



Agenda and Business Papers Burke Shire Council Ordinary General Meeting Thursday 20 July 2017 9.00am Council Chambers

9.00am	Opening of Meeting
9.10am to 9.40am	GHD Pty Ltd
10.30am to 11.00am	Morning Tea
12.30pm to 1.00pm	Lunch
1.30pm	George Bourne and Associates

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01. Opening of Meeting

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

02. Record of Attendance

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

02.01 LGR 2012 Section 276 – Attendance by teleconferencing

That Council, in accordance with section 276 of the Local Government Regulation 2012, allows the following person/s to take part in the meeting by teleconferencing:

- Simbarashe Chimpaka, Executive Manager Finance (EMF)
- Philip Keirle, Executive Manager Strategic Projects (EMSP)
- Joseph Estrada, GHD
- Keith Luckhurst; George Bourne and Associates

03. Prayer

Led by Cr Clarke

04. Consideration of applications for leave of absence

None received at close of agenda.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting 16 June 2017, Special Meetings 23 June 2017 and Special Meeting 28 June 2017

That Council confirms the Minutes, as presented, of the following meetings:

- i. Ordinary Meeting of Council held on 16 June 2017
- ii. Special Meeting of Council held on 23 June 2017 at 4.45pm
- iii. Special Meeting of Council held on 23 June 2017 at 5.00pm
- iv. Special Meeting of Council held on 28 June 2017



170616 Unconfirmed
Minutes.docx



170623 Unconfirmed
Minutes - Special Mee



170623 Unconfirmed
Minutes - Special Mee



170628 Unconfirmed
Minutes - Special Mee

06. Condolences

None received at close of agenda.

07. Declaration of Interests

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

08.01 Notices of Motion

None received at time of agenda preparation.

08.02 Petitions

None received at time of agenda preparation.

09. Works, Services and Finance Reports

09.01.01 Works and Services Monthly Report

09.02.01 Finance Monthly Update Report

09.02.02 Annual Valuation Request

09.03.01 Strategic Projects Reports

Works and Services Reports

09.01.01 Works and Services Monthly Report

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Ray Egan; Works Manager
DATE REPORT PREPARED:	18July 2017
LINK TO COUNCIL PLAN/S:	Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include:

- Reconstruct Camooweal Road section identified under RMPC 2km
- Replaced the roof on the HACC Hall W4Q
- Installation of seating in front of visitors Information Centre
- Planning of works for Works 4 Queensland ongoing including Monthly Report (refer attachment)
- Maintenance Grading Completed Doomadgee West Road including removal of small bushes, Nugaburra
- Contract Sealing program Floraville Road Completed
- Shoulder widening and 16/7 mil seal completed airport road
- Routine Sign and Guide Post Maintenance all Roads
- Pump out caravan dump point Adel's Grove
- Extra Empty Skip bins and toilets over tourist season
- Installation of Grid Armraynald Gravel pit

Works for upcoming month -

- Pothole patching various roads throughout Shire ongoing
- Ongoing work under RMPC Contract
- Replace Air valves Burketown/Nicholson rising main W4Q
- Installation of 5 new gate ways Burketown/Nicholson rising main W4Q
- Shoulder Maintenance Wills Development Road
- Grade stockpile sites will development Road

RMPC

Claim data

2017-18	Allocation	Claim 1	Funds Remaining
Schedule 1	\$365,384.00		\$365,384.00
Schedule 2	\$318,256.00		\$318,256.00
Schedule 3	\$212,000.00		\$212,000.00
Schedule 4	\$45,000.00		\$45,000.00
Schedule 5	\$2,000.00		\$2,000.00
Total	\$942,640.00		\$942,640.00

2. WORKSHOP AND FLEET MANAGER

General servicing and maintenance being the main work carried out

Plant #	Description	Maintenance	Scheduled	Cost	Comment
426	Low Loader	Weld ramp	No	2 hrs	Cracked
474	Rosa Bus	80k service, speedo	Yes	2 hrs	Scheduled
480	Western Star Prime Mover	Diff stud, A/C, cab mounts	No	20 hrs	Getting old
519	Jetpatcher	Brake line, spread rates	No	4 hrs	Adjustments
522	140M Grader	5,250 service, compressor	Yes and No	10 hrs	Compressor seized
529	John Deere ride on	Transmission	No	4 hrs	Fitted shaft
548	320 DL Excavator	Rock bucket teeth	No	6 hrs	Seized on
551	Western Star Prime Mover	Clutch, guard repair	No	22 hrs	Bearing failure/grease
552	2wd Hilux	30k service	Yes	2 hrs	Scheduled
562	226B Skid Steer	Oil leak, check over	No	4 hrs	Loose clamps
565	CEO Prado	65k service, tyre	Yes	3 hrs	Scheduled
566	Landcruiser- Ranger	70k service	Yes	2 hrs	Scheduled
567	Hilux- WHSO	35k service	Yes	2 hrs	Scheduled

Plant #	Description	Maintenance	Scheduled	Cost	Comment
568	Kioti Ride on	Ignition Switch, beacon	No	3 hrs	Rewired
571	Hilux- WM	85 k service, prepare- sold	Yes	3 hrs	Scheduled
572	Job Truck	PTO and handbrake Switch	No	3 hrs	Replacements
585	Job Truck	75k service	Yes	2 hrs	Scheduled
586	Hilux- Office	55k service	Yes	2 hrs	Scheduled
587	CS78B Padfoot Roller	Remove pads	No	3 hrs	Painful
591	Gregory Hilux	40k service, windscreen	Yes	4 hrs	Scheduled
592	Water Truck	25k service	Yes	4 hrs	Scheduled
593	Job Truck	55k service, lights, mirror	Yes	4 hrs	Scheduled
	Whippers and Mowers	Keep operational	No	4 hrs	Ongoing

Tender Update

- From the 2016-17 Budget
 - Low Loader- Refer closed session report
 - 50 kva Genset- not required as yet
 - Hilux Extra Cab- 86,329 kms- Refer closed session report
 - Workshop Truck- 87,135 kms- Ordered 22-6-17

3. RANGER

Litter Management

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

Sites Visited

Gregory Crossing

Report

Bin placed back at crossing

Removed 4 dead wallabies from town streets as part of early daily inspection and removal.

Animal Control

- Nil for this period
- Dog trap set on Bowen street to try and catch dogs at large

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. Have yet to retreat the Calotrope along the roadside.

- Trial release of “Parkinsonia looper moth” - by CSIRO to control Parkinsonia, total of 99 boxes of larvae and moth has been released at the Escott release site since December 14– area being monitored. Andrew White of the CSIRO arrived on the 14th march and conducted a field survey of the release sites (was difficult with the very wet conditions) Moth larvae were sited on 29 of the 32 plants inspected- CSIRO are to continue releasing larvae to strengthen the sites and will conduct further field trips when its drier to ascertain the full extent of coverage. Another release 15 July, 17 boxes of larvae and 300 pupae were spread over the 5 sites. Currently looking for new release sites.
- Sprayed grass growth through new bitumen airport road.

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).
- No movement on updating cemetery register and computerising surveyed graves and water reticulation system for the cemetery – still waiting for Bob to check unknown / unmarked graves, met with Town & Rural services supervisor to formulate a plan to mark unmarked graves.
- Traffic control diagrams updated for WDR road side slashing, WDR road edge repairs,
- Maintaining schedule Works Programs and Risk assessments
- All First Aid kits are now serviced and up to date.
- No Mosquito control activities as it's dried out and resulting in a reduction in mosquito numbers.
- Traffic control diagrams for various road signage situations given to Gregory caretakers so the right signs can be placed for a particular situation.
- Hazard inspection completed on the Poisons Shed
- Completed Rex DAMP (Drug and Alcohol Management policy) training
- Attended Fraud Risk register workshop.
- Query to REX re ATSIC card renewal
- Faulty Sat phone reported.
- Met Biosecurity at Donor Hills turnoff and received training on the new 1080 form “Deed poll undertaking in relation to the possession and use of prepared baits”
- Filled in Divits and holes beside the Airport bitumen runway and sprayed grass growth on the bitumen.
- Attended airport checks and Rex RPT whilst Bob Marshall away.
- First round 1080 baiting completed.

