



Agenda and Business Papers Burke Shire Council Ordinary General Meeting Thursday 08 December 2016 9.00am Council Chambers

9.00am	Opening of Meeting
10.00am to 10.40am	Carpentaria Land Council Aboriginal Corporation
10.40am to 11.00am	Morning Tea
11.00am to 11.45am	Alan Morton
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 Ray Egan; Works Manager Brett Harris; Workshop and Fleet Manager Simbarashe Chimpaka; Finance Manager Martin Powley; Executive Officer Madison Marshall; Executive Assistant (Minutes)
On Leave	Nils Hay; Deputy CEO

03. Prayer

Led by Cr Murray

04. Consideration of applications for leave of absence

None received at close of agenda.

05. Confirmation of minutes of previous meeting(s)

05.01 General Meeting Tuesday 15 November 2016

That the Minutes of the General Meeting of Council held on Tuesday 15 November 2016 as presented be confirmed by Council.



161115 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 09.01.02 Amend 5 year road program - RRTG/TIDS - bring forward \$133,000 to 16-17 09.02.01 Workshop and Fleet Report 09.03.01 Executive Officer Report 09.04.01 Finance Report 09.05.01 Deputy Chief Executive Officer Report 09.05.02 Reconfiguring a Lot - Lot 154 & 155 B1364</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:	29 November 2016
LINK TO COUNCIL PLAN/S:	Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include:

- Camooweal Road Resheeting Guide and sign replacement – Completed
- Wills Development Road – Shoulder Maintenance Completed
- Burketown Landfill Fencing Project still not completed due to Cultural Heritage Issues
- Cleaning up of storage area beside WTP ongoing
- Investigate construction of hardstand area for plant storage during wet season to free up space in depot ongoing hard stand area at SES shed identified and to be investigated.
- Cyclone Clean up Burketown and Gregory.
- Cut off shoves Will Development road and seal with jetpatcher.
- 8 mile floodway refilled erosion install Gabion baskets and fill with 200mil rock for erosion protection.
- Maintenance Grade Escott Road
- Install Camera at Albert Bridge.
- Install Xmas lights and banners.
- Purchased Gregory Depot Office Donga.
- 4 employees completed Airport Reporting Officer (ARO) and 3 employees completed CASA Radio licences.
- Traffic Management registration Scheme Completed
- Remove overhanging tree branches on bridge Albert River
- Bowthorn Station boundary query – unable to meet with applicant until he returns next year.

Works for upcoming month - Road Crew

- Heavy patching of potholes in Gregory
- Repair works to Gregory Airport using 7mil aggregate
- On going Road Maintenance Sealed and unsealed

RMPC

- Camooweal Road works completed for this year
- Wills Development Road works as required

2016-17	Allocation	Claim 4	Funds Remaining
Schedule 1	\$242,190.64	\$11,725.74	\$180,946.65
Schedule 2	\$390,809.36	\$18,449.84	\$278,823.17
Schedule 3	\$211,999.99	\$37,195.20	\$49,787.59
Schedule 4	\$11,000.00		\$11,000.00
Schedule 5	\$37,500.00		\$14,375.00
Schedule 6	\$2,000.00		\$2,000.00
Total	\$895,499.99	\$67,304.78	\$536,998.41

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

<u>Sites Visited</u>	<u>Report</u>
China wall	1 Bin at the fishing site.
Beamesbrook Crossing	1 Bin very little use now access has been restricted to vehicles.
Gregory Crossing	Dump skip back in place – looks like being used by contractors from the road house.

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

Animal Control

- Dog trap sent to Gregory for use by the Gregory caretakers – nothing caught yet.
- 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

This period included	
Gregory Downs	2250 kg
Lawn hill / Riversleigh	1650 kg
Total	8600 kg for second round

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.
- Treated grass and weeds growing through bitumen on the Airport main runway, around runway lights, taxi way and apron edges and lights – still too do gables and under windsocks – currently too wet.
- 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 Airport reporting officer and CASA Radio operators licence training
- Completed assessment questions for Traffic Management design qualifications – advised that assessment will not be marked until the 23rd December.
- 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.
- Obtained prices for a thermal mosquito fogger and mister Burketown and a mosquito mister for Gregory – items ordered. Operating procedures have been completed for each.
- Council report for Southern gulf Pest taskforce meeting sent to Nathan Morgan.
- Traffic plan for RMPC work on shoulders Wills Development road.

Traffic Counters

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

Placement of Traffic Counter	Count Date From - To	Total count of vehicles
Before Century	22 Mar 16 -	11700
After Century	22 Mar 16 -	6159
Before Adels	24 Mar 16 -	9920
After Adels – Nat Park road	2 Sept 16 -	12397
Truganini	14 Mar 16 -	54742
Floraville	21 Sept 16 -	15891
Hay Farm – Camooweal road	22 Mar 16 -	69186

Placement of Traffic Counter	Count Date From - To	Total count of vehicles
Doomadgee East	27 Jun 16 -	42833
Doomadgee West	8 Mar 16 -	15703

3. PARKS AND GARDENS

- Tree trimming has occurred at the SES, Morning Glory Park and at Council Properties
- Poisoning of weeds under the Pensioners Units
- Skip bins moved for wet season to enable access to bins
- Septic pump outs occurring when and where required
- Swimming pool required maintenance to the pumps this has been completed

4. HOUSING/BUILDING MAINTENANCE

- Investigation and pricing for the new office at the Gregory depot has been very time consuming however the order is placed and the anticipated delivery date is the first week of December weather permitting.
- Organising the painting of 3 BS properties order in works anticipated start time 30th November
- Meeting with Building Asset Services (BAS) developing scopes for works required
- Purchase of asset management software and complete building inspections of all properties will occur in the near future – pending availability of contractors.
- Investigating and sourcing prices for SES / VMR refurbishment
- Quote and scope being investigated for house 17 sewage issues
- General maintenance occurring when required

5. UTILITIES

James Aitkens and Doug Bruce have now completed their Cert 3 in Water and Sewer Plant operations. William Oldroyd from Simmons & Bristow was on site to complete their training and a improvement report on Water and Sewer Treatment Plants.

Burketown & Gregory Water Treatment monthly usage November 2016

DAILY READING WTP BURKETOWN –TOTAL USAGE – 14088 KL		
November 2016	DAILY USAGE	OUTFLOW TO TOWN LITRES/SECOND
HIGHEST DAILY USAGE	910 kl	Avg –13.09 L p/s
LOWEST DAILY USAGE	206 kl	Avg – 2.09 L p/s

DAILY READING WTP GREGORY–TOTAL USAGE – KL		
November 2016	DAILY USAGE (KL)	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

- Plant is operating well.
- SCADA is down due to upgrade on NBN sky muster satellite. There should be a technician on site to upgrade within the next 2 weeks, late November or early December 2016.
- Water sample for e-coli passed.
- Quarterly metals sample failed with an abnormal lead reading in October. The follow up Metals test around town proved clear. This was part of the weekly testing sent to CRC and all samples were given the all clear. We can now close incident.

Water Reticulation Gregory

- All operating well.
- Flushing on Water mains ongoing. Becoming more frequent as water usage has slowed down around town.

Sewerage:

- Sewerage samples failed on Total Dissolved Solids.34 mg/l guideline 30 mg/L. Sewerage Samples are improving all the time.

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
415689	Total Coliforms	09-11-2016	Burke Shire Treated Effluent	< 1000 CFU/100ml	10 CFU/100mL	< 10	
415689	BOD Biochemical Oxygen Demand	09-11-2016	Burke Shire Treated Effluent	< 20 mg/L	15 mg/L	<2	
415689	Total Suspended Solids	09-11-2016	Burke Shire Treated Effluent	< 30 mg/L	34 mg/L	<1	X
415689	Total Chlorine	09-11-2016	Burke Shire Treated Effluent	< 1mg/l	0.03mg/L	<0.01	
415689	Free Chlorine	09-11-2016	Burke Shire Treated Effluent	<1 mg/l	0.03 mg/L	<0.01	
415689	Electrical Conductance	09-11-2016	Burke Shire Treated Effluent	<1600 uS/cm	760 uS/cm	.1	
415689	PH Physical Properties	09-11-2016	Burke Shire Treated Effluent	6.5-8.5	8.1	<0.1	
415689	TP Nutrients & Anions	10-11-2016	Burke Shire Treated Effluent	< 30mg/L P	5.1mg/L P	<0.25	
415689	TN Nutrients & Anions	10-11-2016	Burke Shire Treated Effluent	< 40 mg/LN	11mg/L N	<0.5	

Statewide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total (Nov 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	0	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	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	0	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	0	4

Burketown Water Treatment

- As of the 25th November we only used 14088 kl. Approximately 5000kl less than last month.
- Operating well with only minor maintenance on plant.
- We are currently experiencing issues with the Chlorin-Situ system. We have been in contact with Prominent Fluid Controls in regards to issues. It is getting closer to its yearly service and we will require an operator/ technician on site to complete the service and fix current issues. We managed to get Chlorin-Situ back on line and operating well at the moment.
- The back-up system is currently being used to dilute chlorine from 10% to the 2% required for disinfection of potable water until.
- Had a failure on chlorine disinfection by products. Bromate result 0.024mg/l. guidelines for bromate 0.02mg/l. Completed an full investigation into plant and could not find source. Emptied Chlorine storage tank (as this maybe the cause), and re batched chlorine using Backup system.
- Unsure how this happened as bromate occurs when using ozone to treat water.
- The follow up samples were clear of any abnormal readings.

Nicholson River Pump STN.

- Pumps are operating at 19 l/s.
- Recent rain has now filled the water supply weir back to 100%. We will still monitor as the water flow over crossing has now stopped.

Sewerage

- Having issues at Pump Station 1 with oil and fat building up on the multi-trode level causing pumps to stay on continuously. This could be entering the sewer system from one of the businesses in town.
- Pump Station 2 & 3 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. This has now on the wish list. Quote from Male Construction was sort for the replacement on structures in well as he completed the up grade to sewer pump station 1.
- 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. .This is now on the wish list.

Sewerage Treatment Plant

- Blivet operating well with samples collected for November. Samples failed on TSS.
- Currently waiting on sachets to arrive for monitoring of Ammonia and Nitrate in the sewerage. Stores have ordered.
- Monitoring of the ground water is ongoing.
- We now have approval to complete the filling in of the Dump-Ezy waste pit. 50% completed due to lack of staff and plant being used elsewhere.

Water Reticulation

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

Airport

- ARO training completed November 15th -18th .
- Robert Marshall, Jayden Douglas, Russell Cunningham and Cassy Hinds completed.
- David Marshall, James Aitken and Doug Bruce to complete at a later date due to other commitments .
- 2 current NOTAM, 1 AWIB and 2 WINDSOCK
- Closest wind sock still having electrical issues. I have spoken with Mark about this issue. Mark has been given the drawings of the power locations so he can test to locate the fault and repair. 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.
- Tree removal and lopping at different locations with in 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 from Cairns have been improving of late.
- 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 notes the contents of the Works and Services December report.

ATTACHMENTS

Nil

Works and Services Reports

09.01.02 Amend 5 year road program - RRTG/TIDS - bring forward \$133,000 to 16-17

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Ray Egan; Acting Works Manager Report prepared by Sharon Daishe, CEO
DATE REPORT PREPARED:	02 December 2016
LINK TO COUNCIL PLAN/S:	Corporate Plan Asset Management Plan 5 year roads program Annual budget

1. PURPOSE

1. To consider and adopt the projects that Council intends to fund under the RTA TIDS (Road Transport Alliance Transport Infrastructure Development Scheme) for the 2020/21 financial year.
2. To consider an amendment to the 2016-17 and 2017-18 RTA TIDS funded road program enabled by:
 - a. Savings made following completion of Burke's 2016-17 program; and
 - b. Opportunity to bring forward \$133,000 from the 2017-18 allocation due to another Shire's inability to expend all of their 2016-17 allocation
3. To consider amending the Burke Shire Council five year road program to reflect the above changes.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Prior decision of Council September 2016

Council adopted an amended 5 year road program incorporating amendments to the RTA TIDS funded program by way of the following decision at a special meeting held on 29 September 2016:

03.03 RTA TIDS 5 year Road Program

1. That Council notes the contents of this report and its attachments;
2. That Council requests approval for the change in scope to previously approved works for the 2016/17 financial year in order to stabilise edge break on Doomadgee East road;
3. That Council adopts the RTA TIDS projects for the 2016/17 to 2020/21 financial years, as detailed in the attached schedule and summarised below (inclusive of the change in scope referenced in 2.above), for submission to the NWQRRTG;

Year	ROAD	Work Type	Distance	Est. Cost	BSC	Other
2016-2017	Doomadgee West	Initial Seal	6.16	\$441,500	\$221,000	\$221,000

2016-2017	Doomadgee East	Patching	23.9	\$42,000	\$21,000	\$21,000
2016-2017	Doomadgee East	Rehabilitation	5.9	\$888,000	\$444,000	\$444,000
2016-2017	Burketown Airport Apron	Reseal		\$144,000	\$72,000	\$72,000
2016-2017	Doomadgee East	Reseal	22.1	\$884,500	\$442,000	\$442,000
2017-2018	Gregory Airport	Reseal & Line Mark		Total Cost \$330,000 TIDS \$220,000	\$110,000	\$110,000 TIDS \$110,000 RAAP
2017-2018	Floraville Road	Reseal	12.4	\$560,000	\$280,000	\$280,000
2017-2018	Floraville Road	Reseal	8.9	\$400,000	Match with R2R	\$400,000
2018-2019	Floraville Road	Reseal	7.9	\$354,000	\$177,000	\$177,000
2018-2019	Doomadgee East	Reseal	9.9	\$446,000	\$223,000	\$223,000
2018-2019	Doomadgee East	Reseal	1.2	\$54,000	Match with R2R	\$54,000
2018-2019	Doomadgee East	Reseal	7.7	\$346,000	Match with R2R	\$346,000
2019-2020	Doomadgee East	Reseal	11.6	\$523,000	\$261,500	\$261,500
2019-2020	Floraville Road	Reseal	6.2	\$277,000	\$138,500	\$138,500
2019-2020	Floraville Road	Reseal	7.4	\$333,754	Match with R2R	\$333,754

4. That Council's updates its adopted 5 year road program to reflect the revised RTA TIDS program;
5. That Council informs the NWQRTG that it has budgeted an amount of \$800,000 to match RTA TIDS funding in each financial year to 2019/2020 being a combination of general revenue and allowable Roads to Recovery (R2R) funds; however:
 - a. The amount of available matching funds may increase or decrease as a result of matters outside Council's control including increases or decreases in other

funding sources, rain events, new funding opportunities etc.

