



Agenda and Business Papers Burke Shire Council Ordinary General Meeting Thursday 16 February 2017 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am	Anthony Kuhn – Qcrush
10.30am to 11.00am	Morning Tea
12.30pm to 1.00pm	Lunch
1.00pm	Chris Ford – Burketown State School

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01. Opening of Meeting

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

02. Record of Attendance

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

03. Prayer

Led by Cr Clarke

04. Consideration of applications for leave of absence

None received at close of agenda.

05. Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 19 January 2017 and Special Meeting Thursday 2 February 2017

That the Minutes of the General Meeting of Council held on Thursday 19 January 2017 and the Minutes of the Special Meeting of Council held on Thursday 2 February 2017 as presented be confirmed by Council.



170119 Unconfirmed
Minutes.docx



170202 Unconfirmed
Minutes - Special Mee

06. Condolences

None received at close of agenda.

07. Declaration of Interests

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

08.01 Notices of Motion

None received at time of agenda preparation.

08.02 Petitions

None received at time of agenda preparation.

09. Executive Management Team Reports

09.01.01 Works and Services Monthly Update Report
09.02.01 Workshop and Fleet Report
09.03.01 Executive Officer Report
09.03.02 Donation Request – Fly for the Kids
09.04.01 Finance Monthly Update
09.05.01 Deputy Chief Executive Officer Report
09.05.02 HRM-POL-010 Probationary Employment Policy

Works and Services Reports

09.01.01 Works and Services Monthly Update Report

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Ray Egan; Works Manager
DATE REPORT PREPARED:	6 February 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
- Managing road closures due to high creeks and rivers
- Slashing wills development road traffic hazard
- Grade gravel section of Escott road
- Routine sign and guide post maintenance all roads
- Daily inspections of water levels on closed roads
- Installation of RTR signage on works completed
- Ongoing issues with Gregory water plant
- Removal of tree fallen across Escott crossing
- Cleaning of silt on creek crossings Doomadgee East Rd
- Cleaning silt off boat ramp

Works for upcoming month - Road Crew

- Pothole patching various roads throughout shire
- Maintenance grade natural surface section of Escott road to crossing
- Ongoing road closures

RMPC

- Wills Development Road works as required

2016-17	Allocation	Claim 6 Est.	Funds Remaining
Schedule 1	\$242,190.64	\$24,221.66	\$113,308.10
Schedule 2	\$390,809.36	\$0.00	\$260,011.21
Schedule 3	\$211,999.99	\$0.00	\$49,787.59
Schedule 4	\$11,000.00	\$0.00	\$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	\$24,221.66	\$446,271.87

WHS Incidents

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

2. RANGER

Litter Management

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

Sites Visited	Report
China wall	1 bin at the fishing site
Beames Brook Crossing	1 bin removed for the wet
Gregory Crossing	Dump skip is back in place – looks like being used by contractors from the roadhouse.

Animal Control

- Nil

Weed Control

- Continue to spray Rubber vine, Prickly acacia, and Calotrope on road reserves and Graslan on some of the bigger plants.
- Treated Calotrope regrowth again (second time) on the Floraville road after its initial slashing.
- Still treating Prickly acacia trees growing on the Nardoo/Floraville road reserve.
- Treated grass and weeds growing through bitumen on the Airport main runway, around runway lights, taxi way and apron edges and lights – still too do gables and under windsocks – currently too wet.
- Trial release of “Parkinsonia looper moth” - by CSIRO to control Parkinsonia, total of 99 boxes of larvae and moth has been released at the Escott release site since December 14– area being monitored. Andrew White of the CSIRO arrived on 14 March and conducted a field survey of the release sites (was difficult with the very wet conditions) Moth larvae were sited on 29 of the 32 plants inspected- CSIRO are to continue releasing larvae to strengthen the sites and will conduct further field trips when its drier to ascertain the full extent of coverage. Another release 15 July, 17 boxes of larvae and 300 pupae were spread over the 5 sites. Currently looking for new release sites.
- Roundup for Bindi’s at the school.
- Singapore Daisy (class 3 weed) identified as growing in the Morning Glory park – originally the weed came from the garden bed of the old high house – plant is hard to find so has not spread much in the 6 years since the house was demolished and the garden beds removed.

Complaints

- Resident in Gregory Street complaining about three feral pigs entering their yard. Spoke to resident in Sloman Street who owns 2 of the culprits, advised that it is illegal to keep feral pigs and that significant fines can be levied if they continue to keep them.

General

- Monthly 1080 stock control sheet & indemnity forms to DNR Cloncurry.

- Completed assessment questions for Traffic Management design qualifications – sent 20 Jan – will be assessed on the 16 Feb.
- No movement on updating cemetery register and computerising surveyed graves and water reticulation system for the cemetery – still waiting for Bob to check unknown / unmarked graves, met with Town & Rural services supervisor to formulate a plan to mark unmarked graves.
- Airport checks and attend Rex RPT flights whilst Bob away.
- Completed Chemical shed stocktake
- 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
- Traffic control diagrams completed for WDR road side slashing.
- Updated traffic management plans for unserviceable grids on the WDR x 2
- Maintaining scheduled Works Programs
- Updating/ cleaning/ refurbishing first aid kits.
- Mosquito fogging 3 days a week or as weather conditions allow.

Traffic Counters

- Traffic counter units are maintained on a monthly program

Unit #	Location	Total traffic count – Last count & date		Total traffic count - This count & date		No of vehicles since last count
Unit 1	Truganini Road	54724	22/11	64279	31/1	9555
Unit 2	Floraville Road	15891	22/11	26775	31/1	10884
Unit 3	After Century turnoff	6159	24/11	6548	1/2	389
Unit 4	After Adels Grove (National Park Road)	12397	24/11	13199	1/2	802
Unit 5	Camooweal Road	69186	24/11	72346	1/2	3160
Unit 6	Before Century turnoff	11700	24/11	15238	1/2	3538
Unit 7	Doomadgee West	15703				
Unit 8	Before Adels Grove	9920	24/11	10756	1/2	863
Unit 9	Doomadgee East	42833				
Unit 10	Airport Road	0	4/1	2249	31/1	2349

3. PARKS AND GARDENS

- Parks and Garden staff have returned to a 7.00am start due to daylight hours.
- Routine Parks and Gardens works ongoing, there are a few delays due to the rain.
- Council cleaner now has additional duties of the Nijinda Durlga Hall, council units and houses, which were previously under a contract cleaner.
- Portaloo and skip bin placed back at the wharf until further notice.
- Induction on new backhoe, skills and knowledge required to conduct backhoe operations for two staff members for Parks and Gardens.
- Induction / competency on weed control using round up (Safe handling and storage practices)
- Rubbish removal truck is un-serviceable, alternative will be to utilise trailer.

4. HOUSING/BUILDING MAINTENANCE

- Repairs are conducted as required, major renovations are required on several properties.

5. UTILITIES

Burketown Water Treatment monthly usage January 2017

DAILY READING WTP BURKETOWN –TOTAL USAGE – 8737 KL		
	DAILY USAGE	OUTFLOW TO TOWN LITRES/SECOND
HIGHEST DAILY USAGE	910 kl	Avg – 4.59 L p/s
LOWEST DAILY USAGE	206 kl	Avg – 1.39 L p/s

Gregory Water Treatment Plant

- Having major issues with its operation due to computer not operating.
- NBN sky muster dish and connection completed on 23 December. There has been nothing but problems since before and after we connected to the NBN. We were not told that Council needed to change the Activ8 account.
- We had Ferne (IT), Mark (Clemments Electrical), Paul (Deputy Mayor) and myself fly to Gregory to check the plant and rectify water issues when the road was cut between Burketown and Gregory.
- Gregory raw water pump well silting up due to flooding from rain over the month. Road access to the pump well has been posing an issue. When we can, we have been flushing the pump well. This will be an ongoing issue till the wet season is finished.
- Treatment Plant shutting down on a regular basis. Township using more water then we can make. We are making 2.8 L/s and the township using more than we can produce hourly. On occasions we had to shutdown plant so that we could make water. This was done after we notified the township about water treatment plant shutdown.
- I have been travelling to Gregory weekly to check plant due to issues with the water quality.

- Water sample for E-coli were not done this month due to roads being cut and water quality issues.
- Martin (GHD), Luke Collins and his Technician travelled to Gregory on the 1st of February to fix these issues.
- The 1st, 2nd and 3rd were spent fixing the computer and getting plant operational again.
- Ferne is chasing a router that is compatible to the NBN. When the NBN internet drops out the computer is currently losing coms and has to be reset DAILY.

Water Reticulation Gregory

- Water complaints were on a weekly basis with Turbidity being the main complaint.
- Operators have been consulting town residents when we have issues.
- Flushing on Water mains ongoing. Becoming more frequent as water usage has slowed down around town.

Sewer Treatment Results

- Sewerage samples all passed for January 2017

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
432706	TOTAL COLIFORMS	12-01-17	Treated Effluent	< 1000 CFU/100ml	10 CFU/100mL	< 10	
432705	BOD Biochemical Oxygen Demand	13-01-17	Treated Effluent	< 20 mg/L	<4 mg/L	<2	
432705	SUSPENDED SOLIDS	12-01-17	Treated Effluent	< 30 mg/L	6.4 mg/L	<1	
432705	Total Chlorine	12-01-17	Treated Effluent	< 1mg/l	0.04mg/L	<0.01	
432705	Free Chlorine	12-01-17	Treated Effluent	<1 mg/l	0.04mg/L	<0.01	
432705	Electrical Conductance	13-01-17	Treated Effluent	<1600 uS/cm	410 uS/cm	<1	
432705	PH Physical Properties	13-01-17	Treated Effluent	6.5-8.5	7.8	<0.1	
432705	TP Nutrients & Anions	17-01-17	Treated Effluent	< 30mg/L P	2.0mg/L P	<0.25	
432705	TN Nutrients & Anions	17-01-17	Treated Effluent	< 40 mg/LN	7.5mg/L N	<0.5	

Statewide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total (Jan 2017)	Actual Total (YTD)
Water Services				
Water mains breaks	Per 100km/year	<30	0	2
Incidents of unplanned interruptions	Per 1000 connections/year	<50	0	0
Water quality related complaints	Per 1000 connections/year	<10	5	5
Drinking water quality	% of samples tested with no <i>E. coli</i> detection/year	98%	0	0
Time to respond to water incidents – water quality complaints, burst water mains, supply interruption	% of response to incident <12hrs	>95%	1	1
Sewerage Services				
Sewer mains breaks and chokes (blockages)	Per 100km/year	<25	0	1
Sewerage complaints – overflow on properties and odour	Per 1000 connections/year	<50	0	4
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	1	1
Combined				
Total water and sewerage complaints (any nature)	Per 1000 connections/year	<120	0	4

Burketown Water Treatment

- Total usage for January 8737 kl.
- Operating well with only minor maintenance on plant.
- We are currently experiencing issues with the Chlorine-Situ system. Faults have been resetting themselves. The main fault is anode 1 too low.
- Martin from GHD visited the site on Thursday 2-2-17 to familiarise with what's onsite at the Burketown Water Treatment Plant.

