgan was invited to attend Ordinary meeting to present to Council however the visit was deferred due to Assistant Minister Howard's visit.  25/10/16: Nathan Morgan invited to present to Council.  Completion timeframe: uncertain.	Monitor
Budget 2016-17	21/07/16: Budget and setting of rates, fees & charges adopted for 2016-17 financial year (decision 160721.01)  The budget is available for access online via the Burke Shire Council website, along with schedules for rates, fees and charges.  Reviews scheduled for presentation to Council: <ul style="list-style-type: none"> <li>• Nov 2016</li> <li>• Mar 2017</li> </ul>	On track
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.	On track
Local Disaster Management Plan (LDMP) 2016-2017	22/09/16: Council received and adopted review report and updated 2016/17 LDMP at Ordinary meeting.	On track

Planning Docs	Comments	Status
Audit Plan and Audit Committee	<p>Next scheduled Audit Committee meeting:</p> <ul style="list-style-type: none"> <li>October 2016 date TBA</li> </ul> <p><u>2015/16 Financial Year</u></p> <p>External: Final visit (QLD Audit Office) tentatively rescheduled for 5-15 October (originally 21-30 Sep). The audit is on track for 31 October signoff deadline.</p> <p>Internal: Auditors interviewed senior staff for the internal audit on 20 June 2016. The final report from Crowe Horwath has been received by management for feedback before presentation to the audit committee.</p> <p><u>2016/17 Financial Year</u></p> <p>External:</p> <p>Internal: The internal audit for 2016/17 will focus on asset management, and is scheduled for 2017.</p>	Compliant

### 3. 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
Gregory ILUA	<p>July 2016: meeting with Alec Doomadgee in Cloncurry to discuss Indigenous Land Use Agreements (ILUA) between BSC and Waanyi regarding land in Gregory</p> <p>07 September 2016: meeting with Paraway in Burketown to discuss their interests</p> <p>14 September 2016: meeting held in Cairns with representatives of BSC, DNRM, Waanyi and Paraway.</p> <p>25 October 2016: draft ILUA to be presented to Council</p>	In progress

Current Projects	Comments	Status
Burketown Post-ILUA Projects	<p>4 August 2016: Council, at a Special meeting held on Thursday 04 August 2016, reviewed matters relating to the proposed Development Management Agreement (DMA) between Economic Development Queensland (EDQ) and Burke Shire Council. Council determined its priorities for development and made delegations to the Burketown Development Committee and CEO that will enable finalisation of the DMA, marketing strategy, land lease and other documents (decision 160804.04).</p> <p>12 October 2016: The Burketown Development Committee, CEO, DCEO and GPM have been meeting weekly by teleconference with EDQ. BSC are waiting on EDQ to make final changes to the DMA before signing, and on the Ministers office for approval of the application for exemption under the Local Government Regulation 2012 to sell land by private treaty.</p> <p>The tender for civil works will be adjudicated in October. Deputy Mayor Paul Poole and Philip Keirle, GPM, will participate on the tender panel as non-voting members.</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 received confirmation in October that the application under Round 3 of the NSRF to co-fund this project has been approved. Council also lodged an expression of interest for additional funding through the Local Government Grants and Subsidies Program (LGGSP) as per a decision at the ordinary meeting on 22 September 2016.</p> <p>13/10/16: meeting scheduled with funding partners to discuss progress.</p> <p>Completion timeframe: November 2017</p>	On track pending progress of funding applications

