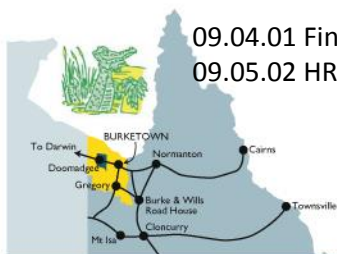




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01. Opening of Meeting

The Chair declared the meeting open at 9.15am.

02. Record of Attendance

Cr Ernie Camp; Mayor – Chair
Cr Paul Poole; Deputy Mayor (as indicated)
Cr John Clarke
Cr John Yanner
Cr Tonya Murray

Sharon Daishe; Chief Executive Officer
Nils Hay; Deputy CEO
Ray Egan; Works Manager
Brett Harris; Workshop and Fleet Manager
Simbarashe Chimpaka; Finance Manager – via telephone (as indicated)
Philip Keirle; Governance and Projects Manager – via telephone
Madison Marshall; Executive Assistant (Minutes)

03. Prayer

Cr Camp led Council in Prayer.

04. Consideration of applications for leave of absence

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

05. Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 8 December 2016

That the Minutes of the General Meeting of Council held on Thursday 8 December 2016 as presented be confirmed by Council.

Moved: Cr Clarke

Seconded: Cr Camp

Carried 170119.01 4/0

06. Condolences

Council noted the passing of Reginald England and expresses their condolences to the Family.

07. Declaration of Interests

(i) Cr Yanner – Material Personal Interest - Closed Session discussions - Due to the fact that he could gain employment from the awarded tender.

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

08.01 Notices of Motion

08.02 Petitions

Council notes that no Notice(s) of Motion or Petitions were received.

Adjournment

Council adjourned the meeting at 9.17am for a deputation from the Burketown Community Members to discuss the Burketown Wharf Precinct Project.

16. Deputations and presentation scheduled for meeting

16.02 Burketown Community Deputation

A deputation attended the meeting to discuss Council's proposed intent to issue a Section 24KA notice in relation to the proposed upgrade to the Burketown Wharf boat ramp and facilities.

Attendance

Cr Poole entered the meeting at 9.47am.

Simba Chimpaka entered the meeting at 9.54am.

Resumed Proceedings

The Burketown Community members left the meeting at 10.00am. Council resumed proceedings at 10.03am.

09. Executive Management Team Reports

09.02.01 Workshop and Fleet Report

DEPARTMENT:	Workshop
RESPONSIBLE OFFICER:	Brett Harris; Workshop and Fleet Manager
DATE REPORT PREPARED:	10 January 2017
LINK TO COUNCIL PLAN/S:	Works Program

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

Plant #	Description	Maintenance	Scheduled	Cost	Comment
426	Low Loader	Hydraulic hoses	No	2 hrs	Wear
480	Prime Mover	Rear seal, suction hose	No	6 hrs	Wear and age
506	Ammann Roller	Prepare for sale	Yes	6 hrs	Sold
519	Jetpatcher	Turbo fault	No	6 hrs	Faulty actuator
523	140M Grader	Fan belt	No	8 hrs	Blew at Gregory
530	WSO Hilux	Fault code	No	1 hr	Strange
533	Zero Turn Mower	Blades	Yes	1 hr	Worn
538	Workshop Truck	80k service	Yes	3 hrs	Scheduled
539	TRSS Hilux	60k service	Yes	3 hrs	Scheduled
560	Pump Trailer	Fuel tank and bearings	Yes	6 hrs	Annual check over
562	Skid Steer	Check over	No	2 hrs	Check
572	Job Truck	Camera system failure	No	8 hrs	Rear camera failed
583	950K Loader	Greaser Fault	No	2 hrs	Needs purge
584	RCS Landcruiser	Windscreen	No	2 hrs	Cracked and leaking
585	Job Truck	60k service	Yes	4 hrs	Scheduled
590	Gregory Genset	Blocked air intake	No	2 hrs	Lack of service
592	Water Truck	Relief valve loose	No	2 hrs	Removed valve
593	Job Truck	35k service, mirror	No	8 hrs	Scheduled
	Whippers and Mowers	Keep operational	No	8 hrs	Locate stock
	Hoist Ram	Oil leak	No	3 hrs	Fit CAT seal
	Pontoon	Prepare to raise	Yes	2 hrs	If flood comes
	River Cameras	Gregory not working	No	4 hrs	Bring back in
	Pools	Crack and pavers	No	2 hrs	Ground movement
	Ice Machine	Failing	No	16 hrs	Order new

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- Expect delivery in Feb
- Backhoe- Expect delivery in Feb
- 50 kva Genset- not required as yet
- Hilux Extra Cab- 81,970 kms- Specifications pending(service body/light truck)
- Workshop Truck- 80,269 kms- Specifications pending
- Hilux Dual Cab- 71,703 kms- hold to 80k
- Toyota Landcruiser Dual Cab- 86,078 kms- Specifications pending- replace with Hilux

Auction of Excess Plant Update

- #519 Jet patcher- Put on hold to evaluate usage
- #515 Emulsion Tanker- Did not sell- keep for now/parts/turn into water tanker

3. OFFICER'S RECOMMENDATION

That Council notes the contents of the Workshop and Fleet Manager's January 2017 report.

09.02.01 Workshop and Fleet Report

That Council notes the contents of the Workshop and Fleet Manager's January 2017 report.

Moved: Cr Murray

Seconded: Cr Yanner

Carried 170119.02 5/0

Attendance

Brett Harris left the meeting at 10.12am.

11. Closed Session Reports

That Council move into closed session to discuss confidential items as stated in the *Local Government Regulation 2012* in Chapter 8 Administration, Part 2 Local government meetings and committees, under *Sections 275 (1)(h)* other business for which public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Council moved into closed session at 10.42am.

Moved: Cr Camp

Seconded: Cr Poole

Carried 170119.03 5/0

Attendance

Sharon Daishe, Nils Hay, Ray Egan, Philip Keirle, Simba Chimpaka and Madison Marshall left the meeting at 10.43am.

Move into Open Session

That the meeting resume in open session.

Council resumed open session at 11.20am.

Moved: Cr Clarke

Seconded: Cr Poole

Carried 170119.04 5/0

Adjournment

Council adjourned the meeting for morning tea from 11.20am to 11.42am; all were present including Sharon Daishe, Nils Hay, Ray Egan and Madison Marshall.

09. Executive Management Team Reports

09.01.01 Works and Services Monthly Update Report

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Ray Egan; Works Manager
DATE REPORT PREPARED:	11 January 2017
LINK TO COUNCIL PLAN/S:	Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include:

- 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 hard stand area at SES shed identified and to be investigated **Ongoing.**
- Installation of Gregory Depot Office Donga.
- Remove overhanging tree branches on bridge Albert River
- Installation of flood depth markers various locations
- Removal of oil and contaminated soil Gregory land fill
- Removal of tables from Albert Old Bridge
- Managing road closures due to high creeks and rivers

Works for upcoming month - Road Crew

- Pothole patching various roads throughout shire
- ongoing monitoring of wharf walkway
- On going road closures.

RMPC

- Wills Development Road works as required

2016-17	Allocation	Claim 5	Funds Remaining
Schedule 1	\$242,190.64	\$43,416.89	\$137,529.76
Schedule 2	\$390,809.36	\$22,629.24	\$260,011.21
Schedule 3	\$211,999.99	\$0.00	\$49,787.59
Schedule 4	\$11,000.00	\$4,276.03	\$6,723.97
Schedule 5	\$37,500.00	\$0.00	\$14,375.00
Schedule 6	\$2,000.00	\$0.00	\$2,000.00
Total	\$895,499.99	\$70,322.16	\$470,493.53

WHS Incidents

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

2. RANGER

Animal Control

- Dog trapped and impounded -had been knocking over residences rubbish bins – was released to owner after paying the required fees and charges and registering the animal.

Weed Control

- On going

Complaints

- Resident in Beames Street had a feral pig confined in a yard, besides being illegal to keep feral pigs the animal wasn't been cared for properly.

General

- Completed assessment questions for Traffic Management design qualifications – some deficiencies in assessment that have to be completed by the 6th February.
- Purchased a thermal mosquito fogger and mister for Burketown and a mosquito mister for Gregory – Operating procedures have been completed for each.
- Completed 4 online training programs for REX – REX Security management, REX Safety management systems, REX Human factors for Safety critical personnel and Emergency Response plan
- Community Fogging notice for intended fogging for mosquitoes activities
- Misted 7 residences and the clinic for mosquitoes

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 – 24 Nov 16	11700
After Century	22 Mar 16 – 24 Nov 16	6159
Before Adels	24 Mar 16 – 24 Nov 16	9920
After Adels – Nat Park road	2 Sept 16 – 24 Nov 16	12397
Truganini	14 Mar 16 – 11 Nov 16	54742
Floraville	21 Sept 16 – 11 Nov 16	15891
Hay Farm – Camooweal road	22 Mar 16 – 24 Nov 16	69186
Doomadgee East	27 Jun 16 – 22 Nov 16	42833
Doomadgee West	8 Mar 16 – 22 Nov 16	15703
Burketown Airport Road	New Installation 4 th January 2017	

3. PARKS AND GARDENS

- Works program
- Removed the furniture from the Albert River Bridge

- Burketown Kindergarten water leak reported and repaired
- Christmas tree preparation completed waiting for lawn to dry to take down
- Lock on Gate Pool C, Aquatic Centre repaired
- Broken window at Tourist and Information Centre repaired
- Assistance with Gregory Tip oil issue given
- Doomadgee Septic Pump Out for Doomadgee Shire as requested
- Crack in Pool D patched painted and repaired
- Temporary repairs to the paving at the pools, however so much movement in soil, waiting for the dry to finalise
- Dead lawn at entry of the Aquatic Centre was top dressed and seeded and starting to thrive
- Assist Housing staff with any requirements needed.
- Assisted road crew with the removal of debris from the Beames Brook Crossing Boxing Day

4. HOUSING/BUILDING MAINTENANCE

Property inspections are occurring this will build the data base for the new program to assist in maintaining of properties and structures.

5. UTILITIES

Burketown and Gregory Water Treatment monthly usage December 2016

DAILY READING WTP BURKETOWN		
	DAILY USAGE	OUTFLOW TO TOWN LITRES/SECOND
HIGHEST DAILY USAGE	706 kl	Avg – L p/s
LOWEST DAILY USAGE	189 kl	Avg – L p/s

DAILY READING WTP GREGORY		
	DAILY USAGE (KL)	OUTFLOW TO TOWN LITRES/SECOND
HIGHEST DAILY USAGE	kl	Avg - L p/s Unavailable Flow meter Not Working
LOWEST DAILY USAGE	kl	Avg - L p/s Unavailable Flow meter Not Working

Sewer Treatment Results

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
415689	Total Coliforms	09-11-16	Treated Effluent		10 CFU/100mL	< 10	

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
415689	BOD Biochemical Oxygen Demand	09-11-16	Treated Effluent	< 20 mg/L	16 mg/L	<2	
415689	Suspended Solids	09-11-16	Treated Effluent	< 30 mg/L	10 mg/L	<1	X
415689	Total Chlorine	09-11-16	Treated Effluent	< 1mg/l	1.8mg/L	<0.01	
415689	Free Chlorine	09-11-16	Treated Effluent	<1 mg/l	1.7 mg/L	<0.01	X
415689	Electrical Conductance	09-11-16	Treated Effluent	<1600uS/cm	880uS/cm	.1	
415689	PH Physical Properties	09-11-16	Treated Effluent	6.5-8.5	8.1	<0.1	
415689	TP Nutrients & Anions	10-11-16	Treated Effluent	< 30mg/L P	3.7mg/L P	<0.25	
415689	TN Nutrients & Anions	10-11-16	Treated Effluent	< 40 mg/LN	8.7mg/L N	<0.5	

Statewide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total (Nov 2016)
Water Services			
Water mains breaks	Per 100km/year	<30	0
Incidents of unplanned interruptions	Per 1000 connections/year	<50	0
Water quality related complaints	Per 1000 connections/year	<10	0
Drinking water quality	% of samples tested with no <i>E. coli</i> detection/year	98%	100%
Time to respond to water incidents – water quality complaints, burst water mains, supply interruption	% of response to incident <12hrs	>95%	>95%
Sewerage Services			
Sewer mains breaks and chokes (blockages)	Per 100km/year	<25	1
Sewerage complaints – overflow on properties and odour	Per 1000 connections/year	<50	0
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	>95%
Combined			
Total water and sewerage complaints (any nature)	Per 1000 connections/year	<120	>95%

Airport

Rex Regional Express. All going well with the servicing of the Aircraft and the ongoing paperwork we are receiving daily. Training Courses for all the Ground Handlers involved with the meeting of the Aircraft at each flights and the Safety Management along with other important involvement in the System of their operations

Water Supply

Water Treatment all going well daily checks and maintenance on a regular basis

Nicholson Pumping Station

Routine Checks is being carried out, along with pumping into town, also ground and shed maintenance and the Emergency Standby Genset and the Pumpwell installation.