Nicholson River Pump STN

- Pumps are operating at 19 l/s.

Sewerage

- All stations operating well
- We will have to upgrade the platforms and ladders at the no 2 & 3 pump stations due to corrosion. We will include in next budget review. Ongoing seeking quotes. This is now on the wish list. Quote from Male Construction was sought for the replacement of structures in the well as he completed the upgrade to sewer pump station 1.

- Council will have to look at upgrading the switchboards due to the current parts being obsolete and new parts require extra rewiring to suit. We will include works for next budget. This is now on the wish list.

Sewerage Treatment Plant

- Blivet operating well with samples collected for January. Samples passed.
- Monitoring of the ground water is ongoing.

Water Reticulation

- Has been operating well.
- Testing and flushing are done now twice weekly. Mondays and Thursdays.

Airport

- Weather station AWIS is back operating again
- Continued overall maintenance is ongoing
- Condition of airstrip is all okay
- All lighting is operational except the windsock light
- REX is operating satisfactorily
- Perimeter fence is okay no intrusion of wallabies has been seen lately

Cemetery

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

6. OFFICER'S RECOMMENDATION

That Council note the contents of the Works and Services report.

ATTACHMENTS

Nil

Workshop and Fleet Reports

09.02.01 Workshop and Fleet Report

DEPARTMENT:	Workshop
RESPONSIBLE OFFICER:	Brett Harris; Workshop and Fleet Manager
DATE REPORT PREPARED:	7 February 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
480	Prime Mover	PTO	No	2 hrs	Clamps
485	New Holland Backhoe	Prepare for sale	Yes	4 hrs	Plant replacement
505	Kubota Ride On	Bevel gear case	No	2 hrs	Blew seal- lost oil
514	SES Hilux	65k service, fuel filter	Yes	2 hrs	Scheduled
529	John Deere Ride On	Unleaded in fuel	No	2 hrs	Jerry Can mix up
530	WSO Hilux	Fault code, water in fuel, diff	No	1 hr	Short somewhere
533	Zero Turn Mower	Roof, haz lamp, check over	No	2 hrs	Complying
539	TRSS Hilux	Replaced tyres	No	2 hrs	Worn
546	Kubota Tractor	1,000 hr service, water in fuel	Yes	4 hrs	Scheduled
547	Kubota Tractor with bucket	Water in fuel	No	2 hrs	Condensation?
560	Pump Trailer	Pump replacement and check	Yes	2 hrs	Annual check over
572	Job Truck	Transmission fault	No	8 hrs	Stuck in reverse
583	950K Loader	Water in fuel	No	2 hrs	Fuel tank drained
584	RCS Landcruiser	85k service- seized motor	Yes & No	6 hrs	Did not fill motor
585	Job Truck	Brake switch, sensors, crane	No	2 hrs	Needs clean
589	RMPC Job Truck	30k service and pump	Yes	2 hrs	Scheduled
591	Gregory Hilux	25k service and tyres	Yes	3 hrs	Scheduled
592	Water Truck	20k service, drop bar, pump	Yes	8 hrs	Scheduled
596	CS78B Drum Roller	Induction	Yes	2 hrs	Plant replacement
597	432F2 Backhoe Loader	Induction	Yes	2 hrs	Plant replacement
	Whippers and Mowers	Keep operational	No	4 hrs	Locate stock
	River Cameras	Gregory not working	No	4 hrs	Sent away
	Comms Hut	A/C failed	No	2 hrs	Replaced with 2 nd
	Gregory Water	Desilt well	No	12 hrs	Install pump trailer

2. TENDER UPDATE

From the 2015-16 Budget

- Waste Transfer Bins- Materials received- monitor requirements- need boiler maker

For the 2016-17 Budget

- Low Loader- to be specified
- Drum Roller- delivered and inducted
- Backhoe- delivered and inducted
- 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- See closed session report

3. OFFICER'S RECOMMENDATION

That Council notes the contents of the Work Shop and Fleet Manager's February 2017 report.

ATTACHMENTS

1. Schedule of Major Plant Servicing



2. Plant Running Costs



3. Plant Replacement Program



Executive Officer Reports

09.03.01 Executive Officer Report

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Nils Hay; Deputy Chief Executive Officer
DATE REPORT PREPARED:	7 February 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

Date	Month	Event	Host	Responsible
17	August	Seniors Week Morning Tea with councillors	BSC	EO (incorporated with monthly council meeting)
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 (includes Burke Shire Young Ambassador Awards)	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

Past Events – Australia Day:

The Australia Day Event was well planned and successful. Please see attachment 1.

Future Events:

- Planning for the Morning Glory Festival has commenced with key stakeholders to scope funding, activities and schedules.
- The next Council event will be ANZAC Day on the 25th April 2017.

2. LIBRARY

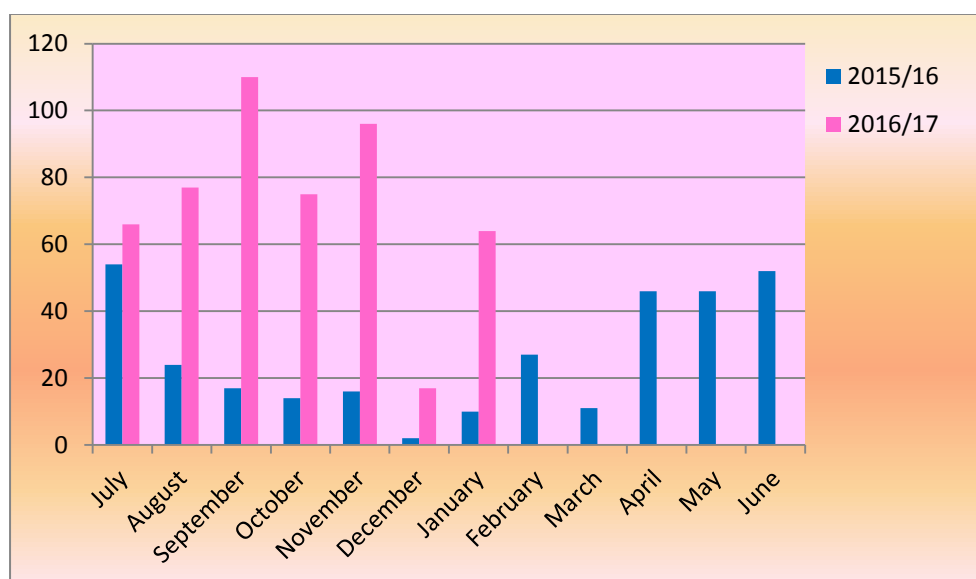
Compared to last year the number of loans of items being borrowed out has increased significantly. There was a slight increase of library visitors, and the school holidays have seen children entering the library as a source of entertainment.

The low computer usage is attributed to the Wi-Fi failure cause by a faulty Modem. This issue has now been rectified.

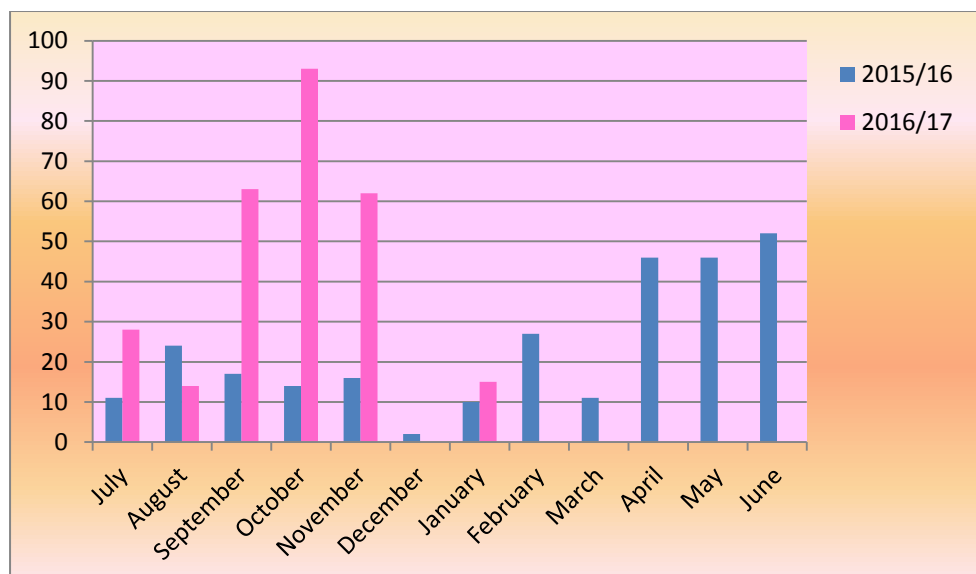
The library will be showcasing eServices that are available through RLQ. Current data has shown that Council has a higher uptake of these services compared to similar size councils, and in some cases much larger councils.

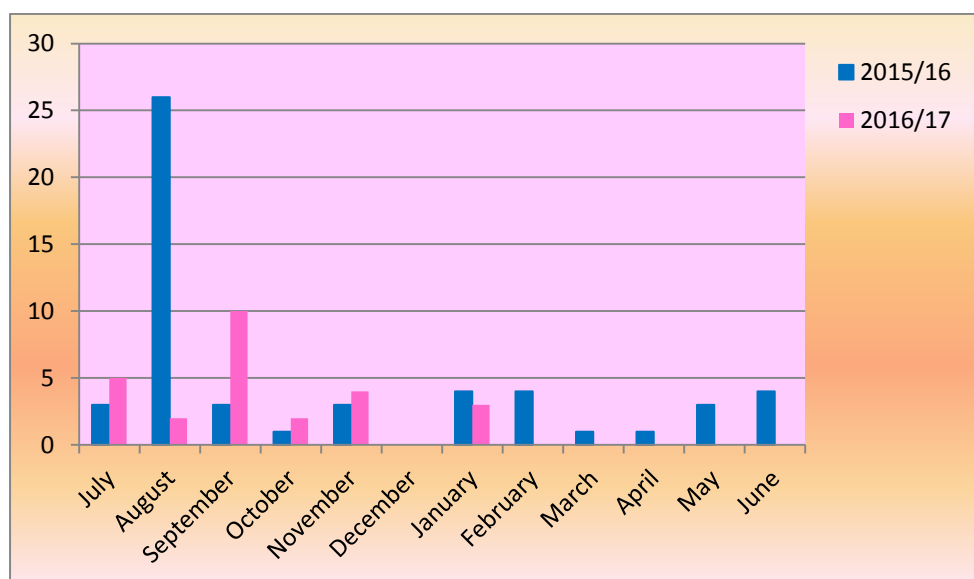
Council continues to work with Burketown State School to strengthen its relationship by providing supportive learning access to books and technology kits.

