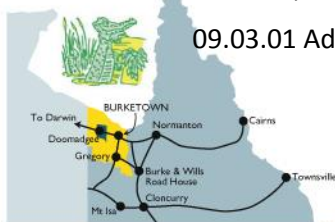




Agenda and Business Papers Burke Shire Council Ordinary General Meeting Thursday 18 May 2017 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea
12.30pm to 1.00pm	Lunch

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01. Opening of Meeting

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

02. Record of Attendance

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

03. Prayer

Led by Cr Camp

04. Consideration of applications for leave of absence

No applications for leave of absence were received at the time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 20 April 2017

That the Minutes of the General Meeting of Council held on Thursday 20 April 2017 as presented be confirmed by Council.



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Minutes.docx

06. Condolences

No Condolences were received at the time of agenda preparation.

07. Declaration of Interests

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

08.01 Notices of Motion

None received at time of agenda preparation.

08.02 Petitions

None received at time of agenda preparation.

09. Works, Services and Finance Reports

09.01.01 Works and Services Monthly Report

09.01.02 QLD Wild Dog Control Coordinators Project

09.02.01 Finance Monthly Update

09.03.01 Adoption of Burke Shire Council Waste Reduction & Recycling Plan

09.03.02 Project Update - Burketown Wharf Upgrade Project

09.03.03 Project Update - Gregory Water Treatment Solar Power Project

Finance Report

09.02.01 Finance Monthly Update

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
DATE REPORT PREPARED:	8 May 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	2,591,607	2,590,000	1,607
Less: Discount, Rebate & Remissions	- 57,854	- 61,000	3,146
	2,533,752	2,529,000	4,752
Fees & Charges	83,152	100,000	- 16,848
Rental Income	182,070	230,000	- 47,930
Interest	222,881	314,000	- 91,119
Recoverable Works Revenue	479,373	925,000	- 445,627
Other Income	15,684	42,000	- 26,316
	983,159	1,611,000	- 627,841
Donations	1,364	1,000	364
Contributions	-	-	-
Subsidies & Grants	11,924,157	21,132,000	- 9,207,843
	11,925,521	21,133,000	- 9,207,479
Total Operating Revenues	15,442,432	25,273,000	- 9,830,568
Operating Expenditure			
Corporate Governance Costs	836,096	1,009,000	- 172,904
Administration Costs	2,158,243	2,187,000	- 28,757
Recoverable Works Expenses	680,859	770,000	- 89,141
Engineering Services	2,604,508	15,524,000	- 12,919,492
Utility Services Costs	729,938	729,000	938
Net Plant Operating Costs	- 693,848	- 1,083,000	389,152
Planning & Environmental Expenses	289,913	311,000	- 21,087
Community Services Costs	4,882,310	5,203,000	- 320,690
Finance Costs	13,570	14,000	- 430
Depreciation	3,184,438	3,730,000	- 545,562
Other Expenses	-	-	-
Total Operating Expenditure	14,686,027	28,394,000	- 13,707,973
Operating result before Capital Revenue	756,405	- 3,121,000	3,877,405
Capital Items			
Sale of Non current Assets	13,517	-	13,517
Contributions	-	-	-
Subsidies & Grants	1,295,765	4,120,000	- 2,824,235
Net Result	2,065,687	999,000	1,066,687

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	2,591,607	2,158,333	433,274
Less: Discount, Rebate & Remissions	- 57,854	- 50,833	- 7,021
	2,533,752	2,107,500	426,252
Fees & Charges	83,152	83,333	- 182
Rental Income	182,070	191,667	- 9,597
Interest	222,881	261,667	- 38,786
Recoverable Works Revenue	479,373	770,833	- 291,460
Other Income	15,684	35,000	- 19,316
	983,159	1,342,500	- 359,341
Donations	1,364	833	530
Contributions	-	-	-
Subsidies & Grants	11,924,157	17,610,000	- 5,685,843
	11,925,521	17,610,833	- 5,685,312
Total Operating Revenues	15,442,432	21,060,833	- 5,618,401
Operating Expenditure			
Corporate Governance Costs	836,096	840,833	- 4,737
Administration Costs	2,158,243	1,822,500	335,743
Recoverable Works Expenses	680,859	641,667	39,192
Engineering Services	2,604,508	12,936,667	- 10,332,159
Utility Services Costs	729,938	607,500	122,438
Net Plant Operating Costs	- 693,848	- 902,500	208,652
Planning & Environmental Expenses	289,913	259,167	30,747
Community Services Costs	4,882,310	4,335,833	546,477
Finance Costs	13,570	11,667	1,904
Depreciation	3,184,438	3,108,333	76,105
Other Expenses	-	-	-
Total Operating Expenditure	14,686,027	23,661,667	- 8,975,639
Operating result before Capital Revenue	756,405	- 2,600,833	3,357,238
Sale of Non current Assets	13,517	-	13,517
Contributions	-	-	-
Capital Subsidies & Grants	1,295,765	3,433,333	- 2,137,568
Net Result	2,065,687	832,500	1,233,187

Overview

Year to date results show an operating surplus of \$756K before capital revenue. The operating statement reflects a net surplus of \$2 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 are on track with pro rata budget estimates.

Rental income

Pro rata rental income is below pro rata estimates adjustments will be made to bring actuals closer to budget estimates.

Recoverable works revenue

Recoverable works revenue continued to increase from the previous month as per budget estimates. Overall recoverable works revenue is still below budget estimates however RMPC works claims should push revenues to budget by the end of the financial year.

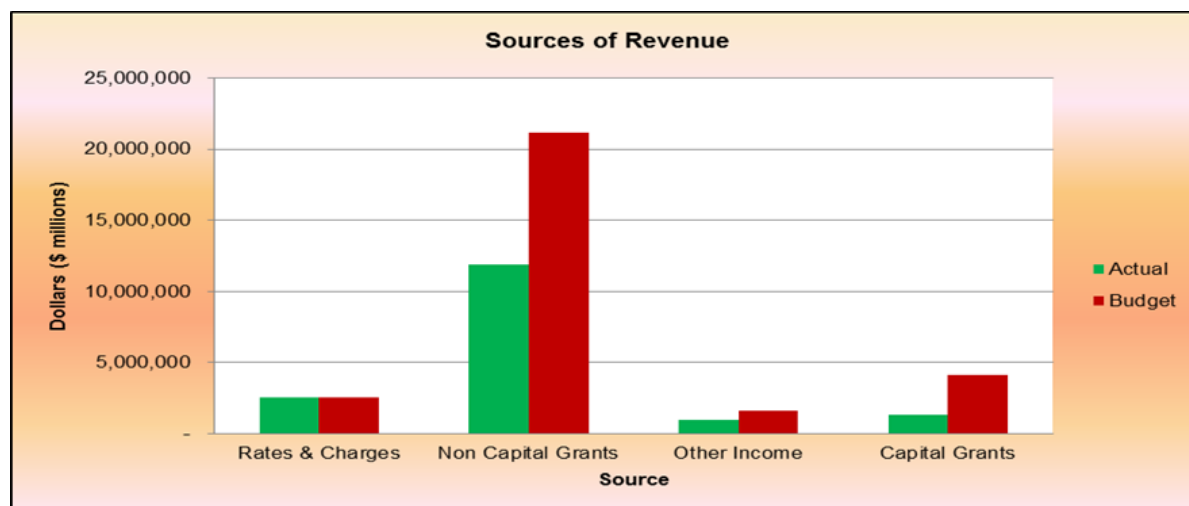
Grants, Subsidies, Contributions and Donations

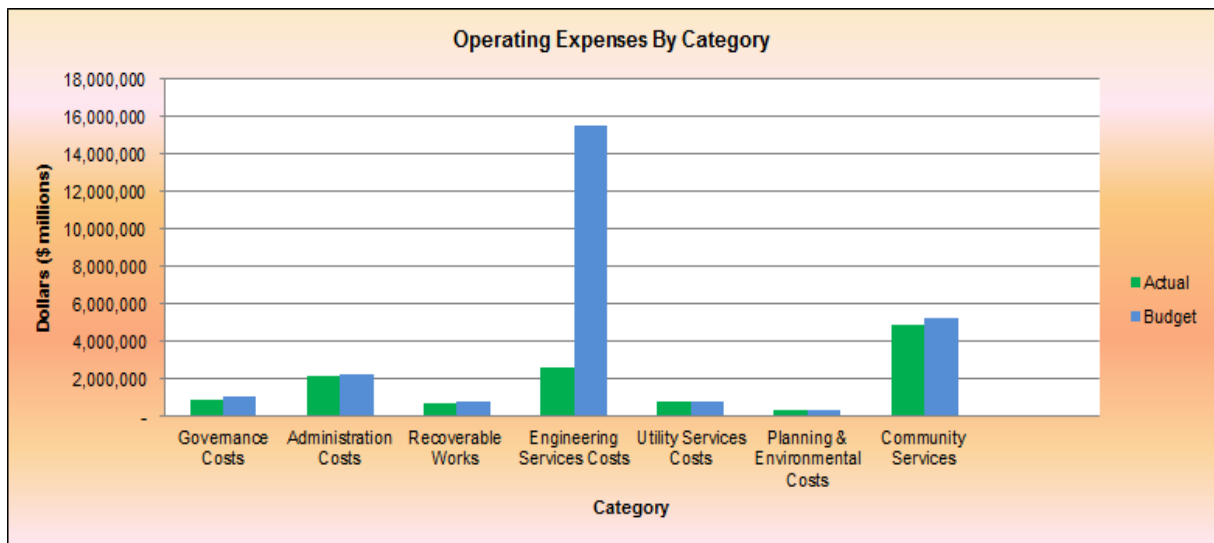
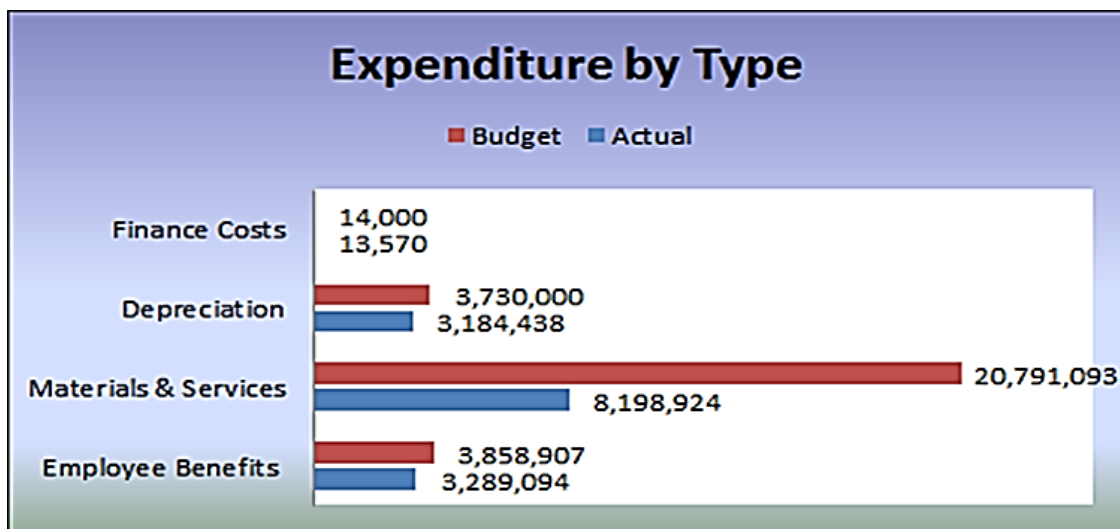
Recurrent grants, subsidies and contributions increased by \$200K from the previous month. Overall all operating grant revenue streams are on track with budget estimates. Final (fourth quarter) grant remittances are expected over the next two months bringing total operating revenue in line with budget estimates with the exception of flood damage revenues. Approximately \$33K in unbudgeted flood damage revenues has been remitted to Council following the Commonwealth decision to allow previously ineligible flood damage costs to be remitted to Councils. Following this decision Councils have been encouraged to lodge claims for previously ineligible plant and labour costs. The Burke Shire Council will not be furthering any claims as the majority of flood damage works have been completed via external contractors (to minimise the risks of incurring ineligible expenditure) consequently any claims would yield immaterial benefits to Council.

