



## Agenda and Business Papers

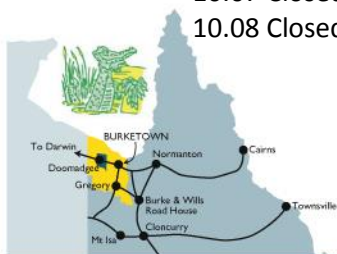
### Burke Shire Council Ordinary General Meeting

### Thursday 20 April 2017

### 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea
12.30pm to 1.00pm	Lunch
1.30pm	Ben Jesser - North West Health and Di Phillips – Burketown Clinic

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## 01. Opening of Meeting

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

## 02. Record of Attendance

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

## 03. Prayer

Led by Cr Murray

## 04. Consideration of applications for leave of absence

None received at close of agenda.

## 05. Confirmation of minutes of previous meeting(s)

### 05.01 General Meeting Thursday 23 March 2017

That the Minutes of the General Meeting of Council held on Thursday 23 March 2017 as presented be confirmed by Council.



170323 Unconfirmed  
Minutes.docx

## 06. Condolences

None received at close of agenda.

## 07. Declaration of Interests

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

### 08.01 Notices of Motion

None received at time of agenda preparation.

### 08.02 Petitions

None received at time of agenda preparation.

## Items Out of Order

### 10. Closed Session Reports

10.01 Closed Session - Request for Rating Concession - Kindergarten Association

10.02 Closed Session - Licence Agreement Burketown Aerodrome

10.03 Closed Session - Sale of Land by Auction

10.04 Closed Session - Visitor Information Centre

10.05 Closed Session - Project Update - Burketown Wharf Upgrade Project

10.06 Closed Session - Project Update - Gregory Solar Project

10.07 Closed Session 17-07 Tender Adjudication - Floraville Road Reseal and Cover  
Aggregate

10.08 Closed Session - Tender 17-08 SR5 Dual Cab Hilux

## 09. Works, Services and Finance Reports

09.01.01 Works and Services Monthly Report

09.02.01 Finance Monthly Update

## Works and Services Reports

### 09.01.01 Works and Services Monthly Report

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DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Ray Egan; Works Manager
DATE REPORT PREPARED:	4 April 2017
LINK TO COUNCIL PLAN/S:	Works Program

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#### 1. WORKS MANAGER

##### General

Works completed or commenced over the last month include:

- Planning of works for Works 4 Queensland ongoing including Monthly Report (refer attachment)
- NDRRA Inspections of councils road asset have been Completed By GBA
- A number of roads were opened, including Emergent work completed these are Escott Rd, Gregory- Lawn hill Rd , Lawn hill National Park Rd ,Riversleigh Rd
- Coconut trees inspected by qualified Arborist
- Slashing of Floraville Road
- Test holes completed at Armraynald pit for suitable material for Crimson Edge
- Routine Sign and Guide Post Maintenance all Roads
- Ongoing issues with Gregory Water plant Computer.
- Slashing Grass Burketown
- Ongoing maintenance runway Burketown Airport
- Heaving Patching Wills Development Road
- Removal of deposited soils repairs to washouts Beams Brook
- Replacement of Handrails, toilets, Shelters Albert River old Bridge
- Cleaning of and organizing of the Burketown Landfill
- Replacement of Toilet and Bin at Wharf
- Private Works Sewer pump out Doomadgee Shire
- Sports ground preparation for Upcoming Tourist season

##### Works for upcoming month -

- Pothole patching various roads throughout Shire including Floraville road in preparation for reseal program. ongoing
- Ongoing work under RMPC Contract

- Shoulder restoration Will Development Rd Jacks Gully
- Road reconstruction Floraville Road
- Road construction Landsborough Street
- Airport road Shoulder widening dress up for sealing

RMPC

## Claim data

2016-17	Allocation	Claim 7	Funds Remaining
Schedule 1	\$242,190.64	\$18,210.40	\$86,424.70
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	\$18,210.40	\$419,388.47

## 2. WORKSHOP AND FLEET MANAGER

General servicing and maintenance being the main work carried out

Plant #	Description	Maintenance	Scheduled	Cost	Comment
426	Low Loader	Brakes, bearings etc	Yes	48 hrs	Annual check over
428	Side tipper	Brakes, bearings etc	Yes	48 hrs	Annual check over
460	John Deere Ride on	Belt and bearings	No	3 hrs	Wear
469	Cat PS300B Roller	Trans, final drives	No		Outstanding
474	Rosa Bus	Replaced fuel filter, clean	No	3 hr	Fixed smoke fault
480	Western Star Prime Mover	Battery leads, axle nuts	No	2 hrs	Rough roads
481	Water tanker	Brakes, bearings etc	Yes	48 hrs	Annual check over
486	Side tipper	Brakes, bearings etc	Yes	48 hrs	Annual check over
487	Dolly	Brakes, bearing etc	Yes	16 hrs	Annual check over

Plant #	Description	Maintenance	Scheduled	Cost	Comment
504	Skiddy Trailer	Tyres, brakes, bearings, etc	Yes	8 hrs	Annual check over
514	SES Hilux	Fuel cap breather	No	1 hr	Choked with dust
519	Jetpatcher	Blew conveyor belt	No	1 hr	Ordered new
522	Cat 140M Grader	Engine fault	No	2 hrs	Electronic Technician
523	Cat 140M Grader	Battery replacement	No	4 hrs	Old
526	Tandem Trailer	Light wiring	No	3 hrs	Had to rewire
529	John Deere Ride On	Snapped input shaft	No	2 hrs	Left in 4wd
530	WSO Hilux	Tyre replacement	No	2 hrs	Wear
539	TRSS Hilux	65k service	Yes	2 hrs	Scheduled
540	USM Hilux	45k service	Yes	2 hrs	Scheduled
546	Kubota Tractor	A/C	No	2 hrs	Clean filters,condenser
547	Kubota Tractor-Gregory	4 in 1	No	2 hrs	Broken wire
548	Cat 320DL Excavator	Check over	Yes	8 hrs	Annual check over
551	Western Star Prime Mover	120k service, rear trans seal	Yes	8 hrs	Scheduled
562	Cat 226B Skid Steer	Battery, belt, tyres	No	6 hrs	Wear
565	CEO Prado	60k service	Yes	3 hrs	Scheduled
566	Ranger Landcruiser	65k service	Yes	2 hrs	Scheduled
571	WM Hilux	80k service	Yes	3 hrs	Scheduled
572	Job Truck	40 k service, rear tyres	Yes	4 hrs	Scheduled
575	Rubbish Compactor	Oil leak	No	3 hrs	Valve bank
584	RCS Landcruiser	Returned with new motor	No	1 hr	Need to check
589	Job Truck	Slew override	No	2 hrs	Stuck overhead
593	Job Truck	45k service, tyre replacement	Yes	4 hrs	Scheduled
	Whippers and Mowers	Keep operational	No	4 hrs	Ongoing

Plant #	Description	Maintenance	Scheduled	Cost	Comment
	River Cameras	Gregory working	No	4 hrs	Still 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- 80,670 kms- Refer closed session report
  - 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
Beamesbrook Crossing	1 bin removed for the wet
Gregory Crossing	Placed on top of the hill close to the roadhouse for the wet

Removed 3 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

- Nuisance dog impounded
- Dog found at large on the Floraville road impounded
- 13 dog scalps received

#### 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 girls in the garden crew to safely lift and operate. - Ordered
- Treated Guide posts and signs with Graslan herbicide, Truganini road, Cemetery road, and Airport road, Floraville road to bridge and WDR to the dump turnoff.

### Complaints

Nil for this period

### General

- Monthly 1080 stock control sheet & Indemnity Forms to DNR Cloncurry (Biosecurity officer in Cloncurry is being transferred to Charters Towers no replacement has been identified).
- Collected 60L 1080 chemical, for this years 1080 baiting campaigns, met Biosecurity officer at the Donors Hill turnoff.
- No movement on updating cemetery register and computerising surveyed graves and water reticulation system for the cemetery – still waiting for Bob to check unknown / unmarked graves, met with Town & Rural services supervisor to formulate a plan to mark unmarked graves.
- Traffic control diagrams updated for WDR road side slashing, Opening grade 6801, Cleaning Beamesbrook bridge of debris, WDR road edge repairs, Mowing the various streets in Burketown and cleaning the flood debris off the Gregory bridge.
- Traffic plans done up for projects whilst I am on leave
  - WDR Road shoulder washed away
  - Heavy grade / detour 6801
  - Slashing WDR roadsides – using 2 vehicles
  - Slashing WDR roadsides – using signs
  - Floraville road upgrade
  - Airport road upgrade
  - Landsborough street upgrade
- Maintaining schedule Works Programs
- Updated/ cleaning/ refurbishing first aid kits – Mayors vehicle only one left to service.
- Mosquito fogging now 2 days a week or as weather conditions allow, taper off fogging now it's drying out and a reduction in mosquito numbers.
- Risk assessments of several tasks completed for Tammy for her records.
- 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 – complete
- Doomadgee west – complete to Cliffdale creek

- Gregory – Lawn Hill road – complete
- Lawn hill to boundary Riversleigh road – complete
- 1080 baiting data to 1080 research Alice Springs for the NT government
- Survey of town blocks that need mowing for Works Manager
- 1080 baiting notices to go out for first round of 1080 baiting to commence 8 May