Loans



Visitors to Library



Users Added

3. NEWSLETTER

The December / January edition is the 50th edition of the Burke Shire newsletter. A print run has been completed. Distribution has been delayed due to wet season and will take place as soon as possible.

4. SOCIAL MEDIA

The following are examples of strong reach for BSC Facebook posts between 8th January and 7th Feb 2017

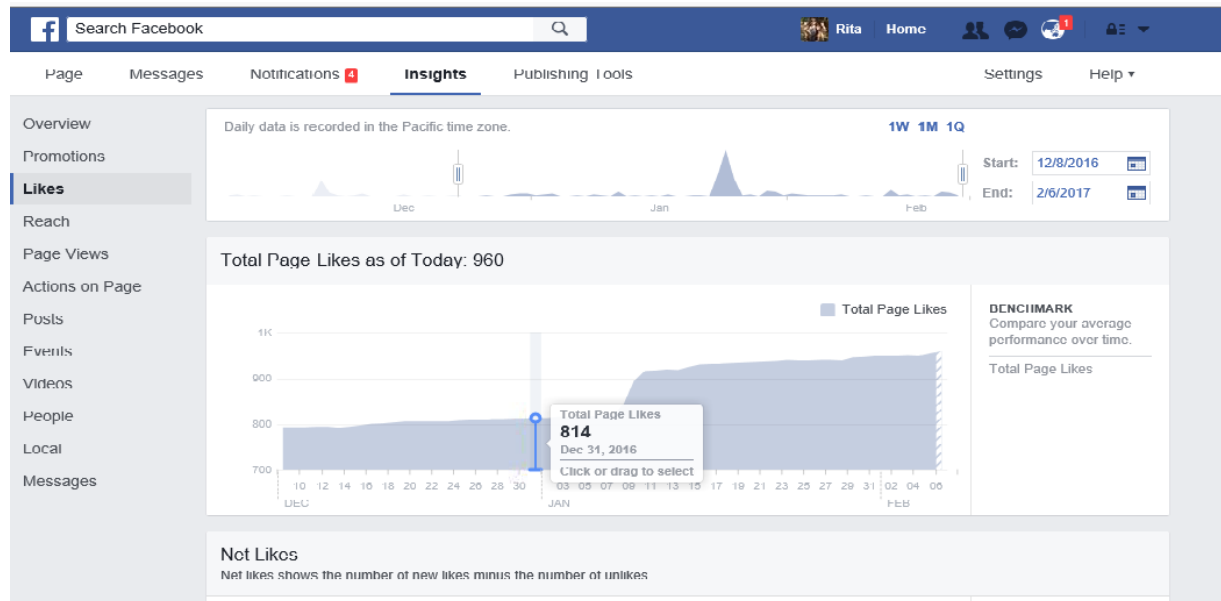
Post	Reach
"What a Transformation"	3,032 reached, with 608 people clicking to read more, 97 reactions, 6 comments and 9 shares.
"Winner Winner"	2,187 reached, 524 clicking to read more, 160 reactions, 20 comments and 3 shares.
"Forshaw Announcement"	1,046 reached, with 57 clicking to read more, 48 reactions, 2 comments and 7 shares.
"Leichhardt River"	3,168 reached, with 546 clicking to read more, 133 reactions, 10 comments and 10 shares.
"Storm Photos"	54,011 reached, 4,329 clicking to read more, 1,611 reactions, 80 comments and 102 shares

Story behind the numbers:

The average reach for the [Burke Shire Facebook page](#) over the period grew exponentially since the last period mostly due to the post by Martin Powley of the storm over Gregory on the 9th January.

Over the past 28 days, reach and interactions with the page has increased due to photos of the Burke Shire in the wet season, with each photo post reaching between 2,000 to 3,000 reactions.

The photo posts have led to 146 new people Liking the Burke Shire Council facebook page since the 31st December which was the previous report cut off date. In the past week, there have been 13 new Likes to the page with an average over the 28 day period being 4 new Likes per day.



To maintain engagement, the responsible Administration Officer looked for post ideas such as the Australia Day event, wet season photos and weather events to maintain stakeholder interest.

The engagement on the Burke Shire Facebook page in this period shows that there is strong interest in the landscape and the changes that occur during wet season. Photos that depict the storms, water and wet season changes create interest and will be continued in order to continue post engagement for the tourist season.

Since the 9th January, there has been a total of 8 unlikes on the page. This can be due to a number of factors including lost interest in the Shire, too many posts, too many notifications about posts and the page becoming irrelevant.

Daily average statistics:

- On average, there are 190 people per day engaging in our page
- There are an average of 2,340 people per day who see any content associated with our page
- On average there are 77 people talking about our page including liking the Page, posting to the Page's timeline, liking, commenting on or sharing one of the Page posts, responding to one of the events, mentioning the Page, tagging the Page in a photo or checking in at our location. (Unique Users)

This is an incredible amount considering the overall population of the Shire. This indicates that there are a large number of people outside of the Shire that have an interest and this should be developed and encouraged for increased tourism opportunities in the coming tourist season.

Overall the interest in the Burke Shire has dramatically increased with the inclusion of more photos and informative posts on Facebook. This will be invaluable over the coming tourist season as we aim to increase the number of tourists that choose to come to Burketown. Tourists are planning their

holidays now, so consistent posting of photos and interesting Shire information at this time is crucial to attract new visitors which will be economically beneficial to all businesses.

For more details and examples of posts, see the attached report.

5. ENVIRONMENTAL HEALTH OFFICER

Mr Vince Stephens has agreed to undertake EHO inspections and certification activities for the Council on a contract rate.

6. WEBSITE AND WI-FI

The Burke Shire website revamp has commenced; led by Executive Assistant Madison Marshall, a wireframe of the new layout has been prepared. Once further advanced, the draft site will be made available for feedback.

The Burketown Community Wi-Fi is operational with a steady uptake. Promotion of the service is planned through social media and public notices.

7. RECORDKEEPING

Strategies to stabilise the number of documents the Business Classification System (BCS) have been implemented to reduce the cost of record keeping. This has seen a continual stabilisation of numbers from October 2016, which will have a flow on cost impact. The CorpMem contract is due for renewal at the end of March.

Please see the attachment 2 – CorpMem Admin Report January 2017.

8. INFORMATION TECHNOLOGY

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

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Australia Day Report 2017



Event report-AD17.docx

2. CorpMem Report for January 2017



Admin Report 20170131.pdf

3. Social Media Report January 2017



January 2017 Social Media Report.pdf

Executive Officer Reports

09.03.02 Donation Request – Fly for the Kids

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Rita Elliott; Administration Officer
DATE REPORT PREPARED:	7 February 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To provide information to Council regarding a donation request received from Fly for the Kids Fundraising for the Complex Movement Disorder Program.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Donations have not been made to this organisation previously however a similar application was approved for Jason Munchenberg and Holly Hammond for Alzheimer's Australia and RFDS QLD fundraising on the 26/4/16 for a cash donation of \$500.

3. PROPOSAL

Purpose or Function

In March Associate Professor Andrew Kornberg from The Royal Children's Hospital (RCH), Melbourne is departing from the Australian International Air Show, Avalon to commence a solo circumnavigation of Australia in a single engine aircraft.

We are looking for partners to make a difference wherever Andrew lands. I am wondering if you are in the position to work with your community and local businesses to make Burketown an itinerary highlight and sponsor Andrew's meals and accommodation. Andrew can then write about the friendly communities he visits and include photos and video on his website and social media.

Andrew has also indicated he is happy to support local fundraising for regional hospitals during his journey and is happy to consider suggestions that may assist your community and its valuable health services. If you wish to include local fundraising in conjunction with Andrew's visit, let us know so we can consider it for Andrew's itinerary.

If you are able to assist we can work with you to bring profile to your region

- Through national coverage we are negotiating with Channel 7
- To promote local health care services/needs

Structure

Fly for the kids is a legally incorporated non- profit organisation that has been established to raise awareness and funds for the Complex Movement Disorder Program at the Royal Childrens Hospital.

Project Summary

See attached application documentation.

How will the project benefit Burke Shire Communities:

This is a circumnavigation trip around Australia starting in Melbourne to raise awareness of this charity and the solo pilot will be visiting Burketown on the 18th March. They have offered support and promotion of the town through:

- National coverage with Channel 7
- To promote local health care services/needs

The pilot will also be writing about the communities that he visits and will be including photos and a video on his website and through social media.

Who will participate:

Andrew, the pilot, will require a meet and greet contact and transfers in town once he arrives. The RCH Foundation is supporting the fundraising journey and other National Sponsors are involved

Target Audience:

As above.

Donation Support Request:

The charity has requested in-kind donation of:

- Overnight accommodation
- Meals (including a packed lunch for the following day)
- Ground transport to/from local airport
- Meet and greet contact

This amounts to approximately \$400

One night accommodation:	\$145 (approx.)
Meals and packed lunch:	\$100 (approx.)
Meet and greet and local transfers (staff wages and vehicle):	\$150 (approx.)

How Council will be recognized and acknowledged

See above

Total project cost

	\$\$
Own cash contribution	50,000
Own in-kind contribution	
Other funding sources	
Council Donation Request	400
Total project cost	50,400

List Sources for Other Funding

- Good Friday appeal
- Strathmore Community Bendigo Bank
- Pixel technologies
- Spotless

- Aruba
- PM Automotive
- Tile Importer
- Avalon Airport
- Australian International Air Show
- Blue Star Printing
- Rydges
- Telstra

Other information relevant to this application

See attached application documentation, including information regarding committee members and general project information material

4. FINANCIAL & RESOURCE IMPLICATIONS

	\$\$
2016-17 Donations Budget	30,000.00
Funds spent to date	10,416.07
Funds committed	993.95
Budget remaining	18,589.98

5. POLICY & LEGAL IMPLICATIONS

Under Council's Grants to Community Organisations Policy Council is required to report on donations made in its annual report and also on its financial statement. These will be available to the public and other authorities on the Council website.

6. CRITICAL DATES & IMPLICATIONS

Given that the visit is taking place on 18 March 2017, the February Ordinary Council Meeting would be an appropriate time to make this decision, as the next Ordinary Council Meeting is not until 19 March 2017.

