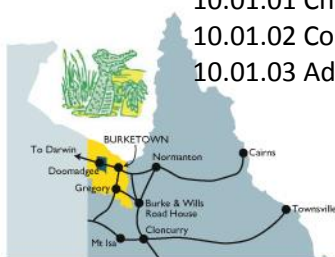




Agenda and Business Papers Burke Shire Council Ordinary General Meeting Tuesday 15 November 2016 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea
12.30pm to 1.00pm	Lunch

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01. Opening of Meeting

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

02. Record of Attendance

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

03. Prayer

Led by Cr Clarke

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 Tuesday 25 October 2016

That the Minutes of the General Meeting of Council held on Tuesday 25 October 2016 as presented be confirmed by Council.



161025 Unconfirmed
Minutes.pdf

06. Condolences

None received at close of agenda.

07. Declaration of Interests

08. Consideration of Notice(s) of Motion and Petitions

08.01 Notices of Motion

None received at time of agenda preparation.

08.02 Petitions

None received at time of agenda preparation.

09. Executive Management Team Reports

<p>09.01.01 Works and Services Monthly Update Report</p> <p>09.01.02 Request for financial assistance for Punjuab Road One Mile Creek Private Crossing</p> <p>09.02.01 Workshop and Fleet Report</p> <p>09.03.01 Executive Officer Report</p> <p>09.04.01 Finance Monthly Update October 2016</p> <p>09.05.01 Deputy Chief Executive Officer Report</p> <p>09.05.02 Local Laws - Camping Restrictions</p>

Works and Services Reports

09.01.01 Works and Services Monthly Update Report

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Ray Egan; Acting Works Manager
DATE REPORT PREPARED:	4 November 2016
LINK TO COUNCIL PLAN/S:	Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include:

- Camooweal Road Seal – Completed
- Wills Development Road – TMR Reseal works have started – (TMR to advise completion date)
- Burketown Landfill Fencing Project has been paused due to Cultural Heritage Issues
- Cleaning up of storage area beside WTP
- Investigate construction of hardstand area for plant storage during wet season to free up space in depot.
- Construction of roof over Events container.

Road Trains

There are concerns regarding the speed of road trains entering the townships of Burketown and Gregory. The attached photo is of the approved signage in place at Normanton, and could be put in place for both towns. Approval from Main Roads would need to be sought.

Training (future):

- 15-18th November - Airport Reporting Officer Training – at Burketown

Works for upcoming month - Road Crew

- Heavy patching of potholes in Gregory
- Repair works to Gregory Airport using premix

RMPC

- Resheet & Grading on Camooweal Road – completed
- Guide posts installation on Camooweal Road - completed

2016-17	Allocation	Claim 3	Funds Remaining
Schedule 1	\$242,190.64	\$7,245.00	\$192,672.39
Schedule 2	\$390,809.36	\$93,536.35	\$297,273.01
Schedule 3	\$211,999.99	\$125,017.20	\$86,982.79
Schedule 4	\$11,000.00	\$0.00	\$11,000.00

2016-17	Allocation	Claim 3	Funds Remaining
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	\$604,303.19

WHS Incidents

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

Doomadgee East Road

Stabilisation and sealing works have been completed.

2. RANGER

Litter Management

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

Sites Visited**Report**

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

Animal Control

- Dog trap sent to Gregory for use by the Gregory caretakers – nothing caught yet.
- Removed dead wallaby from yard of vacant house 13.
- 1080 baiting Second round is well underway with good participation so far, all using 36mg pig strength 1080
 - Armraynald 750 kg
 - Escott/ Punjuab 1250 kg
 - Westmoreland 550 kg
 - Wollogorang 850 kg
 - Bowthorn 250 kg
 - Spoon creek 300 kg
 - Clifffdale 750 kg
 - Gregory Downs 2250 kg
 - Total 6950 kg
 - Lawn Hill / Riversleigh scheduled for 8th & 9th 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. Currently looking for new release sites.

Complaints

- Nil Complaints for this period.

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.
- Airport checks and attend Rex RPT flights whilst Bob away.
- Consumables for servicing First aid kits during the wet have arrived.
- Obtained prices for a mosquito fogger and mister for Gregory.
- Attended communication training with Pat Stanley.
- Successfully passed gateway questions to enable to attend Traffic Management Design Training in Cloncurry now have to complete course assessment and submit to TMR.
- Meeting with Nathan Morgan of Biosecurity Cloncurry.

Traffic Counters

- Traffic counter units are maintained on a monthly program
- Traffic counters installed in the following places

Placement of Traffic Counter	Date of upload	Total count of vehicles
Before Century	31 August	12791
After Century	31 August	9020
Before Adels	31 August	12897
After Adels – Nat Park road	31 August	21015
Truganini	31 August	14365
Floraville	31 August	15437
Hay Farm – Camooweal road	31 August	7864
Doomadgee East	31 August	4005
Doomadgee West	31 August	1735

3. PARKS AND GARDENS

Non programed works

- New planter boxes placed around Morning Glory Park
- Weekly trips to Gregory / working with Dave Marshall in regards to water treatment plant running more smoothly.
- Programming of jobs that can be done over the wet season
- Most of Parks and Garden crew are starting at 6.00am and finishing at 2.30 to try and avoid the heat in the afternoon
- Maintaining yards of vacant council houses

Staff issues

- Nil

4. HOUSING/BUILDING MAINTENANCE

- Pricing being sought for numerous works for BSC housing including replacement of Gregory Depot Office, building inspections and minor works.
- Maintenance issues being addressed when trades are available.

5. UTILITIES

Burketown & Gregory Water Treatment monthly usage October 2016

DAILY READING WTP BURKETOWN –TOTAL USAGE – 19227 KL		
October 2016	DAILY USAGE	OUTFLOW TO TOWN LITRES/SECOND
HIGHEST DAILY USAGE	827 kl	Avg –16 L p/s
LOWEST DAILY USAGE	335 kl	Avg – 6.53 L p/s

DAILY READING WTP GREGORY–TOTAL USAGE – KL		
October 2016	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

- New Water Meter has been installed. Communication have been down on a regular basis and we need to speak to ABB with calibration issues..
- Water sample for e-coli passed.
- Quarterly metals sample failed with an abnormal lead reading. The Metals test around town proved clear.
- Reported failure to DEWS as it is a reportable offence.
- Completed a full investigation of Water Treatment Plant. Found a 150mm thick sludge in the clear water tank. Removed silt. The silt contained a high concentration of 2300 hyperfloc. 2300 Hyperfloc is used to removed silt and any floating material in the water (turbidity).

- Raised pH as it was noted it read below 6 on quite a few occasions. PH should be between 7.2 and 7.8.
- Calibrated pH probe.
- Calibrated Chlorine probe.
- Flushed potable storage tanks. Found high concentration of 2300 hyperfloc in the 3 back tanks.
- Please note the recirculation of water is virtually non existent in this treatment plant and it continually has problems with high and low chlorine levels and pH readings.
- Re sampled water at Treatment plant and around town sent samples to CRC for testing. All results returned a clear reading.
- Chlorine Batch was off and could not produce any readings. Removed batch from treatment and replaced with chlorine which is produced at the Burketown WTP Chlorine-Situ system.

Water Reticulation Gregory

- Have had a few leaks, with issues being with electrolysis.
- Flushing of mains around town to remove stagnant water. We have noted that fire hydrants show indications of high concentrations of the 2300 hyper flock. Flushing main starting at treatment plant to remove and will flush all the way to last point on mains.

Sewerage

- Sewerage samples failed. BOD 46 mg/l, TSS 70 mg/l
- Please note that we have added a few different tests to the last batch of testing we completed.
- De-silted blivet before testing to see if samples results would improve.

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
407970	Total Coliforms	12-10-16	Burke Shire Treated Effluent	< 1000 CFU/100ml	10 Cfu/100 MI	< 10	
407970	Bod Biochemical Oxygen Demand	12-10-16	Burke Shire Treated Effluent	< 20 Mg/L	46 Mg/L	<2	X
407970	Total Suspended Solids	12-10-16	Burke Shire Treated Effluent	< 30 Mg/L	87 Mg/L	<1	X
407970	Total Chlorine	12-10-16	Burke Shire Treated Effluent	< 1mg/L	0.08mg/L	<0.01	
407970	Free Chlorine	12-10-16	Burke Shire Treated Effluent	<1 Mg/L	0.04 Mg/L	<0.01	
407970	Electrical Conductance	12-10-16	Burke Shire Treated Effluent	<1600 Us/Cm	620 Us/Cm	.1	
407970	Ph Physical Properties	12-10-16	Burke Shire Treated Effluent	6.5-8.5	7.8	<0.1	

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
400097	TP Nutrients & Anions	14-10-2016	Burke Shire Treated Effluent	< 30mg/L P	4.4mg/L P	<0.25	
400097	TN Nutrients & Anions	14-10-2016	Burke Shire Treated Effluent	< 40 Mg/Ln	16mg/L N	<0.5	

Statewide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total (Oct 2016)	Actual Total (YTD)
Water Services				
Water mains breaks	Per 100km/year	<30	0	2
Incidents of unplanned interruptions	Per 1000 connections/year	<50	0	0
Water quality related complaints	Per 1000 connections/year	<10	2	2
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
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	1	4
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	1	1
Combined				
Total water and sewerage complaints (any nature)	Per 1000 connections/year	<120	3	4

Burketown Water Treatment

- Operating well with only minor maintenance on plant.
- Water usage has risen considerably since last month. This could be contributed to the hot weather we are currently experiencing.
- Had a failure on chlorine by products. Bromate result 0.024mg/l. guidelines for bromate 0.02mg/l
- Unsure how this happened as bromate occurs when using ozone to treat water.
- Investigated incident and the only issue we could identify was chlorine maybe old and slowly losing strength. We emptied storage container on the Chlorine-Situ system, and let the system re make its own chlorine. Approximately making 250 litres per day.

- Sent 3 x 200 litres Chlorine at 2% to Gregory Water Treatment Plant as Gregory WTP could not get any readings on chlorine. This is a trial as we may in the future cut cost on chlorine purchases by producing it here in Burketown.

Nicholson River Pump STN.

- Pumps are operating at 19 l/s.
- Monitoring river levels as the height at the Crossing has dropped considerably. Approximately 300mm below causeway now and was 50mm two weeks ago.
- We have had an issue with a strainer on a water meter along this main clogging. Removed strainer and cleaned. Monitoring the issue.

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. Ongoing seeking quotes.
- 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 October. Samples failed on BOD,TSS.
- Currently waiting on sachets for sampling to arrive. Ammonia and Nitrate.
- Monitoring of the ground water is ongoing.
- We now have approval to complete the filling in of the Dump-Ezy waste pit. Have been waiting on a response for over two weeks.

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.
- Testing and flushing ongoing around town.
- Future works include marking and location on Valves and Hydrants, 70% complete.

Airport

- 2 current NOTAM, 1 AWIB and 2 WINDSOCK
- Closest wind sock still having electrical issues. I have spoken with electrician Mark Clements about this issue. Mark has been given the drawings of the power locations so he can test to locate the fault and repair. Mark Clemments have tested and could not locate fault. Spoke to Queensland Airport Lighting who installed the lighting with on going issue. They have different issues on where the fault lies.
- We will have to move urgently to rectify this issue due to storm season approaching.
- General maintenance ongoing around the strip and airside. Weed removal, poisoning and mowing.
- Line marking on the main Strip had been completed on Saturday 29th October.

- Apron Reseal and line marking started on Saturday 29th of October and completed on Sunday 30th of October.
- All reseal and line marking works satisfactory. This has made a big difference in appearance and the reseal should prevent water penetrating surface and creating issues with soft surfaces and bitumen lifting where gravel surface was exposed.
- Tree removal and lopping at different locations within the flight zone - will need to be removed ASAP.
- Sourcing quotes to remove these trees and this could also extend to removal of trees around town.
- Potholes along side of runway requiring urgent repair work. Gravel and machinery required for repairs.
- Emergency lighting required for Airport. The lighting is needed for emergency when 1. runway shortened 2. In emergency when plane crash. Sourcing quotes for the above items.
- Sourcing quotes for gables and cones. Stock is low and we need to replace gables on strip.

Weather Station

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

REX Airlines

- 4 flights have been late this month due to late departure from Cairns.
- REX manifest paperwork and assistance has greatly improved thanks Nikki Cochrane the Community Support Group personnel.

Cemetery

- Works and ground maintenance are ongoing.
- Small Calotrope plants starting to re grow in cemetery grounds. This could be due to a large area on the outside of northern fence growing wildly.

6. OFFICER'S RECOMMENDATION

That Council note the contents of the works and services November report.

ATTACHMENTS

1. Road Train Speed Sign (Normanton)



Road Train Speed
Sign.jpg

Works and Services Reports

09.01.02 Request for financial assistance for Punjuab Road One Mile Creek Private Crossing

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Ray Egan; Acting Works Manager
DATE REPORT PREPARED:	7 November 2016
LINK TO COUNCIL PLAN/S:	

1. PURPOSE

To consider a request from Mr Ian Kennedy for financial assistance to repair failed concrete approaches to a causeway on a private access road on the property known as Punjaub.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In a letter dated 18 July 2016, received at Council by email on 21 July 2016, Mr Ian Kennedy requested Council to support the upgrade of the One Mile Creek Crossing on Punjaub Station. This causeway is on a private access road inside Punjaub Station approximately 1.5 kilometres from the property boundary. Mr Kennedy advised in the letter that the crossing is also used by the Clarke family from Almora.

In researching the history of this request, former Works Manager Chris Rohan reported that Council completed works on this private causeway under an NDRRA (Natural Disaster Relief and Recovery Arrangements) claim in 2011 (relating to a 2010 flood event), even though Council's engineers had advised against undertaking such works through NDRRA. Apparently these and other works on non-council assets along with poor acquittal procedures and lack of admissible evidence resulted in Council having to repay significant funds to QRA (Queensland Reconstruction Authority) for non conformance. The Works Manager realistically surmised that although this work on a non-council asset was proven ineligible as a flood damage claim, the assistance that Council gave at the time may have led to misperception around ownership and responsibility for the causeway.

