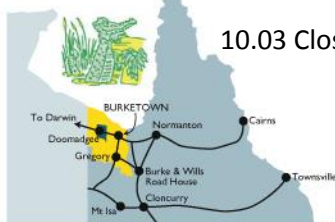




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01. Opening of Meeting

The Chair declared the meeting open at 9.11am.

02. Record of Attendance

Cr Ernie Camp; Mayor – Chair
Cr Paul Poole; Deputy Mayor
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 teleconference
Philip Keirle; Governance and Projects Manager – via teleconference (as indicated)
Madison Marshall; Executive Assistant (Minutes)

03. Prayer

Cr Yanner led Council in prayer.

04. Consideration of applications for leave of absence

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

05. Confirmation of minutes of previous meeting(s)

05.01 General Meeting 16 February 2017 and Special Meeting 24 February 2017

That the Minutes of the General Meeting of Council held on 16 February 2017 and that the Minutes of the Special Meeting held on 24 February 2017 as presented be confirmed by Council.

Moved: Cr Camp
Seconded: Cr Murray

Carried 170323.01 5/0

06. Condolences

That Council notes the passing of Owen Ringrose and expresses their condolences to the family.

07. Declaration of Interests

- (i) **Cr Murray – Material Personal Interest – Report 10.01 – due to related parties tendering.**
- (ii) **Cr Murray – Conflict of Interest – Report 10.06 – due to a related party being on the wait list.**
- (iii) **Cr Murray – Conflict of Interest – Report 10.08 – due to a material personal interest in the matter.**
- (iv) **Cr Murray – Perceived Conflict of Interest – Report 12.01.07 – due to being a tenant.**
- (v) **Cr Clarke – Perceived Conflict of Interest – Report 13.03 – due to being the President of the Gregory Downs Jockey Club.**

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

08.01 Notices of Motion

08.02 Petitions

That Council notes no Notices of Motion or Petitions were received.

Attendance

Philip Keirle phoned into the meeting at 9.27am.

Brett Harris left the meeting at 9.29am.

Cr Murray left the meeting from 9.30am to 9.31am.

Heath Jones from Erscon entered the meeting at 9.33am.

09. Works, Services and Finance Reports

09.01.01 Works and Services Monthly Update Report

DEPARTMENT:	Works and Services and Workshop
RESPONSIBLE OFFICER:	Ray Egan; Works Manager
DATE REPORT PREPARED:	14 March 2017
LINK TO COUNCIL PLAN/S:	Works Program

1. WORKS MANAGER

General -

Works completed or commenced over the last month include:

- Members of Parks and Gardens, Utilities, Construction and Gregory Crew Completed their Traffic Management Training, giving Council the ability to better manage traffic on projects through out the shire.
- 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
- Slashing Grass Burketown Airport
- Pot Hole Patching runway strip Burketown Airport
- Pothole Patching Wills Development and Doomadgee East Rd

Works for upcoming month -

- Pothole patching various roads throughout Shire including Floraville road in preparation for reseal program.
- Maintenance grade natural surface section of Escott Road to Crossing
- On going road closures
- Pot Hole Patching runway strip Burketown Airport ongoing

- Cleaning up deposited soils Beames Brook
- Cleaning of and organizing of the Burketown Landfill
- Ongoing work under RMPC Contract

RMPC -

- Wills Development Road works as required

2016-17	Allocation	Claim 6.	Funds Remaining
Schedule 1	\$242,190.64	\$32,894.66	\$104,635.10
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	\$32,894.66	\$437,598.87

2. WORKSHOP AND FLEET MANAGER

General servicing and maintenance being the main work carried out -

Plant #	Description	Maintenance	Scheduled	Cost	Comment
460	John Deere Ride on	1700 hr. service, fit beacon	Yes	3 hrs	Scheduled
469	Cat PS300B Roller	Check over, trans, final drive	Yes & No	20 hrs	Found faults
480	Western Star Prime Mover	340k service, front diff	Yes & No	20 hrs	Diff fault
505	Kubota Ride On	Bevel gear case	No	2 hrs	Replaced
519	Jet patcher	Turbo, paver belt	No	8 hrs	Hyd fault
522	Cat 140M Grader	5,000 hr. service, fault	Yes	20 hrs	Cut out fault
529	John Deere Ride On	Deck gearbox bolts	No	2 hrs	Fabricate brackets
530	WSO Hilux	Fault code	No	1 hr	Tail lamp short
546	Kubota Tractor	Lost 5 th & 6 th gears	No	20 hrs	Split tractor
551	Western Star Prime Mover	Starter relay	No	2 hrs	Hard to get at

Plant #	Description	Maintenance	Scheduled	Cost	Comment
568	Kioti Ride on	Battery, seat, deck, beacon	No	6 hrs	Wear
571	WM Hilux	75k service	Yes	2 hrs	Scheduled
572	Job Truck	Camera fault	No	4 hrs	Replace completely
584	RCS Landcruiser	Sent for new motor	No	1 hr	Insurance
585	Job Truck	65k service	Yes	2 hrs	Scheduled
586	Spare Hilux	45k service	Yes	2 hrs	Scheduled
587	Cat CS78B Drum Roller	Check over, fit pads	Yes	8 hrs	Annual check over
591	Gregory Hilux	30k service	Yes	2 hrs	Scheduled
592	Water Truck	Drop bar	No	8 hrs	Weld split
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

Tender Update –

From the 2015-16 Budget

- Waste Transfer Bins- Put on hold, review costing's

For the 2016-17 Budget

- Low Loader- to be specified
- 50 kva Genset- not required as yet
- Hilux Extra Cab- 83,939 kms- Specifications pending(service body/light truck)
- Workshop Truck- 82,188 kms- Specifications pending
- Hilux Dual Cab- 76,680 kms- hold to 80k
- Toyota Landcruiser Dual Cab- 86,078 kms- Do we keep?

3. 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

Sites Visited	Report
Beamesbrook Crossing	1 Bin removed for the wet
Gregory Crossing	Placed on top of the hill close to roadhouse for the wet

Removed 5 dead wallabies from town streets as part of a daily early morning deadie run on town and entrance roads to remove nightly road kills before residents/ visitors get about also do an early morning check and a general emu parade of town streets.

Animal Control

- Removed two pigs from a yard and disposed of.

Weed Control

- Continue to spray Rubbervine, Prickly acacia, and Calotrope on road reserves and Graslan on some of the bigger plants.
- Still treating Prickly acacia trees growing on the Nardoo/Floraville road reserve.
- Trial release of “Parkinsonia looper moth” - by CSIRO to control Parkinsonia, total of 99 boxes of larvae and moth has been released at the Escott release site since December 14– area being monitored. Andrew White of the CSIRO arrived on the 14th march and conducted a field survey of the release sites (was difficult with the very wet conditions) Moth larvae were sited on 29 of the 32 plants inspected- CSIRO are to continue releasing larvae to strengthen the sites and will conduct further field trips when its drier to ascertain the full extent of coverage. Another release 15 July, 17 boxes of larvae and 300 pupae were spread over the 5 sites. Currently looking for new release sites.
- Investigating suitable chemical rated hand sprayers for the staff in the garden crew to safely lift and operate.
- Airport reporting officer given ½ bucket of Graslan herbicide to treat grass growth around the rain gauge and weather station.

Complaints

- Resident in Gregory street complained about three feral pigs entering their yard, spoke to resident in Sloman street who owns 2 of the animals, advised that it is illegal to keep feral pigs and that significant fines can be levied if they continue to keep them.
- Nothing happened, owners of two of the pigs left town for a week, owner of one of the three pigs ate his, the other two were still harassing the resident in Gregory Street, trapped and disposed off.

General

- Monthly 1080 stock control sheet & Indemnity Forms to DNR Cloncurry.
- No movement on updating cemetery register and computerising surveyed graves and water reticulation system for the cemetery
- Traffic control diagrams updated for WDR road side slashing.
- Maintaining schedule Works Programs
- Updated/ cleaning/ refurbishing first aid kits – Mayor’s vehicle only one left to service.

- Mosquito fogging 3 days a week or as weather conditions allow.
- Risk assessments of several tasks completed for Tammy for her records.
- Completed community health report for AQUIS
- Traffic control diagrams for various road signage situations given to Gregory caretakers so the right signs can be placed for a particular situation.
- GPS required for our shire roads – At each end of road and a break down of from too our bituminised sections

Floraville road – complete

Doomadgee east – Road still closed

Doomadgee west – Road still closed

Gregory – Lawn Hill road – Road still closed

- Typed up list provided by Cr Yanner of Burke Shire roads and distances between landmarks, list of water points and gravel pits and their locations.
- Attended Rex Gulf air user group meeting.

Traffic Counters

- Traffic counter units are maintained on a monthly program

Unit No	Location	Total traffic count		Total traffic count		No of vehicles since last count
		Last count	Date	This count	Date	
Unit 1	Truganini Road	0	31/01	5042	01/03	5042
Unit 2	Floraville Road	26775	31/01	31559	01/03	4784
Unit 3	After Century turnoff	6159	24/11	6548	01/02	389
Unit 4	After Adels Grove (National Park Road)	12397	24/11	13199	01/02	802
Unit 5	Camooweal Road	69186	24/11	72346	01/02	3160
Unit 6	Before Century turnoff	11700	24/11	15238	01/02	3538
Unit 7	Doomadgee West	15703				
Unit 8	Before Adels Grove	9920	24/11	10756		863
Unit 9	Doomadgee East	42833				
Unit 10	Airport Road	2249	31/01	5231	01/03	2982

Units 7 & 9 Doomadgee east and west not serviced due to no access available (Gregory crossing too high)

Units 3,4,5,6 & 8 – Not serviced due to road being closed

Note: Units are zeroed when battery is replaced so count is the number of vehicles passed over since new battery.

4. PARKS AND GARDENS

- Parks and Garden staff routine maintenance is ongoing.
- Works program in order. A few delays due to weather conditions
- Five participants from Parks and Gardens have accomplished their Traffic Management Course

5. HOUSING/BUILDING MAINTENANCE

- Repairs are conducted as and when required.

6. UTILITIES

Burketown & Gregory Water Treatment monthly usage February 2017

DAILY READING WTP BURKETOWN –TOTAL USAGE – 8737 KL		
	DAILY USAGE	OUTFLOW TO TOWN LITRES/SECOND
HIGHEST DAILY USAGE	295 kl	Avg – 2.57 L p/s
LOWEST DAILY USAGE	106 kl	Avg – 1.4 L p/s

Daily Reading WTP Gregory–Total Usage – 1265.4 Kl

Gregory Water Treatment Plant

- Total usage is based on the raw water meter as the potable meter is not operational.
- Has been operating with issues with the flow meter readings. The Raw Water meter has been operating on and off. The Potable Water meter is still not working. We are planning on going down to Gregory to remove and reinstall the meter. This will require the town water to be shut off while works are being carried out.
- Luke Collins and his technician completed a full service on plant.
- We have ordered the NBN router for the Gregory Water Treatment plant and installed Friday 3rd March.
- James has spoken to Luke in regards with the installation, as the plant came up with # com after the installation was completed. This was in regards to passwords. Luke and his technician is looking at why it is logging him and myself out when he installs the new IP address on the router,
- 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.
- I have not been able to do the weekly visit to Gregory due to rain and flooding in February.
- Only 1 issue with the town running out of water. This was due to a technical issue with the National Broad Band network losing reception.

Water Reticulation Gregory

- Operating well.
- 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.

Sewerage:

- Sewerage samples all passed for February 2017

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OO S
443421	Total Coliforms	08-02-2017	Treated Effluent	<1000CFU/100ml	10 CFU/100 mL	<10	
443420	BOD - Biochemical Oxygen Demand	08-02-2017	Treated Effluent	< 20mg/L	<4.4mg/ L	<2	
443420	Total Suspended Solids	08-02-2017	Treated Effluent	< 30mg/L	4.4mg/ L	<1	
443420	Total Chlorine	08-02-2017	Treated Effluent	< 1mg/l	0.03mg/L	<0.01	
443420	Free Chlorine	08-02-2017	Treated Effluent	<1 mg/l	0.03mg/L	<0.01	
443420	Electrical Conductance	08-02-2017	Treated Effluent	<1600uS/cm	610uS/cm	<1	
443420	PH -Physical Properties	08-02-2017	Treated Effluent	6.5-8.5	7.8	<0.1	
443420	TP - Nutrients & Anions	08-02-2017	Treated Effluent	< 30mg/LP	2.9mg/ LP	<0.25	
443420	TN- Nutrients & Anions	08-02-2017	Treated Effluent	< 40mg/LN	12mg/ LN	<0.5	

Statewide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total (Feb 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	1	6
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

Performance Indicator	Performance Measure	Target	Actual Total (Feb 2017)	Actual Total (YTD)
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 February 2017: 4059 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, this is ongoing.
- We are having issue with the traffic area around where we have our chemical storage area. This is due to the ground being

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 has now on the wish list. Quote from Male Construction was sort for the replacement on structures in well as he completed the up grade to sewer pump station 1. This is ongoing.
- Council will have to look at upgrading the switchboards due the current parts being obsolete and new parts require extra rewiring to suit. We will include works for next budget. This is now on the wish list. This is ongoing.
- We are looking at placing concrete lids on the damaged wells around town. This will be completed once it is dry and the design is in place.

Sewerage Treatment Plant

- Blivet operating well with samples collected for February Samples all passing.
- Monitoring of the ground water is ongoing.
- We have changed the pump that feeds the Blivet.

Water Reticulation

- Has been operating well.
- Testing are flushing are done now twice weekly. Mondays and Thursdays.
- We have a few leaks on a couple of water services. All have been fixed barring one that needs a Gibault that stores have ordered.

Airport.

- Mowing of the main strip ongoing.
- Work has commenced on the main strip to repair holes on edge of runway.
- Location of underground service has commenced. This is to locate the electrical cable that lights the wind sock on the northern end of main strip.
- Current NOTAM for the IWI (wind sock).

Weather Station

- Currently operating well

Cemetery

- Works and ground maintenance are ongoing. Mowing started but grass too high and soft ground is affecting progress.
- 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.

7. OFFICER'S RECOMMENDATION

That Council note the contents of the Works and Services Update Report.

09.01.01 Works and Services Monthly Update Report

That Council note the contents of the Works and Services Update Report.

Moved: Cr Poole

Seconded: Cr Clarke

Carried 170323.02 5/0

17. Deputations and presentation scheduled for meeting

17.01 Heath Jones – Erscon

Heath Jones (Erscon Consulting Engineers) and Philip Keirle (Governance and Projects Manager) provided background information on the process for adjudicating the tender for the Register of Pre Qualified Suppliers.

Declaration: Material Personal Interest

Cr Murray declared a material personal interest (*as per section 172 of the Local Government Act 2009*) in 10.01 and left the meeting at 9.57am.

Items Out of Order

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 and h)*.

(e) Contracts proposed to be made by it;

(h) Other business for which a 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 9.57am.

Moved: Cr Poole

Seconded: Cr Yanner

Carried 170323.03 4/0

Attendance

Sharon Daishe left the meeting from 10.11am to 10.14am.

Nils Hay left the meeting from 10.29am to 10.36am.

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 10.52am.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 170323.04 5/0

10.01 Closed Session - Register of Pre-qualified Suppliers - Plant Hire (Wet and Dry)

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(e)(h) and that the document remain confidential unless council decides otherwise by resolution; and
2. That Council note the contents of the report; and
3. That Council establishes the following Registers for Pre-qualified Suppliers of Plant (Wet Hire): 3b

Contractor	Items
Arid to Oasis Solutions Pty Ltd Auszcot Civil Australia	Excavator, Skid Steer, Front End Loader, Backhoe, Drum Roller, Water Truck, Miscellaneous
Betta Hire Pty Ltd	Miscellaneous
CM Contracting	Water Truck
Graham Bailey Earthmoving Pty Ltd	Dozer, Excavator, Grader, Low Loader, Side Tippers, Drum Roller, Multi-Tyre Roller, Water Truck, Scraper, 4WD, Job Truck, Miscellaneous
K&G Booth Pty Ltd	Grader, Multi-Tyre Roller, Water Truck, Job Truck, Miscellaneous
K&R Contracting Pty Ltd	Excavator, Grader, Skid Steer, Low Loader, Front End Loader, Side Tippers, Backhoe, Drum Roller, Multi-Tyre Roller, Water Truck, 4WD, Job Truck, Miscellaneous
Norwest Consolidated	Dozer, Excavator, Grader, Low Loader, Front End Loader, Water Truck, Scraper, 4WD, Miscellaneous
Qcrush Pty Ltd	Dozer, Excavator, Grader, Skid Steer, Low Loader, Front End Loader, Crane, Side Tippers, Drum Roller, Water Truck, Scraper, 4WD, Miscellaneous
R.A Newby & F.M Wiles & L.D Wiles & R.G Wiles T/A Wiles Road Services	Excavator, Grader, Low Loader, Side Tippers, Drum Roller, Multi-Tyre Roller, Water Truck, Job Truck
Ray Hudson Haulage	Side Tippers
Rollers Australia Pty Ltd	Grader, Drum Roller, Multi-Tyre Roller, Water Truck
Scott Freight Company Pty Ltd	Front End Loader, Side Tippers, Water Truck, Miscellaneous
Stabilised Pavements of Australia	Stabiliser, Two-Coat Seal, Miscellaneous

Thuriba Grazing Company	Grader, Side Tippers, Water Truck
Tom Tonka Pty Ltd	Dozer, Grader, Low Loader, Scraper
True Blue Grader and Side Tipper Hire	Low Loader, Front End Loader, Side Tippers
4. That Council establishes the following Registers for Pre-qualified Suppliers of Plant (Dry Hire): 4b	
Contractor	Items
1300Meteor Rentals	4WD, Job Truck, Miscellaneous
Arid to Oasis Solutions Pty Ltd Auszcot Civil Australia	Job Truck
Betta Hire Pty Ltd	Excavator, Skid Steer, Front End Loader, Drum Roller, Multi-Tyre Roller, Job Truck, Miscellaneous
CM Contracting	Water Truck
Coates Hire Operations Pty Ltd (Corporate)	Excavator, Grader, Skid Steer, Front End Loader, Backhoe, Drum Roller, Multi-Tyre Roller, Water Truck
Graham Bailey Earthmoving Pty Ltd	Miscellaneous
K&R Contracting Pty Ltd	Side Tippers
North Sheridan Pty Ltd t/a Tutt Bryant Hire	Excavator, Grader, Skid Steer, Front End Loader, Backhoe, Drum Roller, Multi-Tyre Roller, Water Truck
Qcrush Pty Ltd	Dozer, Excavator, Grader, Skid Steer, Front End Loader, Crane, Drum Roller, Scraper, Miscellaneous
Rollers Australia Pty Ltd	Grader, Drum Roller, Multi-Tyre Roller, Water Truck, Miscellaneous
Scott Freight Company Pty Ltd	Front End Loader, Side Tippers, Water Truck, Miscellaneous
Thuriba Grazing Company	Grader, Side Tippers, Water Truck
Moved: Cr Yanner Seconded: Cr Poole Carried 170323.05 4/0	

Adjournment

That Council adjourned the meeting for morning tea from 10.55am to 11.19am; all were present at the resumption.

10. 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 and h)*.

(e) contracts proposed to be made by it;

(h) other business for which a 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 11.20am

Moved: Cr Poole

Seconded: Cr Clarke

Carried 170323.06 5/0

Attendance

Nils Hay left the meeting from 11.29am to 11.36am.

Heath Jones left the meeting at 11.41am.

Madison Marshall left the meeting at 11.42am.

Ray Egan left the meeting at 11.42am.

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 12.45pm.