Capital revenue

Capital grants remain largely unchanged from the previous period. Capital grants remain below budget estimates at the end of April. TIDS claims to be lodged in May should push capital revenues closer to budget estimates.

Where has the money come from?



How has the money been spent?Expenditure by Type

3. BUSINESS UNITS - 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	-	240,000	240,000	-
Water Utility Gregory	99,000	99,000	-	259,000	200,000	- 59,000
Sewerage Utility Burketown	137,000	142,000	- 5,000	77,000	92,000	15,000
Garbage Collection & Disposal Burketown	95,000	95,000	-	57,000	72,000	15,000
Garbage Collection & Disposal Gregory				25,000	35,000	10,000
Parks & Gardens (Incl Multipurpose Courts) Burketown	-	-	-	178,100	195,000	16,900
Parks & Gardens Gregory	-	-	-	58,000	80,000	22,000
Swimming Pool Operations (Burketown)	1,600	2,000	- 400	87,000	92,000	5,000
Plant Operation & Maintenance Costs (Registration, Fuel, Oil)	-	-	-	596,000	782,000	186,000
Housing	182,000	230,000	- 48,000	229,000	160,000	- 69,000
Road Maintenance (Repairs & Maintenance Excl Capital works)	301,000	402,000	- 101,000	296,000	660,000	364,000
Roads Flood Damage NDRRA (Shire)	4,525,000	13,000,000	- 8,475,000	1,360,000	13,000,000	11,640,000

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.









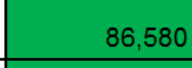








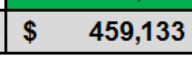
Flood damage repairs under the 2015-16 financial year event will recommence towards the end of June consequently total flood damage revenue and expenditure will be significantly lower than forecast as works will be carried forward and completed in the 2017-18 financial year and corresponding revenue 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	- 8,475,000	1,360,000	13,000,000	11,640,000
Shire Road Maintenance	302,000	402,000	- 100,000	221,000	480,000	259,000
TIDS	221,000	1,200,000	- 979,000	1,958,000	2,400,000	442,000
Roads to Recovery	310,000	645,000	- 335,000	350,000	802,000	452,000
Town Streets Maintenance	-	-	-	75,000	180,000	105,000

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	 22,400	 42,000	 19,600	Y
Doom East Rd Reseal	 439,141	 380,000	 - 59,141	Y
Floraville Rd (TIDS) patching & Resealing	 18,566	 432,000	 413,434	N
Total TIDS 2016-17	\$ 1,940,867	\$ 2,400,000	\$ 459,133	

Roads to Recovery Program

Road Project	YTD 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	 7,920	N
Firefly Street Reseal R2R	 2,280	N
R2R 16-17 Total	\$ 349,872	

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			
Revenue/Program	Variance Over (Under) \$000	T/P	Analysis of significant variances
Legend: T/P - timing/permanent			
Rates & Utility Charges	1,607		Nil significant variance On Track with budget estimates
Interest Revenue	(91,119)	T/P	Interest earnings are below annual budget estimates, interest rates still low, interest earnings lower than anticipated Nil permanent variance
Recoverable works Revenue	(445,627)	T	Recoverable works revenue has a variance of \$445K due to timing of completion of RMPC works Nil significant permanent variances
Capital Grants TIDS Program NDRRA Program Roads to Recovery Program	(2,824,235)	T	Capital Grants have a variance of \$2.8 million mainly due to timing of TIDS and Roads to recovery revenue recognition/receipt TIDS Claims to be lodged in May bringing actuals closer to budget 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	(19,737)	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Administration costs	335,743	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Recoverable works	39,192	T/P	Variances between actual expenditure and pro rata estimates relate to timing
Engineering services	(10,332,159)	T/P	Housing operations & maintenance have exceeded budget estimates by 55K with significant housing maintenance requirements to meet. Other variances relate to timing differences
Utility Services Costs	122,438	T	Nil significant permanent variances, variances relate to timing 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
Plant Operation	208,652	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Planning & Environmental Services	30,747	T	Nil significant permanent variances, variances between actual expenditure and pro rata estimates relate to timing
Community Services Costs	546,477	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
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	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
OTHER STRUCTURES		62,032	918,000	140,131	777,869		465,000	-	
Mineral Baths	New Capital	18,032	50,000	-	50,000	1%	-	-	
Gregory Solar Array	New Capital	14,000	731,000	4,800	726,200	1%	365,000	-	Within budget
Boat Ramp Widening & Wharf Car Park Upgrade	Upgrade	29,000	-	10,560	- 10,560	1%	-	-	
Tennis Court Resurfacing	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
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	2,394,164	2,373,836		3,535,000	443,000	
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	18,566	413,434		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 (ATS/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	7,920	352,080		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
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	3,071,394	4,203,606		4,446,000	538,604	

7. 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	14,041,367	9,856,488	11,866,862
Trade and other receivables	272,075	600,000	980,112
Inventories	219,402	193,943	193,943
Other financial assets	357,623	205,483	-
Total current assets	14,890,467	10,855,914	13,040,917
Non-current assets			
Property, plant and equipment	133,154,567	136,577,658	133,383,655
Total non-current assets	133,154,567	136,577,658	133,383,655
Total assets	148,045,034	147,433,572	146,424,572
Liabilities			
Current liabilities			
Trade and other payables	646,371	1,031,337	1,087,337
Borrowings	-	-	-
Provisions	82,232	175,794	119,795
Other current liabilities	-	-	-
Total current liabilities	728,603	1,207,131	1,207,133
Non-current liabilities			
Trade & Other Payables	-	-	-
Interest Bearing Liabilities	-	-	-
Provisions	643,187	619,885	609,885
Other	-	-	-
Total non-current liabilities	643,187	619,885	609,885
Total liabilities	1,371,790	1,827,016	1,817,017
Net community assets	146,673,244	145,606,556	144,607,555
Community equity			
Asset revaluation reserve	76,038,657	76,038,657	76,038,657
Retained surplus	70,634,587	69,567,899	68,568,898
Other Reserves	-	-	-
Total community equity	146,673,244	145,606,556	144,607,555

Cash and cash equivalents

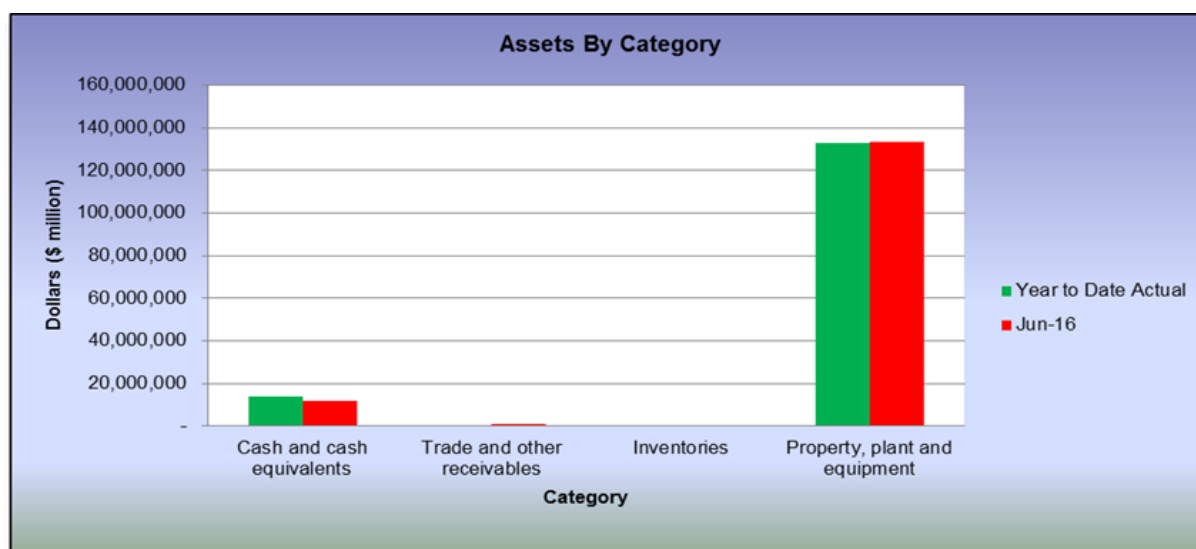
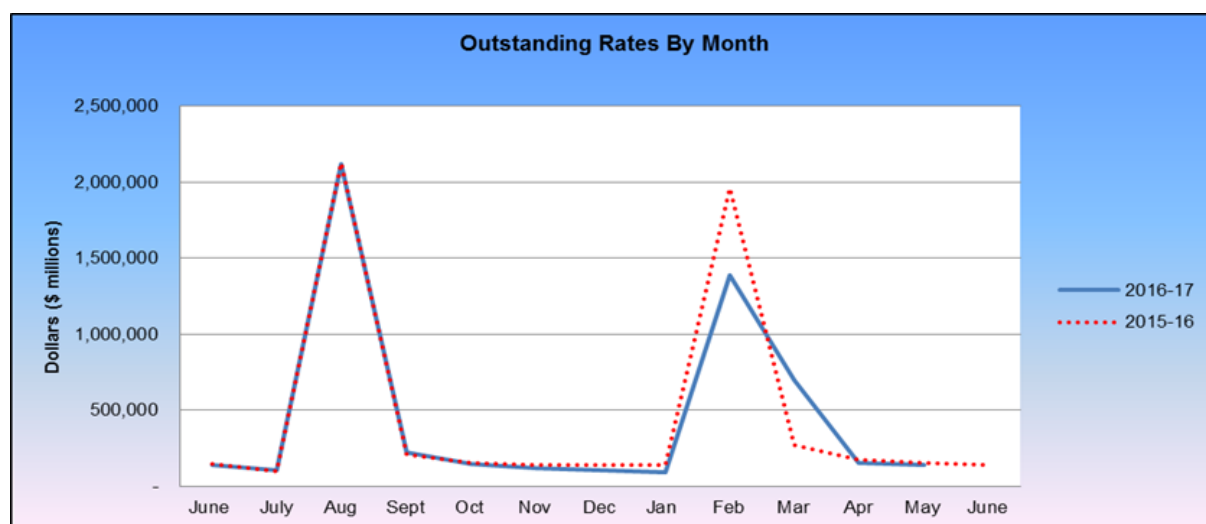
Since June 2016 Councils total equity has increased to \$147 million from \$144 million at the start of the year. Cash balances at the end of April sat at \$14 million against an annual budget forecast of \$9,8million. Total current assets have increased from \$13 million at the start of the financial year to \$14, 8 million at the end of April 2017.