Nevertheless, site inspections were arranged in good faith to provide background for Mr Kennedy's request. Chris Rohan inspected the site with the Shire's consulting engineers Keith Luckhurst and Garth Kath of GBA (George Bourne and Associates) on 29 July 2016 to assess the condition of the causeway and obtain cost estimates. Chris was then absent from 01 August 2016. Council has subsequently had two acting Works Managers who have inspected the site and/or communicated with Ian Kennedy. AWM Gordon Stumbris (who commenced in mid September) reported that at a site visit on 07 October 2016 with Garth Kath, discussions with Ian centered on the failed sections of concrete pavement, ie: the two approaches that are failing. AWM Ray Egan (who commenced in late October) reported that in a phone conversation on 07 November 2016, Mr Kennedy indicated that he had a quote of around \$70,000 from a contractor to do the repairs, and he would be interested in receiving financial assistance from council to pay for these repairs.

Keith Luckhurst of GBA made the following report following the 29 July 2016 site visit:

The pipe culvert section of the floodway is in good condition. However the concrete approaches are generally sinking and breaking up, indicating movement underneath the concrete slabs. The condition appears to be very similar to when photographs were taken in the middle of last year. Consequently, the approaches need to be demolished and removed to

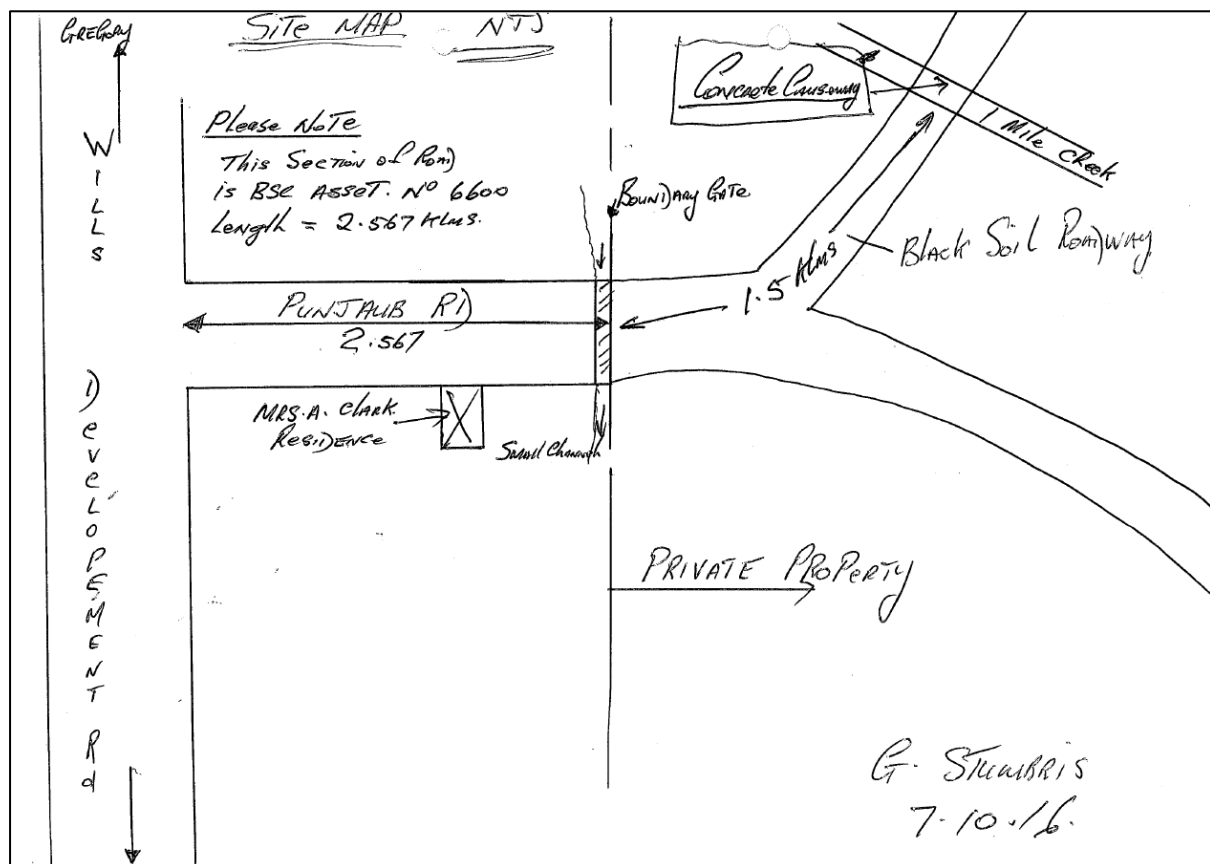
ascertain the condition of the material below them. It is likely that the base material will need to be replaced or strengthened, to be decided when exposed. Then new reinforced concrete approaches will need to be installed. The area of the broken concrete approaches is 24m x average 4m = 96m². Assuming a budget price of \$450/m² for a 150mm reinforced concrete slab provided by a contractor or council to replace the concrete and sort out the base material, the cost would be \$43,200.00.

Overall, rectification works would consist of the following:

1. Demolition and removal of the existing concrete approaches.
2. Channelling of the existing water flow.
3. Replacement of existing base pavement to fully support the new concrete approaches.
4. Box and pour new reinforced concrete pavement to DTMR standards and specifications.
5. Reinstate road base to approach ends and compact.

3. PROPOSAL

Ian Kennedy has requested that Council contribute to the cost of restoring the concrete approaches at One Mile Creek Causeway on a private access road inside his private property – refer Site Drawing (Not to Scale) - showing Distances, Boundary Fence and Subject Crossing on private property:



4. FINANCIAL & RESOURCE IMPLICATIONS

George Bourne & Associates estimated Engineering Fees

Description	Approx Cost
Design	\$3000.00
Site Visits (if in town doing other works)	\$1000.00
Contractor procurement	Not costed

Contractor

Description	Approx Cost
Demolition of approaches	Not costed
Base material	Not costed
Reinforced concrete approaches - 24m x 4m x 150mm \$450/m2	\$43,000.00
Mobilisation / Demobilisation	Not costed

Note that these costs are a guide only and are not a quote. It is likely that total cost could be close to the amount of \$70,000 that the property owner was separately quoted.

There is no budget allocated for this project as these works are on private property. Therefore this work is not on any Council future program of works.

5. POLICY & LEGAL IMPLICATIONS

<i>Local Government Act 2009 (Qld)</i> Chapter 4 Finances and Accountability Section 104	104 Financial management systems (5) The system of financial management established by a local government must include— (a) the following financial planning documents prepared for the local government— (i) a 5-year corporate plan that incorporates community engagement; (ii) a long-term asset management plan; (iii) a long-term financial forecast; (iv) an annual budget including revenue statement; (v) an annual operational plan; and
--	---

Council does not maintain private assets on private property; and none of Council's financial planning documents provide for expenditure on private/internal roads. Council does however maintain external property access roads, as per the following decision of Council:

09.02 Shire Roads – Private Access – resolution number 130516.10

Council will only maintain property access roads from the Council controlled road to the property boundary as detailed below:-

- Bowthorn Road- GPS co-ordinates at boundary X229314.032069461; Y7996702.53546587 – distance of 52.3km;
- Mellish Park Road-GPS co-ordinates at boundary X309063.805920412; Y791478.5502455-distance of 5km;
- Morella Road- GPS co-ordinates at boundary X351973.645913229; Y7903362.99445958-distance of 25km;

- Punjaub Road- GPS co-ordinates at boundary X31893.09182933; Y7991148.9358838-distance of 2.5km;

The concrete causeway at One Mile Creek on Punjaub Road is inside the property boundary and is not within the access from the Council controlled road to the boundary. Responsibility for the maintenance of this asset therefore lies with the property owner and not Council.

Council operates with scant resources, and a budget deficit that is projected to increase each year. Rate revenue is projected to decrease markedly with the closure of MMG mine. In setting its annual budget, plans and policies Council makes decisions under section 104 (3) of the Local Government Act including value for money, ethical behavior and fair dealing. Should Council decide to fund repairs to this private access road it would need to consider the ethics of such decision as applied equally to all private access roads in the area under the control of the local government. A budget amendment would be necessary, and Council would need to determine whether the funding would be taken from its scant reserves, or from work already scheduled in its forward roads program. Council would need to consider the application of such a decision in terms of future repairs and maintenance to this asset, and other similar private assets.

6. CRITICAL DATES & IMPLICATIONS

NA

7. CONSULTATION

Consultation has taken place with the following

1. The Property Owner –Mr Ian Kennedy
2. Consulting Engineers – Keith Luckhurst and Garth Kath
3. Burke Shire Council-Senior Management

8. CONCLUSION

That the subject creek crossing on private property belongs to said property owner, and therefore the property owner bears responsibility for maintenance of the asset.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council advises Mr Ian Kennedy that in accordance with decision 130516.10, Council maintains access roads from the Council controlled road to the boundary, being Punjaub Road- GPS co-ordinates at boundary X31893.09182933; Y7991148.9358838-distance of 2.5km; and
3. That Council advises that there is no provision for funding repairs to private access roads on properties in the local government area therefore in making a fair and equitable decision, Council is unable to contribute funds for the repair of One Mile Creek crossing on Punjaub Road as it is a private asset that is not maintained by Council; and
4. That Council has no objection to the owner – equally with any other property owner - seeking quotes from Council's consulting engineer or any other supplier for engineering and construction of the private asset, at the cost of the owner.

ATTACHMENTS

1. Letter from Mr Ian Kennedy dated 18 July 2016



Letter from Ian
Kennedy.PDF

Workshop and Fleet Reports

09.02.01 Workshop and Fleet Report

DEPARTMENT:	Workshop
RESPONSIBLE OFFICER:	Brett Harris; Workshop and Fleet Manager
DATE REPORT PREPARED:	8 November 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
456	Digga Broom	Rebuild worn off cutting edge	No	20 hrs	Operator training
480	Prime Mover	PTO, leaks,A/C	No	80 hrs	Down time
485	Backhoe	Diff seal, r/h brg,swing ram,uni	No	4 hrs	Aged
494	Gregory Forklift	Battery	No	2 hrs	Low use
522	140M Grader	5,000 hr service	Yes	8 hrs	Scheduled
527	Crossley Generator	Tickle revs	No	15 mins	No hall air con
529	John Deere Ride On	A/C	No	1 hr	Dirty condenser
530	Extra Cab Hilux	80k service	Yes	3 hrs	Scheduled
546	Kubota Tractor	Fit broom	No	4 hrs	Seized from no use
550	Mayoral Kluger	45k minor service and tyres	Yes	4 hrs	Scheduled
551	Prime Mover	Front tyres and trans fault	No	6 hrs	Driver mistaken?
560	Pump Stand	Service pumps	Yes	4 hrs	Scheduled
562	Skid Steer	Check over	No	2 hrs	Random check
567	Dual cab Hilux	30k service	Yes	2 hrs	Scheduled
572	Job Truck	35k minor service and mirror	Yes	2 hrs	Scheduled
585	Job Truck	Tyres replaced	No	2 hrs	Worn
591	Gregory Hilux	20k service	Yes	2 hrs	Scheduled
592	Isuzu FXZ 1500 Water Truck	Drop bar leaks	No	4 hrs	From accident
593	Isuzu NPR75-190	Greaser hose reel	No	3 hrs	Fitting kept blowing

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- See resolution this meeting
- Backhoe- See resolution this meeting

- 50 kva Genset- not required as yet
- Hilux Extra Cab- 80,016 kms- Specifications pending
- Workshop Truck- 78,117 kms- hold to 80k
- Hilux Dual Cab- 67,672 kms- hold to 80k
- Toyota Landcruiser Dual Cab- 78,969 kms- hold to 80k- replace with Hilux




Auction of Excess Plant Update

- #519 Jet patcher- Put on hold to evaluate usage
- #515 Emulsion Tanker- Did not sell- re auction 17-11-16- reserve reduced to \$4k

3. OFFICER'S RECOMMENDATION

That Council notes the contents of the Workshop and Fleet Manager's November 2016 report.

ATTACHMENTS

- | | |
|--------------------------------------|---|
| 1. Schedule of Major Plant Servicing | 
Major Plant Service
Schedule.xls |
| 2. Plant Running Costs | 
Plant Running
Costs.pdf |
| 3. Plant Replacement Program | 
2016-2017 Plant
Replacement Budget. |

Executive Officer Reports

09.03.01 Executive Officer Report

DEPARTMENT:	Administration
RESPONSIBLE OFFICER:	Martin Powley – Executive Officer
DATE REPORT PREPARED:	8 November 2016
LINK TO COUNCIL PLAN/S:	Operational Plan

1. COMMUNITY DEVELOPMENT & EVENTS

This section of the EO 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 Women's 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 Women's 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 State School Graduation and gift giving, followed by lighting of Council Christmas tree in Morning Glory Park.	BSC	CDO
9	December	BSC Staff Christmas Party	BSC	CDO

Date	Month	Event	Host	Responsible
TBA	2017	Burke Shire Tidy Yard Competition	BSC	CDO

PAST EVENTS

11 November – Remembrance Day

Remembrance Day held at the cenotaph in Musgrave Street with community involvement, preceded by advertising through the usual channels.

UPCOMING EVENTS

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, the Council will present the Award 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. Dux Award recipient TBA by principal Chris Ford.

2016 Community Christmas Celebration

To be held as part of the school graduation at the Burketown State School. The lighting of the tree in Morning Glory Park will be held after the graduation festivities and gift giving at the school. We have been advised that the P&C and other community groups will be presenting gifts to the school children. Santa and Mrs Claus will be at the school celebration.

2016 Staff Christmas Party

To be held from 12 noon on Friday 9 December. Gift voucher requests have been returned by staff and orders made.

COMMUNITY DEVELOPMENT PROJECTS

RADF

An application for 2016/17 funding was submitted and was successful. There is a current conversation happening around the cost benefit of this grant with the RADF Committee and RADF representatives.

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. Council is currently reviewing this item, in consultation with other tourist information providers and Savannah Way Limited (SWL) to ensure we are receiving value for money. Recommendation from SWL is to focus on *Gulf Savannah Visitor Guide* and *Matilda Highway Travel Action*.

2. LIBRARY

The library has had another scheduled 'swap', which sees up to 200 books and DVDs replaced through the State Library program. Funds from the Library budget have also been utilised to buy a number of board games for use by visitors.