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. Inspection regime to be incorporated into Asset and Services Management Plan.</p> <p>Quotes currently being sought to obtain building asset condition assessment. Although this was proposed for the 2017/18 budget, BSC ability to fund will not be any greater if we wait until then. Proposed for budget amendment in order to achieve efficiency by scheduling required works in bulk rather than on remedial/ ad hoc basis.</p>	On track and on-going
Visitor Information Centre Restoration	<p>Phase 1 (waterproofing) completed 10 March 2016.</p> <p>Phase 2 (restumping) – quotes received, progress dependent on identifying eligible external funding opportunity. Council was not successful in receiving QTIF (Queensland Tourism Infrastructure Fund) funding to assist in the completion of Stage 2 Restoration Works.</p> <p>Phase 3 of restoration (internal and external works) – Also external funding dependent. Aim to combine with Phase 2 if possible.</p> <p>Council has identified \$100,000 in the 2016-17 budget to be used as matching funds when an eligible funding source is identified.</p> <p>August 2016 – quotes being sought for replacement steps required for emergency repairs to failed steps (reported June 2016).</p> <p>September 2016 – BSC has carried out temporary repair to steps.</p>	Monitor

Current Projects	Comments	Status
Waste Management and Recycling Strategy	<p>Council has completed Site Based Management Plans for the two landfill sites in the Burke Shire and is looking to partner in a regional waste and recycling initiative.</p> <p>14 July 2016 – GPM presentation to councilors</p> <p>21 July 2016 – Council planned to meet with representatives from DILGP at a Doomadgee Aboriginal Shire Council meeting to progress regional partnership initiative however Doomadgee cancelled due to extenuating circumstances. CEO is in communication with Doomadgee to arrange an alternative date.</p> <p>02 August 2016 – Mayor, Deputy Mayor and CEO visited Carpentaria Shire's waste transfer facility at Karumba. This facility provides for segregation of waste for removal off site, along with on site processing of cardboard (shredder), green waste (mulcher) and bio-waste (bio-bin). The waste processed on site is combined into composting material for use on Council controlled parks and gardens.</p> <p>October 2016 – tender let under the Drought Communities Program for perimeter fencing, with work scheduled for completion before the wet season.</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 for feedback.</p> <p>Council and author are approaching publishers for prices/costs associated with publication. Allen &amp; Unwin have indicated that they will publish the book.</p> <p>Author contacted CEO in October to request that Council provides a decision on the publisher.</p> <p>Background information and comparative quotes to be obtained and report presented to Council on 15 November.</p>	First Draft completed
House 10: major renovations	<p>Tender documentation completed.</p> <p>Tender not yet released.</p> <p>\$200k in 2016/17 budget</p>	Monitor

Current Projects	Comments	Status
Solar energy for WTP in Gregory	<p>Project feasibility completed and various delivery models costed.</p> <p>Following a successful expression of interest, Council has been invited to submit a business case for Building our Regions funding with a deadline of 19 August.</p> <p>Project is also suitable for a Local Government Grants and Subsidies Program (LGGSP) grant.</p> <p>This project is land tenure dependent:</p> <ul style="list-style-type: none"> <li>➤ 16 June 2016: Council, at its ordinary meeting held Thursday 16 June 2016, considered report 12.03 Purchase of Part of Camping and Water Reserve (Gregory) – refer decision 160616.06 regarding land purchase and Deed of Grant</li> <li>➤ August 2016: BSC entered into Deed of Grant with DNRM.</li> </ul>	Subject to land acquisition

#### 4. 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	Deprioritised in 2016/17 budget year to enable completion of projects that are already in progress.	Monitor
Sewerage Treatment Plant Re-design	July 2016: Council has provided \$80,000 in the 2016/17 budget for design work.	Monitor
STP/WTP Telemetry	Funding: own-source funding. No suitable co-contribution identified at this stage	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

Projects to plan & cost	Comments	Status
Removal of waste tyres from Burketown & Gregory landfills	September 2016: Julia Creek have received quotes to have tyres shredded on site, and have invited other local governments to participate to share costs. We plan to engage with this opportunity although we will still need to arrange to transport the regulated waste.	Monitor