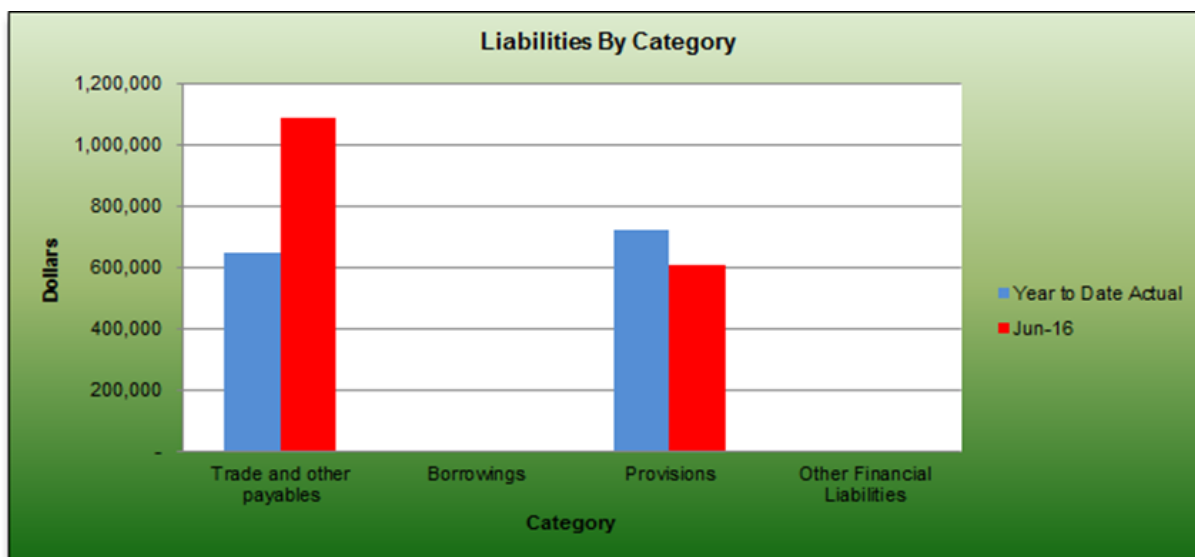
Cash holdings at the end of the month

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	\$ 12,146,065	\$ -	\$ -	\$ 1,894,743	\$ 14,040,808
May-17	\$ -	\$ -	\$ -	\$ -	\$ -
Jun-17	\$ -	\$ -	\$ -	\$ -	\$ -

Trade and other receivables

Outstanding rates receivable continue to drop as rates payments are received. Rates receivables dropped from \$700K to \$150K at the end of April.





Council's current assets at the end of April exceed current liabilities reflecting sufficient capacity to offset short term obligations.

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	20	Yes
Asset sustainability ratio	>90%	82%	No
Net Financial liabilities Ratio	<60%	-87.54%	Yes
Operating surplus ratio	Betw een 0 and 10%	5%	Yes
Capital Expenditure Ratio	1:1	1.11	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 April indicates an ability to offset short term obligations from liquid financial assets.

The Asset sustainability ratio:

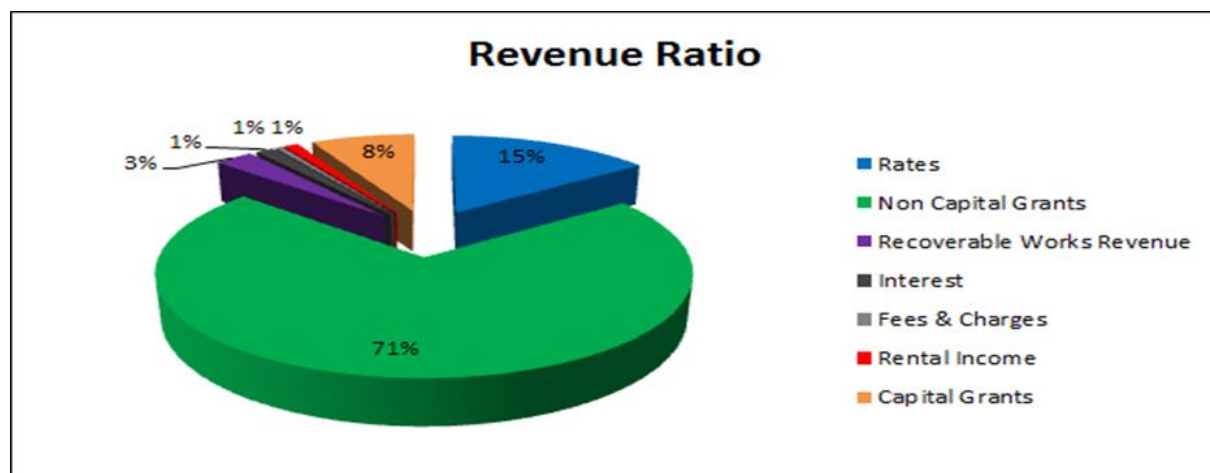
Measures the extent to which infrastructure assets are being replaced as they reach the end of their useful lives – Councils ratio at the end of April fell slightly from the previous month reflecting slightly insufficient expenditure on asset renewal in relation to the monthly recognition of depreciation expenses.

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

Revenue ratios at the end of April still reflect a significant reliance on external rather than own source revenue, 71% 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 April 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.



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)
Nil	N/A	N/A

10. STATEMENT OF CASH FLOW

	Actual Year to Date \$	Annual Budget \$
Cash flows from operating activities		
Receipts from customers	3,436,914	3,797,863
Payments to suppliers and employees	- 11,946,814	- 24,681,234
	- 8,509,900	- 20,883,371
Interest received	222,881	314,000
Rental income	182,070	230,000
Non capital grants and contributions	11,925,521	21,133,000
Borrowing costs	-	-
Net cash inflow (outflow) from operating activities	3,820,572	793,629
Cash flows from investing activities		
Net payments for property, plant and equipment	- 3,521,850	- 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
Net cash inflow (outflow) from investing activities	- 1,646,067	- 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	2,174,505	- 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	14,041,367	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 to the value of \$3.8 million dollars

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 \$1,6million 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 April resulting in a net increase of cash by \$2.1 million to a total cash balance of \$14 million from the beginning of the financial year. It is important to note that this cash balance includes some amounts tied to specific projects; expenditure on these projects will be incurred progressively over the next few months bringing cash balances closer to forecast estimates.

11. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

13. Late Reports

13.01 Budget Review

13.02 Audit Committee Charter

Late Reports

13.01 Budget Review

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
DATE REPORT PREPARED:	16 May 2017
LINK TO COUNCIL PLAN/S:	Operational Plan Budget

1. PURPOSE

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

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

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the budget for the 2016-17 financial year on the 21st of July 2016. Council reviewed and amended the original budget on the 19th of March 2017. Council actual year to date revenue and expenditure is reviewed on a monthly basis, significant variances between year to date financial performance and budget estimates are investigated and reported.

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

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

3. PROPOSAL

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

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. POLICY & LEGAL IMPLICATIONS

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

Consistent and recognised basis from which to make financial decisions.

6. CRITICAL DATES & IMPLICATIONS

18 May 2017

7. CONSULTATION

Executive Management Group and Councillors

8. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

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



2nd Amended
2016-17 BUDGET - 1C



Summary of Budget
Changes .pdf

2. Summary Budget Changes



Detailed Budget
Changes .pdf

3. Detailed Budget Changes

Late Reports

13.02 Audit Committee Charter

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
DATE REPORT PREPARED:	15 May 2017
LINK TO COUNCIL PLAN/S:	Operational Plan Audit Corporate Risk

1. PURPOSE

Annual review and update of Audit Committee Charter

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Section 105 (2) of the Local Government Act 2009 requires a local Government to establish an audit committee. The audit committee is a committee that-

(a) monitors and reviews-

(i) the integrity of financial documents; and

(ii) the internal audit function; and

(iii) the effectiveness and objectivity of the local government's internal auditors; and

(b) makes recommendations to the local government about any matters that the audit committee considers need action or improvement

The audit committee charter outlines the authority, composition, operational guidelines and responsibilities of the Audit Committee. Council adopted the audit committee charter in December 2014. Council reviews finance policies, procedures and corporate documents on an annual basis in line with legislative and regulatory requirements. Council recognises the need to continually review and update finance policies as accounting standards, regulations and legislation changes and new contemporary issues are identified.

3. PROPOSAL

Proposed changes:

Nil significant changes to existing charter.

Next review date May 2019

That Council acknowledges and endorses the review of the Audit Committee Charter

4. FINANCIAL & RESOURCE IMPLICATIONS

N/A

5. POLICY & LEGAL IMPLICATIONS

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

6. CRITICAL DATES & IMPLICATIONS

18 May 2017

7. CONSULTATION

N/A

8. CONCLUSION

Keeping Council's suite of finance policies up-to-date is a routine function of Council.

9. OFFICER'S RECOMMENDATION

That Council acknowledges and endorses the review of the Audit Committee Charter

ATTACHMENTS

1. FIN-POL-010 Audit Committee Charter



FIN-POL-010 Audit
Committee Charter.docx

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

11.02 Fraud Management Framework

11.03 Review of Internal Audit Plan

11.02 Fraud Management Framework

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

1. PURPOSE

To replace Council's Fraud Prevention and Investigation Policy GOV-POL-04 with an expanded robust fraud management framework based on the LGAQ (Local Government Association of QLD) fraud management tools.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted a Fraud Prevention and Investigation Policy GOV-POL-04 in June 2012 by way of decision 120621.12 with a subsequent update in August 2015 (decision 150820.21).

LGAQ subsequently developed a more robust framework for management of fraud that was rolled out in training sessions for local governments in 2016. Mayor Ernie Camp, Deputy Mayor Paul Poole, CEO Sharon Daishe and Deputy CEO Nils Hay attended a session in Normanton on 30 June 2016. The policy and tools provided in the LGAQ suite together institute a framework to assess risk and respond in a structured manner to instances of fraud. It was determined that the CEO and executive management team (EMT) would develop the framework for Burke Shire with the aim of presenting the framework to Council for adoption in 2017.

EMT met on Monday 27 February 2017 to review the suite of documents and then develop the fraud risk register. Further consultation occurred with operational staff under the guidance of their managers to complete the fraud risk assessments in March/April.

The framework is now presented to Council for adoption.

3. PROPOSAL

It is proposed that Council adopts the fraud management framework as presented including:

Name	Type	Reference	Doc ID	Review cycle
Fraud policy	Policy	GOV-POL-007	205291	3yr May 2020
Fraud and corruption control plan	Plan	GOV-PLA-001	205898	3yr May 2020
Fraud risk assessment procedure	Procedure	GOV-PRO-003	205901	3yr May 2020
Fraud risk register	Register	GOV-REG-002	204699	Annual May 2018
Fraud incident register	Register	GOV-REG-001	205904	NA – updated as incidents occur
Fraud investigation procedure	Procedure	GOV-PRO-004	205903	3yr May 2020

Name	Type	Reference	Doc ID	Review cycle
Fraud investigation tracking form	Form	GOV-FRM-005	205899	3yr May 2020
Fraud monitoring, evaluating and reporting procedure	Procedure	GOV-PRO-005	205902	3yr May 2020

4. FINANCIAL & RESOURCE IMPLICATIONS

Fraudulent activity is a significant risk of economic loss to Council. The human resource investments in developing a robust fraud management framework are not material and are likely to assist in the prevention of economic loss through fraudulent activity.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Section/ Details	Comment
Local Government Regulation 2012 Chapter 5: Financial planning and accountability	164 Requirement to keep record of particular matters (1) A local government must keep a written record stating the following— (a) the risks the local government's operations are exposed to, to the extent they are relevant to financial management; (b) the control measures adopted to manage the risks.	The fraud risk register forms part of the risk management regime of the local government covering finance and operational matters.
BSC Corporate Plan 2014-19	1.1 Outcome: Council provides effective oversight of key governance frameworks	Fraud management is a key governance framework.
BSC Operational Plan 2016-17	1.1.3 Ensure development and maintenance of appropriate systems, procedures and performance standards to manage risk	The fraud risk register is a key element of risk management.

6. CRITICAL DATES & IMPLICATIONS

The framework is prepared and ready for adoption.

7. CONSULTATION

- LGAQ
- Mayor and Deputy
- Executive management group
- Staff

8. CONCLUSION

The suite of documents prepared by LGAQ, and now contextualised to Burke Shire, is presented as a robust system of governance that includes a policy, plan, procedures and forms to manage fraud. The system provides elected members and officers with the policy environment and implementation tools.

It is recommended that Council adopts this robust fraud management framework.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts the fraud management framework as presented including the following documents:
 - a. GOV-POL-007 Fraud policy
 - b. GOV-PLA-001 Fraud and corruption control plan
 - c. GOV-PRO-003 Fraud risk assessment procedure
 - d. GOV-REG-002 Fraud risk register
 - e. GOV-REG-001 Fraud incident register
 - f. GOV-PRO-004 Fraud investigation procedure
 - g. GOV-FRM-005 Fraud investigation tracking form
 - h. GOV-PRO-005 Fraud monitoring, evaluating and reporting procedure
3. That the fraud management framework and associated documents will be reviewed at least once every three years; and
4. That additionally, the fraud risk register will also be reviewed annually; and
5. That the framework and documents as adopted supersede and replace the former Fraud Prevention and Investigation Policy GOV-POL-04.