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	14142 26/4	27641 26/4	8457
Unit 2	Floraville Road	53465 31/05	62065 21/6	8600

Unit #	Location	Total traffic count – Last count & date	Total traffic count - This count & date	# Vehicles since last count
Unit 3	Camooweal Road	6084 27/4	15050 22/6	8966
Unit 4	After Adels Grove (National Park Road)	10614 6/4	26092 30/5	15478
Unit 5	After Century turnoff	5523 30/5	12848 4/7	7325
Unit 6	Before Century turnoff	10094 30/5	20787 4/7	10193
Unit 7	Doomadgee West	4062 7/6	7995 4/7	3933
Unit 8	Before Adels Grove	6987 30/5	22175 4/7	15188
Unit 9	Doomadgee East	15003 7/6	21934 4/7	6931
Unit 10	Airport Road	10374 1/03	11380 12/5	1006

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

Units 2 & 4 & 10 all removed for road pavement upgrades

4. PARKS AND GARDENS

On going works

- Currently short staffed
- Clean up of loose rubbish at the Burketown Landfill
- Grinding down of three stumps in Morning Glory Park
- Regular works program as possible

Additional

- Coconut and paperbark trees removed from near Administration office
- Daily testing and cleaning at the aquatic centre.

5. HOUSING/BUILDING MAINTENANCE

Getting accommodation ready for incoming staff

6. UTILITIES

Burketown & Gregory Water Treatment monthly usage April 2017

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
May 15888 kl	June 15317 kl	-571 kl
	Daily Usage	Outflow To Town Litres/Second
Highest Daily Usage	627 Kl	Avg – 7.38 L P/S
Lowest Daily Usage	333 Kl	Avg – 6.93 L P/S

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
May 5653.9 kl	June 6457.7 kl	803 kl
	Daily Usage	Outflow To Town Litres/Second
Highest Daily Usage	560.1 Kl	Avg – 6 L P/S
Lowest Daily Usage	92.1 Kl	Avg – 3 L P/S

Gregory Water Treatment Plant

- Plant has been operating well with minor issues and maintenance.

Water Reticulation Gregory

- Operating well.
- Operators have been consulting town residents when we have issues.
- Flushing on Water mains on-going with daily testing around town.
- Bidunggu Reserve has a fairly significant water leak. It is actually getting bigger daily. Repair to water leaks need to be undertaken quite urgently.

Sewerage

- Sewerage samples have two failures. TSS 100mg/l guidelines 30mg/l and BOD 100mg/l guidelines 20 mg/l.

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
474567	Total Coliforms	7.06.2017	Treated Effluent	< 1000 CFU/100ml	10 CFU/100 mL	< 10	

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
474566	BOD Biochemical Oxygen Demand	7.06.2017	Treated Effluent	< 20 Mg/L	<100mg/L	<2	
474566	Total Suspended Solids	7.06.2017	Treated Effluent	< 30 Mg/L	100mg/L	<1	
474566	Total Chlorine	7.06.2017	Treated Effluent	< 1mg/L	0.01mg/L	<0.01	
474566	Free Chlorine	7.06.2017	Treated Effluent	<1 Mg/L	0.01mg/L	<0.01	
474566	Electrical Conductance	7.06.2017	Treated Effluent	<1600 US/CM	690 uS/cm	<1	
474566	PH Physical Properties	7.06.2017	Treated Effluent	6.5-8.5	7.5	<0.1	
474566	TP Nutrients & Anions	14.06.2017	Treated Effluent	< 30mg/L P	5.8 mg/L P	<0.1	
474566	TN Nutrients & Anions	14.06.2017	Treated Effluent	< 40 Mg/Ln	33 mg/L N	<0.2	

State-wide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total June 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	1
Water quality related complaints	Per 1000 connections/year	<10	0	7
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

Performance Indicator	Performance Measure	Target	Actual Total June 2017	Actual Total (YTD)
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	2	10
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	2	17

Burketown Water Treatment

- Total usage for APRIL 2017: 15245 kl.
- Operating well with only minor maintenance on plant.
- We are currently experiencing issues with the Chlorine-Situ system. Faults have been resetting themselves. The main fault is anode 1 too low, this is ongoing.

Nicholson River Pump STN

- Pumps are operating at 19 l/s.
- Maintenance of Air Valves on going. Waiting on parts

Sewerage

- All stations operating well.
- Sewer Station 1 has issues with sanitary wipes. Pump 1 has a blockage.
- Residents within a close vicinity to the Sewer Station 2&3 complaining about odour. We have investigated this issue and have found that it is occurring when the grey water is being pumped in sewer mains.

Sewerage Treatment Plant

- 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 on going.

Water Reticulation

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

Airport

- Work has commenced on the main strip to repair holes on edge of runway 70% completed. This is ongoing as it depends on gravel and availability of Staff.
- Bitumen Edge – Require Poison spraying
- Signal Area- Widen area, gravel replacement and compaction and spray area with emulsion.

Weather Station

- NOTAM on weather station still current.

REX Airlines

- Rex Regional Express has been operating well.
- Staff training and operations are ongoing.

Cemetery

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

Gregory and Lawn Hill/Adels Grove Dump Ezy

Pump outs of the dump ezy's are becoming more frequent due to the tourist season and Holidays.

We are currently pumping out Gregory's twice a week and once a week for ADELS Grove.

The Porta-loos are being pumped twice a week at the Wharf due to Tourist using this area. I have spoken to some and they have said the caravan park is always full and their caravans are too big to fit into the park.

BIDDUNGU METER READINGS 2015-16 2016-2017

MONTH	YEAR	TOTAL KL USED	MONTH	Year	TOTAL KL USED
JULY	2015	1085	JULY	2016	1644.221
AUGUST	2015	1972	AUGUST	2016	758.072
SEPTEMBER	2015	2707	SEPTEMBER	2016	1337.833
OCTOBER	2015	2532	OCTOBER	2016	1995.025
NOVEMBER	2015	1490	NOVEMBER	2016	1115.721
DECEMBER	2015	992	DECEMBER	2016	845.934
JANUARY	2016	1925	JANUARY	2017	1390.193
FEBRUARY	2016	419	FEBRUARY	2017	1390.192
MARCH	2016	166	MARCH	2017	1934.449
APRIL	2016	643	APRIL	2017	1762.091

MONTH	YEAR	TOTAL KL USED	MONTH	Year	TOTAL KL USED
MAY	2016	110	MAY	2017	1343.756
JUNE	2016	584	JUNE	2017	2702.025
Total kl	2015-2016	14625	Total kl	2016-2017	18219.512

7. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Works for QLD monthly report



Burke SC - Works
for Queensland W4Q

Finance Reports

09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
DATE REPORT PREPARED:	18 July 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	2,581,357	2,580,000	1,357
Less: Discount, Rebate & Remissions	- 57,984	- 59,000	1,016
	2,523,373	2,521,000	2,373
Fees & Charges	94,208	96,000	- 1,792
Rental Income	221,795	210,000	11,795
Interest	276,987	262,000	14,987
Recoverable Works Revenue	1,047,001	925,000	122,001
Other Income	24,209	43,000	- 18,791
	1,664,200	1,536,000	128,200
Donations	1,364	1,000	364
Contributions	-	-	-
Subsidies & Grants	15,794,901	12,772,000	3,022,901
	15,796,265	12,773,000	3,023,265
Total Operating Revenues	19,983,838	16,830,000	3,153,838
Operating Expenditure			
Corporate Governance Costs	879,151	930,000	- 50,849
Administration Costs	2,618,866	2,536,000	82,866
Recoverable Works Expenses	1,082,430	770,000	312,430
Engineering Services	3,554,188	4,380,000	- 825,812
Utility Services Costs	845,159	834,000	11,159
Net Plant Operating Costs	- 788,543	- 923,000	134,457
Planning & Environmental Expenses	322,341	330,000	- 7,659
Community Services Costs	5,078,872	5,261,000	- 182,128
Finance Costs	16,756	14,000	2,756
Depreciation	3,728,000	3,730,000	- 2,000
Other Expenses	-	-	-
Total Operating Expenditure	17,337,219	17,862,000	- 524,781
Operating result before Capital Revenue	2,646,619	- 1,032,000	3,678,619
Capital Items			
Sale of Non current Assets	-	-	-
Contributions	-	-	-
Subsidies & Grants	3,380,574	4,864,000	- 1,483,426
Net Result	6,027,193	3,832,000	2,195,193

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	2,581,357	2,580,000	1,357
Less: Discount, Rebate & Remissions	- 57,984	- 59,000	1,016
	2,523,373	2,521,000	2,373
 Fees & Charges	 94,208	 96,000	 - 1,792
Rental Income	221,795	210,000	11,795
Interest	276,987	262,000	14,987
Recoverable Works Revenue	1,047,001	925,000	122,001
Other Income	24,209	43,000	- 18,791
	1,664,200	1,536,000	128,200
 Donations	 1,364	 1,000	 364
Contributions	-	-	-
Subsidies & Grants	15,794,901	12,772,000	3,022,901
	15,796,265	12,773,000	3,023,265
 Total Operating Revenues	 19,983,838	 15,427,500	 4,556,338
 Operating Expenditure			
Corporate Governance Costs	879,151	930,000	- 50,849
Administration Costs	2,618,866	2,536,000	82,866
Recoverable Works Expenses	1,082,430	770,000	312,430
Engineering Services	3,554,188	4,380,000	- 825,812
Utility Services Costs	845,159	834,000	11,159
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Planning & Environmental Expenses	322,341	330,000	- 7,659
Community Services Costs	5,078,872	5,261,000	- 182,128
Finance Costs	16,756	14,000	2,756
Depreciation	3,728,000	3,730,000	- 2,000
Other Expenses	-	-	-
 Total Operating Expenditure	 17,337,219	 17,862,000	 - 524,781
 Operating result before Capital Revenue	 2,646,619	 - 1,032,000	 3,678,619
 Sale of Non current Assets	 -	 -	 -
Contributions	-	-	-
Capital Subsidies & Grants	3,380,574	4,864,000	- 1,483,426
 Net Result	 6,027,193	 3,832,000	 2,195,193

Overview

Year to date results show an operating surplus of \$2, 6 million before capital revenue. The operating statement reflects a net surplus of \$6 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 budget estimates.