## 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
2015-2016 1 <sup>st</sup> LDMG meeting	Held Nov 2015
2015-2016 2 <sup>nd</sup> 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 & January 2016
2014-2015 Review of Local Disaster Management Plan	Completed Aug 2015
2015-2016 1 <sup>st</sup> quarterly report	Completed: 31 Oct 2015
2015-2016 3 <sup>rd</sup> quarterly report	Completed: 16 May 2016.
DDMG meeting	Completed: 17 Nov 2015
DDMG meeting	Completed: 8 June 2016
DDMG meeting	Completed 21 June 2016 with live exercise
2016-17 Review of Local Disaster Management Plan	Completed 29 Aug 2016

## 6. MEETINGS/CONFERENCES/DELEGATIONS

GOVERNANCE CALENDAR – rolling 12 month calendar			
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

<b>GOVERNANCE CALENDAR – rolling 12 month calendar</b>			
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
JCC	Burketown	13 July 2016	Deputy Mayor, CEO, DCEO
Waste Management presentation	Burketown	14 July 2016	Councillors and staff
Building Asset Services	Burketown	26 July 2016	CEO, DCEO
Building our Regions EOI feedback interview	Burketown	26 July 2016	CEO, DCEO
NWLGAQ Conference	Cloncurry	27-29 July 2016	Mayor, Deputy Mayor, Cr Clarke, CEO, DCEO
Gregory ILUA	Cloncurry	28 July 2016	Mayor, Deputy Mayor, Cr Clarke, CEO, DCEO, GPM
Telstra – corporate hosting	Burketown	30-31 July 2016	Mayor, Deputy Mayor, CEO, DCEO, EO
Waste Transfer Station visit	Karumba	02 August 2016	Mayor, Deputy Mayor, CEO
Gulf Savannah Development meeting and strategic planning workshop	Normanton	02 August 2016	Mayor, Deputy Mayor, CEO
CLCAC	Burketown	10 August 2016	Mayor, Deputy Mayor, Crs Clarke and Yanner, CEO
Adels Grove – road closures	Adels Grove	17 August 2016	Mayor, Deputy Mayor, Cr Yanner, CEO
MMG Century	Burketown	23 August 2016	Mayor, Deputy Mayor, CEO, DCEO



<b>GOVERNANCE CALENDAR – rolling 12 month calendar</b>			
LDMP review	Burketown	29 August 2016	CEO, DCEO
LDMG – QDMA training	Burketown	30 August 2016	CEO, DCEO
Gregory ILUA/ Paraway	Burketown	06 September 2016	Mayor, Deputy Mayor, Cr Clarke, CEO, DCEO
GSD	Burketown	8 September 2016	Mayor, Deputy Mayor, Cr Yanner, Cr Clarke, CEO
NWQROC	Burketown	8 September 2016	Mayor, Deputy Mayor, Cr Yanner, CEO, DCEO
NWQRRTG	Burketown	9 September 2016	Mayor, Deputy Mayor, Cr Clarke, Cr Yanner, CEO, DCEO
Stock Route Network Management Bill 2016	Teleconference	13 September 2016	Cr Clarke, CEO
JCC XXIV	Burketown	13 September 2016	DCEO
Gregory ILUA	Cairns	14 September 2016	Mayor, Deputy Mayor, Cr Clarke, CEO, DCEO
Preston Law	Cairns	14 September 2016	Mayor, Deputy Mayor, CEO, DCEO
NDRRA/ QRA	Burketown	15 September	CEO, DCEO
Queensland Recreational Boating Facilities Forecasting Survey	Teleconference	21 September 2016	Deputy Mayor, CEO
Visit from Assistant Minister Jennifer Howard (DILGP); DG DEHP Jim Reeves and	Burketown	22 September 2016	Mayor, Deputy, Crs Yanner, Clarke and Murray, CEO, DCEO
Savannah Way Tourism	Teleconference	28 September 2016	Cr Clarke, CEO, DCEO, EO
CLCAC	Burketown	12 October 2016	CEO, DCEO

#### 7. OFFICER'S RECOMMENDATION

That Council notes the content of the Chief Executive Officer's report for the month of September 2016.