#### Traffic Counters

Traffic counter units are maintained on a monthly program, as per attached sheet

Unit #	Location	Total traffic count – Last count & date	Total traffic count - This count & date	# Vehicles since last count
Unit 1	Truganini Road	0 31/01	5042 1/03	5042
Unit 2	Floraville Road	26775 31/01	31559 1/03	4784
Unit 3	After Century turnoff	6159 24/11	6548 1/02	389
Unit 4	After Adels Grove (National Park Road)	12397 24/11	13199 1/02	802
Unit 5	Camooweal Road	69186 24/11	72346 1/02	3160
Unit 6	Before Century turnoff	11700 24/11	15238 1/02	3538
Unit 7	Doomadgee West	15703		
Unit 8	Before Adels Grove	9920 24/11	10756 1/02	863
Unit 9	Doomadgee East	42833		
Unit 10	Airport Road	2249 31/1	5231 1/03	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

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

#### 4. PARKS AND GARDENS

##### On going works

- Mowing/general garden maintenance of the MGP/VIC/DULGRA and HACC building
- Town street mowing
- Airport mowing and poisoning fence lines

- Council Units mowing/weeding
- Cemetery mowing and poisoning around graves
- Emptied skip bins Gregory
- Public septic toilets emptied at Gregory
- Easter Banners placed
- Broken tap repaired at public showers rodeo grounds
- All furniture from council housing is now out of garden shed and placed in the events container
- Pool pump shed repaired

#### Mowers

- Two ride on mowers are out of action waiting to be repaired

#### Staff

- Shonelle O’Keefe on light duties she has been assisting with the extra cleaning

#### Training

- All parks and garden staff had training with John Carr
- Traffic Control Management training is on going

### 5. HOUSING/BUILDING MAINTENANCE

Repairs are conducted as and when required.

### 6. UTILITIES

#### Burketown & Gregory Water Treatment monthly usage March 2017

<b>Daily Reading WTP Burketown –Total Usage – 10488 KI</b>		
	Daily Usage	Outflow To Town Litres/Second
Highest Daily Usage	618 KI	Avg – 8.71 L P/S
Lowest Daily Usage	67 KI	Avg – 1.8 L P/S

#### **Daily Reading WTP Gregory–Total Usage – 1766 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.
- Work has been planned to go to Gregory on Thursday 6th of April to carry out repairs to the Potable Water Meter.
- Potable Water Meter is operational as of the 6-4-17.

- Gregory Water Treatment plant has had the computer hacked on Thursday 16 March. This has happened within the first two weeks of the upgrade. We are still waiting on a new computer with the program installed to have SCADA operational.
- Plant has been monitored more frequently as we have no computer. The plant is still operating in automatic but we cannot see what is happening on screen. We also cannot make any adjustments with dosing pumps till the plant is back on line.

#### Water Reticulation Gregory

- Operating well.
- Operators have been consulting town residents when we have issues.
- Flushing on Water mains ongoing with daily testing around town.
- We have had to replace 2 fire hydrant internals with kits.
- We have also had to repair a couple of house services due to cars running over them and copper fittings corroding.

#### Sewerage

- Sewerage samples had one failure with the BOD.

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
451146	Total Coliforms	08-03-2017	Treated Effluent	< 1000 CFU/100ml	10 CFU/100ml	< 10	
451145	BOD Biochemical Oxygen Demand	08-03-2017	Treated Effluent	< 20 Mg/L	<22 Mg/L	<2	
451145	Total Suspended Solids	08-03-2017	Treated Effluent	< 30 Mg/L	30 Mg/L	<1	
451145	Total Chlorine	08-03-2017	Treated Effluent	< 1mg/L	0.4mg/L	<0.01	
451145	Free Chlorine	08-03-2017	Treated Effluent	<1 Mg/L	0.22mg/L	<0.01	
45114	Electrical Conductance	08-03-2017	Treated Effluent	<1600 US/CM	570 US/CM	<1	
451145	PH Physical Properties	08-03-2017	Treated Effluent	6.5-8.5	8.1	<0.1	
451145	TP Nutrients & Anions	10-03-2017	Treated Effluent	< 30mg/L P	2.2mg/L P	<0.1	

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
451145	TN Nutrients & Anions	10-03-2017	Treated Effluent	< 40 Mg/Ln	11mg/L N	<0.2	

State-wide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total March 2017	Actual Total (YTD)
<b>Water Services</b>				
Water mains breaks	Per 100km/year	<30	0	2
Incidents of unplanned interruptions	Per 1000 connections/year	<50	0	0
Water quality related complaints	Per 1000 connections/year	<10	0	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
<b>Sewerage Services</b>				
Sewer mains breaks and chokes (blockages)	Per 100km/year	<25	0	1
Sewerage complaints – overflow on properties and odour	Per 1000 connections/year	<50	0	4
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	1	1
<b>Combined</b>				
Total water and sewerage complaints (any nature)	Per 1000 connections/year	<120	0	4

Burketown Water Treatment

- Total usage for March 2017: 10488 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.

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. This is ongoing.

### Sewerage Treatment Plant

- Blivet operating well.
- Monitoring of the ground water is ongoing.
- We have de-silted the Blivet due to sludge build up.
- Removal of vegetation in and on the sewer ponds ongoing.

### Water Reticulation

- Has been operating well.
- Testing are flushing are done now twice weekly. Mondays and Thursdays.
- Water usage is on the rise as the park sprinklers are back on and residents are starting to water due the high temperatures.

### Airport

- Work has commenced on the main strip to repair holes on edge of runway. This is ongoing as it depends on gravel and when staff are available.
- Location of underground service has been completed. We are now waiting on electrician to check the connection for the windsock.
- Tree lopper visited site to quote on the lopping of trees in the flight path. We are now waiting of quotes for the lopping to be done.
- Current NOTAM for the IWI (wind sock).

### Weather Station

- Currently operating well

### REX Airlines

- No major issues to date.

### Cemetery

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

7. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



Burke - Works for  
Queensland W4Q - Ci

1. Works for QLD monthly report

## Finance Officer Reports

### 09.02.01 Finance Monthly Update

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
DATE REPORT PREPARED:	11 April 2017
LINK TO COUNCIL PLAN/S:	Operational Plan, Budget

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

	Year to Date Actual \$	Annual Budget \$	Variance Over(Under) to date \$
<b>Operating Revenue</b>			
Rates & Charges	2,591,607	2,590,000	1,607
Less: Discount, Rebate & Remissions	- 57,854	- 61,000	3,146
	2,533,752	2,529,000	4,752
<b>Fees &amp; Charges</b>	78,102	100,000	- 21,898
Rental Income	165,440	230,000	- 64,560
Interest	195,156	314,000	- 118,844
Recoverable Works Revenue	374,097	925,000	- 550,903
Other Income	15,684	42,000	- 26,316
	828,479	1,611,000	- 782,521
Donations	1,364	1,000	364
Contributions	-	-	-
Subsidies & Grants	11,707,976	21,132,000	- 9,424,024
	11,709,340	21,133,000	- 9,423,660
<b>Total Operating Revenues</b>	<b>15,071,571</b>	<b>25,273,000</b>	<b>- 10,201,429</b>
<b>Operating Expenditure</b>			
Corporate Governance Costs	793,711	1,009,000	- 215,289
Administration Costs	2,013,841	2,184,000	- 170,159
Recoverable Works Expenses	667,318	770,000	- 102,682
Engineering Services	2,488,211	15,527,000	- 13,038,789
Utility Services Costs	635,287	729,000	- 93,713
Net Plant Operating Costs	- 625,516	- 1,083,000	457,484
Planning & Environmental Expenses	250,445	311,000	- 60,556
Community Services Costs	4,818,353	5,203,000	- 384,647
Finance Costs	11,798	14,000	- 2,203
Depreciation	2,862,659	3,730,000	- 867,341
Other Expenses	-	-	-
<b>Total Operating Expenditure</b>	<b>13,916,105</b>	<b>28,394,000</b>	<b>- 14,477,895</b>
<b>Operating result before Capital Revenue</b>	<b>1,155,466</b>	<b>- 3,121,000</b>	<b>4,276,466</b>
<b>Capital Items</b>			
Sale of Non current Assets	13,517	-	13,517
Contributions	-	-	-
Subsidies & Grants	1,295,765	4,120,000	- 2,824,235
<b>Net Result</b>	<b>2,464,748</b>	<b>999,000</b>	<b>1,465,748</b>