Fees and charges

Pro rata fees and charges are on track with budget estimates.

Rental income

Pro rata rental income is on track with budget estimates.

Recoverable works revenue

Recoverable works revenue exceeded budget estimates with corresponding total recoverable works expenditure. Recoverable works expenditure exceeded total revenue at the close of the financial year due to outstanding debtor invoices for works completed in 2016-17 to be raised in the 2017-18 financial year.

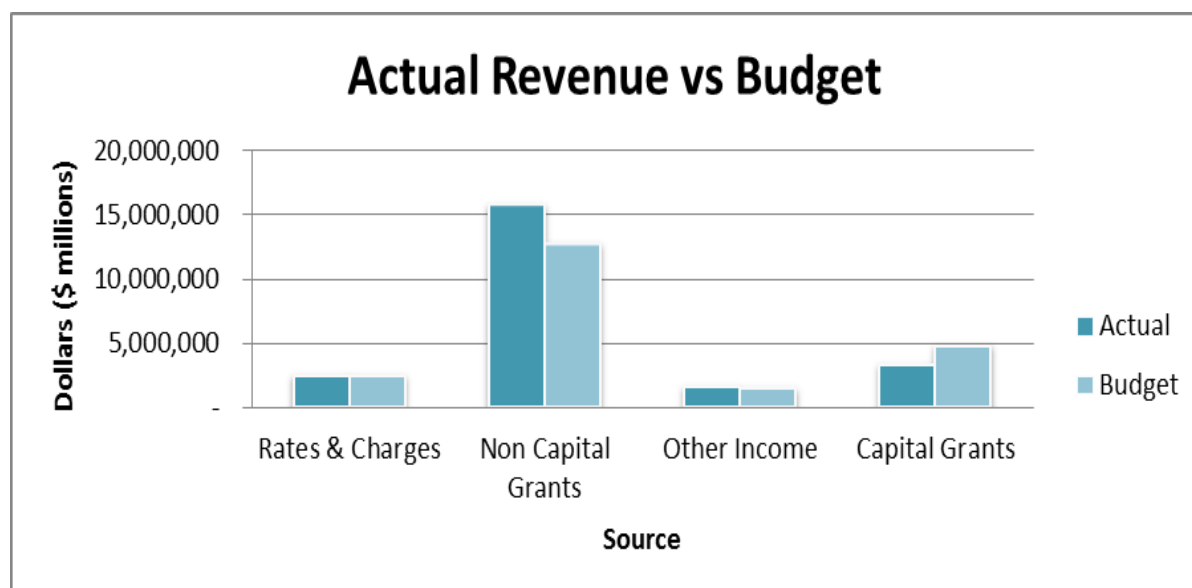
RMPC expenditure at the close of the financial year exceeded budget estimates.

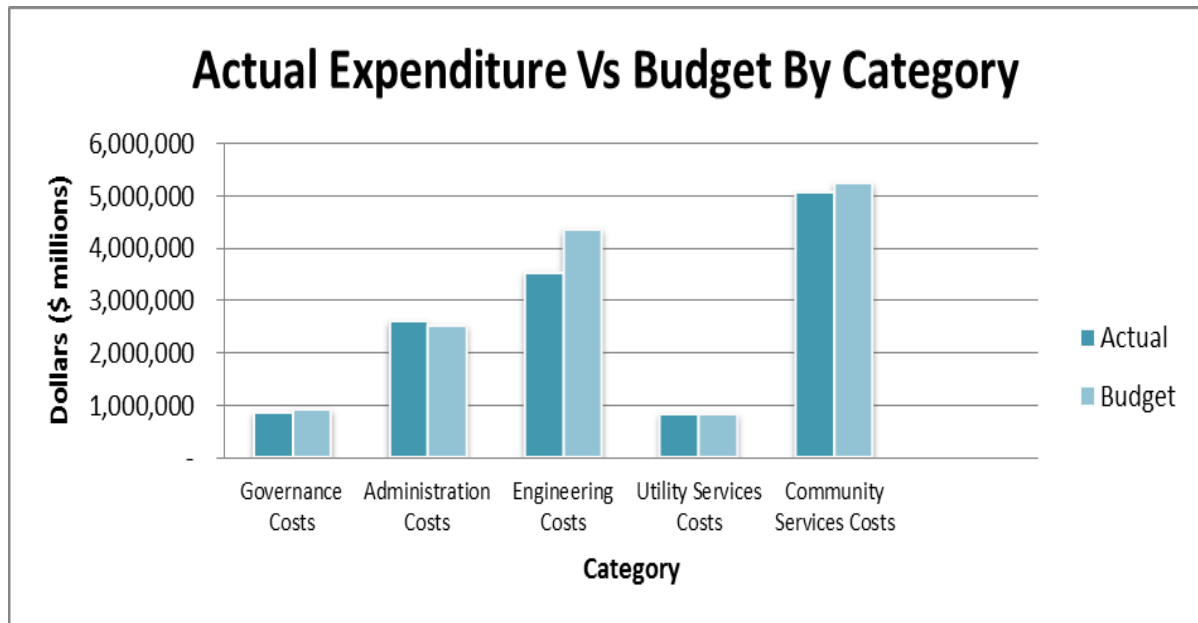
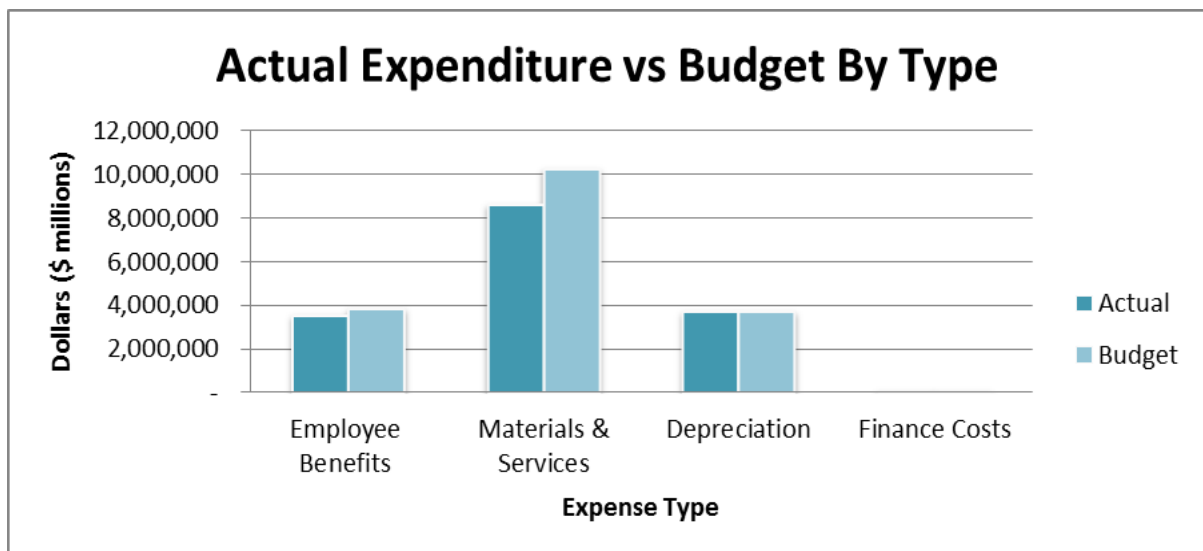
Grants, Subsidies, Contributions and Donations

Grants, subsidies, contributions and donations at 30 June 2016 exceeded budget estimates due to advance receipt of 2017-18 financial year general purpose and roads grants. All other grants, subsidies and contributions are on track with budget estimates.

Capital revenue

Capital revenues were below budget estimates primarily due to timing differences in relation to receipt of funds. Budget estimates reflect a timing difference in relation to roads to recover revenue approximately \$400K.

Where has the money come from?