#### ATTACHMENTS

1. Letter from DTMR regarding new traffic management standards

## Chief Executive Officer Reports

### 10.01.02 Review of Site Based Management Plans for Burke Shire Council Waste Management Sites

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Philip Keirle; Governance and Project Manager
DATE REPORT PREPARED:	11 October 2016
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17

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#### 1. PURPOSE

To receive the Site Based Management Plans for the Burketown and Gregory Waste Management Sites.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In order to enhance compliance with Council's Environmental Authority (EPPR00542713), Council commissioned GHD to complete site-based management plans for the Burketown and Gregory Waste Management Sites.

Council also commissioned GHD to commence preparation of a Regional Waste Reduction and Recycling Strategy, the scope of which was dependent on Doomadgee Aboriginal Shire Council accessing funding and accreditation for a Regional Landfill. Given the timeframes related to this project moving forward, it would be appropriate for Council to consider adoption of an Interim Waste Reduction and Recycling Strategy. This report will be presented separately at the October 2016 Council meeting.

#### 3. PROPOSAL

That Council receives the Site-Based Management Plan for the Burketown waste management site; and

That Council receives the Site-Based Management Plan for the Gregory waste management site.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Adoption of the Site Based Management Plans commits Council to progressing a range of initiatives to improve waste management operations at the Burketown and Gregory waste management sites over time. Actions for the 2016-17 financial year have been budgeted, including installation of perimeter fencing, bunding and shed construction at the Burketown facility.

The land on which the Gregory facility is located on is currently the subject of land acquisition procedures. These acquisition costs have been budgeted for in the 2016-17 budget.

## 5. POLICY & LEGAL IMPLICATIONS

### Waste Reduction and Recycling Act 2011

#### Part 2 Local Government strategic planning for waste

##### Division 1

- 121 The object of this part is to provide for each local government to prepare, adopt and implement a plan for managing waste, in its local government area, in a way that best achieves the objects of this Act.

The two site-based management plans will sit under the Waste Reduction and Recycling Plan, which will be presented to Council for consideration at the October 2016 meeting.

### Operational Plan 2016-17

Key activities in the Site Based Management Plans will be incorporated as Performance Milestones in Council's Operational Plan where they do not already feature.

## 6. CRITICAL DATES & IMPLICATIONS

The October 2016 Council meeting would be an appropriate time to receive the Burketown and Gregory Site Based Management Plans.

Following the presentation of the Waste Reduction and Recycling Plan (WRRP) at the October 2016 Council meeting, Council will be in a position to place the WRRP and the SBMPs out for public consultation. Details around the consultation period and other requirements will be supplied in the full report on the WMRP at the October 2016 Council meeting.

## 7. CONSULTATION

Department of Infrastructure, Local Government and Planning

GHD consulting engineers: Dr. Andrew Small

## 8. CONCLUSION

The preparation of the SBMPs represents Council's progress toward better practice in monitoring and managing its waste management activities. Following the presentation and adoption of the Waste Reduction and Recycling Plan, Council's major planning compliance requirements under the Waste Reduction and Recycling Act 2011 will have been met.

## 9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. That Council receives the Burketown Site Based Management Plan; and
3. That Council receives the Gregory Site Based Management Plan.

## ATTACHMENTS



Burketown SBMP.pdf

1. Burketown Site Based Management Plan



Gregory SBMP.pdf

2. Gregory Site Based Management Plan



Signed permit  
EPPR00542713.pdf

3. EPPR00542713

## Chief Executive Officer Reports

### 10.01.03 Receipt of BSC Waste Reduction and Recycling Plan

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Philip Keirle, Governance & Projects Manager
DATE REPORT PREPARED:	11 October 2016
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17

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#### 1. PURPOSE

To receive the Burke Shire Council Interim Waste Reduction & Recycling Plan prior to inviting public comment on the plan for a period of 28 days.