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

	Year to Date Actual \$	Pro rata Budget \$	Variance Over(Under) to date \$
<b>Operating Revenue</b>			
Rates & Charges	2,591,607	1,726,667	864,940
Less: Discount, Rebate & Remissions	- 57,854	- 40,667	- 17,188
	2,533,752	1,686,000	847,752
Fees & Charges	78,102	66,667	11,435
Rental Income	165,440	153,333	12,107
Interest	195,156	209,333	- 14,177
Recoverable Works Revenue	374,097	616,667	- 242,570
Other Income	15,684	28,000	- 12,316
	828,479	1,074,000	- 245,521
Donations	1,364	667	697
Contributions	-	-	-
Subsidies & Grants	11,707,976	14,088,000	- 2,380,024
	11,709,340	14,088,667	- 2,379,327
<b>Total Operating Revenues</b>	<b>15,071,571</b>	<b>16,848,667</b>	<b>- 1,777,096</b>
<b>Operating Expenditure</b>			
Corporate Governance Costs	793,711	672,667	121,044
Administration Costs	2,013,841	1,456,000	557,841
Recoverable Works Expenses	667,318	513,333	153,984
Engineering Services	2,488,211	10,351,333	- 7,863,122
Utility Services Costs	635,287	486,000	149,287
Net Plant Operating Costs	- 625,516	- 722,000	96,484
Planning & Environmental Expenses	250,445	207,333	43,111
Community Services Costs	4,818,353	3,468,667	1,349,686
Finance Costs	11,798	9,333	2,464
Depreciation	2,862,659	2,486,667	375,992
Other Expenses	-	-	-
<b>Total Operating Expenditure</b>	<b>13,916,105</b>	<b>18,929,333</b>	<b>- 5,013,229</b>
<b>Operating result before Capital Revenue</b>	<b>1,155,466</b>	<b>- 2,080,667</b>	<b>3,236,133</b>
Sale of Non current Assets	13,517	-	13,517
Contributions	-	-	-
Capital Subsidies & Grants	1,295,765	2,746,667	- 1,450,901
<b>Net Result</b>	<b>2,464,748</b>	<b>666,000</b>	<b>1,798,748</b>

Overview

Year to date results show an operating surplus of \$1, 1 million before capital revenue. The operating statement reflects a net surplus of \$2, 4 million after capital grants and subsidies. Capital grants are tied to specific capital projects not reflected in the statement of comprehensive income.

Rates & Utility Charges

Rates & Utility charges are on track with amended budget estimates.

### Fees and charges

Pro rata fees and charges at the end of March sat \$11,000 favourably above pro rata budget estimates. Regional Express Airlines (REX) turnaround service charges are on track with pro rata monthly estimates.

### Rental income

Pro rata rental income is still below pro rata estimates.

### Recoverable works revenue

Recoverable works revenue increased from the previous month mainly due to claims for RMPC works. Progressive RMPC claims should push actual figures closer to budget as we draw to the end of the year.

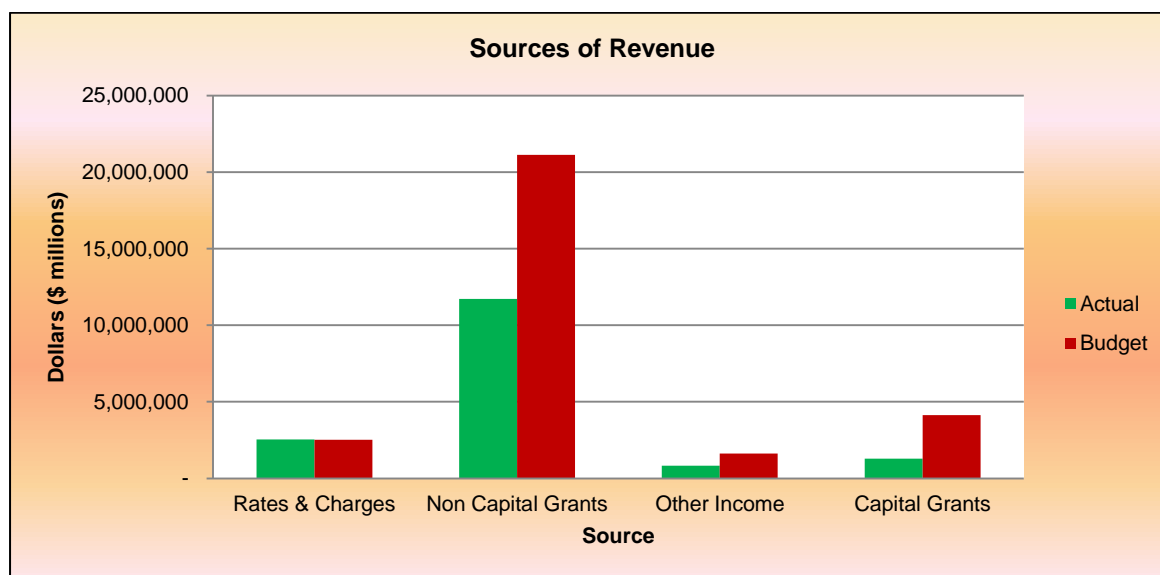
### Grants, Subsidies, Contributions and Donations

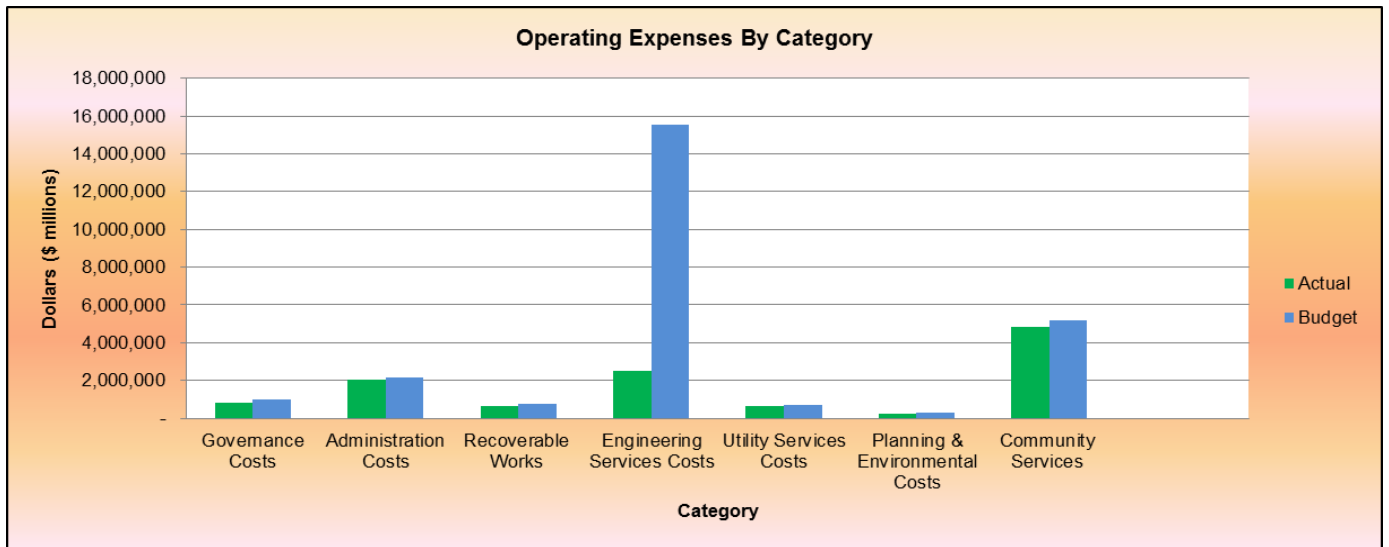
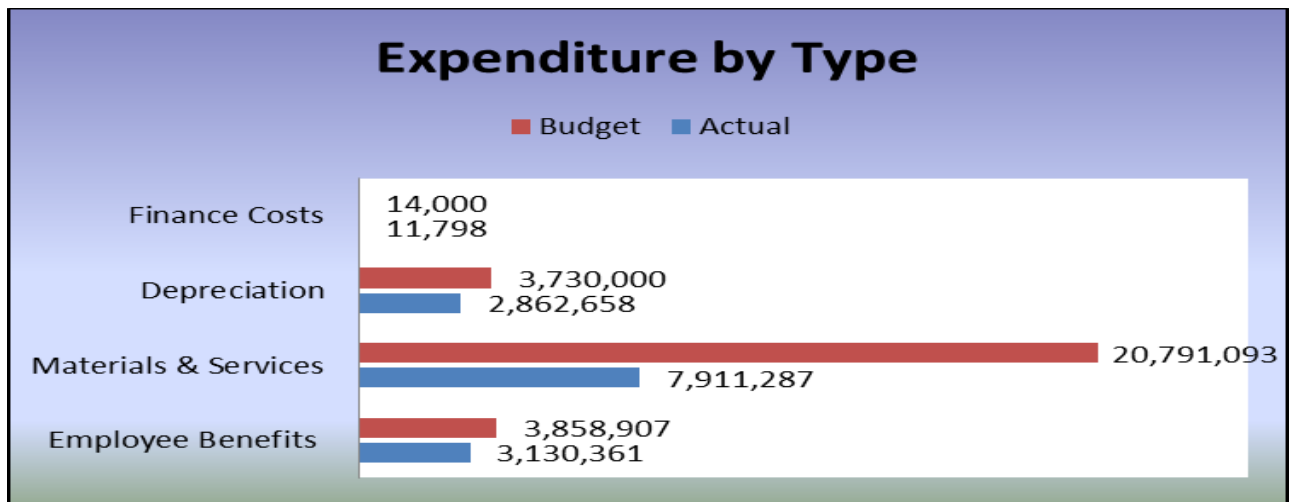
Recurrent grants, subsidies and contributions remain largely unchanged from the previous month. Overall most operating grant revenue streams are on track with budget with the exception of flood damage revenues.

### Capital revenue

Capital revenue increased slightly from the previous month due to the receipt of \$30K regional aviation upgrade capital revenue for the Gregory airport upgrade and \$87K under the roads to recovery roads program.

