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Confirmed Minutes Burke Shire Council Special Meeting Wednesday 28 June 2017 11.30am Council Chambers

01. Opening of Meeting	2
02. Record of Attendance	2
03. Executive Management Reports.....	3
03.01 Corporate Plan 2014-2019 - Review	3
03.02 Operational Plan 2017-18	7
03.03 Burke Shire Council Budget 2017-2018	10
04. Closure of meeting.....	14



01. Opening of Meeting

The Chair declared the meeting open at 12.04pm.

02. Record of Attendance

Cr Ernie Camp; Mayor – Chair

Cr Paul Poole; Deputy Mayor (via teleconference)

Cr John Clarke

Cr John Yanner

Cr Tonya Murray

Sharon Daishe; Chief Executive Officer

Nils Hay; Deputy CEO

Simbarashe Chimpaka; Finance Manager (via teleconference)

Madison Marshall; Executive Assistant (Minutes)

03. Executive Management Reports

03.01 Corporate Plan 2014-2019 - Review

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer
DATE REPORT PREPARED:	21 June 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan - Document ID: 89836

1. PURPOSE

To present an administrative review of the Burke Shire Council Corporate Plan 2014-2019 to Council for consideration and adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Local Government legislation requires Councils to prepare a 5-year corporate plan for each period of 5 financial years, and to discharge their responsibilities in accordance with the plan. The Corporate Plan forms part of a suite of integrated planning documents mandated under Part 2 of the Local Government Regulation 2012, Financial planning documents. These are:

- Division 1: 5 year Corporate Plan
- Division 2: Long term asset management plan
- Division 3: Annual budget (incorporating long term financial forecast)
- Division 4: Annual operational plan

Councillors are bound to ensure that the local government achieves its corporate plan, and employees are charged with carrying out their duties in a way that ensures the local government achieves its corporate plan.

Council developed its Corporate Plan 2014-2019 in May/June of 2014 incorporating community engagement that was undertaken in 2011 for preparation of Council's Community Plan. The history of adoption by Council is as follows:

23/05/14 Decision 140523.15 | Adoption deferred to 12/06/14

12/06/14 Decision 140612.02 | Resolution passed: That this Special Council meeting be adjourned until Wednesday 18th June in order that Council may adopt the Corporate Plan 2014-2019 on this date, subject to receipt of feedback from the Department of Local Government, Community Recovery and Resilience.

The meeting did not reconvene on 18 June 2014. No resolution passed to adopt the Corporate Plan.

19/02/15 Decision 150219.08 | Report submitted and resolution passed to adopt amendments to plan

Since the decision in 2015 a number of changes have rendered certain information in the Corporate Plan out of date. Notably, local government elections were held in 2016, and the local government adopted a revised organisational structure in 2017. A local government can amend its Corporate Plan by resolution at any time. Councillors and staff reviewed the Corporate Plan, at an

administrative level based on identifying significant inconsistencies, at workshops held in April and May 2017.

3. PROPOSAL

It is proposed that Council adopts the administrative review of the Corporate Plan 2014-2019 as presented incorporating the following updates:

What	Changes	Rationale
Formatting	Various	Assist with editing; highlight vision and mission
Revision schedule	Added	Audit trail of revised versions
Councillor information	Updated	2016 elections
Organisational structure	<p>Updated to reflect structure most recently adopted</p> <p>Two position titles (titles only; not roles) are also changed for consistency within the new organizational structure:</p> <ul style="list-style-type: none"> Finance Manager becomes Executive Manager Finance (EMF) Governance and Projects Manager becomes Executive Manager Strategic Projects (EMSP) 	<p>Reflects 2017 organisational structure</p> <p>Position title change makes titles consistent for executives with responsibility for an operational section who report directly to the CEO</p>
Priority projects & initiatives as determined by Councils & staff during 2017 Corporate Plan review workshops:	<p>Projects added</p> <ul style="list-style-type: none"> Alternative energy sources Burketown Solar (water treatment plant) Mineral Baths Airport Terminal – devolve Rex for someone else to manage Housing – long term solution to increase remote liveability by having more housing stock in Burketown and remove cost burden and expectation on council Burketown Visitors Information Centre <p>Initiatives added</p> <ul style="list-style-type: none"> Camping local laws Audit and upgrade of integrated ICT framework 	<p>Reflect current strategic capital projects</p> <p>(also reformatted to group projects by type)</p>

4. FINANCIAL & RESOURCE IMPLICATIONS

The 5-year Corporate Plan is an element of the integrated financial management systems of the local government. The local government must prepare an annual budget, inclusive of a long-term financial

forecast, and the budget must be consistent with the 5-year corporate plan and annual operational plan. Therefore the financial implications of the corporate plan are set out in the annual budget.