ATTACHMENTS

1. Fraud Prevention and Investigation Policy GOV-POL-04 (former – to be superseded)



GOV-POL-004 Fraud
Prevention and Inves

2. GOV-POL-007 Fraud policy



GOV-POL-007 Fraud
Policy.docx

3. GOV-PLA-001 Fraud and corruption control plan



GOV-PLA-001 Fraud
and Corruption Contr

4. GOV-PRO-003 Fraud risk assessment procedure



GOV-PRO-003 Fraud
Risk Assessment Proc

5. GOV-REG-002 Fraud risk register



GOV-REG-002 Fraud
Risk Register.docx

6. GOV-REG-001 Fraud incident register



GOV-REG-001 Fraud
Incident Register.xls

7. GOV-PRO-004 Fraud investigation procedure



GOV-PRO-004 Fraud
Investigation Procedu

8. GOV-FRM-005 Fraud investigation tracking form



GOV-FRM-005 Fraud
Investigation Tracking

9. GOV-PRO-005 Fraud monitoring, evaluating and reporting procedure



GOV-PRO-005 Fraud
Monitoring, Evaluatin

Chief Executive Officer Reports

11.03 Review of Internal Audit Plan

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer
DATE REPORT PREPARED:	06 May 2017
LINK TO COUNCIL PLAN/S:	Operational Plan Internal Audit Plan

1. PURPOSE

To review and adopt the internal audit plan in accordance with the decisions made by the Burke Shire Council Audit Committee at their meeting held on Friday 03 February 2017.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The purpose of internal audit is to ensure that the financial and operational controls that Council uses to manage risk are operating in a manner that is efficient, effective and ethical. Local governments have a legislative obligation to establish an internal audit function.

Council adopted the suite of documents that make up the internal audit framework in August 2016 by way of decision 160818.01. These documents include a charter, procedure and plan for 2016-17 (refer attachments).

The audit committee reviewed the internal audit plan framework at a meeting held Fri 03 February 2017 based on a paper submitted by the CEO following consultation with the executive management team (refer paper attached). Discussion at the audit committee meeting on the recommendations in the paper resulted in the following action (refer minutes of the audit committee meeting held 03 February 2017):

- Amend internal audit plan for 16/17 as proposed – IT systems and contracts audit to be the next project performed by 30 June 2017. This to be the final project for 16/17.
- Amended internal audit plan to be circulated to committee members and tabled at next council meeting.
- Obtain expressions of interest for internal audit services from 2017/18 for 3 years

The audit committee meeting outcomes were reported to the February ordinary meeting of Council. Completion of the amended internal audit plan was deferred until such time as quotes were obtained for the IT audit.

Two proposals were received by the end of April. These were reviewed by the CEO and finance manager to inform selection of the internal auditor for the 2016-17 focus area of ICT (information & communication technology) - systems and contracts.

3. PROPOSAL

It is proposed that:

1. Internal Audit Charter – the review schedule for this document (see page 7) is set to a three year cycle which conflicts with the review date stated on the front cover. It is prudent to schedule the review to coincide with audit plan preparation each year which is timed for June. The next scheduled review will therefore be June 2020.
2. Internal Audit Procedure – this is a robust procedure developed and adopted in August 2016. It is proposed that the review schedule is in line with the charter review noting that the document will be used every year therefore need for change will be determined on a contemporary basis if outside the formal review schedule. Proposed that formal review is scheduled for June 2020.
3. Internal Audit Plan – Council to receive the plan as amended with the changes agreed by the audit committee notably that there will be one key focus area in each financial year, and that the annual plan needs to include resources and timing.

4. FINANCIAL & RESOURCE IMPLICATIONS

The budget for internal audit in 2016-17 is \$15,000. \$13,600 has been used due to timing of the 15-16 audit which was not completed until 1,- leaving \$1,400 in the budget for the 16-17 financial year.

The internal audit to be conducted by Ascent Accounting and IT Solutions is \$2,640. The budget review presented to the May ordinary meeting of Council reflects a slight increase to the total budget to allow for completion of the 16-17 internal audit.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Section/ Details	Comment
<i>Local Government Act 2009</i>	<p>105 Auditing, including internal auditing</p> <p>(1) Each local government must establish an efficient and effective internal audit function.</p> <p>(4) An audit committee is a committee that—</p> <p>(a) monitors and reviews—</p> <ul style="list-style-type: none"> (i) the integrity of financial documents; and (ii) the internal audit function; and (iii) the effectiveness and objectivity of the local government's internal auditors; and <p>(b) makes recommendations to the local government about any matters that the audit committee considers need action or improvement.</p>	<p>Note that establishment of an audit committee is optional not mandatory (other than for local govt defined as large).</p> <p>Burke has opted to establish a committee and is therefore governed by the legislative provisions for audit committees.</p>

Instrument	Section/ Details	Comment
<p>Local Government Regulation 2012</p> <p>Division 1 – Internal audit function</p> <p>Section 207</p>	<p>207 – Internal audit</p> <p>Timing – each year a plan must be prepared, audit carried out and reported on, and compliance assessed (s207)</p> <p>Plan - must state how operational risks have been evaluated, which were most significant, and the control measures adopted (or to adopt) to manage these</p> <p>Reporting - to audit committee twice per year with summary of recommendations in the internal audit report and related actions that have – or have not – been taken</p> <p>211 Audit committee meetings</p> <p>Held twice per year and must review the internal audit plan (current year audit) along with progress report, recommendations and actions. Committee may seek relevant advice from the internal auditor.</p> <p>190 Other contents (of annual report)</p>	<p>Note that the annual report must contain a report on the internal audit for the financial year – s190 (1) (h).</p>
<p>BSC Corporate Plan 2014-19</p>	<p>1.1 Outcome: Council provides effective oversight of key governance frameworks</p>	
<p>BSC Operational Plan 2016-17</p>	<p>1.1.3 Ensure development and maintenance of appropriate systems, procedures and performance standards to manage risk</p>	<p>Target (KPI or milestone)</p> <p>Internal Audit Plan is developed/ reviewed/ revised/ amended.</p>

Instrument	Section/ Details	Comment
BSC Internal Audit Charter FIN-CHA-001 (New – Aug 2016)	Planning: <ul style="list-style-type: none"> • CEO with EMT will prepare in June each year a risk-based annual plan and 3-year rolling plan for consideration by the audit committee • CEO will communicate impact of resource limitations; and significant changes in strategy and plan to Audit Committee • Council manager are responsible for effective internal control systems including reporting on effectiveness or otherwise 	Provides the framework for conduct of the internal audit function – CEO is responsible for the development and adoption of the internal audit plan and appointment of internal auditor.
BSC Internal Audit Procedure FIN-PRO-003	CEO is responsible for preparing the internal audit plan in consultation with EMT, internal auditor and audit committee.	Outlines roles, responsibilities and processes for the internal audit function.

6. CRITICAL DATES & IMPLICATIONS

The audit will commence in 2016-17 and is schedule to be finalised by 30 June 2017.

7. CONSULTATION

- BSC executive management team
- BSC Audit Committee
- QAO representatives

8. CONCLUSION

In conclusion, this paper presents an amended internal audit plan including the detailed annual internal audit plan for 2016-17 for the key focus area of:

- ICT (information & communication technology) - systems and contracts

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council notes that the next review of the Internal Audit Charter FIN-CHA-001 and Internal Audit Procedure FIN-PRO-003 are scheduled for June 2020; and
3. That Council notes the amended Internal Audit Plan 2016-17 FIN-PLA-001 which includes the detailed plan for carrying out the 2016-17 internal audit for the key focus area of information and communication technology.

ATTACHMENTS

1. Internal Audit Charter FIN-CHA-001



FIN-CHA-001
Internal Audit Charter

2. Internal Audit Plan 2016-17 FIN-PLA-001 – as adopted August 2016



FIN-PLA-001 Internal
Audit Plan 2016-17-1

3. Internal Audit Plan 2016-17 FIN-PLA 001 – as amended



170518-A Review of
internal audit plan NE

4. Internal Audit Procedure FIN-PRO-003



FIN-PRO-003
Internal Audit Procedure

5. Report to Burke Shire Council Audit Committee 03/02/17 – Internal Audit Plan Review



170518-A 170203
-AC- Review of Internal

6. Minutes of the Burke Shire Council Audit Committee 03/02/17



Draft Feb 2017
Minutes.docx

09. Works, Services and Finance Reports

09.03.01 Adoption of Burke Shire Council Waste Reduction & Recycling Plan

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Philip Keirle; Governance and Project Manager
DATE REPORT PREPARED:	10 May 2017
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17

1. PURPOSE

To adopt the Burke Shire Council Waste Reduction & 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 a suite of legislation, regulations, codes of practice and Council's Environmental Authority EPPR00542713 to operate waste management facilities, Council commissioned GHD to complete an overall Waste Reduction & Recycling Scheme, including the development of site-based management plans for the Burketown and Gregory Waste Management Sites.

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. The updated plans were presented to Council at the Ordinary March Council meeting of 2017:

13.02 Adoption of the Burke Shire Council 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 Yanner

Seconded: Cr Camp

Carried 170323.15 5/0

The Plan was advertised through Council's website, Public Notification through the email distribution list and through Council's Facebook page from 31 March 2017. Council received feedback from one stakeholder on 4 April 2017. Council responded to this feedback on Monday 16 May 2017.

The feedback received focused predominantly on the future establishment of a waste transfer station at the ILUA-designated site. This feedback offered a number of reasons not to proceed with the establishment of a waste transfer station at this site as well as providing an argument against restricting access at the Burketown landfill site:

Item	Contended	Council reply
Flight path in relation to proposed future facility	Impact of birds and incoming /outgoing flights to Burketown	Any future site would need to satisfy strict regulatory and planning requirements.
Shallow Ground water	WRRP overstates the impact of shallow ground water at the Burketown waste management facility.	References to "shallow ground water" in the WRRP are linked to the identification of environmental risk factors and a set of actions able to mitigate against these risks. In all instances, the mitigating actions would be appropriate regardless of the distance between waste and ground water.
Costs of establishing new site	Unnecessary burden on ratepayer	Council, as with other projects, would seek to bring on a range of external funding partners to mitigate costs of rehabilitation and establishment of a new facility.
Existing site contaminated		The long-term goal is to de-contaminate land as far as practicable. This would apply regardless of continue operations at the existing site.
Current site does not go underwater	Current site an appropriate location based on assertion that the site does not go underwater.	Any future site would need to satisfy strict regulatory and planning requirements.

Item	Contended	Council reply
Locking gates and restricting access	Will lead to illegal dumping	Council will liaise with the public to discuss any new arrangements that will impact on accessibility to existing and future waste management facilities.

In considering the arguments against the Draft Burke Shire WRRP, it was determined that the issues raised could be effectively accommodated by the WRRP and the extensive regulatory framework within which it sits.

3. PROPOSAL

That Council adopts the Burke Shire Council Waste Reduction and Recycling 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, which is now being completed.

The land on which the Gregory facility is located on is currently the subject of an Indigenous Land Use Agreement, which has been accepted for registration by the National Native Title Tribunal. The notification period commences on 12 May 2017, continuing through to 12 June 2017.

5. POLICY & LEGAL IMPLICATIONS

Waste Reduction and Recycling Act 2011

Part 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>

	<ul style="list-style-type: none"> (a) Waste reduction and recycling targets for— <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. (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.
<p>125 Adoption of plan following consultation</p>	<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	<p>(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—</p> <p>(a) Changing waste reduction and recycling opportunities; and</p> <p>(b) Changing circumstances in which the plan operates; and</p> <p>(c) Other matters arising from a review of the plan as required 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 note the contents of the report; and
2. That Council adopts the BSC Waste Reduction and Recycling Plan.