### Where has the money come from?



How has the money been spent?Expenditure by Type

## 3. BUSINESS UNITS

Summary

Program/Business Unit	Year to date actual revenue	Budgeted annual revenue	Variance	Year to date Actual Expenditure Incl Depreciation	Budgeted annual expenditure Including Depreciation	Variance
Water Utility Burketown & Gregory	383,253	384,000	- 747	602,000	620,000	18,000
Sewerage Utility Burketown	142,000	142,000	-	112,000	137,000	25,000
Garbage Utility Burketown & Gregory	96,000	95,000	1,000	152,000	220,000	68,000
Parks & Gardens (Incl Aquatic Centre & Multipurpose Courts)	1,600	2,000	- 400	375,000	456,000	81,000
Road Maintenance (Repairs & Maintenance Excl Capital works)	301,000	402,000	- 101,000	282,000	660,000	378,000
Roads Flood Damage NDRRA (Shire)	4,525,000	13,000,000	- 8,475,000	1,360,000	13,000,000	11,640,000

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	-	221,000	240,000	19,000
Water Utility Gregory	99,000	99,000	-	241,000	200,000	- 41,000
Sewerage Utility Burketown	142,000	142,000	-	80,000	92,000	12,000
Garbage Collection & Disposal Burketown	96,000	95,000	1,000	53,000	72,000	19,000
Garbage Collection & Disposal Gregory				22,000	35,000	13,000
Parks & Gardens (Incl Multipurpose Courts) Burketown	-	-	-	166,100	195,000	28,900
Parks & Gardens Gregory	-	-	-	54,000	80,000	26,000
Swimming Pool Operations (Burketown)	1,500	2,000	- 500	82,000	92,000	10,000
Plant Operation & Maintenance Costs (Registration, Fuel, Oil)	-	-	-	549,000	782,000	233,000
Housing	165,000	230,000	- 65,000	215,000	160,000	- 55,000

Gregory water utility expenditure has exceeded budget estimates due to unanticipated treatment plant issues.

Housing maintenance and operational costs have exceeded budget estimates, significant expenditure is required for housing maintenance as per asset management data collected earlier in the year.

Flood damage repairs under the 2015-16 financial year event will recommence towards the end of June consequently total flood damage revenue and expenditure will be significantly lower than forecast as works will be carried forward and completed in the 2017-18 financial year and corresponding revenue will be received in the 2017-18 year as works are completed.

## 4. ROADS PROGRAM

Summary

Program	Actual YTD Revenue/Funding	Budgeted Revenue/Funding	Variance	Actual YTD Expenditure	Budgeted Expenditure	Variance
RMPC	461,784	895,000	- 433,216	650,000	745,000	95,000
NDRRA 15-16 Flood Event	4,525,000	13,000,000		1,360,000	13,000,000	11,640,000
Shire Road Maintenance	302,000	402,000	- 100,000	211,000	480,000	269,000
TIDS	221,000	1,200,000	- 979,000	1,943,000	2,400,000	457,000
Roads to Recovery	310,000	645,000	- 335,000	342,000	802,000	460,000
Town Streets Maintenance	-	-	-	70,000	180,000	110,000

TIDS Program

Road Project	YTD Expenditure	Budgeted Expenditure	Under/Over Budget	Complete Y/N
<b>TIDS 16-17</b>				
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	22,400	42,000	19,600	Y
Doom East Rd Reseal	439,141	380,000	- 59,141	Y
Floraville Rd (TIDS) patching & Resealing	3,973	432,000	428,027	N
<b>Total TIDS 2016-17</b>	<b>\$ 1,926,274</b>	<b>\$ 2,400,000</b>	<b>\$ 473,726</b>	

Roads to Recovery Program

Road Project	YTD Expenditure	Complete Y/N
<b>R2R 16-17</b>		
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	667	N
<b>R2R 16-17 Total</b>	<b>\$ 342,301</b>	

The majority of Reseal works under the R2R program are completed with the exception of stabilisation works on Floraville road and completion of reseal works on Burke street and airport road. Works on Floraville road under TIDS and R2R will be completed before 30 June 2017.

## 5. SIGNIFICANT VARIANCE ANALYSIS (Operational)

Revenue/Program	Variance Over (Under) \$000	T/P	Analysis of significant variances
Legend: T/P - timing/permanent			
Rates & Utility Charges	1,607		<p>Nil significant variance</p> <p>On Track with budget estimates</p>
Interest Revenue	(118,844)	T/P	<p>Interest earnings are below annual budget estimates, interest rates still low, interest earnings lower than anticipated</p> <p>Nil permanent variance</p>
Recoverable works Revenue	(550,903)	T	<p>Recoverable works revenue has a variance of \$551K due to timing of completion of RMPC works</p> <p>Nil significant permanent variances</p>
Capital Grants TIDS Program NDRRA Program Roads to Recovery Program	(2,824,235)	T	<p>Capital Grants have a variance of \$2.8 million mainly due to timing of TIDS and Roads to recovery revenue recognition/receipt</p> <p>TIDS Claims to be lodged in April bringing actuals closer to budget</p> <p>Nil significant permanent variances</p>
<b>Expense</b>			
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	106,044	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Administration costs	557,841	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Recoverable works	153,984	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Engineering services	220,000	T/P	<p>Housing operations &amp; maintenance have exceeded budget estimates by 55K with significant housing maintenance requirements to meet.</p>
Utility Services Costs	149,287	T	<p>Nil significant permanent variances, variances relate to timing</p> <p>Additional expenditure required for the Gregory Water treatment plant has resulted in budget variance (budget exceeded by \$41K), budget adjustment required to cover the additional expenditure due to recurring issues at the water treatment plant</p>
Plant Operation	96,484	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Planning & Environmental Services	43,111	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Community Services Costs	1,349,686	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing

## 6. VARIANCE ANALYSIS (Capital Works)

Description	Type	B/Fwd 15/16	Annual Budget	Year to Date Actual Expenditure	Variance Over (Under) to date	Project Phase %	Budgeted Grants & Asset Sale Proceeds	Year to Date Actual Grants & Asset Sale Proceeds	Year to Date Movement Comments
<b>LAND</b>		<b>39,952</b>	<b>54,000</b>	<b>18,788</b>	<b>35,212</b>		<b>-</b>	<b>-</b>	
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%	-	-	
<b>BUILDINGS</b>		<b>-</b>	<b>487,000</b>	<b>29,745</b>	<b>457,255</b>		<b>120,000</b>	<b>20,000</b>	
House Purchase	New Capital		200,000	-	200,000	0%	-	-	
Visitor Information Centre	Renewal		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	Renewal		60,000		60,000	0%	-	-	
						100%	20,000	20,000	Stronger Communities Grant for Gregory Hall renovations completed in 15-16 financial year
<b>OTHER STRUCTURES</b>		<b>62,032</b>	<b>918,000</b>	<b>140,131</b>	<b>777,869</b>		<b>465,000</b>	<b>-</b>	
Mineral Baths	New Capital	18,032	50,000	-	50,000	1%	-	-	
Gregory Solar Array	New Capital	14,000	731,000	4,800	726,200	1%	365,000	-	Within budget
Boat Ramp Widening & Wharf Car Park Upgrade	Upgrade	29,000	-	10,560	- 10,560	1%	-	-	
Tennis Court Resurfacing	Renewal	1,000	37,000	36,261	739	100%	-	-	funding received previous year
Landfill Improvements (Fencing, signage, bunding)	New Capital		100,000	63,510	36,490	30%	100,000	-	
Pontoon	New Capital			25,000	- 25,000	100%	-	-	Balance of project expenditure total from previous year
<b>PLANT &amp; EQUIPMENT</b>		<b>-</b>	<b>998,000</b>	<b>488,566</b>	<b>509,434</b>		<b>326,000</b>	<b>75,604</b>	
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
<b>ROAD INFRASTRUCTURE</b>		<b>94,000</b>	<b>4,768,000</b>	<b>2,371,651</b>	<b>2,396,349</b>		<b>3,535,000</b>	<b>443,000</b>	
Doomadgee East Road - Rehabilitation (TIDS)	Renewal		960,000	961,580	- 1,580	100%	480,000	-	On track - TIDS project complete
Doomadgee East Road - Reseal (TIDS)	Renewal		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)	Renewal		42,000	17,029	24,971		21,000	-	
Floraville Road Reseal (TIDS)	Renewal		432,000	3,973	428,027		216,000	-	Works underway
Burketown Airport Apron Reseal & Line Marking (TIDS)	Renewal		144,000	79,820	64,180		72,000	-	Completed within budget
Floraville Road Reseal (ATSI TIDS)	Renewal		266,000	-	266,000		133,000	-	Nil expenditure to date
Burketown Streets Patching (R2R)	Renewal		32,000		32,000		32,000	-	Nil expenditure to date
Burketown Streets Reseal, Concrete Drains (R2R)	Renewal		410,000	342,000	68,000		410,000	222,000	Year to date expenditure is within Budget
Floraville Road Rehabilitation (R2R)	Renewal		360,000		360,000		360,000		Works underway
Gregory Lawn Hill Road (Drought Communities)	Renewal	94,000		-	-		100,000		Program changed to Lawn Hill National Park Road
Lawn Hill National Park Road Resheeting (Drought Communities)	Renewal		1,300,000	86,490	1,213,510		1,300,000		Within Budget
<b>SEWERAGE INFRASTRUCTURE</b>		<b>5,000</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>		<b>-</b>	<b>-</b>	
Passive Lagoons Design Work	Upgrade	5,000	50,000	-	50,000				
<b>TOTAL CAPITAL WORKS</b>			<b>7,275,000</b>	<b>3,048,881</b>	<b>4,226,119</b>		<b>4,446,000</b>	<b>538,604</b>	