Following receipt of public comment on the Plan, Council will consider submissions prior to adopting the Waste Reduction and Recycling Plan.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In order to enhance compliance with Council's Environmental Authority EPPR00542713, Council commissioned GHD to complete site-based management plans for the Burketown and Gregory Waste Management Sites.

Council also commissioned GHD to commence preparation of a Regional Waste Reduction and Recycling Plan, the scope of which was dependent on Doomadgee Aboriginal Shire Council accessing funding and accreditation for a Regional Landfill. Given the timeframes related to this project moving forward, it would be appropriate for Council to consider adoption of an Interim Waste Reduction and Recycling Plan.

Plans for the Department of Local Government, Burke Shire and the Doomadgee Aboriginal Shire Council to meet to further progress the Regional Plan have previously been made, but the meeting was not able to take place.

#### 3. PROPOSAL

That Council receives the Burke Shire Council Waste Reduction and Recycling Plan.

That Council seeks public comment on the BSC Waste Reduction and Recycling Plan for a period of 28 days prior to review, adoption and implementation of the Plan.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Following the adoption of the Waste Reduction and Recycling Plan and Site Based Management Plans, Council is committed to progressing a range of initiatives to improve waste management operations at the Burketown and Gregory waste management sites over time. Actions for the 2016-17 financial year, which have already been budgeted for, include the installation of perimeter fencing, bunding and signage at the Burketown landfill facility.

The land on which the Gregory facility is located on is currently the subject of land acquisition procedures. These acquisition costs have been budgeted.

## 5. POLICY &amp; LEGAL IMPLICATIONS

**Waste Reduction and Recycling Act 2011**

## Part 2 Local Government strategic planning for waste

## Division 1

- 121 The object of this part is to provide for each local government to prepare, adopt and implement a plan for managing waste, in its local government area, in a way that best achieves the objects of this Act.

## Division 2

## 123 Local government's waste reduction and recycling plan obligation

- (1) On and from the day prescribed under a regulation, a local government has an obligation at all times to ensure that—
- (a) All aspects of waste management in its local government area are comprehensively addressed by 1 or more waste reduction and recycling plans; and
  - (b) Each waste reduction and recycling plan has been prepared by the local government or with its approval, and has been adopted by the local government; and
  - (c) Each waste reduction and recycling plan is being implemented in accordance with its terms.
- (2) Without limiting subsection (1), the local government's waste reduction and recycling plans must, to the extent reasonably practicable, include the following—
- (a) Waste reduction and recycling targets for—
    - (i) waste generated by the local government in carrying out its activities; and
    - (ii) Waste generated by households in the local government's local government area; and
    - (iii) other waste generated in the local government's local government area other than by the local government.
  - (b) Actions to be taken to improve waste reduction and recycling of—
    - (i) waste generated by the local government in carrying out its activities; and
    - (ii) Waste generated by households in the local government's local government area; and
    - (iii) other waste generated in the local government's local government area other than by the local government;
  - (c) Details of current and proposed waste infrastructure;
  - (d) The management and monitoring of the local government's performance under the plans;
  - (e) Information about achieving continuous improvement in waste management;

- (f) other matters prescribed under a regulation about the requirements for a local government's waste reduction and recycling plans.

125 Adoption of plan following consultation

- (1) A local government must by resolution adopt a waste reduction and recycling plan, or an amendment of a waste reduction and recycling plan, before the plan or amendment is implemented in its local government area.
- (2) Before adopting the plan or amendment, the local government must consult with the public about the proposed plan or amendment.
- (3) The level of consultation must be appropriate in the circumstances, having regard to the level of significance of the plan or amendment.
- (4) However, if a new waste reduction and recycling plan is proposed to be adopted, or a proposed amendment of a waste reduction and recycling plan will substantially affect the operation of the plan, the proposed plan or amendment must be made available for public comment, including especially by households and businesses, for at least 28 days.
- (5) The local government must, in finalizing a plan or amendment for adoption, take into account any submissions received about the plan or amendment.