- b. Council wishes to reserve the right to consider its capability to match any new RTA TIDS or other funding on its merits at the time that the funding becomes available; and
- c. Council notes that work on the Doomadgee East and Doomadgee West roads, being primary access roads to an identified ATSI community, may qualify for a waiver of the matching criteria. In that case Council's ability to match funding is not a limiting factor on the amount of TIDS funding that Council is able to expend on qualifying projects in any year.

Moved: Cr Poole

Seconded: Cr Yanner

Carried 160929.01 5/0

RTA/TIDS works completed 2016

All work for the 2016-17 RTA TIDS program has been completed (Doomadgee West resealing; Doomadgee East various; Burketown Airport). Some of this work came in under budget. Claims and invoices are still being finalised, but savings were made due to lower than expected tender prices.

4 Nov 2016: Kowanyama unspent TIDS \$133,000 2016-17

At the NWQRRTG (North West Qld Regional Roads and Transport Group) technical committee meeting held on 04 November 2016 in Karumba, members were advised that Kowanyama Aboriginal Shire Council would be unable to expend \$133,000 of its allocated funding in 2016-17. This was reported as follows in the minutes of that meeting:

9.2 Variation Request – Kowanyama ATSI TIDS

Kowanyama has approximately \$133,000 of its ATSI TIDS allocation for 2016/17 which it will be unable to deliver in 2016/17.

It wishes to push it back to 2017/18 however it will be unable to do so unless another Council effectively brings forward approximately \$133,000 in TIDS funding (RTA or ATSI) from 2017/18 to 2016/17.

All other 8 Councils have advised at the Technical Committee meeting or subsequently that they currently weren't in a position to bring forward approximately \$133,000 from 2017/18 to 2016/17.

The normal "no carryover" rules apply to ATSI TIDS, therefore the funding would be lost should it not allocated, delivered and claimed in 2016/17.

Advice from consulting engineer – Burke capable of bringing forward \$133,000 Floraville Road

CEO subsequently sought advice from consulting engineer Keith Luckhurst of George Bourne and Associates (GBA) as to whether Burke was in a position to bring forward \$133,000 from the 2017-18 program of work. Keith's response was that Burke could easily use Kowanyama's \$133k (TIDS) + \$133K BSC on reseals on Floraville before June 2017. Further, we could combine it with savings (approximately \$350,000) from East Doomadgee and Burketown Airport Apron Reseal works to make it a reasonable job. No new money is required as the \$133k will be deducted from the 17-18 program.

25 Nov 2016: RRTG approval pending Burke Shire Council approval

Having spoken first with the Mayor, councillor and Gerard Read (Technical Coordinator – North West Queensland Regional Roads & Transport Group), Burke informed the RRTG at its meeting on 25

November 2016 that pending weather, and council approval, it would be in a position to pick up Kowanyama's \$133,000 in 2016-17. This prevents loss of this funding to the RRTG as a whole, and it enables Burke to put together a viable project combined with its savings in 2016-17 TIDS.

The RRTG moved as follows:

MOVED Cr Campbell SECONDED Cr Bawden

That subject to Council approval by Burke, approximately \$133,000 of ATSI TIDS funding for Kowanyama be deferred from 2016/17 to 2017/18 and approximately \$133,000 of RTA TIDS funding for Burke's Floraville Road reseal project be accelerated from 2017/18 to 2016/17, to balance the works program.

CARRIED

ACTION REQUIRED

Gerard Read is to liaise with Sharon Daishe and TMR North West to ensure the variation is processed if Council approval by Burke is received.

Updated 5 year road program including RTA TIDS 2020-21

Burke Shire Council's (amended) five year road program as adopted in September 2016 covered the period 15-16 to 19-20. The RRTG however requires all Council's to submit their program for expenditure of RTA/TIDS to 2020-21.

Refer attachment #3: updated five year road program showing for the 20-21 financial year:

- Doomadgee East and West reseals
- Floraville Road Reseals
- RMPC program Will Developmental and Camooweal Roads
- Grading and slashing of council roads

Note that the five year road program is always indicative only due to the significant variables such as flood events and alterations to funding programs.

3. PROPOSAL

It is proposed that Council will use its savings in 2016-17 RRTG TIDS projects along with Kowanyama's unspent ATSI TIDS of approximately \$133,000 to bring forward a re-seal project on Floraville Road to 2016-17. The final amount of the project will be dependent on the actual savings identified, and the actual amount of the TIDS. The budget will therefore be indicative rather than exact, and the project scope will be adjusted accordingly. As with all Gulf road projects, delivery will be weather dependent.

It is further proposed that Council adopts the amended five year road program as attached, for the financial years 2016-17 to 2020-21.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council has budgeted to match the current increase in TIDS funding with a mixture of own source funds and eligible Roads to Recovery funds. Please refer attachment for details.

This project does not require Council to contribute any new funding – it is a change in timing only (bring forward \$133,000), along with expenditure of unspent (through project savings) 2016-17 Burke Shire TIDS allocation.

5. POLICY & LEGAL IMPLICATIONS

Sub-program	Purpose	Conditions
Roads and Transport Alliance TIDS RTA TIDS	<p>RTA TIDS may be used for:</p> <ul style="list-style-type: none"> The construction or upgrade of transport infrastructure including, but not limited to <ul style="list-style-type: none"> road infrastructure (such as Local Roads of Regional Significance (LRRS)) marine infrastructure airport infrastructure active transport infrastructure safe school travel infrastructure. Initiatives that improve a RRTG's capability in the core Roads and Transport Alliance functions. 	<ul style="list-style-type: none"> Available to local governments that are members of a Regional Roads and Transport Group (RRTG). The Roads and Transport Alliance Board determines the share of RTA TIDS allocated annually to each RRTG. RRTG allocations must be fully expended in the financial year allocated. RTA TIDS funding is to be allocated to the highest regionally prioritised projects. Where RTA TIDS funds are allocated to local government-controlled infrastructure projects: <ul style="list-style-type: none"> The local government concerned must match funds, over and above its own funding identified for the transport network. Funding can be used to fund a maximum of 50% of the project cost. Where RTA TIDS funds are directed to state-controlled roads (LRRS or higher order) there is no requirement for funds to be matched. Up to 2.5% of a RRTG's annual RTA TIDS allocation may be used unmatched for capability development initiatives . <p>Refer to the <i>Roads and Transport Alliance Operational Guidelines</i> for further details.</p>

6. CRITICAL DATES & IMPLICATIONS

The RRTG have provisionally approved Burke's application, pending formal approval from Council. The project scope will be developed once current claims are finalised and the correct budget amount is identified. The project will be carried out in the 2016-17 financial year after the wet season. CEO will communicate with Gerard Read to identify whether it would be valuable to include this project in a joint reseat tender with other RRTG Shires (includes Carpentaria).

7. CONSULTATION

- Keith Luckhurst, consulting engineer, George Bourne and Associates
- Gerard Read, Technical Coordinator – North West Queensland Regional Roads & Transport Group/ GWR Civil Engineering Management
- Mayor and councillors.

8. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report and its attachments;
2. That Council adopts the RTA TIDS projects (as amended) for the 2016/17 to 2020/21 financial years, as detailed in the attached schedule and summarised below, for submission to the NWQRTG;

Year	ROAD	Work Type	Distance	Est. Cost	BSC	Other	Funding Type & Amount
2016-2017	Doomadgee West	Initial Seal	6.16	\$441,500	\$221,000	\$221,000	TIDS \$2,400,000
2016-2017	Doomadgee East	Patching	23.9	\$42,000	\$21,000	\$21,000	
2016-2017	Doomadgee East	Rehabilitation	3.7	\$960,000	\$480,000	\$480,000	
2016-2017	Burketown Airport Apron	Reseal	10,000	\$144,000	\$72,000	\$72,000	
2016-2017	Doomadgee East	Reseal	16.2	\$380,000	\$190,000	\$190,000	
2016-2017	Floraville Road	Reseal	9.6	\$432,500	\$216,000	\$216,000	
2016-2017	Floraville Road	Reseal	5.9	\$266,000	\$133,000	\$133,000	ATSI TIDS Kowanyama
2017-2018	Gregory Airport	Reseal & Line Mark	46,000	Total Cost \$330,000 TIDS \$220,000	\$110,000	\$110,000 TIDS \$110,000 RAAP	TIDS \$780,000
2017-2018	Floraville Road	Reseal	12.4	\$560,000	\$280,000	\$280,000	ATSI TIDS Kowanyama
2017-2018	Floraville Road	Reseal	-5.9	-\$266,000	-\$133,000	-\$133,000	
2017-2018	Floraville Road	Reseal	8.9	\$400,000	Match with R2R	\$400,000	EXTRA TIDS \$400,000
2018-2019	Floraville Road	Reseal	7.9	\$354,000	\$177,000	\$177,000	TIDS \$800,000
2018-2019	Doomadgee East	Reseal	9.9	\$446,000	\$223,000	\$223,000	
2018-2019	Doomadgee East	Reseal	1.2	\$54,000	Match with R2R	\$54,000	EXTRA TIDS \$400,000
2018-2019	Doomadgee East	Reseal	7.7	\$346,000	Match with R2R	\$346,000	
2019-2020	Doomadgee East	Reseal	11.6	\$523,000	\$261,500	\$261,500	TIDS \$800,000
2019-2020	Floraville Road	Reseal	6.2	\$277,000	\$138,500	\$138,500	
2019-2020	Floraville Road	Reseal	7.4	\$333,754	Match with R2R	\$333,754	EXTRA TIDS \$333,754
2020-2021	Doomadgee East	Reseal	5.8	\$261,000	\$130,500	\$130,500	TIDS \$800,000
2020-2021	Doomadgee West	Reseal	12.0	\$539,000	\$269,500	\$269,500	

Year	ROAD	Work Type	Distance	Est. Cost	BSC	Other	Funding Type & Amount
2020-2021	Doomadgee West	Reseal	8.9	\$400,000	Match with R2R	\$400,000	EXTRA TIDS \$400,000

3. That Council's updates its adopted 5 year road program to reflect the revised RTA TIDS program, as attached.
4. That Council adopts the amended 5 year road program as attached for the financial years 2016-17 to 2020-21.

ATTACHMENTS

1. Minutes of the NWQRRTG held on 25 November 2016 in Hughenden



NWQRRTG - Minutes
- RRTG Meeting No 21

2. TIDS – RRTG Proposed Project List



161208 TIDS RRTG
Proposed Projects to

3. BSC 5yr Program Funding Expend & Sources



161208 BSC 5 year
Roads Program - AME

Workshop and Fleet Reports

09.02.01 Workshop and Fleet Report

DEPARTMENT:	Workshop
RESPONSIBLE OFFICER:	Brett Harris; Workshop and Fleet Manager
DATE REPORT PREPARED:	29 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
472	Quad Bike	Poison Sprayer	No	2 hrs	Lack of use
480	Prime Mover	PTO rebuild, A/C	No	6 hrs	Worn
519	Jetpatcher	Test, touch pad, clean	No	6 hrs	Lack of use
522	140M Grader	Hose	No	4 hrs	Blew at Gregory
529	John Deere Ride On	Blades	No	1 hr	Wear
531	SES Gregory Hilux	20k service and light bar	Yes	3 hrs	Scheduled
540	USM Hilux	Battery	No	1 hr	Old
546	Kubota Tractor	Check over	No	4 hrs	Small items
554	Roadtrain	Booster and tyres	No	6 hrs	Wear
557	Low Loader	Tyres	No	2 hrs	Wear
566	Ranger Landcruiser	60k service and tyres	Yes	4 hrs	Scheduled
568	Kioti Zero Turn	Deck and blades	No	2 hrs	Too light
571	WM Hilux	70k service	Yes	2 hrs	Scheduled
572	Job Truck	Front tyres and camera box	No	4 hrs	Black box
584	RCS Landcruiser	80k service	Yes	2 hrs	Scheduled
589	RMPC Truck	25k service	Yes	2 hrs	Scheduled
591	Gregory Hilux	Balance front tyres	No	4 hrs	After rotation
758	Quad Bike Trailer	Repack bearings	Yes	3 hrs	Annual checkover