## 7. STATEMENT OF FINANCIAL POSITION

	2016 - 17 Year to date Actual	2016 - 17 Annual Budget	Actual as at 30 June 2016
<b>Assets</b>			
Current assets			
Cash and cash equivalents	12,910,096	9,856,488	11,866,862
Trade and other receivables	1,676,097	600,000	980,112
Inventories	197,423	193,943	193,943
Other financial assets	357,329	205,483	-
<b>Total current assets</b>	<b>15,140,945</b>	<b>10,855,914</b>	<b>13,040,917</b>
Non-current assets			
Property, plant and equipment	133,452,178	136,577,658	133,383,655
<b>Total non-current assets</b>	<b>133,452,178</b>	<b>136,577,658</b>	<b>133,383,655</b>
<b>Total assets</b>	<b>148,593,123</b>	<b>147,433,572</b>	<b>146,424,572</b>
<b>Liabilities</b>			
Current liabilities			
Trade and other payables	798,635	1,031,337	1,087,337
Borrowings	-	-	-
Provisions	82,232	175,794	119,795
Other current liabilities	-	-	-
<b>Total current liabilities</b>	<b>880,867</b>	<b>1,207,131</b>	<b>1,207,133</b>
Non-current liabilities			
Trade & Other Payables	-	-	-
Interest Bearing Liabilities	-	-	-
Provisions	639,954	619,885	609,885
Other	-	-	-
<b>Total non-current liabilities</b>	<b>639,954</b>	<b>619,885</b>	<b>609,885</b>
<b>Total liabilities</b>	<b>1,520,821</b>	<b>1,827,016</b>	<b>1,817,017</b>
<b>Net community assets</b>	<b>147,072,302</b>	<b>145,606,556</b>	<b>144,607,555</b>
<b>Community equity</b>			
Asset revaluation reserve	76,038,657	76,038,657	76,038,657
Retained surplus	71,033,645	69,567,899	68,568,898
Other Reserves	-	-	-
<b>Total community equity</b>	<b>147,072,302</b>	<b>145,606,556</b>	<b>144,607,555</b>

Cash and cash equivalents

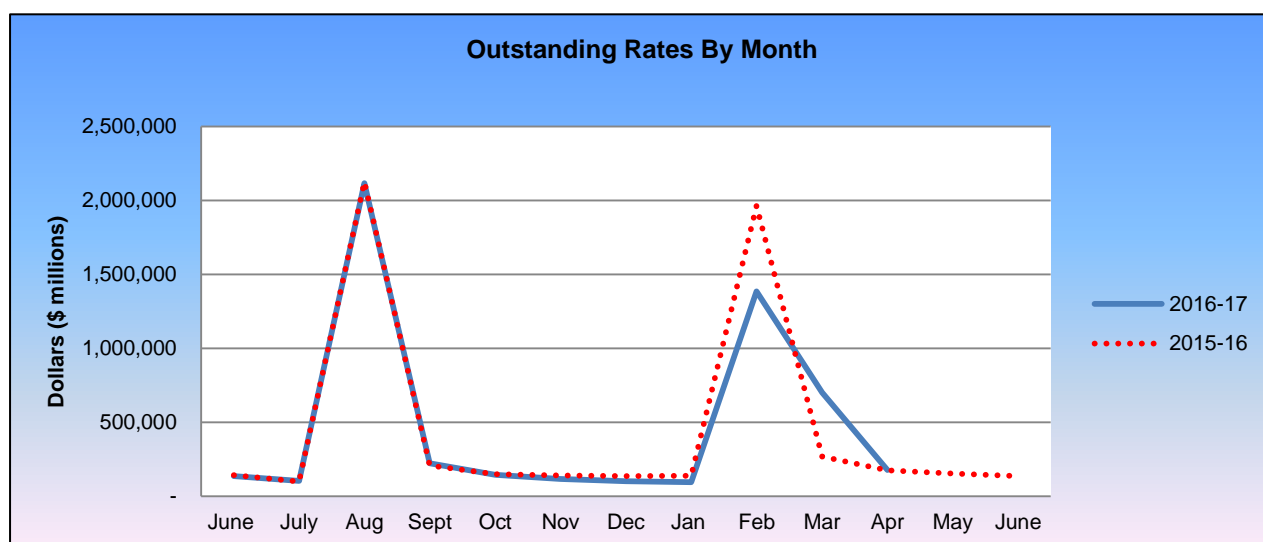
Since June 2016 Councils total equity has increased to \$147 million from \$144 million at the start of the year. Cash balances at the end of March sat at \$12, 9 million against a annual budget forecast of \$9.8million. Total current assets have increased from \$13 million at the start of the financial year to \$15 million at the end of March 2017.

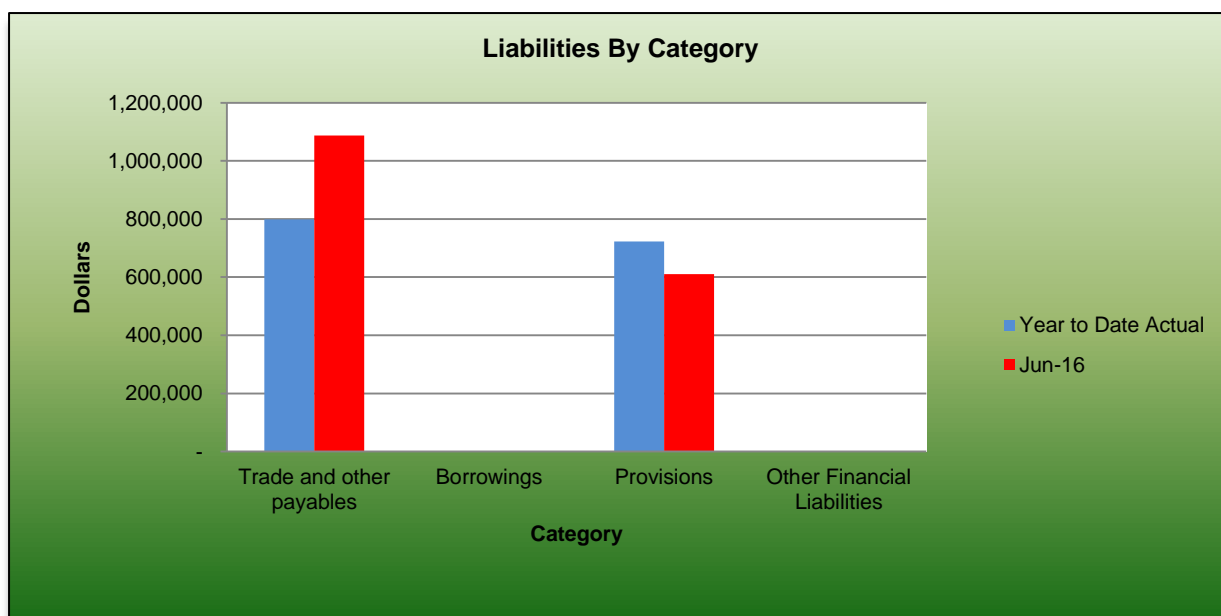
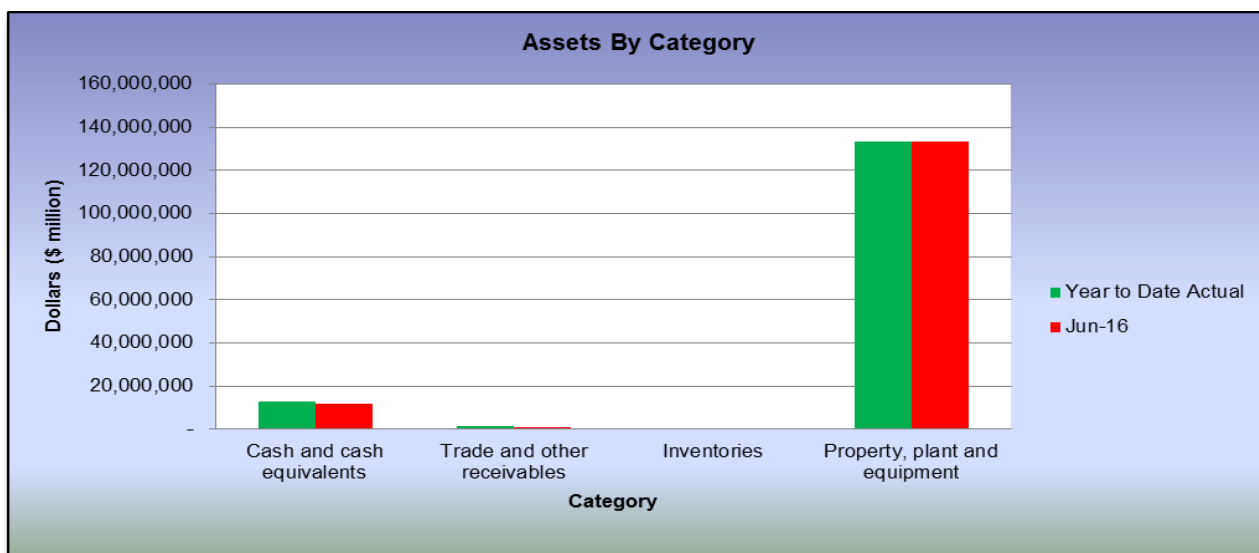
Cash holdings at the end of the month

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	\$ 12,122,516	\$ -	\$ -	\$ 787,021	\$ 12,909,537
Apr-17	\$ -	\$ -	\$ -	\$ -	\$ -
May-17	\$ -	\$ -	\$ -	\$ -	\$ -
Jun-17	\$ -	\$ -	\$ -	\$ -	\$ -

Trade and other receivables

Rates receivables at the end of March decreased to \$700K from \$1,385,000 at the end of February as rates payments were received. Outstanding rates fell to \$177K in the first fortnight of April.