How has the money been spent?Expenditure by Type

3. BUSINESS UNITS

	Year to date actual revenue	Budgeted annual revenue	Variance	Actual expenditure excluding depreciation	Budgeted expenditure excluding depreciation	Variance
Water Utility						
<i>Water Utility Burketown</i>	285,000	285,000	-	259,000	250,000	- 9,000
<i>Water Utility Gregory</i>	99,000	99,000	-	282,000	280,000	- 2,000

	Year to date actual revenue	Budgeted annual revenue	Variance	Actual expenditure excluding depreciation	Budgeted expenditure excluding depreciation	Variance
Sewerage Utility						
<i>Sewerage Utility Burketown</i>	136,000	136,000	-	96,000	92,000	- 4,000

	Year to date actual revenue	Budgeted annual revenue	Variance	Actual expenditure excluding depreciation	Budgeted expenditure excluding depreciation	Variance
Waste Management Utility						
<i>Waste Management Burketown</i>	94,000	94,000	-	69,000	72,000	3,000
<i>Waste Management Gregory</i>				32,000	35,000	3,000

	Year to date actual revenue	Budgeted annual revenue	Variance	Actual expenditure excluding depreciation	Budgeted expenditure excluding depreciation	Variance
Parks & Gardens						
<i>Parks & Gardens (Incl Multipurpose Courts) Burketown</i>	-	-	-	156,000	155,000	- 1,000
<i>Parks & Gardens Gregory</i>			-	73,000	80,000	7,000
<i>Swimming Pool Operations (Burketown)</i>	1,860	2,000	- 140	103,000	92,000	- 11,000

	Year to date actual revenue	Budgeted annual revenue	Variance	Actual expenditure excluding depreciation	Budgeted expenditure excluding depreciation	Variance
Plant Operation						
<i>Plant Operation & Maintenance Costs (Registration, Fuel, Oil)</i>	-	-	-	596,000	782,000	186,000

	Year to date actual revenue	Budgeted annual revenue	Variance	Actual expenditure excluding depreciation	Budgeted expenditure excluding depreciation	Variance
Housing						
<i>Housing</i>	221,000	210,000	11,000	252,000	300,000	48,000

4. ROADS PROGRAM

Revenue

Road Program	Actual YTD Revenue/Funding	Budgeted Revenue/Funding	Variance	KPI - 100% Funding Received	KPI - Funding Acquitted	Comments
Revenue				KPI Met Yes/No	KPI Met Yes/No	
RMPC Revenue	952,000	895,000	57,000	Yes	Yes	Additional Revenue paid to BSC to offset purchase of gravel
NDRRA Flood Damage Revenue	6,210,000	4,525,000	1,685,000	Yes	Yes	Actual revenue exceeds budget due to advance flood damage payments received
Shire Road Maintenance (FAG Roads Grant)	610,000	402,000	208,000	Yes	Nil Acquittal required	Actual revenue exceeds budget due to advance road maintenance payments received
TIDS Grant	1,333,000	1,333,000	-	Yes	Yes	Funding on track with budget estimates
Roads to Recovery Grant	401,000	645,000	- 244,000	No	Yes	
Town Streets Maintenance	-	-	-	N/A	Nil Acquittal required	Nil Funding for Town Streets Maintenance

Expenditure

Road Program	Actual YTD Expenditure	Budgeted Expenditure	Variance	KPI - Project Targets Met	KPI - Project Expenditure within budget	Comments
Expense				KPI Met Yes/No	KPI Met Yes/No	
RMPC Expenditure	1,051,000	745,000	- 306,000	Yes	No	Expenditure slightly over budget however corresponding revenue is very close to expenditure - project at break even point
NDRRA Flood Damage Expenses	1,553,000	2,000,000	447,000	Yes	Yes	Expenditure within budget
Shire Road Maintenance Expenses	331,000	380,000	49,000	Yes	Yes	Expenditure below budget however majority of maintenance works completed under other roads programs i.e. Roads to recovery reseals and TIDS works
TIDS Expenses	2,679,000	2,666,000	- 13,000	Yes	No	
Roads to Recovery Expenses	411,000	802,000	391,000	Yes	Yes	
Town Streets Maintenance Expenses	83,000	180,000	97,000	Yes	Yes	

Nil significant variances in relation to expenditure, overall expenditure across Councils function is within budget estimates. Overspends in some areas have been offset by underspends in other areas.

Expenditure on housing maintenance at the end of the 2016-17 financial year sat at 252,000 against an amended budget estimates of \$300,000 this variance is primarily related to timing of repairs and maintenance as significant expenditure on housing repairs and maintenance is still required and will be conducted in the 2017-18 financial year.

Flood damage expenditure at the end of June sat below budget estimates primarily due to timing differences (total expenditure of \$1,4million against a budget estimate of \$2 million dollars).

Shire road maintenance costs and town streets maintenance costs at the end of June are below budget estimates per five year roads program.

Roads to recovery expenditure at the end of June sat below budget estimates per five year roads program with ongoing works on Floraville road. Roads to recovery works will continue through the 17-18 financial year.

5. VARIANCE ANALYSIS (Capital Works)

Project	Annual Budget	Year to Date Actual Expenditure	Variance Over (Under) to date	Project Phase %
LAND	54,000	18,788	35,212	
Gregory Landfill Land	44,000	18,788	25,212	0%
Gregory Solar Land	10,000	-	10,000	0%
BUILDINGS	837,000	377,745	459,255	
House 10 Replacement	200,000	-	200,000	0%
New House (Musgrave Street)	350,000	348,000	2,000	100%
Visitor Information Centre	200,000	-	200,000	0%
House 17 Septic Unit Installation	13,000	12,595	405	100%
Gregory Depot Office	14,000	17,150	- 3,150	100%
Radio Hut	60,000		60,000	0%
				100%
OTHER STRUCTURES	1,143,000	178,433	964,567	
Mineral Baths	50,000	-	50,000	1%
Gregory Solar Array	731,000	36,316	694,684	1%
Boat Ramp Widening & Wharf Car Park Upgrade	-	10,560	- 10,560	1%
Tennis Court Resurfacing	37,000	36,261	739	100%
Satellite Backup System	25,000	-	25,000	0%
Works for QLD	200,000	-	200,000	0%
Landfill Improvements (Fencing, signage, bunding)	100,000	70,296	29,704	30%
Pontoon		25,000	- 25,000	100%
PLANT & EQUIPMENT	998,000	550,264	447,736	
Drake Low Loader	165,000		165,000	
Cat Smooth Drum Roller	206,000	206,000	-	100%
CAT Backhoe	226,000	187,000	39,000	100%
50kva Generator (Gregory)	30,000		30,000	
Hilux Extra Cab	51,000	53,797	- 2,797	100%
Fuso 4x4	110,000		110,000	
Hilux Dual Cab	60,000	60,776	- 776	50%
Landcruiser Dual Cab	55,000		55,000	
Administration Pool Car	50,000		50,000	
Office Printers	19,000	18,736	264	100%
Piano	17,000	17,072	- 72	100%
Waste Transfer Bins	9,000	6,883	2,117	40%
Dolly Trailer				100%
New Holland Tractor & Bucket				100%
Jet Patcher Sale	-		-	
ROAD INFRASTRUCTURE	4,768,000	3,418,860	1,349,140	
Doomadgee East Road - Rehabilitation (TIDS)	960,000	961,580	- 1,580	100%
Doomadgee East Road - Reseal (TIDS)	380,000	439,000	- 59,000	100%
Doomadgee West Road - Initial Seal (TIDS)	442,000	441,759	241	100%
Doomadgee East Road - Patching (TIDS)	42,000	17,029	24,971	
Floraville Road Reseal (TIDS)	432,000	490,340	- 58,340	
Burketown Airport Apron Reseal & Line Marking (TIDS)	144,000	79,820	64,180	
Floraville Road Reseal (ATSI TIDS)	266,000	266,000	-	
Burketown Streets Patching (R2R)	32,000	30,500	1,500	
Burketown Streets Reseal, Concrete Drains (R2R)	410,000	372,912	37,088	
Floraville Road Rehabilitation (R2R)	360,000	7,920	352,080	
Gregory Lawn Hill Road (Drought Communities)		-	-	
Lawn Hill National Park Road Resheeting (Drought Communities)	1,300,000	312,000	988,000	
SEWERAGE INFRASTRUCTURE	50,000	-	50,000	
Passive Lagoons Design Work	50,000	-	50,000	
TOTAL CAPITAL WORKS	7,850,000	4,544,090	3,305,910	

6. 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	16,430,002	12,139,488	11,866,862
Trade and other receivables	1,148,287	600,000	980,112
Inventories	217,262	193,943	193,943
Other financial assets	17,998	205,483	-
Total current assets	17,813,549	13,138,914	13,040,917
Non-current assets			
Property, plant and equipment	133,487,325	137,127,658	133,383,655
Total non-current assets	133,487,325	137,127,658	133,383,655
Total assets	151,300,873	150,266,572	146,424,572
Liabilities			
Current liabilities			
Trade and other payables	465,444	1,031,337	1,087,337
Borrowings	-	-	-
Provisions	81,780	175,794	119,795
Other current liabilities	-	-	-
Total current liabilities	547,224	1,207,131	1,207,133
Non-current liabilities			
Trade & Other Payables	-	-	-
Interest Bearing Liabilities	-	-	-
Provisions	651,638	619,885	609,885
Other	-	-	-
Total non-current liabilities	651,638	619,885	609,885
Total liabilities	1,198,862	1,827,016	1,817,017
Net community assets	150,102,011	148,439,556	144,607,555
Community equity			
Asset revaluation reserve	76,038,657	76,038,657	76,038,657
Retained surplus	74,063,354	72,400,899	68,568,898
Other Reserves	-	-	-
Total community equity	150,102,011	148,439,556	144,607,555

Overview

Unadjusted balances as at 30 June 2017 show Councils total equity sitting at \$150 million from \$144 million at the start of the year of the financial year.