Moved: Cr Camp

Seconded: Cr Poole

Carried 170323.07 5/0

Attendance

Cr Yanner left the meeting at 12.47pm.

Adjournment

Council adjourned the meeting from 12.52pm to 12.53pm.

Attendance

Cr Yanner entered the meeting at 12.53pm.

10.02 Closed Session - Project Update - Burketown Wharf Upgrade Project

- 1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(e)(h) and that the document remain confidential unless council decides otherwise by resolution; and**
- 2. That Council note the contents of the report; and**
- 3. That Council endorses the procurement approach outlined in the report above in order to ensure Council meets the milestone requirements in its funding Deeds of Agreement;**
- 4. That Council delegates authority to the Chief Executive Officer to initiate the requisite procurement processes to deliver this project.**
- 5. That Council allocates appropriate funding across the 2016-17 and 2017-18 budgets to the Burketown Wharf Upgrade Project:**
 - a. With TTC funding, an amount of \$349,967.00 (GST excl.); and**
 - b. Without TTC funding, an amount of \$499,967.00 (GST excl.).**

Moved: Cr Camp

Seconded: Cr Poole

Carried 170323.08 5/0

Adjournment

Council adjourned the meeting for lunch from 12.55pm to 1.20pm; all were present at the resumption except Heath Jones.

17. Deputations and presentation scheduled for meeting

17.02 Martin Brennan – GHD

Martin Brennan, consulting engineer from GHD, attended the meeting by telephone to speak to the engineering report prepared by GHD following an inspection of the Gregory Water Treatment Plant.

10. 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 and h)*.

(e) contracts proposed to be made by it;

(h) other business for which a 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 1.29pm.

Moved: Cr Yanner

Seconded: Cr Camp

Carried 170323.09 5/0

Attendance

Martin Brennan from GHD phoned in from 1.32pm to 2.09pm.

Ray Egan left the meeting at 2.23pm.

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 2.41pm.

Moved: Cr Clarke

Seconded: Cr Poole

Carried 170323.10 5/0

10.03 Closed Session - Project Update - Gregory Water Treatment Solar Power Project

- 1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(e)(h) and that the document remain confidential unless council decides otherwise by resolution; and**
- 2. That Council note the contents of the report; and**
- 3. That Council endorses the scope of works outlined in the Detailed Project Plan for the Gregory Solar Power Project (ground mounted solar array on Lot 11 on AP13658) on the basis that this option delivers the best short and long-term value for money for Council and the State of Queensland.**
- 4. That Council delegates authority to the Chief Executive Officer to initiate the requisite procurement processes to deliver this project.**
- 5. That Council allocates appropriate funding in the 2017-18 budget to the Gregory Solar Power Project.**

Moved: Cr Yanner

Seconded: Cr Clarke

Carried 170323.11 5/0

Attendance

Cr Camp left the meeting from 2.44pm to 2.46pm.

Cr Murray left the meeting from 2.46pm to 2.48pm.

Sharon Daishe left the meeting from 2.46pm to 2.58pm.

Cr Murray left the meeting from 2.51pm to 3.01pm.

09. Works, Services and Finance Reports

09.02.01 Finance Monthly Update February 2017

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
DATE REPORT PREPARED:	06 March 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	2,591,202	2,590,000	1,202
Less: Discount, Rebate & Remissions	- 32,196 -	61,000	28,804
	2,559,006	2,529,000	30,006
Fees & Charges	70,610	100,000 -	29,390
Rental Income	148,905	230,000 -	81,095
Interest	171,467	314,000 -	142,533
Recoverable Works Revenue	373,320	925,000 -	551,680
Other Income	15,529	42,000 -	26,471
	779,831	1,611,000 -	831,169
Donations	1,364	1,000	364
Contributions	-	-	-
Subsidies & Grants	11,685,956	21,132,000 -	9,446,044
	11,687,320	21,133,000 -	9,445,680
Total Operating Revenues	15,026,157	25,273,000 -	10,246,843
Operating Expenditure			
Corporate Governance Costs	714,101	1,009,000 -	294,899
Administration Costs	1,782,112	2,184,000 -	401,888
Recoverable Works Expenses	627,305	770,000 -	142,695
Engineering Services	2,320,663	15,527,000 -	13,206,337
Utility Services Costs	554,323	729,000 -	174,677
Net Plant Operating Costs	- 558,145 -	1,083,000	524,855
Planning & Environmental Expenses	232,867	311,000 -	78,133
Community Services Costs	4,668,732	5,203,000 -	534,268
Finance Costs	10,309	14,000 -	3,691
Depreciation	2,526,894	3,730,000 -	1,203,106
Other Expenses	-	-	-
Total Operating Expenditure	12,879,161	28,394,000 -	15,514,839
Operating result before Capital Revenue	2,146,996 -	3,121,000	5,267,996
Capital Items			
Sale of Non current Assets	13,517	-	13,517
Contributions	-	-	-
Subsidies & Grants	1,177,884	4,120,000 -	2,942,116
Net Result	3,338,397	999,000	2,339,397

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	2,591,202	1,726,667	864,535
Less: Discount, Rebate & Remissions	- 32,196 -	40,667	8,471
	<u>2,559,006</u>	<u>1,686,000</u>	<u>873,006</u>
Fees & Charges	70,610	66,667	3,943
Rental Income	148,905	153,333 -	4,428
Interest	171,467	209,333 -	37,866
Recoverable Works Revenue	373,320	616,667 -	243,347
Other Income	15,529	28,000 -	12,471
	<u>779,831</u>	<u>1,074,000 -</u>	<u>294,169</u>
Donations	1,364	667	697
Contributions	-	-	-
Subsidies & Grants	11,685,956	14,088,000 -	2,402,044
	<u>11,687,320</u>	<u>14,088,667 -</u>	<u>2,401,347</u>
Total Operating Revenues	<u>15,026,157</u>	<u>16,848,667 -</u>	<u>1,822,510</u>
Operating Expenditure			
Corporate Governance Costs	714,101	672,667	41,434
Administration Costs	1,782,112	1,456,000	326,112
Recoverable Works Expenses	627,305	513,333	113,972
Engineering Services	2,320,663	10,351,333 -	8,030,670
Utility Services Costs	554,323	486,000	68,323
Net Plant Operating Costs	- 558,145 -	722,000	163,855
Planning & Environmental Expenses	232,867	207,333	25,534
Community Services Costs	4,668,732	3,468,667	1,200,065
Finance Costs	10,309	9,333	976
Depreciation	2,526,894	2,486,667	40,227
Other Expenses	-	-	-
Total Operating Expenditure	<u>12,879,161</u>	<u>18,929,333 -</u>	<u>6,050,172</u>
Operating result before Capital Revenue	<u>2,146,996 -</u>	<u>2,080,667</u>	<u>4,227,663</u>
Sale of Non current Assets	13,517	-	13,517
Contributions	-	-	-
Capital Subsidies & Grants	1,177,884	2,746,667 -	1,568,783
Net Result	<u>3,338,397</u>	<u>666,000</u>	<u>2,672,397</u>

Overview

Year to date results show an operating surplus of \$2,146,996 before capital revenue. The operating statement reflects a net surplus of \$3,338,397 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

Second half general rates and utility charges were levied at the end of February as scheduled bringing actual revenue in line with amended annual budget estimates.

Fees and charges

Pro rata fees and charges at the end of February sat \$3,900 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 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

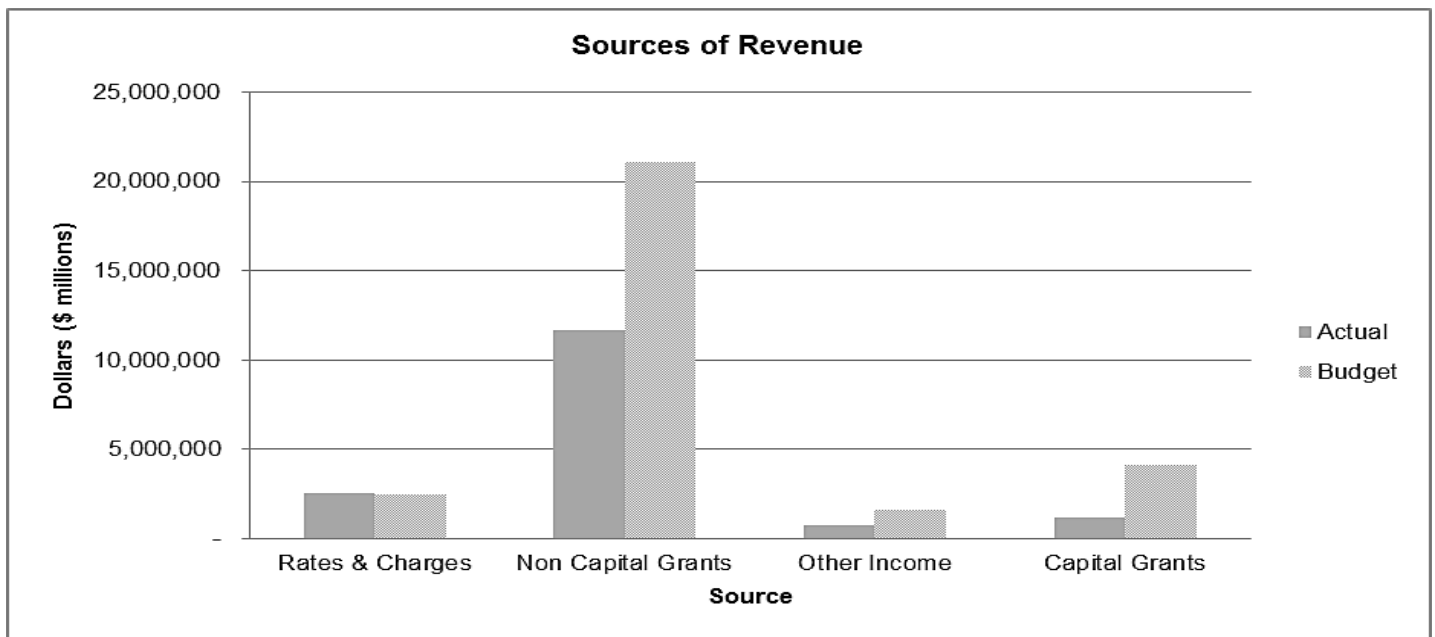
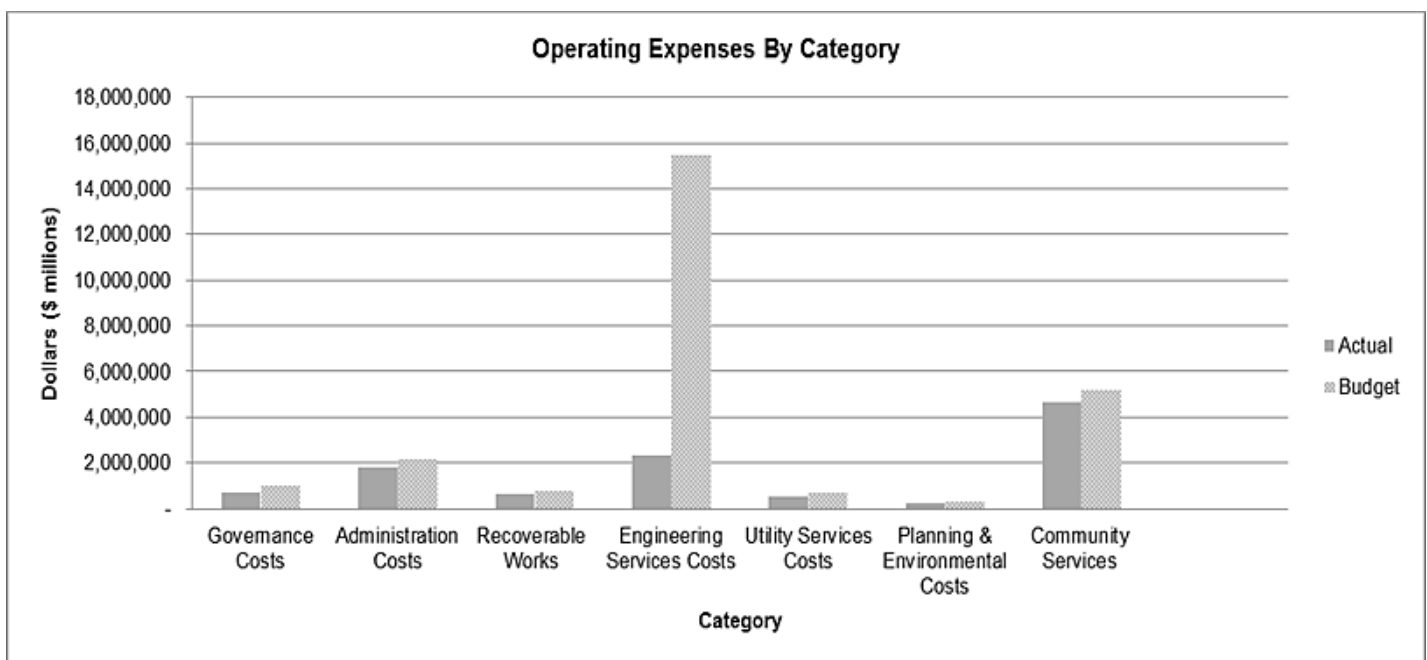
Non recurrent grants, subsidies and contributions increased significantly from the previous month pushing non recurrent revenue closer to annual budget estimates. Increases mainly relate to receipt of the following grants; Final milestone payment for the Optic Fibre Link project (\$937K)

Third quarter Financial Assistance Grants (FAGS) \$740K

Overall most operating grant revenue streams are on track with budget forecasts however significant flood damage revenues are still outstanding as corresponding flood restoration works have not been completed, with three months to the end of the financial year it is likely that flood damage works will be carried forward and completed in the following financial year (2017-18) consequently outstanding flood damage revenue will be received in the 2017-18 year.

Capital revenue

Capital revenue increased significantly from the previous month due to the receipt of \$714K unbudgeted capital revenue under the works for Queensland program.

Where has the money come from?How has the money been spent?

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	383,253	384,000	481,342	620,000	- 236,000	- 98,089
Sewerage Utility Burketown	142,000	142,000	95,000	137,000	5,000	47,000
Garbage Utility Burketown & Gregory	95,000	95,000	132,000	220,000	- 125,000	- 37,000
Parks & Gardens (Incl Aquatic Centre & Multipurpose Courts)	1,153	2,000	300,000	456,000	- 454,000	- 298,847
Road Maintenance (Repairs & Maintenance Excl Capital works)	301,000	402,000	241,000	660,000	- 258,000	60,000
Roads Flood Damage NDRRA (Shire)	4,525,000	13,000,000	1,360,000	13,000,000	-	3,165,000

Detailed

Program/Business Unit	Year to date actual revenue	Budgeted annual revenue	Variance	Actual Expenditure Excluding Depreciation	Budgeted Expenditure Excluding Depreciation	Variance
Water Utility Burketown	285,000	285,000	-	187,637	240,000	52,363
Water Utility Gregory	99,000	99,000	-	170,736	200,000	29,264
Sewerage Utility Burketown	142,000	142,000	-	65,000	92,000	27,000
Garbage Collection & Disposal Burketown	-	-	-	45,000	72,000	27,000
Garbage Collection & Disposal Gregory	-	-	-	21,000	35,000	14,000
Parks & Gardens (Incl Multipurpose Courts) Burketown	-	-	-	129,200	195,000	65,800
Parks & Gardens Gregory	-	-	-	41,000	80,000	39,000
Swimming Pool Operations (Burketown)	1,153	2,000	- 847	67,000	92,000	25,000
Plant Operation & Maintenance Costs (Registration, Fuel, Oil)	-	-	-	488,866	782,000	293,134
Housing	148,000	230,000	- 82,000	173,000	160,000	- 13,000

Roads Program Summary

Program	Actual YTD Revenue/Funding	Budgeted Revenue/Funding	Variance	Actual YTD Expenditure	Budgeted Expenditure	Variance
RMPC	358,567	895,000	- 536,433	612,000	745,000	133,000
Shire Road Maintenance	302,000	402,000	- 100,000	183,000	480,000	297,000
Town Streets Maintenance	-	-	-	58,000	180,000	122,000
TIDS	221,000	1,200,000	- 979,000	1,925,000	2,400,000	475,000
Roads to Recovery	222,000	645,000	- 423,000	342,000	802,000	460,000

TIDS Program

Road Project	YTD Expenditure	Budgeted Expenditure	Under/Over Budget	Complete Y/N
TIDS 16-17				
Doomadgee West Road Seal	441,760	442,000	240	Y
Doom East Rd rehabilitation	961,580	960,000	- 1,580	Y
Burketown Airport Apron Reseal	57,420	144,000	86,580	Y
Burke Airport Apron Line Marking	7,800	-	7,800	Y
Doom East Rd Reseal	439,141	380,000	- 59,141	Y
Floraville Rd (TIDS) patching & Resealing	-	432,000	432,000	N
Total TIDS 2016-17	\$ 1,907,701	\$ 2,358,000	\$ 450,299	

Roads to Recovery Program

Road Project	YTD Expenditure	Budgeted Expenditure	Complete Y/N
R2R 16-17			
Airport Road Reseal R2R	1,622		N
Anthony Street Reseal R2R	21,235		Y
Beames Street Reseal R2R	106,097		Y
Bowen Street Reseal R2R	21,616		Y
Burke Street Reseal R2R	52,162		N
Gregory Street Reseal R2R	22,618		Y
Landsborough Strt Reseal R2R	4,070		Y
Marshall lane Reseal R2R	8,506		Y
Musgrave St Reseal R2R	45,116		Y
Sloman Street Reseal R2R	42,985		Y
WTP (Burke) Road Reseal R2R	3,969		Y
Hospital Road Reseal R2R	9,676		Y
Floraville R Stabilisation R2R	421	360,000	N
R2R 16-17 Total	\$ 342,301		