Sewer Pumping Stations

- Daily Checks is being carried out and regular maintenance.
- Water Reticulation Flushing of the water mains is being done on an as need basis
- Servicing of Valves, Fire Hydrants concrete surrounds and markers and water services.
- Water Meters Reading is being done on a monthly schedule preferably the first week of the month.
- Marking of the Locations of all Fire Hydrants around town.

6. OFFICER'S RECOMMENDATION

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

09.01.01 Works and Services Monthly Update Report

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

Moved: Cr Yanner

Seconded: Cr Murray

Carried 170119.05 5/0

09.03.01 Executive Officer Report

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Martin Powley; Executive Officer
DATE REPORT PREPARED:	10 January 2017
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.

2017 EVENTS CALENDAR

Date	Month	Event	Host	Responsible
26	January	Australia Day	BSC	EO
14-16	April	Burketown Barramundi World Fishing Championships	Barramundi Fishing Association Inc.	Barramundi Fishing Association Inc. committee
25	April	Anzac Day	BSC	EO
	TBC (after wet season)	Tidy Yard Competition	BSC	EO
29	April	Gregory Races	Gregory Downs Jockey Club	Gregory Downs Jockey Club
29-30	April	Gregory Canoe Races	North West Canoe Club Mount Isa	North West Canoe Club (Mt Isa)
6-7	May	Burketown Rodeo & Campdraft	Burketown Rodeo & Sporting Association	Rodeo and Races Committee
TBC	June	Gregory Downs Campdraft	Gregory Downs Sporting Assn.	Gregory Downs Sporting Assn. Committee
17	August	Seniors Week Morning Tea with councillors	BSC	EO (incorporated with monthly council meeting)

Date	Month	Event	Host	Responsible
TBC	September	Gregory Downs Horse Sports and Family Fun Day	Gregory QCWA	Gregory QCWA committee
7	November	Melbourne Cup luncheons – Burketown & Gregory Downs	Burketown Pub (Burketown lunch) Gregory community members (Gregory Downs lunch)	Burketown Pub Gregory Downs community
29 - 1	Sept / Oct	Burketown Rodeo and Sprint Races Morning Glory Festival (incorporating Arts & Crafts and Photo Competition)	Rodeo and Races committee BSC	Rodeo and Races committee EO
11	November	Remembrance Day	BSC	EO
TBC	November	Burketown State School end of year celebrations (<i>includes Burke Shire Young Ambassador Awards</i>)	Burketown State School	Burketown State School
TBC	December	Burke Shire Community Christmas Party	Community members	Community members (Carol Cunningham)
TBC	December	BSC Staff Christmas Party	BSC	EO

Events – general summary

In November 2016, at the request of community member Carol Cunningham, the organisation of the Burketown Community Christmas party was handed back to the community after some years of organisation by the Burke Shire Council. It was agreed that the Burke Shire will consider requests for in-kind support for the party as part of its normal donations process.

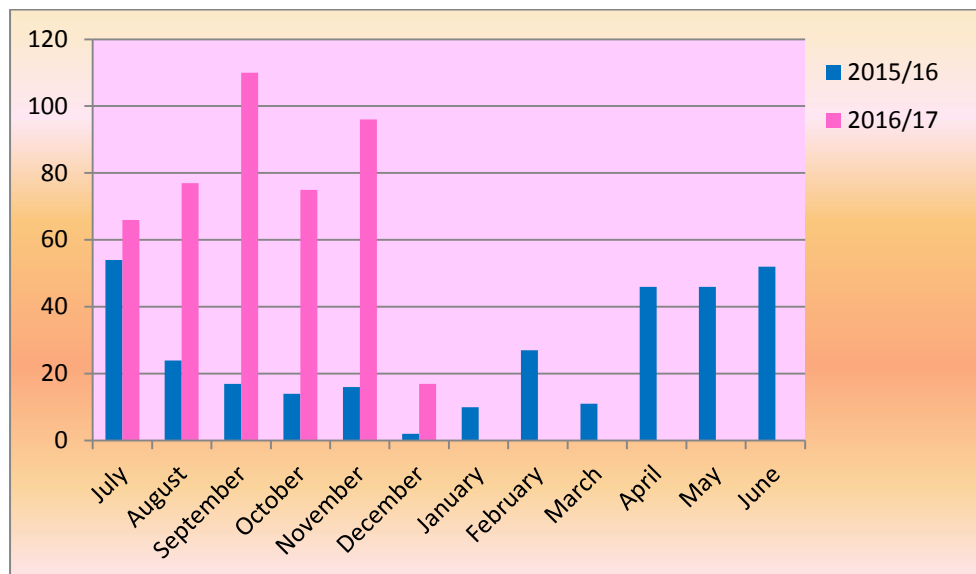
The major event for 2017 will be the Morning Glory Festival, which will incorporate the Burketown Rodeo and Races weekend. The Burke Shire Council will liaise with the Rodeo and Races committee to ensure the events complement each other and do not clash. It is envisaged that the Morning Glory Weekend will encompass a number of small events (e.g. Arts and Crafts and Photo Competition as well as community markets, the Burketown Gift footrace, bands and a community night at the Burketown Pub on the Sunday night)

2. LIBRARY

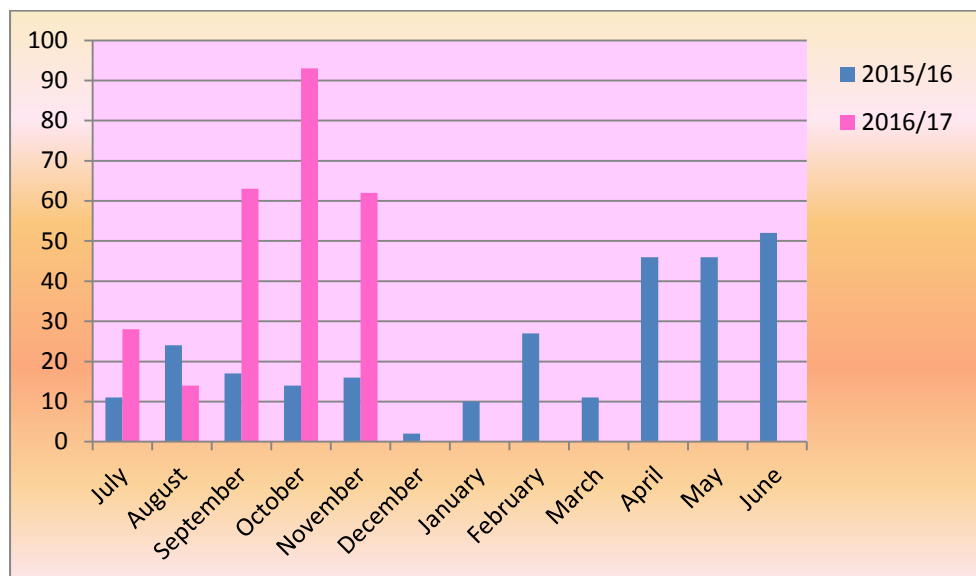
Compared to the same period in 2015, the number of library loans has increased. Due to the scheduled Administration office closure and many people going away for Christmas and New Year,

the number of people coming into the library has decreased. Another factor also contributing to this is that technical issues have restricted Wi-Fi access.

Loans



Visitors to Library



3. NEWSLETTER

The December / January edition is the 50th edition of the Burke Shire newsletter. It is in the final stages of approval before printing. The edition will have 16 pages, with an emphasis on images to encourage reader engagement.

4. ENVIRONMENTAL HEALTH OFFICER

Following the retirement of former contracted EHO Noel Millner, discussions are underway with Mr Vince Stephens, an Environmental Health specialist with 30+ years' experience. Mr Stephens has been highly recommended by Noel Millner and local government bodies in other parts of Queensland. Burke Shire has taken the lead in organising a replacement for Noel Millner with a view to sharing EHO expertise with other Gulf councils.

5. NIJINDA DURLGA

Regular and one-off bookings declined in December as expected, due to the smaller number of events and meetings in Burketown. The potential exists for a revision of the fee structure for room bookings, particularly the possibility of a smaller bond for events where no alcohol will be consumed. A revised fee structure may encourage greater use of the facility. Carpentaria and Cloncurry Shires are good points of comparison.

6. TOURISM

Executive Officer Martin Powley met with Rodney Kum-Sing from the Gangalidda Garawa Native Title Corporation to discuss a number of common points of interest, including maintenance of the Visitor Information Centre, signage in the Shire (particularly close to Burketown) and the placement of the old machinery that is currently displayed beside the Visitor Information Centre. It is recommended that the Council work with the GGNTC and Mr Kum Sing in particular, to identify priorities and funding sources where needed.

The Executive Officer also briefed Mr Kum Sing on improvements to tourist-related content on the Burke Shire website. Mr Kum Sing expressed interest in the historical content that exists on the Burke Shire site. The EO encouraged Mr Kum Sing to link key pages on the Burketown.com website to the Burke Shire site.

7. SOCIAL MEDIA

The following are examples of strong reach for BSC Facebook posts between 26 November (cut off for last report) and 31 December 2016:

Post	Reach
Rainfall event 26 Nov - video	6,000 reached, with 653 people clicking to read more.
Highlights of the Burke Shire – photo of Gregory Pub	1,200 reached, 53 clicking to read more and 76 reacting or sharing with other Facebook users.
Wet season in the gulf – rain photos	2,200 reached, with 86 clicking to read more and 18 either liking or sharing with other Facebook users.

Story behind the numbers:

The average reach for the [Burke Shire Facebook page](#) over December was 703, compared to 1,756 for November. The decrease in the total reach along with reactions such as 'Likes' reflects the end of the Morning Glory season which attracted strong interest in Facebook posts. It is worth noting that the reach of 703 was double the same period in 2015 (365). This result is evidence of an increasing engagement with the Council's Facebook page. The graphs below illustrate this data.

To maintain engagement, the Executive Officer looked for other post ideas such as rainfall and weather events to maintain stakeholder interest.

There was a lower reach for Facebook posts due to fewer events and the end of 'crowd-pleaser' phenomenon such as the Morning Glory Clouds.

The engagement on the Burke Shire Facebook page in December shows that there is strong interest in local events that impact on the lives of residents and visitors. This is evident in the reaction to posts related to the wet season. This will also be reinforced in the January figures which will form part of the next Executive Officer's report

Sharing Burke Shire content on other Facebook pages such as [Who Got the Rain](#) also increases awareness of the Shire Facebook page.

What the graphs tell us:

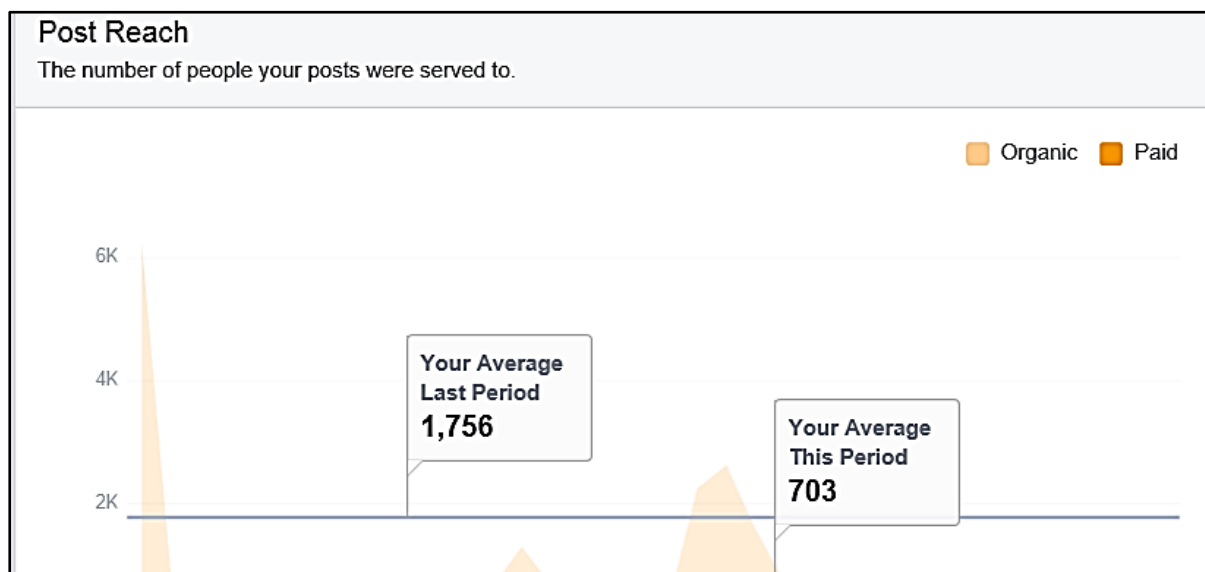


Figure 1: the total reach for December reflects the end of the Morning Glory season which provided many opportunities to promote the Burke Shire.