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- Ordered
- Backhoe- Ordered
- 50 kva Genset- not required as yet
- Hilux Extra Cab- 81,819 kms- Specifications pending(service body)
- Workshop Truck- 79,026 kms- hold to 80k
- Hilux Dual Cab- 70,202 kms- hold to 80k

- Toyota Landcruiser Dual Cab- 80,450 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- reserve reduced to \$4,500k

3. OFFICER'S RECOMMENDATION

That Council notes the contents of the Workshop and Fleet Manager's December 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:	Corporate and Community Services
RESPONSIBLE OFFICER:	Martin Powley; Executive Officer
DATE REPORT PREPARED:	29 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	EO
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 (cancelled due to rain)	Burketown Barramundi Fishing Organisation	Gary Jeffries
25	April	Anzac Day	BSC	EO
30	April	Gregory Races	Gregory Downs Jockey Club	John Clarke
1	May	Gregory Canoe Race	North West Canoe Club Mount Isa	Larry Wilson
7 & 8	May	Burketown Rodeo & Campdraft	Burketown Rodeo & Sporting Association	Ian Kennedy
14	May	Arts Queensland Performance - Flamenco Fire	BSC	EO

Date	Month	Event	Host	Responsible
29	June	Dress Up - Fantasy Day	BSC Library	Hayley-Ann Croton
25 & 26	June	Gregory Campdraft & Horse Sports	Gregory District Sporting Association	Neil Hammond
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 Silent Auction	BSC	CDO/Library Old Shire Hall
1	November	Melbourne Cup - Show Holiday for Burke Shire	Burketown Pub & Gregory QCWA	Peter Clarke/Ian Fresser
11	November	Remembrance Day	BSC	CDO
30	November	Burketown State School graduation with DUX presentation and Young Ambassador Program	BSC	Executive Assistant
1	December	Lighting of Community Christmas Tree	BSC	Executive Officer / Works Manager
3	December	Community Christmas Party	Community members (with Council support)	Carol Cunningham and Katrina Rex
9	December	BSC Staff & Councillors Christmas Party	BSC	CDO

ORDER OF THE OUTBACK BALL REPORT

The Executive Officer used the 2016 Order of the Outback Ball (and Award) as an opportunity to prepare a report on the event, along with an event plan for use in 2018 and beyond. (See attachment)

UPCOMING EVENTS

2016 Burke Shire Council Photography Competition

Nominations for this year's photograph competition opened on 3 October and closed on 30 November. Judging has happened and winners notified. 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. Council is purchasing soft-bag First Aid Kits for every household (including pastoral properties) in the Shire if they choose to receive one.

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. Awarded by Council on 30 November.

2016 Community Christmas Celebration

Running of event has been returned to community members as requested. Carol Cunningham and Katrina Rex will organise, and request assistance from Council as needed.

2016 Staff Christmas Party

To be held from 1:00pm – 4:00pm on Friday 9 December. Gift voucher requests have been returned by staff and orders made.

2017 Australia Day

Planning in progress with Award nomination forms sent to community members. Awaiting response from Australian Day Council in relation to BSC application for Australia Day ambassador. Cost for 2016 was approx. \$3,000 for Ambassador and partner. Alternative is to have local ambassadors who are the previous year's award recipients.

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.

2. LIBRARY

eSmart Libraries

Flyer calling for expressions of interest for the eSmart working group advertised. No responses received. Library Administration Officer and EO discussed adopting the eSmart principles but not the being certified as there is no measurable community interest in forming a committee.

Strategic Plan for Library

Draft plan written with positive feedback on draft from State Library of Queensland. CEO will review before final approval.

Statistics

November was a quiet month in library activity with DVDs forming the main source of loans. This is an emerging trend that is meeting local demand that will become stronger through word of mouth.

As expected at this time of year, library visits are fewer in number but Wi-Fi is being heavily utilised, mainly through BSC staff use. The Wi-Fi service is a service provided by BSC at no cost to users.

3. NEWSLETTER

Draft has been sent to the printer for the December 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)

Following retirement of contracted EHO Noel Millner, Executive Officer has been in discussion with Vince Stephens (President of Environmental Health Australia and principal of consulting service Divine Possibilities P/L) who has been recommended by Mr Millner.

Service will mirror that supplied by Noel Millner – food licencing and associated checks on premises at least once a year. Possibility that Mr Stephens may also provide EHO service for Carpentaria and other Shire Councils in the Gulf but will have separate contract with each Council.

5. BOOKINGS – NIJINDA DURLGA & BSC BUS

Five bookings were received for the Nijinda Durgla in November. No bus bookings were received.

6. TOURISM

To satisfy the conditions of Clause 9 of the Licence Agreement between Burke Shire Council and the Gangalidda Garawa Native Title Corporation for the operation of the Burketown Visitor Information Centre. Monthly briefings are now being held between Executive Officer and Kelly Gardner from Visitor Information Centre.

Briefings cover: visitor numbers, infrastructure, equipment, marketing and customer service. Written reports will be provided on a monthly and annual basis. (See attached report from Gangalidda Garawa for 2016 tourist season)

Gangalidda Garawa Native Title Corporation (GGNTC) has launched its website – www.burketown.com.au - to promote tourism opportunities in the region. GGNTC has also briefed Burke Shire Council on plan to establish a 24/7 kiosk at the VIC that visitors can use to purchase access, fishing and camping permits.

GGNTC is also exploring an access, fishing and camping information sheet that will be available at Council reception and businesses in the town. These measures, if implemented, will address a gap that existed in customer service during 2016.

The Burke Shire Z Card brochure is being revamped with new DL format. Historical information indicates that Council charged \$400 to business that wanted an ad placed in the brochure.

7. SOCIAL MEDIA

Examples of strong reach for BSC Facebook posts between 1 – 25 November 2016:

Post	Reach
Monsoonal shower video (22/11/16)	15,286 (Boosted by secondary post on Who Got the Rain Facebook page)
Thunderstorm approaching Burketown	4,569 (Boosted by secondary post on Who Got the Rain Facebook page)
Morning Glory clouds (21/11/16)	1,691
Melbourne Cup at Gregory	876

Story behind the numbers:

The Average reach in November was 1,363 compared to 10,620 in October. This can be attributed to the less frequent occurrences of Morning Glory clouds over the Burke Shire in November. The average reach for the same period in 2015 was 153. The data reflects the increased engagement that Facebook users have with the Burke Shire page compared to 12 months ago.

Facebook 'reach' results provide measurable evidence of 'local is king' when it comes to interest. In November this was a combination of rain, Morning Glory Clouds being seen late in the season and the Melbourne Cup celebrations at Gregory.

GRAPHS

How many people saw the posts

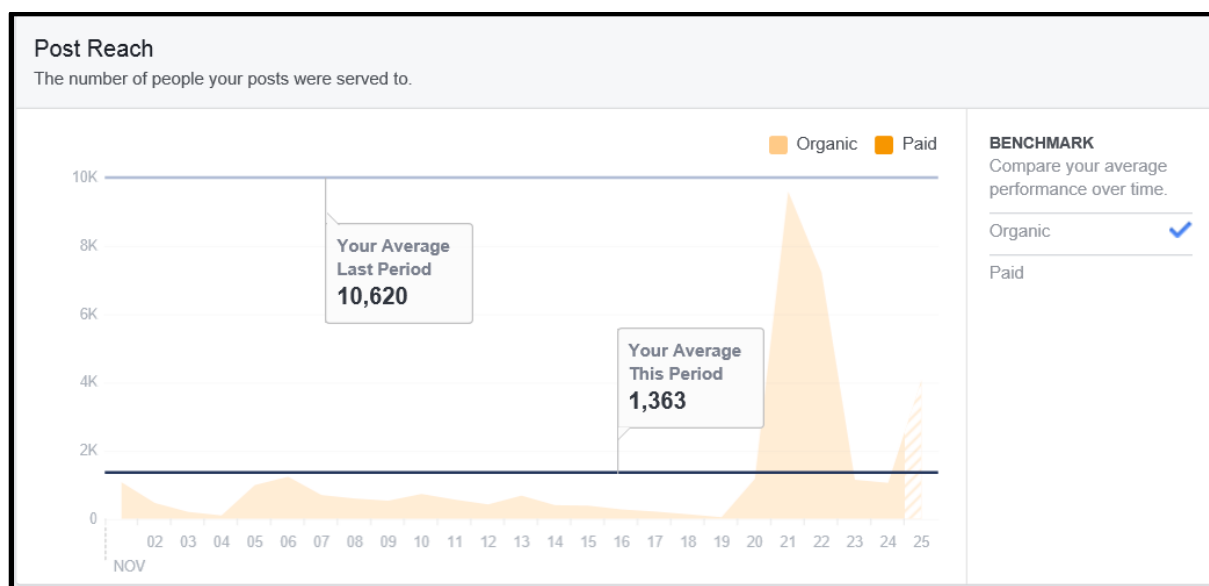


Figure 1: Most posts for November consisted of public notices. The spike shows the reach for the video of monsoonal showers over Burketown – also posted on Who Got the Rain Facebook page.

The reactions of people who saw the posts

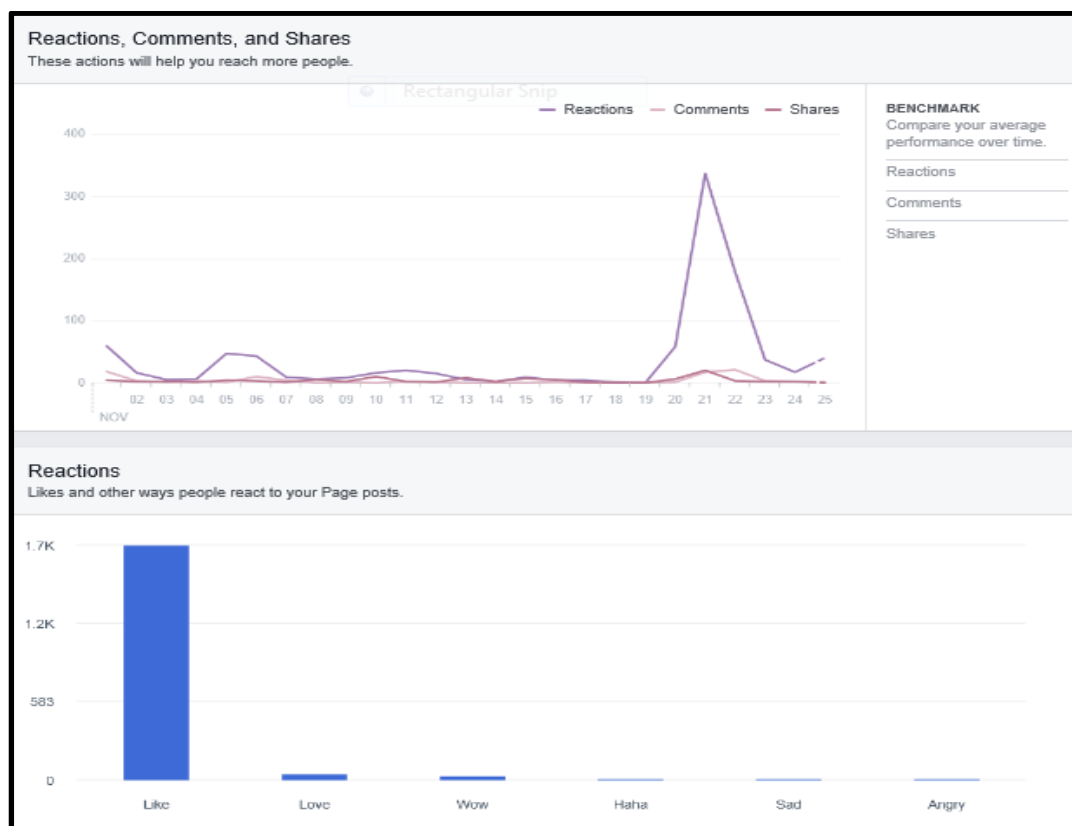


Figure 2: Reactions, comments and shares. These spiked in line with the reach.

Post from 22 November 2016

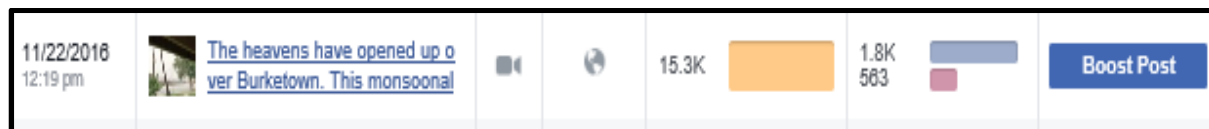


Figure 3: In one day alone, the video of rain in Burketown had a reach of 9,590, with a final reach of over 15,000. 1,800 clicked on the post, and 563 of those reacted to it or shared it with other Facebook users.

8. NOTICEBOARDS – GREGORY & BURKETOWN

In progress. Local feedback from Tracy Forshaw is that the wall of the Clinic is the best option for placement. The Burketown noticeboard will be at the front of the Council administration office, set into the fence and protected from elements. Both noticeboards will have Perspex covers on gas struts.

9. WEBSITE AND WI-FI

Splash Pages for community Wi-Fi

Under development – LGAQ Online Team has provided proposal.

Website revamp

LGAQ Online content team has provided proposal and quote for \$7,200 for revamp of look and content of Burke Shire website.

Website

Weather radar added to home page carousel.