Artist of the Month

October winner chosen

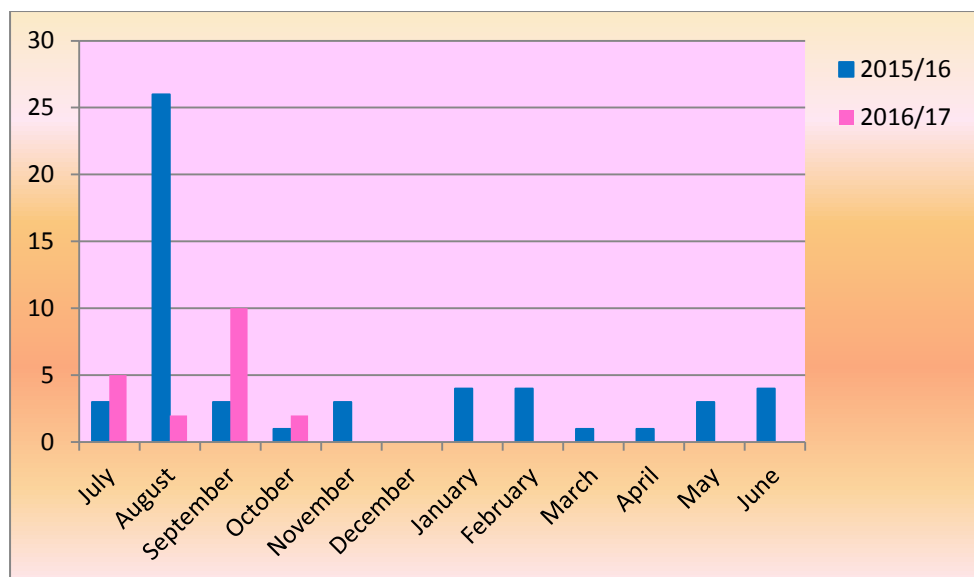
Strategic Plan

The library Strategic Plan has been finalised, with the draft updated to incorporate feedback from the State Library of Queensland. The plan includes a broader emphasis on serving the whole community and all age groups. This includes tourists who form a significant portion of library users.

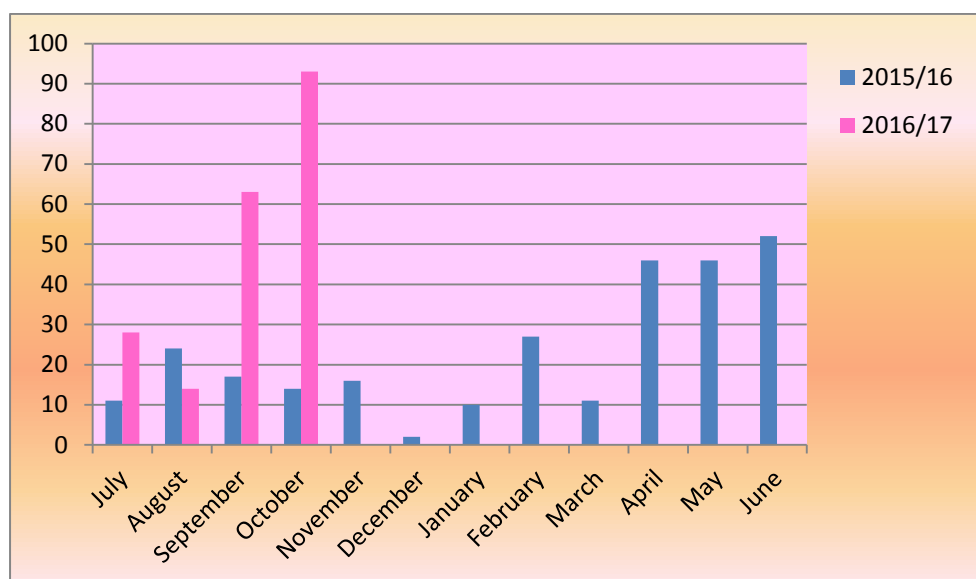
Statistics

Visitor numbers, loan numbers and new user numbers for October 2016 all significantly exceeded last year's figures. Whilst the numbers in themselves are not high when compared to a larger library, they are a positive development in the use of an important Council facility.

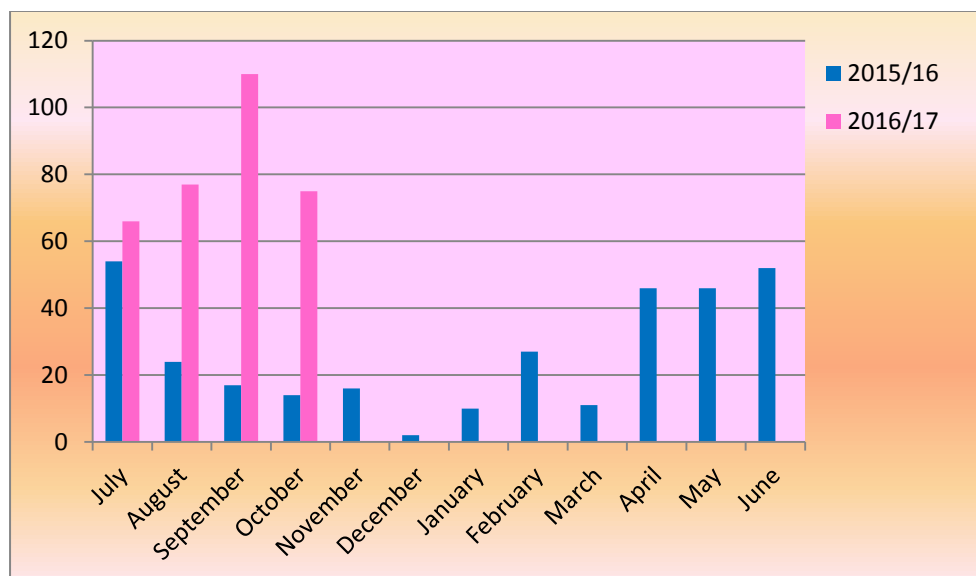
USERS ADDED



LIBRARY VISITORS



NUMBER OF LOANS



3. NEWSLETTER

Articles are currently being collated and edited for the November 2016 newsletter. Editions have expanded to 16 pages due to content. Greater emphasis on images and captions to increase 'time spent viewing'.

4. ENVIRONMENTAL HEALTH OFFICER

EHO Noel Millner has retired. Council is investigating a possible replacement that can be shared with other Gulf councils. EO asked Noel Millner to recommend a replacement. A strong contender who is a sole trader with over 30 years experience in Local Government Environmental Health has contacted Council.

5. NIJINDA DURLGA

The Durlga had regular standing bookings in October. A one-off booking was the GSD Grant Writing Workshop which was well attended.

6. SOCIAL MEDIA

Examples of strong reach for BSC Facebook posts between 1 – 31 October 2016:

Post	Reach
Morning Glory clouds (Jordan Westerhuis images)	208,754 highest reach. Compares to 12,451 in September for a Morning Glory photo.
Morning Glory aerial shot of corridor of clouds	9,254
Morning Glory videos (Martin Powley)	6,286
Grant Writing Workshop – photo and short article from the day	1,083
Melbourne Cup public notice	504

Story behind the numbers:

The Average reach in October was 8,664 compared to 806 in September.

Facebook 'reach' results provide further evidence of the strong interest in Morning Glory Clouds within Australia and overseas. This hints at the potential in Morning Glory as a specific draw card in the shoulder season (particularly October).

The Grant Writing Workshop achieved a strong reach of over 1K. This can be attributed to the GSD network and the personal networks of participants. This post also provided Burke Shire with an opportunity to promote the Durlga as a high-quality meeting facility.

GRAPHS

How Many Saw the Posts

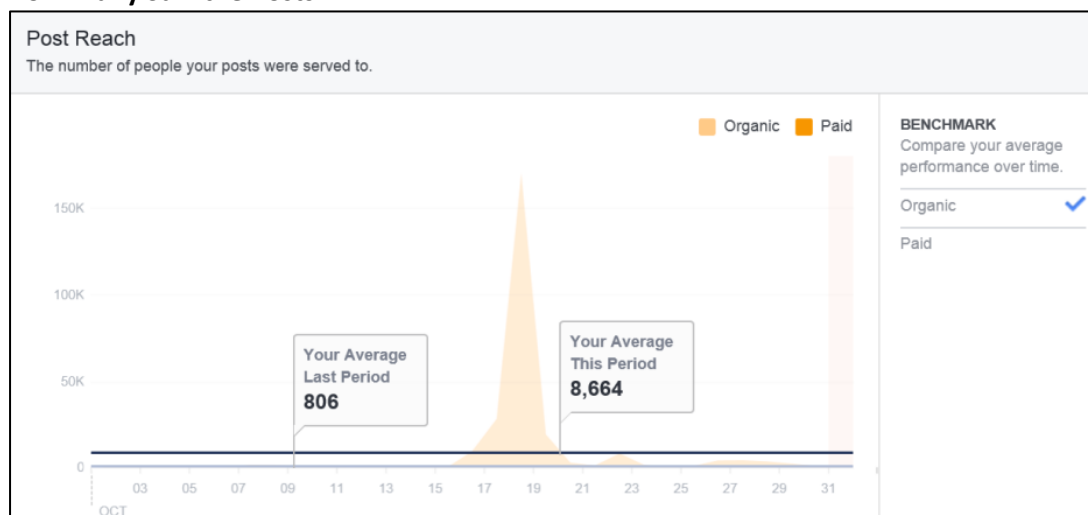


Figure 1: The spike shows the reach for the aerial shots of the Morning Glory clouds mid-October

The Reaction of People Who Saw The Posts

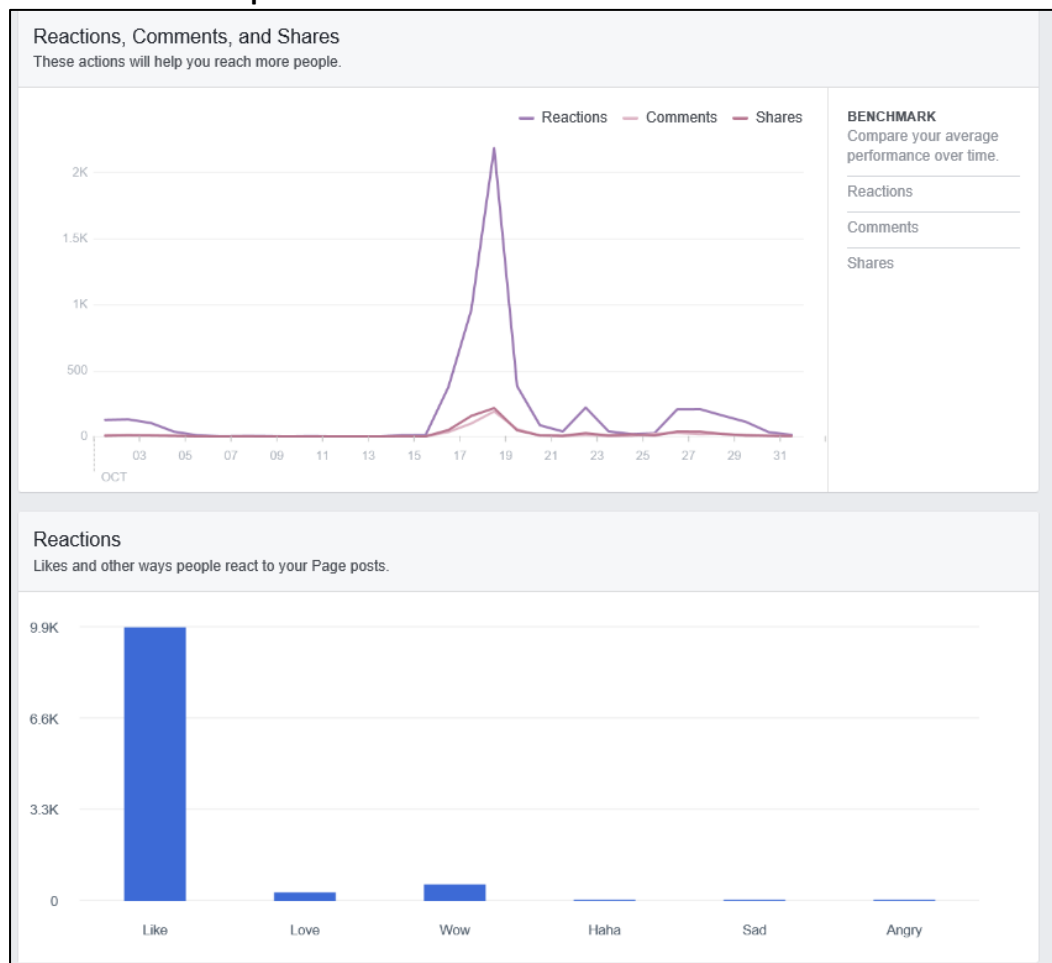


Figure 2: Reactions, comments and shares

Posts from 18 October




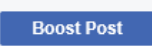















Active Posts from October 18, 2016							
Impressions: Organic / Paid Post Clicks Reactions, Comments & Shares							
Published	Post	Type	Targeting	Impressions	Engagement	Promote	
10/17/2016 9:37 am	 Monday Morning Glories over Burketown today (17th October 2016). They may have come through			170K	13.7K 1.9K		
10/17/2016 10:36 am	 The video of this morning's Morning Glories shows their grandeur.			1.9K	78 20		
10/18/2016 12:23 pm	 Public Notice - 2016 Melbourne Cup Burketown			375	8 7		
10/18/2016 1:13 pm	 Chair of Regional Development Australia (Townsville and North Queensland) Paul Woodhouse has c			239	6 4		
10/18/2016 10:31 am	 Upcoming Reseal Works Burketown			91	0 0		

Figure 3: The screen shot tells us that the Moring Glory aerial shots reached 170K people that day. 13.7K liked or reacted to the post and 1.9K then shared or commented on the post. Considering that this occurred in one day is a remarkable result.

7. WEBSITE AND WI-FI:

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

- More emphasis given to Road Conditions reports for Burke and neighbouring shires.
- Further refinement to Tourist and Visitor Information page, including embedded links to 'source of truth' sites.
- Work beginning on Burke Shire Wi-Fi splash pages. Initial consultation with LGAQ online content team. Two-phase approach:
 - Phase 1: Initial set up with basic content and images – deadline 18 November for 1 December launch.
 - Phase 2 – on-going refinement of content and images. Post 1 December.
- Council is working with LGAQ Online Content to create the Splash Pages.

8. COMMUNITY SATISFACTION SURVEY

Council has received the draft report of the Community Satisfaction Survey. The reach was initially affected by prolonged phone outages in the Gregory area as well as mobile outages in Burketown. Alan Morton, who created the survey based on Council input, says that in most areas of service delivery, Burke Shire compares favorably with other Councils.