Council's current assets at the end of March exceed current liabilities reflecting sufficient capacity to offset short term obligations. Valuation of non current assets is underway in preparation for end of year financial statement processes.

#### 8. 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	17	Yes
Asset sustainability ratio	>90%	101%	Yes
Net Financial liabilities Ratio	<60%	-90.37%	Yes
Operating surplus ratio	Between 0 and 10%	8%	Yes
Capital Expenditure Ratio	1:1	1.22	Yes

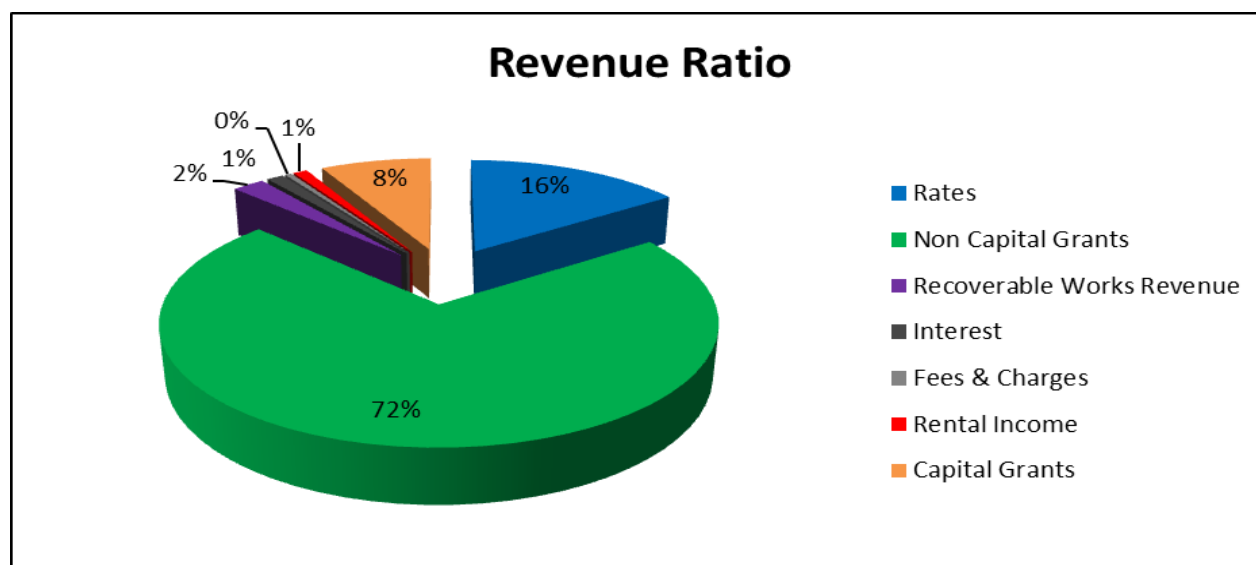
The Current ratio: Measures Council's ability to meet short term obligations from cash and liquid financial assets- Councils ratio at the end of March indicates an ability to offset short term obligations from liquid financial assets.

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 March 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 March indicates sufficient operating revenue to cover current liabilities however it is important to also consider Councils revenue ratios.

Revenue ratios at the end of March 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 March account for 20% of Councils total operating revenue therefore Council must continue monitoring and establishing strategy to effectively manage operational and unfunded capital expenditure to ensure financial sustainability.



#### 9. 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)
\$3,518	Debt to be repaid by 30.08.17	CEO

## 10. STATEMENT OF CASH FLOW

	Actual Year to Date \$	Annual Budget \$
<b>Cash flows from operating activities</b>		
Receipts from customers	1,944,839	3,797,863
Payments to suppliers and employees	- 11,349,641	- 24,681,234
	- 9,404,802	- 20,883,371
Interest received	195,156	314,000
Rental income	165,440	230,000
Non capital grants and contributions	11,709,339	21,133,000
Borrowing costs	-	-
<b>Net cash inflow (outflow) from operating activities</b>	<b>2,665,133</b>	<b>793,629</b>
<b>Cash flows from investing activities</b>		
Net payments for property, plant and equipment	- 3,497,682	- 7,250,000
Grants, subsidies, contributions and donations	1,295,765	4,120,000
Proceeds from sale of property plant & equipment	580,018	326,000
<b>Net cash inflow (outflow) from investing activities</b>	<b>- 1,621,899</b>	<b>- 2,804,000</b>
<b>Cash flows from financing activities</b>		
Proceeds from borrowings	-	-
Repayment of borrowings	-	-
Repayments made on finance leases	-	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>-</b>	<b>-</b>
<b>Net increase (decrease) in cash and cash equivalents held</b>	<b>1,043,234</b>	<b>- 2,010,371</b>
<b>Cash and cash equivalents at the beginning of the financial year</b>	<b>11,866,862</b>	<b>11,866,859</b>
<b>Cash and cash equivalents at end of the month</b>	<b>12,910,096</b>	<b>9,856,488</b>

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 flow forecasts will need to be adjusted to reflect the timing of receipt of significant flood damage revenue and expenditure on restoration of essential road assets.

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 March resulting in a net increase of cash by 1 million to a total cash balance of \$12.9million from the beginning of the financial year.

## 11. OFFICER'S RECOMMENDATION

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

## ATTACHMENTS

Nil

## 11. Chief Executive Officer Reports

<p>11.01 Chief Executive Officer Report 11.02 Operational Plan 2016-17 Report Q3</p>
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## Chief Executive Officer Reports

### 11.01 Chief Executive Officer Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe; CEO
DATE REPORT PREPARED:	13 April 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

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#### 1. COMMUNICATION

- **Councillor updates** for the reporting month (as emailed on an ‘as happened’ basis during the month) are included in the attachment. Councillors who would like a printed copy can arrange through the Executive Assistant.
- **Council snapshot:** this new communication initiative, which highlights topics from a council meeting, was introduced to councillors by way of the councillor update in early April, then distributed by public notice. Going forward it will be prepared and publicly released at the same time as the minutes.

#### 2. SUBMISSIONS

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

Topic	Details / Comment	Date submitted	Submitted to	Submitted by	Attach (Y/N)
<b>Pest Management</b>	Pest Management Capabilities Survey of Australian local government	21-Mar-17	Animal Control Technologies (Australia) Pty Ltd	Russell Cunningham	Y
<b>Electoral Boundaries</b>	Redistribution of the State’s Electoral Districts	27-Mar-17	Queensland Redistribution Commission	CEO	Y
<b>IQ-RAP</b>	Support for the Inland Queensland Roads Action Plan (IQ-RAP)	27-Mar-17	Hon Darren Chester MP Minister for Infrastructure and Transport	Mayor	Y
<b>ICT (information and communication technology)</b>	Survey - Research to understand perspectives on enterprise software solutions and IT services	04-Apr-17	University of Technology Sydney (UTS)	Ferne Clarke	Y

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### 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, most reporting on these instruments will be via 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 not captured. The proposed changes will remove duplication but increase coverage and provide a clear record of compliance.

\* A **draft** of the register of instruments of governance and monthly compliance report is attached to the operational plan report Q3 as reported at this meeting (ordinary meeting 20 April 2017)

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>23/03/17: first and second quarterly reports presented to Council – operations tracking extremely well considering workload, turnover and other challenges</p> <p>20/04/17: third quarter report presented to council</p>	On track

Planning Docs	Comments	Status
<p>Local Government Area Biosecurity Plans</p> <p><i>Portfolio: Cr Camp (ex officio), Cr Clarke and Cr Murray.</i></p>	<p>15/09/16: Council adopted delegations under the Biosecurity Act 2016.</p> <p>27/09/16: EO met with Nathan Morgan to discuss development of the Biosecurity Plan for BSC which is now required by legislation</p> <p>22/09/16: Nathan Morgan was invited to attend Ordinary meeting to present to Council however the visit was deferred due to Assistant Minister Howard's visit.</p> <p>25/10/16: Nathan Morgan made a presentation to the ordinary meeting of Council.</p> <p>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
Budget 2016-17	<p>21/07/16: Budget and setting of rates, fees &amp; 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"> <li>Budget review adopted at January ordinary meeting (decision 170119.17)</li> <li>Next budget review planned for May 2017</li> </ul>	On track