10. COMMUNITY SATISFACTION SURVEY

Alan Morton from Morton Consulting Services is briefing Council at the 8 December meeting. (Please see attached Executive Summary, full report plus data spreadsheet)

11. DONATIONS

One donation request has been received for consideration by Council. This is from LifeFlight, with a request for \$10,000. (See separate report)

12. RECORDKEEPING

Three members of the CorpMem team were onsite from 14-25 November. They digitized Council's remaining unclassified hard copy documents and rolled out user-training for staff. The team also worked with Administration Officer Ferne Clarke to identify records for scheduled destruction.

John Vanderzant has highlighted that efficient Records Management will save Council money, with areas of further improvement identified. The record holdings of Council have dropped (see attached report), and records due for disposal have dropped as well. This means that the total cost of records management has also dropped. This is indicative of what Council can expect to move to into the future.

Please also see the attached report from CorpMem.

13. 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.
- Outright purchase of new Evolve printers for Administration office, Burketown Depot and Gregory Depot is in progress. These will replace the three Toshiba printers. 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.

14. DEVELOPMENT APPLICATIONS

Refer to DCEO Report on current interest

15. MEDIA

Executive Officer is awaiting advice from LGAQ Media and Communications team on media monitoring options. Now investigating most cost-effective options around a product called Social Studio. EO has indicated that Burke Shire will be keen to be part of a free pilot project on Social Media and Web based monitoring of Burke Shire mentions (search terms are set by the client).








16. CEMETERY REGISTER

Council Ranger has provided a comprehensive list. Burials Register now able to be updated by Executive Officer or delegated person under supervision of Council Ranger and/or Utilities Manager.

17. OFFICER'S RECOMMENDATION

That Council notes the contents of this Executive Officer report for December 2016.

ATTACHMENTS

Topic	Attachments			
Visitor Information Centre 2016 Report	 gg vic annual report 2016-111820161002!			
Order of the Outback Ball	 Report - Order of the Outback Ball 2016			
CorpMem Report for November 2016	 Records Management_Admin I			
Civica Heat Report for November 2016	 Civica Helpdesk Report - Nov 2016.pdf			
Community Satisfaction Survey	 Community Satisfaction Survey -	 COMMUNITY SATISFACTION SURV	 Report tables.xlsx	

Finance Reports

09.04.01 Finance Monthly Update November 2016

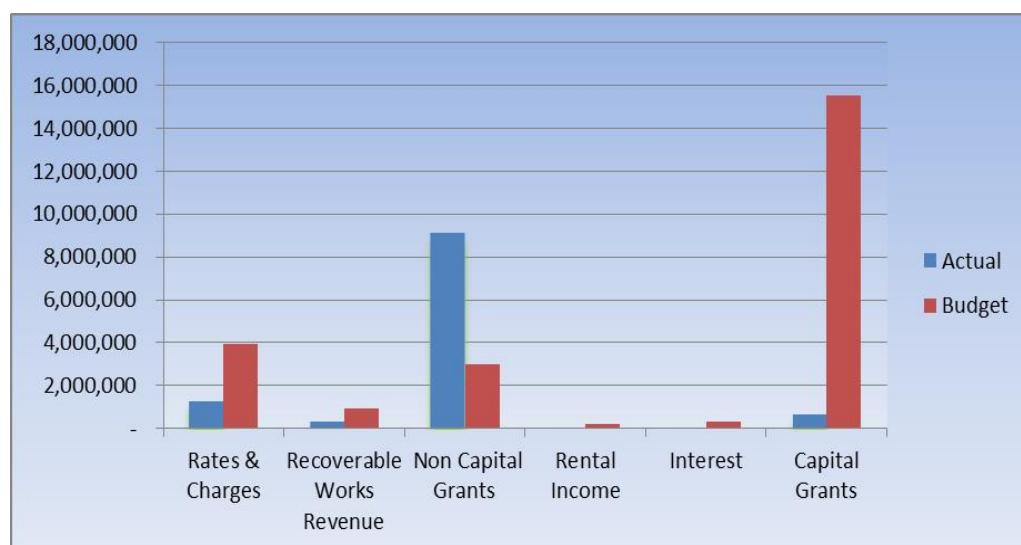
DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
DATE REPORT PREPARED:	8 December 2016
LINK TO COUNCIL PLAN/S:	Operational Plan, Budget

1. OPERATING STATEMENT

Operating Statement			
	Year to Date Actual	Annual Budget	Annual Budget % Variance
Operating Revenue			
Rates & Charges	1,315,459	4,010,000	-67%
Less: Discount, Rebate & Remissions	- 30,195	- 61,000	-51%
	1,285,264	3,949,000	
Fees & Charges	52,277	89,000	-41%
Rental Income	97,006	230,000	-58%
Interest	88,219	354,000	-75%
Recoverable Works Revenue	299,603	925,000	-68%
Other Income	2,320	-	-
	539,425	1,598,000	
Donations	1,364	8,000	-83%
Contributions	-	-	-
Subsidies & Grants	9,119,291	2,990,000	205%
	9,120,655	2,998,000	
Total Operating Revenues	10,945,344	8,545,000	
Operating Expenditure			
Corporate Governance Costs	422,045	807,000	-48%
Administration Costs	1,258,152	1,620,000	-22%
Recoverable Works Expenses	529,886	705,000	-25%
Engineering Services	1,426,123	1,752,000	-19%
Utility Services Costs	313,905	583,000	-46%
Net Plant Operating Costs	- 575,152	- 1,093,000	-47%
Planning & Environmental Expenses	176,932	564,000	-69%
Community Services Costs	2,589,354	931,000	178%
Finance Costs	5,247	19,000	-72%
Depreciation	1,542,916.67	3,703,000	-58%
Other Expenses	-	9,000	-100%
Total Operating Expenditure	7,689,409	9,600,000	
OPERATING CAPABILITY BEFORE CAPITAL REVENUE	3,255,935	- 1,055,000	
Sale of Non current Assets	4,640	-	
Contributions	-	160,000	-100%
Subsidies & Grants	639,538	15,490,000	-96%
NET RESULT	3,900,113	14,595,000	

*Year to date results show an operating surplus of \$3,255,935 before capital revenue. The operating statement reflects a net surplus of \$3,900,113 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 declined from the previous month due to adjustments in relation to a change in general rates categorisation. Rates revenue declined to \$1.3million from \$2million (drop of \$700K) Rates revenue budget estimates will be amended in line with this reduction.

Fees and charges

Pro rata fees and charges remained on track with pro rata budget estimates through the month of November. 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 is still vacant (pending completion of refurbishment) on completion of refurbishment additional rental revenue will be realised.

Recoverable works revenue

Recoverable works revenue has not changed significantly from the previous month. RMPC Claims will be lodged as works are completed pushing recoverable works revenue closer to budget estimates.

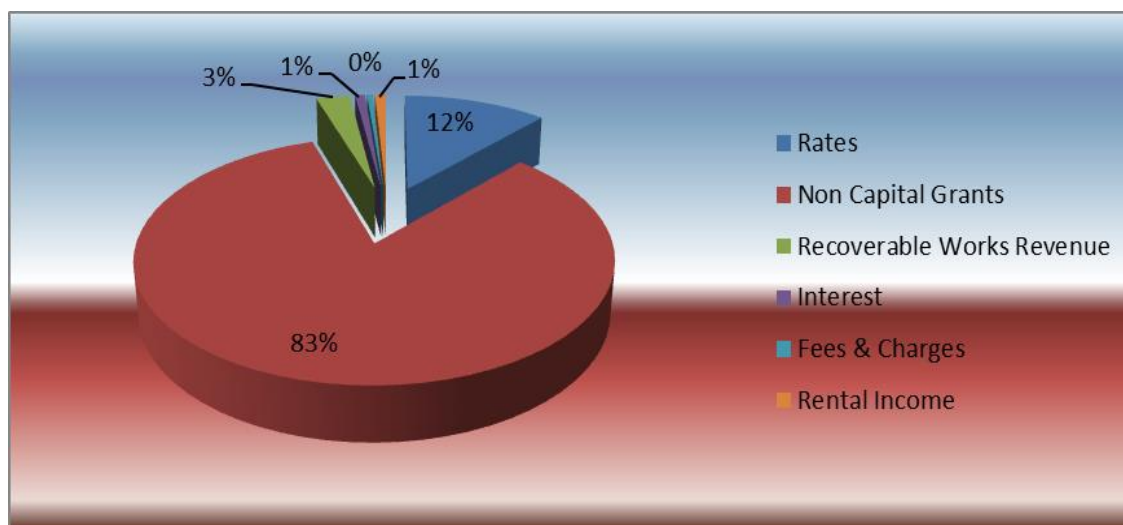
Grants, Subsidies, Contributions and Donations

Recurrent grants, subsidies and contributions increased significantly from the previous month. Increases over the month of November were driven by the receipt of the second quarterly roads and general purpose grants amount of \$741,000. Milestone payments for the optic fibre project were also received pushing revenues upwards.

Capital revenue

Capital revenue increased from the previous month, the increase mainly relates to the receipt of \$181,974 in Roads to Recovery revenue for reseal earmarked for reseal of Burketown streets.

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.

Administration costs

Overall costs are within pro rata budget estimates, however additional non recurrent expenditure has been incurred in relation to human resources related matters, replacement of faulty office printers, staff training, consultancy costs for clean up of historical stores transactions, community surveys and review of historical payroll related transactions.

Potential cost savings have been identified in relation to records keeping processes.

Recoverable works expenditure

Overall expenditure is within budget estimates. Year to date RMPC expenditure is within budget estimates.

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). Additional expenditure has been incurred in relation to airport runway line marking.

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.

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

	2016 - 17 Year to date Actual	2016 - 17 Annual Budget
Current assets		
Cash and cash equivalents	17,316,042	11,982,109
Trade and other receivables	402,145	763,603
Inventories	241,502	223,943
Other financial assets	- 144,954	176,463
Total current assets	17,814,735	13,146,118
Non-current assets		
Property, plant and equipment	132,776,548	132,307,425
Total non-current assets	132,776,548	132,307,425
Total assets	150,591,283	145,453,543
Current liabilities		
Trade and other payables	1,357,068	1,586,350
Borrowings	-	-
Provisions	99,509	118,351
Other current liabilities	-	175,000
Total current liabilities	1,456,577	1,879,701
Non-current liabilities		
Trade & Other Payables	-	-
Interest Bearing Liabilities	-	-
Provisions	627,037	550,719
Other	-	-
Total non-current liabilities	627,037	550,719
Total liabilities	2,083,614	2,430,420
Net community assets	148,507,669	143,023,123
Community equity		
Asset revaluation reserve	76,038,657	74,114,951
Retained surplus	72,469,012	68,908,172
Other Reserves	-	-
Total community equity	148,507,669	143,023,123

Cash and cash equivalents

Cash and cash equivalents increased from the previous month. Surplus cash has been invested at QTC in line with Councils investment policy.

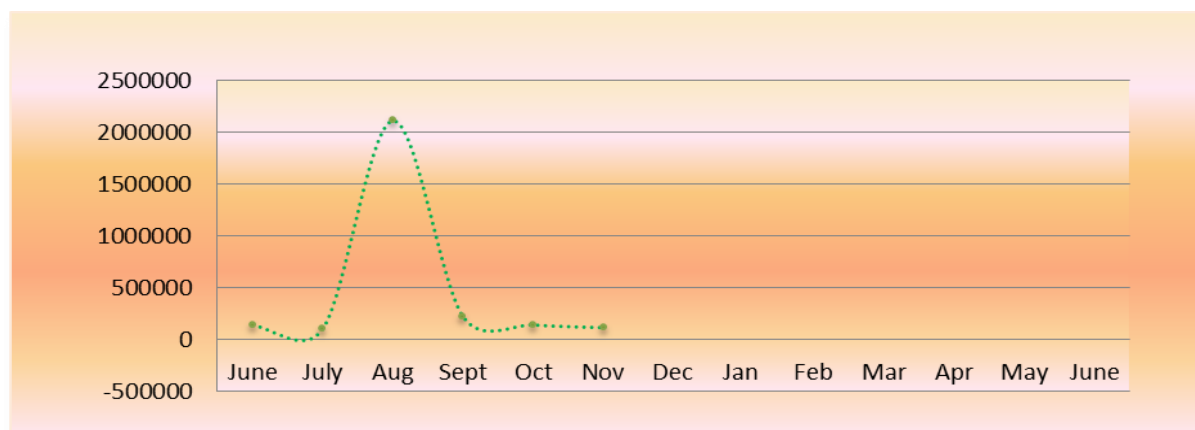
Cash holdings at the end of the month

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	\$ 8,704,189.05	\$ 244,230.00	\$ 8,367,064.23	\$ 17,315,483
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 November decreased to \$117K from \$148,212 at the close of the previous month.

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 exercise. No 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)

Inventories & Other Financial Assets

Inventories are on track with budget estimates.

Property Plant & Equipment

There are no major variances between actual year to date expenditure and budget estimates. Additional capital expenditure was incurred to replace the Gregory Depot

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			2,314,826	5,138,000
Payments to suppliers and employees	-	5,879,894	-	5,877,000
	-	3,565,068	-	739,000
Interest received		88,219		354,000
Rental income		97,006		230,000
Non capital grants and contributions		9,120,655		2,998,000
Borrowing costs		-		-
Net cash inflow (outflow) from operating activities		5,740,812		2,843,000
Cash flows from investing activities				
Net payments for property, plant and equipment	-	986,379	-	18,512,000
Grants, subsidies, contributions and donations		55,209		15,490,000
Proceeds from sale of property plant & equipment		639,538		301,000
Net cash inflow (outflow) from investing activities	-	291,632	-	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		5,449,180		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		17,316,042		11,982,109

4. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Deputy Chief Executive Officer Reports

09.05.01 Deputy Chief Executive Officer Report

DEPARTMENT:	Corporate and Community Services, Human Resources, WH&S
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	28 November 2016
LINK TO COUNCIL PLAN/S:	Operational Plan

1. TOWN PLANNING SCHEME

Burke Shire has made a formal request to the Deputy Premier for ministerial approval to move to the public consultation phase for its town planning scheme. Council is also in contact with Liz Taylor and DILGP representatives to provide on-the-ground expertise and advice during the process in the first quarter of 2017.