Mayor Ernie Camp distributed the budget for the 17-18 financial year on 14 June 2017 in accordance with Section 107A of the *Local Government Act 2009*. Council will consider the budget at a Special meeting to be held on 28 June 2017. This review of the Corporate Plan is also presented at that meeting.

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

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Sections 12 and 13 – responsibilities of councillors and employees	<p>Section 12 charges councillors with ensuring the local government achieves its corporate plan.</p> <p>Section 13 charges council employees with carrying out their duties in a way that ensures the local government achieves its corporate plan.</p>
	Section 104 Financial Management Systems	<p>(5) The system of financial management established by a local government must include—</p> <p>(a) the following financial planning documents prepared for the local government—</p> <p>(i) a 5-year corporate plan that incorporates community engagement</p> <p>(ii) a long-term asset management plan;</p> <p>(iii) a long-term financial forecast;</p> <p>(iv) an annual budget including revenue statement;</p> <p>(v) an annual operational plan;</p>
Local Government Regulation 2012	Part 2 Financial planning documents Division 1 5-year corporate plan s165 Preparation of 5-year corporate plan	<p>(1) A local government must prepare a 5-year corporate plan for each period of 5 financial years.</p> <p>(2) A local government must adopt its 5-year corporate plan in sufficient time to allow a budget and annual operational plan, consistent with the corporate plan, to be adopted for the first financial year that is covered by the plan.</p> <p>(3) A local government may, by resolution, amend its 5-year corporate plan at any time.</p> <p>(4) A local government must discharge its responsibilities in a way that is consistent with its 5-year corporate plan.</p>

Instrument	Reference	Details
	s166 5-year corporate plan contents	A local government's 5-year corporate plan must— (a) outline the strategic direction of the local government; and (b) state the performance indicators for measuring the local government's progress in achieving its vision for the future of the local government area;

6. CRITICAL DATES & IMPLICATIONS

It is timely to adopt the review of the Corporate Plan at the Special Meeting on 28 June 2017 as the current plan contains information that is well out of date. Council will also consider the annual operational plan and annual budget at this meeting. As these documents are integrated it is prudent to adopt them concurrently for consistency.

7. CONSULTATION

Workshops held with councillors and EMT in April and May 2017

8. CONCLUSION

The Corporate Plan 2014-2019 is in its second last year of operation. Council will commence community consultation over the next 18 months to develop a Corporate Plan for 2019-2024. The new plan will need to be adopted before 30 June 2019 in sufficient time to allow a budget and annual operational plan, consistent with the corporate plan, to be adopted for the 2019-2020 financial year.

This review seeks only to update administrative content such as elected member profiles, current organisational structure, and some additional strategic or major projects and initiatives.

It is recommended that Council adopts this administrative review, ahead of the process to prepare a new Corporate Plan for its next full five year cycle.

9. OFFICER'S RECOMMENDATION

1. That Council notes the content of this report and its attachments
2. That Council adopts the reviewed Corporate Plan 2014-2019 as attached;
3. That the reviewed Corporate Plan 2014-2019 be uploaded to the Burke Shire Council website without delay.

03.01 Corporate Plan 2014-2019 - Review

1. That Council notes the content of this report and its attachments
2. That Council adopts the reviewed Corporate Plan 2014-2019 as attached;
3. That the reviewed Corporate Plan 2014-2019 be uploaded to the Burke Shire Council website without delay.

Moved: Cr Yanner

Seconded: Cr Clarke

Carried 170628.01 5/0

03.02 Operational Plan 2017-18

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer
DATE REPORT PREPARED:	21 June 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan 2014-19

1. PURPOSE

To present the 2017-18 Operational Plan for adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted its Operational Plan 2016-17 on 20 July 2016 (decision 160720.13).

This report presents the Operational Plan 2017-18. Due to constraints of time and workload the contents of the plan have not been extensively modified although the format has been simplified. As previously reported to Council, inclusions in the plan will be simplified over time – a project to be developed over the coming year.

3. PROPOSAL

It is proposed that Council adopts the 2017-18 Operational Plan as presented.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	S104 Financial management systems	<p>(5) (a) (v) The system of financial management established by a local government must include an annual operational plan</p> <p>(5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually</p>

Instrument	Reference	Details
Local Government Regulation 2012	Division 4 Annual operational plan	<p>S 174 Preparation and adoption of the annual operational plan</p> <ol style="list-style-type: none"> (1) A local government must prepare and adopt an annual operational plan for each financial year. (2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year. (3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months. (4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year. (5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan. <p>S 175 Annual operational plan contents</p>
Annual Operational Plan	2016-17	As adopted by Council on 20 July 2016 (decision 160720.13). Document ID: 189876
Corporate Plan	2014-2019	A review of the Corporate Plan 2014-19 is presented to Council at the Special meeting to be held 28 June 2017.