Planning Docs	Comments	Status
<p>Budget 2017-18</p> <p><b>Councillors &amp; staff</b> your attention is drawn to the proposed budget preparation milestones that require your input/attendance</p>	<p>Preparation milestones completed:</p> <ul style="list-style-type: none"> <li>• Dec 2016: DCEO ran corporate plan workshops with all staff teams</li> <li>• Feb 2017: FM ran activity based (or 'bottom up') budget workshops with all staff teams, as well as with councillors. Roads funding workshop also delivered to councillors and executive.</li> <li>• 27 Mar 2017: corporate plan review - executive</li> </ul> <p>Preparation milestones planned:</p> <ul style="list-style-type: none"> <li>• 19 April 2017: Councillor workshop – corporate plan, capital projects, rates modelling</li> <li>• 05 May 2017: deadline for staff teams to complete their activity based budgets and submit to FM</li> <li>• 12 &amp; 15 May 2017: FM &amp; CEO meet to interrogate functional area submissions and prepare information for councillor workshop</li> <li>• 19 May 2017: councillor workshop – operational plan and budget</li> <li>• (26 May – 2 June: opportunity for public consultation on direction/ prioritisation of projects etc. )</li> <li>• 8 June 2017: budget document distributed to council with June ordinary meeting agenda papers</li> <li>• 14 June 2017: half day (afternoon) workshop EMT and councillors – budget documents</li> <li>• 15 June 2017: adoption of budget (NB: timeline allows for deferral of adoption of budget should further work be required that necessitates a Special meeting before the end of June).</li> </ul>	<p>On track</p>

Planning Docs	Comments	Status
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 to review the BCP and register.</p> <p>23 March 2017: council adopted business continuity plan V3 – decision 170323.27</p>	On track
Local Disaster Management Plan (LDMP) 2016-2017	<p>22/09/16: Council received and adopted review report and updated 2016/17 LDMP at Ordinary meeting.</p> <p>21/11/16: meeting held</p> <p>17/02/17: informal LDMP teleconference held ahead of Cyclone Alfred</p> <p>17 May 2017: proposed date for next LDMP</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"> <li>June/July 2017: date TBA</li> <li>06 October 2017</li> </ul> <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.

The following projects that are currently underway have been removed from the CEO report. Philip Keirle, Governance and Project Manager, is lead officer for these projects and will report their progress to Council:

- Gregory Water Treatment Project Solar Power (including ILUA)
- Burketown Wharf Boat Ramp Upgrade (including ILUA)

Current Projects	Comments	Status
Economic Development Queensland (EDQ) – development projects post Burketown ILUA	<p>Council has entered into a development management agreement (DMA) with EDQ to develop land for sale in Burketown. Ministerial approval has been granted to sell land by private treaty. Burketown Development Committee meet weekly by teleconference to progress this project. Refer decisions:</p> <ul style="list-style-type: none"> <li>• 4-8-16 (Special) decision 160804.04 delegations to Burketown Development Committee and CEO to finalise DMA, marketing strategy, land lease and other documents</li> <li>• 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 (remove erosion control industrial area)</li> </ul> <p>12 April 2017: marketing of 9 blocks went live ahead of the Easter long weekend.</p>	On track
Burketown Cultural History Project	Manuscript is drafted, council has allocated a budget (Jan 2017) and chosen a publisher (Mar 2017). Currently negotiating with author to update manuscript.	Nearing completion
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.	Monitor
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 however more information is required for a like for like comparison and recommendation.	Carry forward to 17-18
Sewerage Treatment Plant Re-design	July 2016: Council has provided \$80,000 in the 2016/17 budget for design work.	Carry forward to 17-18
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.	Carry forward to 17-18
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. Further updates were adopted in March 2017, and the Strategy was subsequently released for public consultation.</p> <p>Gregory land fill is subject to land tenure – which is on track with registration of Gregory ILUA currently in progress.</p> <p>No update re Doomadgee regional waste facility</p>	Monitor – to be tasked to new position of EMWI

## 6. DISASTER MANAGEMENT

Disaster management responsibilities will be reported through the activities of the LDMG – these are covered in the operational plan and the governance calendar and will be captured in the governance instruments register in 17-18.

## 7. MEETINGS/CONFERENCES/DELEGATIONS

Following is a record of elected member, CEO and senior executive staff engagement with stakeholders and departments, and attendance at meetings, conference and other events, during the reporting month. A calendar of future meetings is provided as an attachment.

GOVERNANCE CALENDAR – 01 to 31 March 2017			
Wed, 1-Mar-17	MMG Century Mine Sale	Teleconference	Mayor, Deputy, Cr Clarke, CEO & DCEO
Thu, 9-Mar-17	NWQROC (North West Qld Regional Organisation of Councils)	Julia Creek	Mayor, Deputy Mayor, Cr Clarke and A/CEO

GOVERNANCE CALENDAR – 01 to 31 March 2017			
Fri, 10-Mar-17	RRTG (Regional Roads Transport Group)	Julia Creek	Mayor, Deputy Mayor, Cr Clarke and A/CEO
Tue, 14-Mar-17	Regional Pest Management Sub-committee prioritisation workshop	Cloncurry	Cr Clarke and CEO
Wed, 15-Mar-17	DNRM consultation session - Draft water plan for the Great Artesian Basin and other regional aquifers	Burketown - Nijinda Durlga	Community
Thu, 23-Mar-17	Council Meeting	Burketown - Nijinda Durlga	Councillors, Management and EA
Thu, 23-Mar-17	Council Meeting	Burketown - Nijinda Durlga	Councillors, Management and EA
Wed, 29-Mar-17	Affordable Housing Masterclass 2017	Brisbane	Cr Murray and GPM
Wed, 29-Mar-17	5th Local Government Financial Sustainability Summit	Cairns	Mayor, Deputy Mayor, CEO and FM
Thu, 30-Mar-17	5th Local Government Financial Sustainability Summit	Cairns	Mayor, Deputy Mayor, CEO and FM

#### 8. OFFICER'S RECOMMENDATION

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

#### ATTACHMENTS

1. Governance calendar – future meetings



2. Councillor updates - as emailed for the reporting month
3. Submissions – as lodged during reporting month



Pest Management Survey.pdf



170327 Submission - 170327 Support for electoral boundaries.



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## Chief Executive Officer Reports

### 11.02 Operational Plan 2016-17 Report Q3

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer
DATE REPORT PREPARED:	12 April 2017
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17 (this plan links to the other governance and financial instruments of the local government)

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#### 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 was submitted to the March ordinary meeting along with the report for the second quarter.

Council received the 2016-17 quarter 1 and 2 reports by way of decision 170323.24, and endorsed a list of amendments. The plan was updated on 12 April 2017 to reflect these amendments being:

- 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

The report for the third quarter (01 January to 31 March 2017) is attached.

#### 3. PROPOSAL

It is proposed that Council receives the report as presented.

#### 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 &amp; 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 to reduce duplication, increase efficiency and improve both delivery and reporting beginning with a review of the format for 17-18.
- As part of this staged process, a register of instruments of governance is under development with the intention that this will form part of the 2017-18 operational plan, and compliance will be reported monthly to Council via the CEO report. The **working draft** of this document is **attached** for the interest of Councillors. In 2017-18 there will only need to be one line in the operational plan that refers to this register.

- 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 12 April 2017.
- Further recommendations for 2017-18
  - 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)

9. OFFICER'S RECOMMENDATION

That Council notes the content of this report and its attachments, and receives the CEO's attached assessment of progress towards implementing the annual operational plan 2016-17 for the third quarter (January to March 2017).

ATTACHMENTS

1. DRAFT – working document – Register of Instruments of Governance/ Monthly Compliance Report



170420-A  
Governance Instrume



170420-A Op Plan  
Q3 report.pdf

2. Annual operational plan 2016-17 3rd quarterly report



160721 - BSC  
Operational Plan 2016

3. Annual operational plan 2016-17

## 12. Corporate Services

<p>12.01.01 Deputy Chief Executive Officer Report 12.01.02 HRM-POL-012 – RDO and Flexibility Policy 12.02.01 Executive Officer Report</p>
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## Deputy CEO Reports

### 12.01.01 Deputy Chief Executive Officer Report

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DEPARTMENT:	Corporate and Community Services, Human Resources, WH&S
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	4 April 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

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#### 1. TOWN PLANNING SCHEME

Council adopted flood height levels for Burketown at the March 2017 Ordinary Council meeting and can now proceed to public consultation. The DCEO and ADCEO are working with DILGP and Liz Taylor, Council's town planning consultant, to arrange for the scheme and appropriate supplementary material to be made available (electronically and in hard copy) to interested stakeholders.

Public consultation sessions in Burketown and Gregory are being planned for early May as part of this 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 funds to complete this project.</p> <p>March 2017 – TDDI applications currently with minister pending decision</p>

	April 2017 – Received a call from TDDI administrator to clarify details of application. At this stage application is still live, but funding round was oversubscribed. Still waiting on a decision.
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### 3. HUMAN RESOURCES UPDATE

#### Staff Changes – Departures:

Rita Elliott, Casual Administration Officer, resigned effective 24 March 2017

Staff Changes – Appointments: Apryl Ford has commenced as a casual Administration Officer

#### Vacancies:

- Council is continuing to advertise the Executive Manager of Works and Infrastructure role nationally. The role currently closes mid-April.
- The ADCEO is preparing position descriptions in order to advertise the following roles:
  - Works Manager (to be widely advertised)
  - HR & Workforce Development Manager (to be widely advertised)
  - Administration and Community Services Coordinator (to be advertised internally)
  - Community Development and Tourism Officer (to be widely advertised)
    - These roles will commence advertising through April and May

#### Other Changes:

Ross Higgins is temporarily acting as Deputy CEO while Nils Hay is on leave.

#### Enterprise Bargaining:

An initial meeting between staff representatives, Council management and unions is to take place on May 16 in Burketown to commence the enterprise bargaining process. Council has issued a Notice of Intent to Bargain to relevant unions, with a number confirming their attendance at the May 16 meeting.