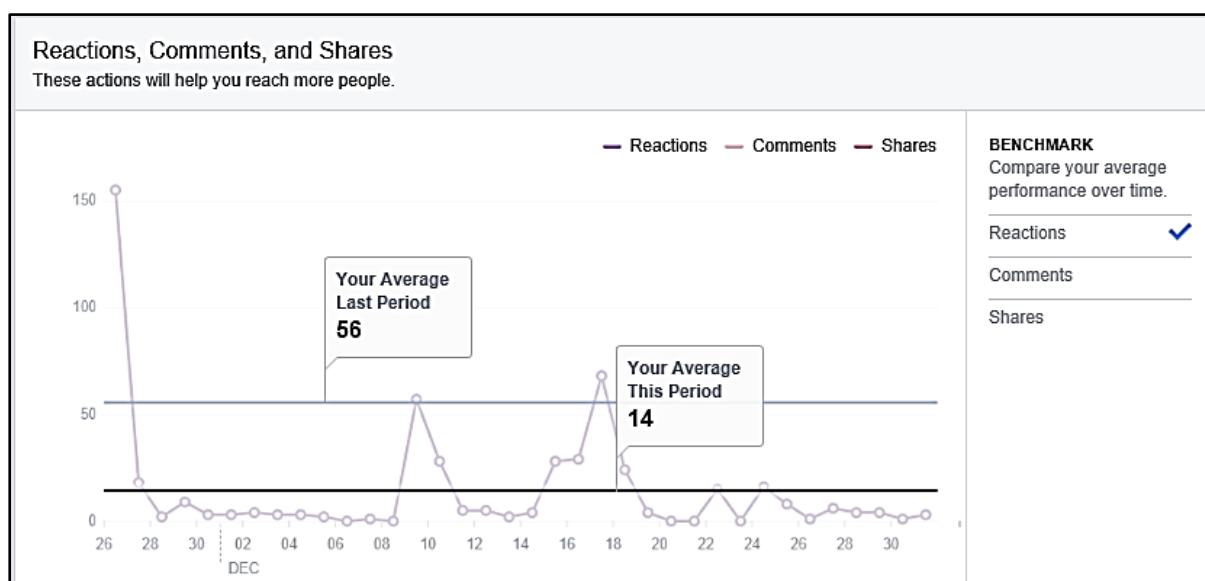


Figure 2: Reactions, comments and shares of Burke Shire Facebook posts were fewer but still significant in December.

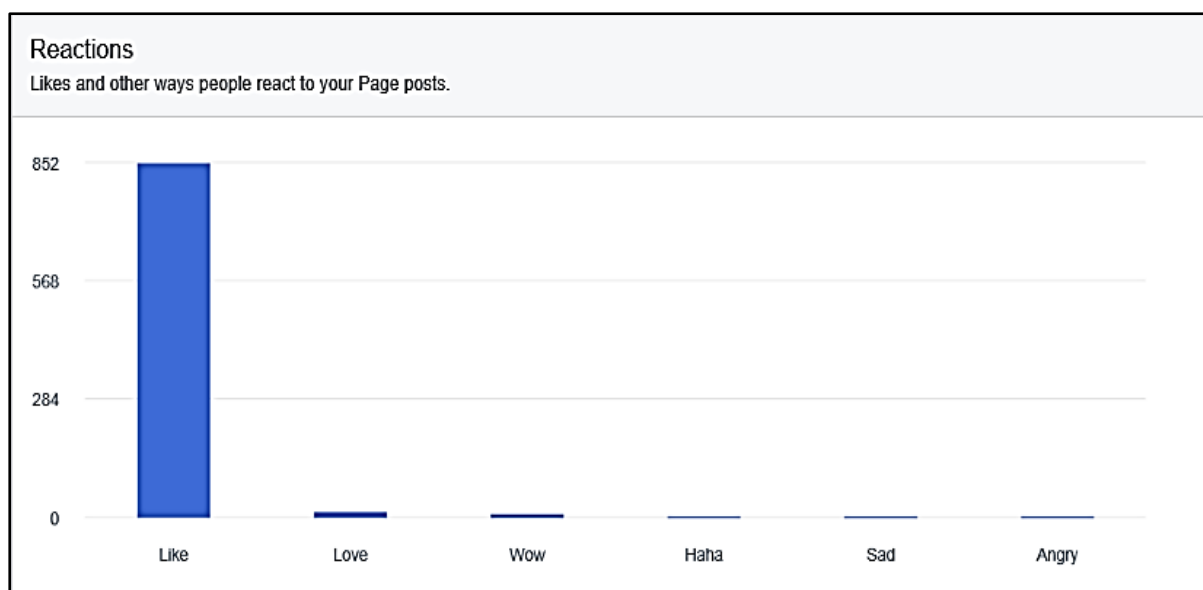


Figure 3: the reaction to Burke Shire Facebook posts was positive with 'Likes', 'Loves' and 'Wows'. There were no negative responses.

8. WEBSITE AND WI-FI

The Burke Shire website revamp continues; led by Executive Assistant Madison Marshall. This work is contracted to the LGAQ online content team. Chris Krosch from the LGAQ is engaging directly with Madison on the revamp.

The Burketown Community Wi-Fi (including splash pages) is being finalised (refer to Phil Keirle).

9. COMMUNITY SATISFACTION SURVEY

The Community Satisfaction Survey discussed at the December Council meeting has been uploaded to the Burke Shire website and the Facebook page. The key findings have also been distributed by email to Burke Shire stakeholders.

The results of the Survey will provide an ideal launching pad for the face to face engagement (road trip) proposed for the first quarter of 2017.

10. RECORDKEEPING

The number of documents now filed in the Business Classification System (BCS) has continued to increase. At the start of 2016 the number of documents held in BCS was just under 78,000. It is now over 92,000. During December, 25 folders containing 696 documents were sent to a destruction workflow. No documents were authorised for destruction in December.

Please see the attached report from CorpMem.

11. INFORMATION TECHNOLOGY

- Civica monthly reporting to Council tracks outstanding jobs and completed jobs logged (see attachments). The highest number of calls focused on emails, Citrix and spam.
- TPIT phone system being installed across the organisation as an upgrade to enhance VOIP agility.
- Due to ongoing technical problems with the Administration, Burketown Depot and Gregory Depot printers (serviced by Delta Office Supplies in Mount Isa), three new printers have been

purchased outright and installed in Burketown at the Administration office and Depot and at the Gregory Depot. The provider is Evolve. Consideration now being given to auction or tender of three existing printers.

- As previously advised, feedback from staff and Councillors will be sought re. Cloud Readiness to get optimal outcomes from optic fibre connection.

12. OFFICER'S RECOMMENDATION

That Council notes the contents of the Executive Officer report for January 2017.

09.03.01 Executive Officer Report

That Council notes the contents of the Executive Officer report for January 2017.

Moved: Cr Camp

Seconded: Cr Poole

Carried 170119.05 5/0

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:	10 January 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>.

The Minister has approved Council's request to move to public notification, subject to finalisation of minimum floor heights. Council has engaged Engeny to develop a lot-by-lot floor height model for the Shire (based on flood data and LIDAR); Engeny and Paul Hirning from CT management are presently completing this work.

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> <p>December 2016 – TDDI application submitted</p> <p>January 2017 – No update; still waiting on funding announcement</p>

3. HUMAN RESOURCES UPDATE

Staff Changes – Departures:

Jenny Williams (Executive Officer) resigned, effective 4 January 2017

Martin Powley (Executive Officer) has resigned, he will be finishing with Council on or around 12 January 2017.

Staff Changes – Appointments:

Nil

Vacancies:

Council is defining its expectations of the permanent Works Manager and Director of Works and Infrastructure roles prior to advertising these positions. The loss of Martin Powley will also require some minor changes, and recruitment of a replacement, in the administration department; the overall department structure may be amended as part of this process. In the interim, Council have access to casual resources to manage day-to-day operations.

IR Reform: Award Modernisation:

The Award Modernisation process is on-going, with a draft Award now available.

JCC:

JCC XXV will take place in the new year, following the return to work of members currently on leave.

Training:

The following training has taken place over the last month:

- Apprenticeships and Traineeships are ongoing
- Staff continue online Microsoft Office software training through a subscription to LGAQ's online learning platform
 - Training access for Councillors should have been received
- Russell Cunningham is completing his Level 3 Traffic Management qualification
- Workplace Health and Safety Representatives underwent WHSR training
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

4. WORKPLACE HEALTH AND SAFETY

The monthly Workplace Health and Safety report is attached. For the month of December there was only one environmental incident, relating to a spill of hydraulic fluid from a blown hose, and one report only incident. This report does not include details of the illegal dumping incident that occurred at the Gregory Rubbish Tip in December.

5. OFFICER'S RECOMMENDATION

That Council notes the contents of this Deputy CEO Update for January 2017.

09.05.01 Deputy Chief Executive Officer Report

That Council notes the contents of this Deputy CEO Update for January 2017.

Moved: Cr Clarke

Seconded: Cr Murray

Carried 170119.06 5/0

Adjournment

Council adjourned the meeting for lunch from 12.48pm to 1.42pm; all were present except Cr Murray, Simba Chimpaka and Philip Keirle.

Simba Chimpaka entered the meeting at 1.43pm.

Philip Keirle entered the meeting at 1.44pm.

Declaration: Material Personal Interest

Cr Yanner declared a material personal interest (*as per section 172 of the Local Government Act 2009*) in the closed session discussions and left the meeting at 1.43pm.

11. Closed Session Reports

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

Council moved into closed session at 1.44pm.

Moved: Cr Camp

Seconded: Cr Poole

Carried 170119.07 3/0

Move into Open Session

That the meeting resume in open session.

Council resumed open session at 1.52pm.

Moved: Cr Poole

Seconded: Cr Camp

Carried 170119.08 3/0

Attendance

Cr Yanner entered the meeting at 1.53pm.

Cr Murray entered the meeting at 2.14pm.

09. Executive Management Team Reports

09.04.01 Finance Monthly Update December 2016

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
DATE REPORT PREPARED:	10 January 2017
LINK TO COUNCIL PLAN/S:	Operational Plan, Budget

1. OPERATING STATEMENT: Year to date actual result vs. annual budget

	Year to Date Actual \$	Annual Budget \$	Variance Over(Under) to date \$
Operating Revenue			
Rates & Charges	1,315,459	4,010,000 -	2,694,541
Less: Discount, Rebate & Remissions	- 30,195 -	61,000	30,805
	<u>1,285,264</u>	<u>3,949,000 -</u>	<u>2,663,736</u>
Fees & Charges	55,712	85,000 -	29,288
Rental Income	115,511	230,000 -	114,489
Interest	107,640	354,000 -	246,360
Recoverable Works Revenue	373,119	925,000 -	551,881
Other Income	2,320	4,000 -	1,680
	<u>654,302</u>	<u>1,598,000 -</u>	<u>943,698</u>
Donations	1,364	8,000 -	6,636
Contributions	-	-	-
Subsidies & Grants	9,871,201	2,990,000	6,881,201
	<u>9,872,565</u>	<u>2,998,000</u>	<u>6,874,565</u>
Total Operating Revenues	<u>11,812,131</u>	<u>8,545,000</u>	<u>3,267,131</u>
Operating Expenditure			
Corporate Governance Costs	566,500	807,000 -	240,500
Administration Costs	1,321,247	1,620,000 -	298,753
Recoverable Works Expenses	564,006	705,000 -	140,994
Engineering Services	1,988,302	1,752,000	236,302
Utility Services Costs	368,763	583,000 -	214,237
Net Plant Operating Costs	- 590,417 -	1,093,000	502,583
Planning & Environmental Expenses	200,009	564,000 -	363,991
Community Services Costs	2,693,241	931,000	1,762,241
Finance Costs	6,381	19,000 -	12,619
Depreciation	1,851,500	3,703,000 -	1,851,500
Other Expenses	-	-	-
Total Operating Expenditure	<u>8,969,532</u>	<u>9,591,000 -</u>	<u>621,468</u>
Operating result before Capital Revenue	<u>2,842,599 -</u>	<u>1,046,000</u>	<u>1,796,599</u>
Sale of Non current Assets	- 2,360	- -	2,360
Contributions	-	160,000 -	160,000
Capital Subsidies & Grants	463,634	15,490,000 -	15,026,366
Net Result	<u>3,303,873</u>	<u>14,604,000 -</u>	<u>11,300,127</u>

2. OPERATING STATEMENT: Year to date actual result vs. pro rata budget

	Year to Date Actual \$	Pro rata Budget \$	Variance Over(Under) to date \$
Operating Revenue			
Rates & Charges	1,315,459	2,005,000	689,541
Less: Discount, Rebate & Remissions	- 30,195 -	30,500	305
	1,285,264	1,974,500	689,236
Fees & Charges	55,712	42,500	13,212
Rental Income	115,511	115,000	511
Interest	107,640	177,000	69,360
Recoverable Works Revenue	373,119	462,500	89,381
Other Income	2,320	2,000	320
	654,302	799,000	144,698
Donations	1,364	4,000	2,636
Contributions	-	-	-
Subsidies & Grants	9,871,201	1,495,000	8,376,201
	9,872,565	1,499,000	8,373,565
Total Operating Revenues	11,812,131	4,272,500	7,539,631
Operating Expenditure			
Corporate Governance Costs	566,500	403,500	163,000
Administration Costs	1,321,247	810,000	511,247
Recoverable Works Expenses	564,006	352,500	211,506
Engineering Services	1,988,302	876,000	1,112,302
Utility Services Costs	368,763	291,500	77,263
Net Plant Operating Costs	- 590,417 -	546,500	43,917
Planning & Environmental Expenses	200,009	282,000	81,991
Community Services Costs	2,693,241	465,500	2,227,741
Finance Costs	6,381	9,500	3,119
Depreciation	1,851,500	1,851,500	-
Other Expenses	-	-	-
Total Operating Expenditure	8,969,532	4,795,500	4,174,032
Operating result before Capital Revenue	2,842,599	523,000	2,319,599
Sale of Non current Assets	- 2,360	-	2,360
Contributions	-	80,000	80,000
Capital Subsidies & Grants	463,634	7,745,000	7,281,366
Net Result	3,303,873	7,302,000	3,998,127

Overview

Year to date results show an operating surplus of \$2,842,599 before capital revenue. The operating statement reflects a net surplus of \$3,308,873 after capital grants and subsidies. Capital grants are tied to specific capital projects not reflected in the statement of comprehensive income. The year to date operating surplus reflects timing differences between recognition of revenue and expenditure of funds.