Survey results need to be analysed in more depth, with input from Alan Morton.

See attachments – Executive Summary (snapshot), full survey report and report tables.

9. RECORDKEEPING

The CorpMem team is currently onsite (14 to 25 November 2016) to try to digitize Council's remaining unclassified hard copy documents and perform some user-training for staff and Councillors.

Please also see the attached report from CorpMem.

10. INFORMATION TECHNOLOGY

Civica monthly reporting to Council tracks outstanding jobs and completed jobs logged (see attachments).

- TPIT phone system being installed across the organisation as an upgrade to enhance VOIP agility.
- Due to ongoing disruptive technical problems with the Administration, Burketown Depot and Gregory Depot printers (serviced by Delta Office Supplies in Mount Isa), it has been decided to replace all three with a different brand machine through a new provider (Evolve). Consideration now being given to auction or tender of three existing printers. Replacement cost approximately \$23K (excluding GST).
- As previously advised, feedback from staff and Councillors will be sought re. Cloud Readiness to get optimal outcomes from optic fibre connection.

11. OFFICER'S RECOMMENDATION

That Council notes the contents of the Executive Officer's Update for November 2016.

ATTACHMENTS

1. Community Satisfaction Survey



SUMMARY
REPORT.pdf



COMMUNITY
SATISFACTION SURV



Report tables.xlsx

2. CorpMem Report for October



Admin Report
20161101.pdf



CBS-ClassifiedTasks.
pdf



CBS-DocsPerLibraryt
ot.pdf



CBS-DocsRegUser.p
df

3. Civica Heat Report for October 2016



burke helpdesk
report october.pdf

Finance Reports

09.04.01 Finance Monthly Update October 2016

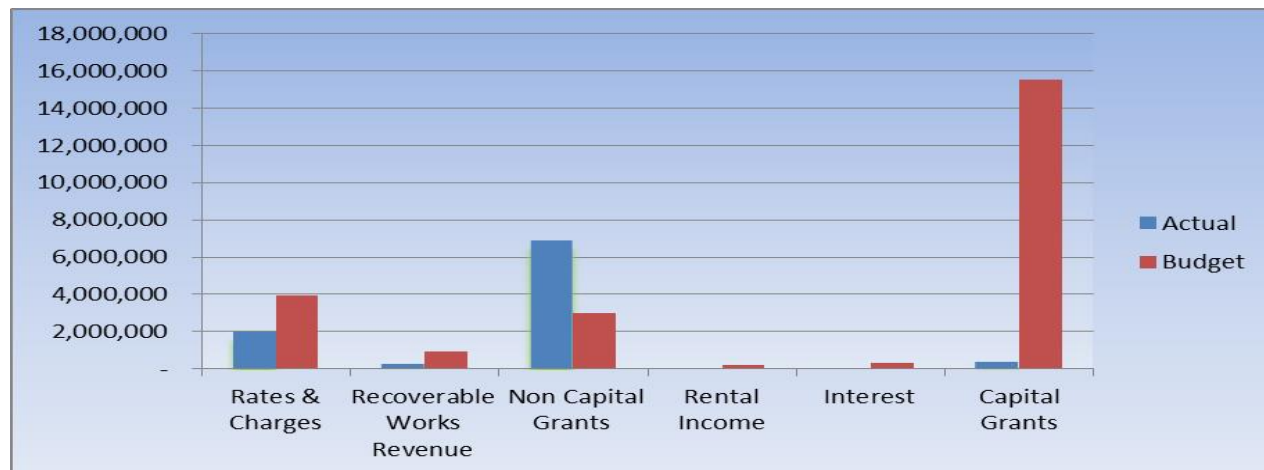
DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
DATE REPORT PREPARED:	15 November 2016
LINK TO COUNCIL PLAN/S:	Operational Plan, Budget

1. OPERATING STATEMENT

Operating Statement			
	Year to Date Actual	Annual Budget	Annual Budget % Variance
Operating Revenue			
Rates & Charges	2,010,331	4,010,000	-50%
Less: Discount, Rebate & Remissions	- 30,195	- 61,000	-51%
	1,980,136	3,949,000	
Fees & Charges	49,819	89,000	-44%
Rental Income	72,786	230,000	-68%
Interest	68,685	354,000	-81%
Recoverable Works Revenue	295,430	925,000	-68%
Other Income	1,212	-	-
	487,932	1,598,000	
Donations	1,364	8,000	-83%
Contributions	-	-	-
Subsidies & Grants	6,854,909	2,990,000	129%
	6,856,273	2,998,000	
Total Operating Revenues	9,324,341	8,545,000	
Operating Expenditure			
Corporate Governance Costs	324,148	807,000	-60%
Administration Costs	986,816	1,620,000	-39%
Recoverable Works Expenses	417,424	705,000	-41%
Engineering Services	536,753	1,752,000	-69%
Utility Services Costs	195,185	583,000	-67%
Net Plant Operating Costs	- 465,147	- 1,093,000	-57%
Planning & Environmental Expenses	283,220	564,000	-50%
Community Services Costs	2,378,576	931,000	155%
Finance Costs	4,136	19,000	-78%
Depreciation	1,234,333	3,703,000	-67%
Other Expenses	2,199	9,000	-76%
Total Operating Expenditure	5,897,643	9,600,000	
OPERATING CAPABILITY BEFORE CAPITAL REVENUE	3,426,698	- 1,055,000	
Sale of Non current Assets	-	-	
Contributions	-	160,000	-100%
Subsidies & Grants	281,660	15,490,000	-98%
NET RESULT	3,708,358	14,595,000	

**Year to date results show an operating surplus of \$3,426,698 before capital revenue. The operating statement reflects a net surplus of \$3,708,358 after capital grants and subsidies. Capital grants are tied to specific capital projects. The year to date operating surplus reflects timing differences between recognition of revenue and expenditure of funds.*

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. Final reminder notices for outstanding rates debts have been sent out as per Council Rate Debt recovery policy.

Fees and charges

Pro rata fees and charges remained on track with pro rata budget estimates through the month of October. Hall hire fees and bus hire fees have exceeded original budget estimates by a slight margin (this positive trend in the first half of the year is likely to slow down over the wet season).

Monthly airport landing fees are on track with pro rata monthly estimates and Regional Express Airlines (REX) turnaround service charges are on track with pro rata monthly estimates.

Rental income

Pro rata rental income received is on track with monthly pro rata rental revenue estimates, House 7 on Marshall lane has been vacant for the past 3 months (pending completion of refurbishment) on completion of refurbishment additional rental revenue will be realised.

Recoverable works revenue

Recoverable works revenue increased significantly from the previous month primarily due to

Roads Maintenance Performance Contract (RMPC) claims lodged for completed works as per RMPC schedule. Resheeting, grading works and installation of guide posts on Camooweal road have been completed. Progressive claims will be lodged as works are completed. The wet season is likely to impact on progress with RMPC works.

Grants, Subsidies, Contributions and Donations

Recurrent grants, subsidies and contributions increased significantly from the previous month. Increases over the month of October were driven by the receipt of the final payment on the 2014 - 15 flood event (amount of \$707,813) from the Queensland Reconstruction Authority (QRA).

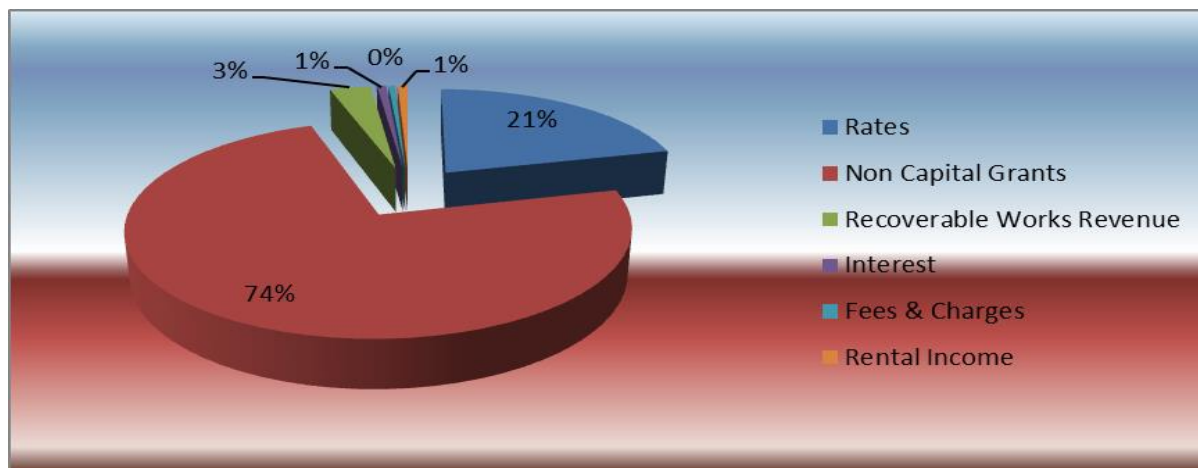
Councils submission to the QRA for grant assistance for restoration of roads impacted by the Gulf of Carpentaria Monsoon Trough (December 2015 – January 2016 event) was assessed for eligibility under the joint Commonwealth and Queensland Governments Natural Disaster Relief and Recovery

Arrangements (NDRRA). The QRA recommended a value of \$13,231,250 (excl GST) which represents the total eligible amount (less Councils trigger point contribution of \$24,700). Following the assessment of the submission for grant assistance Council received a 30% advance payment of \$4,084,960 from the QRA for restoration of roads damaged by the December - January floods. A further \$7 million dollars will be authorised for payment to Burke Shire Council on submission of progress claims with the final balance (10%) to be paid on completion of works.

Capital revenue

Capital revenue remained largely unchanged from the previous month.

Operating revenue ratio



Operating expenditure

Corporate Governance costs

Overall costs, mainly relating to operational expenditure for elected members and senior executives are within budget estimates. Expenditure on regional memberships has slightly exceeded budget estimate (5%), it is unlikely that this slight variation will escalate as the memberships that have been paid are annual payments.

Administration costs

Overall costs are within pro rata budget estimates, there are no significant variances however expenditure on new office printers (approximately \$25,000) will be required due to ongoing faults with current printers.

Recoverable works expenditure

Overall expenditure is within budget estimates. Year to date RMPC expenditure is within budget estimates as per table below: RMPC expenditure includes resealing bitumen chip, pothole patching, resheeting, grading and installation of guide posts.

SCHEDULE	16-17 RMPC Budet Allocation	16-17 Year to date expenditure	Schedule Percentage Completion	Balance to be expended per Schedule
Schedule 1	242,191	8,194	10%	233,997
Schedule 2	390,809	191,065	50%	199,744
Schedule 3	212,000	189,194	95%	22,806
Schedule 4	11,000	-	0%	11,000
Schedule 5	37,500	16,721	95%	20,779
Schedule 6	2,000	-	0%	2,000
Total Excl GST	895,500	405,174		490,326

Engineering services costs

Overall costs are within budget estimates. Year to date operational expenditure on town streets remains significantly low as major works i.e. pothole patching and resealing of town streets has occurred through Councils capital works program (co funded under the Roads to Recovery programme).

Finance costs

(Mainly bank charges) are on track with budget estimates.

Utility services costs

Overall costs for Burketown and Gregory water operation are within budget estimates. Burketown sewerage operational costs are within budget estimates. Short term capital outlay requirements - (a) Replacement of Burketown water treatment plant raw water filters: currently two filters are on line with one damaged unit due to exposure to weather, should the filters be replaced a shed will need to be built over the filters to protect them from the elements (b) Purchase of bunded IBC storage for chemicals approximate cost range \$11-25K including freight (c) Replacement of dosing pumps.

Plant operating costs

Expenditure is within budget estimates, no significant variances.

Planning and environmental expenses

Allocations for garbage collection and disposal, cemetery operations and maintenance of public amenities continue to be monitored for budget review.

Community services costs

Overall costs are within budget estimates. Expenditure incurred on maintenance of public halls (Nijinda Durlga, Visitor information centre) is within budget estimates. Housing and public amenities expenditure is within budget estimates. Expenditure on parks and gardens and aquatic facilities is within budget.

Year to Actual Expenditure vs Budget



2. STATEMENT OF FINANCIAL POSITION

Statement of Financial Position		
	2016 - 17 Year to date Actual	2016 - 17 Annual Budget
Current assets		
Cash and cash equivalents	15,479,845	11,982,109
Trade and other receivables	690,935	763,603
Inventories	249,819	223,943
Other financial assets	- 166,487	176,463
Total current assets	16,254,112	13,146,118
Non-current assets		
Property, plant and equipment	133,769,419	132,307,425
Total non-current assets	133,769,419	132,307,425
Total assets	150,023,531	145,453,543
Current liabilities		
Trade and other payables	757,524	1,586,350
Borrowings	-	-
Provisions	150,274	118,351
Other current liabilities	175,904	175,000
Total current liabilities	1,083,702	1,879,701
Non-current liabilities		
Trade & Other Payables	-	-
Interest Bearing Liabilities	-	-
Provisions	623,914	550,719
Other	-	-
Total non-current liabilities	623,914	550,719
Total liabilities	1,707,616	2,430,420
Net community assets	148,315,915	143,023,123
Community equity		
Asset revaluation reserve	76,038,657	74,114,951
Retained surplus	72,277,258	68,908,172
Other Reserves	-	-
Total community equity	148,315,915	143,023,123

Cash and cash equivalents

Cash and cash equivalents increased from the previous month from a balance of \$ \$11,932,606 to \$15,479,845. Increases in cash mainly relate to receipt of flood damage repair assistance grants.