4. VARIANCE ANALYSIS

Operational

Revenue			
Revenue/Program	Variance Over (Under) \$000	T/P	Analysis of significant variances
Legend: T/P - timing/permanent			
Rates & Utility Charges	1,202		Nil significant variance On Track with budget estimates
Interest Revenue	(142,533)	T	Interest earnings are below annual budget estimates, due to timing differences Nil permanent variance
Recoverable works Revenue	(551,680)	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	(2,942,116)	T	Capital Grants have a variance of \$2.9 million mainly due to timing of TIDS and Roads to recovery revenue recognition/receipt 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	26,434	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Administration costs	326,112	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Recoverable works	113,972	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Engineering services	220,000	T/P	Housing operations & maintenance have exceeded budget estimates by 13K with significant housing maintenance requirements to meet. Asset management costs are likely to exceed budget due to expenditure incurred on road condition pick up however this expenditure is essential for future flood damage submissions
Utility Services Costs	68,323	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	163,855	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Planning & Environmental Services	25,534	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Community Services Costs	1,200,065	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%	-	-	Project complete
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	-	1%	-	-	
Gregory Solar Array	New Capital		14,000	731,000	4,800	1%	365,000	-	Within budget
Boat Ramp Widening & Wharf Car Park Upgrade	Upgrade		29,000	-	10,560	1%	-	-	
Tennis Court Resurfacing	Renew al		1,000	37,000	36,261	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	-	100%	-	-	Balance of project expenditure total from previous year
PLANT & EQUIPMENT		-	998,000	488,566	509,434		326,000	75,604	
Drake Low Loader	Replacement		165,000	-	165,000	-	25,000	-	
Cat Smooth Drum Roller	Replacement		206,000	206,000	-	100%	33,000	33,000	Delivered - within budget
CAT Backhoe	Replacement		226,000	187,000	39,000	100%	30,000	30,000	Delivered - within budget
50kva Generator (Gregory)	Replacement		30,000	-	30,000	-	2,000	-	
Hilux Extra Cab	Replacement		51,000	52,875	1,875	100%	20,000	-	Slightly over budget
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%	-	-	Delivered - within budget
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%	-	-	
Dolly Trailer	Disposal		-	-	-	100%	5,000	5,332	Sale of Dolly Trailer
New Holland Tractor & Bucket	Disposal		-	-	-	100%	7,000	7,272	Sale of New Holland Tractor and four in one bucket
Jet Patcher Sale	Disposal		-	-	-	-	100,000	-	Sale of jetpatcher on hold
ROAD INFRASTRUCTURE		94,000	4,768,000	2,349,818	2,418,182		3,535,000	443,000	
Doomadgee East Road - Rehabilitation (TIDS)	Renew al		960,000	961,580	1,580	100%	480,000	-	On track -TIDS project complete
Doomadgee East Road - Reseal (TIDS)	Renew al		380,000	439,000	59,000	100%	190,000	-	Project complete - exceeded project 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 Airport Apron Reseal & Line Marking (TIDS)	Renew al		144,000	65,220	78,780	-	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	-	Nil expenditure to date
Burketown Streets Reseal, Concrete Drains (R2R)	Renew al		410,000	342,000	68,000	-	410,000	222,000	Year to date expenditure is 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			7,275,000	3,027,048	4,247,952		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	12,972,738	9,856,488	11,866,862
Trade and other receivables	2,341,476	600,000	980,112
Inventories	232,880	193,943	193,943
Other financial assets	354,184	205,483	-
Total current assets	15,901,278	10,855,914	13,040,917
Non-current assets			
Property, plant and equipment	133,770,229	136,577,658	133,383,655
Total non-current assets	133,770,229	136,577,658	133,383,655
Total assets	149,671,507	147,433,572	146,424,572
Liabilities			
Current liabilities			
Trade and other payables	1,006,539	1,031,337	1,087,337
Borrowings	-	-	-
Provisions	82,232	175,794	119,795
Other current liabilities	-	-	-
Total current liabilities	1,088,771	1,207,131	1,207,133
Non-current liabilities			
Trade & Other Payables	-	-	-
Interest Bearing Liabilities	-	-	-
Provisions	636,782	619,885	609,885
Other	-	-	-
Total non-current liabilities	636,782	619,885	609,885
Total liabilities	1,725,553	1,827,016	1,817,017
Net community assets	147,945,954	145,606,556	144,607,555
Community equity			
Asset revaluation reserve	76,038,657	76,038,657	76,038,657
Retained surplus	71,907,297	69,567,899	68,568,898
Other Reserves	-	-	-
Total community equity	147,945,954	145,606,556	144,607,555

Cash and cash equivalents

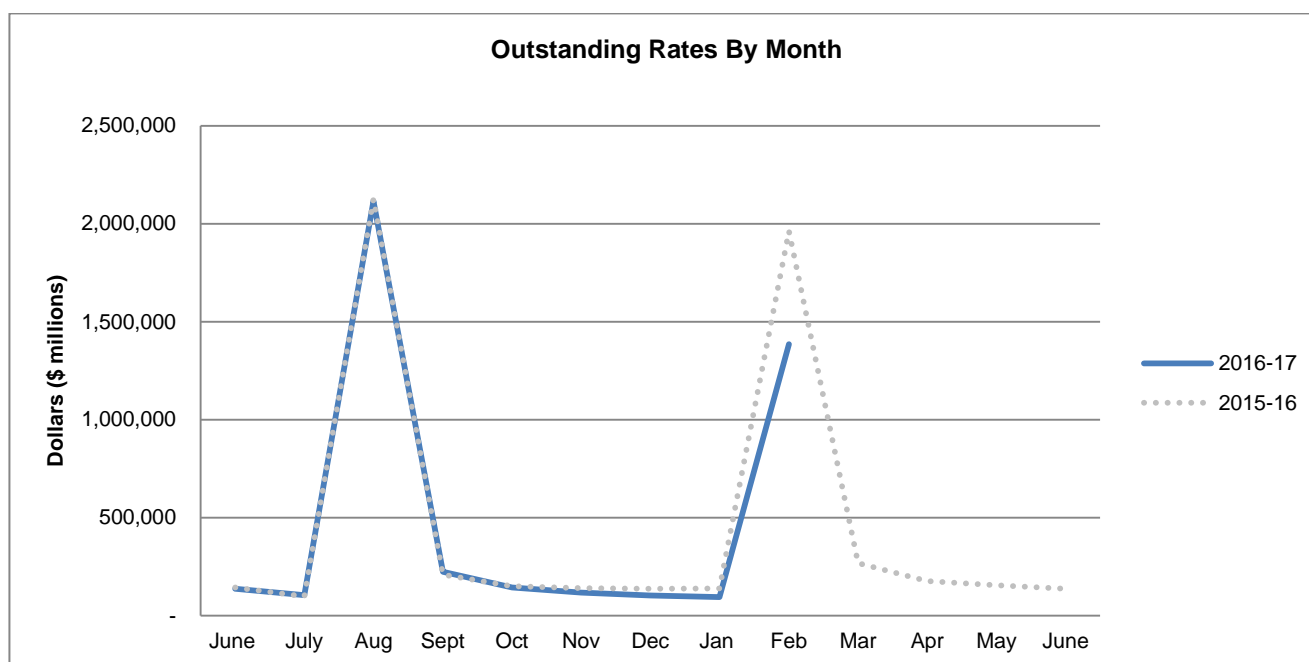
Since June 2016 Councils total equity has increased to \$147 million from \$144 million. Movements in cash and deposits have maintained the cash balance at approximately \$13 million at the end of February 2017.

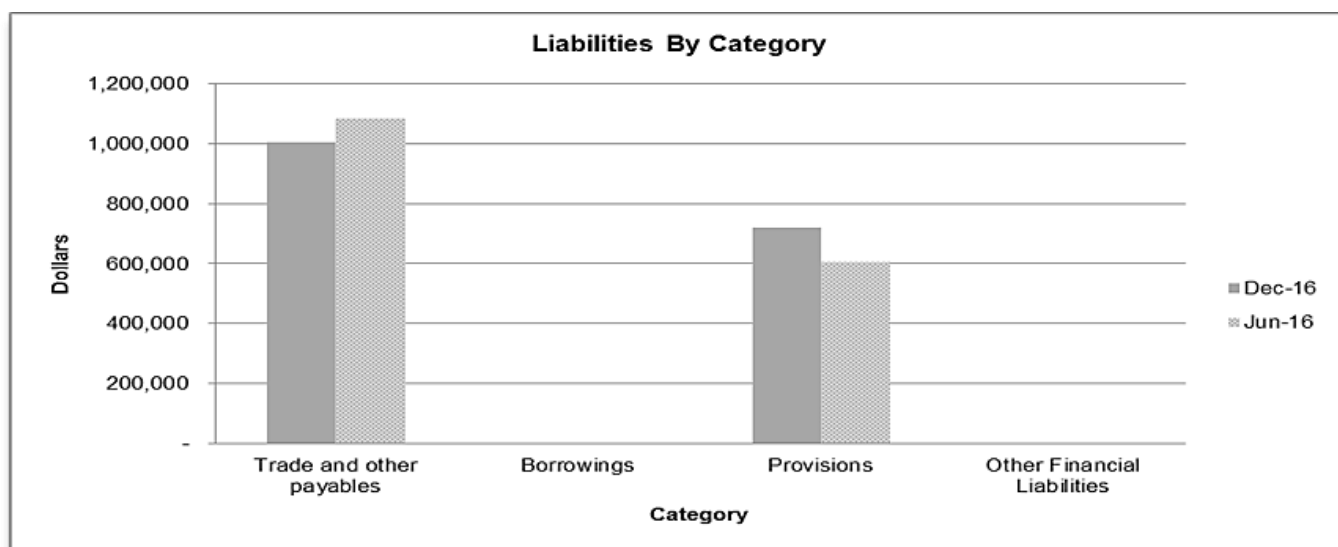
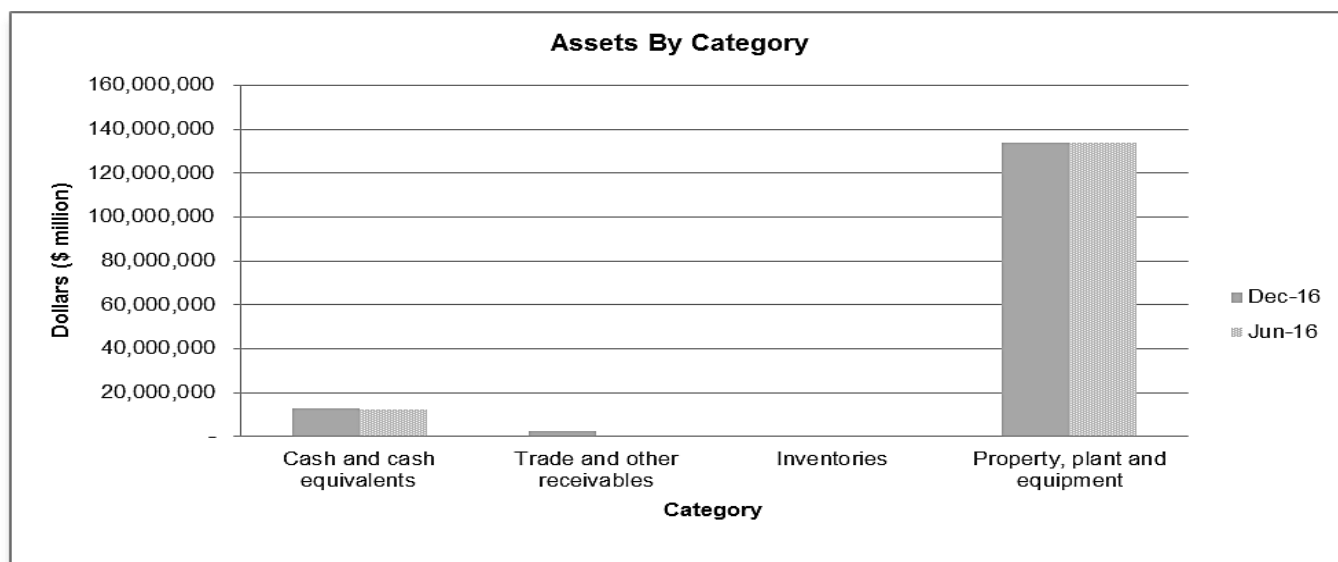
Cash holdings at the end of the month

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
Feb-17	\$ 11,600,274	\$ -	\$ -	\$ 1,371,905	\$ 12,972,179
Mar-17	\$ -	\$ -	\$ -	\$ -	\$ -
Apr-17	\$ -	\$ -	\$ -	\$ -	\$ -
May-17	\$ -	\$ -	\$ -	\$ -	\$ -
Jun-17	\$ -	\$ -	\$ -	\$ -	\$ -

Trade and other receivables

Rates receivables at the end of February increased to \$1,385,000 from \$94,000 at the end of January due to the raising of second half levies at the end of February as forecast. There are no new significant issues in relation to outstanding balances.





Council's current assets at the end of February exceed current liabilities reflecting sufficient capacity to offset short term obligations. Cash and cash equivalents sit at \$12, 9 million 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	15	Yes
Asset sustainability ratio	>90%	100%	Yes
Net Financial liabilities Ratio	<60%	-94.34%	Yes
Operating surplus ratio	Between 0 and 10%	14%	No
Capital Expenditure Ratio	1:1	1.38	Yes

The Current ratio

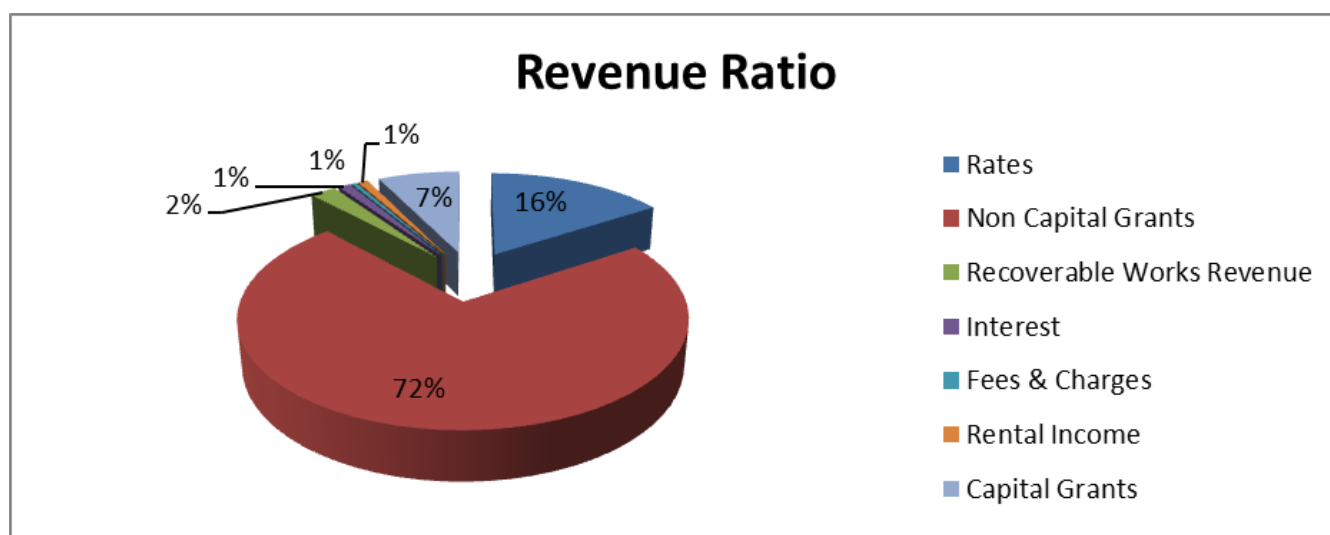
Measures Council's ability to meet short term obligations from cash and liquid financial assets- Councils ratio at the end of February indicates an ability to offset short term obligations from liquid financial assets.

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 February indicates sufficient 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 February indicates sufficient operating revenue to cover current liabilities however it is important to also consider Councils revenue ratios. Revenue ratios at the end of February still reflect a significant reliance on external rather than own source revenue, 72% 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 February account for 21% 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	1,263,981	3,797,863
Payments to suppliers and employees	- 10,443,730	- 24,681,234
	- 9,179,749	- 20,883,371
Interest received	171,467	314,000
Rental income	148,905	230,000
Non capital grants and contributions	11,687,320	21,133,000
Borrowing costs	-	-
Net cash inflow (outflow) from operating activities	2,827,943	793,629
Cash flows from investing activities		
Net payments for property, plant and equipment	- 3,479,969	- 7,250,000
Grants, subsidies, contributions and donations	1,177,884	4,120,000
Proceeds from sale of property plant & equipment	580,018	326,000
Net cash inflow (outflow) from investing activities	- 1,722,067	- 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	1,105,876	- 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	12,972,738	9,856,488

Year to date payments to suppliers and employees continue to 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 remain significantly lower than cash payments for property plant and equipment (Capital works) resulting in negative cash flow from investing activities as per budget forecast.

Cash balances at 30 June 2016 sat at \$11.86 million, overall total cash inflows exceed cash outflows at the end of February resulting in a net increase of cash by 1.1 million to a total cash balance of \$12.9million from the beginning of the financial year.

9. OFFICER'S RECOMMENDATION

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

09.02.01 Finance Monthly Update February 2017

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

Moved: Cr Yanner

Seconded: Cr Poole

Carried 170323.12 5/0

Declaration: Perceived Conflict of Interest

Cr Murray declared that a perceived conflict of interest in this matter could exist (as per section 173 of the Local Government Act 2009), due to being a tenant of Council, but that she had considered her position and was firmly of the opinion she could participate in debate and vote on this matter in the public interest.

Attendance

Ray Egan entered the meeting at 3.18pm.

Cr Poole left the meeting from 3.38pm to 3.39pm.

Items Out of Order

12.01.07 Policy Review - HOU-001-Accommodation Policy

DEPARTMENT:	Administration & Community Services
RESPONSIBLE OFFICER:	Nils Hay; DCEO
DATE REPORT PREPARED:	7 March 2017
LINK TO COUNCIL PLAN/S:	Operational Plan, Corporate Plan s2.3.3

1. PURPOSE

To adopt an updated Accommodation Policy to guide the management of Council housing.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has held an accommodation policy for over six years, however in that time housing needs in Burketown have become more challenging and Council's ability to subsidise housing has diminished. With that in mind, this Policy has undergone a ground-up revision and rewrite.

3. PROPOSAL

See the proposed Policy attached. While numerous elements of the previous Policy have been maintained, there are several key differences:

- a) It clearly communicates that Council housing is primarily for accommodating Council staff in order to meet Council's operational requirements
- b) It recognises that Council is not, and can not be reasonably expected to be, a provider of community housing. Council's role is instead to encourage the development of new housing stock, either through the private sector, State Government or other appropriate body

In addressing a) and b), the new Policy restricts Council-owned accommodation to Council staff with the only exception of pensioners, who may lease units at L172 Musgrave Street and community members facing hardship or emergency who may seek a Mayoral exemption. Community members with current leases for Council accommodation, and Council staff currently at L172 Musgrave Street will not be retrospectively impacted by this change.

Two units will be maintained at L172 Musgrave Street for Council use for short-term contractors or temporary staff. It is intended that the remainder will shift, over time, to pensioner accommodation.

- c) It seeks to limit Council's responsibility for purchase, maintenance and management of furniture and encourage permanent staff to purchase their own furniture

Moving forwards:

- Self-contained properties will only be provided to short-term contractors or temporary staff
- Furnished/partially furnished properties will only be offered to contract staff through contracts of employment

- Permanent (i.e. non-contract) staff will be allowed to maintain their furnished/partially furnished rental agreement, but will be incentivised to relinquish it
 - Permanent staff who move from a furnished Council property to another Council property will be permitted to take the existing Council furniture with them, but that furniture will no longer be maintained (they will only pay the 'unfurnished' rental rate)
- d) Tenancies will be able to be terminated by Council

If tenants cease to be eligible for Council residential tenancy or take extended leave. Likewise, Council reserves the right to relocate tenants.

- e) Council rent will form part of the annual Fees and Charges

Previously it has been done through review of the Accommodation Policy. Making it part of the Fees and Charges will ensure it is addressed annually through Council's budget process.

4. FINANCIAL & RESOURCE IMPLICATIONS

Based on the recent CT Management audit of Council's buildings, the difference between Council's annual unsubsidised rental income and its annual maintenance and depreciation cost is approximately \$100,000 per annum. This figure assumes full occupancy of all Council properties.

This doesn't include furniture-related expenses.

Over time, it is anticipated that this policy will lead to a decrease in operational costs for Council by reducing the number of furnished Council properties (and Council's associated administration and maintenance costs).

In the long-term it is hoped that this Policy will assist to encourage permanent staff currently occupying Council housing to seek their own homes in the Shire, and thereby allow Council to reduce its overall housing stock. It is acknowledged that this requires far more than simply the changes proposed in this updated Policy.

5. POLICY & LEGAL IMPLICATIONS

This policy is consistent with the Residential Tenancies and Rooming Accommodation Act 2008 (the Act). Council remains bound by its requirements as a lessor under the Act, as well as any agreements it has made with staff through employment contracts or existing leases.

This policy is also designed to honour agreements to provide housing for the Shire's pensioners at L172 Musgrave Street.

None of the changes proposed in this Policy are intended to have retrospective impacts upon existing tenants; where changes have been proposed, they are only to take effect following the adoption of this updated Policy.

6. CRITICAL DATES & IMPLICATIONS

The March 2017 Ordinary Council Meeting is an appropriate time to adopt this Policy.