Rates & Utility Charges

General rates, levies and utility charges for the first half of the financial year remain unchanged from the previous month. External debt collection processes commence in January.

Fees and charges

Pro rata fees and charges at the end of December sat \$13,000 favourably above pro rata budget estimates. Regional Express Airlines (REX) turnaround service charges are on track with pro rata monthly estimates.

Rental income

Pro rata rental income is on track with monthly pro rata rental revenue estimates slightly exceeding pro rata estimates.

Recoverable works revenue

Recoverable works revenue increased from the previous month primarily due to Roads Maintenance Performance Contract (RMPC) claims lodged for completed works as per RMPC schedule

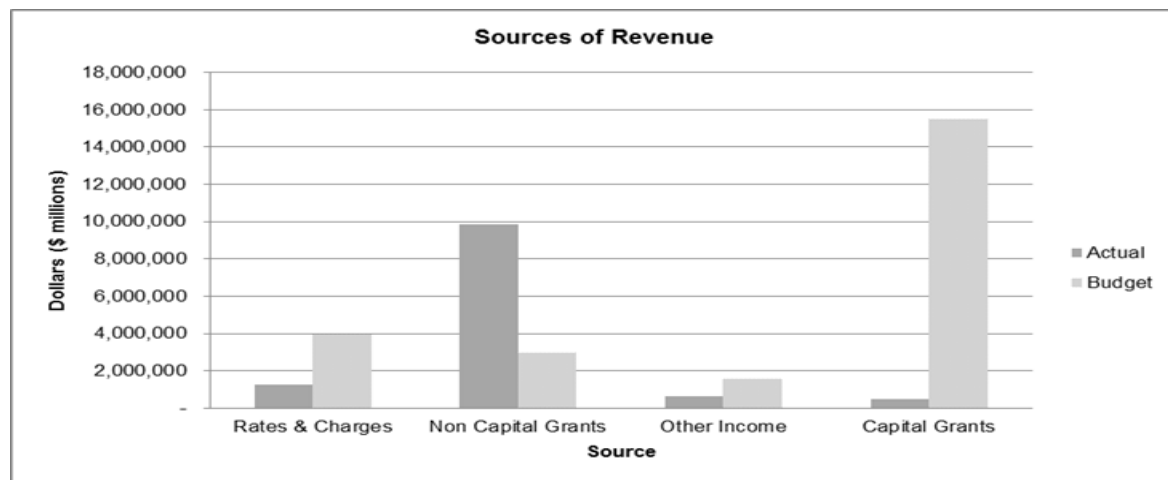
Grants, Subsidies, Contributions and Donations

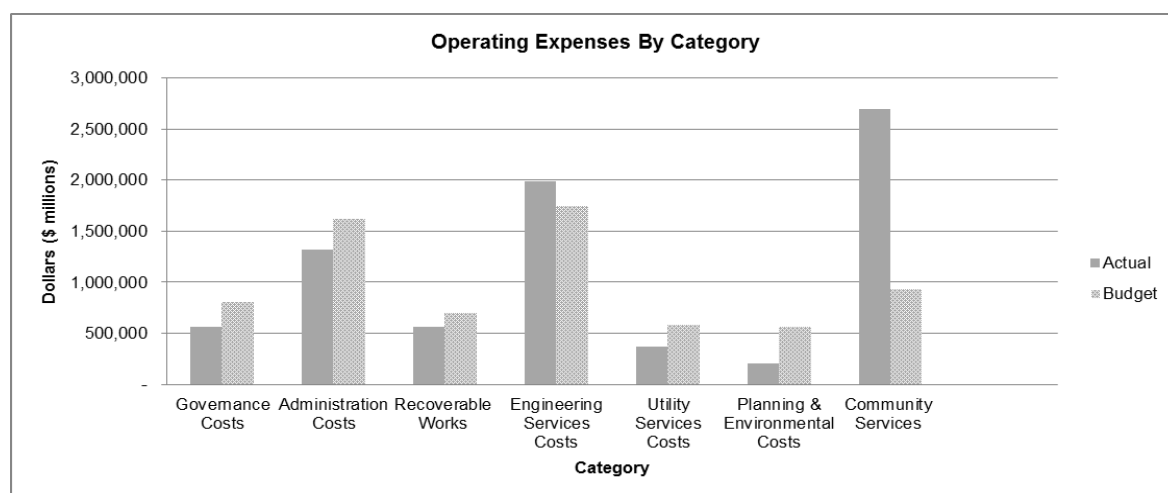
Recurrent grants, subsidies and contributions increased significantly from the previous month. Increases over the month of December were driven by the receipt of the first milestone payment for the Burketown Wharf extension project (\$163k from the Department of Infrastructure Local Government Planning (DILGP).

Council's claim for completed road restoration works (amount of \$446,264) under the 2015-16 flood submission was assessed by the QRA. A total of \$441,021 of the \$446,264 was assessed as eligible and \$5,242 as ineligible under the NDRRA. The ineligible costs relate to plant costs that cannot be confirmed as eligible consumable expenditure, as required by the Commonwealth NDRRA Determination. The eligible total of \$441,021 excl GST was paid to council in the month of December.

Capital revenue

Capital revenue remained largely unchanged from the previous month.

Where has the money come from?

How has the money been spent?

3. VARIANCE ANALYSIS

Revenue			
Council's revenue variance for the period ended December 2016 is \$18.5 million. The significant components of this variance are:			
Revenue/Program	Variance Over (Under) \$000	T/P	Analysis of significant variances
Legend: T/P - timing/permanent			
Rates & Utility Charges	(2,694,541)	T & P	Rates and Utility charges have a variance of \$2.6 million due to general rates recategorisation and timing differences. Second half levies to be raised in February should resolve variances due to timing differences.
Interest Revenue	(246,360)	P	Interest earnings are below budget estimates, due to timing differences. Original budget forecasts need to be adjusted down wards to bring actual earnings in line with budget
Recoverable works Revenue	(551,881)	T	Recoverable works revenue has a variance of \$551K due to timing of completion of RMPC works
Capital Grants TIDS Program NDRRA Program Roads to Recovery Program	(15,026,366)	T	Capital Grants have a variance of \$15 million mainly due to timing of NDRRA flood damage, TIDS and Roads to recovery revenue (please note flood damage revenue budget figures will be reclassified to operational revenue)

Expense			
Year to date actual expenditure has been compared to pro rata estimates, significant variances are as follows:			
Program	Variance Over (Under) \$000	T/P	Analysis of significant variances
Legend: T/P - timing/permanent			
Corporate Governance	148,000	P	Year to date variances are mainly due to toil accruals.
Administration costs	511,247	T/P	Year to date variances are due to the following: additional HR related expenditure, additional resourcing requirements within administration and finance and toil accruals. Timing differences
Recoverable works	352,500	T	Year to date variances mainly due to timing differences in completion of RMPC works There are no other significant variances under the recoverable works program
Engineering services	220,000		Variances mainly relate to high oncost recovery estimates in the original budget, oncost recovery estimates will be revised downwards in the amended budget. Variances also in respect of engineering consultancy
Utility Services Costs	77,263	T	There are no significant variances in relation to utilities
Plant Operation			There are no significant variances in relation to plant operation
Planning & Environmental Services			There are no significant variances
Community Services Costs	2,227,741		Variance Manly relates to payments for the optic fibre project Expenditure on community amenities and cemeteries is also significantly higher than anticipated Additional expenditure also required for airport apron and runways

Variance Analysis (Capital Works)

Description	Type	B/Fwd 15/16	Annual Budget	Year to Date Actual Expenditure	Variance Over (Under) to date	Project Phase %	Budgeted Grants & Asset Sale Proceeds	Year to Date Actual Grants & Asset Sale Proceeds	Year to Date Movement Comments
LAND		39,952	127,000	18,788	108,212		-	-	
Gregory Landfill Land	New Capital		95,000	18,788	76,212	0%	-	-	20% Deposit paid for land to be used for Gregory landfill
Gregory Solar Land	New Capital		32,000	-	32,000	0%	-	-	
BUILDINGS		-	500,000	26,545	473,455		100,000	20,000	
Housing Renovations	Renew al		40,000	-	40,000	20%	-	-	
House Purchase	New Capital		200,000	-	200,000	0%	-	-	
Visitor Information Centre	Renew al		200,000	-	200,000	0%	100,000	-	
House 17 Septic Unit Installation	Replacement		-	12,595	- 12,595	100%	-	-	Replacement of damaged septic unit
Gregory Depot Office	Replacement		-	13,950	- 13,950	100%	-	-	Replacement of old Depot Office
Radio Hut	Renew al		60,000	-	60,000	0%	-	-	
						100%	-	20,000	Stronger Communities Grant for Gregory Hall renovations completed in 15-16 financial year
OTHER STRUCTURES		62,032	868,000	140,126	727,874		465,000	-	
Mineral Baths	New Capital	18,032	-	-	-	1%	-	-	
Gregory Solar Array	New Capital	14,000	731,000	4,800	726,200	1%	365,000	-	Within budget
Boat Ramp Widening & Wharf Car Park Upgrade	Upgrade	29,000	-	10,560	- 10,560	1%	-	-	
Tennis Court Resurfacing	Renew al	1,000	37,000	36,256	744	100%	-	-	funding received previous year
Landfill Improvements (Fencing, signage, bunding)	New Capital		100,000	63,510	36,490	30%	100,000	-	
Pontoon	New Capital		-	25,000	- 25,000	100%	-	-	Balance of project expenditure total from previous year
PLANT & EQUIPMENT		-	1,065,000	42,293	1,022,707		301,000	75,604	
Drake Low Loader	Replacement		165,000	-	165,000		25,000	-	
Cat Vibrating Compactor	Replacement		250,000	-	250,000		25,000	33,000	Committed expenditure for purchase of compactor is within budget, sale of Amman roller positively above budget estimate
New Holland Backhoe	Replacement		220,000	-	220,000		25,000	30,000	committed expenditure for purchase of plant is within budget estimate, trade in positively above budget estimate
50kva Generator (Gregory)	Replacement		30,000	-	30,000		2,000	-	
Hilux Extra Cab	Replacement		51,000	-	51,000		20,000	-	
Fuso 4x4	Replacement		110,000	-	110,000		40,000	-	
Hilux Dual Cab	Replacement		60,000	-	60,000		26,000	-	
Landcruiser Dual Cab	Replacement		78,000	-	78,000		38,000	-	
Administration Pool Car	Replacement		50,000	-	50,000		-	-	
Office Printers	Replacement		24,000	18,736	5,264	100%	-	-	Replacement of faulty printers
Piano	New Capital		18,000	17,072	928	100%	-	-	Purchase of grand piano, funding received in previous year
Waste Transfer Bins	New Capital		9,000	6,485	2,515	40%	-	-	
Dolly Trailer	Disposal		-	-	-	100%	-	5,332	Sale of Dolly Trailer
New Holland Tractor & Bucket	Disposal		-	-	-	100%	-	7,272	Sale of New Holland Tractor and four in one bucket
Jet Patcher Sale	Disposal		-	-	-		100,000	-	On Hold
ROAD INFRASTRUCTURE		94,000	4,768,000	1,607,780	3,160,220		3,535,000	443,000	
Doomadgee East Road - Rehabilitation (TIDS)	Renew al		960,000	884,271	75,729		480,000	-	Within Budget
Doomadgee East Road - Reseal (TIDS)	Renew al		380,000	47,149	332,851		190,000	-	Within Budget
Doomadgee West Road - Initial Seal (TIDS)	Upgrade		442,000	441,501	499	100%	221,000	221,000	Within Budget
Doomadgee West Road - Patching (TIDS)	Renew al		42,000	17,029	24,971		21,000	-	
Floraville Road Reseal (TIDS)	Renew al		432,000	-	432,000		216,000	-	Nil expenditure to date
Burketown Airport Apron Reseal & Line Marking (TIDS)	Renew al		144,000	11,600	132,400		72,000	-	Within Budget
Floraville Road Reseal (ATSI TIDS)	Renew al		266,000	-	266,000		133,000	-	Nil expenditure to date
Burketown Streets Patching (R2R)	Renew al		32,000	-	32,000		32,000	-	
Burketown Streets Reseal, Concrete Drains (R2R)	Renew al		410,000	123,000	287,000		410,000	222,000	Within Budget
Floraville Road Rehabilitation (R2R)	Renew al		360,000	-	360,000		360,000	-	Nil expenditure to date
Gregory Lawn Hill Road (Drought Communities)	Renew al	94,000	-	-	-		100,000	-	Program changed to Lawn Hill National Park Road
Lawn Hill National Park Road Resheeting (Drought Communities)	Renew al		1,300,000	83,230	1,216,770		1,300,000	-	Within Budget
SEWERAGE INFRASTRUCTURE		5,000	50,000	-	50,000		-	-	
Passive Lagoons Design Work	Upgrade	5,000	50,000	-	50,000		-	-	
TOTAL CAPITAL WORKS			7,378,000	1,835,532	5,542,468		4,401,000	538,604	