The draft scheme is presently accessible at: <http://www.burke.qld.gov.au/planning-scheme>

Council is also, in liaison with DILGP, 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. TDDI funding is being sought for these 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 appointed Kirra Cairns and Erin Brown as Casual Administration Offices. Kirra and Erin will assist across both the Administration and Depot offices on an as-needs basis.

Vacancies:

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, please see the attached update from LGAQ.

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. Brian Gaunt and Shannon Moren have joined the Certified Agreement Bargaining Team (CABT), replacing Cassy Hinds and Karen McGrath respectively.

JCC:

JCC XXV will take place in the new year, following recent appointment of new CABT members.

Training:

The following training has taken place over the last month:

- Apprenticeships and Traineeships are ongoing
 - Shannyn Anderson has completed her traineeship – Cert III in Business Administration
- 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 have successfully completed their Cert III in Water and Sewer Operations
- All staff will be participating in a Health Pit Stop with RFDS on 1 December 2016
- Russell Cunningham is completing his Level 3 Traffic Management qualification
- Workplace Health and Safety Representative training will be taking place from December 6
- 5 staff completed their Airport Reporting Officer training in November
- Further traffic control and management training will be taking place in December for road crew staff
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

DCEO on Leave:

The DCEO is 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 month of November there was only one property plant and equipment damage incident, relating to vandalism of Council's multi-tyre roller.

Matthew Douglas has been nominated to join the Workplace Health and Safety Committee.

5. OFFICER'S RECOMMENDATION

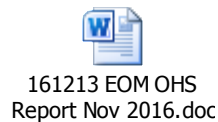
1. That Council notes the contents of this Deputy CEO Update for December 2016; and
2. That Councillors have an enjoyable Christmas and New Year.

ATTACHMENTS

1. LGAQ IR Update



2. WH&S Report for November 2016



Deputy Chief Executive Officer Reports

09.05.02 Reconfiguring a Lot - Lot 154 & 155 B1364

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO (Prepared by Liz Taylor; Town Planning Consultant)
DATE REPORT PREPARED:	28 November 2016
LINK TO COUNCIL PLAN/S:	Town Planning Scheme

APPLICANT:	Robert James Baker C/- AUSNORTH Consultants Pty Ltd PO Box 38 MACHANS BEACH QLD 4878
APPLICATION:	Reconfiguring a Lot – Boundary Realignment
ADDRESS:	41 Musgrave Street, Burketown – Lot 154 B1364 & Lot 155 B1364
ZONE:	Town Zone: Preferred Use Area – Residential
ATTACHMENTS:	Attachment 1: Plans Lodged with the Application

1. INTRODUCTION

The site subject of this application is 41 Musgrave Street, Burketown (Lots 154 and 155 on B1364). The proposal is that the boundary between the two lots be realigned, as per the attached plan.

2. SITE AND BACKGROUND

The site is located in the township of Burketown and improved by a low set dwelling, which is setback approximately 24 metres from Musgrave Street. Currently vehicular access is provided from a centrally located concrete driveway to a hard-stand area next to the dwelling.

The site is described as Lot 154 B1364 and Lot 155 B1364 and has a total area of 2024m² and a frontage to Musgrave Street of 40 metres. The site is generally level.

The site is connected to Council's reticulated water and sewerage schemes and electricity and telecommunications are also available to the site. Vehicular access is readily available from Musgrave Street.

3. PROPOSED DEVELOPMENT

It is proposed to reconfigure the common boundary between the two lots due to the location of the existing dwelling, the driveway and hard-stand area, which are all located in very close proximity to the boundary and in the case of part of the driveway and part of the hard-stand area, over the boundary.

Currently each lot has an area of 1012m² and a frontage of 20 metres. It is proposed to realign the common boundary to the east to provide for:

- Proposed Lot 155 (which contains the existing dwelling, hard-stand area and driveway) with an area of 1088m² and a frontage of 21.62 metres; and
- Proposed Lot 156 (currently vacant) with an area of 937m² and a frontage of 18.62 metres.

The boundary realignment will provide a setback to the existing dwelling of 2.39 metres.

However, as currently proposed the concrete driveway and hardstand area, adjacent to the dwelling will still encroach over the new common boundary. In this instance there are two (2) options available:

- Condition the approval to require the removal of the encroachments; or
- Condition the approval to realign the common boundary clear of the encroachments

This would still allow for compliance with the specifications for reconfiguration of residential land in the Town Zone.

It is proposed to provide both options in any approval.

4. TOWN PLANNING ASSESSMENT

The proposed development requires assessment against the Burke Shire Planning Scheme.

Burke Shire Planning Scheme

Under the Burke Shire Planning Scheme the site is included in the Town Zone: Preferred Use Area - Residential.

The Application is Code Assessable against the following Codes:

- Town Zone Code; and
- Reconfiguring a Lot Code.

An assessment of the proposed development, against the Codes is outlined below.

Town Zone Code

The Town Zone Code seeks to ensure all development contributes to Burketown and Gregory being well serviced, attractive towns which are pleasant and safe places to work, live and visit and that new uses are designed and managed to maintain the prevailing amenity and to maintain the safety of people and works.

The Overall Outcomes sought for the Town Zone in Section 4.6 of the Planning Scheme, are:

- (a) Burketown and Gregory are well-serviced, attractive towns providing a pleasant and safe place to live, work and visit;
- (b) Burketown and Gregory are each a focus for a range of business, industrial, tourist, community and recreational activity in the local government area;
- (c) Burketown's role as the main business and community centre is consolidated;
- (d) there is a recognisable focus for business and community activity in each town;
- (e) Burketown and Gregory provide a range of housing types, including a second house on a lot, temporary housing and multiple dwellings;
- (f) uses are consolidated in areas provided with infrastructure, and uses and works are located and designed to maximise the efficient extension and safe operation of infrastructure;

- (g) uses and works are located, designed and managed to—
 - (i) be compatible with other uses and works; and
 - (ii) maintain the safety of people and works; and
 - (iii) maintain the prevailing amenity; and
 - (iv) avoid significant adverse effects on the natural and cultural heritage values of the environment.

The proposed reconfiguration is readily compliant with the relevant Overall Outcomes sought for the Town Zone.

Section 4.9 of the Code specifies that uses requiring a water supply and sewerage are located in the Serviced Area of the town. The development site is connected to or can connect to the reticulated water and sewerage services.

Section 4.10- Effects of use, seeks to achieve the following outcomes relevant to this development:

Residential density

- (b) residential uses have a density compatible with local amenity; and

Operation of infrastructure

- (c) uses are of a type and scale that maintain the standard of service identified in schedule 1, part 1; and
- (d) the safe and efficient operation of roads are maintained having regard to—
 - (i) the nature of vehicles using the road; and
 - (ii) the location of uses that may be adversely affected by noise or dust generated from use of the road; and
- (e) uses are located and designed to avoid significant adverse effects on safe aircraft operations due to—
 - (i) physical intrusions; or
 - (ii) reduced visibility; or
 - (iii) collisions with birds; or
 - (iv) electromagnetic interference with aircraft navigation systems; or
 - (v) other functional problems for aircraft (including artificial lighting hazards); and

Pollution

- (f) uses are located and designed to avoid significantly polluting the air, water or soil; and

Use of existing buildings

- (g) existing buildings and other structures that are vacant or have spare capacity are used for appropriate new or additional uses.

Aircraft operations

- (c) for subsection (1)(e)(i)—the maximum height for the carrying out of an activity is 8.5 m.

The proposed reconfiguration can readily comply with these requirements.

Section 4.11 Provision and effects of works seeks to achieve the following outcomes for development:

Scale and design of works

- (a) buildings and other works are consistent with the scale and design of existing buildings and other works in the town where they occur, and do not intrude into aircraft operational areas; and

Siting and provision of works

- (b) buildings and other works are sited and provided on premises having regard to the safety of people using the premises and the adjoining premises, the amenity enjoyed by those people, and the maintenance of buildings and works, including appropriate provision for each of the following—
 - (i) access to natural light and ventilation;
 - (ii) privacy;
 - (iii) noise attenuation;
 - (iv) dust reduction;
 - (v) landscaping;
 - (vi) outlook;
 - (vii) off-street parking; and
- (c) buildings and other works are sited and provided on premises having regard to the effects on the natural and cultural heritage values of the environment, including loss of natural vegetation, land degradation, water pollution; and

Provision and design of water supply, sewerage and roads

- (d) water supply, sewerage and roads are provided to—
 - (i) meet appropriate standards at the least whole-of-life cost, including avoiding unnecessary duplication; and
 - (ii) be robust and fit for the purpose and intended period of operation; and
 - (iii) be easily maintained without unnecessarily requiring specialist expertise or equipment; and
 - (iv) be comprised of components and materials that are as readily accessible and available as practicable; and
 - (v) be readily integrated with existing systems and facilitate the orderly provision of future systems.

The proposed reconfiguration can readily comply with these requirements. Compliance is achieved with the relevant provisions of the Town Zone Code.

Reconfiguring a Lot Code

The Reconfiguring a Lot Code seeks to achieve the following Overall Outcomes, relevant to the assessment of this Application:

- (a) if rearranging the boundaries of a lot – usability of and access to all lots affected is improved, or maintained to an adequate extent.

Specific requirements for reconfiguration of a lot in the Town Zone -Residential, are as follows:

- (a) Each new lot or separate part of a lot has appropriate vehicular access to a Road that does not significantly detract from the operation of the Road; and

- (b) each new lot or separate part of a lot is capable of being connected to, or providing for within the lot, an appropriate level of the following –
 - (i) water supply; and
 - (ii) sewage treatment; and
 - (iii) drainage; and
 - (iv) power supply; and
 - (v) telecommunications.
- (c) Residential use – each new lot or separate part of lot intended for residential use has adequate usable area to allow for –
 - (i) dwelling unit and ancillary buildings and structures to be erected in a location that is convenient and, as far as practicable, avoids placing people and works at risk from flooding or other hazard; and
 - (ii) adequate usable open space. The occupants; and
 - (iii) parking for it least one car; and
 - (iv) reasonable vehicular access for a car from the Road to a site for the dwelling.

Residential use - each new lot or separate part of lot intended for residential use has the following –

- (i) A minimum area 500 m² if in the serviced area otherwise 1000 m²; and
- (ii) Minimum dimensions within the lot or separate part of lot of 14 m x 20 m.

The proposed development can readily comply with the relevant provisions of the Code.

Referral Agencies:

The site is located within 25 metres of a State Controlled Road.

The Sustainable Planning Regulation 2009 (SPR) at Schedule 7, Table 2 Item 2 states:

Reconfiguring a lot if –

- (a) any part of the land –
 - (i) is within 25 m of a State Controlled Road; or
 - (ii) is future State Controlled Road; or
 - (iii) abuts a road that intersects with a State-Controlled Road that is within 100 m of the land; and
- (b) one or more of the following apply –
 - (i) the total number of lots is increased;
 - (ii) the total number of lots abutting the State Controlled Road is increased;
 - (iii) there is a new or changed access between the land and the state-controlled road.

The two lots exist, there is no proposed increase in the number of lots and each lot has legal vehicular access to the site frontages from the State Controlled Road, therefore it is determined that the referral trigger does not apply.

5. CONCLUSION

The proposed development is a boundary realignment that seeks to overcome an encroachment over the common boundary between the two lots. The proposed development is supported and recommended for approval, subject to reasonable and relevant conditions, outlined below.

6. OFFICER'S RECOMMENDATION

That the Council resolve:

In accordance with the Sustainable Planning Act 2009 as amended, the applicant be notified that the application for a Development Permit for Reconfiguring a Lot – (Boundary Realignment), located at 41 Musgrave Street, Burketown - Lot 154 B1364 and Lot 155 B1364, is approved subject to the conditions detailed below.

A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

1. The development shall be undertaken substantially in accordance with the submitted Proposal Plan of Reconfiguration, except as modified by this approval.
2. The concrete encroachments shown on the Proposal Plan are required to be removed so that the proposed new common boundary is free of encroachments, to the satisfaction of the Chief Executive Officer or delegate.

OR

The proposed common boundary is required to be realigned clear of the encroaching concrete driveway and hardstand area, while still complying with the minimum specifications for land located in the Town Zone - Residential Preferred Use Area outlined in the Reconfiguring a Lot Code, to the satisfaction of the Chief Executive Officer or delegate.

3. Any future building work on the two lots shall be carried out generally in accordance with any relevant Council's requirements and to the satisfaction of the Chief Executive Officer or delegate.
4. This development approval lapses four (4) years after the day that the development approval takes effect, unless extended under the Sustainable Planning Act 2009.
5. Each lot is to be connected to the reticulated sewerage system, water service, electricity and telecommunications infrastructure to the satisfaction of the Chief Executive Officer or delegate.
6. Should any of the Council's assets be damaged during the construction of any new infrastructure, or associated works the cost of the reinstatement of all such assets shall be met by the applicant/proponent, to the satisfaction of the Chief Executive Officer or delegate.
7. The applicant shall ensure the site is maintained in a clean and tidy condition at all times, to the satisfaction of the Chief Executive Officer or delegate.
8. If not already provided, sealed crossovers and aprons to the bitumen seal are to be provided from the site boundary for driveway access to each new lot.