Cash & Cash Equivalents

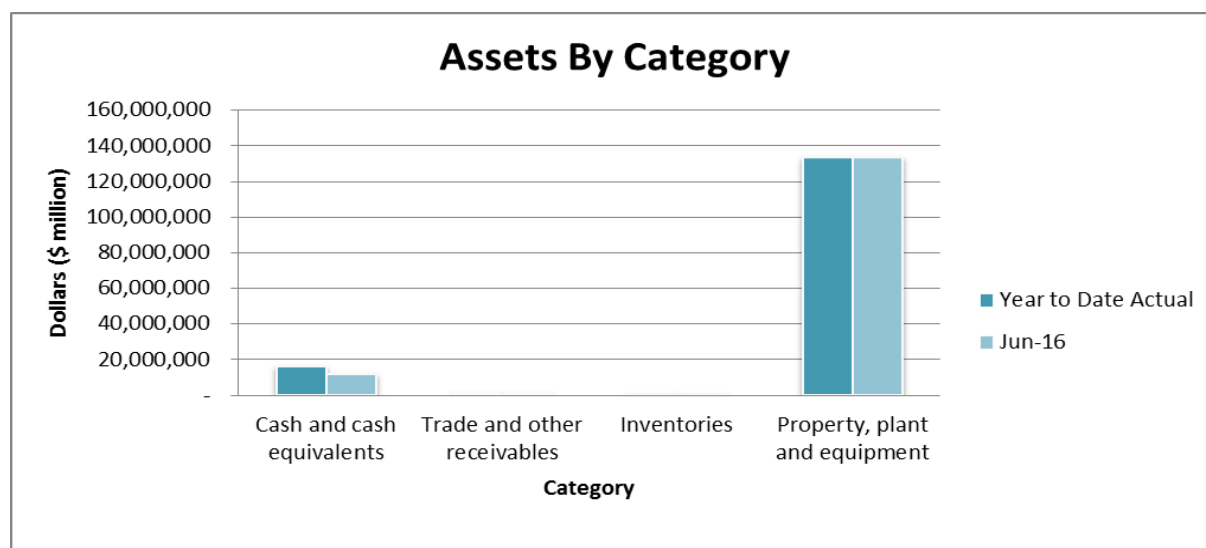
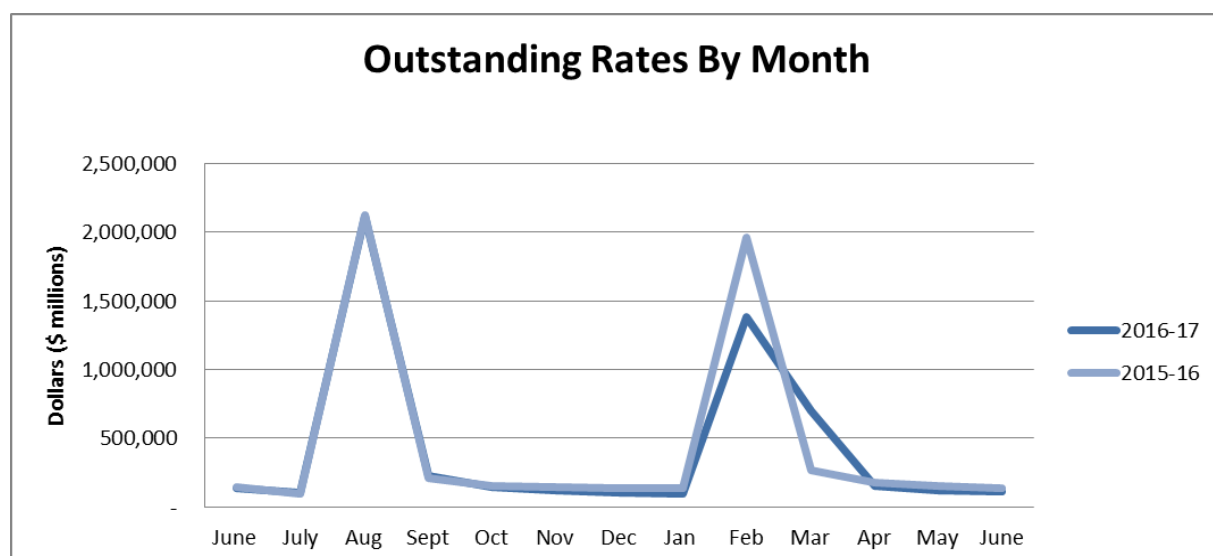
Cash balances at the end of June 2017 sat at \$16, 4 million against an amended budget forecast of \$12, 1 million. Total current assets have increased from \$13 million at the start of the financial year to \$17, 8 million at the end of June 2017.

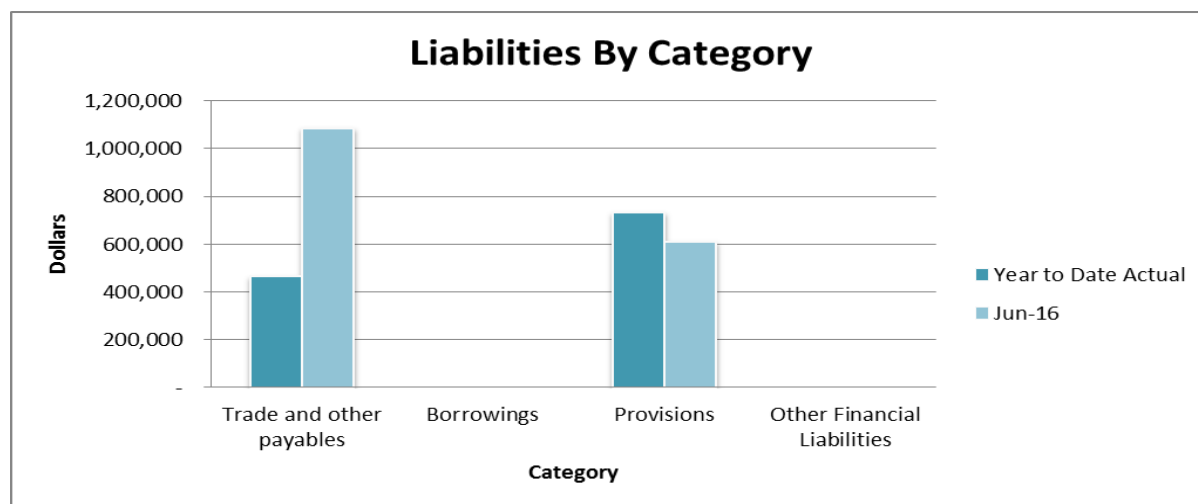
Cash holdings at the end of the month

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	\$ 12,169,620	\$ -	\$ -	\$ 1,769,076	\$ 13,938,696
Jun-17	\$ 15,595,142	\$ -	\$ -	\$ 834,301	\$ 16,429,443

Trade and other receivables

Outstanding rates receivable continued to drop progressively through the year. Rates receivables dropped from \$120K to \$112K at the end of June.