4. STATEMENT OF FINANCIAL POSITION

	2016 - 17 Year to date Actual	2016 - 17 Annual Budget	Actual as at 30 June 2016
Assets			
Current assets			
Cash and cash equivalents	15,269,532	11,982,109	11,866,862
Trade and other receivables	462,127	763,603	980,112
Inventories	260,420	223,943	193,943
Other financial assets	-	176,463	-
Total current assets	15,947,333	13,146,118	13,040,917
Non-current assets			
Property, plant and equipment	135,848,732	132,307,425	133,383,655
Total non-current assets	135,848,732	132,307,425	133,383,655
Total assets	151,796,065	145,453,543	146,424,572
Liabilities			
Current liabilities			
Trade and other payables	597,986	1,586,350	1,087,337
Borrowings	-	-	0
Provisions	95,565	118,351	119,795
Other current liabilities	-	175,000	-
Total current liabilities	693,551	1,879,701	1,207,133
Non-current liabilities			
Trade & Other Payables	-	-	-
Interest Bearing Liabilities	-	-	-
Provisions	630,366	550,719	609,885
Other	-	-	-
Total non-current liabilities	630,366	550,719	609,885
Total liabilities	1,323,917	2,430,420	1,817,017
Net community assets	150,472,148	143,023,123	144,607,555
Community equity			
Asset revaluation reserve	76,038,657	74,114,951	76,038,657
Retained surplus	74,433,491	68,908,172	68,568,898
Other Reserves	-	-	-
Total community equity	150,472,148	143,023,123	144,607,555

Cash and cash equivalents

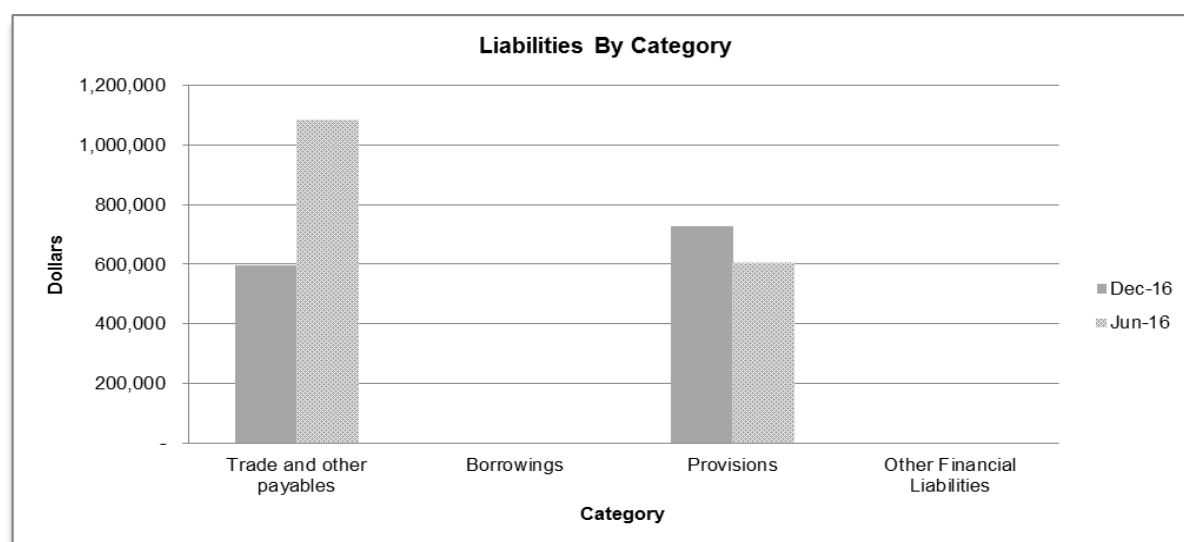
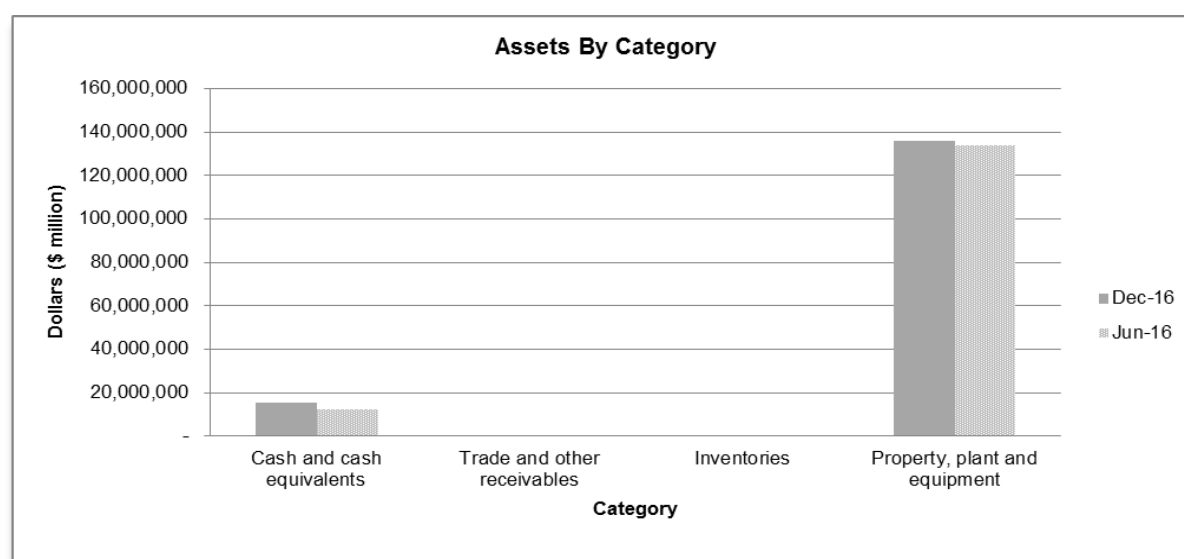
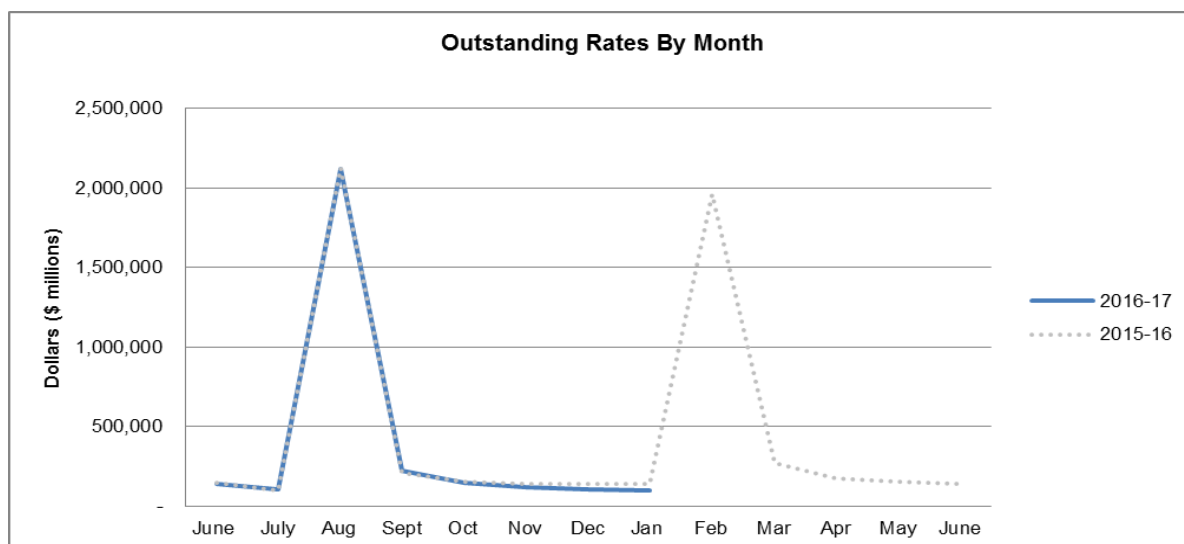
Since June 2016 Councils total equity has increased to \$150 million from \$144 million. Movements in cash and deposits have increased the cash balance to \$15, 9 million at the end of December 2016.

Cash holdings at the end of the month

Burke Shire Council - Cash Position 2016 - 2017					
Month	Queensland Treasury Corporation	Term Deposit	Westpac Bank Cash Reserve	Westpa Cash Management Account	Total Cash Held
Jul-16	\$ 8,622,085	\$ -	\$ 394,230	\$ 543,499	\$ 9,559,814
Aug-16	\$ 8,668,321	\$ -	\$ 244,230	\$ 1,740,264	\$ 10,652,814
Sep-16	\$ 8,687,275	\$ -	\$ 244,230	\$ 3,000,544	\$ 11,932,048
Oct-16	\$ 8,687,275	\$ -	\$ 244,230	\$ 6,547,782	\$ 15,479,286
Nov-16	\$ 8,704,189	\$ -	\$ 244,230	\$ 8,367,064	\$ 17,315,483
Dec-16	\$ 14,941,809	\$ -	\$ -	\$ 327,165	\$ 15,268,974

Trade and other receivables

Rates receivables at the end of December decreased to \$103,000 from \$117,000



5. MEASURES OF FINANCIAL SUSTAINABILITY

Financial ratios are indicative of effective financial management. Results within targets indicate that financial risks are being managed effectively.

Ratio	Target	YTD Actual	Target Met
Current Ratio	>1:1	23	Yes
Asset sustainability ratio	>90%	83%	No
Net Financial liabilities Ratio	<60%	-123.80%	Yes
Operating surplus ratio	Between 0 and 10%	24%	No
Capital Expenditure Ratio	1:1	1.02	Yes

The Current ratio:

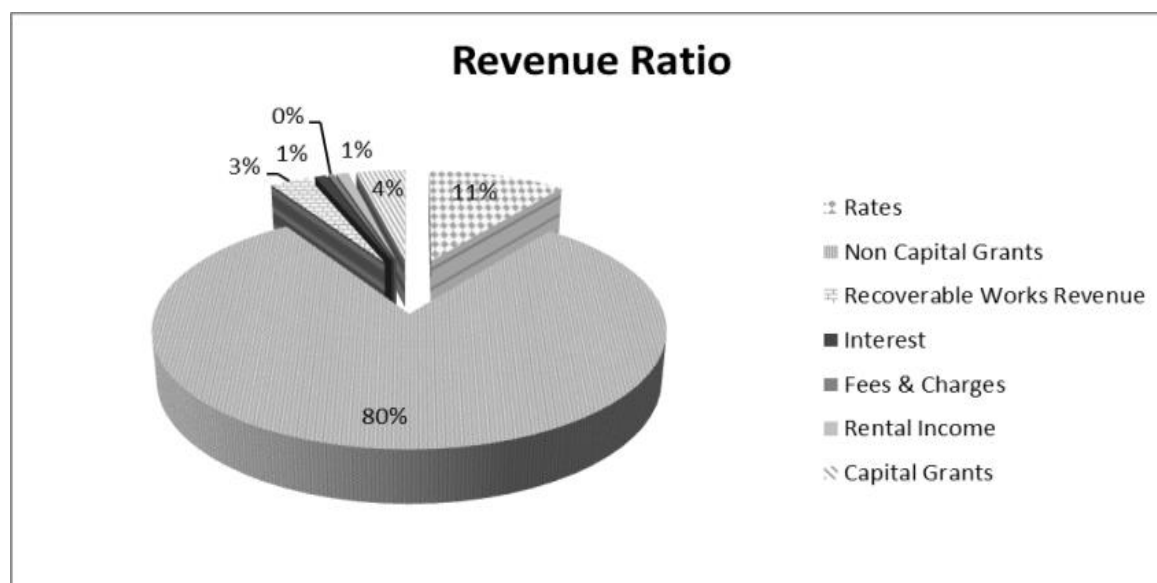
Measures Council's ability to meet short term obligations from cash and liquid financial assets- Councils ratio at the end of December indicates an ability to offset short term obligations from liquid financial assets.

The Asset sustainability ratio:

Measures the extent to which infrastructure assets are being replaced as they reach the end of their useful lives – Councils ratio at the end of December indicates slightly insufficient capital expenditure on renewal of infrastructure assets

The Net Financial liabilities ratio:

Measures the extent to which the net financial liabilities of Council can be serviced by operating revenues – Councils ratio at the end of December indicates sufficient operating revenue to cover current liabilities however it is important to also consider Councils revenue ratios. Revenue ratios at the end of December reflect a significant reliance on external rather than own source revenue therefore Council must monitor operational and capital expenditure closely.