OR

If the alternative option outlined above in Condition 2 is adopted and the existing driveway is retained to service Lot 155, then a sealed crossover and apron to the bitumen seal is to be provide from the site boundary for driveway access to Lot 154, if required and if the existing driveway servicing Lot 155 requires extension to connect to the bitumen seal, this is also provided.

All on-street works are to be to the satisfactions of the Chief Executive Officer or delegate.

9. Council endorsement of the Plan of Survey relies on compliance with Conditions 1, 2, 5, 6, 7 and 8 outlined above, to the satisfaction of the Chief Executive Officer or delegate.

ATTACHMENTS



Attachment 1
Proposal Plan of Recc

1. Plans

10. Chief Executive Officer Reports

<p>10.01.01 Chief Executive Officer Report 10.01.02 Register of Pre-qualified Suppliers 10.01.03 Burke Shire Council - Quarry Pits 10.01.04 Procurement Policy 10.01.05 Road Segmentation & Hierarchy Policy</p>
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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:	01 December 2016
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

1. INFORMATION SNAPSHOT

Issue	Comment
Legislative obligations – plans and reporting	Council is legislatively obliged to manage numerous plans, authorities, registrations and other instruments, all of which have reporting and monitoring requirements. Some are business critical; some are not. Some are mentioned in our operational plan; some are not. Recently I became aware of two business critical items that were nearly overlooked due to staff changeover. This revealed weaknesses in our systems and has led to a project to change and simplify the way that we monitor compliance with various obligations.
Search and rescue	Several Burke Shire Council staff participated in a search for a missing person in early November. Sadly the outcome was tragic, and I commend the staff involved in the search. This is one of the more difficult and unusual activities common to small remote communities – with a blurring of the lines between the workplace and community volunteer duties that is less likely to occur in more populous or less remote locations.
North West Health and Hospital Service/ Board	Following communication with both organisations, and discussions with Mayor Ernie Camp, I will make arrangements in 2017 to host representatives at a Council meeting. The NWHHB (ie: the Board) has asked Council to nominate an elected member representative to a new local health committee. The visit to Council in 2017 will be a good opportunity for councillors to understand what this entails, and consider a nominee.
Register of Pre-Qualified suppliers (ROPS)	Work has commenced to bring this project to fruition – commencing with a workshop in Burketown on 13 December. The legal environment, and the requirements of the tender, are complex. We are seeking quotes for an experienced organisation to manage the tender process.
Savannah Way FOR DISCUSSION	At the NWQRRTG (North West QLD Regional Roads and Transport Group) held in Hughenden on 25 November 16, Burke and Carpentaria were asked to decide whether they would be willing to hand back their sections of the Savannah Way (ie: Highway One – Cairns to Broome) to State or Federal Government. Cr John Wharton stated that he believed that now is the time to make this request, to capitalise on potential sources of funding eg: Northern Australia Development.

Issue	Comment
Funding announcements	<p>Burketown Wharf:</p> <ul style="list-style-type: none"> National Stronger Regions Fund (NSRF) – successful application \$994,619 Community Resilience Fund (DILGP/CRF) – successful application Tourism Transport Connections (RRTG/TTC) – Burke application prioritised at #2 for carpark <p>Gregory Solar:</p> <ul style="list-style-type: none"> Building our Regions (BoR) – successful application for Gregory Water Treatment Plant (state) <p>Mobile towers:</p> <ul style="list-style-type: none"> Round 2 of the Commonwealth’s Mobile Black Spot Program (MBSP R2) – Telstra tower at Burke & Wills, and Optus tower at Boodjamulla National Park
NDRRA Emergent Works claim (\$446k)	<p>QRA (Queensland Reconstruction Authority) notified me in late November that they want Council to withdraw the flood damage emergent works claim for 2016, and resubmit it as a REPA (Restoration of Essential Public Assets) claim. They have made this recommendation because they believe that the high project management costs will be rejected once the claim goes to Canberra for final audit and approval. I consulted with our engineers, former Burke Shire CEO, and CEO of QRA. QRA were adamant – and have themselves prepared the paperwork for the REPA claim. They believe that this is a lower risk to Council. As they have more power in the process than Council, I have thanked them for their support and arranged to sign the paperwork to submit the REPA claim.</p>

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	<p>20/07/16: Plan adopted (decision 160720.13) at Ordinary meeting.</p> <p>The operational plan will be reviewed quarterly in October 16, January 17 and May 17.</p> <p>08/12/16: quarterly review for the period 1 July to 30 September 2016 presented to council.</p>	On track

Planning Docs	Comments	Status
<p>Local Government Area Biosecurity Plans</p> <p><i>Portfolio: Cr Camp (ex officio), Cr Clarke and Cr Murray.</i></p>	<p>15/09/16: Council adopted delegations under the Biosecurity Act 2016.</p> <p>27/09/16: EO met with Nathan Morgan to discuss development of the Biosecurity Plan for BSC which is now required by legislation</p> <p>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.</p> <p>25/10/16: Nathan Morgan made a presentation to the ordinary meeting of Council.</p> <p>Completion timeframe: uncertain.</p>	Monitor
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 LDMP at Ordinary meeting.</p> <p>21/11/16: meeting held</p>	On track

Planning Docs	Comments	Status
Audit Plan and Audit Committee	<p>Next scheduled Audit Committee meeting:</p> <ul style="list-style-type: none"> date TBA early 2017 <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> <p>01 December 2016: CEO/GPM/lawyers repeated contact and followup. BSC lawyer received advice late November from Waanyi lawyer stating that they were close to being ready to sign. Waanyi lawyer provided executable version of ILUA to BSC lawyer to review.</p>	In progress

Current Projects	Comments	Status
Burketown Post-ILUA Projects	<p>4 August 2016: Council, at a Special meeting held on Thursday 04 August 2016, reviewed matters relating to the proposed Development Management Agreement (DMA) between Economic Development Queensland (EDQ) and Burke Shire Council. Council determined its priorities for development and made delegations to the Burketown Development Committee and CEO that will enable finalisation of the DMA, marketing strategy, land lease and other documents (decision 160804.04).</p> <p>November 2016:</p> <ul style="list-style-type: none"> • The Burketown Development Committee, CEO, DCEO and GPM met weekly by teleconference with EDQ – final for 2016 held on 28 Nov • The lease and DMA were executed by Council in accordance with the delegation • EDQ considered tenders received for civil works – the prices received for erosion control work may make this work unviable under the DMA • EDQ advised the committee that delays at their end would push commencement of the work into 2017, ie: after the wet season. • Council now needs to redetermine its priorities under Schedule 1. of the DMA; a report will be prepared as required. • Ministerial approval has been granted to sell by private treaty 	On hold for development to commence in 2017 post wet season
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. DTMR and Council have signed a Deed of Agreement for these works.</p> <p>Funding has been approved under Round 3 NSRF, and 2016 DILGP Community Resilience Fund.</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 Groupo (NWQRRTG) Transport and Tourism Connections (TTC) Program has been prioritised for funding (this is not yet approved). CEO/GPM will review guidelines to determine whether TTC and CRF cancel each other out (ie: whether accepting CRF renders TTC ineligible)</p> <p>Completion timeframe: November 2017</p>	On track – all but one funding application has been determined as successful (awaiting outcome of TTC)

Current Projects	Comments	Status
Asset Management: inspections and condition assessments	<p>November 2016:</p> <ul style="list-style-type: none"> CT Management group engaged to conduct building asset condition report with Delta S software – visit planned 2017 Accepted Erscon quote for asset condition data pickup on roads – mostly completed in late November 	On track and on-going
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. Meeting scheduled Thursday 14 December 2016.</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. See Gregory ILUA.</p>	On track and on-going
Burketown Cultural History Project	Report presented to November 2016 ordinary council meeting – further information required before council can make decision on publisher (additional quotes, confirmation of copyright, budget allocation, status of requests for amendments to first draft)	First Draft completed
Solar energy for WTP in Gregory	<p>November 2016: funding application under Building our Regions successful. Awaiting advice of application under Local Government Grants and Subsidies Program (LGGSP). Scope of this project is also land tenure dependent – refer Gregory ILUA</p>	<p>Land acquisition on track</p> <p>Funding partially secured.</p>
Removal of waste tyres from Burketown & Gregory landfills	Nov 2016: Julia Creek advised that they were not successful in gaining support from mining companies for a joint tender. However, they will proceed with a local government joint tender in 2017. BSC will join. This will be further reported via the works manager report in 2017.	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	Tender documentation completed. Tender not yet released. \$200k in 2016/17 budget	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
DDMG meeting – DCEO attended by teleconference	9 Nov 2016
2016-17 LDMG meeting	Held 21 Nov 2016

6. MEETINGS/CONFERENCES/DELEGATIONS

GOVERNANCE CALENDAR – 10 November 2016 to 01 December 2016			
EDQ (Economic Development QLD)	Teleconference	Weekly	Mayor, Deputy Mayor, CEO, DCEO, GPM
CFMEU (Construction, Forestry, Mining and Energy Union)	Burketown	02 Nov 16	CEO, DCEO

GOVERNANCE CALENDAR – 10 November 2016 to 01 December 2016			
GSD (Gulf Savannah Development) management committee	Teleconference	02 Nov 16	Mayor, Deputy Mayor, CEO, DCEO, GPM
NWQRRTG (Northwest Qld Regional Roads and Transport Group) technical working group	Karumba	04 Nov 16	WM
Planning and Development Services – North & North-West Queensland Department of Infrastructure, Local Government and Planning	Teleconference	07 Nov 16	CEO, DCEO
Savannah Way Ltd (tourism)	Teleconference	08 Nov 16	DCEO, EO
DDMG (District Disaster Management Group)	Teleconference	09 Nov 16	DCEO
DTMR (Dept Transport & Main Roads)	Burketown	10 Nov 16	CEO, DCEO, WM
Department of Infrastructure, Local Government and Planning	Burketown	16 Nov 16	CEO, DCEO
LDMG (Local Disaster Management Group)	Burketown	21 Nov 16	CEO, DCEO
LGGC (Local Govt Grants Commission)	Burketown	22 Nov 16	Mayor, Deputy Mayor, CEO, DCEO, Cr Clarke
QRA (Queensland Reconstruction Authority) Board	Cloncurry	24 Nov 16	CEO
NWQROC (North West QLD Regional Organisation of Councils)	Hughenden	24 Nov 16	Cr Clarke
NWQRRTG (Northwest Qld Regional Roads and Transport Group)	Hughenden	25 Nov 16	CEO, Cr Clarke

Future Meetings

As requested by councillors, the rolling past calendar has been reduced to just the prior month. Executive Assistant Madison Marshall is keeping a new forward calendar that is supplied to councillors on a regular basis.

7. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Chief Executive Officer Reports

10.01.02 Register of Pre-qualified Suppliers

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Philip Keirle; Governance and Project Manager
DATE REPORT PREPARED:	26 November 2016
LINK TO COUNCIL PLAN/S:	Five Year Works Program, Asset and Services Management Plan, Operational Plan 2016-17

1. PURPOSE

To authorise a tender to establish a Register of Pre-qualified Suppliers for Wet/Dry Plant Hire.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has anticipated the establishment of a Register of Pre-qualified Suppliers for a number of years but has not formally initiated the process for tendering and establishing such a register.

Council, as a member of the North West Queensland Regional Road and Transport Group (NWQRRTG), contributed to the development of documentation for the management of the tender process for establishing a Register of Prequalified Suppliers (ROPS) in 2014.

In order to ensure quality submissions and high uptake from local contractors and suppliers, Council will hold a pre-tender workshop for local contractors/suppliers on the ROPS on 13 December 2016.

3. PROPOSAL

That Council, pursuant to section 232 of the Local Government Regulation 2012, authorises the release of a tender to establish a Register of Pre-qualified Suppliers for Wet/Dry Plant Hire.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council will incur costs in the following areas:

- Catering and consultant assistance for pre-tender workshop (not calculated);
- Standard fee for utilisation of eTenderlink portal (\$150)
- Costs associated with Tender Evaluation Panel assessment: expert assistance

Council anticipates costs savings in the following areas:

- Reduced administration time for subsequent procurement processes for Wet/Dry Hire of Plant;

Responsiveness:

- Council anticipates the ROPS delivering improved responsiveness in engagement processes. This will assist Council to administer particular programs more effectively, including the completion of post-event Emergent Works (refer CEO report to this meeting – QRA have queried high project management costs for 2016 emergent works – access to pre-qualified

suppliers would remove the cost of tendering for emergent works and therefore prevent recurrence of this situation).

5. POLICY & LEGAL IMPLICATIONS

The establishment of a Register of Prequalified Suppliers is regulated by section 232 of the Local Government Regulation 2012.