7. 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	33	Yes
Asset sustainability ratio	>90%	70%	No
Net Financial liabilities Ratio	<60%	-83.14%	Yes
Operating surplus ratio	Between 0 and 10%	13%	No
Capital Expenditure Ratio	1:1	1.34	Yes

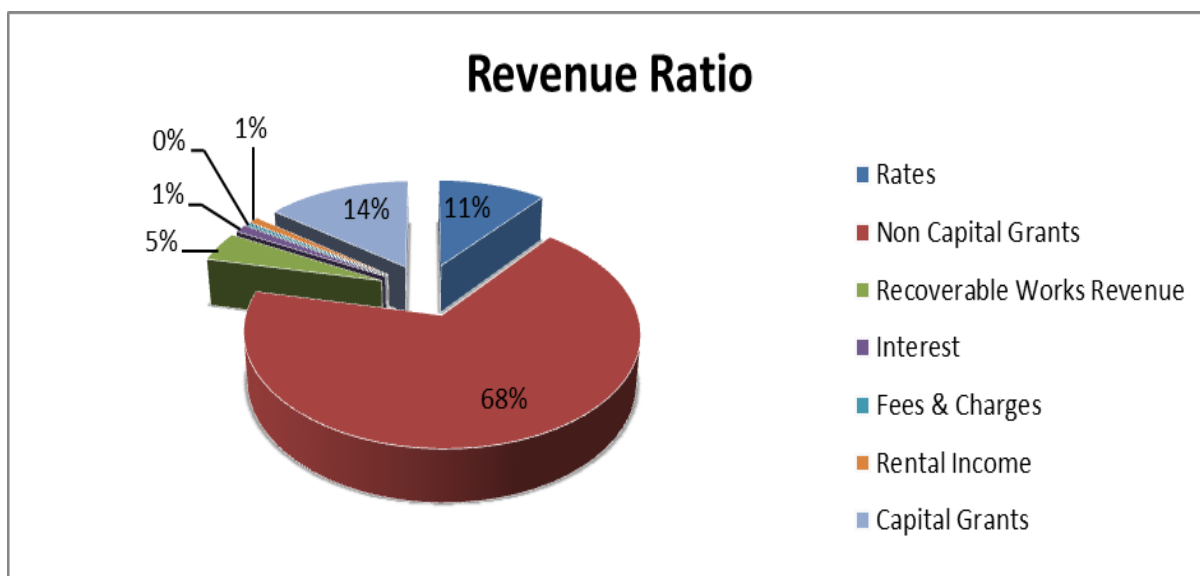
The Current ratio: Measures Council's ability to meet short term obligations from cash and liquid financial assets- Councils ratio at the end of June indicates an ability to offset short term obligations from liquid financial assets.

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 June reflects insufficient expenditure on asset renewal.

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

Revenue ratios at the end of June 2016 reflect a recurring reliance on external revenue sources. Ratios at the end of June 2016 reflect that 68% of year to date operating revenue is derived from non capital grants.

Councils own source revenue comprises of general rates, recoverable works, fees and charges and recoverable works revenue, these revenue streams at the end of June account for 19% of Councils total operating revenue.



8. 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)
<i>Nil</i>	<i>N/A</i>	<i>N/A</i>

9. STATEMENT OF CASH FLOW

	Actual Year to Date \$	Annual Budget \$
Cash flows from operating activities		
Receipts from customers	3,479,299	3,786,863
Payments to suppliers and employees	- 14,227,372	- 14,149,234
	- 10,748,072	- 10,362,371
Interest received	276,987	262,000
Rental income	221,795	210,000
Non capital grants and contributions	15,796,265	12,773,000
Borrowing costs	-	-
Net cash inflow (outflow) from operating activities	5,546,974	2,882,629
Cash flows from investing activities		
Net payments for property, plant and equipment	- 4,998,223	- 7,800,000
Grants, subsidies, contributions and donations	3,380,574	4,864,000
Proceeds from sale of property plant & equipment	633,814	326,000
Net cash inflow (outflow) from investing activities	- 983,835	- 2,610,000
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	4,563,139	272,629
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	16,430,001	12,139,488

Year to date payments to suppliers and employees continue to exceed year to date receipts from customers resulting in negative cash flow of \$10, 7 million 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 \$5.5 million.

Cash receipts from investing activities remained lower than cash payments for property plant and equipment (Capital works) resulting in \$983K negative cash flow from investing activities reducing the net cash inflows from operating activities.

Cash balances at 30 June 2016 sat at \$11.86 million; overall total cash inflows exceed cash outflows at the end of June 2017 resulting in a net increase of cash by \$4, 5 million to a total cash balance of \$16, 4 million from the beginning of the financial year. It is important to note that this cash balance includes some amounts tied to specific projects (restricted cash) – see below;

Funding	Amount Remitted to Council	Year to date Expended	Council Co-contribution	Balance (Restricted Cash)
Works for Queensland	714,000	2,512	-	711,488
Regional Aviation Access	30,000	-	30,000	60,000
FAG Roads	402,000	330,000	-	72,000
NDRRA Flood Damage	4,525,000	1,484,000	-	3,041,000
DTMR & DILGP (Boat Ramp Project)	309,000	368,000	-	59,000
Total Restricted Cash				\$ 3,825,488

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Finance Reports

09.02.02 Annual Valuation Request

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka
DATE REPORT PREPARED:	1 July 2017
LINK TO COUNCIL PLAN/S:	Revenue Policy Revenue Statement Budget Operational Plan

1. PURPOSE

To consider Council's opinion on whether a valuation on all rateable land in the Burke Local government area should be undertaken, such valuation would be effective on 30 June 2018.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Land Valuation Act 2010 (the Act) requires the Valuer-General to undertake an annual statutory valuation of all rateable land in Queensland except in unusual circumstances or after consideration of:

- i. a market survey report of the Local Government Area which reviews sales of land since the last valuation and the probable impact of the sales on the value of land since the last annual valuation; and
- ii. the results of consultation with the local government for the area, and appropriate local and industry groups.

Under the Act, annual valuations are required to be issued prior to 31 March in the year the valuation is to take effect.

Burke Shire Council previously requested a valuation to be undertaken in 2016, the Valuer General considered the statutory criteria and decided that an annual valuation for the Burke local government area would not be undertaken. Valuations were issued for all landowners in 28 out of 62 Local Government rateable land areas on the 8th of March 2017.

Where new valuations are not issued, the most recent annual valuation remains effective for local government rating, State land tax and State land rental purposes until the next valuation is undertaken.

3. PROPOSAL

In line with the requirements of the Act, Council to advise the Valuer General if a valuation of all rateable land in the Burke local government area (to be effective from 30 June 2018) is to be undertaken.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

Compliance with Land Valuation Act 2010

6. CRITICAL DATES & IMPLICATIONS

Council must provide a response in writing to the Valuer General by Friday, 21 July 2017

7. CONSULTATION

Councillors

AssetVal (Asset Valuers)

8. CONCLUSION

It is important for a valuation to be undertaken where there has been significant land market movement in a local government area. Draft land valuations (for Burke Shire Council owned land) presented by Councils valuers suggest movements in land fair values from the previous fair value assessment. Land values per draft valuation results reflect a 24.42% increase in land fair value.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
 2. Council resolves to undertake a valuation of all rateable land in the Burke Shire to be effective on 30 June 2018
- Or
3. Council resolves not to undertake a valuation of all rateable land in the Burke Shire to be effective on 30 June 2018

ATTACHMENTS

1. Valuer General Consultation letter



2. Draft land Valuation



Governance and Project Reports

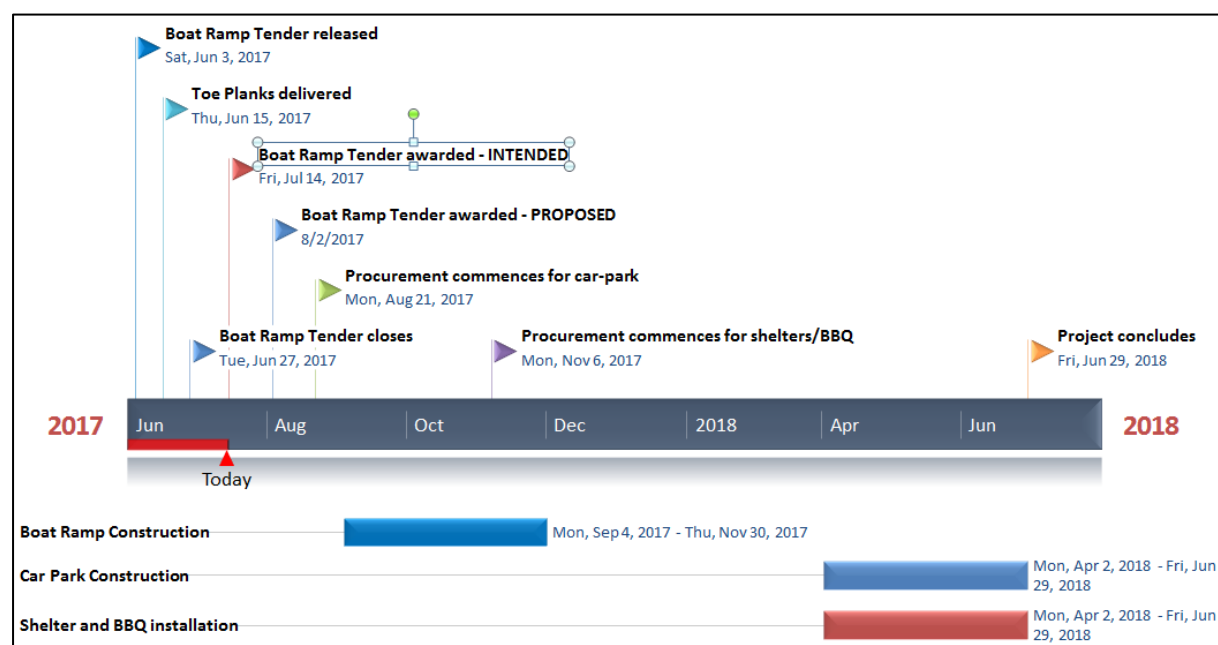
09.03.01 Strategic Projects Reports

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	14 July 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. TR001 WHARF - BOAT RAMP WIDENING AND 70 BAY CAR PARK – BURKETOWN