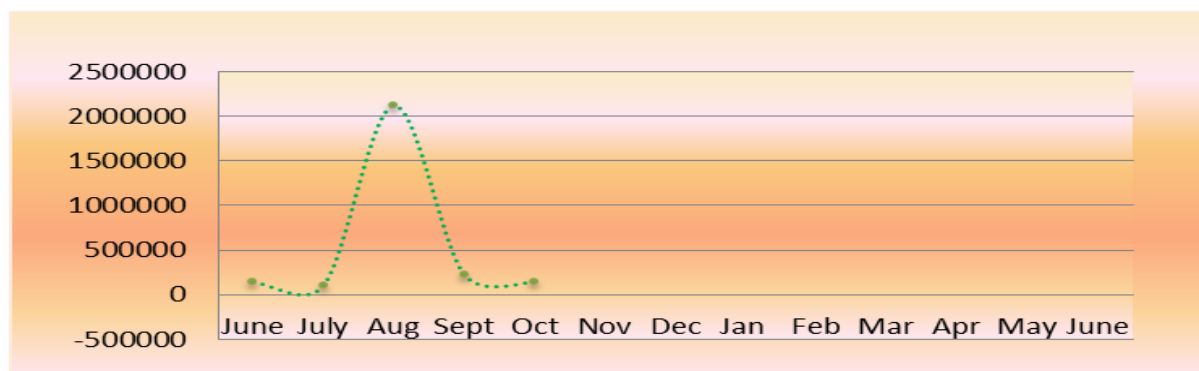
Cash holdings at the end of the month

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	\$ 8,687,274.51	\$ 244,230.00	\$ 6,547,781.97	\$ 15,479,286
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 October decreased to \$148,212 from \$224,971 at the close of the previous month. Initial outstanding rates reminder notices were sent out as per Rate Debt Recovery policy. Final reminder notices will be sent out for all outstanding rates and utility charges.

Rates receivable by month (2016-17)**Report of exercise of delegation – Rate Debt Recovery Policy FIN-POL-006**

Clause 9 of Council's Rate Debt Recovery Policy determines how debtors can enter into a plan to pay their outstanding debts (rates and charges and other receivables) to Council. Clause 11 delegate's authority to negotiate payment plans, and requires a report to the Council meeting when the delegation is exercised. The following delegations were exercised in the reporting month:

Amount of debt	Repayment term (NB: only CEO can approve if debt will not be repaid in financial year that debt was accrued).	Authorising officer (FM or CEO)
\$9,584	Payable in full by 30 June 2017	FM

Outstanding rates by category

Category	General Rates	Sewer	Garbage	Water	Excess Water	Total
Urban Rates Burketown	17,016	15,855	5,966	14,593	6,392	59,822
Urban Rates Gregory	25,219	-	2,608	38,589	18,549	84,965
Rural Rates	3,425	-	-	-	-	3,425
Prospecting	-	-	-	-	-	-
Mining Intensity	-	-	-	-	-	-
Total outstanding rates & charges	45,660	15,855	8,574	53,182	24,941	148,212
Total Outstanding Rates Balance Previous Month	110,399	17,316	10,652	59,595	27,009	224,971

Inventories & Other Financial Assets

Inventories sit at \$249,000 and are on track with budget estimates.

Property Plant & Equipment

Please note opening balances are now drawing on audited closing balances from the 2015 - 2016 financial year, asset values have been adjusted in line with the desktop valuation as at 30 June 2016. Capital works in progress continue to be monitored. There are no major variances between actual year to date expenditure and budget estimates. Additional capital expenditure will be required to replace the Gregory Depot Office (quoted price excl GST \$16,950 including freight).

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
Cash flows from operating activities		
Receipts from customers	2,952,289	5,138,000
Payments to suppliers and employees	- 4,998,614	- 5,877,000
	- 2,046,325	- 739,000
Interest received	68,685	354,000
Rental income	72,786	230,000
Non capital grants and contributions	6,856,273	2,998,000
Borrowing costs	-	-
Net cash inflow (outflow) from operating activities	4,951,419	2,843,000
Cash flows from investing activities		
Net payments for property, plant and equipment	- 1,632,701	- 18,512,000
Grants, subsidies, contributions and donations	281,660	15,490,000
Proceeds from sale of property plant & equipment	12,605	301,000
Net cash inflow (outflow) from investing activities	- 1,338,436	- 2,721,000
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	3,612,983	122,000
Cash and cash equivalents at the beginning of the financial year	11,866,862	11,860,109
Cash and cash equivalents at end of the month	15,479,845	11,982,109

Year to date payments to suppliers and employees exceed year to date receipts from customers however interest, rental income and non capital grants negate the cash deficit resulting in positive cash inflows from operating activities.

Cash inflows from operating activities have exceeded budget estimates primarily due to timing differences between the receipt of funds and the completion of works. Cash flows from operating activities will draw closer to budget estimates in the second half of the year as works are completed.

Cash receipts from investing activities are significantly lower than cash payments resulting in negative cash flow from investing activities as per budget forecast.

Overall Councils cash position at the end of October remains positive as per original budget forecast.

4. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



Payments Listing
October 2016.pdf

1. Creditors Payments Listing

Deputy Chief Executive Officer Reports

09.05.01 Deputy Chief Executive Officer Report

DEPARTMENT:	Corporate and Community Services, Human Resources, WH&S
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	8 November 2016
LINK TO COUNCIL PLAN/S:	Operational Plan

1. TOWN PLANNING SCHEME

Draft mapping for the new Town Planning Scheme has been finalized by DILGP. The final item awaiting completing is confirmation of flood heights (happening at the DILGP end). Once completed, the draft scheme will be ready for public consultation.

Council is also preparing for the transition from the Sustainable Planning Act (2009) to Planning Act (2016), which takes effect on 1 July 2017. While this transition doesn't require any significant changes to Council's new Scheme, some terminology will need to be updated to reflect changes in language between the two Acts. This is work that will be completed by an independent external contractor at the Department's expense following adoption of Council's new Scheme (expected in the first half of 2017).

2. VISITOR INFORMATION CENTRE RESTORATION

Phase 1 (waterproofing)	Completed 10 March 2016
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
Phase 3 of restoration (internal and external works)	<p>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> <p>November 2016 – Funding application to be made under Queensland Tourism Demand Driver Infrastructure fund (TDDI) 2017-18 (closing 6 December 2016)</p>

3. HUMAN RESOURCES UPDATE

Staff Changes – Departures:

Nil

Staff Changes – Appointments:

Council has internally appointed an Administration Officer – Finance and Human Resources to replace Karen McGrath. Shannon Moren was successful in her application for this role.

Vacancies:

Council will shortly advertise for casual administration staff to back-fill the gap in the administration team Shannon's move has created.

Council will need to define its expectations of the permanent Works Manager role prior to advertising this position.

IR Reform: Award Modernisation:

The Award Modernisation process is ongoing, with the LGAQ continuing to provide submissions to the QIRC in their review of the Modern Award. It is hoped that draft text of the Award (or, more likely, Awards) will be completed before the end of 2016.

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.

JCC:

JCC XXIV was held on 13 September 2016. JCC XXV in late November (date TBA as new CABT (Certified Agreement Bargaining Team) members are elected).

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 should have been received
- James Aitkens and Doug Bruce are continuing their Certificate III in Water Operations; they will undergo assessment in mid-November
- Admin office staff undertook grant writing training through GSD's ASBAS program
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

DCEO on Leave:

The DCEO will be on leave from 2 December to 16 December 2016.

4. WORKPLACE HEALTH AND SAFETY

The monthly Workplace Health and Safety report is attached. For the previous month there was one environmental incident (acid spillage at Burketown water treatment plant) and one non-work related incident (ute roll-over near Council worksite on Gregory-Camooweal Rd) reported. The WHSC's report for the month is attached.

Council has recently completed its 12-month 2015-16 Annual WHS Action Plan (AWAP); a full report should be available by the December meeting. The WHSC is also presently completing an internal audit of our WHS system.

5. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



161110 EOM and
YTD OHS Report Oct

1. WH&S Report for October 2016

Deputy Chief Executive Officer Reports

09.05.02 Local Laws - Camping Restrictions

DEPARTMENT:	Office of the Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	8 November 2016
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17 (Section 1.5)

1. PURPOSE

To propose an amendment to Council's Subordinate Local Law No. 4 to restrict or prohibit camping in Council controlled areas and create permitting conditions on camping reserves for which Council is the trustee.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Illegal camping has been raised as an issue by a number of stakeholders. Issues include:

- Illegal camping in the Gregory River
- Camping in Council road reserves (near Albert River Bridge)
- Camping on Council land/in road reserves (at Burketown Wharf)

While Council has not stated opposition to free camping as a concept – hence the establishment and ongoing improvement of the low-impact campground in Gregory – illegal camping creates several issues:

- Environmental damage from camping in non-approved areas
- Potential safety risks from camping in road reserves
- Stakeholder complaints from paid accommodation and camping provider
- Complaints from ratepayers who feel that they 'pay' for free campers to use Shire infrastructure and facilities

Council's current Subordinate Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2012 was adopted on 18 April 2013. It does not explicitly deal with camping. It does however list the erection of a structure, screen, awning or enclosure as a restricted activity in a Council controlled area. While this could include some camping activities, it lacks specificity and does not align with s4.2 of Council's Community Plan, the aims of which include: "Local subordinate legislation, by-laws and policy that is easy to access and written in plain English."

3. PROPOSAL

This report proposes that Council engage a legal professional to amend Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012 to prohibit camping in local government controlled areas and roads including:

- i) Drafting a report to Council proposing the adoption of a "Local Law Making Process" pursuant to section 29(1) of the Local Government Act 2009 (LGA);

- ii) Drafting an “Amending Subordinate Local Law”;
- iii) Providing a report to Council proposing to adopt the Amending Subordinate Local Law including a report on whether the Amending Subordinate Local Law contains any anti-competitive provisions as required under section 38 of the LGA;
- iv) Providing notice for public consultation;
- v) Providing a report to Council with recommendations on whether it should adopt the Amending Subordinate Local Law following the public consultation;
- vi) Once adopted, draft public notices to be displayed on Council’s website and any notification for the Government Gazette as required, pursuant to section 29B of the LGA;
- vii) Provide a copy of the gazette Amending Local Law to the Minister;
- viii) Draft consolidate version of Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012 and, once adopted by Council, advise the Minister.

Martin Wright, Solicitor with Preston Law, has provided the following advice:

“While the current local laws provide Council with some ability to regulate activities associated with camping (and camping on some reserves) in its local government area. It would be more desirable, and easier to enforce, to create a local law that prohibits camping, other than in a camping ground or caravan park, over the whole of Councils local government area. Signs could then be displayed at the roads entering the town (and on Councils website) advising all visitors to the area of the camping restriction.

Operationally, it would be easier to enforce a blanket camping restriction, rather than enforcing the existing local laws on a case by case basis...

There may be some areas that Council may wish to allow camping, other councils generally prohibit camping on all local government controlled areas and roads other than those areas displaying a sign allowing camping. If there are camping reserves that Council is trustee, Council will be unable to prohibit camping at those reserves, but can require a camper to obtain a permit and comply with any conditions under that permit, if the local laws are amended.”

On this basis, it is proposed that Subordinate Local Law No. 4 be amended to prohibit or restrict camping on Council controlled land and roads unless an area is specifically designated, or signed as, an approved camping area. Furthermore, Council could require campers on camping reserves – such as those around Gregory – to require permits, unless camping in (Council designed) permit-free areas.

Council will, at its discretion, be able to designate areas as approved camping areas.

4. FINANCIAL & RESOURCE IMPLICATIONS

An initial quote sought for the work outlined in section 3 suggests this will cost between \$2,500 and \$3,000 (GST exclusive). This figure may increase if there are a significant number of public submissions during the consultation process.

In terms of implementation, some signage may need to be purchased and erected to designate approved camping areas.

In terms of enforcement, Council has several options:

- i) Council staff to enforce and potentially issue infringement notices
- ii) Council to request Police to move illegal campers on

- iii) Council to authorise a third party (e.g. CLCAC Rangers) to issue infringement notices
- iv) A combination of the above

5. POLICY & LEGAL IMPLICATIONS

Chapter 3, Part 1 of the LGA is concerned with Local Laws:

28 Power to make a local law

- (1) *A local government may make and enforce any local law that is necessary or convenient for the good rule and local government of its local government area.*

29 Local law making process

- (1) *A local government may decide its own process for making a local law to the extent that the process is not inconsistent with this part.*

- (2) *A local government makes a local law by passing a resolution to make the local law.*

...

- (5) *A local government must ensure its local laws are drafted in compliance with the guidelines issued by the Parliamentary Counsel under the Legislative Standards Act 1992, section 9 for local laws and subordinate local laws.*

Having the law professionally drafted will ensure that Council meets its requirements under the LGA. This is particularly important should the Local Law ever be challenged. The process outlines in s3 above has been designed to meet Council's legislative requirements.

As indicated above, there is a community consultation process proposed in the creation of this new local law. While this is not a strict legislative requirement, it is generally accepted as good practice. The notification is typically provided through local media (in our case, website, email, Facebook, public notices). This process yields submissions, which Council is required to consider prior to adoption of any Local Law.

6. CRITICAL DATES & IMPLICATIONS

There are no firm start dates or deadlines required for this process.

The process, with appropriate Council meetings and consultation included, is expected to take approximately 3-4 months from the date of commencement.

Prior to the drafting process commencing, Council will need to designate areas where it intends to allow camping (on Council controlled land) and require or not require permits (on camping reserves for which Council is the trustee). If Council conceptually supports this initiative, the December 2016 Council meeting would be an appropriate time to confirm these areas.

7. CONSULTATION

The DCEO has consulted with Martin Wright, Solicitor of Preston Law in the development of this report and Local Law amendment process.

The DCEO and CEO discussed improved camping regulation with Traditional Owners at the CLCAC meeting in Burketown on 12 October 2016.

Information communication between Council staff, Councillors and public stakeholders has been taking place on this matter for a number of years.