7. CONSULTATION

This Policy was prepared, in part, through consultation with neighbouring and similar remote Shires who face similar issues with regards to the provision of housing – particularly Boulia Shire, whose Policy assisted heavily in the review of our own and Carpentaria Shire, from which some elements

were also adopted. Throughout the process we have made contact with the Residential Tenancies Authority (RTA) to ensure compliance with the Act and our obligations as a lessor.

Council's Management group has also met separately to consider and review this policy prior to bringing it to Council for adoption.

8. CONCLUSION

Provision of accommodation is one of the more challenging elements of Council operations, as there are generally numerous complexities surrounding any given decision to allocate housing. This has been exacerbated by Council's declining financial situation, and the fact that the provision of accommodation is another area where Council fails to recover costs.

This policy seeks to recognise these challenges and clarify the process of accommodation allocation while making initial steps towards cost reduction and, ultimately, the potential for Council to divest of some of its housing stock.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That council adopts Version 6 of HOU-POL-001 Accommodation Policy.

12.01.07 Policy Review - HOU-001-Accommodation Policy

- 1. That Council note the contents of the report; and**
- 2. That council adopts Version 6 of HOU-POL-001 Accommodation Policy with amendments as made at the meeting; and**
- 3. That Council will work towards a long-term solution that will make the units at Lot 172 Musgrave Street Burketown available only for pensioners.**

Moved: Cr Clarke

Seconded: Cr Poole

Carried 170323.13 5/0

13. Late Item Reports

13.01 Road Segmentation & Hierarchy Policy

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Philip Keirle; Governance and Projects Manager
DATE REPORT PREPARED:	20 March 2017
LINK TO COUNCIL PLAN/S:	2016-17 Operational Plan (Governance)

1. PURPOSE

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

The Policy was reconsidered in December 2017 and held over until March 2017 in order to provide further clarity around the attached road register mapping.

3. PROPOSAL

That Council reviews the Road Segmentation and Hierarchy Policy noting:

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

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable

5. POLICY & LEGAL IMPLICATIONS

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

- (1) A local government has control of all roads (subject to s59(3a)) in its local government area.
- (2) This control includes being able to—
 - (a) survey and resurvey roads; and
 - (b) construct, maintain and improve roads; and
 - (c) approve the naming and numbering of private roads; and

- (d) name and number other roads; and
- (e) make a local law to regulate the use of roads; and
- (f) make a local law to regulate the construction, maintenance and use of—
 - i) public utilities along, in, over or under roads; and
 - ii) ancillary works and encroachments along, in, over or under roads; and
- (g) realign a road in order to widen the road; and
- (h) acquire land for use as a road.

6. CRITICAL DATES & IMPLICATIONS

The March 2017 Council meeting represents a suitable time to review and adopt the Road Segmentation and Hierarchy Policy.

7. CONSULTATION

Initial consultation in the development of the policy took place between GBA, QAO and CT Management Group. Subsequent reviews have remained internal, with Erscon Consulting providing the most recent road data and mapping following a road network pick-up in late 2016.

8. CONCLUSION

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

9. OFFICER'S RECOMMENDATION

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

13.01 Road Segmentation & Hierarchy Policy

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

Moved: Cr Poole

Seconded: Cr Murray

Carried 170323.14 5/0

13.02 Adoption of BSC Waste Reduction and Recycling Plans

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Philip Keirle; Governance and Project Manager
DATE REPORT PREPARED:	20 March 2017
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17

1. PURPOSE

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

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has a permanent interest in effectively managing waste within its local government area and within the regional generally. In order to enhance compliance with Council's Environmental Authority EPPR00542713, Council commissioned GHD to complete site-based management plans for the Burketown and Gregory Waste Management Sites.

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

These plans were presented to Council at the Ordinary meeting of Council in October 2016:

10.01.03 Receipt of BSC Waste Reduction and Recycling Plan

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

Moved: Cr Clarke

Seconded: Cr Murray

Carried 161025.16 5/0

Prior to release of these plans for public consultation it was noted that no reference had been made to the future relocation of the Burketown waste facility from its current site to the site allocated for this purpose under the Burketown Land Exchange ILUA. Rather than release and received this feedback from the public, Council determined to update the relevant plans prior to release. Accordingly, the plans are presented to Council once more for receipt and endorsement to seek public comment. These changes are evidenced on the following pages: 8-10, 16-18, 27, 29, 61-64.

3. PROPOSAL

That Council receives the Burke Shire Council Waste Reduction and Recycling Plan, including Site Based Management Plans for the Burketown and Gregory waste management facilities.

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

4. FINANCIAL & RESOURCE IMPLICATIONS

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

The land on which the Gregory facility is located on is currently the subject of an Indigenous Land Use Agreement, which will be registered with the National Native Title Tribunal during March 2017.

5. POLICY & LEGAL IMPLICATIONS

Waste Reduction and Recycling Act 2011Part 2 Local Government strategic planning for waste

Division 1 – 121 Object of pt 2	The object of this part is to provide for each local government to prepare, adopt and implement a plan for managing waste, in its local government area, in a way that best achieves the objects of this Act.
Division 2 123 Local government's waste reduction and recycling plan obligation	<p>(1) On and from the day prescribed under a regulation, a local government has an obligation at all times to ensure that—</p> <p>(a) All aspects of waste management in its local government area are comprehensively addressed by 1 or more waste reduction and recycling plans; and</p> <p>(b) Each waste reduction and recycling plan has been prepared by the local government or with its approval, and has been adopted by the local government; and</p> <p>(c) Each waste reduction and recycling plan is being implemented in accordance with its terms.</p> <p>(2) Without limiting subsection (1), the local government's waste reduction and recycling plans must, to the extent reasonably practicable, include the following—</p> <p>(a) Waste reduction and recycling targets for—</p> <p>(i) waste generated by the local government in carrying out its activities; and</p> <p>(ii) Waste generated by households in the local government's local government area; and</p> <p>(iii) other waste generated in the local government's local government area other than by the local government.</p>

	<ul style="list-style-type: none"> (b) Actions to be taken to improve waste reduction and recycling of— <ul style="list-style-type: none"> (i) waste generated by the local government in carrying out its activities; and (ii) Waste generated by households in the local government's local government area; and (iii) other waste generated in the local government's local government area other than by the local government; (c) Details of current and proposed waste infrastructure; (d) The management and monitoring of the local government's performance under the plans; (e) Information about achieving continuous improvement in waste management; (f) other matters prescribed under a regulation about the requirements for a local government's waste reduction and recycling plans.
125 Adoption of plan following consultation	<ul style="list-style-type: none"> (1) A local government must by resolution adopt a waste reduction and recycling plan, or an amendment of a waste reduction and recycling plan, before the plan or amendment is implemented in its local government area. (2) Before adopting the plan or amendment, the local government must consult with the public about the proposed plan or amendment. (3) The level of consultation must be appropriate in the circumstances, having regard to the level of significance of the plan or amendment. (4) However, if a new waste reduction and recycling plan is proposed to be adopted, or a proposed amendment of a waste reduction and recycling plan will substantially affect the operation of the plan, the proposed plan or amendment must be made available for public comment, including especially by households and businesses, for at least 28 days. (5) The local government must, in finalizing a plan or amendment for adoption, take into account any submissions received about the plan or amendment.
127 Amendment of plan	<ul style="list-style-type: none"> (1) A local government may adopt an amendment of a waste reduction and recycling plan having effect in its local government area if it considers the amendment to be appropriate, having regard to— <ul style="list-style-type: none"> (a) Changing waste reduction and recycling opportunities; and (b) Changing circumstances in which the plan operates; and (c) Other matters arising from a review of the plan as required

	<p>under this part; and</p> <p>(d) Anything else the local government considers relevant.</p> <p>(2) A local government may not adopt an amendment of a waste reduction and recycling plan having effect in 2 or more local government areas unless all the local governments adopt the amendment.</p>
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6. CRITICAL DATES & IMPLICATIONS

23 March 2017: receive and review the BSC Waste Reduction and Recycling Plan.

31 March 2017: release BSC Waste Reduction and Recycling Plan for comment

30 April 2017: review public comments on BSC Waste Reduction and Recycling Plan

18 May 2017: adopt and implement BSC Waste Reduction and Recycling Plan

7. CONSULTATION

Department of Infrastructure, Local Government and Planning

GHD consulting engineers: Dr. Andrew Small

8. CONCLUSION

The development of the Burke Shire Waste Reduction and Recycling Plan represents progress in Council's efforts to improve the policy framework surrounding its waste management responsibilities. This framework will be backed up by progressive projects and actions that will improve Council and the community's waste management practices.

9. OFFICER'S RECOMMENDATION

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

13.02 Adoption of Burke Shire Council Waste Reduction and Recycling Plans

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

Moved: Cr Yanner

Seconded: Cr Camp

Carried 170323.15 5/0

10. 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) (b, c, e and h)*.

(b) industrial matters affecting employees;

(c) the local government's budget;

(e) contracts proposed to be made by it;

(h) other business for which a 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 4.16pm.

Moved: Cr Camp

Seconded: Cr Poole

Carried 170323.16 5/0

Attendance

Philip Keirle left the meeting at 4.46pm.

Madison Marshall left the meeting from 5.23pm to 6.19pm.

Declaration: Material Personal Interest

Cr Murray declared a material personal interest (*as per section 172 of the Local Government Act 2009*) in 10.06 and 10.08 and left the meeting at 5.23pm.

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 6.20pm.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 170323.17 4/0

10.06 Closed Session - Allocation of Council Accommodation

- 1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(h) and that the document remain confidential unless council decides otherwise by resolution; and**
- 2. That Council notes the contents of this report and the accommodation recommendation (attached) and;**
- 3. That Council allocates**
 - a. House 6, L85 Musgrave Street to the current tenants Jeremy Booth and Jasmine Matters for a further period of 12 months**
- 4. That Council reserves**
 - a. Unit 5, Lot 172 Musgrave Street for Council contractor use**
 - b. Unit 7, Lot 172 Musgrave Street to the Community Development and Tourism Officer Role**

Moved: Cr Camp

Seconded: Cr Yanner

Carried 170323.18 4/0

10.08 Closed Session - Key Staff Housing

1. That Council note the contents of the report; and
2. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(c) and (1) (e) and that the document remain confidential unless council decides otherwise by resolution; and
3. Delegates authority to the Chief Executive Officer to seek a valuation for 154 Musgrave Street Burketown QLD 4830; and
4. Delegates authority to the Mayor and CEO jointly to determine and make an offer for 154 Musgrave Street Burketown 4830 pending assessment of the valuation, where the offer is to be no more than the currently advertised price of \$350,000; and
 - a. Resolves that pursuant to section 235 (a) of the Local Government Regulation 2012, Council is satisfied that it does not have to call for tenders for the supply as it is satisfied that there is only one suitable house for sale in Burketown therefore the provisions of section 235 Other Exceptions of the Local Government Regulation 2012 are met being (a) there is only one supplier and (c) a genuine emergency exists in that there is no other suitable housing available and (e) the housing is second-hand:
5. Makes provision of \$400,000 in the 16-17 budget pursuant to Section 173 of the Local Government Regulation 2012 for the purchase of 154 Musgrave Street and associated costs;
 - a. Pursuant to s173 (3) of the Regulation, the spending is to be funded from Council reserves
 - b. Pursuant to s170 (3) and s173 (4) of the Regulation, if the 16-17 budget is subsequently amended, the amendment will take this spending into account
6. Should the offer be accepted, delegates authority to the CEO to engage a conveyancer and proceed to purchase Lot 154 Musgrave Street.
7. Delegates authority to the CEO to allocate 154 Musgrave Street to either of the Works Manager or Executive Manager Works and Infrastructure positions pending timing of recruitment or other relevant matters.
8. That Council reiterates its commitment to increasing its housing stock and requests the CEO to commence research on suitable locations and options.

Moved: Cr Yanner

Seconded: Cr Poole

Carried 170323.19 4/0

Attendance

Cr Murray entered the meeting at 6.28pm.

10.04 Closed Session - Adoption of New Organisational Structure

- 1. That Council note the contents of the report; and**
- 2. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(b) and that the document remain confidential unless council decides otherwise by resolution; and**
- 3. That Council adopts the revised transitional organisational structure as submitted; and**
- 4. That council endorses the revised future organisational structure as submitted**

Moved: Cr Camp

Seconded: Cr Poole

Carried 170323.20 5/0

Attendance

Cr Yanner left the meeting at 6.30pm.

10.05 Closed Session - Amendment of Housing Allocation

- 1. That Council note the contents of the report; and**
- 2. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(h) and that the document remain confidential unless council decides otherwise by resolution; and**
- 3. That Council amend point 3.b. of Resolution 161025.10 to read as follows:**

3. That Council offers:

House 7, Lot 81 Marshall Lane to be allocated to the Works Manager; or the Executive Manager, Works and Infrastructure; at the discretion of the CEO pending timing of recruitment and availability of alternative housing for one or other of these positions.

Moved: Cr Clarke

Seconded: Cr Poole

Carried 170323.21 4/0

10.07 Closed Session - Burke Shire Cultural History Book Publishing Allocation

- 1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(e) and that the document remain confidential unless council decides otherwise by resolution; and**
- 2. That Council note the contents of the report; and**
- 3. That Council requests a meeting with Dr Richard Martin to negotiate the scope of amendments/additions to the existing manuscript**
- 4. Engages Allen and Unwin to publish the Cultural History of the Burke Shire book**
 - a. To be printed in Australia**

Moved: Cr Poole

Seconded: Cr Camp

Carried 170323.22 4/0

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Sharon Daishe; CEO
DATE REPORT PREPARED:	17 March 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

1. INFORMATION SNAPSHOT

Councillor Update emails, which are now sent out on an ad hoc contemporary basis as news occurs, may replace this section going forward. These updates are also now collated for the reporting month and included as an attachment to the CEO report. Hard copy has also been provided this month and can be arranged through the Executive Assistant going forward.

Issue	Comment
Optic fibre final report	Optic fibre: This project was delivered under budget by \$42,454.55. Given the State of Queensland and the Commonwealth contributions were of the same amount, Council will allocate the savings equally to both parties.
Burketown Kindergarten/ HACC hall	The Kindergarten ceased using the hall on advice from their own organisation regarding safety (unfenced proximity to road).

2. SUBMISSIONS

The following list records some of the submissions and surveys lodged during the reporting month. This may not be a complete list.

Topic	Comment	Attach.
Gregory mobile tower	Refer attachment: mobile phone base station at the Gregory Downs RT site (Site Number 4013657.01)	Y
Financial sustainability	CEO completed LGAQ online survey on financial sustainability (unable to print/attach)	N
Land protection fund questionnaire	Consultation request - Land Protection Fund Calculation Onground and Research component Methodology Review (submitted 06 Feb 2017 by email)	Y
Container Deposit Scheme	Refer attachment: Enquiry from Cr Alan Wilson, Cook Shire Council, in relation to a Container Deposit Scheme. (Note: this was added after the report was sent to councillors)	Y

3. 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.

It is intended that from approximately July 2017, this will be reported in an attachment that covers the reporting regime of all of the planning documents that form the governance framework of the local government. Currently there is duplication of effort as these appear within the CEO report as well as the operational plan. There are also a number of instruments that are missing from the list. The proposed changes will remove duplication but increase coverage and provide a clear record of compliance.

Planning Docs	Comments	Status
10 year Asset & Services Management Plan 2017-2026	16/09/16: Plan adopted (decision 160929.02) at Special meeting following a workshop on the same day.	On track
Operational Plan 2016-17	<p>20/07/16: Plan adopted (decision 160720.13) at Ordinary meeting.</p> <p>The operational plan will be reviewed quarterly in October 16, January 17 and May 17.</p> <p>08/12/16: quarterly review for the period 1 July to 30 September 2016 was prepared for presentation at the December meeting however was inadvertently omitted from the agenda. This was not detected until the new year.</p> <p>23/03/16: first and second quarterly reports presented to Council – operations tracking extremely well considering workload, turnover and other challenges</p>	On track
<p>Local Government Area Biosecurity Plans</p> <p><i>Portfolio: Cr Camp (ex officio), Cr Clarke and Cr Murray.</i></p>	<p>15/09/16: Council adopted delegations under the Biosecurity Act 2016.</p> <p>27/09/16: EO met with Nathan Morgan to discuss development of the Biosecurity Plan for BSC which is now required by legislation</p> <p>22/09/16: Nathan Morgan was invited to attend Ordinary meeting to present to Council however the visit was deferred due to Assistant Minister Howard's visit.</p> <p>25/10/16: Nathan Morgan made a presentation to the ordinary meeting of Council.</p> <p>14/03/16: CEO and Cr Clarke to attend regional pest management sub committee meeting in Cloncurry.</p> <p>Completion timeframe: uncertain – will be tasked to new position of EMWI (Executive Manager Works and Infrastructure) when recruited.</p>	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"> Budget review adopted at January ordinary meeting (decision 170119.17) 	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> <p>01 March 2017: Executive staff have updated the risk register, and have arranged to meet on to review the BCP and register.</p>	On track
Local Disaster Management Plan (LDMP) 2016-2017	<p>22/09/16: Council received and adopted review report and updated 2016/17 LDMG at Ordinary meeting.</p> <p>21/11/16: meeting held</p> <p>17/02/17: informal LDMG teleconference held ahead of Cyclone Alfred</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 was 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: interim audit visit is scheduled for the first week in April</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

4. 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 received 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 Feb 2017 – digital copy of DMA as executed by the State received by email. 24 Feb 2017 – Council re-determined priorities under the DMA at a Special Meeting to enable EDQ to apply for a Deed of Variation to the executed DMA 	On hold for development to commence in 2017 post wet season

Current Projects	Comments	Status
Burketown Wharf Car Park and Boat Ramp widening project	<p>January 2016: Council agreed to enter into ILUA with Gangalidda and Garawa to progress this project. Formal advice provided to G&G.</p> <p>February 2016: Council endorsed a budget and negotiation team.</p> <p>Verbal update to be provided by Philip Keirle, Governance and Projects Manager</p>	On track – all but one funding application has been determined as successful (awaiting outcome of TTC)
Asset Management: inspections and condition assessments	<p>Feb 2017: CT Management group delivered building asset condition report and staff have begun using Delta S software</p> <p>Dec 2017: Erscon completed asset condition data pickup on roads</p>	Completed for roads and buildings
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>	Nearing completion
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 which is signed and on track.</p> <p>Feb 2017: BoR funding agreement signed with detailed scope of work to be presented to March council meeting for consideration.</p>	In progress
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.	On track

Current Projects	Comments	Status
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.	On track

5. 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 – quotes have been obtained for work and will be presented to Council for consideration.	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
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 – which is on track (see Gregory ILUA)</p>	Monitor – to be tasked to new position of EMWI

6. 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
Feb 2017: informal meeting of LDMG re Cyclone Alfred	Held 17 Feb 2017

7. 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 FEBRUARY TO 28 FEBRUARY 2017			
Thu, 2-Feb-17	Special Meeting	Burketown Durlga	Councillors, Management and EA
Thu, 2-Feb-17	Briefing/ Workshop pre Special Meeting	Burketown Durlga	Councillors, Management and EA
Fri, 3-Feb-17	Audit Committee Meeting	Burketown Durlga	Cr Poole, Cr Murray, CEO, DCEO & FM
Tue, 7-Feb-17	Workshop with RDA (Regional Development Australia)	Burketown Durlga	Councillors and Management
Thu, 9-Feb-17	Meetings with Valuers (APV, AssetVal and Australis)	Brisbane	CEO, FM and Chair of Audit Committee
Fri, 10-Feb-17	New CEO Briefing - LGAQ	Brisbane	CEO
Fri, 10-Feb-17	RRTG Tech Working Group	Mount Isa	WM and GPM
Mon, 13-Feb-17	FNQROC Meeting	Cairns	Mayor, Deputy Mayor, CEO & DCEO
Mon, 13-Feb-17	GSD Meeting	Cairns	Mayor, Deputy Mayor, CEO & DCEO

GOVERNANCE CALENDAR – 01 FEBRUARY TO 28 FEBRUARY 2017			
Tue, 14-Feb-17	Ports North Meeting	Cairns	Mayor, Deputy Mayor, CEO & DCEO
Tue, 14-Feb-17	DNRM Meeting		Mayor, Deputy Mayor, CEO & DCEO
Tue, 14-Feb-17	Preston Law Meeting		Mayor, Deputy Mayor, CEO & DCEO
Tue, 14-Feb-17	ADBT Meeting		Mayor, Deputy Mayor, CEO & DCEO
Tue, 14-Feb-17	Department of State Development		Mayor, Deputy Mayor, CEO & DCEO
Thu, 16-Feb-17	Council Meeting	Burketown - Nijinda Durlga	Councillors, Management and EA
Fri, 17-Feb-17	Informal LDMG Meeting	Teleconference	Executive Management, Mayor and DDMG
Sat, 18-Feb-17	Budget Workshop	Burketown	Executive Management
Mon, 20-Feb-17	Executive Management Team Meeting	Burketown	Management
Wed, 22-Feb-17	Local Government Infrastructure Services	Burketown	CEO, DCEO and WM
Fri, 24-Feb-17	Budget and Roads Workshop	Burketown Durlga	Councillors and Management
Fri, 24-Feb-17	REX - Gulf Air User Group Forum to be presented by the Department of Transport and Main Roads.	Burketown Durlga	Councillors and Management
Mon, 27-Feb-17	Fraud Management Workshops	Burketown	Management
Mon, 27-Feb-17	DILGP Town Planning Scheme	Teleconference	CEO and DCEO
Tue, 28-Feb-17	DILGP - Town Planning Scheme	Teleconference	CEO, DCEO and GPM

Future Meetings

As requested by councillors, the rolling past calendar has been reduced to just the prior month. Executive Assistant Madison Marshall now keeps and supplies to councillors a forward calendar. A record of past meetings is also kept in that document.