7. CONSULTATION

Acting Executive Officer – Ferne Clarke

8. CONCLUSION

This donation supports a worthy cause – albeit not one that has a well-known presence in the Burke Shire. The potential positive publicity that the visit may bring is significant, as is the general ability of the circumnavigation flight to raise awareness of the Complex Movement Disorder Program and RCH.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council approves an in-kind donation to the value of up to \$400.00 for Fly for the Kids fundraising for the Complex Movement Disorder Program, comprising of:
 - Overnight accommodation in Burketown
 - Meals (including a packed lunch for the following day)
 - Ground transport to/from local airport

ATTACHMENTS



Burketown
application 7feb17.pc

1. Donation Request

Finance Reports

09.04.01 Finance Monthly Update

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
DATE REPORT PREPARED:	15 February 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	2,590,000 -	1,274,541
Less: Discount, Rebate & Remissions	- 30,195 -	61,000	30,805
	<u>1,285,264</u>	<u>2,529,000 -</u>	<u>1,243,736</u>
 Fees & Charges	 64,428	 100,000 -	 35,572
Rental Income	132,595	230,000 -	97,405
Interest	137,408	314,000 -	176,592
Recoverable Works Revenue	374,234	925,000 -	550,766
Other Income	15,529	42,000 -	26,471
	<u>724,194</u>	<u>1,611,000 -</u>	<u>886,806</u>
 Donations	 1,364	 1,000	 364
Contributions	-	-	-
Subsidies & Grants	9,919,035	21,132,000 -	11,212,965
	<u>9,920,399</u>	<u>21,133,000 -</u>	<u>11,212,601</u>
Total Operating Revenues	<u>11,929,857</u>	<u>25,273,000 -</u>	<u>13,343,143</u>
 Operating Expenditure			
Corporate Governance Costs	625,173	1,009,000 -	383,827
Administration Costs	1,469,437	2,184,000 -	714,563
Recoverable Works Expenses	594,963	770,000 -	175,037
Engineering Services	2,073,373	15,527,000 -	13,453,627
Utility Services Costs	479,714	729,000 -	249,286
Net Plant Operating Costs	- 597,873 -	1,083,000	485,127
Planning & Environmental Expenses	208,519	311,000 -	102,481
Community Services Costs	4,586,241	5,203,000 -	616,759
Finance Costs	8,298	14,000 -	5,702
Depreciation	2,214,543	3,730,000 -	1,515,457
Other Expenses	-	-	-
	<u>11,662,388</u>	<u>28,394,000 -</u>	<u>16,731,612</u>
Total Operating Expenditure	<u>11,662,388</u>	<u>28,394,000 -</u>	<u>16,731,612</u>
Operating result before Capital Revenue	<u>267,469 -</u>	<u>3,121,000</u>	<u>3,388,469</u>
 Capital Items			
Sale of Non current Assets	- 2,360	- -	2,360
Contributions	-	-	-
Subsidies & Grants	463,884	4,120,000 -	3,656,116
	<u>463,884</u>	<u>4,120,000 -</u>	<u>3,656,116</u>
Net Result	<u>728,993</u>	<u>999,000 -</u>	<u>270,007</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	1,510,833 -	195,374
Less: Discount, Rebate & Remissions	- 30,195 -	35,583	5,388
	1,285,264	1,475,250 -	189,986
Fees & Charges	64,428	58,333	6,095
Rental Income	132,595	134,167 -	1,572
Interest	137,408	183,167 -	45,759
Recoverable Works Revenue	374,234	539,583 -	165,349
Other Income	15,529	24,500 -	8,971
	724,194	939,750 -	215,556
Donations	1,364	583	781
Contributions	-	-	-
Subsidies & Grants	9,919,035	12,327,000 -	2,407,965
	9,920,399	12,327,583 -	2,407,184
Total Operating Revenues	11,929,857	14,742,583 -	2,812,726
Operating Expenditure			
Corporate Governance Costs	625,173	588,583	36,590
Administration Costs	1,469,437	1,274,000	195,437
Recoverable Works Expenses	594,963	449,167	145,796
Engineering Services	2,073,373	9,057,417 -	6,984,044
Utility Services Costs	479,714	425,250	54,464
Net Plant Operating Costs	- 597,873 -	631,750	33,877
Planning & Environmental Expenses	208,519	181,417	27,102
Community Services Costs	4,586,241	3,035,083	1,551,158
Finance Costs	8,298	8,167	131
Depreciation	2,214,543	2,175,833	38,710
Other Expenses	-	-	-
Total Operating Expenditure	11,662,388	16,563,167 -	4,900,779
Operating result before Capital Revenue	267,469 -	1,820,583	2,088,052
Sale of Non current Assets	- 2,360	- -	2,360
Contributions	-	-	-
Capital Subsidies & Grants	463,884	2,403,333 -	1,939,449
Net Result	728,993	582,750	146,243

Overview

Year to date results show an operating surplus of \$267,000 before capital revenue. The operating statement reflects a net surplus of \$728,893 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. Second half general rates and utility charges will be raised towards the end of February.

Fees and charges

Pro rata fees and charges at the end of January sat \$6,000 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 below pro rata estimates.

Recoverable works revenue

Recoverable works revenue did not increase significantly from the previous month reflecting minimal private works completed over the month. Progressive claims for RMPC works should push actual revenue closer to budget.

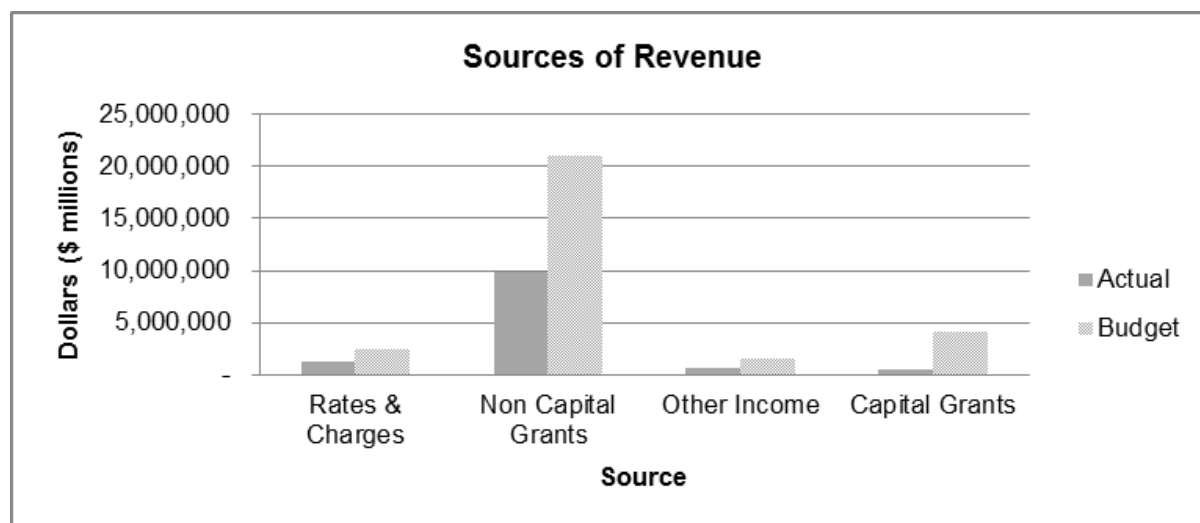
Grants, Subsidies, Contributions and Donations

Recurrent grants, subsidies and contributions increased slightly (by approximately \$50,000) from the previous month. Increases relate to receipt of the Get Ready Queensland Grant (\$4,649) to be channelled towards bringing Community members affected by Drought together to build strategy and resilience against the impact of adverse weather, receipt of the SES subsidy to be channelled towards SES activities e.g. maintenance of SES plant and equipment and recognition of approximately \$25,000 in fuel tax credits claimed from the taxation office. Funding for community events (\$60,000) has been approved under the Community Drought Support Program.

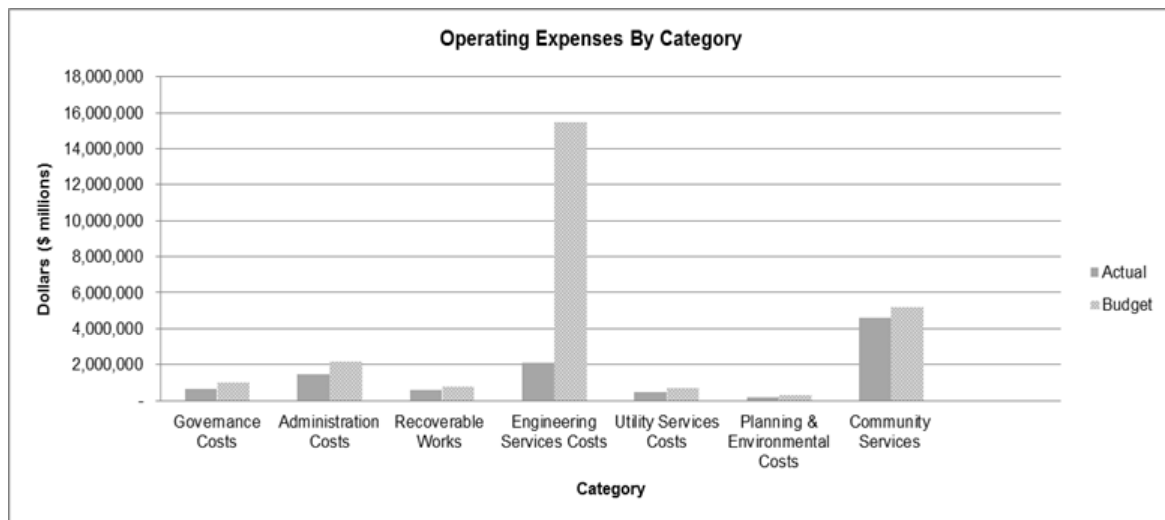
Capital revenue

Capital revenue remained largely unchanged from the previous month. Capital revenue for the rehabilitation/upgrade of the Gregory airstrip through the Regional Aviation Access Program (RAAP) - Remote Airstrip Upgrade (RAU) funding component has been successfully applied for. This is to be expended before 30 June 2018.

Where has the money come from?



How has the money been sent?