8. CONCLUSION

Before enforcement of camping in the Burke Shire can take place, appropriate Local Laws are required. The process outlined in this report ensures that Council can undertake this process in a legislatively compliant manner.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. That Council endorse the engagement of a legal professional to assist Council to amend Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012, where that amendment:
 - a. Prohibits or more tightly restricts camping on Council controlled land and roads; and
 - b. Allows for introduction of camping permits on camping reserves where Council is trustee

ATTACHMENTS

Nil

10. Chief Executive Officer Reports

10.01.01 Chief Executive Officer Report

10.01.02 Conversion of Term Lease 0/209012, Lots 63 & 78 on Crown Plan B13610 to Freehold

10.01.03 Adoption of Council Meeting Dates for 2017

Chief Executive Officer Reports

10.01.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe; CEO
DATE REPORT PREPARED:	09 November 2016
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

1. INFORMATION SNAPSHOT

Issue	Comment
Cultural heritage	Disruptions due to cultural heritage matters have continued, with unexpected matters preventing commencement of fencing work at the Burketown waste management facility. Council continues to work with traditional owners and through lawyers (theirs and ours) to resolve these matters.
Development of Crimson Edge	Council's application for Ministerial exemption to sell land by private treaty has progressed at the State Department level and we expect official notice shortly. Unfortunately, a delay in approvals at Economic Development Queensland's end means that the development work will now commence after the wet season. Advertising is now planned for 2017.
Ministerial deputations – Local Government Association of QLD (LGAQ) annual conference	Council requested, and was successful in obtaining, deputations at the LGAQ conference with three ministers, one assistant minister, the Local Government Grants Commission (LGGC) and the Local Government Remuneration and Discipline Tribunal, along with a meeting in Brisbane with advisors to the Hon Curtis Pitt, Minister for Aboriginal and Torres Strait Islander Partnerships Most of the deputations focused on seeking state support to mitigate the serious economic impact of the closure of MMG's Century Zinc mine.
Beames Brook Bridge	Kristy Hows, District Director (North West), Department of Transport and Main Roads (DTMR) advised on 02 November that DTMR plan to carry out works on Beames Brook Bridge commencing on 15 November. Noting the impact of works at the bridge last year, Council has provided DTMR with information regarding communication. DTMR's response was received and distributed to Councillors on 09 November. Councillors have been invited to meet with Kristy on 10 November in Burketown.

Issue	Comment
Compliance Checklist	Nils Hay (Deputy CEO), Madison Marshall (Executive Assistant) and I completed the department of Local Government checklist of statutory requirements for keeping registers and records under the Local Government Act 2009 and Local Government Regulation 2012. The checklist report is included as an attachment. Council's level of compliance overall is strong. The checklist report notes areas for development and improvements, most notably in the area of compliance with requirements for complaints management (s181A LGA09 and s306 LGR12).

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
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 made a presentation to the ordinary meeting of Council. Completion timeframe: uncertain.	Monitor

Planning Docs	Comments	Status
Budget 2016-17	<p>21/07/16: Budget and setting of rates, fees & charges adopted for 2016-17 financial year (decision 160721.01)</p> <p>The budget is available for access online via the Burke Shire Council website, along with schedules for rates, fees and charges.</p> <p>Reviews scheduled for presentation to Council:</p> <ul style="list-style-type: none"> • Nov 2016 • Mar 2017 	On track
Business Continuity Plan & Risk Register	<p>The CRR was adopted by Council in October 2015.</p> <p>The BCP was adopted by Council in February 2016.</p> <p>The BCP was the subject of Internal Audit in May-June 2016, with a focus on sustainability.</p> <p>Executive staff have updated the risk register, and it is proposed to workshop risk at the next audit committee meeting.</p>	On track
Local Disaster Management Plan (LDMP) 2016-2017	<p>22/09/16: Council received and adopted review report and updated 2016/17 LDMG at Ordinary meeting.</p> <p>The next meeting of the LDMG is scheduled for 9am Monday 21 November 2016.</p>	On track
Audit Plan and Audit Committee	<p>Next scheduled Audit Committee meeting:</p> <ul style="list-style-type: none"> • date TBA <p><u>2015/16 Financial Year</u></p> <p>The Queensland Audit Office provided the audited financial statements for the 2015/16 financial year to the CEO and Mayor on 04 November 2016. The Mayor will present the statements to the November ordinary meeting of Council.</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>25 October 2016: Council received the draft ILUA and delegated authority to the Mayor and CEO to sign the final ILUA.</p> <p>29 October 2016: Mayor, Deputy Mayor and DCEO attended a meeting of the Waanyi People at Adels Grove for the purpose of obtaining approval for the ILUA. Solicitors acting for the Waanyi people have subsequently advised that the ILUA is provisionally approved, pending consultation with families who were not present at the meeting to confirm their consent.</p>	In progress
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>October 2016:</p> <ul style="list-style-type: none"> • The Burketown Development Committee, CEO, DCEO and GPM have been meeting weekly by teleconference with EDQ. • The lease and DMA were executed by Council in accordance with the delegation • EDQ considered tenders received for civil works • EDQ advised the committee that delays at their end would push commencement of the work into 2017, ie: after the wet season. • Council may need to redetermine its priorities under Schedule 1. of the DMA; a report will be prepared as required. • EDQ have been tracking progress of Council's request for Ministerial approval to sell land by private treaty. At the date of writing, EDQ have advised that the application has been finalised by the Minister however we await formal notification of the Minister's decision. 	On track

Current Projects	Comments	Status
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 held with funding partners to discuss proposed workplan.</p> <p>09/11/16: DTMR advised that Council's application for part funding for the carpark element under the North West Queensland Regional Roads and Transport Group (NWQRRTG) Transport and Tourism Connections (TTC) Program has been prioritised for funding (this is not yet approval). Note that if Council is successful under the LGGSP, we may need to withdraw the application for TTC funding due to the nature of the guidelines.</p> <p>Completion timeframe: November 2017</p>	On track pending progress of funding applications
Asset Management: inspections and condition assessments	<p>October 2016:</p> <ul style="list-style-type: none"> CT Management group engaged to conduct building asset condition report with Delta S software. Quotes received and being considered for RACAS condition pickup on roads before wet season. 	On track and on-going

Current Projects	Comments	Status
Waste Management and Recycling Strategy	<p>Council adopted the Waste Management and Recycling Strategy, including site based management plans for Burketown and Gregory, at the ordinary meeting on 25 October 2016.</p> <p>Doomadgee Shire Council has requested to meet with Burke Shire Council to progress plans (previously discussed and deferred) for a regional waste management facility at Doomadgee.</p> <p>A tender was awarded for fencing of the perimeter at Burketown funded under the drought communities program (DCP). However commencement has been deferred after Traditional Owners advised Council of cultural heritage matters that had not previously been raised.</p> <p>Gregory land fill is subject to land tenure. As for the Gregory WTU solar project: Council has entered into a Deed of Grant with DNRM to purchase the land and paid the appropriate deposit. Acquisition depends on negotiation of an Indigenous Land Use Agreement with the Waanyi People. Council endorsed the draft ILUA at the ordinary meeting in October 2015, and delegated authority to the Mayor and CEO to sign the ILUA. The Waanyi People provisionally approved the ILUA at a community meeting at Adels Grove on 29 October 2016 however this is pending consultation and approval from families who were not at the meeting</p>	On track and on-going
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 & 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

Current Projects	Comments	Status
Solar energy for WTP in Gregory	<p>Council has submitted funding applications under Building our Regions, and the Local Government Grants and Subsidies Program (LGGSP) for this project.</p> <p>This project is also land tenure dependent – Council has entered into a Deed of Grant with DNRM to purchase the land and paid the appropriate deposit. Acquisition depends on negotiation of an Indigenous Land Use Agreement with the Waanyi People. Council endorsed the draft ILUA at the ordinary meeting in October 2015, and delegated authority to the Mayor and CEO to sign the ILUA. The Waanyi People provisionally approved the ILUA at a community meeting at Adels Grove on 29 October 2016 however this is pending consultation and approval from families who were not at the meeting.</p>	<p>Land acquisition on track</p> <p>Project pending funding approval.</p>
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. BSC is arranging to engage with this opportunity although we will still need to arrange to transport the regulated waste.	Monitor

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
House 10: major renovations	<p>Tender documentation completed.</p> <p>Tender not yet released.</p> <p>\$200k in 2016/17 budget</p>	Monitor
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

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 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
2016-17 Review of Local Disaster Management Plan	Completed 29 Aug 2016

6. MEETINGS/CONFERENCES/DELEGATIONS

GOVERNANCE CALENDAR – 01 October 2016 to 09 November 2016			
EDQ (Economic Development QLD)	Teleconference	Weekly	Mayor, Deputy Mayor, CEO, DCEO, GPM
	Georgetown		Mayor, Deputy Mayor
Audit entry meeting	Burketown	07 October 2016	Mayor, CEO, DCEO, FM
Audit exit meeting	Burketown	12 October 2016	Deputy Mayor, CEO, DCEO, FM
CLCAC (Carpentaria Land Council Aboriginal Corp)	Burketown	12 October 2016	CEO, DCEO
GSD (Gulf Savannah Development)	Cairns	14 October 2016	Mayor, Deputy Mayor, CEO
Preston Law	Cairns	14 October 2016	Mayor, Deputy Mayor, CEO, GPM
Advisors to Hon Curtis Pitt, Minister for Aboriginal and Torres Strait Islander Partnerships	Brisbane	17 October 2016	Mayor, Deputy Mayor, CEO, GPM
LGAQ (Local Government Association of Qld) annual conference	Broadbeach	18-20 October 2016	Mayor, Deputy Mayor, CEO, GPM
Local Government Remuneration and Discipline Tribunal	LGAQ Conference Broadbeach	19 October 2016	Mayor, Deputy Mayor, CEO, GPM
The Hon Mark Bailey, MP, Minister for Main Roads, Road Safety and Ports, Minister for Energy and Water Supply	LGAQ Conference Broadbeach	19 October 2016	Mayor, Deputy Mayor, CEO, GPM

GOVERNANCE CALENDAR – 01 October 2016 to 09 November 2016			
Hon Dr Anthony Lynham, Minister for State Development and Minister for Natural Resources and Mines	LGAQ Conference Broadbeach	19 October 2016	Mayor, Deputy Mayor, CEO, GPM
Ms Jennifer Howard, Assistant Minister for Local Government	LGAQ Conference Broadbeach	19 October 2016	Mayor, Deputy Mayor, GPM
Hon Jackie Trad MP, Deputy Premier, Minister for Infrastructure, Local Government and Planning and Minister for Trade and Investment	LGAQ Conference Broadbeach	19 October 2016	Mayor, Deputy Mayor, CEO, GPM
Queensland Local Government Grants Commission	LGAQ Conference Broadbeach	20 October 2016	Mayor, Deputy Mayor, CEO, GPM
Evan Hughes (mining)	Broadbeach	20 October 2016	Mayor, Deputy Mayor, CEO
Darren Chilcott (QRA)	Burketown	25 October 2016	Council meeting
Nathan Morgan, Biosecurity	Burketown	25 October 2016	Council meeting
Waanyi PBC	Adels Grove	29 October 2016	Mayor, Deputy Mayor, DCEO
Brad Thompson, advisor to Robbie Katter, Member for Mount Isa (re briefing to the Hon Curtis Pitt)	Teleconference	30 October 2016	Mayor, Deputy Mayor, CEO, DCEO
CFMEU (Construction, Forestry, Mining & Energy Union)	Burketown	02 November 2016	CEO, DCEO
GSD management committee	Teleconference	02 November 2016	Mayor, Deputy Mayor, CEO, GPM
Planning and Development Services – North & North-West Queensland Department of Infrastructure, Local Government and Planning (Town Planning Scheme)	Teleconference	07 November 2016	CEO, DCEO
Savannah Way Tourism	Teleconference	08 November 2016	DCEO, EO
DDMG (District Disaster Management Group)	Teleconference	09 November 2016	DCEO

As requested by councillors, the rolling past calendar has been reduced to just the prior month, and a new section has been introduced for future meetings. This will be further refined over time and managed by EA Madison Marshall.

GOVERNANCE CALENDAR – FUTURE (10 Nov 2016 – 30 Nov 2016)			
EDQ (Economic Development QLD)	Teleconference	Weekly (Tuesdays unless otherwise agreed)	Mayor, Deputy Mayor, CEO, DCEO, GPM
DTMR (Dept Main Roads & Transport)	Burketown	3pm, Thu 10 November 2016	
Remembrance Day Commemoration	Burketown	11 November 2016	
JCC (Joint Consultative Committee) XXV	Burketown	10:30am, 14 November 2016	
Waanyi Aboriginal Corp	Burketown	14 November 2016	
DILGP (Dept Infrastructure, Local Govt & Planning)	Burketown	1pm, Wed 16 November 2016	
Optic Fibre Opening	Burketown	TBA	
LDMG (Local Disaster Management Group)	Burketown	9-12, Mon 21 Nov 2016	
LGCC (Local Govt Grants Commission)	Burketown	9-10:30am, Tue 22 Nov	
QRA (Qld Reconstruction Authority)	Cloncurry	10-11:30am, Thu 24 Nov	
NWQROC (Nth West Qld Regional Organisation of Councils)	Hughenden	(afternoon) Thu 24 Nov	
RRTG (Regional Roads & Transport Group)	Hughenden	(morning) Fri 24 Nov	

7. OFFICER'S RECOMMENDATION

That Council note the contents of the Chief Executive Officer's report for the month of October 2016.

ATTACHMENTS

1. Checklist report - Local Government checklist of statutory requirements for keeping registers and records under the Local Government Act 2009 and Local Government Regulation 2012



161102 Compliance
audit report - register

Chief Executive Officer Reports

10.01.02 Conversion of Term Lease 0/209012, Lots 63 & 78 on Crown Plan B13610 to Freehold

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, CEO
DATE REPORT PREPARED:	08 November 2016
LINK TO COUNCIL PLAN/S:	

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) to convert Term Lease 0/209012, Lots 63 & 78 on Crown Plan B13610 to freehold 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

At the Ordinary meeting held on Tuesday 25 October 2016, Council considered a request from DNRM to provide feedback regarding an application to renew Term Lease 0/209012, Lots 63 & 78 on Crown Plan B13610 for residential purposes. Council resolved to advise DNRM that it has no objections or feedback (decision 161025.17 copied below).

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

- 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.**

Moved: Cr Murray

Seconded: Cr Yanner

Carried 161025.17 5/0

After the CEO communicated Council's decision to DNRM, Tanya Murphy, Land Administration Officer, emailed to request that Council provide any views on the conversion to freehold of this property as the applicants have said they would like this considered.