8. OFFICER'S RECOMMENDATION

That Council notes the content of the Chief Executive Officer's report for the month of February 2017.

11.01 Chief Executive Officer Report

That Council notes the content of the Chief Executive Officer's report for the month of February 2017.

Moved: Cr Poole

Seconded: Cr Clarke

Carried 170323.23 4/0

11.02 Operational Plan 2016-17 Reports Q1 and Q2

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer
DATE REPORT PREPARED:	November 2016 and 16 March 2017
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17 (this plan links to the other governance and financial instruments of the local government)

1. PURPOSE

To report to Council on the quarterly progress of milestones in the Operational Plan.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted its Operational Plan 2016-17 on 20 July 2016 (decision 160720.13). Progress against milestones in the plan is reported via officer reports and through formalised quarterly reporting. A report was prepared for the first quarter in November for submission to the December meeting of Council. However, this report was inadvertently omitted from the December agenda and is attached to this paper along with the report for the second quarter.

The CEO did not present the second quarter report to the February ordinary meeting having been unable to gain adequate remote access to the BSC operating environment when away at the LGAQ CEO briefing in Brisbane. This was particularly related to the extreme size of the operational plan working spreadsheet.

Reports for the first and second quarter are attached to this paper.

Burke Shire Council elected members and staff, including Philip Keirle (former CEO and current Governance and Project Manager), are to be congratulated for maintaining progress of an ambitious work program whilst meeting governance obligations despite a raft of material impediments during the first two quarters of the 16-17 financial year. The dedication and capacity of staff, clarity of vision of the elected council, and maturity and strength of Council's burgeoning systems of governance have enabled the organisation to continue to deliver whilst navigating the following:

- CEO changeover
- Between 1 July and 31 December Council had 3 works managers; each for a period of around or less than 5 weeks
- Finance section transitioned to predominantly remote access and also experienced significant staff turnover (only constant being the Finance Manager, who moved off site and has established the remote services with measurable success)
- Matters relating to HR, and to cultural heritage
- Loss of \$1.4m per annum in rates due to cessation of mining at MMG Century

3. PROPOSAL

It is proposed that Council receives the reports as presented noting comments contained in the Conclusion section.

Due to an ambitious heavy workload for all staff it is not proposed that any major change be made to the operational plan 2016-17 and rather, that effort is directed to staged and continuous improvement of this planning instrument in 2017-18 and beyond.

4. FINANCIAL & RESOURCE IMPLICATIONS

The annual operational plan is aligned to the annual budget in accordance with the principles of integrated planning, and the provisions of s104 of the *Local Government Act 2009* Financial Management Systems.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	S104 Financial management systems	<p>(5) (a) (v) The system of financial management established by a local government must include an annual operational plan</p> <p>(5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually</p>
Local Government Regulation 2012	Division 4 Annual operational plan	<p>S 174 Preparation and adoption of the annual operational plan</p> <p>(1) A local government must prepare and adopt an annual operational plan for each financial year.</p> <p>(2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.</p> <p>(3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.</p> <p>(4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.</p> <p>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</p> <p>S 175 Annual operational plan contents</p>
Annual Operational Plan	2016-17	<p>As adopted by Council on 20 July 2016 (decision 160720.13).</p> <p>Document ID: 189876</p>

Instrument	Reference	Details
Corporate Plan	2014-2019	<p>As adopted by Council on 19 February 2015 (decision 150219.08). Document ID: 89836</p> <p>History:</p> <p><u>23/05/14</u></p> <p>(decision 140523.15) – Adoption deferred to 12/06/14</p> <p><u>12/06/14</u></p> <p>(decision 1401612.02) – Resolution passed - That this Special Council meeting be adjourned until Wednesday 18th June in order that Council may adopt the Corporate Plan 2014-2019 on this date, subject to receipt of feedback from the Department of Local Government, Community Recovery and Resilience.</p> <p>The meeting did not reconvene on 18 June 2014. No resolution passed to adopt the Corporate Plan.</p> <p><u>19/02/15</u></p> <p>(decision 150219.08) – Report submitted and resolution passed to adopt amendments to plan.</p>

6. CRITICAL DATES & IMPLICATIONS

The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.

7. CONSULTATION

Council's executive management team review progress against the operational plan on a monthly basis.

8. CONCLUSION

In concluding the second quarter report of progress against the operational plan 2016-17 the following comments are made:

- The operational plan 2016-17 has over 250 action items many of which repeat obligations under other governance instruments. EMT will work to streamline the systems of governance to reduce duplication, increase efficiency and improve both delivery and reporting beginning with a review of the format for 17-18. To account for workload this will be a staged process.
- Over time it is intended that the document is designed in a way that provides for automated reporting via monthly officer reports. This is intended to achieve effective delivery and monitoring of progress against the operational plan; as well as compliance with the legislation; without the burden of preparing an additional paper.

- Reminder to Councillors: The operational plan requires that Councillors hold at least 1 community/stakeholder consultation session in relation to their portfolio: roads, infrastructure, biosecurity, tourism and events. Nil held as at 16 March.
- Future recommendations:
 - EMWI will take ownership of asset management framework in 17-18
 - Internal audit plan – CEO will amend according to changes endorsed by audit committee (one audit per year; 2016-17 to be ICT)
 - Register of plans (with governance and compliance schedule) to be developed for implementation 17-18 with list of persons who have operational responsibility for meeting reporting schedules (eg: Asset management plan; internal audit; LDMG etc. – the list is long). Reduce inclusion in op plan to one line that refers to the separate register. Compliance will likely be reported monthly to council. NB this register is already partly completed and will be refined during planning for the 17-18 operational plan.

9. OFFICER'S RECOMMENDATION

8. That Council notes the content of this report, and receives the CEO's attached assessments of progress towards implementing the annual operational plan 2016-17 for the first and second quarters (July to Sep 2016 and Oct to Dec 2016); and
9. That Council endorses the following amendments to the 2016-17 operational plan:
 - a. Defer timing of local law reviews to 2017-18
 - b. Defer timing of road segmentation review to TBA – and assign to GPM or EMWI
 - c. Defer timing of bridge inspections to May 2017
 - d. Defer timing of fencing at Burketown waste site until cultural heritage addressed
 - e. Defer timing of transition to waste transfer stations to 2017-18 and assign to new position of EMWI
 - f. Defer sewerage treatment plant project to 2017-18 and assign to new position of EMWI
 - g. Defer Biosecurity Plan development to 2017-18 and assign to new position of EMWI

11.02 Operational Plan 2016-17 Reports Q1 and Q2

- 1. That Council notes the content of this report, and receives the CEO's attached assessments of progress towards implementing the annual operational plan 2016-17 for the first and second quarters (July to Sep 2016 and Oct to Dec 2016); and**
- 2. That Council endorses the following amendments to the 2016-17 operational plan:**
 - a. Defer timing of local law reviews to 2017-18**
 - b. Defer timing of bridge inspections to May 2017**
 - c. Defer timing of fencing at Burketown waste site until cultural heritage addressed**
 - d. Defer timing of transition to waste transfer stations to 2017-18 and assign to new position of EMWI**
 - e. Defer sewerage treatment plant project to 2017-18 and assign to new position of EMWI**
 - f. Defer Biosecurity Plan development to 2017-18 and assign to new position of EMWI**

Moved: Cr Murray

Seconded: Cr Poole

Carried 170323.24 4/0

12. Corporate Services Reports

12.01.01 Deputy Chief Executive Officer Report

DEPARTMENT:	Corporate and Community Services, Human Resources, WH&S
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	14 March 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.

A late item report is planned for the March 2017 Ordinary Council Meeting for Council to endorse the floor heights as part of this process.

In the interim, the draft scheme remains accessible at: <http://www.burke.qld.gov.au/planning-scheme>. At the NWQROC meeting in Julia Creek, Councillors and DCEO met with Graham Bolton, DILGP's Executive Director of Planning. He expressed a desire to visit Burketown and be part of the public consultation process.

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</p>

	funds to complete this project. March 2017 – TDDI applications currently with minister pending decision
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3. HUMAN RESOURCES UPDATE

Staff Changes – Departures: Nil

Staff Changes – Appointments: Nil

Vacancies:

- Council has advertised the Executive Manager of Works and Infrastructure role nationally.
- Council has advertised the Community Development Officer Role internally.
- Council is presently advertising internally for a plant operator role centred on the Jet Patcher

There will be a proposed new organisational structure presented at the March 2017 Ordinary Council Meeting which, if adopted, may necessitate some additional recruitment.

IR Reform: Award Modernisation:

The modern Award is in effect as of March 1 2017 and was released on March 14 2017. Further information will be forthcoming once the 355-page document has been examined.

In short though, the new Award makes it possible for Council meaningfully move forward in the enterprise bargaining process.

JCC:

JCC XXV took place on 14 March 2017. This meet set out some rough timeframes for the bargaining process, with the next JCC meeting slated to occur on 16 May 2017, and to represent the first official bargaining meeting. It is expected that, by the time of this meeting, both Council and staff will have developed a general understanding of the new Award and be able to put forward suggestions for Council's next certified agreement.

Training:

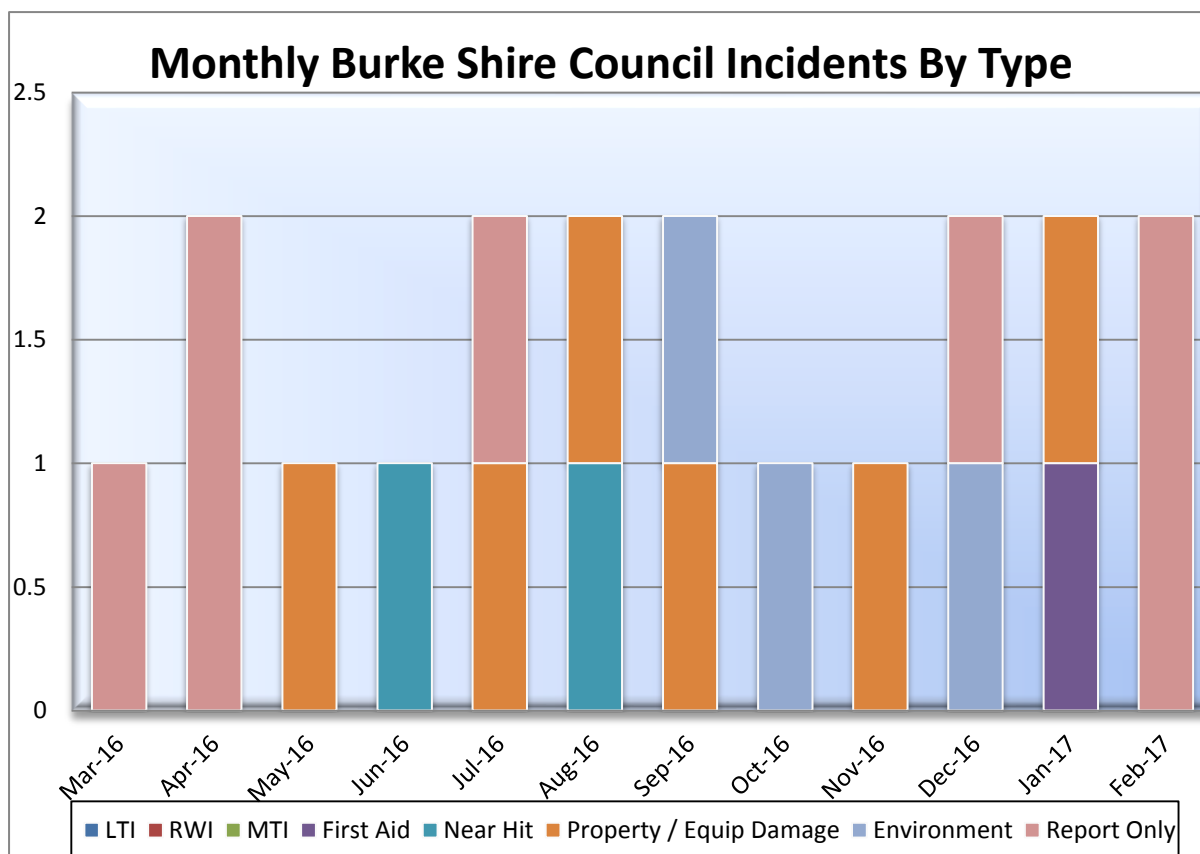
The following training has taken place over the last month:

- Apprenticeships and Traineeships are ongoing
- Staff continue online Microsoft Office software training through a subscription to LGAQ's online learning platform
- Staff took part in traffic management and traffic control training; they are currently completing logging the necessary 20 hours of practical time for licencing
- 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 February there were two report-only incidents. This is a good outcome, as it means that staff are reporting minor incidents/near misses and Council is able to address potential hazards before they cause harm.

It's also pleasing to note that in the last 12 months there has been only one incident requiring first aid, and no incidents requiring medical treatment.



Council will be undergoing its first recent 3rd-party WHS audit in the week starting 20 February 2017. This will be a good opportunity to have our WHS systems assessed and received feedback. This audit is being carried out by Local Government Workcare free of charge.

5. OFFICER'S RECOMMENDATION

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

12.01.01 Deputy Chief Executive Officer Report

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

Moved: Cr Murray

Seconded: Cr Camp

Carried 170323.25 4/0

Attendance

Cr Poole left the meeting from 7.00pm to 7.03pm.

12.01.02 Local Laws – Camping Restrictions

DEPARTMENT:	Office of the Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	10 March 2017
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17 (s1.5)

1. PURPOSE

To identify permitted camping areas in the Burke Shire as part of Council's amendment of Subordinate Local Law No. 4 to restrict or prohibit camping in Council controlled areas and create permitting conditions on camping reserves for which Council is the trustee.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

At the November 2016 Ordinary Council Meeting it was noted that illegal camping has been raised as an issue by a number of stakeholders. Issues include:

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

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

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

On this basis, Council made the following resolution:

09.05.02 Local Laws - Camping Restrictions

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

Moved: Cr Clarke

Seconded: Cr Yanner

Carried 161115.18 4/0

Council officers have subsequently been in contact with Martin Wright of Preston Law, who is assisting with the drafting and implementation of the proposed amendment.

3. PROPOSAL

The next step of the process is for Council to formally identify areas where:

- Camping will be permitted
 - o With a permit
 - o Without a permit

The assumption will be that camping will be prohibited in all Council-controlled areas of the Shire, with the exception of those identified by Council. These areas will be specifically mentioned (and maps likely appended) in the amended Subordinate Local Law No. 4 and appropriately signed.

The areas proposed (as per attached maps) are:

- Burketown Wharf
- Mounigibi Oval, Burketown
- Bloodwood Campground, Gregory
- Gregory Showgrounds

It is proposed that, with the exception of the Bloodwood campground, permits be required for people to camp in the designated areas.

This report does not seek to determine the value, period or enforcement process of any permits, however the rationale would be:

- Permit-free camping area to be offered in Gregory to incentivise visitors to camp legally, rather than camp in prohibited areas (such as the riverbank). This will require both enforcement (potential role for a third party, e.g. Bidunggu rangers) and education to facilitate the change in approach from visitors.
- Gregory Showground to be available for overflow or event-based camping. Permitting will ensure that camping does not take place outside of designated periods. Fees can be made nominal (or zero).
- Burketown Wharf campground to be permitted as it has historically been utilised by visitors and opportunity exists for it to be regulated. It represents an opportunity for Council to ensure only regulated camping occurs and potentially delegate responsibility for management to another group in the Shire (e.g. CLCAC Rangers)
- Mounigibi Oval to be available for overflow or event-based camping, in similar fashion to Gregory Showground.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil associated with the identification of camping areas. As all areas are Council controlled, no land transfers will be required.

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

In terms of enforcement, Council has several options:

- i) Council staff to enforce and potentially issue infringement notices
- ii) Council to request Police to move illegal campers on
- iii) Council to authorise a third party (e.g. CLCAC/Bidunggu Rangers) to issue infringement notices
- iv) A combination of the above

As identified in the November 2016 Council Meeting report on this topic, there will be legal fees of \$3-4,000 associated with the drafting of the local law and management of relevant submissions.

5. POLICY & LEGAL IMPLICATIONS

Chapter 3, Part 1 of the Local Government Act 2009 is concerned with Local Laws:

28 Power to make a local law

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

29 Local law making process

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

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

...

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

As part of the amendment there is a community consultation process proposed. While this is not a strict legislative requirement, it is generally accepted as good practice.

The notification is typically provided through local media (in our case, website, email, Facebook, public notices). This process yields submissions, which Council is required to consider prior to adoption of any Local Law. As such, the community will have the opportunity to provide feedback on Council's proposed camping areas during the Local Law amendment process.

6. CRITICAL DATES & IMPLICATIONS

Once the relevant areas have been identified, it is expected that it will take 3-4 months to complete the amendment process (including drafting, consultation, consideration of submissions and Council adoption). There is no critical date associated with this project, but the March 2017 Ordinary Council Meeting would be an appropriate time to take the next necessary step in this process.

7. CONSULTATION

The DCEO has discussed this process externally with Martin Wright and internally with the Governance and Projects Manager.