The DCEO is working with LGAQ, who will assist Council in this process. The previously draft Certified Agreement that Council had prepared under the old Award is being reviewed and revised.

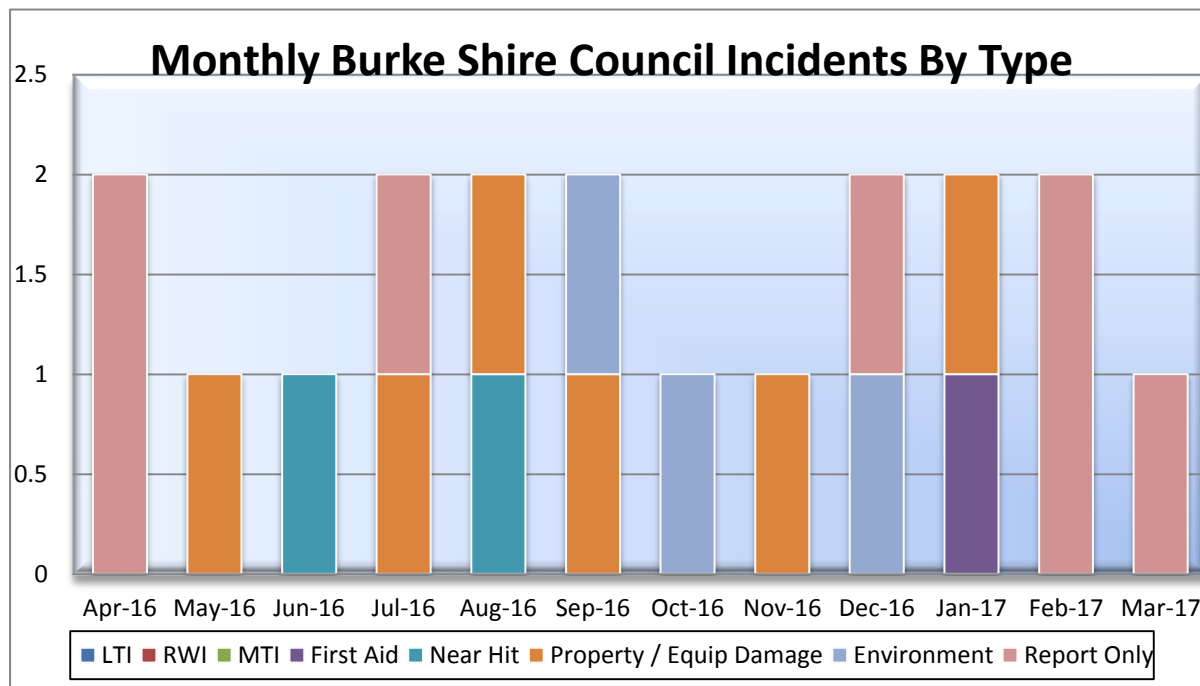
#### Training:

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
- Relevant staff are continuing to logging the necessary 20 hours of practical time for traffic management licencing
- The Parks and Gardens team underwent team building training
- Ray Egan attended RMPC training in Cloncurry on April 5 and 6
- Management and Supervisors are completing a leadership and management skills assessment in April in order to better direct future leadership training resources
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

#### 4. WORKPLACE HEALTH AND SAFETY

There was one report-only incident during the month of March 2017 resulting from a worker being accidentally sprayed with cold emulsion while unblocking a line on the jetpatcher.



March also saw the completion of Council's first third-party WHS audit, undertaken by John Egan from Local Government Workcare. Council achieved a rating of 70.6% (which earns us a Bronze Award under LGW's system).

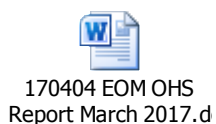
This is an exceptional result for a small local government like Burke Shire and testament to an improving safety culture and the hard work of our WHS Coordinator. It also means that we have achieved the benchmark required to retain unconditional traffic management registration. A copy of the audit report is attached.

#### 5. OFFICER'S RECOMMENDATION

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

#### ATTACHMENTS:

1. March 2017 WHS Report



2. LGW External WHS Audit Report



## Deputy CEO Reports

### 12.01.02 HRM-POL-012 – RDO and Flexibility Policy

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

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#### 1. PURPOSE

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

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

The report was submitted to the January 2017 Council Meeting but the item was deferred.

#### 3. PROPOSAL

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

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

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

#### 5. POLICY & LEGAL IMPLICATIONS

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

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

##### 7. Objectives

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

- a) To improve productivity and efficiency at Burke Shire Council in order that Council produces works and services that are competitively priced;*

- b) *To facilitate greater flexibility of working arrangements within the framework of this Agreement...*

19. Time off in lieu of overtime

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

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

33. Accrual of Rostered Days off During Paid Leave

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

6. CRITICAL DATES & IMPLICATIONS

The review of this policy is overdue; this meeting would be an appropriate time to complete this review process.

7. CONSULTATION

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

8. CONCLUSION

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

9. OFFICER'S RECOMMENDATION

That Council:

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

ATTACHMENTS

1. HRM-POL-012 RDO and Flexibility Policy (Review)



HRM-POL-012 RDO  
and Flexibility Policy (

## Executive Officer Reports

### 12.02.01 Executive Officer Report

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Ferne Clarke; Acting Executive Officer
DATE REPORT PREPARED:	18 April 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

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#### 1. COMMUNITY DEVELOPMENT & EVENTS

##### 2017 Council Run Events Schedule

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

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See attachment 1 to view Burke Shire's full schedule of events.

##### CDO Position

This position is currently vacant with the Acting Executive Officer picking up oversight and maintaining carriage of the CDO activities. A recruitment process is planned for end of April.

##### Anzac Day

Final planning is being completed. Acting DCEO Ross Higgins will have the lead on the day of the ceremony whilst the Acting EO is on leave.

##### Morning Glory Festival

The Acting EO is taking carriage until the CDO recruitment process is completed.

##### Social Media

Council is currently participating in a LGQA social media management pilot. LGQA have provided access to a platform called Social Studio that plugs into our Facebook page. The purpose of the Social Studio is to boost the media presence of Council's Facebook page, listen to what people are saying about council and performance of Council communication.

To view Councils Facebook report see attachment 2.

##### Newsletter

The drafting stage for the next newsletter has begun, the main stories will be Australia Day, ANZAC Day, the Fiber Optic Opening Ceremony, the Morning Glory Festival and the new GSD signs.

### Donations

Council has received Donation Requests from the Gregory Jockey Club for the Gregory Races and the North West Canoe Club for the Gregory Canoe race. Works and Administration have received instructions for action of the in-kind donation activities.

#### 2. EHO

Council is working to cost split travel with Carpentaria Council when the EHO does his annual renewal trip for Food Licences in region. This will have two benefits.

- a) Reduce the cost burden for both Councils
- b) Streamline the renewal process for Business's who serve food.

#### 3. LIBRARY

The Library has undertaken an audit of expired memberships and updated its members to reflect active members only. The significant trend of increasing library visitors and computer usage continues with tourist season eminent.

See attachment 3 for the March Library Report

#### 4. WEBSITE AND WI-FI

Work on Council web site update continues, with final pictures and text being scoped.

Promotion of the free WiFi service on Council's Facebook Page has commenced. Dedicated targeting for tourism audience over the winter months is planned.

See attachment 4 for the Free WiFi Report for March 2017.

#### 5. RECORDKEEPING

An audit on the BCS is due in April, which will be undertaken by CorpMem. Three destruction runs have been completed in a targeted approach to increase storage in the Archive Room. Record Storage is an on-going issue for Council and a resource has been allocated to undertake destructions.

See attachment 5 for the CorpMem March Report

#### 6. INFORMATION TECHNOLOGY

Critical outage occurred on 11 April 2017. The outage included all ITC; it was triggered by Telstra's failure to complete an accurate rollback of systems after failing to install the new TIPT phone system. Limited systems functionality is available whilst Telstra work with Councils other providers to operationalise our systems. A brief will be provided in the next report.

See attachment 6 for the Civica March 2017 Report.

#### 7. OFFICER'S RECOMMENDATION

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

## ATTACHMENTS

- |                                   |  |
|-----------------------------------|--|
|                                   |    |
|                                   | Appendix 1.docx  |
| 1. Burke Shire Schedule of Events |  |
|                                   |    |
|                                   | Burke Facebook -<br>Monthly Report.pptm  |
| 2. Social Media Report            |  |
|                                   |    |
|                                   | April Library<br>Report.xlsx   |
| 3. Library Report                 |  |
|                                   |    |
|                                   | Free WiFi Report.pdf   |
| 4. Free WiFi Report               |  |
|                                   |    |
|                                   | CorpMem Report Mar<br>2017.pdf   |
| 5. CorpMem Report                 |  |
|                                   |  |
|                                   | Civica Mar 2017<br>report.pdf  |
| 6. Civica Report                  |  |

### 13. Late Reports

No late reports were submitted for this meeting.

### 14. Mayoral Report

Report to be provided to meeting.

### 15. Councillor Reports

Councillors will provide reports to the meeting.

### 16. New business of an urgent nature admitted by Council

Recommendation (if required)

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

### 17. Deputations and presentation scheduled for meeting

17.01 Ben Jesser – North West Health and Di Phillips – Burketown Clinic

### 18. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 18 May 2017.