3. BUSINESS UNIT SUMMARY

Program/Business Unit	Year to date actual revenue	Budgeted annual revenue	Year to date actual expenditure	Budgeted annual expenditure	Budgeted Profit/loss	Year to date actual profit/loss
Water Utility Burketown & Gregory	211,433	384,000	427,000	620,000	- 236,000	- 215,567
Sewerage Utility Burketown	70,842	142,000	89,000	137,000	5,000	- 18,158
Garbage Utility Burketown & Gregory	47,992	95,000	128,463	220,000	- 125,000	- 80,471
Parks & Gardens (Incl Aquatic Centre & Multipurpose Courts)	1,153	2,000	284,000	456,000	- 454,000	- 282,847
Road Maintenance (Repairs & Maintenance Excl Capital works)	201,000	402,000	228,000	660,000	- 258,000	- 27,000
Roads Flood Damage NDRRA (Shire)	4,525,000	13,000,000	1,240,000	13,000,000	-	3,285,000

4. VARIANCE ANALYSIS

Operational

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	(1,274,541)	T	Rates and Utility charges have a variance of \$1.2 million due to timing differences. Second half levies to be raised in February should resolve variances due to timing differences.
Interest Revenue	(176,592)	T	Interest earnings are below annual budget estimates, due to timing differences
Recoverable works Revenue	(550,766)	T	Recoverable works revenue has a variance of \$551K due to timing of completion of RMPC works Nil significant permanent variances
Capital Grants TIDS Program NDRRA Program Roads to Recovery Program	(3,656,116)	T	Capital Grants have a variance of \$3.6 million mainly due to timing of TIDS and Roads to recovery revenue Nil significant permanent variances
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	105,673	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Administration costs	377,437	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Recoverable works	385,000	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Engineering services	220,000	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Utility Services Costs	115,214	T	Nil significant permanent variances, variances relate to timing Unanticipated expenditure required for the Gregory Water treatment plant will result in budget variances in relation to water treatment plant operational expenditure
Plant Operation	(56,373)	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Planning & Environmental Services	53,019	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Community Services Costs	1,984,741	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing

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	54,000	18,788	35,212		-	-	
Gregory Landfill Land	New Capital		44,000	18,788	25,212	0%	-	-	20% Deposit paid for land to be used for Gregory landfill
Gregory Solar Land	New Capital		10,000	-	10,000	0%	-	-	
BUILDINGS		-	487,000	29,745	457,255		120,000	20,000	
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		13,000	12,595	405	100%	-	-	Replacement of damaged septic unit
Gregory Depot Office	Replacement		14,000	17,150	- 3,150	100%	-	-	Replacement of old Depot Office
Radio Hut	Renew al		60,000	-	60,000	0%	-	-	
						100%	20,000	20,000	Stronger Communities Grant for Gregory Hall renovations completed in 15-16 financial year
OTHER STRUCTURES		62,032	918,000	140,131	777,869		465,000	-	
Mineral Baths	New Capital	18,032	50,000	-	50,000	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	36,261	739	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		-	998,000	42,691	955,309		326,000	75,604	
Drake Low Loader	Replacement		165,000	-	165,000		25,000	-	
Cat Smooth Drum Roller	Replacement		206,000	-	206,000		33,000	33,000	Committed expenditure for purchase of compactor is within budget, sale of Amman roller positively above budget estimate
CAT Backhoe	Replacement		226,000	-	226,000		30,000	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		55,000	-	55,000		38,000	-	
Administration Pool Car	Replacement		50,000	-	50,000		-	-	
Office Printers	Replacement		19,000	18,736	264	100%	-	-	Replacement of faulty printers
Piano	New Capital		17,000	17,072	- 72	100%	-	-	Purchase of grand piano, funding received in previous year
Waste Transfer Bins	New Capital		9,000	6,883	2,117	40%	5,000	-	
Dolly Trailer	Disposal		-	-	-	100%	7,000	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	1,608,038	3,159,962		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	441,759	241	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 n 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 n Streets Patching (R2R)	Renew al		32,000	-	32,000		32,000	-	
Burketown n 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 Law n Hill Road (Drought Communities)	Renew al	94,000	-	-	-		100,000	-	Program changed to Lawn Hill National Park Road
Law n 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			7,275,000	1,839,393	5,435,607		4,446,000	538,604	

5. 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	13,004,722	9,856,488	11,866,862
Trade and other receivables	380,125	600,000	980,112
Inventories	232,157	193,943	193,943
Other financial assets	50,711	205,483	-
Total current assets	13,667,715	10,855,914	13,040,917
Non-current assets			
Property, plant and equipment	132,931,859	136,577,658	133,383,655
Total non-current assets	132,931,859	136,577,658	133,383,655
Total assets	146,599,574	147,433,572	146,424,572
Liabilities			
Current liabilities			
Trade and other payables	547,180	1,031,337	1,087,337
Borrowings	-	-	-
Provisions	82,232	175,794	119,795
Other current liabilities	-	-	-
Total current liabilities	629,412	1,207,131	1,207,133
Non-current liabilities			
Trade & Other Payables	-	-	-
Interest Bearing Liabilities	-	-	-
Provisions	633,614	619,885	609,885
Other	-	-	-
Total non-current liabilities	633,614	619,885	609,885
Total liabilities	1,263,026	1,827,016	1,817,017
Net community assets	145,336,548	145,606,556	144,607,555
Community equity			
Asset revaluation reserve	76,038,657	76,038,657	76,038,657
Retained surplus	69,297,891	69,567,899	68,568,898
Other Reserves	-	-	-
Total community equity	145,336,548	145,606,556	144,607,555

Cash and cash equivalents

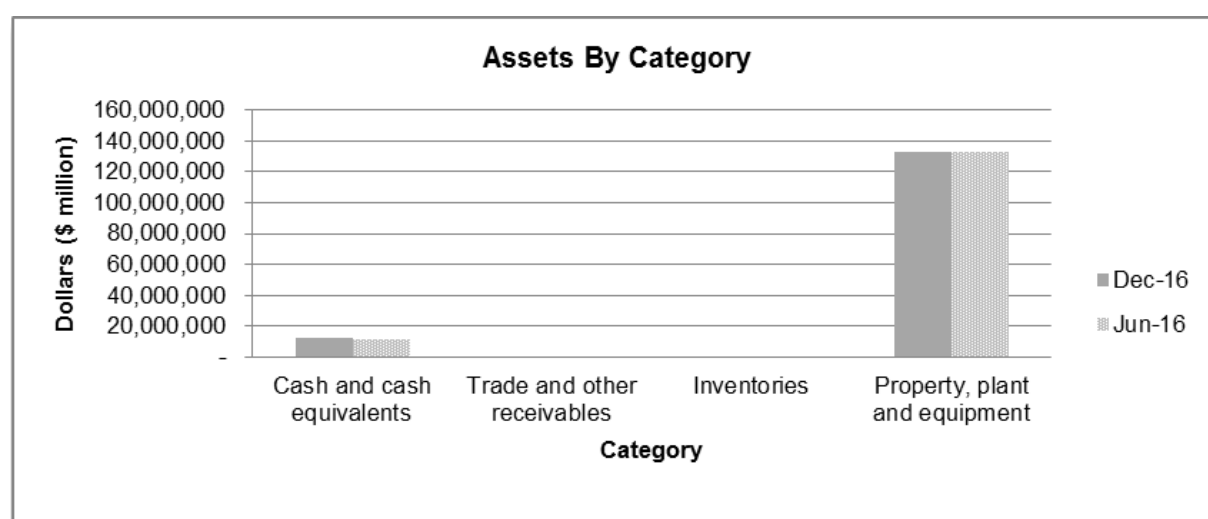
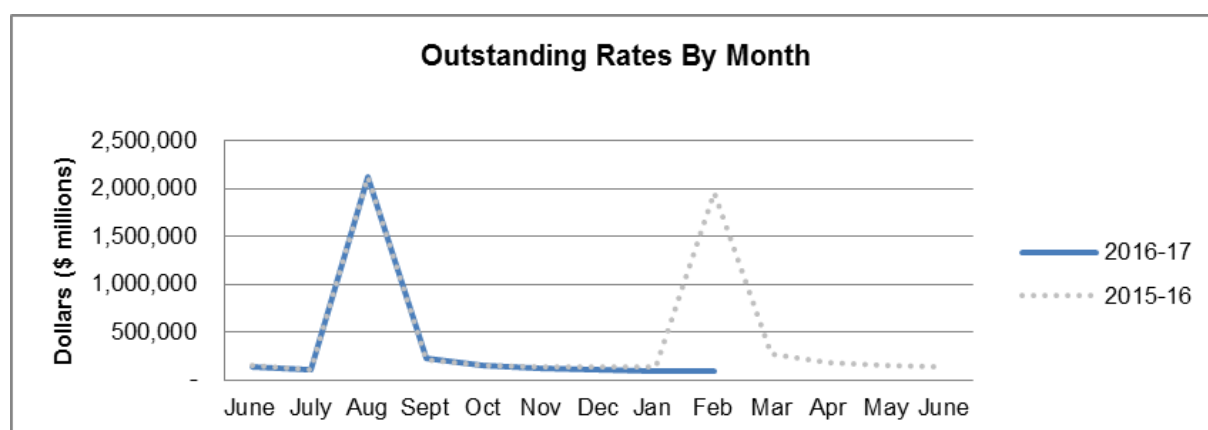
Since June 2016 Councils total equity has increased to \$145 million from \$144 million. Movements in cash and deposits have increased the cash balance to \$13 million at the end of January 2016.

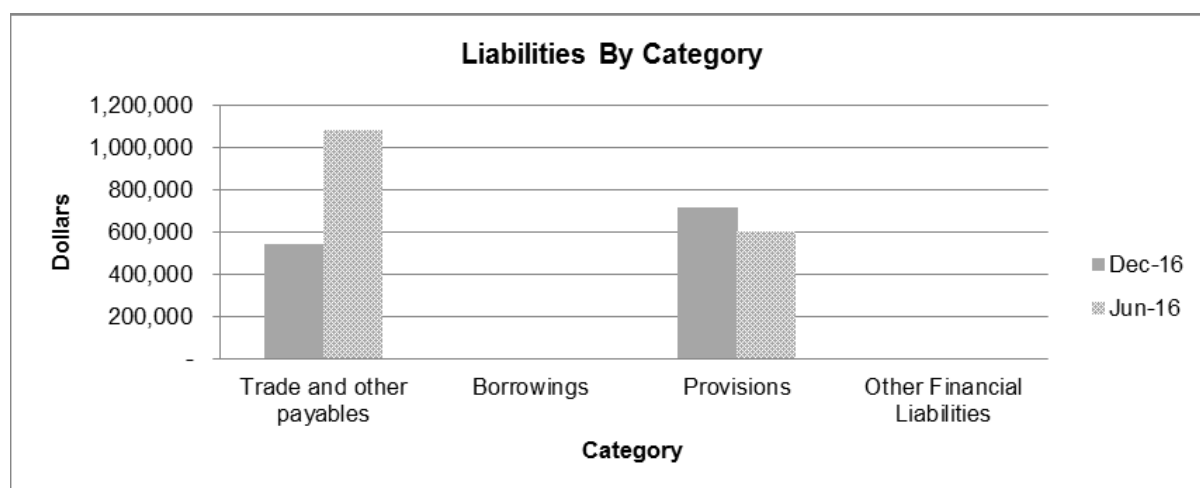
Cash holdings at the end of the month

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
Jan-17	\$ 12,769,743	\$ -	\$ -	\$ 234,420	\$ 13,004,163

Trade and other receivables

Rates receivables at the end of January decreased to \$94,000 from \$103,000 at the end of December 2016. Rates receivables will increase due to the raising of the second half at the end of February. General debtors receivables are monitored closely: There are no new significant issues in relation to outstanding balances.