Exception for register of pre-qualified suppliers

- (1) This section applies to a medium-sized contractual arrangement or large-sized contractual arrangement for the supply of goods or services.
- (2) A local government may enter into the contract without first inviting written quotes or tenders if the contract is entered into with a supplier from a register of pre-qualified suppliers that is made in compliance with subsections (3) to (6).
- (3) A local government may establish a register of pre-qualified suppliers of particular goods or services only if—
 - a. **the preparation and evaluation of invitations every time the goods or services are needed would be costly; or**
 - b. the capability or financial capacity of the supplier of the goods or services is critical; or
 - c. the supply of the goods or services involves significant security considerations; or
 - d. a precondition of an offer to contract for the goods or services is compliance with particular standards or conditions set by the local government; or
 - e. **the ability of local business to supply the goods or services needs to be discovered or developed.**
- (4) **A local government must invite suppliers to tender to be on a register of pre-qualified suppliers.**
- (5) The invitation must—
 - a. be made by an advertisement published in a newspaper that circulates generally in the local government area; and
 - b. allow tenders to be given to the local government for at least 21 days after the advertisement is published in the newspaper.
- (6) When selecting a supplier to be a pre-qualified supplier for the register, the local government must have regard to the **sound contracting principles**.
- (7) A pre-qualified supplier is a supplier who has been assessed by the local government as having the **technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements**.

Section 104 (3) of the *Local Government Act 2009* defines the sound contracting principles:

- (a) value for money; and
- (b) open and effective competition; and
- (c) the development of competitive local business and industry; and
- (d) environmental protection; and
- (e) ethical behaviour and fair dealing.

6. CRITICAL DATES & IMPLICATIONS

13 Dec 2016: pre-tender workshop for local suppliers

13 Jan 2017: release tender for Register of Pre-qualified Suppliers

07 Feb 2017: closure of tender and commencement of tender evaluations

16 Mar 2017: Council adopts Register of Pre-qualified Suppliers (may be earlier, but will depend on volume of submissions received)

01 Mar 2018: renew ROPS in accordance with the Local Government Regulation 2012.

7. CONSULTATION

- Macdonells Law
- NWQRRTG: Gerard Read and Technical Committee members
- Erscon Consulting Engineers

8. CONCLUSION

Establishing a Register for Pre-qualified Suppliers of Wet/Dry Plant Hire to Council has the potential to improve the efficiency of Council's procurement operations enabling Council to plan more effectively and to respond to emergent situations more quickly. Establishing the ROPS will also diminish subsequent administration time for contractors/suppliers on the Register.

9. OFFICER'S RECOMMENDATION

3. That Council note the contents of the report; and
4. That Council, pursuant to section 232(4) of the Local Government Regulation 2012 authorises the CEO to invite suppliers to tender to be on a register of pre-qualified suppliers for providing Dry/Wet Plant Hire to Council.

ATTACHMENTS

Nil

Chief Executive Officer Reports

10.01.03 Burke Shire Council - Quarry Pits

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Philip Keirle; Governance and Project Manager
DATE REPORT PREPARED:	28 November 2016
LINK TO COUNCIL PLAN/S:	Five Year Road Program

1. PURPOSE

To provide the required response to the Department of Agriculture and Fisheries request for “a current copy of the development approvals for all quarrying operations, under the Sustainable Planning Act 2009 or the State Development and Public Works Organisation Act 1971 or letter of exemption from said Acts” made on 15 August 2016.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In August 2016 Council received correspondence from the Department of Agriculture and Fisheries (DAF) advising that Forest Products DAF had recently undertaken an administrative review of Sales Permit SP201409036 issued to the Council under the Forestry Act 1959 and executed on 12 February 2015, for the extraction of unrestricted cubic metres of quarry materials from gravel pits located in the Shire.

During the review process DAF Forest Products identified the requirement of Council to provide:

- A Quarry Management Plan to be endorsed by both Council and DAF Forest Products CE.
- Current copy of the development approvals for all quarrying operations, under the Sustainable Planning Act 2009 or the State Development and Public Works Organisation Act 1971 or letter of exemption from said Acts;

This report addresses the requirement to provide the latter documentation: Development Approval or Letter of Exemption.

In August 1993 the (then) Department of Forestry (DF) issued Sales Permit SP002293 (Quarry Material) to Council for the extraction of unrestricted cubic metres of quarry materials from pits located in the Shire, at:

- Armraynald Holding- Lot 3 PC 40, Parish of Fareham, County of Porchester;
- Augustus Downs Holdings – Lot 4 PLBK43, Parish of Tafilet and Norreal, County of Burke;
- Westmoreland Holding – PH 08/1406, Parish of Rydal and Westmoreland, County of Wentworth;
- Almora Holding – PH 08/4876, LS BK39 and LIBLR5, Parish of Touchstone, County of Buller; and
- Escott Holding- PH 08/5488, Lot 118 PC41, Parish of Harrisdale and Calshot, County of Porchester.

The Sales Permit had effect from 1 February 1993 to 28 February, 2015, with additional gravel pits being included into the Sales Permit in 2001 under Schedule 3, refer commentary below.

In response to correspondence from the (then) Department of Primary Industries (DPI) dated 11 May 2001, seeking advice with regard to the location of updated quarry/borrow pits for inclusion on SP002293, Council responded by letter dated 21 August 2001, providing an updated gravel pit location list for the following roads:

- Bowthorn Road;
- Doomadgee West Road; and
- Lawn Hill – Doomadgee Road.

The list included 92 gravel pits located in the following Parishes in the Shire:

- Buller;
- Walford;
- Lougharne;
- Scrutton;
- Pericles; and
- Tabhill.

The accompanying Council correspondence stated:

I advise that, in general it is believed that these pits have been in use for some time, however it is difficult to substantiate specific dates. This list of locations is not necessarily comprehensive but has been updated as a consequence of our review of our existing information.

Schedule 3 appears to list all gravel pits, including those first referenced under SP002293 in 1993 and the amended and updated list provided by Council in 2001. The expanded/updated list provided by Council in August 2001 was then transferred to SP201409036 in early February 2015 prior to SP002293 expiring on 28 February 2015.

On 15 February 2015 the (then) Department of Agriculture, Fisheries and Forestry (DAFF) advised Council that under the Forestry Act 1959, Local Authorities must hold a Sales Permit to obtain terrestrial quarry material from state-owned resources. Sales Permit 2014093036, was executed on 12 February 2015 and authorised quarry operations in the areas listed in Schedule 3, until 31 December 2019.

Schedule 3 includes a total of 110 gravel pits. This list would appear to be a combination of the unspecified number of gravel pits located on Armraynald Holding, Augustus Downs Holdings, Westmoreland Holding, Almora Holding and Escott Holding, first identified in SP002293 in 1993 and the 92 gravel pits identified by Council in correspondence dated 21st of August 2001. (Unfortunately it is difficult to cross reference the 2001 list and the 2015 list, due to the different way each gravel pit is described on each list).

3. PROPOSAL

That Council notes the background information (above) and town planning requirements (below) prior to endorsing the Chief Executive Officer to provide the Department of Agriculture and Fisheries with a Development Approval letter of exemption.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not Applicable

5. POLICY & LEGAL IMPLICATIONS

To determine what, if any, planning approvals were/are required for the establishment and operation of the gravel pits listed in Schedule 3, it is necessary to identify when and what type of planning regime regulated development in the Shire between 1993 and 2001.

The first legally binding planning regime was introduced to the Shire on 17 December 1992 in the form of an Interim Development Control Regulation (IDCR). The IDCR prescribed various development controls over the townships of Burketown and Gregory; it did not prescribe any development controls over rural land within the Shire.

The first planning regime to prescribe planning controls over the entire local authority area, including rural land, is the current Planning Scheme, which was adopted by Council in August 2003 (and amended to include a Priority Infrastructure Plan in 2013).

Under the current Planning Scheme a quarry/gravel pit falls under the land use definition of 'Extraction', which states:

'Extraction – means the use of premises for extracting sand, gravel, clay, soil, rock, stone or similar material from land.'

'Extraction' is Code Assessable development in both the Rural Zone and Town Zone under the current Planning Scheme.

However, as the gravel pits listed in Schedule 3 under the current Sales Permit SP201409036 were established and operating prior to 2003 under SP002293, they all have existing lawful use rights and do not require any planning approval.

Any new gravel pits or quarries proposed to be included by Council in SP201409036, would, however, require a Code Assessable Material Change of Use (MCU) Application to be lodged and assessed under the Sustainable Planning Act 2009 and progressed through the IDAS process, prior to being established and becoming operational.

Extraction is listed as a Consistent Use in the Rural Zone under the current Planning Scheme and subject to compliance with the provisions of the Planning Scheme and any State licensing requirements; approval would be forthcoming, subject to reasonable and relevant conditions.

Sustainable Planning Act 2009 (SPA)

Sections 681, 682 and 863 of SPA provide as follows:

<p>Section 681</p> <p>Lawful uses of premises on commencement</p>	<p>(1) To the extent an existing use of premises was lawful immediately before the commencement of this Act, the use is taken to be a lawful use under this Act on the commencement.</p> <p>(2) To remove any doubt, it is declared that subsection (1) does not, and has never, affected or otherwise limited a requirement under another Act to obtain an approval for the existing use.</p>
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Section 682 Lawful uses of premises protected	<p>(1) subsection (2) applies if –</p> <p>(a) immediately before the commencement of the planning instrument or in an amendment of the planning instrument, the use of premises was a lawful use of the premises; or</p> <p>(b) immediately before an existing planning instruments starts applying to land, the use of premises was a lawful use of premises.</p> <p>(2) Neither the instrument nor the amendment can –</p> <p>(a) stop the use from continuing; or</p> <p>(b) further regulate the use; or</p> <p>(c) require the use to be changed.</p>
Section 683 Lawfully constructed buildings and works protected	To the extent a building or other work has been lawfully constructed or effected, neither a planning instrument nor an amendment of the planning instrument can require the building or work to be altered or removed.

Based on the relevant provisions of SPA above, the existing gravel pits are considered lawful land uses and do not require any planning approvals to continue to operate.

6. CRITICAL DATES & IMPLICATIONS

15 Aug 2016: receipt of correspondence from DAF requesting information related to the provision, by Council, of appropriate evidence of valid approvals for Council quarry operations.

8 Dec 2016: Council meeting to endorse approach to validating quarry operations.

7. CONSULTATION

Liz Taylor, Town Planning Consultant
Department of Infrastructure, Local Government and Planning
Department of Agriculture and Forestry

8. CONCLUSION

The establishment of quarry pits on Burke Shire Council's Sales Permit occurred prior to the adoption of a planning instrument regulating this type of development. With the earliest Sales Permits endorsing the operation of these quarry pits, the establishment and operation of these pits is to be considered a lawful use that took place prior to the adoption of a Planning Instrument that would subsequently regulate this activity through a Development Approval process. Accordingly, it is appropriate that Council provides the Department of Agriculture and Fisheries with a Letter of Exemption from obtaining a Development of Approval under the Sustainable Planning Act 2009 or the State Development and Public Works Organisation Act 1971.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. That Council provides the Department of Agriculture and Fisheries with a letter exempting Council from the requirement to hold a Development Permit for the operation of the existing gravel pits listed in Schedule 3 of SP201409036 on the basis

that the operation of these pits constitutes a pre-existing lawful use under the Sustainable Planning Act 2009.

ATTACHMENTS

1. A1 – SP002293



A1 - SP002293.pdf

2. A2 – Burke IDCR 1992



A2 - Burke IDCR
1992.jpg

3. A3 – Local Government (Planning and Environment) Regulation 1991



A3 -
LocalGovPIEnR91_01_.

4. A4 – 010821 – SP002293



A4 - 010821 -
SP002293 - mapped p

5. A5 – SP201409036



A5 -
SP201409036.pdf

Chief Executive Officer Reports

10.01.04 Procurement Policy

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, CEO Philip Keirle; Governance and Project Manager
DATE REPORT PREPARED:	29 November 2016
LINK TO COUNCIL PLAN/S:	Local Government Act 2009, Local Government Regulation 2012, Operational Plan 2016-2017

1. PURPOSE

To submit a revised Procurement Policy to Council for consideration and adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council reviews the Procurement Policy each year in line with the requirements of the Local Government Regulation 2012.

3. PROPOSAL

That Council considers the revised Procurement Policy as submitted, noting the following changes:

- Introduction of Purpose section
- Revision of Legislation section
- Reorganisation of content for clarity
- Addition of Related documents section
- Clarification of treatment of GST as it relates to delegations
- Refinement of content related to Officer's Financial Delegations
- Major revision of purchasing thresholds and requirements to correctly reflect legislation, as well as organisational practices
- Update to 'preference for local suppliers' section of policy
- Incorporation of details of eTendering requirements and removal of obsolete references to tender process.
- Incorporation of additional information on the Tender Evaluation process.

4. FINANCIAL & RESOURCE IMPLICATIONS

N/A

5. POLICY & LEGAL IMPLICATIONS

Procurement Policy reflects requirements of the *Local Government Act 2009* (Sound Contracting Principles and Delegations) and various sections of the *Local Government Regulation 2012*, including:

Section 198 Procurement policy

- (1) A local government must prepare and adopt a policy about procurement (a procurement policy).
- (2) The procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.
- (3) A local government must review its procurement policy annually.

Chapter 6 – Contracting

Part 1: Introduction

Part 2: Strategic Contracting Procedures

Part 3: Default Contracting Procedures

Part 4: Publishing details of particular contractual arrangements

Part 5: Other matters (delegations)

6. CRITICAL DATES & IMPLICATIONS

Council is required to review the Procurement Policy on an annual basis. Review and adoption of the Policy at the December 2016 Council meeting will meet this annual review requirement.

7. CONSULTATION

Internal consultation: Executive Management.