8. CONCLUSION

By identifying these camping areas Council is able to progress with the amendment of Subordinate Local Law No. 4 and better control camping within the Burke Shire.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Designate the areas in the attached maps as Council's permitting camping areas; and
3. Seek to permit each area as follows:

Camping Area	Permitting
Burketown Wharf	Permit required
Moungibi Oval, Burketown	Permit required
Bloodwood	Permit not required
Gregory Showground	Permit required

12.01.02 Local Laws – Camping Restrictions

1. That Council note the contents of the report; and
2. For the purposes of amending subordinate local law no 4, prior to seeking public consultation Council;
 - a. Designate the areas in the attached maps 1, 3 and 4 as Council's permitted camping areas; and
 - b. Designate the area to the east of the Burketown rodeo arena as a permitted camping area
 - c. Designate the area to the east of the Gregory public toilets as a permitted camping area
 - d. Seek to require a permit for all camping areas

Moved: Cr Camp

Seconded: Cr Poole

Carried 170323.26 4/0

12.01.03 Review of Business Continuity Plan

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	9 March 2017
LINK TO COUNCIL PLAN/S:	Operational Plan, Business Continuity Plan

1. PURPOSE

To consider and adopt version 3.0 of Council's Business Continuity Plan (BCP).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The emphasis placed on the implementation of risk management policies, processes and documentation has grown in recent years. The drafting of the Burke Shire Council Business Continuity Plan (2014-2015) reflected this. Council reviewed this document again (as part of an annual review process) in February 2016 as part of an annual review process to ensure the document remains current and relevant.

3. PROPOSAL

That Council adopts the revised Business Continuity Plan (version 3.0) as attached.

The latest review made only minor changes:

- Amended changes of names and titles
- Role of Executive Sponsor allocated from Works Manager to Deputy CEO
- Update of emergency contact list
- Update of appendices around changes to record-keeping legislation

Through the consultation process, the Business Continuity Team committed to conducting an exercise to test the BCP. This may be possible as part of the next Local Disaster Management Group exercise, and it was suggested that this exercise examine loss of key infrastructure such as the Water or Sewerage Treatment Plant.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

Section 164 of the Local Government Regulations requires that:

- A local government must keep a written record stating the following-
 - The risks the local government's operation are exposed to, to the extent they are relevant to financial management;
 - The control measures adopted to manage risks;

Council has also committed to on-going review of the BCP through s1.1.3 of the Operational Plan 2016-17.

6. CRITICAL DATES & IMPLICATIONS

The Operational Plan 2016-17 scheduled this review for February 2017. As the review is already slightly overdue, the March 2017 Ordinary Council Meeting is an appropriate time to adopt the new version of the BCP.

7. CONSULTATION

The Business Continuity Team met to conduct a full review of this document.

8. CONCLUSION

Adoption of the latest version of the BCP ensures that Council's risk management framework remains current and relevant to the organisation.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts Version 3.0 of the Business Continuity Plan

12.01.03 Review of Business Continuity Plan

- 1. That Council note the contents of the report; and**
- 2. That Council adopts Version 3.0 of the Business Continuity Plan**

Moved: Cr Murray

Seconded: Cr Clarke

Carried 170323.27 4/0

12.01.04 Amendment of Resolution Regarding Economic & Functional Obsolescence

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	16 March 2017
LINK TO COUNCIL PLAN/S:	Operational Plan, Budget, Asset & Services Management Plan

1. PURPOSE

This report is designed to amend a resolution made by Council regarding the functional and economic obsolescence of the Church Hall and Jetpatcher.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As per the attached report, Council resolution 160720.12 reads as follows:

10.01.02 Economic & Functional Obsolescence – non-replacement of assets

1. That Council notes the contents of this report; and
2. That Council recognizes the following building assets as functionally or economically obsolete as at 30 June 2016 and confirms that these assets are not currently in use, will not be maintained nor replaced:

BLB060A	Old Shire Hall
BLB055B	Emergency Services Building (VMR)

3. That Council recognizes the following building asset as functionally or economically obsolete as at 30 June 2016 and confirms that this asset will not be replaced at the end of its economic life:

BLB090	Church Hall – HACC
---------------	---------------------------

4. That Council recognizes the following plant assets as functionally or economically obsolete:
 - a. Plant 0519: Jetpatcher
 - b. Plant 0422: Tractor
 - c. Plant 0423: Slasher
 - d. Plant 0515: Emulsion Tanker
 - e. Plant 0516: Dolly for emulsion tanker
5. That Council resolves, in accordance with section 227(b) of the Local Government Regulation 2012, to sell by auction
 - a. Plant 0519: Jetpatcher
 - b. Plant 0422: Tractor
 - c. Plant 0423: Slasher
 - d. Plant 0515: Emulsion Tanker
 - e. Plant 0516: Dolly for emulsion tanker

Moved: Cr Camp
 Seconded: Cr Clarke

Carried 160720.12 4/0

Since this decision was made:

- A) Council unsuccessfully attempted to sell the Jetpatcher by auction; and
- B) It has been discovered that Council may be able to effectively utilise the Jetpatcher to assist with Council road maintenance, the delivery of the State Government's Road Maintenance Performance Contract (RMPC) and potentially serve as an income generating asset which could be wet-hired to parties external to the Shire; and
- C) Council is advertising internally for an operator to assume primary responsibility for the Jetpatcher; and
- D) Council has received funding through the Works for Queensland program which can be effectively utilised to perform roof repairs upon the Church Hall thereby extending the useful life of that building.

3. PROPOSAL

In order to appropriately utilise the Jetpatcher and expend funding on the Church Hall, both items will need to be returned to Council's Asset Register. This will require overturning their obsolescent status.

It is proposed that Resolution 160720.12 be amended, removing the reference to the Church Hall from Item 3 and the Jetpatcher from Item 4.

4. FINANCIAL & RESOURCE IMPLICATIONS

The decision will see both items returned to Council's Asset Register. This means that Council will need to continue to depreciate both items. It will also negate anticipated savings on registration and insurance.

Asset ID	Asset Type	Fair Value \$	Depreciation Expense
BLB090	Church Hall – HACC	\$213,822	\$4,255
PEQ519	Jetpatcher	\$235,753	\$23,575
TOTAL			\$27,830

Plant ID	Asset Type	Registration and Insurance
0519	Jetpatcher	\$1,344

It will also facilitate the expenditure of approximately \$30,000 on the repair of the roof at the Church Hall.

The Jetpatcher is anticipated to provide Council with the opportunity to both perform roadworks more cost-effectively on both Council-funded, grant-funded and RMPC works. It will also provide Council with a potential future income stream through regional wet hire, or potential use on local NDRRA work.

The Jetpatcher can provide operational savings by doing work that would normally require two staff members. Additionally, due to the vehicle set-up (lighting etc) it generally negates the requirement for traffic control.

The following estimates have been prepared:

ASSUMPTIONS	
Jetpatcher in use 3 days/week, 7 months/year for Shire road maintenance (labour saving)	
Jetpatcher in use 1 day/week, 7 months/year for RMPC works (labour saving)	
Jetpatcher used for 2 weeks/year as external wet hire (new income stream)	
Jetpatcher used for 2 weeks/year on NDRRA works (new income stream)	
Labour cost of \$42.75/hour (including on-costs)	
Wet hire rate of \$165/hour	
NDRRA hire rate of \$107/hour (does not include additional operator cost)	
Potential Savings:	\$38,304/annum
Potential New Income:	\$21,760/annum

5. POLICY & LEGAL IMPLICATIONS

S262 of the Local Government Regulation 2012 states that:

“A resolution of a local government may be repealed or amended only if written notice of intention to propose the repeal or amendment is given to each councillor at least 5 days before the meeting at which the proposal is to be made.”

The initial report also took into consideration:

- Local Government Regulation 2012: disposal of non-current assets
- Burke Shire Council Asset Management Strategy: disposal of assets
- Burke Shire Council Asset Management Policy: disposal of assets
- Australian Accounting Standards
 - AASB 5: Non-current assets held for sale and discontinued operations. Sections 6-8, 13, 15, 25 (http://www.aasb.gov.au/admin/file/content105/c9/AASB5_08-15.pdf)
 - AASB 13: Fair Value Measurement (http://www.aasb.gov.au/admin/file/content105/c9/AASB13_08-15.pdf)
 - AASB 116: Property Plant and Equipment (http://www.aasb.gov.au/admin/file/content105/c9/AASB116_08-15_COMPoct15_01-18.pdf)

6. CRITICAL DATES & IMPLICATIONS

In order to facilitate the expenditure of the Works for Queensland Funding, it would be prudent to make this amendment as soon as practicable. The March 2017 Ordinary Council meeting would be an appropriate time.

This will also provide the Works and Infrastructure department with greater certainty around the future utilisation of the jetpatcher and allow it to be properly factored in to forwards works programs.

7. CONSULTATION

In preparing this report, the DCEO has consulted with the executive management team. The Acting Works Manager, Finance Manager and Workshop and Fleet Manager assisted with the development of income and savings estimates through the utilisation of the Jetpatcher.

8. CONCLUSION

Through changes in circumstances in the past nine months, it has been necessary to review the decision to make the Church Hall and Jetpatcher economically and functionally obsolete. Through opportunities like the Works for Queensland Program and a more considered approach to road maintenance, Council stands to realise further value from these assets. In both cases, the previous Council decision rendering these assets economically or functionally obsolete needs to be amended.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council amend Resolution 160720.12 relating to economic obsolescence of assets to remove all references to:
 - Plant 0519 Jetpatcher
 - BLB090 Church Hall – HACC

12.01.04 Amendment of Resolution Regarding Economic & Functional Obsolescence

- 1. That Council note the contents of the report; and**
- 2. That Council amend Resolution 160720.12 relating to economic obsolescence of assets to remove all references to:**
 - **Plant 0519 Jetpatcher**
 - **BLB090 Church Hall – HACC**

Moved: Cr Camp

Seconded: Cr Clarke

Carried 170323.28 4/0

12.01.06 HR Policy Review

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	9 March 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To perform a desktop review of the following HR policies:

- HRM-POL-008 Leave Without Pay Policy
- HRM-POL-009 Fit for Work Policy
- HRM-POL-016 Staff Relocation Expenses Policy

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

All three are existing Council policies.

Leave Without Pay Policy:

Governs councils regulation and provision of Leave Without Pay. Version 4 of this policy was reviewed in February 2016.

Fit for Work Policy:

Governs the requirement for staff to present to work capable of safely performing their duties. This incorporates requirements around drugs, alcohol, fatigue, physical and mental health, heat, noise and other workplace conditions. Version 1 of this policy was reviewed in November 2015.

Staff Relocation Expenses Policy:

Governs the amount, eligibility and repayments requirements of relocation assistance for eligible staff. Version 1 of this policy was reviewed in January 2016.

3. PROPOSAL

That the three reviewed policies be adopted as attached. Changes from previous versions have been tracked, but are generally minimal.

Leave Without Pay Policy:

- Updated version information
- Made format of "Leave Without Pay" consistent
- Updated associated documents to take into account recent changes to IR Act and Award

Fit for Work Policy:

- Updated version information
- Updated document formatting

- Specified symptoms that may affect fitness for work
- Added reference to approved alcohol use at Council events (e.g. Christmas Party)

Staff Relocation Expenses Policy:

- Updated version information

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

Council endeavours to update all HR policies annually

6. CRITICAL DATES & IMPLICATIONS

It has been over 12 months since the review of each of these policies; as a result it is appropriate that they be reviewed at the March 2017 Ordinary Council Meeting.

7. CONSULTATION

The Workplace Health & Safety Committee reviewed the Fit for Work Policy at their February 2017 meeting.

8. CONCLUSION

Reviewing these policies ensures that Council's HR framework remains up to date and relevant.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopt Version 5 of HRM-POL-008 Leave Without Pay Policy
3. That Council adopt Version 2 of HRM-POL-009 Fit for Work Policy
4. That Council adopt Version 2 of HRM-POL-016 Staff Relocation Policy

12.01.06 HR Policy Review

- 1. That Council note the contents of the report; and**
- 2. That Council adopt Version 5 of HRM-POL-008 Leave Without Pay Policy**
- 3. That Council adopt Version 2 of HRM-POL-009 Fit for Work Policy**
- 4. That Council adopt Version 2 of HRM-POL-016 Staff Relocation Policy**

Moved: Cr Murray

Seconded: Cr Poole

Carried 170323.29 4/0

12.02.01 Executive Officer Report

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Ferne Clarke; Acting Executive Officer
DATE REPORT PREPARED:	7 February 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. COMMUNITY DEVELOPMENT & EVENTS

2017 Council Run Events Schedule

25	Apr	Anzac Day
TBC		Tidy Yard Competition (After wet season)
17	Aug	Seniors Week Morning Tea with councillors @ council general meeting
29 – 1	Oct	Morning Glory Festival
11	Nov	Remembrance Day
TBC	Dec	BSC Staff Christmas Party

To view Burke Shire's full schedule of events, see [Events Calendar](#).

Anzac Day

Anzac Day is approaching shortly, so there will be a call out for people interesting in laying wreaths and reciting poems. This will be done through the Councillors first, and then contacting community members who have participated in the past. The Dawn Service will have a sausage sizzle after the ceremony where we will be able to utilise the leftover groceries from Australia Day.

A request has been sent through to Townsville for a Flypast on the day. This will occur, if approved, at the morning service.

Morning Glory Festival

Planning is well under way for the MGF with the first committee meeting taking place on the 28/2/17. With the Rodeo date changed, the MGF has now become a stand alone event though there is potential for a rodeo element in conjunction with the Rode & Sporting Society. The event plan is currently being altered to reflect the suggestions from the committee and will be sent out once completed. Expressions of Interest for artists has commenced. A Festivals Australia grant is being considered and may be applied for and the closing date is the 24th March.

2. SOCIAL MEDIA

This month of Facebook two posts reached over 20,000 people. Council has been in touch with a social media expert who had confirmed that "reach" is the number of times the post has been seen through their newsfeed and through posts shared by their friends. In particular, there are two groups who have contributed to the large number of views which are Oz Cyclone Chasers and North Queensland Extreme Weather who have both shared Council posts.

See [Social Media Report](#)

3. NEWSLETTER

The drafting stage for the next newsletter will begin shortly. Request for articles from key contributors will be sent out shortly.

4. DONATIONS

This month Council approved the donation request from Fly for the Kids fundraising from Melbourne. The total expenses came to \$204 which is much lower than the requested and approved \$400. There has been an additional donation request received from North West Canoe Club for the Gregory Canoe race.

5. EHO

No EHO activity to report this month

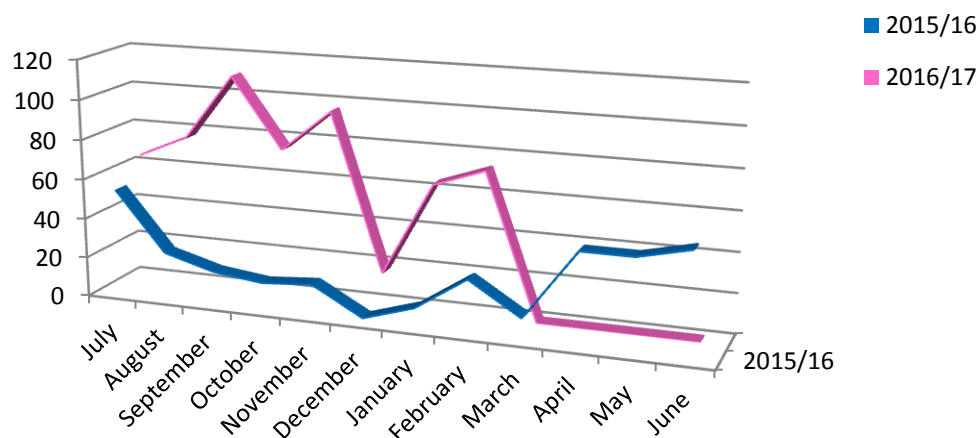
6. LIBRARY

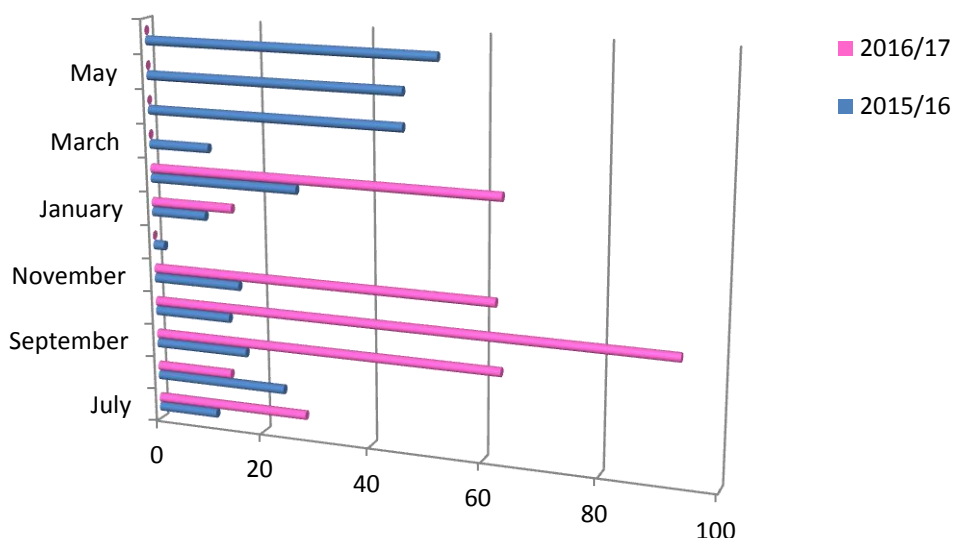
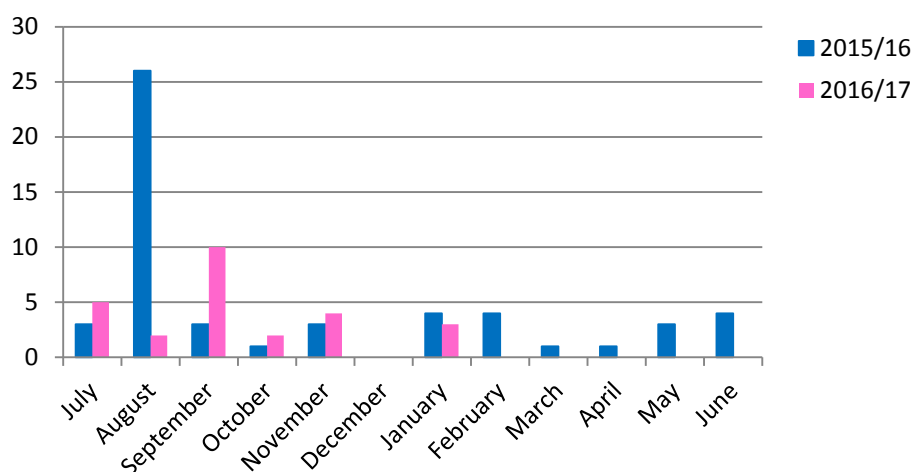
Compared to last year the number of loans of items being borrowed out has increased significantly.

There has been a continual flow on effect from the school holidays with some children coming back to the library after school hours to watch a DVD, play a board game, and use the WI-FI on their own devices.

With the free WI-FI back up and running again, the computer numbers have again significantly increased.

Loans



Visitors to LibraryUsers Added

7. 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.

User data for February 2017

	Total users	Total logins	Ave Age	% F	%M	Fav day
Wk1	4	5	33	60	40	Tues
Wk2	0	0	0	0	0	0
Wk3	5	6	38	60	40	Thurs

Wk4	0	0	0	0	0	0
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8. 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 ended 28 February. CorpMem have agreed to continue their contract on a month by month basis till a cloud readiness survey has been completed, which will provide scope for the on-going needs of the business.

The Acting EO is working with CorpMem to identify and close 1238 transaction folders, closure of these folders and files will trigger destruction where the retention period has expired. This will have cost savings for Councils with less documents being stored in the BCS. A work program has been implemented to commence review of the list of folders for closure, and subsequent destructions.

See [CorpMem Report](#).

9. 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.

Rec Calls		Closed Calls		Outstanding Calls	
47		94		22	
1dy Response Yes	1dy Response No	Same day Close Yes		Same Day Close No	
44	3	27		20	

Council will be performing a wider audit of its ICT environment as part of the next Internal Audit, and this will inform future procurement and setup of services in this space.