ATTACHMENTS



A1 - Burke Shire
Council WRRP March

1. BSC Waste Reduction and Recycling Plan

Governance and Project Manager Reports

09.03.02 Project Update - Burketown Wharf Upgrade Project

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Governance and Project Manager
DATE REPORT PREPARED:	10 May 2017
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17, 2017-18 Budget 2016-17, 2017-18

1. PURPOSE

To provide the monthly update report on the Burketown Wharf Upgrade Project.

2. KEY DATES

Burketown Wharf Upgrade Project Schedule	Start	Finish	Duration	Status
CRF Milestone 1 & Payment 1	23/12/2016	24/12/2016	1	Complete
NSRF Progress Report 1	24/02/2017	25/02/2017	1	Complete
Design PM contract awarded	7/03/2017	8/03/2017	1	Complete
Geotechnical survey awarded	24/03/2017	25/03/2017	1	Complete
Geotechnical survey completed	24/03/2017	24/04/2017	31	Pending
Toe Planks contract awarded	24/03/2017	27/03/2017	3	Complete
Toe Planks supply and deliver	27/03/2017	29/06/2017	94	Pending
Sheet piling RFQ released	24/04/2017	16/05/2017	22	Quotes
Fender piling RFQ released	24/04/2017	16/05/2017	22	Quotes
Sheet piling supply and deliver	16/05/2017	30/06/2017	45	In process
Fender piling supply and deliver	16/05/2017	30/06/2017	45	In process
Construction PM contract awarded	15/05/2017	16/05/2017	1	In process
Release Boat Ramp Tender	15/05/2017	15/06/2017	31	
Tender Evaluation	15/06/2017	6/07/2017	21	
CRF Milestone 2 & Payment 2	30/06/2017	1/07/2017	1	
Boat Ramp: procurement and mobilisation	6/07/2017	1/09/2017	57	
NSRF Progress Report 2	4/08/2017	5/08/2017	1	
Boat Ramp Construction	1/09/2017	30/11/2017	90	
Release Entertainment Area RFQs	15/01/2018	15/02/2018	31	
Entertainment Area Shelter and BBQ installation	1/05/2018	30/05/2018	29	
CRF Milestone 3 & Payment 3	24/11/2017	25/11/2017	1	
NSRF Progress Report 3	30/11/2017	1/12/2017	1	
Release Car Park construction tender	30/11/2017	15/01/2018	46	
NSRF Progress Report 4	28/02/2018	1/03/2018	1	
Car Park construction	1/05/2018	31/07/2018	91	

Burketown Wharf Upgrade Project Schedule	Start	Finish	Duration	Status
Project Completion Report	31/07/2018	1/08/2018	1	

3. PROJECT UPDATE

Cultural Heritage:

A Cultural Heritage Survey of the area within the construction footprint of the Burketown Wharf Upgrade Project will be carried out in May 2017.

Procurement

Procurement for the 57 x Toe Planks has been completed and materials are expected on site by 15 June 2017.

Procurement of Geotechnical Services has been completed. The preliminary report has been completed and

Reporting & Acquittals

CRF Milestone 1 has been acquitted as have monthly reports for Jan, Feb, Mar and Apr 2017.

NSRF Milestone 1 has been acquitted.

Funding

Council was recently informed of its success in attracting Tourism Transport Connection funding to put toward this project. The final details of this funding are under discussion presently.

4. PROCUREMENT STRATEGY

Burketown Wharf Upgrade Project – Procurement Strategy			
1	Design Project Management	Complete all remaining design requirements and sub-contract various design-phase components	Complete by 30 June 2017
2	Supply & Delivery of Key Components	To meet DILGP funding/progress milestones, the aim is to separate the design, supply and delivery of key boat ramp components from the installation and commissioning. These include: Toe Planks Sheet Piles Fender Piles	Complete by 30 June 2017
3	Construction Project Management	Tender preparation, tender evaluation, PM of boat ramp and car park construction.	
4	Boat Ramp Construction	Includes 3-land boat ramp construction, sheet piling installation, fender pile installation, installation of concrete hardstand.	Complete by 30 November 2017
5	Car Park Construction	Utilise Register of Prequalified Suppliers for earthworks and road sealing. RFQ for appropriate signage	Complete by 30 July 2018

Burketown Wharf Upgrade Project – Procurement Strategy			
6	Entertainment Area	RFQs for shelter supply, deliver, construct; RFQs for fire pits and BBQ grills	Complete by 30 July 2018

5. OFFICER'S RECOMMENDATION

That Council note the contents of the report.

ATTACHMENTS

1. Project Schedule – Wharf



Burketown Wharf
Boat Ramp - Project S



A2 - Project Photos -
Burketown Wharf.doc

2. Project Photos – Wharf

Governance and Project Manager Reports

09.03.03 Project Update - Gregory Water Treatment Solar Power Project

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Governance and Project Manager
DATE REPORT PREPARED:	10 May 2017
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17 Budget 2016-17

1. PURPOSE

To provide an update on the Gregory Solar Power Project.

2. KEY DATES

Key dates as listed in the Building Our Regions program guidelines

Date	Stage
04 Apr 2016	EOI round opens
29 Apr 2016	Submission of EOIs closes
July 2016	Announcement of shortlisted projects
25 Jul 2016	Submission of detailed applications for shortlisted projects opens
19 Aug 2016	Submission of detailed applications closes
Late 2016	Notification of funding outcomes
30 Jun 2017	Final date for approved projects to commence construction
14 Oct 2017	Project Completion Date

Key dates as listed in the Funding Deed of Agreement

Milestone Number	Milestone Date	Milestone Deliverables	Status
1	30.03.2017	The Organisation must provide to the satisfaction of the Department:	COMPLETED
		(a) a completed Subsidy Claim Form;	

Milestone Number	Milestone Date	Milestone Deliverables	Status
		(b) a Detailed Project Plan;	
		(c) a Project Progress Report;	
		(d) a Project Benefits Report (in draft form)	
2	31.07.2017	The Organisation must provide to the satisfaction of the Department:	
		(a) a completed Subsidy Claim Form (including Statement of Expenditure) for the Milestone 2 Payment including evidence to substantiate payment made under Milestone 1 as required by the Department;	
		(b) a Project Progress Report including evidence that construction has commenced and required project signage is in place;	
		(c) a copy of the letters of appointment for the successful tenderers; and	
		(d) if the Professional Engineering service is required for the Project confirmation the design has been completed by a RPEQ.	
3	14.10.2017	The Organisation must provide to the satisfaction of the Department	
		(a) a completed Subsidy Claim Form (including Statement of Expenditure) for the Milestone 3 Payment including evidence to substantiate payment made under Milestone 1 as required by the Department;	
		(b) if the Professional Engineering service is required for the Project certification provided by a RPEQ that the Construction has been undertaken in accordance with the design;	
		(c) other certificates of compliance and of completion applicable to the construction and operation of the project.	
		(d) the Project Completion Report	

Milestone Number	Milestone Date	Milestone Deliverables	Status
		(e) the Project Benefits Report	

3. PROJECT UPDATE

Town Planning:

Council has lodged relevant Planning Application documentation with DILGP. This project triggers a referral to the Department of Transport and Main Roads given that part of Lot 11 on AP13658 is adjacent to the Wills Developmental Road.

Procurement:

Tender 2017-03 Gregory Water Treatment Solar Power Project STAGE 1: Water Storage & Treatment Optimisation was released on 21 April 2017 and will close on 16 May 2017.

Please see Project Schedule for upcoming project milestones.

Reporting & Acquittals:

Milestone 1 of the Building Our Regions fund has been acquitted. The next milestone acquittal is due on 31 July 2017.

4. OFFICER'S RECOMMENDATION

That Council note the contents of the report.

ATTACHMENTS



A1 - 170510 -
Project Schedule - So

1. Project Schedule – Solar

10. Closed Session Reports

10.01 Closed Session - Mobile Black Spot Programme Round 2

10.02 Closed Session - 17-10 Tender Adjudication - Stabilisation Works

10.03 Closed Session – House 10

10.04 Closed Session - Mount Isa Centre for Rural Remote Health – request for land for student nurse accommodation

09. Works, Services and Finance Reports

09.01.01 Works and Services Monthly Report

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Ray Egan; Works Manager
DATE REPORT PREPARED:	8 May 2017
LINK TO COUNCIL PLAN/S:	Works Program

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)
- The last of Councils Unsealed Roads were opened, Emergent work completed these are Bowthorn, Lawn Hill –Doomadgee. All roads are open
- Floraville Emergent Works Completed , 5 Stockpile sites Completed for reseals
- Test holes completed at Burketown Boat Ramp.
- Routine Sign and Guide Post Maintenance all Roads
- Ongoing issues with Gregory Water plant Computer have been resolved.
- Slashing Grass Burketown Completed
- Ongoing maintenance runway Burketown Airport
- Heaving Patching Wills Development Road Sealed
- Removal of deposited soils on Floodways Doomadgee East Rd
- Road construction Landsborough Street

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 Contract
- Airport road Shoulder widening dress up for sealing
- Camooweal Road Gravel Resheet 340.-36.820

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	Spun tyres	No	2 hrs	Need to check weekly
427	Side tipper	Brakes, bearings etc	Yes	20 hrs	Annual check over
428	Side tipper	Brakes, bearing etc	Yes	20 hrs	Annual check over
429	Dolly	Brakes, bearings etc	Yes	12 hrs	Annual check over
469	Cat PS300B Roller	Final drive bearings	No	40 hrs	Seized hub
487	Dolly	Brakes, bearings etc	Yes	12 hrs	Annual check over
505	Kubota Ride on	Blades, electrical fault	No	2 hrs	Wear
519	Jetpatcher	Conveyor belt, drop bar	No	16 hrs	Poor rock
522	140M Grader	Hose, governor, wear pads	No	6 hrs	Age and wear
523	140M Grader	4,000 hr service	Yes	16 hrs	Scheduled
529	John Deere Ride On	Broken input shaft	No	2 hrs	Alignment issues
530	W&S Hilux	Hazard beacons	No	2 hrs	Wired incorrectly

Plant #	Description	Maintenance	Scheduled	Cost	Comment
538	Workshop Truck	Replaced batteries	No	1 hr	Weather change
546	Kubota Tractor	1,250 service	Yes	2 hrs	Scheduled
554	Triple Roadtrain	Hook up	No	2 hrs	Teething troubles
568	Kioti Ride on	Belt and pulleys	No	2 hrs	Wear
572	Job Truck	Fuel filters and fault	No	3 hrs	Lost trans again
585	Job Truck	70k service	Yes	2 hrs	Scheduled
586	Hilux	50k service, tyres	Yes	3 hrs	Scheduled
587	Padfoot Roller	Batteries	No	2 hrs	Isolator left on
588	10 Tonner	L/H steps	No	2 hrs	Took out both steps
589	RMPC Truck	35k service	Yes	2 hrs	Scheduled
598	EWM Hilux	Induction, check over etc	Yes	2 hrs	New vehicle
	Comms Hut	Lost some stations	No	3 hrs	A/C iced up
	Whippers and Mowers	Keep operational	No	4 hrs	Ongoing
	River Cameras	Gregory working	No	4 hrs	Need to put up

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- 84,073 kms- Specifications pending(service body/light truck)
 - Workshop Truck- 82,693 kms- Specifications pending
 - Toyota Landcruiser Dual Cab- 87,580 kms- Do we keep?

3. RANGER

Animal Control

- Nil for this period

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.

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).
- 1080 baiting notices gone out for first round of 1080 baiting to commence 9th May and have since followed up with properties.