6. CRITICAL DATES & IMPLICATIONS

A local government must prepare and adopt an annual operational plan for each financial year and may choose to adopt the annual operation plan at the same time as the budget. The budget for 2017-18 is presented to Council on 28 June 2017 for adoption. It is prudent to adopt the Operational Plan 2017-18 at this meeting.

7. CONSULTATION

EMT and councillors – EMT have updated their sections of the operational plan for 2017-18.

8. CONCLUSION

As previously reported to council, the operational plan 2016-17 has over 250 action items many of which repeat obligations under other governance instruments. EMT will work to streamline to reduce duplication, increase efficiency and improve both delivery and reporting beginning with a review of the format for 17-18 which has been completed.

Over the course of the year it is intended that the register of instruments of governance recently developed will form part of the 2017-18 operational plan, and compliance will be reported monthly to Council via the CEO report. Ultimately there may only need to be one line in the operational plan that refers to this register.

Reminder to Councillors: The operational plan requires that Councillors hold at least 1 community/stakeholder consultation session in relation to their portfolio: roads, infrastructure, biosecurity, tourism and events. Councillors did not hold any such sessions in the 2016-17 financial year.

9. OFFICER'S RECOMMENDATION

- (a) That Council notes the content of this report and its attachments; and
- (b) That Council adopts the 2017-18 Operational Plan as presented.

03.02 Operational Plan 2017-18

- (a) That Council notes the content of this report and its attachments; and**
- (b) That Council adopts the 2017-18 Operational Plan as presented.**

Moved: Cr Camp

Seconded: Cr Murray

Carried 170628.02 5/0

Attendance

Nils Hay left the meeting from 12.39pm to 12.41pm.

Cr Poole left the meeting from 12.56pm to 1.00pm.

03.03 Burke Shire Council Budget 2017-2018

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
DATE REPORT PREPARED:	26 June 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan 2014-2019 Operational Plan 2017-2018 Revenue Statement 2017-2018 Revenue Policy 2017-2018 Borrowing Policy Investment Policy

1. PURPOSE

To present the 2017-2018 Budget and associated documentation to Council for adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has conducted a series of budget meetings and workshops to determine operational revenue and expenditure, capital revenues and capital projects for the 2017-2018 financial year. Council has also conducted rates modelling workshops to determine appropriate rating strategies, categories and revenue for the 2017-18 financial year.

3. PROPOSAL

- That Council notes the content and procedural requirements for adopting the budget as outlined in the Local Government Act 2009 and Local Government Regulation 2012 (see section 5: Policy and Legal Implications); and
- That Council notes the contents of the 2017-2018 budget documents submitted; and
- That Council adopts the 2017-2018 budget and associated documents as submitted.

4. FINANCIAL & RESOURCE IMPLICATIONS

The Budget outlines the financial and resource implications of Council's projected capital and operational expenditure in 2017-2018 in accordance with the Local Government Regulation 2012.

5. POLICY & LEGAL IMPLICATIONS

Content requirements of the budget

The Local Government Regulation 2012 requires that a local government's budget is prepared in line with section 169:

Section 169:

(1) A local government's budget for each financial year must-

- a. Be prepared on an accrual basis; and
- b. Include statements of the following for the financial year for which it is prepared and the next 2 financial years-
 - i. Financial Position;
 - ii. Cash Flow;

- iii. Income and Expenditure (see s169(3) below);
 - iv. Changes in Equity.
- (2) The budget must also include-
- a. A long-term financial forecast (see section 171 below for requirements); and
 - b. A revenue statement; and
 - c. A revenue policy.
- (3) The statement of income and expenditure must state each of the following-
- a. Rates and Utility charges excluding discounts and rebates;
 - b. Contributions from developers;
 - c. Fees and Charges
 - d. Interest;
 - e. Grants and Subsidies;
 - f. Depreciation;
 - g. Finance Costs; and the
 - h. Net result;
- (4) The budget must include each of the relevant measures of financial sustainability for the financial year for which it is prepared and the next 9 financial years (see section 169(5) for the relevant measures of financial sustainability);
- (5) The relevant measures of financial sustainability are the following measures as described in the Financial Management (Sustainability) Guideline-
- a. Asset sustainability ratio;
 - b. Net financial liabilities ratio;
 - c. Operating surplus ratio.
- (6) The budget must also include the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget.
- (7) For calculating the rates and utility charges levied for a financial year, any discounts and rebates must be excluded.
- (8) The budget must be consistent with the following documents of the local government-
- a. Its 5-year corporate plan;
 - b. Its annual operation plan.