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 to convert the land to freehold.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATION

<p><i>Land Act 1994</i> Chapter 4 Land holdings Section 166</p>	<p>166 Application to convert lease</p> <p>(1) A lessee may apply to convert (a conversion application)—</p> <p>(b) a term lease to freehold land; and</p>
<p><i>Land Act 1994</i> Chapter 4 Land holdings Section 167</p>	<p>167 Provisions for deciding application – this section states what DNRM must consider in determining whether or not to convert a lease. (167 (4) states that if the lease is in an urban area, issues not relevant to an urban area do not need to be considered.) This land is in an urban area, and relevant matters are:</p> <p>(c) whether the public interest could be adversely affected,</p> <p>(d) whether part of the lease land is needed for environmental or nature conservation purposes;</p> <p>(e) the condition of the lease land;</p> <p>(f) the extent to which the lease land suffers from, or is at risk of, land degradation;</p> <p>(g) whether the lessee has complied with, or to what extent the lessee has complied with, the conditions of the lease and with any land management agreement for the lease;</p> <p>(h) whether part of the lease land has a more appropriate use from a land planning perspective;</p> <p>(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;</p> <p>(j) whether part of the lease land is needed for a public purpose;</p> <p>(k) the most appropriate form of tenure for the lease land;</p> <p>(l) the lessee’s record of compliance with this Act;</p> <p>(m) the natural environmental values of the lease land.</p>
<p><i>Land Act 1994</i> Chapter 4 Land holdings</p>	<p>Section 168 – requires CEO [DNRM] to give notice of conditions of offer</p> <p>Section 169 – refers to conditions that DNRM may apply to the offer</p> <p>Section 170 – refers to the purchase price (which may have been stated in the lease to be converted, or will be decided by regulation)</p> <p>170 Purchase price if deed of grant offered</p> <p>(1) Unless a price or formula has already been stated in the lease to be converted, the purchase price is the amount decided by the chief executive [DNRM] in the way prescribed by regulation.</p> <p>Sections 171 and 172 – deal with acceptance of the offer, and issuing of new tenure.</p>

6. CRITICAL DATES & IMPLICATIONS

As previously reported, the original correspondence was delivered to Council in May 2016 but was not actioned at the time. DNRM then emailed a reminder to office@burke.qld.gov.au on 15 September 2016 with an extension to respond no later than close of business on 25 October 2016.

The lease was due to expire on 30 September 2016 hence it is timely for Council to consider at today's meeting whether it has any views to provide to DNRM regarding conversion of this term lease to freehold.

7. CONSULTATION

DNRM

8. CONCLUSION

Council has the opportunity to review and provide comment on this application to DNRM for conversion of a term lease to freehold. 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 convert Term Lease 0/209012 - Lots 63 & 78 on Crown Plan B13610 - to freehold 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 | |
| 4. Email from Tanya Murphy dated 02 November 2016 | | 
Email from Tanya
Murphy.pdf |

Chief Executive Officer Reports

10.01.03 Adoption of Council Meeting Dates for 2017

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe; CEO Prepared by: Madison Marshall, Executive Assistant
DATE REPORT PREPARED:	9 November 2016
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan

1. PURPOSE

To present and adopt proposed council meeting dates for 2017.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has previously held their Council Meetings on the third Thursday of each month, with the exception of the December meeting being held a week earlier to complete business before the shutdown period.

3. PROPOSAL

That Council continues to hold ordinary meetings on the third Thursday of each month commencing at 9am, with the exceptions noted below for the reasons noted below.

January	Thursday 19	
February	Thursday 16	
March	Thursday 16	
April	Thursday 20	<i>This date should be fine. Easter is 14-17.</i>
May	Thursday 18	
June	Thursday 15	
July	Thursday 20	
August	Thursday 17	
September	Thursday 21	
October	Thursday 12	<i>LGAQ conference 16-18</i>
November	Thursday 16	
December	Thursday 07	<i>Likelihood that Council offices will close on Friday 15 December 2017 for the Christmas shut-down period (returning Tuesday 02 January 2018)</i>

4. FINANCIAL & RESOURCE IMPLICATIONS

This is budgeted for in Council's normal operations.

5. POLICY & LEGAL IMPLICATIONS

<p>Local Government Regulation 2012</p> <p>Chapter 8 Administration</p> <p>Part 2 Local government meetings and committees</p> <p>257 Frequency and place of meetings</p>	<p>257 Frequency and place of meetings</p> <p>(1) A local government must meet at least once in each month.</p> <p>(2) However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.</p> <p>(3) All meetings of a local government are to be held—</p> <p style="padding-left: 40px;">(a) at 1 of the local government’s public offices; or</p> <p style="padding-left: 40px;">(b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.</p>
<p>Local Government Regulation 2012</p> <p>Chapter 8 Administration</p> <p>Part 2 Local government meetings and committees</p>	<p>258 Notice of meetings</p> <p>(1) Written notice of each meeting or adjourned meeting of a local government must be given to each councillor at least 2 days before the day of the meeting unless it is impracticable to give the notice.</p> <p>(2) The written notice must state—</p> <p style="padding-left: 40px;">(a) the day and time of the meeting; and</p> <p style="padding-left: 40px;">(b) for a special meeting—the business to be conducted at the meeting.</p> <p>(3) A special meeting is a meeting at which the only business that may be conducted is the business stated in the notice of meeting.</p> <p>(4) Despite subsection (1), the written notice must be given to each councillor of an indigenous regional council at least 4 days before the day of the meeting unless it is impracticable to give the notice.</p> <p>(5) The written notice may be given to a councillor by sending the notice to the councillor electronically.</p>

<p>Local Government Regulation 2012</p> <p>Chapter 8 Administration</p> <p>Part 2 Local government meetings and committees</p> <p>277 Public notice of meetings</p>	<p>277 Public notice of meetings</p> <p>(1) A local government must, at least once in each year, publish a notice of the days and times when—</p> <p style="padding-left: 40px;">(a) its ordinary meetings will be held; and</p> <p style="padding-left: 40px;">(b) the ordinary meetings of its standing committees will be held.</p> <p>(2) The notice mentioned in subsection (1) must be published—</p> <p style="padding-left: 40px;">(a) in a newspaper circulating generally in the local government’s area; and</p> <p style="padding-left: 40px;">(b) on the local government’s website.</p> <p>(3) The local government must display in a conspicuous place in its public office a notice of the days and times when—</p> <p style="padding-left: 40px;">(a) its meetings will be held; and</p> <p style="padding-left: 40px;">(b) meetings of its committees will be held.</p> <p>(4) The local government must immediately notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified.</p> <p>(5) A list of the items to be discussed at a meeting mentioned in subsection (3) must be available for inspection at the time the agenda for the meeting is made available to councillors.</p> <p>(6) The local government may publish the list of items to be discussed at a meeting, including any details or documents relating to an item, on the local government’s website.</p> <p>(7) Subsection (5) does not affect the right to discuss or deal with, at any meeting, items arising after the agenda for the meeting is made available to councillors.</p>
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6. CRITICAL DATES & IMPLICATIONS

It is timely to decide the meetings now, in order to advertise the public notice of meetings for next year as required under section 277 of the Local Government Regulation 2012.

7. CONSULTATION

- CEO
- LGAQ

8. CONCLUSION

The dates have been presented based on previous Council decisions to hold meeting on the third Thursday of each month, and adjusted where known matter warrant a different schedule.

9. OFFICER’S RECOMMENDATION

1. That Council note the contents of the report; and

2. That Council adopts the dates below for the Ordinary Meetings of Council in 2017:-

January	Thursday 19
February	Thursday 16
March	Thursday 16
April	Thursday 20
May	Thursday 18
June	Thursday 15
July	Thursday 20
August	Thursday 17
September	Thursday 21
October	Thursday 12
November	Thursday 16
December	Thursday 07

ATTACHMENTS

Nil

11. Closed Session Reports

11.01 Closed Session - 16-19 Backhoe Tender

11.02 Closed Session - 16-17 Smooth Drum Roller Tender

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

11.04 Closed Session - Allocation of Council Accommodation

12. Late Item Reports

12.01 Asset and Services Management Policy and Strategy

12.02 History of the Burke Shire Project

12.03 Joint Reseals

12.04 Statement of intent (SOI)

12.05 2015-16 Financial Statements

12.06 Adoption of the 2015-16 Burke Shire Council Annual Report

Late Item Reports

12.01 Asset and Services Management Policy and Strategy

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Philip Keirle; Governance and Projects Manager
DATE REPORT PREPARED:	10 November 2016
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17

1. PURPOSE

To review two key components of Council's Asset & Service Management Framework:

- FIN-POL-011 Asset & Services Management Policy
- FIN-STR-001 Asset Management Strategy

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted FIN-STR-001, the Asset & Services Management Strategy for the first time in at the Ordinary Council meeting in November 2015.

Council adopted a revised version of FIN-POL-011, the Asset & Services Management Policy at the Ordinary Council meeting in November 2015.

Both documents were developed by Council management in consultation with CT Management Group.

The Asset Management Policy details the guiding principles for Council's approach to Asset Management.

The Asset Management Strategy looks more closely at the myriad components of an effective Asset Management system and elaborates the guiding principles for each of these components: asset acquisitions and disposals, decision-making frameworks, whole-of-life costings, asset renewal programs, modelling of operational and maintenance budgets for asset classes.

3. PROPOSAL

That Council adopts the Asset & Services Management Policy as submitted.

That Council adopts the Asset & Services Management Strategy as submitted.

4. FINANCIAL & RESOURCE IMPLICATIONS

The 2016-2017 budget provides an allocation for Asset Management. This budget is allocated toward:

- Review of Asset Management policies, strategies and plans;
- Maintenance of Council's Asset Management system; and
- Development and maintenance of Council's GIS systems.

5. POLICY & LEGAL IMPLICATIONS

The Local Government Regulation 2012 (ss. 167-168) identifies the requirement that Council's prepare and adopt a long-term asset management plan. Council most recently completed the review and adoption of the BSC Asset & Services Management Plan in November 2016.

In practice, the plan is one component of a suite of documents and organisational practices required to effectively manage a Council's assets and the services that these assets deliver. The Asset & Services Management Policy and the Asset & Services Management Strategy are important components of this suite of documents.

6. CRITICAL DATES & IMPLICATIONS

Council has committed to reviewing the following document on an annual basis:

- Asset & Services Management Policy.
- Asset & Services Management Strategy.

7. CONSULTATION

Consultation has taken place with the following organisations:

- Internal
- CT Management Group

8. CONCLUSION

The annual review of core asset and services management documentation – plans, policies, strategies – is important to ensure that the vocabulary as well as the principles and practices of asset and services management are under consistent review and subject to regular discussion.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. That Council receives and adopts the Burke Shire Council Asset Management Policy; and
3. That Council receives and adopts the Burke Shire Council Asset management Strategy.

ATTACHMENTS

1. Burke Shire Council Asset Management Policy



FIN-POL-011 Asset
and Services Manage

2. Burke Shire Council Asset management Strategy



FIN-STR-001 Asset
and Services Manage

Late Item Reports

12.02 History of the Burke Shire Project

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Philip Keirle; Governance & Projects Manager
DATE REPORT PREPARED:	10 November 2016
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17

1. PURPOSE

To consider the allocation of additional funding toward the History of the Burke Shire Project in order to progress the publication of this item in book form.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council commissioned Dr. Richard Martin and Professor David Trigger of the University of Queensland to conduct research and complete a manuscript on the History of the Burke Shire in 2014 at a cost of \$40,000. The final draft of this document was forwarded to Council on 29 February 2016. Copies were circulated to Councillors in April 2016.

Council secured \$16,000 in funding through the Historypin grant, which was used to engaged UQ's Hilda McLean to conduct additional further archival work into the Shire's WWI and WWII history:<https://www.historypin.org/en/first-world-war-centenary/memories-for-a-new-generation/burke-shire-remembers-2/geo/-18.278977,139.089678,7/bounds/-22.515159,135.749834,-13.936801,142.429522>)

Since receipt of the manuscript, Burke Shire and Dr. Richard Martin have sought likely costings from publishers as well as an indication as to whether a publisher would publish the book and under what conditions. Following receipt of interest and a quote from Allen & Unwin, Dr. Martin has sought an indication from Council as to its willingness to proceed.

3. PROPOSAL

That Council considers costs associated with proceeding to publication stage for the History of the Burke Shire project.

That Council endorses an allocation of \$50,000 for the publication of:

- At least 1,000 soft cover editions and 100 hard cover editions; or
- At least 1,100 hard cover editions.

4. FINANCIAL & RESOURCE IMPLICATIONS

The only quote received to date from a publisher prepared to publish the book is attached:

- \$50,000: for 1,000 soft cover editions & 100 hard cover editions (published locally); or
- \$50,000: for 1,100 hard cover editions (published abroad).

5. POLICY & LEGAL IMPLICATIONS

Budgets amendments are to take place in line with section 170(4) of the Local Government Regulation 2012. This obliges Council to make no amendments to rates and services charges and to comply with section 169 of the Local Government Regulation 2012, which establishes the process for adopting the initial budget.

Key items include:

- Updating the following statements for the current and next 2 financial years for:
 - o Financial Position
 - o Cash Flow
 - o Income and Expenditure
 - o Changes in Equity
- Updating relevant measures of financial sustainability for the current year and the next 9 financial years;

Council's Operational Plan 2016-17 anticipates that a budget update and amendment process take place in November 2016.

6. CRITICAL DATES & IMPLICATIONS

15 November 2016

7. CONSULTATION

University of Queensland

Internal: Councillors and other reviewers

8. CONCLUSION

If the long-term goal of commissioning the manuscript for the History of the Burke Shire remains the production of this work in book form, it would be appropriate to make a budgetary allocation toward this item.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council endorses a budget allocation of \$50,000 toward the publication of the History of the Burke Shire project.

ATTACHMENTS



Burke Shire history
Allen Unwin publishing

1. Allen & Unwin Quote

Late Item Reports

12.03 Joint Reseals

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Ray Egan; Acting Works Manager
DATE REPORT PREPARED:	8 November 2016
LINK TO COUNCIL PLAN/S:	Asset Management Plan, Works Program Plan

1. PURPOSE

That Burke Shire Council considers an invitation to participate in the 2016/2017 Joint Bitumen Reseal Program as proposed by North West Queensland Regional Roads and Transport Group (NWQRRTG).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

It is noted in the minutes of The North West Queensland Regional Roads and Transport Group (NWQRRTG) Dated Friday 9th September 2016 that all Councils agreed to investigate the possibility of a joint tender for all sealing works in 2016/2017.

Gerard Read advised that he will be requesting 2016/2017 seal details from each council in the near future.

From the perspective of Burke Shire Council, participation in the join reseal program is complicated especially due to the need to keep a rigid timeframe:

- Difficulty in having NDRRA / TIDS work occurring simultaneously
- Project management
- It will make changes to the 5 year roads program more difficult if priorities or prices on any other project change.
- We need to be mindful of any NDRRA works around the reseals and make sure that there are no clashes.
- Generally the council will still have to prepare the road, i.e. remove vegetation, dirt etc. as a joint reseal project will likely not include that.
- When the Outback RRTG organised a joint reseal program, the prices were reportedly similar as if each council organised their own. We were told that their prices were minimised already, so the only advantage was establishment costs, which requires a rigid program so that the resealing contractor could go from one council to the next without any flexibility around timeframes.