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	5042 31/1	19184 26/4	14142
Unit 2	Floraville Road	31559 31/01	43387 26/4	11828
Unit 3	After Century turnoff	3160 1/02	6084 27/4	2924
Unit 4	After Adels Grove (National Park Road)	3622 22/3	10614 4/5	6992
Unit 5	Camooweal Road	75 22/3	2460 4/5	3385
Unit 6	Before Century turnoff	443 22/03	2951 27/4	2508
Unit 7	Doomadgee West	17534 14/3	1251 2/5	1251
Unit 8	Before Adels Grove	50 1/2	3241 4/5	3191
Unit 9	Doomadgee East	52428 14/3	7401 2/5	7401
Unit 10	Airport Road	5231 1/03	10374 28/4	5143

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

4. PARKS AND GARDENS

- Routine Parks and Gardens Maintenance
- Preparation for Camp draft
- Weekly trips to Gregory to empty skip bins and septic tank at public toilet.

- Poisoned airport, MGP, cemetery, depot and pool fence lines and around trees with round up.
- Daily Water testing and cleaning at the aquatic centre.
- Assisted with the setting up and packing down of Anzac Day, May Day, and the fibre optic opening.
- Installing sprinkler system around the Durlga Rose Garden beds.

Training

- All parks and garden staff to have training with John Carr

5. HOUSING/BUILDING MAINTENANCE

Repairs are conducted as and when required.

6. UTILITIES

Burketown Water

Daily Reading WTP Burketown –Total Usage – 15245 KI		
	Daily Usage	Outflow To Town Litres/Second
Highest Daily Usage	685 KI	Avg – 11.26 L P/S
Lowest Daily Usage	351 KI	Avg – 6.7 L P/S

Burketown Water Treatment .

- 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 on-going.

Water Reticulation

- Has been operating well.
- Testing and 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. We currently averaging 500 kl per day.

Nicholson River Pump STN

- Pumps are operating at 19 l/s.
- Maintenance of Air Valves on-going. Major repairs are needed on the Air Valve located in N&L Campbell's property due to be replaced works 4 QLD.
- All air valves will be replaced under works 4 QLD

Gregory Water

Daily Reading WTP Gregory –Total Usage – 6020.9 KI		
	Daily Usage	Outflow To Town Litres/Second
Highest Daily Usage	313 KI	Avg – 11.26 L P/S
Lowest Daily Usage	134 KI	Avg – 6.7 L P/S

Gregory Water Treatment Plant

- Had computer issues. This issue has now been resolved.
- Plant has been operating well with minor issues and maintenance.

Water Reticulation Gregory

- Operating well.
- Flushing on Water mains ongoing with daily testing around town.
- We have also had to repair a couple of house services due to cars running over them. This has occurred several times now and we have spoken to the resident involved and told them to report it ASAP if it occurs again. Once repairs were made water usage dropped from 4l/s to 1-2 l/s.

Sewerage Burketown

- Sewerage samples have all passed.

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
457225	Total Coliforms	12.04.17	Treated Effluent	<1000CFU/100ml	10CFU/100mL	< 10	
457224	BOD Biochemical Oxygen Demand	12.04.17	Treated Effluent	< 20 Mg/L	<13 mg/L	<2	
457224	Total Suspended Solids	12.04.17	Treated Effluent	< 30 Mg/L	21 mg/L	<1	
457224	Total Chlorine	12.04.17	Treated Effluent	< 1mg/L	0.24mg/L	<0.01	
457224	Free Chlorine	12.04.17	Treated Effluent	<1 Mg/L	0.05mg/L	<0.01	
457224	Electrical Conductance	12.04.17	Treated Effluent	<1600 US/ CM	760 uS/cm	<1	
457224	PH Physical Properties	12.04.17	Treated Effluent	6.5-8.5	7.5	<0.1	
457224	TP Nutrients & Anions	18.04.17	Treated Effluent	< 30mg/L P	4.9 mg/L P	<0.1	
457224	TN Nutrients & Anions	18.04.17	Treated Effluent	< 40 Mg/Ln	25 mg/L N	<0.2	

State-wide Water Information Management (SWIM)

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

Sewerage

- All stations operating well.
- Sewer station 1 has been receiving a lot of sanitizer wipes (similar to nappy wipes only larger). As this collects sewerage from the businesses around town, this can produce major pump issues.
- 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.
- 1 issue with a sewer blockage Gregory street.
- Tourists are now on the move and the Dump-ezy is being used quite frequently. Be interesting to see how the samples fair over the tourist season
- Blivet operating well.

- Monitoring of the ground water is ongoing.
- Removal of vegetation in and on the sewer ponds ongoing.

Burketown Airport

- Work has commenced on the main strip to repair holes on edge of runway 70% completed..
- The electrician has repaired the wind sock lights. He will present a report detailing issues that he found when rectifying the electrical problem.
- Airstrip Runway is okay- Potholes patching is outstanding
- Side Strip – Potholes patching and levelling rough area with red gravel.
- Bitumen Edge – Require Poison spraying in the next day or so .
- Weather Station – Mow and Whipper Snip Enclosure.
- Signal Area – Widen area ,gravel placement and compaction and spray area with Emulsion
- Apron Floodlights – 2 not operational requires lamps M Clemments to check when next it town.
- IWI Windsock- Require 2 lamps to complete works nil in store Mark has some on order, once fitted will cancel NOTAM

Weather Station

- Currently operating well

REX Airlines

- Rex Regional Express has been operating to their schedule timetable everything is going..

7. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Works for QLD monthly report



Burke SC - Works for Queensland W4Q mo

2. R2R Quarterly Report – April 2017



Work Schedule
20_04_2017 (ID 252620042017 (ID 252661



Expenditure Report



April 2017 LOS -
Burke SC as at 28 Ap

3. NDRRA List of Submission Quarterly Report – April 2017

Works and Services Reports

09.01.02 QLD Wild Dog Control Coordinators Project

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Ray Egan
DATE REPORT PREPARED:	12 May 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan, s1.2 & s8.2

1. PURPOSE

Funds are being sought to appoint three (3) Industry based wild dog Coordinators across Northern, Central-west and South-west Queensland from January 2017 through to December 2019.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

These positions will be jointly funded by industry, at the state (Shire Councils) and national level (AWI and potentially MLA) and State and Federal Governments.

Employed through AgForce, these Coordinators will be supported by the National Wild Dog Management Facilitator, the Australian Wool Innovation Wild Dog Program management team, Biosecurity Queensland and the Invasive Animals CRC. The project brief is attached.

The matter is due to be considered at the next NWQROC meeting in June 2017, requiring Council to adopt a position to take to this meeting.

Council presently manages wild dogs through a 1080 baiting program coordinated by Council's Ranger.

Results of 2016 baiting program:

Baiting is conducted twice a year.

The first 2016 (May/June) covered 1,125.303 hectares baited with 6150 kg of bait.

Second round 2016 (Oct/Nov) covered 2,019.303 hectares baited with 8600 kg of baits

Burke shire council coordinates baiting campaigns with neighboring Shires baiting around the same time to maximize the results.

Consultation through property owners and Council's Ranger suggests that both Council and property owners are anecdotally generally happy with the service provided.

3. PROPOSAL

The Coordinators will assist woolgrowers, livestock producers, local government officers and key stakeholders to work together in implementing a cross-tenure approach to pest animal management. These approaches will be based on current best practice management and community engagement principles in order to reduce the impact of wild dogs and other feral animals on livestock and the environment. The Coordinators will work closely with local government officers,

Biosecurity QLD and other relevant State authorities to assist in the delivery of local and regional pest management plans.

It is noted that the coordinator for the NWQROC region is expected to be based in Cairns or Mareeba.

4. FINANCIAL & RESOURCE IMPLICATIONS

These positions will be jointly funded by industry, at the state (Shire Council) and National level (AWI and potentially MLA) and State and Federal Governments.

It appears that there will be some on going cost to councils depending on the funding sought and approved by Industry, state and national levels.

5. POLICY & LEGAL IMPLICATIONS

Council does not have a Wild Dog Baiting policy but abides By/adopted the *Vertebrate pesticide manual* (DPI&F,2008)and local councils act responsibly in accordance with *the land protection (Pest and Stock Route Management Act 2002)*.

Council does however maintain a bounty scheme for wild dogs (and feral cats). Council is also committed to pest management through its Corporate Plan, specifically s8.2:

8.2 Outcome: improved pest management practices

Key strategies	Priority	Timing
8.2.1 Council investigates new methods and strategies to manage pests (animal and weed) in the Shire and in the region more broadly	HIGH	Ongoing
8.2.2 Council continues to support organisations committed to managing pests (animal and weeds) in the Shire	HIGH	Ongoing

6. CRITICAL DATES & IMPLICATIONS

As the matter is being discussed at the NWQROC meeting in Mount Isa on 1 June, the May 2017 Council meeting would be an appropriate time for Council to adopt a position on this matter.

7. CONSULTATION

Consultation has taken place internally with Council's Ranger who coordinates the Baiting program and works with relevant property owners through out the Shire, and with neighbouring Councils

It is expected that regional consultation will occur at the next NWQROC meeting.

8. CONCLUSION

Currently Burke Shire assists property owners with baiting services across the Shire. We do so in accordance with guidelines and legislation relevant to the use of vertebrate pesticide for the control of wild dogs. We coordinate this work with neighbouring shires and there is a generally high level of satisfaction with the service.

While there is always room to improve the services we offer and the way that we manage operations in this space, the benefit to the Burke Shire of a Wild Dog Control Coordinator based on or near the East Coast is unclear. It is therefore difficult to support contributing Council funds towards such an initiative at this time.

9. OFFICER'S RECOMMENDATION

- (1) That Council note the contents of the report; and
- (2) That Council reaffirms its on-going commitment to effective and compliant management of wild dogs in collaboration with neighbouring shires; and
- (3) That Council does not endorse NWQROC financial contribution towards Wild Dog Control Coordinators Project.

ATTACHMENTS



Project Brief for
LG's.docx

1. QLD Wild Dog Control Coordinators Project Brief

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

Paper to follow under separate cover.

12. Corporate Services

12.01.01 Deputy Chief Executive Officer Report

12.01.02 Truganini Road Reserve

12.01.03 North West Hospital and Health Service (NWHHS) Representation

12.01.04 Donation Request - Burketown Barramundi Fishing Organisation Inc.

12.01.05 GOV-POL-003 Risk Management Policy Review

12.01.06 HRM-POL-004 Recruitment Policy Review

12.02.01 Executive Officer Report

12.02.02 Adoption of ADM-POL-013 Minors in the Library Policy

Deputy CEO 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:	9 May 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

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 public consultation period is due to commence on Monday 15 May 2017 and run until Friday 30 June 2017. Representatives from DILGP will be in the Burke Shire for public consultation sessions, and private meetings with stakeholders, on Wednesday 7 and Thursday 8 June 2017.

This timing will ensure that the public are able to review the new Scheme prior to the consultation sessions, and have time to submit a submission thereafter should they wish to.

Council will need to consider any submissions and may need to amend the Scheme in line with such prior to adoption of the Scheme.

Consultation Sessions:

Burketown: 7 June 2017 from 5pm at Nijinda Durlga

Gregory: 8 June 2017 time TBC at Gregory Showgrounds Hall

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> <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.</p> <p>May 2017 – TDDI application has passed through State Government and currently sitting with Federal minister (Steven Ciobo) for final decision. During his visit on 5 May, Senator Ian Macdonald expressed interest in this project and has been provided with additional project information to follow up with his Federal counterparts on this matter in relation to both the TDDI and BBRF application.</p>
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3. HUMAN RESOURCES UPDATE

Staff Changes – Departures:

Ross Higgins, Acting DCEO will complete his temporary assignment on 12 May 2017

Staff Changes – Appointments:

Nil

Vacancies:

- Executive Manager of Works and Infrastructure role advertising closed on 8 May 2017. One interview has been conducted at the time of writing this report, with 1-2 more planned in May.
- Works Manager position commenced advertising on 27 April 2017; closes on 29 May 2017
- HR and Workforce Development Coordinator position commenced advertising on 27 April 2017; closes on 29 May 2017
- Community Development and Tourism Officer position commenced advertising on 28 April 2017; closes on 29 May 2017
- Council advertised internally for a jetpatcher operator and applications and presently being considered

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 has been reviewed and revised.