6. REPORT OF EXERCISE OF DELEGATION – RATE DEBT RECOVERY POLICY FIN-POL-006

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

Amount of debt	Repayment term (NB: only CEO can approve if debt will not be repaid in financial year that debt was accrued).	Authorising officer (FM or CEO)
\$0.00	Nil	Nil

7. STATEMENT OF CASH FLOWS

	Actual Year to Date \$	Annual Budget \$
Cash flows from operating activities		
Receipts from customers	2,214,919	5,138,000
Payments to suppliers and employees	- 7,611,132	- 5,877,000
	- 5,396,213	- 739,000
Interest received	107,640	354,000
Rental income	115,511	230,000
Non capital grants and contributions	9,872,565	2,998,000
Borrowing costs	-	-
Net cash inflow (outflow) from operating activities	4,699,503	2,843,000
Cash flows from investing activities		
Net payments for property, plant and equipment	- 1,881,676	- 18,512,000
Grants, subsidies, contributions and donations	463,634	15,490,000
Proceeds from sale of property plant & equipment	121,209	301,000
Net cash inflow (outflow) from investing activities	- 1,296,833	- 2,721,000
Cash flows from financing activities		
Proceeds from borrowings	-	-
Repayment of borrowings	-	-
Repayments made on finance leases	-	-
Net cash inflow (outflow) from financing activities	-	-
Net increase (decrease) in cash and cash equivalents held	3,402,670	122,000
Cash and cash equivalents at the beginning of the financial year	11,866,862	11,860,109
Cash and cash equivalents at end of the month	15,269,532	11,982,109

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

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

Cash receipts from investing activities are significantly lower than cash payments for property plant and equipment (Capital works) resulting in negative cash flow from investing activities as per budget forecast.

Overall cash balances at the end of December increased by \$3.4 million from the beginning of the financial year.

8. OFFICER'S RECOMMENDATION

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

09.04.01 Finance Monthly Update December 2016

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

Moved: Cr Camp

Seconded: Cr Yanner

Carried 170119.09 5/0

09.05.02 HRM-POL-007 Absence and Absenteeism Policy Review

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	10 January 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

The purpose of this report is to review and Council's Absence and Absenteeism Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This Policy was last reviewed in November 2015. It outlines the expectations Council has of employees with regard to attendance at work.

3. PROPOSAL

As per the attached Policy, only minimal changes have been proposed to the previous version (see tracked changes in red). It is a standard document based on a template provided to Council through the LGAQ's HR Advance platform.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no finance or resource implications associated with the review of this Policy.

5. POLICY & LEGAL IMPLICATIONS

This Policy is designed to assist Council to manage absenteeism and has, in the past 12 months, been used as the basis for disciplinary action within Council. The format and content of the Policy has been shown to be effective in this regard.

6. CRITICAL DATES & IMPLICATIONS

As the review of this document is overdue, the January 2017 Ordinary Council Meeting would be an appropriate time to complete this review process.

7. CONSULTATION

The DCEO has ensured that Council's version of this policy closely reflects the 'best practice' HR Advance template. The contents of the Policy are also regularly discussed with staff at Toolbox meetings.

8. CONCLUSION

This Policy is an important part of Council's HR policy framework, communicating Council's expectations about attendance and allowing Council to manage absenteeism. It is appropriate that the review version, with minor changes, continue as part of that framework.

9. OFFICER'S RECOMMENDATION

That Council:

- a) Note the contents of this report; and
- b) Adopt the attached Version 3 of HRM-POL-007 Absence and Absenteeism Policy

09.05.02 HRM-POL-007 Absence and Absenteeism Policy Review

That Council:

- a) Note the contents of this report; and**
- b) Adopt the attached Version 3 of HRM-POL-007 Absence and Absenteeism Policy.**

Moved: Cr Murray

Seconded: Cr Clarke

Carried 170119.10 5/0

15. New business of an urgent nature admitted by Council

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

- **Burketown Wharf Boat Ramp Upgrade Project**
- **Works for Queensland Funding Programme**

Moved: Cr Murray

Seconded: Cr Poole

Carried 170119.11 5/0

15.01 Burketown Wharf Boat Ramp Upgrade Project

That Council:

- 1. Writes to Murradoo Yanner to thank him for arranging a community deputation to Council this morning; and**
- 2. Negotiates with Traditional Owners to enter into an Indigenous Land Use Agreement (ILUA) for the Burketown Wharf boat ramp upgrade project; and**
- 3. Arranges a series of consultation meetings to be held as soon as practical to seek community feedback regarding the proposed Burketown Wharf boat ramp upgrade project.**

Moved: Cr Murray

Seconded: Cr Poole

Carried 170119.12 5/0

15.02 Works for Queensland (WFQ) funding program (DILGP)

- 1. That Council note the contents of the report; and**
- 2. That Council prioritises upgrades to the Burketown and Gregory Water Treatment Plants under the Works for Queensland funding programme; and**
- 3. That Council consults with community by inviting them (through the public notice system) to provide their opinion of the priority order of a list of possible projects, and also to make suggestions of other projects that would satisfy the intent of the program regarding community assets and create, support or sustain local jobs; and**
- 4. That a Special Meeting be held at 10am on Thursday 02 February 2017 for the purpose of finalising the list of projects to be submitted for the Works for Queensland program noting that this meeting may be conducted by teleconference.**

Moved: Cr Camp

Seconded: Cr Yanner

Carried 170119.13 5/0

Attendance

Philip Keirle left the meeting at 3.37pm.

09. Executive Management Team Reports

09.05.03 HRM-POL-012 – RDO and Flexibility Policy

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	10 January 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

The purpose of this report is to review and Council's RDO and Flexibility Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This Policy was last reviewed in November 2015. It outlines workplace flexibility options available to employees, including working from home and rostered days off (RDOs).

3. PROPOSAL

As per the attached Policy, only minimal changes have been proposed to much of the previous version (see tracked changes in red); several changes have been made to try to improve the clarity of Section 6, particularly in relation to working on RDOs.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no finance or resource implications associated with the review of this Policy as it does not alter any existing employee entitlements.

5. POLICY & LEGAL IMPLICATIONS

This Policy reflects entitlements and intents set out in Council's Certified Agreement and the three Awards which govern the employment of Council's staff by facilitating flexible working arrangements for staff and providing for Rostered Days Off, Time Off in Lieu.

Specific reference should be made to the following sections of the Certified Agreement:

7. Objectives

7.1 To improve productivity and efficiency at Burke Shire Council in order that Council produces works and services that meet the needs of Council ratepayers and the Burke Shire communities. Through this agreement, the Council is also seeking to foster an environment in which it continually strives to find better and more productive ways of working;

- a) To improve productivity and efficiency at Burke Shire Council in order that Council produces works and services that are competitively priced;*
- b) To facilitate greater flexibility of working arrangements within the framework of this Agreement...*

19. Time off in lieu of overtime

19.1 An employee by prior a request in writing approved by their supervisor may elect to claim time in lieu instead of overtime for equivalent time worked outside the spread of ordinary hours of any day or in excess of the ordinary weekly hours.

19.2 The parties recognise that such time in lieu should be for a particular purpose and not to exceed 76 hours or be paid at the overtime rates that would otherwise apply.

33. Accrual of Rostered Days off During Paid Leave

33.1 Employees shall accrue a rostered day off during periods of paid leave.

6. CRITICAL DATES & IMPLICATIONS

As the review of this document is overdue, the January 2017 Ordinary Council Meeting would be an appropriate time to complete this review process.

7. CONSULTATION

The DCEO has consulted with finance staff to ensure this policy is user-friendly from a payroll management perspective.

8. CONCLUSION

This Policy is an important part of Council's HR policy framework, communicating Council's commitment to workplace flexibility. It is appropriate that the review version, with minor changes, continue as part of that framework.

9. OFFICER'S RECOMMENDATION

That Council:

- a) Note the contents of this report; and
- b) Adopt the attached Version 3 of HRM-POL-012 RDO and Flexibility Policy

09.05.03 HRM-POL-012 – RDO and Flexibility Policy

That the report be deferred to the 16 February 2017 Ordinary meeting.

09.05.04 Councillor Remuneration Policy Review

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	12 January 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

This report proposes a review of HRM-POL-013 Councillor Remuneration Policy in light of the 2016 determination of the Local Government Remuneration and Discipline Tribunal (the Tribunal).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council last reviewed this Policy in January 2016. Since that time, the Tribunal has issued its annual report. The report has flagged greater flexibility for Council to determine the requirements for Councillors to receive the 'meeting fee' portion of their remuneration.

Anecdotally, this change of approach has been attributed to representations made by Burke Shire Council members to the Department on this matter. This report has been prepared on the basis of interest shown by Councillors in exploring options relating to meeting fee remuneration.

The Tribunal's full report is attached; the relevant excerpt of the determination reads as follows:

"Method of remunerating councillors in Category 1

In its 2014 report the Tribunal explained the rationale behind the adoption of a system of remuneration which comprised a base payment (of two thirds of the annual remuneration) and a monthly payment based upon attendance at, and participation in, the twelve mandated council meetings. As a result of feedback received over the past two years the Tribunal has decided to slightly modify the basis upon which the 'meeting fee' is paid.

Rather than the meeting fee being based, solely, on attendance at and participation in mandated council meetings, the Tribunal believes that the meeting fee concept should be extended to incorporate other important meetings which require a councillor's attendance, and participation, such as budget meetings, planning sessions, and the like. This is because the role of a councilor requires them to fully participate in, and contribute to, such meetings.

As such, councils should identify, at the commencement of each year, those meetings where the presence of all councillors is expected so as to identify the number of meetings which each councillor will need to attend to receive the meeting fee component of the remuneration level set out in the note at the foot of the remuneration schedule below.

Further, a number of councils have asked the Tribunal whether the meeting fee component of their annual remuneration can be paid on a fortnightly, rather than monthly, basis so as to reduce administrative arrangements and better balance councillors' fortnightly incomes. On this topic, the Tribunal has no difficulty whatsoever in the meeting fee part of annual remuneration being converted to a fortnightly payment so long as the principles enunciated in the 2014 report, and above, are followed."

3. PROPOSAL

Council's existing Councillor Remuneration Policy remains compliant, but in light of the Tribunal's determination, the ability to make some changes to the meeting fee component exists should Council wish. This paper seeks to determine if, conceptually, Council wishes to make any changes.

The pertinent section of Council's Policy (full document attached) currently reads:

- c) *Councillors (not including Mayors and Deputy Mayors) will be paid a base rate, as determined by the Tribunal's , and be eligible for a pro-rata meeting fee for each of the 12 Council meetings to be held monthly as mandated in section 257(1) of the Regulation.*
- d) *The Councillor salary will be paid in monthly instalments to the person holding the position of Councillor to account for the responsibilities and associated costs in servicing the electorate in the following ways:*

Attendance at:

- *Ordinary (General) Meetings, Special Meetings and Committee Meetings of Council*
- *Regional Meetings*
- *Inspections*
- *Community Group Meetings*
- *Community Consultation Meetings*
- *Annual General Meetings, Handovers and Community Events*
- *Civic Receptions*
- *Community and Developers Delegations/Deputations*

This could be amended to include additional meetings; for example:

Councillors (not including Mayors and Deputy Mayors) will be paid a base rate, as determined by the Tribunal, and be eligible for a pro-rata meeting fee for each of the 12 Council meetings to be held monthly as mandated in section 257(1) of the Regulation *and the following additional meetings:*

- *Meeting X, Day Month Year*
- *Meeting Y, Day Month Year*
- *Meeting Z, Day Month Year...*

As per the determination, the additional Council-mandated meetings should be meetings where the attendance of all councillors is expected.

These meetings could include:

- Budget planning meetings
- Corporate and/or Operational Plan planning and review meetings
- Elected Member Updates or other Councillor training
- Any other meeting that Council determines all Councillors should attend

Should Council decide that it does not wish to change the manner in which meeting fees are remunerated, a reviewed copy of the Policy is attached with only minor changes for possible adoption.

4. FINANCIAL & RESOURCE IMPLICATIONS

The proposal will not change the value of Councillors' remuneration entitlements and, as such, any changes to the structure of the meeting fee will not affect the budget for this item.

5. POLICY & LEGAL IMPLICATIONS

As noted above, Council's existing Policy is remains compliant. Any proposed changes to the meeting fee structure will be reviewed by the Department of Local Government, Infrastructure and Planning to ensure that the determination is interpreted correctly.

6. CRITICAL DATES & IMPLICATIONS

The January 2017 Ordinary Council Meeting, being 12 months since this policy was last reviewed, is an appropriate time to reconsider it. Should any significant amendments be requested, these can be presented to Council for adoption at the February 2017 Ordinary Council Meeting.

7. CONSULTATION

The DCEO has consulted with representatives from LGAQ and DILGP on this matter. This report is for the purpose of consulting with Councillors.