3. PROPOSAL

The North West Queensland Regional Roads and Transport Group (NWQRRTG) has proposed that Burke Shire Council along with other members participate in the 2016/2017 Joint Bitumen Reseal Program.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council has a budget for Annual resealing program

Resealing program is part of Councils five year program

I feel that there will be no financial benefit to council by locking into a joint bitumen reseal program with NWQRRRTG at this stage as it would lock Councils budget in for each year therefore not giving Council flexibility to make strategic adjustments to the council resealing program.

5. POLICY & LEGAL IMPLICATIONS

Council does not have a sealing policy therefore there is no policy implications.

6. CRITICAL DATES & IMPLICATIONS

Deadline for this decision is NWQROC Technical Committee meeting day Friday 10th February 2016.

7. CONSULTATION

Consultation with George Bourne and Associates

8. CONCLUSION

That Burke Shire Council does not participate in the TIDs Joint Reseal works. This would lock Burke Shire Council into a contract that would not enable us to alter the works if our priorities and budget outlook changed due to unforeseen circumstances.

Importantly, Burke Shire Council has already completed the 2016/2017 sealing program as per council's schedule of works.

9. OFFICER'S RECOMMENDATION

1. That Council notes the content of this report and informs the North West Queensland Regional Roads and Transport Group (NWQRRRTG) that it will not participate in the Joint Reseal Program.

ATTACHMENTS

Nil

Late Item Reports

12.04 Statement of intent (SOI)

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Ray Egan Acting Works Manager
DATE REPORT PREPARED:	Tuesday November 8 th 2016
LINK TO COUNCIL PLAN/S:	5 year road program, annual budget, long term financial forecast, asset management plan, corporate plan, operational plan.

1. PURPOSE

That council consider the draft SOI (Statements of Intent) to have these roads added to the LRRS (Local Roads of Regional Significance).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

To ensure the RRTG (Regional Road Transport Group) understands the function of the roads in the LRRS (Local Roads of Regional Significance) network, each road needs to be assessed to determine if it meets the RRTG's (Local Roads of Regional Significance) regional objectives. Consideration should be given to the current condition of the road and what standard the road should be in to enable it to deliver the service that it or will be required of it.

A statement of intent documents this process as the SOI outlines a road or link's existing condition and function as well as the road or link's future function and likely 20 year vision. The Collated SOI (Statements of Intent) for each of the LRRS (Local Roads of Regional Significance) will form the basis of the investment strategy document for the RRTG.

3. PROPOSAL

It is proposed that council review the draft statements of intent as presented at the November ordinary meeting and provide feedback. These roads and transport infrastructure are proposed for inclusion on the LRRS (local roads of regional significance) network. Review updated and new SOI's (Statement of Intent) to be added to the LRRS (Local Regional Roads of Significance).

4. FINANCIAL & RESOURCE IMPLICATIONS

Local roads that are endorsed as roads of regional significance are eligible for funding under the TIDS (transport infrastructure development scheme).

5. POLICY & LEGAL IMPLICATIONS

Refer attachments for full policy details.

6. CRITICAL DATES & IMPLICATIONS

There will be a collective review on the LRRS at the February 2017 meeting (Date not Set) Technical committee Meeting.

All information must be submitted before Friday 20 January 2017.

7. CONSULTATION

Consultation has been with:

Keith Luckhurst; Civil Engineer (George Bourne & Associates) Consulting Engineers

Gerard Read; Technical Coordinator – North West Queensland Regional Roads & Transport Group

Burke Shire Councils; Senior Staff

8. CONCLUSION

SOIs are presented for roads already on the LRRS network, with the addition of Gregory and Burketown airport (NB it is proposed that the wharf be included and draft SOI for the wharf will be presented to the December meeting).

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council will nominate the following new roads or transport infrastructure for inclusion on the LRRS network:
 - a. Truganini Road
 - b. Burketown Airport and Road
 - c. Gregory Airport and Road
 - d. Burketown Wharf Infrastructure
3. That Council reviews the draft statements of intent (and nominations as applicable) for the following roads and provides feedback to staff:
 - a. Burketown Airport Road
 - b. Doomadgee East Rd
 - c. Doomadgee West Rd
 - d. Floraville Rd
 - e. Gregory Airport Rd
 - f. Gregory Lawn Hill Rd
 - g. Lawn Hill Road
 - h. Riversleigh Road
 - i. Truganini Road
4. That Council intends to adopt finalised statements of intent at the December ordinary meeting of council for submission to the North West Queensland Regional Road Transport Group (NWQTTRG)

ATTACHMENTS

Statements of Intent:

1. Burketown Airport Rd Statement of Intent –



Burketown Airport
Rd Statement of Inte

2. Doomadgee East Rd Statement of Intent –



Doomadge East Rd
Statement of Intent 2

3. Doomadgee West Rd Statement of Intent –



Doomadge West Rd
Statement of Intent 2

4. Floraville Rd Statement of Intent –



Floraville Rd
Statement of Intent 2

5. Gregory Airport Rd Statement of Intent –



Gregory Airport Rd
Statement of Intent 2

6. Gregory Lawn Hill Rd Statement of Intent –



Gregory Lawn Hill Rd
Statement of Intent 2

7. Lawn Hill Rd Statement of Intent –



Lawn Hill National
Park Rd Statement of

8. Riversleigh Rd Statement of Intent –



Riversleigh Rd
Statement of Intent 2

9. Truganini Rd Statement of Intent –



Truganini Rd
Statement of Intent 2

Nomination forms:

10. NWQRRTG LRRS Nomination Burketown Airport Rd –



NWQRRTG - LRRS
Nomination Burketown

11. NWQRRTG LRRS Nomination Gregory Airport Rd –



NWQRRTG - LRRS
Nomination Gregory A

12. NWQRRTG LRRS Nomination Truganini Rd –



NWQRRTG - LRRS
Nomination Truganini

Policy documents (RTA)

13. TIDS Policy 2011 –



TIDS Policy 2011.pdf

14. RTA Operational Guidelines 2016 –



RTA - Operational
Guidelines - 2016.pdf

15. Roads & Transport Alliance and NQWRRTG Information –



Roads & Transport
Alliance & NWQRRTG

Late Item Reports

12.05 2015-16 Financial Statements

DEPARTMENT:	Office of the Mayor
RESPONSIBLE OFFICER:	Mayor Ernie Camp Report submitted by CEO on behalf of the Mayor
DATE REPORT PREPARED:	Friday 11 November 2016
LINK TO COUNCIL PLAN/S:	Operational Plan, Local Government Regulation

1. PURPOSE

To adopt Council's 2015-2016 Financial Statements, Current Year Sustainability Certificate and Long Term Sustainability Certificate and accept the Auditor-Generals Audit report.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

A local government's general purpose financial statement and current-year financial sustainability statement for a financial year must be given to the auditor-general for auditing.

Also, a local government's long-term financial sustainability statement for the financial year must be given to the auditor-general for information.

The audit for the 2015 -2016 financial year was undertaken by Queensland Audit Office

Council completed the auditing of the 2015-16 Financial Statements within the timeframes outlined in the Local Government Regulation 2012. Council has completed the auditing of its financial statements within the outlined timeframes for the past two consecutive years. Council received the Auditor- Generals observation report.

The Mayor must upon receipt of the Auditor- Generals observation report about an audit of a local government's financial statements present a copy of the report at the next ordinary meeting of the local government.

3. PROPOSAL

That Council adopts the 2015-16 Financial Statements, the Current Year Financial Sustainability Certificate and the Long Term Sustainability Certificate.

That Council accepts the Auditor- Generals 2015-16 Audit report.

4. FINANCIAL & RESOURCE IMPLICATIONS

The costs of the external audit are budgeted for each year. The costs for the 2015-2016 audit are significantly lower than the previous year reflective of improvements and consistency within the finance department.

5. POLICY & LEGAL IMPLICATIONS

Each financial year Council's financial statements must be audited. Sections 212-213 of the Local Government Regulations 2012 govern the auditing requirements for Council:

212 Auditing of financial statements by auditor-general

- (1) A local government's general purpose financial statement and current-year financial sustainability statement for a financial year must be given to the auditor-general for auditing.
- (2) Also, a local government's long-term financial sustainability statement for the financial year must be given to the auditor-general for information.
- (3) The financial statements mentioned in subsections (1) and (2) must be given to the auditor-general by a date agreed between the chief executive officer and the auditor-general.
- (4) The date agreed under subsection (3) must allow the audit of the financial statements, and the auditor-general's audit report about the statements, to be completed no later than 4 months after the end of the financial year to which the statements relate.
- (5) The financial statements given to the auditor-general must be accompanied by a certificate in the approved form given by the mayor and chief executive officer, certifying whether, in their opinion—
 - a) in relation to the general purpose financial statement—
 - i) any requirements prescribed under the Act or another Act for establishing and keeping the local government's accounts have been complied with in all material respects; and
 - ii) the statement presents a true and fair view, in compliance with the prescribed accounting standards, of the local government's transactions for the financial year and financial position at the end of the year; and
 - b) in relation to the current-year financial sustainability statement and the long-term financial sustainability statement—the statements have been accurately calculated.
- (6) Subsection (7) applies if the Minister considers there are extraordinary circumstances that make it impractical for a local government to give the auditor-general its financial statements by a date that would allow the audit and report to be completed within the time stated in subsection (4).
- (7) The Minister may, by notice to the local government, decide later dates by which the statements must be given and the audit and report must be completed.

213 Presentation of auditor-general's observation report

- (1) This section applies if the auditor-general gives the mayor of a local government a copy of the auditor-general's observation report about an audit of the local government's financial statements.
- (2) An auditor-general's observation report, about an audit of a local government's financial statements, is a report about the audit prepared under section 54 of the Auditor-General Act 2009 that includes observations and suggestions made by the auditor-general about anything arising out of the audit.

- (3) The mayor must present a copy of the report at the next ordinary meeting of the local government.

Auditor General Act 2009 S40 and 54	<p>40 Audit of public sector entities</p> <p>(1) The auditor-general must—</p> <p>(a) audit the annual financial statements of a public sector entity; and</p> <p>(b) prepare an auditor’s report about the financial statements.</p> <p>54 Report on audit</p> <p>(1) The auditor-general may prepare a report on any audit conducted under this Act.</p> <p>(2) An authorised auditor, other than the auditor-general, must give the auditor-general a report on every audit conducted by the authorised auditor.</p> <p>(3) A report under subsection (1) or (2) may contain observations and suggestions about anything arising out of the audit.</p>
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6. CRITICAL DATES & IMPLICATIONS

24 October 2016: Mayor and CEO sign 2015-16 Financial Statements, Current Year Sustainability Certificate and Long Term Sustainability Certificate.

15 November 2016: upon receipt of the Auditor-General’s audit report, the Mayor is required to present this report at the next ordinary meeting of Council. This is presented within.

15 November 2016: Council adopts the 2015-16 Annual Report at the Ordinary Council meeting.

7. CONSULTATION

QAO: external audit

8. CONCLUSION

Council has met all legislated deadlines in relation to the preparation and auditing of its Financial Statements for financial year 2015-16.

9. OFFICER’S RECOMMENDATION

1. That Council notes the contents of the 2015-16 Financial Statements, Current Year Sustainability Certificate and Long Term Sustainability Certificate.
2. That Council resolves to accept the 2015-16 Financial Statements, Current Year Sustainability Certificate and Long Term Sustainability Certificate.
3. That Council notes the contents of the Auditor –Generals audit report
4. That Council resolves to accept the 2015-16 Auditor –Generals audit report

ATTACHMENTS INCLUDE

- Burke Shire Council 2015-16 audited Financial Statement
- Burke Shire Council Current Year Sustainability Certificate and Long Term Sustainability Certificate.
- Auditor Generals Audit report
- Burke Shire Council audited Roads to Recovery Certificate
- Letter to Mayor



2016-4001 Burke Shire Council - Financial Statement



2016-4001 Burke Shire Council - R2R Certificate



16-4001 Burke Shire Council - transmittal letter

Late Item Reports

12.06 Adoption of the 2015-16 Burke Shire Council Annual Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe; Chief Executive Officer
DATE REPORT PREPARED:	11 November 2016
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To submit the Annual Report for 2015-2016 to Council for consideration and adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Queensland Audit Office signed off on Council's 2015-2016 Financial Statements on 02 November 2015.

The Mayor will present the statements to Council at the Ordinary meeting on 11 November 2016.

In order to comply with timeframes for adopting Annual Reports, as outlined in the Local Government Regulation 2012, the Annual Report 2015-16 is presented at the same meeting.

3. PROPOSAL

That Council receives and adopts the 2015-16 Annual Report.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no direct financial and resource implications associated with this report. Of course, resources are required to generate the report and the failure to deliver the report according to prescribed timeframes may lead to reputational damage that has financial implications.

5. POLICY & LEGAL IMPLICATIONS

There are numerous content requirements for the Annual Report of a local government. These are outlined in the Local Government Act 2009 and in the Local Government Regulation 2012.

Local Government Act 2009 – Section 201

Local Government Regulations 2012 – Sections 181-190

6. CRITICAL DATES & IMPLICATIONS

As outlined in the Local Government Regulation 2012, the Annual Report is required to be adopted within 30 days of the receipt of the audited Financial Statements. Accordingly, it would be appropriate for Council to adopt the Annual Report 2015-2016 on or before 01 December 2016.

7. CONSULTATION

- Queensland Audit Office

- CEO and executive staff

8. CONCLUSION

The Annual Report for 2015-2016 presents the Community Financial Report, the audited financial statements and reports Council's achievements against the Corporate and Operational Plans. It also reports on matters that are prescribed in the *Local Government Act 2009* and the Local Government Regulation 2012.

Pleasingly, the audit is once again unqualified, and Council has achieved an impressive array of projects and governance improvements despite limited and diminishing resources.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. That Council adopts the 2015-2016 Annual Report as presented.

ATTACHMENTS



2015-16 Annual
Report draft .pdf

1. 2015-16 Annual Report

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

No deputations or presentations were scheduled for the meeting at the time of agenda preparation.

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 8 December 2016.