Project Status Report	
Project Name	Burketown Wharf Upgrade Project
Project Manager	Philip Keirle, Burke Shire Council
Project Superintendent	Heath Jones, Erscon Consulting
Status Update Provided	14 July 2017
Project Scope	<p>Replace single-lane recreational boat ramp with a three-lane barge-capable ramp with concrete hardstand;</p> <p>Installation of 70 all-weather CTU (car trailer unit) parking bays</p> <p>Installation of 2 x 4x4m shade shelters and BBQs</p> <p>Incorporation of sheet-piling into erosion control project</p>

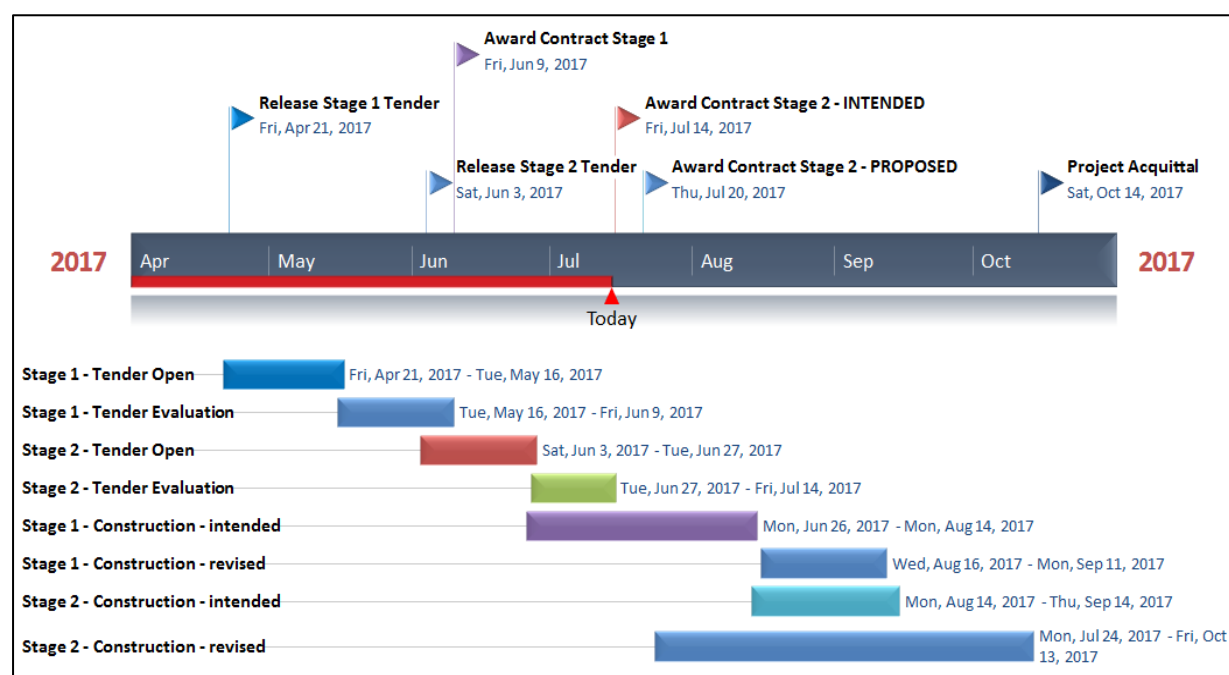
Burketown Wharf Upgrade Project – Schedule



Key Parameters	Status	Comments
Scope	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Project scope completed for boat ramp; Project scope completed for car-park; Project scope completed for entertainment area;
Procurement	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Project Management services procured; Register of Prequalified Suppliers established (for use in car-park construction); Toe Planks delivered; Boat Ramp Construction tender: <ul style="list-style-type: none"> Released 03 Jun 2017 Closes: 27 Jun 2017 Awarded: <ul style="list-style-type: none"> Intention: 14 Jul 2017 Proposed: 20 July 2017 Procurement for car-park construction to proceed from August 2017. Procurement for shelters/bbq to proceed from November 2017.
Town Planning	On-Track At-Risk Off-track	Self-assessable development. Documentation to be lodged at August 2017 Council meeting.
Budget	On-Track At-Risk Off-track	Seeking confirmation of funding apportionment from TTC, MIF and CRF following
Reporting	On-Track At-Risk Off-track	CRF reports: <ul style="list-style-type: none"> provided 4th week of every month NSRF upcoming Milestone Reports on: <ul style="list-style-type: none"> 4 August 2017 30 November 2017 28 February 2018 31 July 2018 MIF: <ul style="list-style-type: none"> monthly teleconferences with DTMR TTC: <ul style="list-style-type: none"> “monthly measure-up” 30 June 2018: Acquittal Report
Schedule	On-Track At-Risk Off-track	Currently on-track to meet milestone deliverables: <ul style="list-style-type: none"> Toe Plank delivery on track (mid-June 2017); Boat Ramp: 4 Sep 2017 – 30 Nov 2017 Car Park: 2 Apr 2017 – 30 Jun 2017 Shelters: 2 Apr 2017 – 30 Jun 2017

2. UT001 Water - Solar Array and Treated Water Optimisation - Gregory

Project Status Report	
Project Name	Gregory Water Treatment Solar Power Project
Project Manager	Philip Keirle, BSC
Project Superintendent	Joseph Estrada, GHD
Status Update Provided	8 June 2017
Project Scope	<p>To improve existing operations at the Gregory Water Treatment Plant through provision of a renewable power generation source and installation of improved water storage and treatment infrastructure.</p> <ul style="list-style-type: none"> ▪ Replace existing 44kL water tanks with 2 x 225kL treated water storage tanks establishing new foundations and installation and commissioning of associated pipework; ▪ Repair clarifier and install clarifier platform; ▪ Installation of additional monitoring capability, including 3 x turbidity meters, upgrade to trim dosing, upgrade to media filter; ▪ Replacement of existing 60kVA generators with 2 x generators; ▪ Installation of 50kW solar array and 75kWh energy storage system

Gregory Water Treatment Plant Solar Power Project – Schedule

Key Parameters	Status	Comments
Scope	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Project scope completed for water storage & water treatment component; Project scope completed for solar array & energy storage component; Generator specifications to be completed week beginning 13 June 2017
Procurement	On-Track At-Risk Off-track	Water Storage & Treatment Optimisation: <ul style="list-style-type: none"> Released: 22 April 2017 Closed: 16 May 2017 Awarded: 9 June 2017 Solar Array & Energy Storage: <ul style="list-style-type: none"> Released: 3 June 2017 Closed: 27 June 2017 To be awarded: <ul style="list-style-type: none"> Intended: 14 July 2017 Proposed: 20 July 2017
Town Planning	On-Track At-Risk Off-track	<ul style="list-style-type: none"> MCU submitted to May 2017 Council meeting. Council to prepare TMP in association with Contractor for Solar Array component of project to meet DP requirements.
Budget	On-Track At-Risk Off-track	Within budget. Final confirmation of budget parameters to be determined following award of tender for Stage 2 on 20 July 2017.
Schedule	On-Track At-Risk Off-track	The timeframes for final delivery have been pushed back but still fall within funding guideline requirements.

3. OTHER BSC PROJECTS

Project	Description	Update/activity for reporting month
Burketown WTP replacement shed	Replace and Upgrade existing shed at the Burketown WTP	Scope documentation being completed by GHD.
Burketown SCADA and telemetry	Install and commission SCADA and telemetry for Burketown Water and Wastewater systems	Scope and Tender documentation completed and under review prior to release.
Gregory ILUA #1	Progress land tenure reforms in Gregory with Waanyi and DNRM	ILUA registered on 22 June 2017. Final Survey Plans to be submitted week beginning 24 July 2017; Balance of acquisition payment to be made to DNRM week beginning 24 July 2017.