Training:

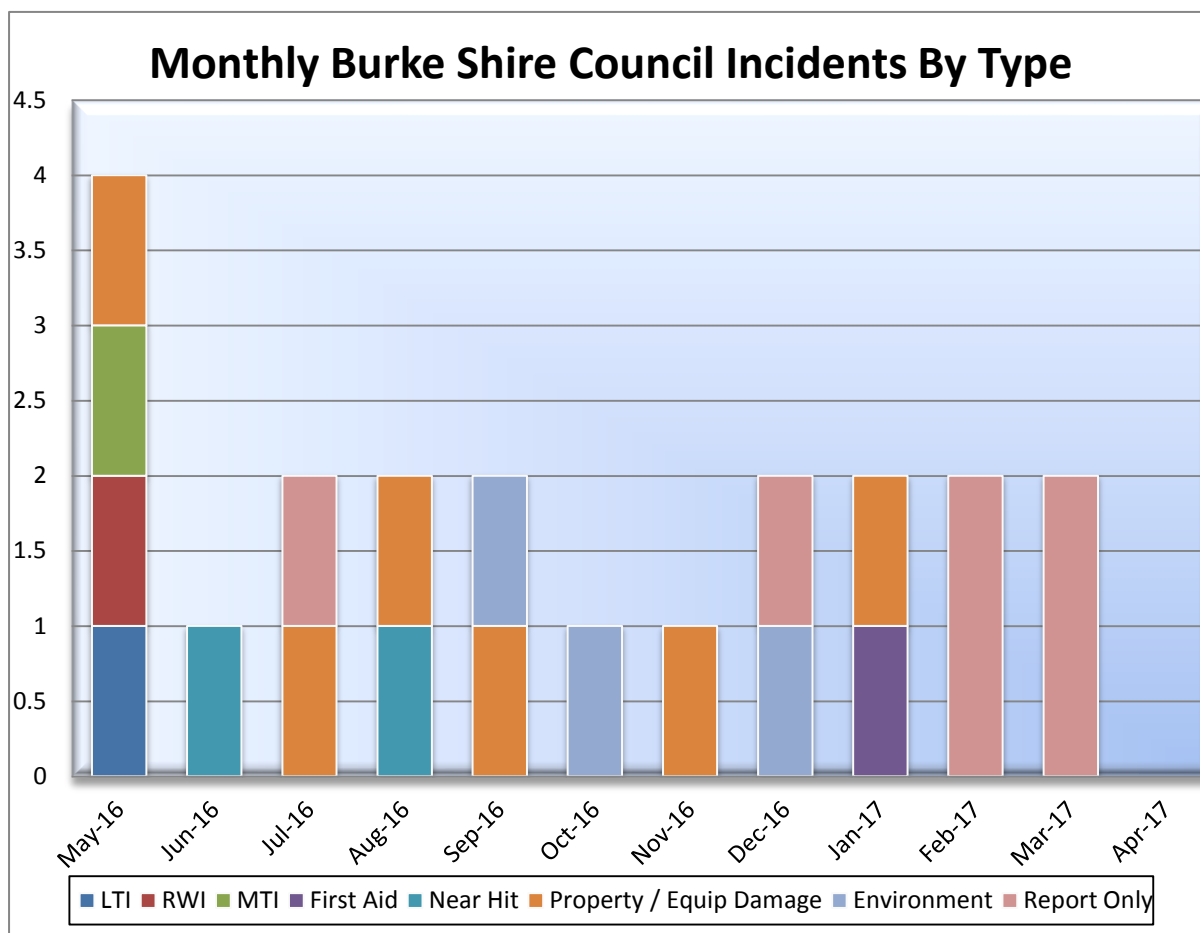
The following training has taken place over the last month:

- 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
- Administration and supervisory staff participated in business writing training
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

4. WORKPLACE HEALTH AND SAFETY

There were no incidents reported for the month of April 2017. A copy of the WHS report is attached.



5. OFFICER'S RECOMMENDATION

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

ATTACHMENTS:



170509 EOM OHS
Report April 2017.doc

1. April 2017 WHS Report

Deputy CEO Reports

12.01.02 Truganini Road Reserve

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Ross Higgins; Acting DCEO
DATE REPORT PREPARED:	11 May 2017
LINK TO COUNCIL PLAN/S:	Operational Plan Town Planning Scheme

1. PURPOSE

To provide for the creation of a 60m wide road reserve centrally about the existing Truganini Road sealed pavement within Lot 2 on 157147.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The reason for this survey was a component of the overall Burketown Land Exchange ILUA project to formalise existing, long standing public access via paved surface along Truganini Road to Truganini Wharf (adjoining the Albert River). This particular section of the road is located on land that is owned by the Burke Shire Council.

3. PROPOSAL

The subject allotment is owned by the Burke Shire Council in fee simple, freehold title with the intent to transfer the property into two (2) areas and creating a small area of 1.185ha to be included into Truganini Road as a new road reserve.

The Survey and proposed action is to record and formalise what is actually on the ground and where the current road is located.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no budget implications other than the cost of the survey and lodgement of the plan with DNRM Titles Office.

5. CONSULTATION

There was consultation with Brian Lane from Ausnorth Consultants and Town Planner Elizabeth Taylor as to whether there was a need for Council to submit a Development Application (D.A.) to itself for approval. To proceed with a D.A. may trigger referral to the State through SARA Mapping (Coastal Management, Regulated Vegetation and Tidal Waterways) with significant costs and time delays and no added value to the end result.

Further information from both Brian Lane and Liz Taylor indicates that there is no need for a Development Application as we are not creating or registering a “subdivision” which would necessitate a D.A.. However, we are proposing “registering a plan of “survey” that does not create any more lots, it just reduces the area of one lot and opens a portion of road contiguous with an existing road”.

6. CONCLUSION

Based on the advice from our consultants, there is no need to undertake a Development Application to finalise this matter and all that is required is for the Survey Plan to be endorsed by Council and then lodged with DNRM for registration.

7. OFFICER'S RECOMMENDATION

That Council:

- a. Notes the contents of the report; and
- b. Endorses the Survey Plan for lodgement with DNRM for registration including an authorisation for the plan to be signed.

ATTACHMENTS



Trunganini Road
Survey Plan ANC.pdf

1. Copy of Survey Plan

Deputy CEO Reports

12.01.03 North West Hospital and Health Service (NWHHS) Representation

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Ross Higgins; Acting Deputy CEO
DATE REPORT PREPARED:	7 May 2017
LINK TO COUNCIL PLAN/S:	Operational Plan – Section 1 – Governance (Advocacy and Community Consultation)

1. PURPOSE

For the Burke Shire Council to nominate representatives to be part of the Burketown Community Advisory Group that will provide input to the North West Hospital and Health Service (NWHHS)

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

One of the Strategic Priorities of the North West Hospital and Health Service is to have “Strong partnerships which build integrated and streamlines services”. To assist in this, NWHHS is developing a Burketown Community Advisory Group and has provided a Draft Terms of Reference for the Group to assist with its formation and operation.

The proposed purpose of the Community Advisory Group is to:

- Provide community consumers and their families and/or carers, an engagement mechanism into the North West Hospital and Health Service (NWHHS).
- Allow feedback from a community perspective to assist the NWHHS to enhance its delivery of public health services.
- To build and maintain partnerships with the residents and visitors to our communities
- To ensure all our community members are provided an opportunity to be involved in the planning and operation of our services
- To provide our community members an opportunity to be involved in the design and redesign of our services
- The continuous improvement of the patient experience.

The role of the Community Advisory Group is in an advisory only capacity and is not authorised to make decisions.

It is proposed that meetings of the group will routinely be held quarterly with any additional meetings to be held as determined by the Chair.

3. PROPOSAL

It is proposed in the Draft Terms of Reference that membership of the Burketown Community Advisory Group would consist of the following:

- Burketown Director of Nursing
- Director of Remote Hospitals
- Burke Shire Council nominated representative
- Three representatives from the community – eg. Aboriginal, elderly, youth, disability, sporting associations, other specific groups and general community
- Ex officio: North West Hospital and Health Service Board Chair
 Health Service Chief Executive.

4. FINANCIAL & RESOURCE IMPLICATIONS

The financial and resource implications of this policy will be minimal and only consist of time required for Council representatives to attend the meetings of the Community Advisory Group.

5. CONSULTATION

Representatives from the NWHHS attended the April meeting of the Burke Shire Council to advise of this proposal, with the following recorded in the Unconfirmed Minutes:

“Representatives of NWHHS made a presentation to Council regarding a proposed Community Health Advisory Group. Council indicated in-principle support for a proposal to nominate Council representatives to this pilot committee. NWHHS will provide draft terms of reference to inform an agenda paper for the May 2017 ordinary meeting of Council.”

6. CONCLUSION

Participation as part of this Community Advisory Group will ensure that Council (through its representatives) has input into future issues and activities provided by the NWHHS to the residents of the Burke Shire.

It is also important that Council representation consist of an elected member as well as a Council officer who both support community and community development for the Shire.

7. OFFICER’S RECOMMENDATION

That Council:

- a. Notes the contents of the report; and
- b. Endorse the nomination of Cr Tonya Murray and the new Community Development and Tourism Officer (CDTO) to represent the Burke Shire Council on the Burketown Community Advisory Group.

ATTACHMENTS

1. Draft Terms of Reference for the Burketown Community Advisory Group of the North West Hospital and Health Service (NWHHS)



Draft ToR Burketown
CAG 170418 v.01.doc

Deputy CEO Reports

12.01.04 Donation Request - Burketown Barramundi Fishing Organisation Inc.

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	9 May 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To provide information to Council regarding a donation request received from Burketown Barramundi Fishing Organisation Inc.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

2013-2014:

The Burketown Barramundi Fishing Organisation Inc. received a \$5000 cash donation and \$364.96 In-Kind for Rubbish Collection from Council in 2013-14

2014-2015:

The Burketown Barramundi Fishing Organisation Inc. received a \$5000 cash donation and \$759.30 In-Kind for Rubbish Collection from Council in 2014-15 for the World Barramundi Fishing Championships

2015-2016:

Council considered and approved the attached donation request in March 2016, however the donation was not required as the event was cancelled. The resolution is below:

09.03 Donation Request – Burketown Barramundi Fishing Organisation Inc.

- 1. That Council approves, subject to the receipt and review of the most recent audited financial statements;**
 - a. a \$5,000.00 sponsorship donation to the Burketown Barramundi Fishing Organisation Inc. to provide financial sponsorship assistance for the World Barramundi Fishing Championships;**
 - b. in-kind assistance to the Burketown Barramundi Fishing Organisation Inc. for the grading of local fishing tracks and servicing of rubbish bins, subject to receipt of appropriate approvals;**
 - c. a donation to fund the provision of banners (of the kind capable of being displayed on Council's street advertising poles) for the competition**

Moved: Cr Camp
Seconded: Cr Forshaw

Carried 160218.17 5/0

The Burketown Barramundi Fishing Organisation Inc. were under the impression that as they had been allocated a donation in the 2015-16 FY and not utilised it, that the approval remained valid into the 2016-17 FY.

The donation request for the 2017 event was only received on 31 March 2017, which did not provide an opportunity for Council to consider the application prior to the event taking place. On this basis, in consultation with CEO and Garry Jeffries of the Burketown Barramundi Fishing Organisation Inc., the Mayor authorised Council to grade the fishing tracks on behalf of the Burketown Barramundi Fishing Organisation Inc. as an emergency measure ahead of formal consideration of a donation request at a Council meeting.

A contractor was engaged through Council's Register of Preferred Suppliers and the work was completed, with a total cost of \$5,582.00.

Burke Shire Council was recognised as a sponsor of the annual World Barramundi Fishing Championships during the Easter Weekend this year.

3. PROPOSAL

Purpose or Function

The Burketown Barramundi Fishing Organisation Inc. are hosting of the Annual World Barramundi Fishing Championships in Burketown.

Structure

The Burketown Barramundi Fishing Organisation Inc. is a non-profit organisation that currently is run by a management committee. This organisation has been established for 40 years and currently has between 15-20 members. Members currently live in the Burke Shire.