Council's current assets at the end of January exceed current liabilities reflecting sufficient capacity to offset short term obligations. Cash and cash equivalents sit at \$13million dollars against a budget forecast of \$9million dollars, the difference is mainly due to timing differences in receipt and expenditure of cash, cash balances are expected to draw closer to budget forecast towards the end of the financial year.

6. 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	22	Yes
Asset sustainability ratio	>90%	83%	No
Net Financial liabilities Ratio	<60%	-103.98%	Yes
Operating surplus ratio	Between 0 and 10%	2%	Yes
Capital Expenditure Ratio	1:1	0.86	Yes

The Current ratio:

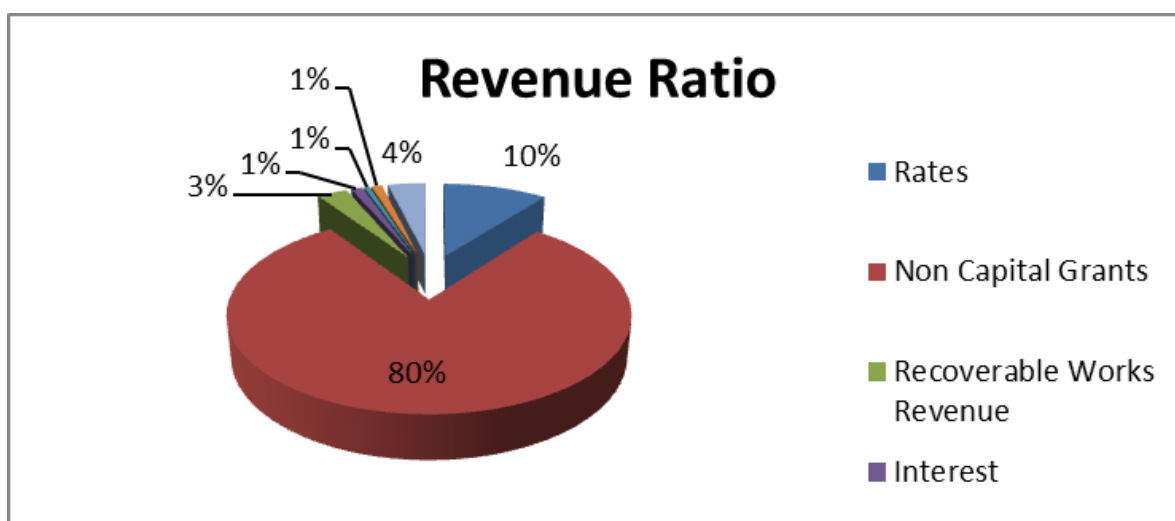
Measures Council's ability to meet short term obligations from cash and liquid financial assets- Councils ratio at the end of January indicates an ability to offset short term obligations from liquid financial assets.

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 January 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 January indicates sufficient operating revenue to cover current liabilities however it is important to also consider Councils revenue ratios. Revenue ratios at the end of January still reflect a significant reliance on external rather than own source revenue, 80% of year to date operating revenue is derived from non capital grants, a significant portion of the non capital grants is funding for restoration of flood damaged roads. Councils own source revenue comprises of general rates, recoverable works, fees and charges and recoverable works revenue, these revenue streams at the end of January account for 20% of Councils total operating revenue therefore Council must continue monitoring and establishing strategy to effectively manage operational and unfunded capital expenditure to ensure financial sustainability.



7. 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

8. STATEMENT OF CASH FLOWS

	Actual Year to Date \$	Annual Budget \$
Cash flows from operating activities		
Receipts from customers	2,250,517	3,797,863
Payments to suppliers and employees	- 10,001,836	- 24,681,234
	- 7,751,319	- 20,883,371
Interest received	137,408	314,000
Rental income	132,595	230,000
Non capital grants and contributions	9,920,398	21,133,000
Borrowing costs	-	-
Net cash inflow (outflow) from operating activities	2,439,082	793,629
Cash flows from investing activities		
Net payments for property, plant and equipment	- 1,905,051	- 7,250,000
Grants, subsidies, contributions and donations	463,884	4,120,000
Proceeds from sale of property plant & equipment	139,945	326,000
Net cash inflow (outflow) from investing activities	- 1,301,222	- 2,804,000
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	1,137,860	- 2,010,371
Cash and cash equivalents at the beginning of the financial year	11,866,862	11,866,859
Cash and cash equivalents at end of the month	13,004,722	9,856,488

Year to date payments to suppliers and employees exceed year to date receipts from customers however interest, rental income and non capital grants continue to offset 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 January increased by \$1.1 million from the beginning of the financial year.

9. OFFICER'S RECOMMENDATION

That Council notes the contents of the Finance Manager's January 2017 Monthly Report.

ATTACHMENTS

Nil

Deputy Chief Executive Officer Reports

09.05.01 Deputy Chief Executive Officer Report

DEPARTMENT:	Corporate and Community Services, Human Resources, WH&S
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	7 February 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. TOWN PLANNING SCHEME

Engeny and Paul Hirning from CT Management are finalising the mapping of Burketown's minimum floor heights for the new Town Planning Scheme. This is the last element required before the Scheme can be put out for public consultation.

It is expected that there will be a report at the March 2017 Ordinary Council Meeting for Council to endorse the floor heights as part of this process.

In the interim, the draft scheme is presently accessible at: <http://www.burke.qld.gov.au/planning-scheme>.

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> <p>February 2017 – Funding Application will be made through BBRF Round 1 for funds to complete this project.</p>

3. HUMAN RESOURCES UPDATE

Staff Changes – Departures: Nil

Staff Changes – Appointments: Schynayne Portch will be commencing on 8 February 2017 as a Casual Administration Officer.

Vacancies:

Council is defining its expectations of the permanent Works Manager and Director of Works and Infrastructure roles prior to advertising these positions.

There will be a report being prepared for the March 2017 Ordinary Council Meeting regarding organisational structure which will further address organisational vacancies. This will include replacement of the Executive Officer role and introduction of a Supervisor-Manager-level staff member responsible for human resources and organisational development.

IR Reform: Award Modernisation:

The Award Modernisation process is on-going, with a draft Award still available. The decision on the adoption of the 2016 Modern Award is still pending. The relevant hearing was held in November and it is unclear as to why no decision has been forthcoming up to now. It is possible that the State Government may wait until the new Industrial Relations Act comes into effect (proposed commencement date believed to be 1 March 2017 – it is still awaiting proclamation) before formally introducing the new Award.

JCC:

JCC XXV will take place in the coming month, calendar invites will be issued shortly.

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
- Russell Cunningham is completing his Level 3 Traffic Management qualification
- Staff have received training in the operation of Council's new backhoe and drum roller
- Staff participated in grant writing training during the RDA visit on 7 February
- 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 January there were two incidents, one first aid injury resulting from a bee or wasp sting and one property plant and equipment damage incident resulting from a vehicle being driven without sufficient oil.

5. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



170207 EOM OHS
Report Jan 2017.doc

1. WH&S Report for January 2017

Deputy Chief Executive Officer Reports

09.05.02 HRM-POL-010 Probationary Employment Policy

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	6 February 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To introduce HRM-POL-010 Probationary Employment Policy

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

During the internal audit earlier this financial year, it was noted that Council lacked formal probationary employment policies and procedures (see Page 8 of the attached Internal Audit Report).

As part of its management response, Council agreed to formalise such processes; HRM-POL-010 Probationary Employment Policy seeks to do just that.

The attached Policy and Procedure (HRM-PRO-014 Probationary Employment Procedure) were both reviewed internally by management and tabled at the Audit Committee Meeting on 3 February 2016 as part of the development process.

Practically all full-time or permanent-part-time Council staff are employed with an initial probationary period (typically of 3 months) in their contract or letter of engagement. As the Internal Audit Report noted, Council has managed the probationary period up to this point through informal processes only.

3. PROPOSAL

While the previous, informal, practice has not resulted in any reported issues to date, a better documented and more formal Policy and Procedure will reduce risk exposure in this area. It will also improve the process for Council and the employee by providing greater clarity and better feedback. The proposed Policy and Procedure, which are based upon legally prepared templates obtained through the LGAQ's HR Advance portal are attached.

4. FINANCIAL & RESOURCE IMPLICATIONS

The financial and resource implications of this Policy will be minimal. It is formalising existing practices and – as such – will generate minimal additional workload. The formal mid-probation review meeting should take, at most, an hour of time from the probationary employee and their supervisor/manager to complete and will be template based, ensuring replicability and minimal additional administrative burden.

While no such issues have arisen previously, the introduction and implementation of a formal Policy and Procedure in this space will improve Council's compliance environment and further reduce the

likelihood of a successful unfair dismissal claim against Council should an employee be dismissed during their probationary period.

5. POLICY & LEGAL IMPLICATIONS

The introduction of a more formal framework around probation management was suggested by Council's internal auditor and subsequently agreed to as part of Council's management response (as per attached Internal Audit Report).

As noted above, a formal Policy and Procedure in this area better clarifies Council's position and actions with regards to probationary employment and ensures greater compliance with s71K and s72 of the Industrial Relations Act 1999 (relating to termination and dismissal of employees).

6. CRITICAL DATES & IMPLICATIONS

Council had committed, in the Internal Audit Report to complete this process by 31 December 2016. While this has not happened, it has allowed more time to develop and consult on this documentation. As such though, the February 2017 Ordinary Council Meeting would be an appropriate time to adopt his Policy.

7. CONSULTATION

As noted above, the attached Policy is based upon a template sourced through LGAQ's HR Advance portal. Both the Policy and Procedure have been reviewed by Council's management team and tabled at the Audit Committee Meeting on 3 February 2017.

8. CONCLUSION

HRM-POL-010 provides another piece of Council's growing HR compliance framework, by formalising existing practices and providing an improved process and greater clarity to staff and supervisors with regards to probationary employment.