8. CONCLUSION

Following the 2016 determination of the Tribunal, Council has greater flexibility in the way it manages meeting fee remuneration. If Councillors so desire, the Councillor Remuneration Policy can be amended to allow for this. Alternatively, Council can continue to operate with the Policy in its current form.

9. OFFICER'S RECOMMENDATION

That Council:

- a) Note the contents of this report; and
- b) Requests that HRM-POL-013 Councillor Remuneration Policy be amended and re-presented to Council at the February 2017 Ordinary Council Meeting to reflect the following desired amendments:
 - a. (Insert amendments)
 - b. (Insert amendments)

OR

- c) Adopts the attached Version 3 of HRM-POL-013 Councillor Remuneration Policy

09.05.04 Councillor Remuneration Policy Review**That Council:**

- 1. Note the contents of this report; and**
- 2. Requests provision of further information at the special meeting to be held on 2 February 2017 with a view to adoption of Policy HRM-POL-013 at the February ordinary meeting.**

Moved: Cr Yanner**Seconded: Cr Poole****Carried 170119.14 5/0**

10. Chief Executive Officer Reports

10.01.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe; Chief Executive Office
DATE REPORT PREPARED:	18 January 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

1. INFORMATION SNAPSHOT

Issue	Comment
Budget review and time in lieu	CEO and Finance Manager are currently working to address an historical situation where all time worked by senior salaried staff has been captured in the payroll system and is distorting the balance sheet as time worked in excess of 36.25 hours per week is incorrectly accrued in the system as time in lieu. Senior salaried staff routinely work 40-70 hours per week therefore this is creating a material and incorrect liability. We need to understand the system implications (flow on to payroll and general ledger) before we are able to reverse the liability.
Register of Pre-Qualified suppliers (ROPS)	This project is on track – with the tender workshop well attended in December, and the tender advertised in January.
NDRRA Emergent Works claim (\$446k)	At the request of QRA (Queensland Reconstruction Authority), Council withdraw its flood damage emergent works claim for 2016, and resubmitted it as a REPA (Restoration of Essential Public Assets) claim. This has been approved. QRA have also advised that this claim will be subject to a desktop audit.
Gregory Water Treatment Plant	Hardware and software issues are causing repeated failures at the Gregory WTP. Staff are working on this issue – a newly loaded computer has been prepared at Burketown, and an aircraft chartered for Fri 20 th to take staff and equipment to Gregory. If not successful, we will need to fly in a technician from Melbourne. This project is recommended (SCADA/Telemetry) for funding under Works for Queensland (see late report to this meeting).
New CEO briefing 10 Feb	LGAQ have invited me to attend a new CEO briefing on 10 February. This will cover a briefing session and workshop, emerging issues, policital updates and available services/support.

2. COUNCIL'S KEY PLANNING DOCUMENTATION

The table below provides an update on the status and progress of key Council planning documentation. The majority of these documents are subject to monthly, quarterly and annual review.

Planning Docs	Comments	Status
10 year Asset & Services Management Plan 2017-2026	16/09/16: Plan adopted (decision 160929.02) at Special meeting following a workshop on the same day.	On track
Operational Plan 2016-17	20/07/16: Plan adopted (decision 160720.13) at Ordinary meeting. The operational plan will be reviewed quarterly in October 16, January 17 and May 17. 08/12/16: quarterly review for the period 1 July to 30 September 2016 presented to council.	On track
Local Government Area Biosecurity Plans <i>Portfolio: Cr Camp (ex officio), Cr Clarke and Cr Murray.</i>	15/09/16: Council adopted delegations under the Biosecurity Act 2016. 27/09/16: EO met with Nathan Morgan to discuss development of the Biosecurity Plan for BSC which is now required by legislation 22/09/16: Nathan Morgan was invited to attend Ordinary meeting to present to Council however the visit was deferred due to Assistant Minister Howard's visit. 25/10/16: Nathan Morgan made a presentation to the ordinary meeting of Council. Completion timeframe: uncertain.	Monitor
Budget 2016-17	21/07/16: Budget and setting of rates, fees & charges adopted for 2016-17 financial year (decision 160721.01) The budget is available for access online via the Burke Shire Council website, along with schedules for rates, fees and charges. <ul style="list-style-type: none"> Budget review is presented at this meeting (Jan 2017) 	On track
Business Continuity Plan & Risk Register	The CRR was adopted by Council in October 2015. The BCP was adopted by Council in February 2016. The BCP was the subject of Internal Audit in May-June 2016, with a focus on sustainability. Executive staff have updated the risk register, and it is proposed to workshop risk at the next audit committee meeting.	On track

Planning Docs	Comments	Status
Local Disaster Management Plan (LDMP) 2016-2017	22/09/16: Council received and adopted review report and updated 2016/17 LDMG at Ordinary meeting. 21/11/16: meeting held	On track
Audit Plan and Audit Committee	<p>Next scheduled Audit Committee meeting:</p> <ul style="list-style-type: none"> date TBA early 2017 – for discussion January Council (suggest 02 February) <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> <p>Dec 16/Jan 17: meetings held with Edwin Jacobs to progress final approval.</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 receive 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	Updates to be provided verbally by Mayor, Deputy, CEO and DCEO at January meeting – for discussion with Council.	On track – all but one funding application has been determined as successful (awaiting outcome of TTC)
Asset Management: inspections and condition assessments	<p>CT Management group engaged to conduct building asset condition report with Delta S software – visit conducted Jan 2017</p> <p>Accepted Erscon quote for asset condition data pickup on roads – mostly completed in late November</p>	On track and on-going

Current Projects	Comments	Status
Waste Management and Recycling Strategy	<p>Council adopted the Waste Management and Recycling Strategy, including site based management plans for Burketown and Gregory, at the ordinary meeting on 25 October 2016.</p> <p>Doomadgee Shire Council has requested to meet with Burke Shire Council to progress plans (previously discussed and deferred) for a regional waste management facility at Doomadgee. 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	<p>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)</p> <p>Jan 2017: project tasked to Admin Officer Rita Elliot who has made contact with the author. Project back on track.</p>	On track
Solar energy for WTP in Gregory	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>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	Recommended for budget amendment to commence the necessary development application process to bring this project back on line.	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. Ideal project for new Works For Queensland – see late item report.	To consider for funding under Works for QLD

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 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

Wed, 7-Dec-16	9.00am to 12.00pm	Councillor Workshop	Burketown - Nijinda Durlga	Councillors and Management	
Thu, 8-Dec-16	9.00am	Council Meeting	Burketown - Nijinda Durlga	Councillors, Management and EA	
Fri, 9-Dec-16	12.00pm	Council Christmas Party	Burketown - Nijinda Durlga		
Thu, 15-Dec-16	10.30am	Meeting with Doomadgee Aboriginal Shire Council re: Regional Waste	Doomadgee Council	Councillors and CEO	CANCELLED
Thu, 5-Jan-17		Meeting with DNRM and DATSIP	Cairns	Cr Camp, Cr Poole and A/CEO Nils Hay	
Fri, 13-Jan-17		Meeting with Carpentaria Shire Council to discuss GSD and Waste Management	Burketown - Nijinda Durlga	Mayor, Deputy Mayor and ACEO	

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. A record of past meetings is also kept in that document.

7. OFFICER'S RECOMMENDATION

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

10.01.01 Chief Executive Officer Report

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

Moved: Cr Camp

Seconded: Cr Clarke

Carried 170119.15 5/0

10.01.02 Councillor Remuneration 2017-2018

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Nils Hay; Acting CEO
DATE REPORT PREPARED:	10 January 2017
LINK TO COUNCIL PLAN/S:	Budget 2017/18

1. PURPOSE

The Councillor Remuneration schedule (effective 1 July 2017) was gazetted on 8 December 2016 (Queensland Government Gazette Vol. 373 No. 77). This schedule defines the remuneration that must be paid to Councillors unless Council makes a resolution not to pay the maximum amount.

This report outlines previous Councillor Remuneration schedules as well as the Councillor Remuneration schedule gazetted on 8 December 2016.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council considers the Councillor Remuneration Schedule each year with a view to determining whether it will accept the Remuneration Schedule as gazetted or elect to pay Councillors at a rate lower than that contained in the Remuneration Schedule.

Previous and Current Remuneration Schedules:

Remuneration Schedule as gazetted (2014 Report – to apply from 1 July 2015)

- Burke Shire Council as Category 3 Council

	\$ pa
Mayor	\$97,684
Deputy Mayor	\$56,356
Councillor	\$48,842

Note: For Councillors in Category 3 Councils, a base payment of \$32,562 is payable for the 12 months commencing 1 July 2015. **A meeting fee of \$1,356.66 is payable for attendance at each of the mandated monthly meetings of Council** subject to certification by the Mayor and/or Chief Executive Officer of the Council. Mayors and Deputy Mayors in Category 3 Councils are to receive the full remuneration level shown.

Remuneration Schedule as gazetted (2015 Report – to apply from 1 July 2016)

- Burke Shire Council as Category 1 Council

	\$ pa
Mayor	\$99,638
Deputy Mayor	\$57,483
Councillor	\$49,819

Note 1: The monetary amounts shown are per annum figures. If an elected representative only serves for part of a full year (that is, 1 July to 30 June) they are only entitled to a pro-rata payment to reflect the portion of the year served.

Note 2: For councillors in category 1 councils, a base payment of \$33,213 is payable for the 12 months commencing on 1 July 2016. A meeting fee of \$1383.83 is payable for attendance at each of the 12 mandated monthly meetings of council subject to certification by the mayor and/or chief executive officer of the council. Mayors and deputy mayors in category 1 councils are to receive the full annual remuneration level shown.

Remuneration Schedule as adopted at January 2016 Council Meeting

Resolution 160121.12 was made as follows:

That Council:

- 1) *Notes that the Discipline and Remuneration Tribunal has proposed a 2% pay increase for financial year 2016-2017 in its annual review of Councillor remuneration in Queensland; and*
- 2) *Resolves, instead, to adopt a 1% pay increase for financial year 2016-2017 in line with the 1% increase awarded to Burke Shire Council employees through the Administrative Increase (awarded November 2015); and*
- 3) *Resolves to pay Councillors according to the following schedule:*

Office	Salary Component	Meeting attendance Component
Mayor	\$98,660.84	NA
Deputy Mayor	\$56,919.56	NA
Councillor	\$32,887.62	\$1370.23

(The full salary for a Councillor who attends all meetings would be \$49,330.38)

Remuneration Schedule as gazetted (2016 Report – to apply from 1 July 2017)

- Burke Shire Council as Category 1 Council

	\$ pa
Mayor	\$101,631
Deputy Mayor	\$58,633
Councillor	\$50,815

Note 1: The monetary amounts shown are the per annum figures to apply from 1 July 2017. If an elected representative only serves for part of a full year (that is, 1 July to 30 June) they are only entitled to a pro rata payment to reflect the portion of the year served.

Note 2: For councillors in Category 1 Councils, a base payment of \$33,877 is payable for the 12 months commencing on 1 July 2017. A meeting fee of \$1,411.50 per calendar month (or \$651.46 per fortnight) is payable for attendance at, and participation in, scheduled meetings of Council subject to certification by the mayor and/or chief executive officer of the Council. Mayors and deputy mayors in Category 1 Councils are to receive the full annual remuneration level shown.

3. PROPOSAL

That Council considers whether it will reduce Councillor Remuneration below the scheduled amounts gazetted in on 8 December 2016 (to take effect on 1 July 2017).

4. FINANCIAL & RESOURCE IMPLICATIONS

The maximum expenditure on salary/meeting attendance for BSC Councillors for the 2016-17 financial year is \$303,571.54. This assumes all Councillors attend all Council meetings.

In the event that no reduction to the Remuneration Schedule takes place, the maximum expenditure on salary/meeting attendance for BSC Councillors for the 2017-18 financial year is \$312,739.00.

This represents a projected increase in the overall salary/meeting attendance budget for 2017-18 (as compared with 2016-2017) of 3%.

5. POLICY & LEGAL IMPLICATIONS

Under s247(6) of the *Local Government Regulation 2012*, Councillors must be paid the maximum remuneration amount unless Council makes a resolution, within 90 days of Gazettal, not to pay the maximum amount.

If Council elects to reduce the remuneration of Councillors below that scheduled in the Gazette, it will be necessary to maintain the same proportion between Base Payment and Meeting Attendance amounts (2:1).

s244 of the *Local Government Regulation (2012)* precludes the Tribunal from including amounts in its remuneration determination for expenses to be paid or facilities to be provided to Councillors under a Council's Expenses Reimbursement Policy.

s244 of the *Local Government Regulation (2012)* precludes the Tribunal from including in its determination any contribution a Local Government may make to a voluntary superannuation scheme for Councillors. Accordingly, the level of superannuation payments made to a Councillor is a matter to be determined by each individual Council having regard to the relevant Commonwealth legislation and section 226 of the Act, as is the issue of whether a Councillor may salary sacrifice such contributions.