Project Summary

Annual fishing competition held over the Easter Weekend.

How will the project benefit Burke Shire Communities

The Burketown Fishing Competition is one of the few major events held within the Burke Shire each year. The event receives significant public exposure throughout the NW Region and draws upward of 300 competitors to the Shire. As such it is an important social and economic event for the community.

Who will participate

Families, individuals and teams both from the local communities and visitors to the Shire.

Target Audience

Individuals and families from the Shire and Northwest Region and visitors to the area.

Donation Support Request

Cash sponsorship \$5000, plus In-Kind grading of local fishing tracks and servicing of rubbish bins. Additionally it would be appreciated if Council could provide banners that could be utilized each year of their street advertising display poles.

This organisation is Non-Profit and proceeds from the Annual Competition are used to assist local community organisations.

Sponsorship and volunteer help are imperative to the success of this event.

How Council will be recognized and acknowledged

All sponsorship receive recognition throughout the event advertising. Major sponsors (>\$2000) are given the opportunity to have a logo on the competition T-Shirt. Major Sponsors are also allocated one of the top prize categories and a representative for the sponsor is invited to present the prize at the presentation night ceremony.

Total project cost

	\$
Own cash contribution	15,000.00
Own in-kind contribution	20,000.00
Other funding sources	15,000.00
Council Donation Request	5,000.00
Total project cost	\$55,000.00

List Sources for Other Funding

Local businesses, Local property owners, individual donations, some corporate sponsors and businesses outside the Shire. Entry Fees, merchandise sales and food and bar sales during the competition weekend.

Other information relevant to this application

This competition is one of the few major events held each year within the Burke Shire and each of these events are an important contribution to the social and economic well being of the community.

The fishing competition has been running in excess of 35 years and is well recognized throughout the NW Region and beyond. Numbers vary each year but generally it attracts in excess of 300 competitors.

From the figures tabled above it can be seen that sponsorship and volunteer help are absolutely necessary for the continuing viability of this event that uses proceeds to assist local community organisations such as the school, kindergarten and health clinic.

4. FINANCIAL & RESOURCE IMPLICATIONS

Item	Value
2016-17 Donations Budget	30,000.00
Funds spent to date	17,000.90
Funds committed	0.00
Budget remaining	12,999.10

The total donation requested includes \$5,000.00 cash and \$5,852.00 in kind.

If Council elects not to endorse the grading work as an in kind donation, the costs will be allocated to Council's works and services department, rather than the donations budget.

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

The request for a donation for the 2017 event was only received on 31 March 2017, which did not provide Council with an opportunity to consider this application at an Ordinary Council Meeting. Given the significance of the event, the Mayor authorised the emergency grading of this track on 6 April 2017 ahead of formal Council consideration as a donation.

Given the nature of this work, it would be highly desirable that Council make a resolution on this matter at the May 2017 Ordinary Council Meeting.

7. CONSULTATION

The Mayor and CEO consulted extensively prior to authorising the work to be undertaken. The Burketown Barramundi Fishing Organisation Inc. also consulted with Traditional Owners to ensure appropriate permissions were given to conduct the work.

8. CONCLUSION

Council traditionally supports this event, which brings both tourism and 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 recognise the \$5,852.00 of grading work on Burketown fishing tracks as an in kind donation to the Burketown Barramundi Fishing Organisation Inc.; and
3. That Council approve a cash donation of \$5,000.00 to the Burketown Barramundi Fishing Organisation for the World Barramundi Fishing Championships, subject to the provision of audited financials as per Council's Grants to Community Organisations Policy.

ATTACHMENTS



Burke Shire Council
Donations Request F

1. Donation Request Form

Deputy CEO Reports

12.01.05 GOV-POL-003 Risk Management Policy Review

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Nils Hay; DCEO
DATE REPORT PREPARED:	9 May 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To review and updated Council's Risk Management Policy

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted GOV-POL-003 in August 2014. Since this time, Council has instituted and improved a range of risk management systems. This policy was last reviewed in May 2016.

3. PROPOSAL

As per the marked up document attached, it is proposed that the Operational Plan be recognized, in addition to the Corporate Plan, as part of Council's planning process into which risk management is integrated.

It is also proposed that ERA Permits be referenced generally as related documents, as opposed to specifically listing Permits.

All other changes are cosmetic or version control in nature.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

While not a policy required under legislation, the maintenance of a Risk Management Policy is standard good practice.

6. CRITICAL DATES & IMPLICATIONS

It has been 12 months since the last review of this Policy. As such, the May 2017 Ordinary Council Meeting is an appropriate time to revisit and review it.

7. CONSULTATION

The DCEO has reviewed numerous Risk Management Policies from other Local Governments as part of this process. While variations exist within the sector, Burke Shire's Policy contains similar content to many others and remains relevant to a Council of our size.

8. CONCLUSION

As Council improves it's approach to Risk Management, it is important to ensure the Risk Management Framework is underpinned by an appropriate Policy. This document continues to serve well in that role.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. That Council adopts GOV-POL-003, Version 3, as attached.

ATTACHMENTS

1. GOV-POL-003 Risk Management Policy



GOV-POL-003 Risk
Management Policy.d

Deputy CEO Reports

12.01.06 HRM-POL-004 Recruitment Policy Review

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

1. PURPOSE

To review Council's Recruitment Policy, which outlines how Council manages recruitment of new staff.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This policy was last reviewed in May 2016, and remains largely unchanged from the June 2015 revision which was performed in conjunction with Martine Care from Preston Law, as part of a wider review of a tranche of HR policies.

3. PROPOSAL

The only material change proposed to the policy (as per the attached, marked up version) is to add a specific reference to Council's commitment to ensuring selection panel members receive appropriate training to assist with the discharge of their duties.

In Crowe Horwath's Internal Audit Report from October 2016, one agreed management action was to: *"Investigate interview technique training for key personnel and elected members with interview responsibilities to attend. Depending upon the cost/scope of this training, this may be possible to deliver in FY16-17 or to be placed in the FY17-18 Training Budget and Plan"*.

30 June 2016 was noted as the due date for this action item.

4. FINANCIAL & RESOURCE IMPLICATIONS

The proposed change requires that Council provide training for both senior staff and Councillors in recruitment and interviewing practices. The DCEO has sought quotes for such work (circa \$5,000) and provision for this will be made in the 17-18FY budget.

5. POLICY & LEGAL IMPLICATIONS

It is important to have a policy that governs Council's recruitment activities, and to ensure that staff are appropriately trained in carrying out their duties under the Policy.

6. CRITICAL DATES & IMPLICATIONS

The May 2017 Ordinary Council Meeting would be an appropriate time to review this policy. It has been 12 months since this policy was last reviewed, and this will also ensure that Council meets the due date set in the Internal Audit report.

7. CONSULTATION

General consultation has taken place both between the CEO and DCEO and DCEO and LGAQ regarding the delivery of recruitment training to satisfy the proposed addition to this policy.

8. CONCLUSION

This policy will continue to guide Council's recruitment process, as it has done for the past 12 months. The added material will strengthen Council's capability in this area and support on-going improvement in the Human Resources space.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. That Council adopts HRM-POL-004 Recruitment Policy, Version 4.

ATTACHMENTS

1. HRM-POL-004 Recruitment Policy (Review)



HRM-POL-004
Recruitment Policy (re

Executive Officer Reports

12.02.01 Executive Officer Report

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Ferne Clarke; A/g Executive Officer
DATE REPORT PREPARED:	16 May 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To report on administration and community service functions.

2. DEPARTMENTAL SUMMARY

Recordkeeping

Strategies to increase efficiencies related to cost reduction continue.

[Click here](#) to see the CorpMem April Report

Information Technology

90% full ICT function is operational, post the disparate TIPT installation. Stores and Utilities phones and computers remain to be activated. The delay is the ordered parts from Telstra. A brief on the TIPT installation is attached.

Costings for disaster resilience have been scoped. The ITERRA satellite system provides an appropriate solution. Key strengths are its cloud punch capability and capacity to provide immediate backup if systems fail. Estimate costs: Installation approximately \$22k, on-going annual charges approximately \$17k. A full report will be provided in the next EO report.

[Click here](#) to see Civica April Report 2017

[Click here](#) to see the TIPT Brief

Library

The general trends continue for the library, and improved usage of the Free WiFi service reflects the increasing number of tourists visiting the shire.

[Click here](#) to view the Library April Report

Community Development

2017 Council Run Events Schedule

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	

[Click here](#) 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. The position has been advertised with a closing date of 29th May 2017.

Morning Glory Festival

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

Social Media

The LGAQ social media management pilot continues with Council.

[Click here](#) to view Councils Facebook April Report

Donations

A donation requests was received from the Burketown Barramundi Fishing Organisation. It will be presented at the May 2017 Ordinary Council Meeting.

EHO

Council is currently preparing for the annual review of business food licences in the shire.

Website and Wi-Fi

Work on Council web site update continues, finalising the web interface design, the design is currently being reviewed. Next phase is to design the tablet and mobile interface.

Use of the Council's free Wi-Fi has improved, reflecting the increase of tourists in the shire.

[Click here](#) to view Free WiFi April Report 2017

3. CONCLUSION

The Administration and Community Services department has had a busy April. With major ICT issues, ANZAC Day and supporting the fiber optic opening.

Major challenges with TIPT installation created significant down time for key staff in the department which has had a flow on effect to other major projects and business delivery. In record keeping no destructions were undertaken, for ICT rollout for the asset management process has been delayed. And nil progress has occurred on the raft of process improvement projects.

There is still outstanding work to be completed in relation to the TIPT installation, it is likely to be June before normal capacity returns for the team.

4. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. CorpMem Report



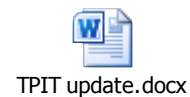
CorpMem Rep
April.pdf

2. Civica Report



Civica Rep April.pdf

3. TIPT Update



TPIT update.docx

4. Library Statistics



RLQ Statistics master
2016 - 2017.xls

5. Events Calendar



Events
Calendar.docx

6. Social Media Reports



SocMedia Rep
April.pdf



FreeWifi Rep
April.pdf

Executive Officer Reports

12.02.02 Adoption of ADM-POL-013 Minors in the Library Policy

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Ross Higgins; Acting DCEO
DATE REPORT PREPARED:	11 May 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To introduce ADM-POL-013 Minors in the Library Policy

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

There has been no policy on the age of children who are able to access the library and concerns were raised that adequate supervision was not able to be provided whilst children were in the library. Standards and guidelines are in place within Queensland Public Libraries and this policy is to bring the operations of the Burke Shire Public Library in line with these standards.

3. PROPOSAL

The policy allows for young persons aged between 12 and 18 to be permitted to enter the Burke Shire Library without supervision however with the permission from their parent or guardian as per the library membership application form.

The policy also requires that no children under the age of 12 years are to be unsupervised in the library. Parents/carers of children under the age of 12 must provide adequate supervision for their child/ren while in the library.

4. FINANCIAL & RESOURCE IMPLICATIONS

The financial and resource implications of this policy will be minimal. Current staff will have to continue to monitor access to the library as they currently do.

5. CONSULTATION

Details for this policy have been taken from existing legislation such as the Library Act 1988, Queensland Public Library Standards and Guidelines, Child Protection Act 1999, Working with Young People (risk management and screening) Act 2000 and Criminal Code 1899 – Sect 364A.

6. CONCLUSION

This policy provides support and certainty to Council staff in dealing with young people attending the library.

7. OFFICER'S RECOMMENDATION

That Council:

- a. Notes the contents of the report, including the attached draft of ADM-POL-013 Minors in the Library Policy; and
- b. Adopt version 0 of ADM-POL-013 Minors in the Library Policy

ATTACHMENTS



ADM-POL-013 Minors
in the Library.docx

1. ADM-POL-013 Minors in the Library Policy (Draft)

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

No deputations or presentations were scheduled for the meeting at the time of agenda preparation.

18. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 15 June 2017.