9. OFFICER'S RECOMMENDATION

That Council:

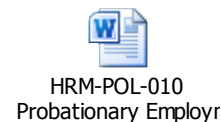
1. Notes the contents of the report, including the attached draft of HRM-PRO-014 Probationary Employment Procedure; and
2. Adopt Version 0 of HRM-POL-010 Probationary Employment Policy.

ATTACHMENTS

1. Internal Audit Report



2. HRM-POL-010 Probationary Employment Policy (Draft)



3. HRM-PRO-014 Probationary Employment Procedure (Draft)



10. Chief Executive Officer Reports

<p>10.01.01 Chief Executive Officer Report 10.01.02 Burketown Wharf ILUA</p>
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Chief Executive Officer Reports

10.01.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe; Chief Executive Officer
DATE REPORT PREPARED:	07 February 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

1. INFORMATION SNAPSHOT

Issue	Comment
Funding approvals	<p>RAUP – (Remote Airstrip Upgrade Program) funding approved for Gregory airstrip project (repairs and line marking)</p> <p>CDSP (Community Drought Support Program) – funding approved for community events</p>
Works for QLD	<p>Projects as adopted by Council at the Special Meeting on 02 February 2017 were submitted for review on Monday 06 February. Tim Bastion accepted the list of projects, and these were submitted on Friday 10 February in accordance with the project guidelines.</p> <p>Thank you to everyone, council and staff, who made this happen in the untenably short turn-around time.</p> <p>Please note that W4Q will place extra pressure on our already overloaded work program. However we will prioritise W4Q and other infrastructure projects. Some other works and activities will be, by necessity, deferred or delayed to enable us to achieve our ambitious infrastructure goals.</p>
Register of Pre-Qualified suppliers (ROPS)	<p>This project is on track – with the tender closing date extended for one week. Adjudication report will be presented to Council for consideration in March.</p>
Burketown Kindergarten/ HACC hall	<p>Temporary access has been provided for the Kindergarten to use the HACC hall/ church in Morning Glory Park after their building became unsafe (leaking roof causing electricity to short). Council is unable to guarantee the suitability of the HACC hall for the purpose of running a kindergarten, however this is a pragmatic solution for our community in the short term to enable the kindergarten to continue to run while their building is repaired.</p>

Issue	Comment
Gregory Water Treatment Plant	The Gregory community has been without water on numerous occasions due to failures at the water treatment plant. These have been primarily caused by two factors, 1. Infrastructure – the water intake is poorly placed and becomes clogged with silt during flooding; and 2. Software – external changes were made to the internet environment without Council's knowledge. This caused the software environment to fail. The Gregory Water Treatment Plant is prioritised for funding under Works for QLD. Scoping of the required work is underway. We are seeking advice regarding the possibility of recovering the expenses that we incurred to restore the software environment.
Page Creek/ MMG	MMG have provided a report of compliance with the development approval for extraction of material at Page Creek. This report is attached for your interest.

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 prepared. Second quarterly review will be presented at the March ordinary meeting	On track
Local Government Area Biosecurity Plans <i>Portfolio: Cr Camp (ex officio), Cr Clarke and Cr Murray.</i>	15/09/16: Council adopted delegations under the Biosecurity Act 2016. 27/09/16: EO met with Nathan Morgan to discuss development of the Biosecurity Plan for BSC which is now required by legislation 22/09/16: Nathan Morgan was invited to attend Ordinary meeting to present to Council however the visit was deferred due to Assistant Minister Howard's visit. 25/10/16: Nathan Morgan made a presentation to the ordinary meeting of Council. Completion timeframe: uncertain.	Monitor

Planning Docs	Comments	Status
Budget 2016-17	<p>21/07/16: Budget and setting of rates, fees & charges adopted for 2016-17 financial year (decision 160721.01)</p> <p>The budget is available for access online via the Burke Shire Council website, along with schedules for rates, fees and charges.</p> <ul style="list-style-type: none"> January ordinary meeting – budget review adopted. 	On track
Business Continuity Plan & Risk Register	<p>The CRR was adopted by Council in October 2015.</p> <p>The BCP was adopted by Council in February 2016.</p> <p>The BCP was the subject of Internal Audit in May-June 2016, with a focus on sustainability.</p> <p>03 Feb 2017: BCP presented to audit committee. Due for review and presentation to Council.</p>	On track
Local Disaster Management Plan (LDMP) 2016-2017	<p>22/09/16: Council received and adopted review report and updated 2016/17 LDMP at Ordinary meeting.</p> <p>21/11/16: meeting held</p>	On track
Audit Plan and Audit Committee	<p>The audit committee must meet twice in each financial year to meet legislative compliance. Meetings in 2016-17 were held in July 2016, and February 2017. The report of the 03 Feb 2017 meeting is presented to the February ordinary meeting of council.</p> <p>Future meetings are scheduled as follows:</p> <ul style="list-style-type: none"> June/July 2017: date TBA 06 October 2017 <p><u>2016/17 Financial Year</u></p> <p>External:</p> <p>Internal: The internal audit plan for 2016/17 will be reviewed in accordance with the decision of the February 2017 audit committee – focus for 16/17 will be ICT.</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	Waanyi PBC and Burke Shire Council signed the Gregory ILUA at Burketown on Thursday 02 February 2017. The signed documents are with Preston Law to arrange execution by the State.	In progress
Burketown Post-ILUA Projects	<p>4 August 2016: Council, at a Special meeting held on Thursday 04 August 2016, reviewed matters relating to the proposed Development Management Agreement (DMA) between Economic Development Queensland (EDQ) and Burke Shire Council. Council determined its priorities for development and made delegations to the Burketown Development Committee and CEO that will enable finalisation of the DMA, marketing strategy, land lease and other documents (decision 160804.04).</p> <p>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 make this work unviable under the DMA • EDQ advised that delays at their end would push commencement of the work into 2017, ie: after the wet season. • Ministerial approval granted to sell by private treaty <p>2017</p> <ul style="list-style-type: none"> • 03 February 2017 – digital copy of DMA as executed by the State received by email. • Council needs to redetermine its priorities under Schedule 1. of the DMA; Special meeting to be held on 24 February. This is necessary in order to enable EDQ to apply for Deed of Variation to the executed DMA. 	In progress
Burketown Wharf Car Park and Boat Ramp widening project	January 2016: Council agreed to enter into ILUA with Gangalidda and Garawa to progress this project. Formal advice provided to G&G. Refer 2 x papers to February ordinary meeting (budget, and negotiation team)	On track – all but one funding application has been determined as successful (awaiting outcome of TTC)

Current Projects	Comments	Status
Asset Management: inspections and condition assessments	<p>CT Management group engaged to conduct building asset condition report with Delta S software – visit conducted Jan 2017</p> <p>Asset condition data pickup on roads completed in late November 2016 – awaiting report.</p>	On track and on-going
Waste Management and Recycling Strategy	<p>Council adopted the Waste Management and Recycling Strategy, including site based management plans for Burketown and Gregory, at the ordinary meeting on 25 October 2016.</p> <p>Doomadgee Shire Council has requested to meet with Burke Shire Council to progress plans (previously discussed and deferred) for a regional waste management facility at Doomadgee. Meeting scheduled Thursday 14 December 2016.</p> <p>A tender was awarded for fencing of the perimeter at Burketown funded under the drought communities program (DCP). However commencement has been deferred after Traditional Owners advised Council of cultural heritage matters that had not previously been raised.</p> <p>Gregory land fill is subject to land tenure. See Gregory ILUA.</p>	On track and on-going
Burketown Cultural History Project	<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>Feb 2017: project tasked Jan 2017 to Admin Officer Rita Elliot who is working with the author. Project back on track for a recommendation to the March ordinary meeting. Council adopted a budget allocation for the project as part of the budget review adopted at the January ordinary meeting.</p>	On track
Solar energy for WTP in Gregory	<p>November 2016: funding application under Building our Regions successful. Awaiting advice of application under Local Government Grants and Subsidies Program (LGGSP). Scope of this project is also land tenure dependent – refer Gregory ILUA .</p> <p>Currently negotiating BoR funding agreement, as Council has now secured tenure over the land which reduces the overall cost of the project by half. Verbal update to be provided at the Council meeting.</p>	On track with land tenure secured through ILUA, and funding approved through BoR.

Current Projects	Comments	Status
Burketown Mineral Baths	Council made a new budget allocation (for planning) as part of the budget review adopted at the January 2017 ordinary meeting. This budget allocation is to commence the necessary development application process to bring this project back on line.	In progress
STP/WTP Telemetry at Water Treatment Plans	Upgrades to hard and soft infrastructure at the Gregory and Burketown Water Treatment Plants have been prioritized by Council for funding under the Works for QLD funding program. Staff and consultants are working on scope.	To consider for funding under Works for QLD

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
Sewerage Treatment Plant Re-design	July 2016: Council has provided \$80,000 in the 2016/17 budget for design work.	Monitor
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

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

Reporting/Meeting requirements	Status
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

From January 2017 forward this record of meetings will be for the first to last date of the reporting month, rather than up to the variable date of writing the report.

GOVERNANCE CALENDAR – 01 to 31 January 2017			
Thu, 5-Jan-17	Meeting with Deanna Holder from DNRM to discuss Gregory, Bidunggu and Council projects	Cairns	Cr Camp, Cr Poole and A/CEO Nils Hay
Thu, 5-Jan-17	Meeting with Darren Cleland of DSD to discuss Council projects	Cairns	Cr Camp, Cr Poole and A/CEO Nils Hay
Thu, 5-Jan-17	Meeting with ACEO and DCS of Doomadgee Aboriginal Shire to discuss closer work on projects, including waste management and roads	Cairns	Cr Camp, Cr Poole and A/CEO Nils Hay
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	Carpentaria Shire Council Boardroom, Normanton	Mayor, Deputy Mayor and ACEO
Fri, 13-Jan-17	Meeting with Carpentaria Shire Council to discuss GSD and Waste Management	Burketown - Nijinda Durlga	Mayor, Deputy Mayor and ACEO
Thu, 19-Jan-17	Council Meeting	Burketown - Nijinda Durlga	Councillors, Management and EA
Tue, 24-Jan-17	North West Hospital and Health Service	Burketown - Nijinda Durlga	Councillors, CEO and DCEO
Tue, 31-Jan-17	QRA Benchmarking	Admin Meeting Room - Admin Office	CEO, DCEO, WM, WFM

Future Meetings

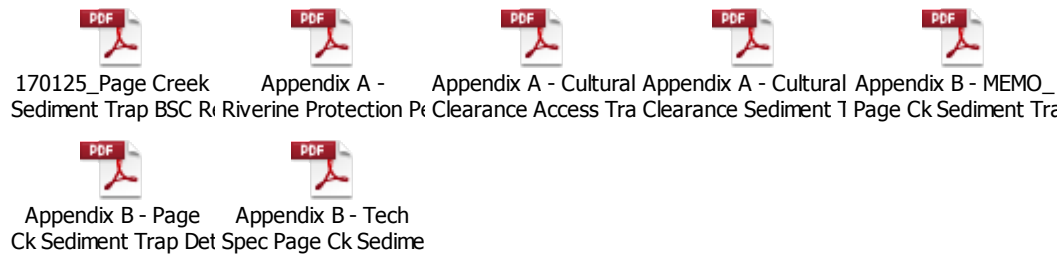
As requested by councillors, the rolling past calendar has been reduced to just the prior month. Executive Assistant Madison Marshall is keeping a new forward calendar that is supplied to councillors on a regular basis. A record of past meetings is also kept in that document.

7. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. MMG Page Creek Compliance Report



Chief Executive Officer Reports

10.01.02 Burketown Wharf ILUA

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Governance and Project Manager
DATE REPORT PREPARED:	7 February 2017
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17

1. PURPOSE

To provide information to Council on the role of the proposed Burketown Wharf ILUA negotiation team; and to provide the mechanism for endorsing an ILUA negotiation team for the Burketown Wharf ILUA.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Ordinary Council meeting – 19 January 2017

That Council:

- 1. Writes to Murrando 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**

3. PROPOSAL

This report seeks to identify the general remit of the ILUA negotiating team and provides for a resolution to appoint an ILUA negotiation team.

4. FINANCIAL & RESOURCE IMPLICATIONS

Refer to closed session report “Burketown Wharf ILUA – budgetary allocation”.

5. POLICY & LEGAL IMPLICATIONS

Indigenous Land Use Agreements and the Native Title Act 1993 (Cth)

An indigenous land use agreement (ILUA) is a voluntary agreement made under the Native Title Act 1993 (Cwlth) between people who hold, or claim to hold, native title in an area and other people

who have, or wish to gain, an interest in that area. The Native Title Act specifies three types of ILUAs; the Burketown Wharf ILUA will be a Body Corporate ILUA (ss24BA-24BI).

An ILUA allows people to negotiate flexible, pragmatic agreements to suit their particular circumstances without having to resort to litigation or relying on the other processes for dealing with future acts within the Native Title Act 1993 (Cwlth).

The negotiation process

ILUAs are negotiated agreements, and when registered they are binding on all persons who hold or may hold native title for the area covered by the agreement. Prior to registration, the agreements proceed through 1) the negotiation stage; 2) the in principle agreement stage; 3) endorsement of ILUA by relevant parties through relevant endorsement mechanism (Council resolution, Ministerial endorsement etc.); 4) application for registration; and 5) registration of ILUA.

The role of the negotiator team

- Establish interests of relevant parties;
- Establish potential scope and content of the ILUA;
- Information gathering and information sharing with relevant parties: Traditional Owners, the State, Councillors and the community;
- Generate details of the range of possible options or solutions available;
- Progress negotiation to 'in principle agreement';
- Conduct briefings and delegations to Ministers/Directors General/Officers of the State;

Burketown Wharf area in relation to a Native Title Determination Area:

The area subject to the proposed Burketown Wharf ILUA is within an area where Native Title has been determined pursuant to the Federal Court decision on 1 April 2015 in QC04/05 and QC95/03; Gangalidda and Garawa People v State of Queensland.

Relevant parties to the Burketown Wharf ILUA

- Burke Shire Council
- Gangalidda and Garawa Native Title Aboriginal Corporation
- State of Queensland

Time Requirements:

The Native Title Act does not set any time constraints on when an ILUA needs to be developed.

They can be developed before or after a determination of native title by the Federal Court.

6. CRITICAL DATES & IMPLICATIONS

The best time to commence negotiating an ILUA is 10 years ago. The second best time is now.

7. CONSULTATION

- Preston Law
- Department of Natural Resources and Mines
- Gangalidda and Garawa representatives

8. CONCLUSION

To facilitate the progress of the Burketown Wharf ILUA, it is important that Council resolves to appoint and an ILUA negotiation team.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council authorises the following persons ("negotiation team") to commence negotiations with the Gangalidda and Garawa Native Title Aboriginal Corporation RNTBC ("Gangalidda and Garawa PBC") in relation to the terms of an indigenous land use agreement ("ILUA") for the purposes of validating all future acts associated with the Burketown Wharf Project
 - (a) Cr Ernie Camp (Mayor);
 - (b) Cr Paul Poole (Deputy Mayor)
 - (c) COUNCIL TO ADD NAMES
3. The Chief Executive Officer (or nominee) will provide regular reports to Council on the progress of the negotiations at the Ordinary monthly meetings of Council;
4. The negotiation team is authorised to reach "in principle, negotiator agreement" with the Gangalidda and Garawa PBC but that a final decision in relation to the terms of the ILUA and whether or not Council will enter into the ILUA will be made by the Council.
5. Council notes that there may be alternative validating provisions available to it and Council reserves it's right to proceed with an alternative validating process in the event that progress of the ILUA negotiations are not satisfactory, or the proposed terms are not satisfactory to Council in its absolute discretion.

ATTACHMENTS

1. Native Title Determination Areas – Gulf of Carpentaria



A1 -
QLD_Carpentaria_NT

2. Developing Indigenous Land Use Agreements



A2 - Developing
indigenous land use a

11. Closed Session Reports

11.01 Closed Session - 17-01 Extra Cab Hilux

11.02 Closed Session - Drought Communities Program 2016 16-13.2 - Contract Variations

11.03 Closed Session - Allocation of Council Accommodation

11.04 Closed Session - Burke Shire Council contribution to the Burketown-Normanton Fibre Link Feasibility Study

11.05 Closed Session - Burketown Wharf ILUA - budgetary allocation

12. Late Item Reports

12.01 Report of Audit Committee Meeting held 02 February 2017

Late Item Reports

12.01 Report of Audit Committee Meeting held 03 February 2017

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer
DATE REPORT PREPARED:	12 February 2017
LINK TO COUNCIL PLAN/S:	Operational Plan Asset Management Plan Long Term Financial Plan Annual Budget Internal Audit Plan

1. PURPOSE

To report on the activities of the Burke Shire Council Audit Committee and receive the minutes of the Audit Committee meeting held on Friday 03 February 2017, pursuant with section 211 (1) (c) of the Local Government Regulation 2012.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council appointed the audit committee in April 2016 by way of decision 160421.10 as follows:

That Council appoints the following persons as members to the Burke Shire Council Audit Committee for the remainder of this Council's term:

- External member: Brendan Macrae
- 1st Councillor: Cr Paul Poole
- 2nd Councillor: Cr Tonya Murray

AND

That Council appoints Mr. Brendan Macrae as the Chairperson of Burke Shire Council's Audit Committee for the remainder of this Council's term.

In the 2016-17 financial year the audit committee has met in July 2016 and February 2017.

3. PROPOSAL

The audit committee provides critical oversight of Burke Shire Council's internal and external audit functions including its systems of governance. This report informs Council of the activities of the audit committee, pursuant to the provisions of the Local Government Regulation 2012.

4. FINANCIAL & RESOURCE IMPLICATIONS

All costs associated with the audit committee and audit functions are as disclosed in the annual budget.

5. POLICY & LEGAL IMPLICATIONS

Section 105 of the *Local Government Act 2009* pertains to auditing, including internal auditing. Whilst all local governments must establish an efficient and effective internal audit function only large local governments must also establish an audit committee. Nevertheless, Burke Shire Council has made a best-practice decision to establish an audit committee to monitor and review the fiscal and governance functions of the local government, and has appointed an appropriately qualified and experienced external person who is elected as chair. Although not prescribed, an audit committee so convened must operate in accordance with the legislation.

Pursuant to Section 105 (4) of the *Act*, the functions of the audit committee are to monitor and review the integrity of financial documents; and the internal audit function; and the effectiveness and objectivity of the local government's internal auditors. The committee also makes recommendations to the local government about any matters that the audit committee considers need action or improvement.

Section 210 of the Local Government Regulation 2012 determines that the audit committee will comprise at least 3 and no more than 6 members; 1 but no more than 2 councillors; and at least 1 member with significant skills and experience in finance matters. The CEO cannot be a member, but can attend meetings. Burke Shire Council's audit committee structure is compliant, with 2 councillors and one external qualified person who is also elected chair.

Section 211 of the Regulation prescribes that the audit committee must meet at least twice each financial year to review:

- the internal audit plan for the internal audit for the current financial year;
- the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;
- a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212;
- the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and

Pursuant to 211 (1) (c) of the Regulation, the audit committee must, as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters

6. CRITICAL DATES & IMPLICATIONS

The Audit Committee met on Friday 03 February 2017 therefore it is timely to provide the minutes and attachments to Council at the ordinary meeting in February pursuant to section 211 (1) (c) of the Regulation.

7. CONSULTATION

Burke Shire Council Audit Committee

Executive Management Team

Mayor

8. CONCLUSION

This report is presented to Council pursuant to section 211 (1) (c) of the Regulation. Councillor's attention is drawn to the audit issues register which tracks action matters. Updates are provided to Council monthly as appropriate via reports of the executive. Notably, a revised internal audit plan will be presented to a future meeting of Council including the recommendations of the audit committee chair and the CEO, as agreed by the Audit Committee.

9. OFFICER'S RECOMMENDATION

That Council notes the contents and attachments to this report and receives the minutes of the Burke Shire Council Audit Committee meeting held Friday 03 February 2017 pursuant to section 211 (1) (c) of the Local Government Regulation 2012.

ATTACHMENTS

1. Minutes of the Audit Committee meeting held Friday 03 February 2017



Draft Feb 2017
Minutes.docx

2. Internal Audit – update report



170123 Internal
Audit Update Report.

3. Review of Internal Audit Plan 2016-17



170203 - AC -
Review of Internal Au

4. Audit Committee Work Plan 2017



Audit Committee
Work Plan 2017.xlsx

5. 2016-17 Audit Process Key Dates



2016-17 Audit
Process Flow Key Dat

6. Asset Management report



170203 Asset
Management - update

7. Audit issues tracking register



Audit Issues Tracking
Register.xlsx

8. Burke Shire Business Continuity Plan



160218 Burke Shire
Business Continuity P

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. New business of an urgent nature admitted by Council

Recommendation (if required)

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

16. Deputations and presentation scheduled for meeting

16.01 Anthony Kuhn – Qcrush

16.02 Chris Ford – Burketown State School

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 16 March 2017.