Validity of budget adoption or amendment

Section 170 of the Local Government Regulation 2012 defines the circumstances in which the adoption/amendment of the budget will have no effect:

- (2) If the budget does not comply with section 169 when it is adopted, the adoption of the budget is of no effect.
- (4) If the budget does not comply with the following when it is amended, the amendment of the budget is of no effect-
 - a. section 169;

- b. the local government's decision about the rates and charges to be levied for the financial year made at the budget meeting for the financial year.

Long-term financial forecast requirements

Section 171 of the Local Government Regulation 2012 defines the requirements for the Long-Term Financial Forecast:

- (1) A local government's long-term financial forecast is a forecast, covering a period of at least 10 years, of the following for each year during the period of the forecast-
 - a. Income of the local government;
 - b. Expenditure of the local government;
 - c. The value of assets, liabilities and equity of the local government.
- (2) The local government must-
 - a. Consider its long-term financial forecast before planning new borrowings; and
 - b. Review its long-term financial forecast annually.

6. CRITICAL DATES & IMPLICATIONS

Section 170 of the Local Government Regulation 2012 provides that:

- (1) A local government must adopt its budget for a financial year-
 - a. After 31 May in the year before the financial year; but
 - b. Before-
 - i. 1 August in the financial year; or
 - ii. A later day decided by the Minister.

Section 170(3) defines Council's ability to amend its budget:

- (2) The local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

Council's ability to amend the budget is subject to s170(4) of the Local Government Regulation 2012 (see above).

7. CONSULTATION

Consultation has taken place between Councillors and Senior Management, within Senior Management, between Senior Management and Supervisors, between Senior Management and key stakeholders.

8. CONCLUSION

The 2017-2018 budget is compliant with the requirements of the Local Government Regulation 2012. Accordingly, its adoption by Council will be a valid exercise of Council's authority.

9. OFFICER'S RECOMMENDATION

That Council:

- (a) Adopts, in accordance with s169(1) and s169(3) of the Local Government Regulation 2012, the financial position; cash flow; statement of income and expenditure; and changes in equity (2017-2018, 2018-2019, 2019-2020) as submitted;
- (b) Adopts, in accordance with s169(2) of the Local Government Regulation 2012, the long-term financial forecast (2017-2018 – 2026-2027) as submitted;
- (c) Adopts, in accordance with s169(4) and 169(5) of the Local Government Regulation 2012, the relevant measures of financial sustainability for (2017-2018 – 2026-2027) as submitted;
- (d) Adopts, in accordance with s169(6) of the Local Government Regulation 2012, the total value of change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget;
- (e) Adopts, in accordance with section 94(2a) of the Local Government Act 2009, the rates and utilities charges as submitted with the Revenue Statement 2017-2018;
- (f) Adopts, in accordance with section 169(2c) of the Local Government Regulation 2012, the Revenue Policy 2017-2018 as submitted;
- (g) Adopts, in accordance with section 169(2b) of the Local Government Regulation 2012, the Revenue Statement 2017-2018 as submitted; and
- (h) Adopts the five year roads program.

03.03 Burke Shire Council Budget 2017-2018

That Council:

- (a) Adopts, in accordance with s169(1) and s169(3) of the Local Government Regulation 2012, the financial position; cash flow; statement of income and expenditure; and changes in equity (2017-2018, 2018-2019, 2019-2020) as submitted;**
- (b) Adopts, in accordance with s169(2) of the Local Government Regulation 2012, the long-term financial forecast (2017-2018 – 2026-2027) as submitted;**
- (c) Adopts, in accordance with s169(4) and 169(5) of the Local Government Regulation 2012, the relevant measures of financial sustainability for (2017-2018 – 2026-2027) as submitted;**
- (d) Adopts, in accordance with s169(6) of the Local Government Regulation 2012, the total value of change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget;**
- (e) Adopts, in accordance with section 94(2a) of the Local Government Act 2009, the rates and utilities charges as submitted with the Revenue Statement 2017-2018;**
- (f) Adopts, in accordance with section 169(2c) of the Local Government Regulation 2012, the Revenue Policy 2017-2018 as submitted;**
- (g) Adopts, in accordance with section 169(2b) of the Local Government Regulation 2012, the Revenue Statement 2017-2018 as submitted; and**
- (h) Adopts the five year roads program.**

Moved: Cr Poole

Seconded: Cr Yanner

Carried 170628.03 5/0

04. Closure of meeting

The Chair declared the meeting close at 1.03pm.

I hereby certify that these pages numbered 1 to 14 – constitute
the Confirmed minutes of the Special Council Meeting of Burke
Shire Council held on Wednesday 28 June 2017.

Mayor Cr Ernie Camp