HRM-POL-013 – Councillor Remuneration Policy also exists to:

- a) Ensure that Councillors are paid in accordance with the determinations of the Queensland Government Remuneration and Discipline Tribunal (The Tribunal); and
- b) Provide guidelines for the payment of Councillor superannuation; and
- c) Clarify Council's obligations to Councillors under the QLD Local Government Act 2009 (the Act) and QLD Local Government Regulation 2012 (the Regulation)

6. CRITICAL DATES & IMPLICATIONS

If Council is to adopt a remuneration schedule different to that specified in the gazetted schedule, it must do so within 90 days of gazettal (8 March 2017). The January 2017 Ordinary Council Meeting would be an appropriate time to make this decision.

7. CONSULTATION

The ACEO has spoken with Tim Bastion of the Department of Local Government, Infrastructure and Planning and Mark Leyland of LGAQ in the preparation of this report.

8. CONCLUSION

Council has the ability to reduce the Remuneration of Councillors beneath the level determined by the Remuneration and Discipline Tribunal, provided this decision is made prior to 8 March 2017.

9. OFFICER'S RECOMMENDATION

That Council:

- 1) Resolves to adopt the Councillor Remuneration schedule as gazetted on 8 December 2016;

OR

That Council:

- 2) Resolves to pay Councillors less than the amount defined in the Councillor Remuneration schedule as gazetted on 8 December 2016; and
- 3) Resolves to pay according to the following schedule:

Office	Salary component	Meeting attendance component
Mayor		NA
Deputy Mayor		NA
Councillor		

10.01.02 Councillor Remuneration 2017-2018

That Council:

- 1) Resolves to pay Councillors less than the amount defined in the Councillor Remuneration schedule as gazetted on 8 December 2016; and
- 2) Resolves to pay according to the following schedule:

Office	Salary component	Meeting attendance component
Mayor	\$98,660.84	NA
Deputy Mayor	\$56,919.56	NA
Councillor	\$32,887.62	\$1370.23 – assuming 12 meetings per annum

(The full salary for a Councillor who attends all meetings would be \$49,330.38)

Moved: Cr Murray

Seconded: Cr Clarke

Carried 170119.16 5/0

Attendance

Nils Hay left the meeting from 4.39pm to 4.41pm.

Cr Clarke left the meeting at 4.56pm.

Ray Egan left the meeting at 4.56pm.

Cr Murray left the meeting at 4.57pm.

12. Late Item Reports

12.01 Budget Revision

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
DATE REPORT PREPARED:	19 January 2017
LINK TO COUNCIL PLAN/S:	Operational Plan, Budget

1. PURPOSE

This report presents the revised budgeted position of Council including requested budget amendments for 2016/17 This report also presents the revised Long Term Financial Forecast.

In accordance with the Local Government regulation 2012 Section 169 attached to this report is the:

- Revised 2016/17 Statement of Comprehensive Income
- Revised 2016/17 Budgeted Statement of Cash Flows
- Revised 2016/17 Budgeted Statement of Financial Position
- Revised 2016/17 Statement of Changes in Equity
- Revised Long term Financial Forecast

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the budget for the 2016-17 financial year on the 21st of July 2016. Council actual year to date revenue and expenditure is reviewed on a monthly basis, significant variances between year to date financial performance and budget estimates are investigated and reported.

Section 170 (3) of the Local Government Regulation 2012 provides that a Local Government may by resolution amend the budget for the financial year at anytime before the end of the financial year. Year to date financial performance has been assessed against original budget estimates and the original budget has been amended accordingly. This report presents the proposed amended budget.

Council does not intend to revise the revenue statement and the revenue policy for the 2016-17 financial year.

3. PROPOSAL

That Council acknowledges and endorses revised changes to the 2016/17 Budget and Long Term Financial forecast.

4. FINANCIAL & RESOURCE IMPLICATIONS

This recommendation requires changes to the current year budget as well as the projected Long Term Forecast.

5. POLICY & LEGAL IMPLICATIONS

Compliance with the Local Government Act 2009 and Local Government Regulation 2012

Consistent and recognised basis from which to make financial decisions.

6. CRITICAL DATES & IMPLICATIONS

19 January 2017

7. CONSULTATION

Chief Executive Officer

Department Managers (Executive Management Group)

Councillors

8. OFFICER'S RECOMMENDATION

That Council resolves to adopt the Revised Budget for 2016/17 and Long Term Financial Forecast.

12.01 Budget Revision

That Council resolves to adopt the Revised Budget for 2016/17 and Long Term Financial Forecast.

Moved: Cr Poole

Seconded: Cr Yanner

Carried 170119.17 3/0

Attendance

Cr Murray entered the meeting at 5.18pm.

12.02 Far North Queensland Regional Organisation of Councils Membership

DEPARTMENT:	Organisational Membership
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	17 January 2017
LINK TO COUNCIL PLAN/S:	Operational Plan, Strategic Plan

1. PURPOSE

The purpose of this report is to consider Council's interest in becoming a member of the Far North Queensland Regional Organisation of Councils (FNQROC).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

At a meeting on 13 January 2017 between representatives from Burke and Carpentaria Shire Councils, discussions were held regarding the advantages and costs of joining the FNQROC. This report has been prepared to allow Council to debate the merits of this proposal.

Council is presently a member of the North West Queensland Regional Organisation of Council (NWQROC), along with the Shires of:

- Carpentaria
- Cloncurry
- Croydon
- Doomadgee
- Etheridge
- Flinders
- McKinlay
- Mount Isa
- Richmond

This membership comes at a cost of \$10,000 per annum.

The FNQROC is made up of the following Shires:

- Cairns
- Cassowary Coast
- Cook
- Croydon
- Douglas
- Etheridge
- Hinchinbrook
- Hope Vale
- Mareeba
- Tablelands
- Wujal Wujal
- Yarrabah

A copy of FNQROC's 2016 Charter and Information Guide are attached to this report. More information on the organisation can be found at: www.fnqroc.qld.gov.au/fnqroc/about-fnqroc.

As a Gulf Council, Burke Shire is also a member of Tourism Tropical North Queensland, a reciprocal member of Advance Cairns (through Gulf Savannah Development [GSD]) and falls within the Townsville and Far North Queensland RDA area of responsibility. Increasingly, many of our State Government liaison offices are managed from Cairns or Townsville, rather than Mount Isa. As a result, we find ourselves sharing interests with members of both ROC groupings, while acknowledging that we are not perfectly represented by either.

It should be noted that both Croydon and Etheridge Shires are currently members of both ROCs, and Carpentaria Shire is exploring membership of both.

3. PROPOSAL

Burke Shire Council would likely benefit from membership of the FNQROC, however the scale and nature of these benefits is not clear at this stage. This report proposes attendance at an upcoming FNQROC meeting to determine the benefits of membership and allow Council to weigh up the costs of membership with the value Council will derive.

4. FINANCIAL & RESOURCE IMPLICATIONS

The annual cost of membership of the FNQROC is \$18,000 plus \$1.38/person of Shire population; in Burke's case approximately \$18,759. Membership commences on 1 July each year and pro rata applies.

In addition to the membership, attendance at FNQROC meetings will incur travel and accommodation costs. Meetings are held primarily in Cairns, but also in other member Shires, six times per year. As meetings occur on Mondays, Assuming Cairns meetings, Council's options are:

A. Rex – Leave Friday, return Wednesday

Flights:	\$850	Approx. per person
Accommodation:	\$750	Approx. per person
Meals & Incidentals:	\$525	Approx. per person
Total:	\$2,125	Approx. per person
3 delegates/meeting:	\$6,375	Approx.
6 meetings per annum:	\$38,250	Approx.
Membership:	\$18,759	Assuming population of 550
Annual total:	\$57,009	Approx.

Note – this calculation does not consider the value of the delegates' time spent in transit and waiting for return flights. Flight costs would be higher if the meeting was held somewhere besides Cairns.

B. Charter Flight – Leave Monday morning, return Tuesday

Flights:	\$5,302	Approx., for 3 people
Accommodation:	\$150	Approx. per person

Meals & Incidentals:	\$110	Approx. per person
Total:	\$2,027	Approx. per person
3 delegates/meeting:	\$6,082	Approx.
6 meetings per annum:	\$36,492	Approx.
Membership:	\$18,759	Assuming population of 550
Annual total:	\$55,251	Approx.

Note – this calculation does not consider the value of the delegate's time spent in transit. Its advantage is that it minimises time spent waiting for return flights. Flight costs may vary if the meeting is held in a location other than Cairns.

This amount has not previously been budgeted for, but may be partially offset by proposed reduction to GSD membership as a result of the cutting of overhead costs in that organisation. That said, even with modest reduction in the cost of GSD membership, this would represent an additional expense to Council.

Additional costs of membership may include:

LRRS contribution:

It is recommended the Regional Road and Transport Group contribution to remain at 2.75% of funding. (Note – Burke may not choose to be a member of the RRTG)

Council commitment to procurement (relating to join procurement initiatives):

It is recommended that current contributions remain unchanged. The current contribution is \$25,000 for Cairns, Cassowary, Cook, Douglas, Mareeba and Tablelands Councils. The remaining member Councils to contribute 20% of direct savings with non-member Councils contributing 30% of savings.

This indicates that it is possible for Council to take part in joint procurement efforts without necessarily becoming full members.

5. POLICY & LEGAL IMPLICATIONS

According to s7 b) of the FNQROC Charter:

Additional Local Governments may be admitted as members by a majority vote of members.

Given the membership of Croydon and Etheridge Shires in both ROC groups, there appears to be no barrier for Burke following a similar model – or potentially being observers on one side and members on the other.

This initiative is conceptually supported by Council's operation and strategic planning framework:

One of the goals of Council's Community Plan 2011-2021, Section 4.1 is:

"Networking with other agencies and local governments to advocate on the region's behalf and gather strategies and innovative methodologies that would enhance the region."

Council's Corporate Plan 2014-2019, Section 1.2 has the following outcome:

"Council has a strong voice in the region and with the State Government". One key strategy relating to this is:

“1.2.1 Council continues to work closely with regional organisations including Gulf Savannah Development (GSD), MITEZ and the North West Queensland Regional Organisation of Council (NWQROC) and the Regional Road and Transport Group (NWQRTG).”

The above is reflected in the 2016-17 Operational Plan:

“To ensure Council has a strong voice in regional organisations, it is essential that Council (elected members and management) is represented at key meetings of representative bodies.”

6. CRITICAL DATES & IMPLICATIONS

The next FNQROC meeting takes place on 13 February 2016. Representatives from Burke Shire may be in Cairns on 14 February 2016 for a GSD meeting. This would present an opportunity to potentially attend an FNQROC meeting to further determine:

- a) If membership would be beneficial to Burke Shire Council
- b) If it appears likely that a request for membership would be supported by FNQROC

7. CONSULTATION

Representatives of Burke Shire have consulted with Carpentaria Shire representatives on this initiative and liaised with FNQROC to determine membership costs, joining process, and meeting dates.

FNQROC's Office and Project Coordinator, Teresa Schmidt, has indicated that it would be possible for Burke Shire to attend and observe several meetings prior to making a decision on membership.

8. CONCLUSION

Council shares a range of issues with FNQROC member Councils, and representation in this group would complement Council's membership of the NWQROC. At this stage, the benefits of FNQROC membership are not clearly understood, but worthy of further investigation.

9. OFFICER'S RECOMMENDATION

- a) That Council note the contents of this report; and
- b) That Council request permission from FNQROC (Far North Queensland Regional Organisation of Councils) to attend the next board meeting on 13 February 2017 as observers; and
- c) That following observation of FNQROC meeting/s, Council will give further consideration to membership of FNQROC at a future meeting of Council.

12.02 Far North Queensland Regional Organisation of Councils Membership

- a) That Council note the contents of this report; and
- b) That Council accepts the invitation from FNQROC (Far North Queensland Regional Organisation of Councils) to attend the next board meeting on 13 February 2017 as observers; and
- c) That following observation of FNQROC meeting/s, Council will give further consideration to membership of FNQROC at a future meeting of Council.

Moved: Cr Poole

Seconded: Cr Camp

Carried 170119.18 4/0

11. Closed Session Reports

That Council move into closed session to discuss confidential items as stated in the *Local Government Regulation 2012* in Chapter 8 Administration, Part 2 Local government meetings and committees, under *Sections 275 (1)(f)* starting or defending legal proceedings involving the local government.

Council moved into closed session at 5.23pm.

Moved: Cr Poole

Seconded: Cr Yanner

Carried 170119.19 4/0

Move into Open Session

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

Council resumed open session at 5.43pm

Moved: Cr Yanner

Seconded: Cr Poole

Carried 170119.20 4/0

11.01 Closed Session - Rates overdue accounts - Referring overdue amounts to Collection House

That Council defers the matter to the 16 February 2017 ordinary meeting.

Moved: Cr Camp

Seconded: Cr Poole

Carried 170119.21 4/0

13. Mayoral Report

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

Moved: Cr Murray

Seconded: Cr Yanner

Carried 170119.22 4/0

14. Councillor Reports

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

Moved: Cr Camp

Seconded: Cr Poole

Carried 170119.23 4/0

17. Closure of meeting

The Chair declared the meeting closed at 5.54pm.

I hereby certify that these pages numbered 1 to 61 – constitute
the Confirmed Ordinary Meeting minutes of the Council Meeting
of Burke Shire Council held on Thursday 19 January 2017.

Mayor Cr Ernie Camp