See [Civica Report](#)

10. OFFICER'S RECOMMENDATION

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

12.02.01 Executive Officer Report

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

Moved: Cr Poole

Seconded: Cr Camp

Carried 170323.30 4/0

12.02.02 Donation Request - North West Canoe Club

DEPARTMENT:	Administration & Community Services
RESPONSIBLE OFFICER:	Nils Hay; DCEO
DATE REPORT PREPARED:	7 March 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To provide information to Council regarding a donation request received from North West Canoe Club for the Annual Gregory Canoe Race.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Donations have been made to this organisation for the past three financial years:

- 2013/14- \$7497.11 with \$1000 being a cash donation
- 2014/15- \$2426.72 all in-kind support
- 2015/16- \$639.33 all in-kind support

3. PROPOSAL

Purpose or Function

- A club encouraging local people to become involved in paddling; promoting recreational fitness and the enjoyment of the creeks and lakes that exist in our rugged, but beautiful back yard.
- To organise a first class canoe race along the picturesque Gregory River. The race attracts local and interstate competitors and enables them to experience and get involved with the Gregory community and enjoy the bush hospitality at the local horse races.

Structure

North West Canoe Club is a legally incorporated non- profit organisation

Project Summary

- The 42nd Gregory River Canoe Marathon is being held on Sunday 30th April 2017.
- The main race starts at 8.00am from the Nobbies and finishes at the bridge.
- The short course event starts at Checkpoint 3 at 9.30am and finishes at the bridge.

How will the project benefit Burke Shire Communities

Bringing a hundred paddlers, plus their support crews and general campers to participate and watch the race entertainment.

These people are strongly encouraged to support your local Gregory community whilst there by attending the local horse races. Some people continue with an outback holiday spending money throughout the community such as Adel's Grove and Burketown etc.

A post event survey from the 2016 Gregory River Canoe Marathon revealed that the average expenditure by competitors was \$270.00

Who will participate

There will be a mixture of local, intrastate and interstate competitors. Competitors range from elite Olympic paddlers to the novice recreational paddlers prepared to have some fun.

Target Audience

Whilst the event is advertising throughout Australia and regularly attracts participants from South Australia, New South Wales, Victoria and the Sunshine Coast, this year we wish to encourage more local participation in the recreational short course event.

Donation Support Request

In Kind: The Burke Shire Council has previously assisted with the removal of rubbish from collection points before and after the event. We request this continues with large bins on the banks at the check points and one at the bridge for the finish line.

We request a portable toilet be delivered to the same location as in previous years at the finish line and remaining locked until race day.

How Council will be recognized and acknowledged

The Burke Shire Council will be acknowledged as a major sponsor in advertising including social media, newspaper and television.

All Sponsors are acknowledged in the Competitor's Race Booklet and at the race briefing and race presentations.

The Burke Shire Council logo will feature on the Finish Line banner, Sponsors banner which we use as a background for photos and on the race t-shirt.

Total project cost

Item	Value
Own cash contribution	\$3,000
Own in-kind contribution	\$5,000
Other funding sources	\$16,000
Council Donation Request	In Kind Only
Total project cost	\$25,000

List Sources for Other Funding:

We have received donations and in-kind sponsorship from local business in Mount Isa. We also will receive Competitor entry fees.

Other information relevant to this application:

Each year a donation is made to a local Gregory organisation to thank them for their assistance in holding the event. Donations have previously been made to the Jockey Club, the Country Women's Association etc.

Please see attached flyers.

4. FINANCIAL & RESOURCE IMPLICATIONS

Item	Value
2016-17 Donations Budget	30,000.00
Funds spent to date	10,416.07
Funds committed	1,393.95
Budget remaining	18,189.98

As this year's donation request is similar to last year's, it is anticipated that the total cost of this proposed contribution will be between \$600 and \$1,000.

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

To provide certainty for the event, which is due to take place at the end of April 2017, the March 2017 Ordinary Council Meeting would be an appropriate time to decide upon this request.

7. CONSULTATION

In preparing this report, staff consulted internally. It is also understood that Cr. John Clarke assisted the North West Canoe Club by fielding enquiries regarding Council's donations procedure and past donations made to the Canoe Club.

8. CONCLUSION

Council traditionally supports this event, which brings both tourism and some positive media attention to the Shire every year. It also forms an integral part of the Saddles and Paddles weekend – one of the main items on Gregory's events calendar.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That council approves the donation of for the Gregory Canoe Race on 30 April 2017 and provides:
 - i. In kind support in the form of bins and associated rubbish collection at race checkpoints and finish line; and
 - ii. In kind support in the form of a portable toilet for use on 30 April 2017.

12.02.02 Donation Request - North West Canoe Club

- 1. That Council note the contents of the report; and**
- 2. That council approves the donation for the Gregory Canoe Race on 30 April 2017 and provides:**
 - i. In kind support in the form of bins and associated rubbish collection at race checkpoints and finish line; and**
 - ii. In kind support in the form of a portable toilet for use on 30 April 2017.**

Moved: Cr Murray

Seconded: Cr Poole

Carried 170323.31 4/0

Declaration: Perceived Conflict of Interest

Cr Clarke declared that a perceived conflict of interest in this matter could exist (as per section 173 of the Local Government Act 2009), due to being the President of the Gregory Downs Jockey Club , but that he had considered his position and was firmly of the opinion he could participate in debate and vote on this matter in the public interest.

13. Late Item Reports

13.03 Donation Request - Gregory Downs Jockey Club

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Rita Elliot; Administration Officer
DATE REPORT PREPARED:	21 March 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To provide information to Council regarding a donation request received from Gregory Downs Jockey Club.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Donations have been made to this organisation for the past three financial years:

Year	Cash Donation	In-kind Support Value	Total of Donation
2013/14	\$ 5,000.00	\$ 1,378.43	\$ 6,378.43
2014/15	\$ 5,000.00	\$ 888.00 + Extra Banners \$ 991.10	\$ 6,879.10
2015/16	\$ 4,546.00	\$ 696.00	\$ 5,242.00

3. PROPOSAL

Purpose or Function

To conduct a race meeting and continue the tradition of bush racing. To continue improvements to the Gregory Sports reserve.

Structure

Gregory Downs Jockey Club is a legally incorporated non- profit organisation

Project Summary

- The races are being held on 29th April 2017.
- It will be held at the Gregory Downs Sports reserve beginning at 12pm.

How will the project benefit Burke Shire Communities

- Bringing revenue into the Burke Shire due to the influx of visitors.
- The race continues the tradition of bush racing in the Shire, raising money which is returned to the community.

Who will participate

The residents of Burke Shire and neighbouring communities are welcome to participate in the races. In the past there have been visitors from all over Queensland at this race event.

Target Audience

We target residents of the Burke Shire and visitors

Donation Support Request

The club has requested both cash and in kind assistance totaling \$6,000. They have requested the complimentary rubbish collection as well. This donation will be put towards the printing of a race book, printing of a programme and support to slash the grounds.

How Council will be recognized and acknowledged

The Burke Shire Council will be acknowledged as a sponsor in the programme, flyers and race book. You will also be promoted on the day with signage at the event, through announcements and with naming rights to a race- “Burke Shire Cup”.

Total project cost

Item	Value
Own cash contribution	\$30,000
Own in-kind contribution	\$20,000
Other funding sources	\$33,000
Council Donation Request	\$6,000
Total project cost	\$89,000

List Sources for Other Funding

We have received donations and in-kind sponsorship from Queensland Racing, Sponsorship and Bar and catering proceeds

Other information relevant to this application

Each year a donation is made to a local Gregory organisation to thank them for their assistance in holding the event. Donations have previously been made to the Canoe Club, the Country Women’s Association etc.

Please see attached.

4. FINANCIAL & RESOURCE IMPLICATIONS

Item	Value
2016-17 Donations Budget	30,000.00
Funds spent to date	11,810.02
Funds committed	6,0000
Budget remaining	12,189.98

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.

Further, for applications for \$1,000 or more, Council will require provision of set of audited financial statements. These have not been provided at the time of preparing the report, but have been requested.

6. CRITICAL DATES & IMPLICATIONS

To provide certainty for the event, which is due to take place at the end of April 2017, the March 2017 Ordinary Council Meeting would be an appropriate time to decide upon this request.

7. CONSULTATION

In preparing this report, staff consulted internally.

8. CONCLUSION

Council traditionally supports this event, which brings both tourism and some positive media attention to the Shire every year. It also forms an integral part of the Burke Shire social calendar.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That council approves the donation for the Gregory Downs Jockey Club on 29 April 2017 and provides cash and in kind assistance totalling \$6,000. The in kind support will include:
 - a. Printing of a race book, printing of a programme and support to slash the grounds; and
 - b. Provision of bins and associated rubbish collection after the race; and
3. That the provision of this donation be subject to the Gregory Downs Jockey Club providing Council with a copy of audited financial statements.

13.03 Donation Request - Gregory Downs Jockey Club

- 1. That Council note the contents of the report; and**
- 2. That council approves the donation for the Gregory Downs Jockey Club on 29 April 2017 and provides cash and in kind assistance totalling \$6,000. The in kind support will include:**
 - a. Printing of a race book, printing of a programme and support to slash the grounds; and**
 - b. Provision of bins and associated rubbish collection after the race; and**
- 3. That the provision of this donation be subject to the Gregory Downs Jockey Club providing Council with a copy of audited financial statements.**

Moved: Cr Murray

Seconded: Cr Poole

Carried 170323.32 4/0

13.04 Submissions - electoral boundaries, W4Q (Works for QLD) and IQ-RAP (Inland QLD Roads Action Plan)

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer
DATE REPORT PREPARED:	22 March 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Asset Management Plan Long Term Financial Plan Annual Budget

1. PURPOSE

To consider the views of Council on contemporary subjects, for the purpose of making submissions and/or political representations on:

- Review of electoral boundaries
- W4Q (Works for Queensland)
- IQRAP (Inland Queensland Road Action Plan)

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Review of electoral boundaries

The Queensland Redistribution Commission has prepared its Proposal for the Redistribution of the State's Electoral Districts as required by the *Electoral Act 1992*. The Proposal is available in PDF format (375 pages/ 33.1MB) on line at: <https://boundaries.ecq.qld.gov.au/have-your-say/the-commissions-proposal>.

Interested persons and organisations are invited to make objections and comments regarding the proposed boundaries and names of Queensland's 93 electoral districts. The Commission will accept objections for 30 days from the publication of the Gazette notice, and must be lodged with the Commission on or before 5pm Monday, 27 March 2017. To have your say, go to [Make a Submission](#) or for more information about the review process, see the [Commission's Timeline](#).

On Thursday 16 March 2017, Mayor Ernie Camp provided his personal submission to the review, requested the CEO to prepare a late item to the March Ordinary Meeting of Council, and offered Council the opportunity to use his prepared submission to form part of/ basis for Council's submission. The CEO distributed the draft submission on Friday 17 March 2017 and invited feedback from councilors. No feedback was received. The draft as provided is attached, with the thrust of the recommendation being that,

the Gulf Local Government Areas of Burke, Mornington, Doomadgee, Carpentaria (excluding the portion in Cook), Croydon and Etheridge are best served by inclusion in an Electorate that follows an East-West polarity aligned with the Savannah Way. The Gulf Local Government areas of Burke, Doomadgee, Mornington, Carpentaria, Croydon and Etheridge have that vital connection with the Tablelands and Far North Coast via the Savannah Way and have a stronger, more cohesive social, economic, administrative and service delivery linkage with the communities within the newly created Hill electorate rather with those along the Flinders Highway in the Traegar Electorate.

Works for Queensland

This Department of Infrastructure, Local Government and Planning (DILGP) program is providing Council with the opportunity to achieve >\$1m in projects with no co-contribution required. Upon receiving advice of this funding program on 17 January 2017, Council consulted with the community by way of public notice and subsequently endorsed a list of eligible projects at a Special Meeting by way of decision 170202.01. Council also submitted a 'B' list to the Department being eligible projects that Council could deliver if additional funding becomes available. Furthermore, the public consultation process revealed a lengthy list of community aspirations for improvements to public infrastructure particularly with regard to recreational facilities. The purpose of W4Q is to stimulate employment.

The following projects as endorsed by Council have been approved by DILGP for W4Q funding:

- Depot upgrade - Burketown Office & shedding for P&G (repair or replace); new exec office; meeting room (crib room if possible)
- Depot upgrade – Gregory Replace existing dongas (8-9 rooms currently) consider relocatable. Upgrade shedding.
- Old church Roof
- Water treatment plants Shedding and physical infrastructure | Telemetry/SCADA | Wet season access to pumps at Gregory (form & gravel road)
- Sewer pump station upgrade 3 stations (ladders and platforms)
- Cemetery Niche Walls Burketown and Gregory
- Repair lights Gregory airport shelter
- Refurbish public toilets esp disabled toilet and disabled access Morning Glory Park
- Playground Morning Glory Park/ Durlga

Along with the 'B' list of backup projects, Council committed to reviewing community requests for sporting and recreation infrastructure, and coordinated community activities, during Council's Corporate and Operational Plan review processes noting that this may include:

- Budgeting to develop a sport and recreation facility plan, through a process of community consultation, to guide future capital works planning;
- Feasibility/desirability of expanding the job description of Council's community development officer (vacant at the time of writing) to include development of community activities through the coordination of community volunteers.

LGAQ - Why Works for Queensland should stay

On 22 February 2017 Greg Hallam, CEO of LGAQ, wrote to encourage Councils to lobby for future rounds of W4Q. The email content is copied below:

The Palaszczuk Government's \$200 million Works for Queensland infrastructure program to help spark job creation in the regions is have real impact across the State, not least due to the involvement of local councils. I know the Government appreciates the ability of councils to get these projects going as quickly and efficiently as possible.

Certainly, the program serves as a reminder to all of the value councils can add to government efforts to encourage regional economic development. With that in mind, I encourage you to write formally to the Premier and Deputy Premier to thank them for the

Works for Queensland program as well as inform them of its rollout in your council area and how it has helped drive jobs and investment.

Of course, for such programs to have a lasting economic and employment impact they need to be backed up with further investment, both public and private.

Works for Queensland has demonstrated the effectiveness of local government's partnership with the State. The strengthening of that partnership can only be to the long term good of Queensland, a point that could be reaffirmed with a formal resolution at your next council meeting. I urge you and your council to move such a resolution thanking the Government and requesting that Works for Queensland remain until regional unemployment trends back down to the state and national level.

Council's program for W4Q will result in improvements to assets that in turn improve the capacity of the LGA to encourage economic investment. In the current climate with the mining downturn W4Q will provide work for local contractors to help to keep them in business, and may provide direct employment of a Works for QLD project officer to assist in the delivery and reporting requirements.

IQ-RAP (Inland Queensland Road Action Plan)

IQ-RAP is a strategic plan and planning tool to prioritise investment into the inland Queensland road network over the next 18 years. Burke Shire Council is one of the 33 sponsoring local governments for IQ-RAP. On Tuesday 21 March 2017, Glenys Schuntner, Secretariat for the IQ-RAP Working Group and CEO of Regional Development Australia Townsville and NW Qld, wrote seeking urgent and strong support from partner local governments to write to the Minister for Infrastructure and Transport by Monday 27 March 2017 ahead of the last two sitting weeks before Parliament rests ahead of the budget. A sample letter was provided and is included in the attachments along with other supporting information. The text of the email is as follows:

Dear IQ-RAP Partner Councils

I am writing on behalf IQ-RAP Working Group (WG) Chair Cr Britton, Deputy Chairs Cr McNamara and Cr Gilmore.

Thank you for your on-going support of IQ-RAP. To continue to build support for IQ-RAP and build on the already \$300 million + that has gone into IQ-RAP roads in the last year (the work of many I know!), we now need all partners to strongly advocate to Ministers, Senators, MPs during these last two sitting weeks before the Australian parliament rests before Budget.

We had a very good IQ-RAP meeting in Canberra (attended by Cr Britton, Cr McNamara, Cr Gilmore, Michael Roth and myself) with the Minister for Infrastructure and Transport the Hon Darren Chester MP. He gave us considerable time and showed strong interest in what we are all trying to achieve. We have since done a follow up letter to the Minister to seek further support.

He specifically mentioned in our meeting that he wants to hear every one of the 33 councils involved let him know that they support IQ-RAP even when they meet with him about other topics as well. He believes if any IQ-RAP partner Council meets with him and does not raise their support for IQ-RAP it will weaken our collective case.

To strengthen our message and engagement with the Minister we recommend that you write to him. We have attached a draft letter that you can use, amend or completely ignore to use your own words. In the letter we have mirrored the Chair's follow up letter to the Minister.

To answer Australian and Queensland government questions on economic and social benefits to have the right level of detail to inform program development, and to take the pressure off

councils and other funding partners going forward, an IQ-RAP pre-budget submission was made for \$2 million over the next two years. This is included in the pitch for support.

In the attached sample letter we have provided more words than required to help you with the context of the request. However, please feel free to edit and shorten as you see fit.

Thank you for your consideration and support of the advocacy for IQ-RAP in this regard to help your council and community in securing commitment to the future development of IQ-RAP into government planning and programming.

We also encourage you to write to your local MP and copy them in to your letter to Minister Chester. Of course if you have contact with other Ministers, Senators, MPs please also raise your support for IQ-RAP.

If you have any questions, please do not hesitate to email or call.

Due to air travel and back to back meetings in the next 3 days, contact via the office will probably be easiest for anything urgent and Niki or Sarah can find a time for us to make contact.

We will also be in touch regarding future Queensland Government advocacy after the meetings with IQ-RAP regional MPs this week.

3. PROPOSAL

It is proposed that Council:

- **Review of electoral boundaries:** makes a submission by the due date, based on the paper prepared by Mayor Ernie Camp, to the Queensland Redistribution Commission regarding its Proposal for the Redistribution of the State's Electoral Districts as required by the *Electoral Act 1992*;
- **Works for Queensland:** resolves to write to thank the Premier and Deputy Premier for the Works for Queensland program; and
 - inform them of the rollout in the Burke Shire local government area, and how this rollout has and will help to drive jobs and investment; and
 - request that the Works for Queensland program remain in place with additional funding to be made available.
- **IQRAP (Inland Queensland Road Action Plan):** write to the Minister for Infrastructure and Transport by Monday 27 March 2017, with a copy to the Member for Kennedy, **using** the draft letter provided as attached seeking support for the Inland Queensland Roads Action Plan (IQ-RAP)

4. FINANCIAL & RESOURCE IMPLICATIONS

There is no cost associated with making the submissions mentioned within. However, expansion of the W4Q program will provide Council with additional financial resources to achieve outstanding capital works projects, maintain and improve the condition of assets, and increase employment opportunities in the local government area and region.

There may be costs associated with precepts for IQ-RAP's partner local governments however the purpose of this program is to advocate for funding to improve the standard of roads in inland Queensland therefore there is a potentially significant cost-benefit of continuing to support IQ-RAP.

5. POLICY & LEGAL IMPLICATIONS

Corporate Plan and Operational Plan: 1.2 Outcome: Council has a strong voice in the region and with the State/Federal Government.

6. CRITICAL DATES & IMPLICATIONS

Review of electoral boundaries: due for submission on or before Monday 27 March 2017.

Works for Queensland: a decision at the March ordinary meeting will enable preparation of a timely submission to assist Government in considering extension of this program.

IQRAP (Inland Queensland Road Action Plan): due for submission on or before Monday 27 March 2017.

7. CONSULTATION

Mayor Ernie Camp has requested and/or supported each of the proposed submissions.