127 Amendment of plan

- (1) A local government may adopt an amendment of a waste reduction and recycling plan having effect in its local government area if it considers the amendment to be appropriate, having regard to—
  - (a) Changing waste reduction and recycling opportunities; and
  - (b) Changing circumstances in which the plan operates; and
  - (c) Other matters arising from a review of the plan as required under this part; and
  - (d) Anything else the local government considers relevant.
- (2) A local government may not adopt an amendment of a waste reduction and recycling plan having effect in 2 or more local government areas unless all the local governments adopt the amendment.

6. CRITICAL DATES & IMPLICATIONS

25 October 2016: received and review the BSC Waste Reduction and Recycling Plan.

31 October 2016: release BSC Waste Reduction and Recycling Plan for comment

30 November 2016: review public comments on BSC Waste Reduction and Recycling Plan

8 December 2016: adopt and implement BSC Waste Reduction and Recycling Plan

7. CONSULTATION

Department of Infrastructure, Local Government and Planning

GHD consulting engineers: Dr. Andrew Small

8. CONCLUSION

The development of the Burke Shire Waste Reduction and Recycling Plan represents progress in Council's efforts to improve the policy framework surrounding its waste management

responsibilities. This framework will be backed up by progressive projects and actions that will improve Council and the community's waste management practices.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report;
2. That Council receives the BSC Waste Reduction and Recycling Plan;
3. That Council seeks Community comment on the BSC Waste Reduction and Recycling Plan.

ATTACHMENTS

1. BSC Waste Reduction and Recycling Plan



160711 Burke Shire  
Council WRRP..pdf



## Chief Executive Officer Reports

### 10.01.04 Renewal of Term Lease 0/209012, Lots 63 & 78 on Crown Plan B13610

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, CEO
DATE REPORT PREPARED:	12 October 2016
LINK TO COUNCIL PLAN/S:	

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#### 1. PURPOSE

The purpose of this report is to consider an invitation to comment on an application to the Department of Natural Resources and Mines (DNRM) for renewal of Term Lease 0/209012, Lots 63 & 78 on Crown Plan B13610 for residential purposes. This land is located in Burketown, being residential blocks between Landsborough and Firefly Streets (refer map attached).

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

DNRM have invited feedback from Council regarding an application to renew Term Lease 0/209012, Lots 63 & 78 on Crown Plan B13610 for residential purposes. DNRM have also informed Council that the information is provided in confidence.

DNRM are the authorising authority, and will assess the application under Section 159 of the *Land Act 1994* after considering the views of interested parties. In this regard Council has opportunity to advise DNRM whether there are any issues to consider in respect of the renewal of the lease for instance:

- Whether a different source of tenure could be considered more appropriate;
- Views or requirements that may affect the future use of the land;
- Objections to the application.

Should Council object, a full explanation stating the reason for the objection must be sent to DNRM.

#### 3. PROPOSAL

It is proposed that councillors use their local knowledge and conduct independent research if necessary before the meeting to determine whether there are objections or other relevant information that DNRM should consider in determining the application.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