External consultation: The procurement policies of all NWQROC local governments have been reviewed. Council has also consulted LGAQ legal commentary on the relevant provisions of the Act and Regulation.

8. CONCLUSION

The Procurement Policy is a legislated requirement for all Councils and outlines the principles governing Council's procurement of goods and services. These principles are derived from the Local Government Act 2009 and the content of the policy aligns with the requirements of the Local Government Regulation 2012.

9. OFFICER'S RECOMMENDATION

That Council reviews and adopts the Procurement Policy (FIN-POL-001) as submitted.

ATTACHMENTS

1. FIN-POL-001 – Procurement Policy (draft revised policy)



161208 FIN-POL-001
Procurement Policy D



FIN-POL-001
Procurement Policy.docx

2. FIN-POL-001 – Procurement Policy (existing version showing tracked changes)



A2 - Local Supplier
Definitions and Preferences

3. Local Suppliers – definitions and preferences (other Shires)

Chief Executive Officer Reports

10.01.05 Road Segmentation & Hierarchy Policy

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Philip Keirle; Governance and Project Manager
DATE REPORT PREPARED:	28 November 2016
LINK TO COUNCIL PLAN/S:	2016-17 Operational Plan

1. PURPOSE

To review ENG-POL-002 Road Segmentation and Hierarchy Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted a Road Segmentation and Hierarchy Policy for the first time in November 2015. It is an operational policy that provides important direction to a variety of stakeholders – Councillors, Council staff, valuers, consultant engineers, GIS specialists – as to the approved method of engaging with Council's road network in particular contexts: asset condition assessments, valuations, marking chainages and so forth.

3. PROPOSAL

That Council reviews the Road Segmentation and Hierarchy Policy noting:

- Revisions incorporate illustrations of the application of the road classification system;
- Appendices include mapping of Shire and townships as well as a table of Burke's road assets.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable

5. POLICY & LEGAL IMPLICATIONS

Section 60 of the *Local Government Act 2009* provides as follows:

- (1) A local government has control of all roads (subject to s59(3a)) in its local government area.
- (2) This control includes being able to—
 - (a) survey and resurvey roads; and
 - (b) construct, maintain and improve roads; and
 - (c) approve the naming and numbering of private roads; and
 - (d) **name and number other roads; and**
 - (e) make a local law to regulate the use of roads
 - (f) make a local law to regulate the construction, maintenance and use of—

- i) public utilities along, in, over or under roads; and
- ii) ancillary works and encroachments along, in, over or under roads; and
- (g) realign a road in order to widen the road; and
- (h) acquire land for use as a road.

6. CRITICAL DATES & IMPLICATIONS

Council has committed to developing and adopting the following document by 30 November 2015:

- Asset Management Strategy.

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

- Asset Management Policy.

Council has committed to developing and adopting the following document in the second quarter of 2015-2016:

- Road Segmentation and Hierarchy Policy.

7. CONSULTATION

Following consultation with GBA, QAO and CT Management Group prior to adoption of the initial policy in 2015, subsequent review has remained internal.

8. CONCLUSION

The attached reports represent another step toward Council's stated objectives of developing and maintaining an appropriate suite of asset management policies that allow Council to implement and maintain appropriate asset management practices.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. That Council receives and adopts the Burke Shire Council Road Segmentation and Hierarchy Policy.

ATTACHMENTS

1. Burke Shire Council Road Segmentation and Hierarchy Policy



ENG-POL-002 Road
Hierarchy and Segme

11. Closed Session Reports

11.01 Closed Session - Allocation of Council Accommodation

11.02 Closed Session - Recruitment and organisational review

12. Late Item Reports

12.01 Donation Request – Lifeflight Australia

12.02 Statement of Intent

Late Item Reports

12.01 Donation Request – Lifeflight Australia

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Rita Elliott; Administration Officer Martin Powley; Executive Officer
DATE REPORT PREPARED:	05 December 2016
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To provide information to Council regarding a donation request received from LifeFlight Australia.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Previous donations to similar medical evacuation services have been recorded for NQ Helicopter rescue and Angel Flight, though not for this organisation. The Council has previously committed \$5,500 (incl. GST) in 2013/14 to the North Queensland Rescue Helicopter Services (now LifeFlight). The Council also committed \$699.50 to Angel Flight (also in 2013/14) as well as \$395 to the Royal Flying Doctor Service in 2014/15 for advertising.

LifeFlight has provided information that it has undertaken one medical retrieval in the Burke Shire. This was the retrieval of an injured competitor at the Gregory Campdraft in 2016.

As stated in the Burke Shire Council's policy on Grants to Community Organisations, the following criteria are a guide:

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

3. PROPOSAL

Purpose or Function

To provide a 24 hour emergency air medical operation in the North West Queensland region. The LifeFlight Mount Isa based helicopter operation enhances existing emergency service, offering a specialized emergency response service for the critically ill and injured. The service brings a "flying emergency room" to people in need across a spread of local government regions, delivering early

medical intervention to the patient that can often mean the difference between life and death. All funding from this project will be directed to the operational cost of the North West based helicopter.

Structure

LifeFlight is a legally incorporated non- profit organisation that has been established for 35 years with over 200 members across Queensland including North West Queensland and Burke Shire.

Project Summary

Provision of rapid response medical care on site with a team of emergency medicine specialists, combined with the ability to transport a patient quickly to a medical facility for further care. This can make a difference in saving a life. The service provides continuity of care by the medical team from location to hospitalization. Where specialist care is required in an emergency situation, LifeFlight assists with transfers between hospitals. The service is operational day and night, 365 days a year and is provided at no direct cost to the patient.

How will the project benefit Burke Shire Communities

Any person in need of emergency medical attention would benefit from this service being in the NWQ community.

Who will participate

LifeFlight have a medical team and flight crew available 24 hours a day, every day of the year. Tasking for rescues can see the team called to any emergency situation to treat a patient. The medical team also transfers patients in need of medical attention between hospital facilities.

Target Audience

As above.

Donation Support Request

Cash in the amount of \$10,000

How Council will be recognized and acknowledged

Council is acknowledged on LifeFlight website, Bi-monthly regional newsletters, Annual Report, Bi-Yearly mailed newsletter, Business on Board Newsletters.

Donations are acknowledged in Social Media announcements.

Council is permitted to use “Proudly supporting RACQ LifeFlight Rescue” on marketing material and at office locations.

Total project cost

	\$\$
Own cash contribution	1,600,000
Own in-kind contribution	
Other funding sources	100,000
Council donation request	10,000
Total project cost	\$ 1,710,000

List Sources for Other Funding

NW Councils – Approx. \$100,000 donations pledged

Other information relevant to this application

Attached – management structure and annual report

4. FINANCIAL & RESOURCE IMPLICATIONS

The Donations budget is \$30,000 for the financial year 2016/17. Including commitments, the current balance is approximately \$22,000. A \$10,000 donation would be a significant commitment from a limited budget.

5. POLICY & LEGAL IMPLICATIONS

ADMIN1 Grants to Community Organisations Policy

Council is required to report on donations made in its annual report and also on its financial statement. These will be available to the public and other authorities on the Council website.

6. CRITICAL DATES & IMPLICATIONS

A decision is requested at the December meeting.

7. CONSULTATION

Executive Officer – Martin Powley

8. CONCLUSION

The Council is asked to consider financial support for LifeFlight in the context of the 2016/17 donations budget. LifeFlight is based in North West Queensland and is part of a state-wide organisation that provides aero-medical services.

9. OFFICER'S RECOMMENDATION

1. That Council considers the following options:
 - a. Approval of a \$10,000 donation to LifeFlight to provide assistance with emergency medical evacuations and care in North West Queensland, including the Burke Shire; **OR**
 - b. Approval of an amount less than \$10,000 as a donation to LifeFlight to provide assistance with emergency medical evacuations and care in in North West Queensland, including the Burke Shire; **OR**
 - c. Rejection of the request for a \$10,000 donation to LifeFlight.

ATTACHMENTS

1. Donation Request



161208 LifeFlight
donation application.pdf

2. Annual Review



161208 LifeFlight
donation attach annu

3. Management Structure



161208 LifeFlight
donation attachment

Late Item Reports

12.02 Statement of Intent (SOI)

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Ray Egan Acting Works Manager
DATE REPORT PREPARED:	06 December 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.

Council considered draft statements of intent, and nominations for additional roads and infrastructure, at the November ordinary meeting. Councillors reviewed and refined the statements of intent as presented in November and made the following decision:

12.04 Statement of intent (SOI)

- 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**

<p>b. Doomadgee East Rd</p> <p>c. Doomadgee West Rd</p> <p>d. Floraville Rd</p> <p>e. Gregory Airport Rd</p> <p>f. Gregory Lawn Hill Rd</p> <p>g. Lawn Hill Road</p> <p>h. Riversleigh Road</p> <p>i. Truganini Road</p> <p>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 (NWQTRG)</p> <p>Moved: Cr Camp</p> <p>Seconded: Cr Yanner</p> <p>Carried 161115.27 4/0</p>
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3. PROPOSAL

It is proposed that Council adopts the statements of intent as presented within for submission to the NWQTRG and further, that Council nominates the following roads and transport assets for inclusion on the LRRS network:

- Burketown Airport Rd, and Burketown Airport
- Gregory Airport Rd, and Gregory Airport
- Truganini Rd, and Burketown Wharf

Attachments presented November		Additional attachments presented December	
Statements of Intent:	Nomination Forms:	Statements of Intent:	
Burketown Airport Rd	Burketown Airport Rd	Burketown Airport	
Doomadgee East Rd	Gregory Airport Rd	Gregory Airport	
Doomadgee West Rd	Truganini Rd	Burketown Wharf	
Floraville Rd			
Gregory Airport Rd			
Gregory – Lawn Hill Rd			
Lawn Hill Rd			
Riversleigh Rd			
Truganini Rd			

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

All information must be submitted before Friday 20 January 2017.

The Regional Roads and Transport Group plan to collectively review statements of intent for LRRS roads at the next technical working group meeting scheduled for 10am on Friday 10 February 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
- Councillors at the November Ordinary Meeting

8. CONCLUSION

SOIs are presented for roads already on the LRRS network, with the addition of Gregory and Burketown airports and their access roads, and Burketown Wharf including Truganini Road (NB it is proposed that the wharf and the Burketown and Gregory airports as non road assets and will be submitted as SOI).

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council nominates the following new roads or transport infrastructure for inclusion on the LRRS network:
 - a. Burketown Airport Rd, and Burketown Airport
 - b. Gregory Airport Rd, and Gregory Airport
 - c. Truganini Rd, and Burketown Wharf
3. That Council adopts and submits the attached statements of intent for submission to the North West Queensland Regional Road Transport Group(NWQTTRG) for roads (x9) and transport infrastructure (x3) in the Burke Shire local government area to be retained or added as local roads of regional significance (LRRS):

Roads	Other transport Infrastructure
<ul style="list-style-type: none"> • Burketown Airport Rd • Doomadgee East Rd • Doomadgee West Rd • Floraville Rd • Gregory Airport Rd • Gregory – Lawn Hill Rd • Lawn Hill Rd • Truganini Rd • Riversleigh Rd 	<ul style="list-style-type: none"> • Burketown Airport • Gregory Airport • Burketown Wharf

ATTACHMENTS

Statements of Intent:

1. Burketown Airport Rd Statement of Intent –



SOI Burketown
Airport Rd.docx

2. Burketown Airport Statement of Intent -



SOI Burketown
Airport.docx

3. Doomadgee East Rd Statement of Intent –



SOI Doomadgee East
Rd.docx

4. Doomadgee West Rd Statement of Intent –



SOI Doomadgee
West Rd.docx

5. Floraville Rd Statement of Intent –



SOI Floraville
Rd.docx

6. Gregory Airport Rd Statement of Intent –



SOI Gregory Airport
Rd.docx

7. Gregory Airport Statement of Intent -



SOI Gregory
Airport.docx

8. Gregory Lawn Hill Rd Statement of Intent –



SOI Gregory Lawn
Hill Rd.docx

9. Lawn Hill Rd Statement of Intent –



SOI Lawn Hill
National Park Rd.doc

10. Riversleigh Rd Statement of Intent –



SOI Riversleigh
Rd.docx

11. Truganini Rd Statement of Intent –



SOI Truganini
Rd.docx

12. Burketown Wharf (Truganini Rd) Statement of Intent -
Nomination forms:



SOI Burketown
Wharf.docx

13. NWQRRGTG LRRS Nomination Burketown Airport Rd –



NWQRRGTG - LRRS
Nomination Burketown

14. NWQRRGTG LRRS Nomination Gregory Airport Rd –



NWQRRGTG - LRRS
Nomination Gregory A

15. NWQRRGTG LRRS Nomination Truganini Rd –



NWQRRGTG - LRRS
Nomination Truganini

Policy documents (RTA):

16. TIDS Policy 2011 –



TIDS Policy 2011.pdf

17. RTA Operational Guidelines 2016 –



RTA - Operational
Guidelines - 2016.pdf

18. Roads & Transport Alliance and NQWRRTG Information –



Roads & Transport
Alliance & NWQRRGTG

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. New business of an urgent nature admitted by Council

Recommendation (if required)

That Council consider the following matters as they are considered to be of an urgent nature requiring immediate consideration by Council:-

16. Deputations and presentation scheduled for meeting

16.01 Carpentaria Land Council Aboriginal Corporation

16.02 Alan Morton

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 19 January 2017.