8. CONCLUSION

In closing, it is recommended that Council advocates strongly for the continuation of funding under W4Q and for the continuation of the IQ-RAP program; and makes a submission based on the attachment regarding electoral boundaries.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report and attachments; and
2. **Electoral Boundaries:** That Council makes a submission to the QLD Redistribution Commission regarding its proposal for the Redistribution of the State's Electoral Districts as required by the *Electoral Act 1992*, and that the submission be based on the attached paper noting that:
 - a. It is Councils view that the Gulf Local Government Areas of Burke, Mornington, Doomadgee, Carpentaria (excluding the portion in Cook), Croydon and Etheridge are best served by inclusion in an Electorate that follows an East-West polarity aligned with the Savannah Way; and
3. **Works for Queensland (W4Q):** That Council writes to thank the Premier and Deputy Premier for the Works for Queensland program, including:
 - a. inform them of the rollout in the Burke Shire local government area, and how this rollout has and will help to drive jobs and investment; and
 - b. request that the Works for Queensland program remain in place with additional funding to be made available; and
4. **Inland Queensland Roads Action Plan (IQ-RAP):** That Council writes to the Hon Darren Chester MP, Minister for Infrastructure and Transport, regarding support for the Inland Queensland Roads Action Plan (IQ-RAP), with a copy to be provided to Bob Katter, Member for Kennedy.

13.04 Submissions - electoral boundaries, W4Q (Works for QLD) and IQ-RAP (Inland QLD Roads Action Plan)

1. That Council note the contents of the report and attachments; and
2. Electoral Boundaries: That Council makes a submission to the QLD Redistribution Commission regarding its proposal for the Redistribution of the State's Electoral Districts as required by the *Electoral Act 1992*, and that the submission be based on the attached paper noting that:
 - a. It is Council's view that the Gulf Local Government Areas of Burke, Mornington, Doomadgee, Carpentaria (excluding the portion in Cook), Croydon and Etheridge are best served by inclusion in an Electorate that follows an East-West polarity aligned with the Savannah Way; and
3. Works for Queensland (W4Q): That Council writes to thank the Premier and Deputy Premier for the Works for Queensland program, including:
 - a. inform them of the rollout in the Burke Shire local government area, and how this rollout has and will help to drive jobs and investment; and
 - b. request that the Works for Queensland program remain in place with additional funding to be made available; and
4. Inland Queensland Roads Action Plan (IQ-RAP): That Council writes to the Hon Darren Chester MP, Minister for Infrastructure and Transport, regarding support for the Inland Queensland Roads Action Plan (IQ-RAP), with a copy to be provided to Bob Katter, Member for Kennedy.

Moved: Cr Camp

Seconded: Cr Poole

Carried 170323.33 4/0

13.05 Adoption of Defined Flood Levels for Planning Scheme

DEPARTMENT:	Planning
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	21 March 2017
LINK TO COUNCIL PLAN/S:	Operational Plan, Town Planning Scheme

1. PURPOSE

To endorse flood height levels for Burketown in order to satisfy a Ministerial condition for progression to public consultation of Council's new Town Planning Scheme.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

At the August 2014 Ordinary Council Meeting, Council made the following resolution:

09.01.05 New Burke Shire Council Town Planning Scheme

That Council resolves to prepare a new town planning scheme and notifies the Minister, in writing, of this resolution.

Moved: Cr Camp

Seconded: Cr Poole

Carried 14.140821 5/0

Council has been subsequently working with the Department of Local Government, Infrastructure and Planning (DILGP) who have been developing the new Burke Shire Planning Scheme as part of a so-called 'MALPI-lite' pilot project for small, remote Shires.

(MALPI refers to Statutory Guideline 04/14 Making and Amendment Local Planning Instruments.) Councillors and Council staff have met several times with DILGP representatives in the past 18 months to further develop the scheme and adapt the MALPI-lite template to suit Burke Shire Council's unique requirements.

At the Special Council Meeting on 4 August 2016, Council made the following resolution:

03.01 Burke Shire Council Draft Town Planning Scheme

- a. That Council notes the contents of this report; and
- b. Pursuant to Section 117(1), Part 5, Chapter 3, of the Sustainable Planning Act 2009; Section 5, Part 2 of the Sustainable Planning Regulation 2009 and Statutory guideline 04/14 Making and amending local planning instruments, dated 9 October 2014, Council endorses the Burke Shire Council Draft Planning Scheme attached to this report (Attachment 1) with the following amendments:
 - 1. Council clarifies its strategic intent regarding Tourist Parks
 - 2. Council requires that Tourist Parks be treated as impact assessable
 - 3. The Township Zone is to be extended further south in Gregory as far as the Wills Developmental Road
 - 4. The area of the Bidunggu DOGIT (Deed of Grant in Trust) (L13 onCP855144) currently marked as Residential be amended to Township Zone
 - 5. Mapping be amended to accurately reflect changes made following the Burketown ILUA (Indigenous Land Use Agreement), in particular light industrial land on the outskirts of Burketown
 - 6. It be noted that Council's preference is for Rural Residential land not to be sub-dividable
 - 7. Strategic intent is provided regarding the treatment of:
 - a. Container/Shed-based housing
 - b. Off-grid power for residential, commercial and industrial developments
 - 8. The register of local Cultural Heritage Buildings and Places be reviewed with a view to:
 - a. Removing the Church (Burketown) L77 on B1364
 - b. Removing the Old Police Lockup (Gregory (L1 on BK1))
 - 9. Review Dwelling House level of assessment to incorporate Building Code-certified floor height requirements and make provision for self-assessment
 - 10. Review operational works level of assessment regarding volume of fill used on a lot
 - 11. Any other administrative amendments as a consequence of the above
- c. Council delegates authority to the Mayor and CEO to:
 - a. Satisfy the amendments listed in section b.1.; and
 - b. Request the Minister's approval to proceed to public consultation; and
- d. Council commits to holding a public forum in Burketown and Gregory during the public consultation period.

Moved: Cr Yanner
 Seconded: Cr Clarke

Carried 160804.01 4/0

On 16 November 2016, Council wrote to the Deputy Premier requesting permission to proceed to public consultation. (Correspondence attached)

On 5 December 2016, the Deputy Premier replied (attached). Approval was conditionally granted on the following basis:

“Prior to commencement of public notification, Burke Shire Council is to determine a defined flood level to be included in the proposed planning scheme and incorporate the related mapping for Burketown.”

Council has been working with DILGP and Engeny (a mapping/GIS/hydrology consultancy) to develop the Defined Flood Event (DFE) being a 1% Annual Exceedance Probability (AEP) event.

The draft planning scheme is currently available online at: <http://www.burke.qld.gov.au/planning-scheme>.

The draft planning scheme interactive mapping is currently available online at: <http://dsdip.maps.arcgis.com/apps/webappviewer/index.html?id=d61c4c30db2946e4b3cdd93d0cc4a124>

3. PROPOSAL

The proposed flood mapping illustrating the Defined Flood event (1% AEP) for adoption is attached.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council has made a budget provision for the development of the new Planning Scheme through its Town Planning and Development budget.

In being part of the MALPI-lite pilot project, Council's scheme is being developed by the State Government and therefore avoiding the potentially significant costs (\$150,000 or more) of engaging a private firm to develop the Planning Scheme.

The costs associated with the consultation phase are expected to be small; generally relating to items like printing, catering and travel for community consultation sessions and wage costs for Council staff.

DILGP representatives have already indicated that they intend to assist with the consultation process (at the department's expense).

5. POLICY & LEGAL IMPLICATIONS

State Planning Policy

The State Planning Policy (SPP) provides a comprehensive set of principles which underpin Queensland's planning system to guide local government and the state government in land use planning and development assessment. The SPP defines the state government's policies about matters of state interest in land use planning and development which is to be appropriately reflected through local government's planning schemes. One such policy relates to safety and resilience to natural hazards, in particular flooding.

Flooding can cause loss of life, property, infrastructure and environmental damage. Flooding can also result in the use of significant resources as communities respond to and recover from natural hazard events.

Managing the risks from flooding and building community resilience requires an integrated response of which land use planning is a component. Other core elements include emergency planning and management, structural works, building controls, landscape and environment programmes and community awareness and communication. Land use planning plays a key role in ensuring that new development and communities are not placed at undue risk through strategies of hazard avoidance or risk mitigation and in doing so improve community safety and resilience and minimising the burden for emergency management.

In order for council to adequately reflect the SPP, Council are required to determine the Defined Flood Event (DFE) to be included in the proposed planning scheme. The SPP requires that the Defined Flood Event be a 1% Annual Exceedance Probability (AEP) event. Engeny's flood report prepared for Council dated October 2015 (M7106_001) considers the legislative requirements and has developed an estimate of the 1% AEP in order to establish the DFE.

In terms of flood height requirements for town planning purposes:

The Building and Construction Authority (BCA) and National Construction Code set legislative requirements around establishing floor heights in relation to the defined flood event. The Australian Building Codes Board Standard for Construction of Buildings in Flood Hazard Areas is attached.

Section 2.4 of the Standard (relating to Floor Height Requirements) states:

Unless otherwise specified by the appropriate authority-

- a) the finished floor level of habitable rooms must be above the FHL (Flood Hazard Level); and .*
- b) the finished floor level of enclosed non-habitable rooms must be no more than 1.0 m below the DFL (Defined Flood Level).*

Note: The structural provisions of this Standard are based on the DFL being a maximum of 1.0 m above the finished floor level of enclosed rooms. Therefore, if the appropriate authority permits more than 1.0 m, additional structural analysis should be undertaken.

The following definitions apply:

Flood hazard level (FHL): *the flood level used to determine the height of floors in a building and represents the defined flood level (DFL) plus the freeboard.*

Freeboard: *the height above the defined flood level (DFL) as determined by the appropriate authority, typically used to compensate for effects such as wave action and localised hydraulic behaviour.*

Defined flood level (DFL): *the flood level associated with a defined flood event (DFE) relative to a specified datum. The DFL plus the freeboard determines the extent of the flood hazard area.*

Defined flood event (DFE): *the flood event selected for the management of flood hazard for the location of specific development as determined by the appropriate authority.*

In the case of Burke Shire's planning scheme, the DFE is the 1% AEP, and the freeboard is 300mm, as defined by s13 of the Building Regulation 2006, which relates to land liable to flooding:

- (1) A local government may, in a planning scheme or by a temporary local planning instrument under the Planning Act or a resolution—*
 - a. designate part of its area as a flood hazard area; and*
 - b. declare the following for all or part of a flood hazard area-*
 - i. the defined flood level;*
 - ii. the maximum flow velocity of water;*
 - iii. an inactive flow or backwater area;*
 - iv. a freeboard that is more than 300mm;*
 - v. the finished floor level of class 1 buildings built in all or part of the flood hazard area.*
- (2) The local government must, on the making of a designation or declaration, state in the planning scheme, temporary local planning instrument or resolution that the designation or declaration is made under this section.*

Note— Under the QDC part MP 3.5, that part applies to the lawful carrying out of certain building work to the extent the building work is carried out wholly or partly within a flood hazard area and a defined flood level is declared by a local government for the area.

- (3) The local government must, in designating a flood hazard area, comply with—*
 - a. the State Planning Policy 2013; and*
 - b. if there is a temporary State planning policy under the Planning Act in effect when the designation is made which affects the operation of the State*

Planning Policy 2013 for the designation—the temporary State planning policy to the extent it applies.

(4) *The local government must keep a register of the flood hazard areas it designates and when each designation was made.*

(5) *In this section—*

defined flood level means the level to which it is reasonably expected flood waters may rise.

finished floor level means the level of the uppermost surface of a finished floor not including any floor covering.

Examples of a floor covering—carpet, tiles,

freeboard means a height above the defined flood level that takes account of matters that may cause flood waters to rise above the defined flood level.

Example of matters that may cause a flood level to rise above the defined flood level—wave action, localised hydraulic behaviour

inactive flow or backwater area means all or part of a flood hazard area where the maximum flow velocity of water is not likely to be greater than 1.5m/s.

maximum flow velocity of water, for all or part of a flood hazard area, means a flow velocity of water that is reasonably expected to be the maximum flow velocity of water for all or part of the flood hazard area.

State Planning Policy 2013 means the State planning policy dated December 2013 made under the Planning Act by the Minister of the department in which that Act is administered

In terms of the Planning Scheme and subsequent consultation:

Section 117 of the Sustainable Planning Act 2009 states:

1. *For making or amending a planning scheme or planning scheme policy, a local government must follow the process stated in a guideline—*
 - a. *made by the Minister; and*
 - b. *prescribed under a regulation.*

Section 118 of the Sustainable Planning Act 2009 states:

1. *The guideline mentioned in section 117(1) must make provision for—*
 - a. *the local government to publish at least once in a newspaper circulating in the local government's area, notice about a proposal to make—*
 - i. *a planning scheme; or*
 - ii. *a planning scheme policy; and*
 - b. *the local government to carry out public consultation about a proposal mentioned in paragraph (a) for a period (the consultation period) of at least—*
 - i. *for a proposed planning scheme—30 business days; and*
 - ii. *for a proposed planning scheme policy—20 business days; and*
 - c. *if public consultation about a proposal mentioned in paragraph (a) must be carried out—*

- i. the local government to have available for inspection and purchase during all of the consultation period a copy of the proposed planning scheme or planning scheme policy; and*
- ii. members of the public to make submissions to the local government about the proposed planning scheme or planning scheme policy; and*
- iii. the local government to consider all properly made submissions about the proposed planning scheme or planning scheme policy; and*
- iv. the local government to advise persons who make a properly made submission about how the local government has dealt with the submission; and*
- v. the local government to give the Minister a notice containing a summary of matters raised in the properly made submissions and stating how the local government dealt with the matters; and*
- d. any proposed planning scheme to be approved by the Minister; and*
- e. the making of a proposed planning scheme, or amendment of a planning scheme, to be notified in the gazette; and*
- f. the making of a proposed planning scheme policy, or amendment of a planning scheme policy, to be notified in a newspaper circulating generally in the local government's area.*

An excerpt from 01/16 Statutory Guideline: Making and Amending Planning Scheme Instruments, relating to the consultation phase, is copied below:

Stage 3 — Public consultation

Step 6 Local government commences public consultation of a proposed planning scheme

Responsible entity	Processes to which this step applies	Step	Performance indicator timeframe
Local government	<ul style="list-style-type: none"> Planning scheme. Major amendment. 	<p>6.1 Before publicly consulting on the proposed planning scheme the local government must comply with any condition imposed by the Minister under step 5.3(b).</p> <p>6.2 The local government must carry out public consultation about the proposed planning scheme in accordance with any proposed communication strategy required under step 4.1(d)(ii), for a period (consultation period) of at least 30 business days.</p> <p>6.3 The local government must notify the public that the proposed planning scheme is available for public consultation by, at a minimum, placing a notice in a newspaper circulating generally in the local government's area and on the local government's website, stating:</p> <p>(a) the name of the local government,</p> <p>(b) the title of the proposed planning</p>	45 business days (incorporating a 30 business day consultation period)

Responsible entity	Processes to which this step applies	Step	Performance indicator timeframe
		<p>scheme,</p> <p>(c) for a proposed major amendment:</p> <p>(i) the purpose and general effect of the amendment, and</p> <p>(ii) the location details of the area where it applies, if it only relates to part of the local government area,</p> <p>(d) where the proposed planning scheme is available for inspection and purchase,</p> <p>(e) that written submissions about any aspect of the proposed planning scheme may be made to the local government by any person,</p> <p>(f) the consultation period during which a submission may be made,</p> <p>(g) the requirements for making a properly made submission,</p> <p>(h) a contact telephone number for information about the proposed planning scheme, and</p> <p>(i) a proposed communication strategy is required to be implemented by the local government in certain circumstances. The absence of a communication strategy does not mean that the proposed planning scheme or amendment will not result in adverse effects upon individual members of the public. It remains the responsibility of the public to satisfy themselves as to the effect of the proposed planning scheme or amendment.</p> <p>6.4 During the consultation period, the local government must display a copy of the notice in an obvious place in the local government's public office and have a copy of the proposed planning scheme available for inspection and purchase.</p> <p>6.5 The notice and proposed planning scheme must also be available for download on the local government's website.</p>	

6. CRITICAL DATES & IMPLICATIONS

Council is unable to proceed with public consultation (and ultimately adoption) of the Planning Scheme until this Ministerial condition is met. In the interest of progressing the MALPI process and moving towards adoption of a new Town Planning Scheme it is highly desirable that the flood height be adopted at the March 2017 Council Meeting.

This will allow public consultation to occur through April and May and see adoption early in the new financial year.

7. CONSULTATION

Council has consulted with representatives from DILGP and Engeny in the development of this flood height data, and consulted extensively with DILGP regarding the general MALPI process.

8. CONCLUSION

The adoption of data establishing the Defined Flood Event is required in order for Council to move ahead with the public consultation and ultimate adoption of its new Town Planning Scheme.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of this report; and
2. That Council adopt the attached defined flood levels (Defined Flood Event) for use the Burke Shire Council Town Planning Scheme

13.05 Adoption of Defined Flood Levels for Planning Scheme

- 1. That Council note the contents of this report; and**
- 2. That Council adopt the attached defined flood levels (Defined Flood Event) for use in the Burke Shire Council Town Planning Scheme**

Moved: Cr Poole

Seconded: Cr Murray

Carried 170323.34 4/0

14. Mayoral Report

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

Moved: Cr Murray

Seconded: Cr Poole

Carried 170323.35 4/0

Attended the following:

- RCSAC Meeting Cairns – an interesting Science in the Pub talk was held the evening prior to the meeting. About 150 people attended. Angie from Outback at Isa would like to come to Burke Shire to discuss ways to promote and encourage visitors to Riversleigh/Lawn Hill area. Personally, I am fascinated with the discoveries and it is certainly well deserving of its World Heritage status. Significance is acknowledged by David Attenborough. It is a hidden gemstone waiting to be polished once integrity and protection of the fossils can occur – there is some concern due to pilfering and defacing of fossil materials at D Site. Along with MICC we must lobby for permanent ranger/guides to be onsite. It is one of the 4 R's in Australia's natural heritage crown – reef, rainforest, rock and Riversleigh.
- NWROC Meeting – with DCEO, DM, Cr Clarke – discussed various matters
- NWRRTG Meeting – with DCEO, DM, Cr Clarke – discussed various matters. Burke's funding variation was approved, discussed approaches to Brooke Bridge
- Meeting with CLCAC Rep re ILUA – with DM, GPM – discussed various projects occurring in the Shire
- Public Meeting - DNRM – Great Artesian Basin Water Management Plan – with DM and 1 member of the public n attendance, one of the projected conditions of the Plan will be a sunset clause for the capping of all flowing bores in Qld – which will be set at 10 years – this will affect the bore in Burketown.
- Recruitment Teleconference – with ACEO, DM – to discuss approach to recruitment for upcoming executive position
- Preliminary Budget Workshop – with FM
- Special Meeting – Crimson Edge/EDQ
- Meeting with Robbie Katter- to discuss various matters including Burketown School

Media

- NQR – talking about repeated phone outages in the Gregory/Lawn Hill region
- Letters to the Editor – Tablelander, Cairns Post, NQR, NWS – re passing of Noeline Ikin

GSD

- RAB projects have commenced

15. Councillor Reports

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

Moved: Cr Murray

Seconded: Cr Camp

Carried 170323.36 4/0

16. New business of an urgent nature admitted by Council

No new business of an urgent nature was received.

18. Closure of meeting

The Chair declared the meeting close at 8.22pm.

I hereby certify that these pages numbered 1 to 105 – constitute
the Confirmed Ordinary Meeting minutes of the Council Meeting
of Burke Shire Council held on Thursday 23 March 2017.

Mayor Cr Ernie Camp