## 5. POLICY &amp; LEGAL IMPLICATION

<p><i>Land Act 1994</i></p> <p>Chapter 4</p> <p>Land holdings</p> <p>Section 159</p>	<p>159 General provisions for deciding application</p> <p>(1) The chief executive [DNRM] must consider the following before deciding whether or not to offer a new lease, the conditions of the offer or the imposed conditions of the new lease—</p> <ul style="list-style-type: none"> <li>(a) the interest of the lessee;</li> <li>(b) whether part of the lease land should be set apart and declared as State forest under the <i>Forestry Act 1959</i>;</li> <li>(c) whether the public interest could be adversely affected, other than for an issue mentioned in paragraph (b), if the lease were renewed;</li> <li>(d) whether part of the lease land is needed for environmental or nature conservation purposes;</li> <li>(e) the condition of the lease land;</li> <li>(f) the extent to which the lease land suffers from, or is at risk of, land degradation;</li> <li>(g) whether the lessee has complied with, or to what extent the lessee has complied with, the following— <ul style="list-style-type: none"> <li>(i) the conditions of the lease;</li> <li>(ii) any land management agreement for the lease;</li> <li>(iii) any conservation agreement or conservation covenant applying to all or part of the lease land;</li> <li>(iv) any approved agreement for an indigenous cultural interest for the lease land;</li> </ul> </li> <li>(h) whether part of the lease land has a more appropriate use from a land planning perspective;</li> <li>(i) whether part of the lease land is on an island or its location, topography, geology, accessibility, heritage importance, aesthetic appeal or like issues make it special;</li> <li>(j) whether part of the lease land is needed for a public purpose;</li> <li>(k) whether a new lease is the most appropriate form of tenure for the lease land;</li> <li>(l) the lessee’s record of compliance with this Act;</li> <li>(m) the natural environmental values of the lease land.</li> </ul> <p>(2) To remove any doubt, it is declared that, to the extent the lease land is in an urban area, the chief executive [DNRM] need not consider any issue that is not relevant to an urban environment.</p> <p>(3) In considering the natural environmental values of the lease land, the matters to which the chief executive [DNRM] must have regard include any advice about the values the chief executive [DNRM] receives from the NCA department.</p>
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<i>Land Act 1994</i> Chapter 4 Land holdings Section 159A Provisions for decision about most appropriate form of tenure	(1) In deciding, under section 159(1)(k), whether a new lease is the most appropriate form of tenure for the lease land the subject of a renewal application, section 16 applies—  (a) as if a reference in the section to an allocation were a reference to the decision; and  (b) with other necessary changes.  (2) If the lease is over a reserve, the chief executive [DNRM] must, before making the decision, consult with the trustee for the reserve.  (3) If the decision is that another form of tenure is a more appropriate form of tenure than a new lease, the chief executive [DNRM] may elect to treat the application as a conversion application for the other form of tenure.  (4) On the making of the election—  (a) the renewal is taken to be a conversion application for the other form of tenure; and  (b) division 3 applies to the conversion application.  (5) Subsections (3) and (4) apply despite any provision contained in the lease.
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#### 6. CRITICAL DATES & IMPLICATIONS

It appears that this correspondence was originally delivered to Council in May 2016 but was not actioned at the time. DNRM emailed a reminder to [office@burke.qld.gov.au](mailto:office@burke.qld.gov.au) on 15 September 2016 with an extension to respond no later than close of business on 25 October 2016. As this matter is overdue and the lease was due to expire on 30 September 2016 it is important to resolve at today's meeting and provide immediate comment to DNRM.

#### 7. CONSULTATION

DNRM

#### 8. CONCLUSION

Council has the opportunity to review and provide comment on this application to DNRM for renewal of a term lease. DNRM are the approving authority however Council may have local knowledge that will be useful in informing DNRM's decision.

#### 9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. With regard to the application to renew Term Lease 0/209012, Lots 63 & 78 on Crown Plan B13610, for residential purposes informs DNRM that it has no objection or comment.

#### **OR:**

[insert text if Council wishes to provide comment/objection/matters for DNRM to consider]

## ATTACHMENTS

1. Correspondence from DNRM


  
Renewal of Term  
Lease 209012 - Coun

  
Council Views  
Letter.docx

2. Map provided by DNRM

  
SmartMap.pdf

3. Queensland Globe Map

  
Lots 63 & 78 on  
B13610.jpg

## 11. Closed Session Reports

11.01 Closed Session - Allocation of Council Accommodation

11.02 Closed Session - Gregory Solar Power Project ILUA

11.03 Closed Session - 2016-13 Drought Communities Programme Re-sheeting

## 12. Late Item Reports

None received at time of Agenda preparation.

## 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 Nathan Morgan – Department of Agriculture and Fisheries

16.02 Glenda Booth

16.03 Darren Chilcott – Queensland Reconstruction Authority

## 17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Tuesday 15 November 2016.