Project	Description	Update/activity for reporting month
Gregory ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	Concept for land exchange ILUA developed and to be progressed with Waanyi and Paraway in the near future: dates TBD.
Gravel Pit ILUA	Complete required Cultural Heritage Surveys of Burke Shire Council gravel pits.	CH Surveys requested for all relevant pits in the Burke Shire area. These pits will be progressively surveyed throughout the remainder of the year and into next year.
Cultural Heritage Survey Project	Progress completion of CH Surveys of key gravel pits, transport routes, water points and access tracks within the Burke Shire with Gangalidda, Garawa and Waanyi Traditional Owner groups	CH Surveys requested for all relevant pits in the Burke Shire area. These pits will be progressively surveyed throughout the remainder of the year and into next year.
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	The negotiator team met most recently in Cairns on 12 June 2017.
Burketown Mineral Baths	Installation of 3 x mineral baths (at 3 different temperatures) with associated infrastructure: decking, bird hides etc.	<p>Concept designs completed;</p> <p>Pre-lodgement advice received from DILGP;</p> <p>Proceed to Detailed Design and satisfaction of pre-lodgement requirements;</p> <p>Form project committee with representatives from Gangalidda & Garawa as joint trustees of the Environmental Reserve.</p>

4. GULF SAVANNAH DEVELOPMENT PROJECTS

Project	Description	Update for reporting month
Lower Gulf Marine & Riverine Infrastructure & Economic Development Project	GSD to explore options and provide economic modelling around marine and riverine-based economic development opportunities in the Lower Gulf.	See Attachment 1

Project	Description	Update for reporting month
Gulf Savannah Tourism Survey	GSD to replicate and broaden the 2013 Gulf Savannah Tourism Survey to provide LGs and key stakeholders an insight into tourism patterns & developments between 2013-2017.	See Attachment 2
Digital Townships, Digital Tourism	GSD to produce report into prospects and approaches to coordinate the whole-of-Gulf in a digital data acquisition program, focusing on tourism and digital infrastructure.	See Attachment 3
Digital Resilience & Capability Project	<p>Complete Feasibility Studies for the following Fibre Optic Projects:</p> <ul style="list-style-type: none"> - BKT-NMT Fibre - NMT-KMB Fibre <p>Complete Detailed Design for the following Fibre Optic Project:</p> <ul style="list-style-type: none"> - BKT-NMT Fibre 	See Attachment 4

5. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects update report for the month of June 2017.

ATTACHMENTS

1. Lower Gulf Marine & Riverine Infrastructure & Economic Development Project



A1 - 170714 - Lower Gulf Marine _ Riverine

2. Gulf Savannah Tourism Survey Project



A2 - 170714 - Gulf Savannah Tourism Su

3. Digital Townships, Digital Tourism Project



A3 - 170714 - Digital Tourism Project.pdf

4. Digital Resilience & Capability Project



A4 - 170714 - Digital Resilience _ Digital Ca

10. Closed Session Reports

10.01 Closed Session - Gregory WTP Solar Power Project - Solar Array Tender

10.02 Closed Session - 17-13 Plumbers Truck

10.03 Closed Session - Tender 17-06 Low Loader

10.04 Closed Session 17-14 Tender -Earthworks North Western

10.05 Closed Session 17-15 Tender - Earthworks South Western

10.06 Closed Session 17-16 Tender - Earthworks East Package

10.07 Closed Session - Works for Queensland (W4Q) funding program (DILGP): Round 1
Variations and Round 2 Project Selection

10.08 Closed Session - Allocation of Council Accommodation

10.09 Closed Session - Drought Communities Program, Resheeting of Lawn Hill National Park
Road

11. Chief Executive Officer Reports

<p>11.01 Chief Executive Officer Report 11.02 Operational Plan 2016-17 Report Q4 11.03 Burke Shire Special Holiday 2018</p>

Chief Executive Officer Reports

11.01 Chief Executive Officer Report

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Sharon Daishe; CEO
FILE NO:	Council Meeting Business Paper – Thursday 20 July 2017
DATE:	18 July 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

1. COMMUNICATION

- **Councillor updates** for the reporting month (as emailed on an ‘as happened’ basis during the month) are included in the attachment. Councillors who would like a printed copy can arrange through the Executive Assistant.
- **Council snapshot:** this communication initiative, which highlights topics from a council meeting, was introduced in April 2017. It is now prepared and publicly released after each council meeting.

2. GENERAL ITEMS

Topic	Report
Delegations under Torres Strait Islander Cultural Heritage Act 2003	<p>Council adopted the reviewed register of delegations from Council to CEO by way of decision 170616.19 at the June 2017 ordinary meeting including new delegations under the <i>Aboriginal Cultural Heritage Act 2003</i>. Council also requested the CEO to recommend delegations under the <i>Torres Strait Islander Cultural Heritage Act 2003</i> for consideration at the July 2017 ordinary meeting of Council.</p> <p>Council uses the delegations register service of King & Co Solicitors as provided by LGAQ. On review it was revealed that there is no register provided for the TSICHA. LGAQ have indicated that they will make a request to King & Co however as the Acts are almost identical, if this is not completed soon we will compare the Acts and make a recommendation to the August meeting.</p>

Topic	Report
Census and FAGS	<p>The recent release of 2016 census data shows that population for Burke LGA has decreased by more than one third. The data at 2006 showed a population of 512, with 557 in 2011 and an estimate of 585 at 30 June 2016. However the data from the 2016 census shows a population of 328, being only 56% of the previous estimate. This may have occurred due to the cessation of mining at the Century Zinc Mine in 2015.</p> <p>On 6 July I made contact with the relevant LG departmental officer who advised that the impact on FAGS will not be known until early in 2018. However, he has offered to make some early calculations once he has sufficient data to work with in around August.</p>
Governing in the Regions	<p>Parliament met in Cairns in the week beginning 10 July 2017. As the Mayor, Deputy and executive were already scheduled to be in Cairns we sought a number of deputations and were successful in meeting with six ministers and several director generals. The CEO report for the month of July (ie: reported to the August ordinary meeting) will contain a report in detail. Subjects discussed included:</p> <ul style="list-style-type: none"> • Savannah Way – funding, ATSI TIDS, FAGs • Riversleigh World Heritage Fossil Fields – development for the purposes of tourism, education and science • Housing shortages/ over reliance on Council as housing provider in Burketown • North West Minerals Province • Burketown Wharf project • Gregory ILUA
North West QLD Regional Organisation of Councils	<p>NWROC met on 01 June 2017 in Mount Isa. After a frank discussion it was determined that meetings will be held to strategically encourage more political attendance by avoiding parliamentary sitting dates, holding meetings primarily in Mount Isa for air accessibility, and holding both ROC & RRTG on the same day. Next meeting Wed 13 September in Mount Isa. CEO will be away on this date, and it is the day before BSC September meeting which may dictate the method of travel.</p> <p>Etheridge and Croydon Shire have both advised that they are resigning from NWQROC.</p> <p>Gillian Teague has given notice and will be resigning effective from 17 July 2017</p>

Topic	Report
North West Regional Roads and Transport Group	<p>Refer minutes attached 2/6/17 Mount Isa. Pertinent matters include:</p> <ul style="list-style-type: none"> • RRTG members intend to enter into a joint procurement standard contract documents • RRTG to apply for funding to offer IPWEAQ Professional Certificate in Asset Management Planning • Burke and others will proceed with joint procurement for statutory airport inspections • RRTG did not action written request from BSC last year regarding policy decision on TIDS (co-contribution on access road to Doomadgee). Refer attachment – follow up letter sent on 17 June 2017.

3. SUBMISSIONS

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

Topic	Details / Comment	Date submitted	Submitted to	Submitted by	Attach (Y/N)
Service delivery in Indigenous communities	Inquiry into service delivery in remote and discrete Aboriginal and Torres Strait Islander communities	16-Jun-17	Queensland Productivity Commission	Mayor	Y
Cultural Heritage Duty of Care Guidelines Review	Submission to the Cultural Heritage Unit at Department of Aboriginal and Torres Strait Islander Partnerships for the Cultural Heritage Duty of Care Guidelines Review	04-Jul-17	Cultural Heritage Unit - Department of Aboriginal and Torres Strait Islander Partnerships	Mayor	Y









4. COUNCIL'S KEY PLANNING DOCUMENTATION/ Register of Governance Instruments

The table below provides an update on the status and progress of key Council governance instruments under the auspices of the CEO. The majority of these documents are subject to monthly, quarterly and annual review. The 'gravity' column relates to the consequences of non-compliance:

- Red traffic light – serious detriment to operations, or individuals
- Orange traffic light – consequences are important but less detrimental
- Green traffic light – non compliance would not cause serious detriment

A detailed compliance report is included in the attachments.

Governance Instrument	Lead Officer	Gravity	Compliant
Annual report	CEO		Yes

Governance Instrument	Lead Officer	Gravity	Compliant
		  	
Corporate Plan	CEO		Yes
Internal Audit Plan	CEO		Yes
Local Disaster Management Plan	CEO		Yes
Operational Plan	CEO		Yes
Register of Interests	CEO		Yes

5. COUNCIL PROJECTS

The table below provides an update on the status and progress of key Council projects that are not reported by other officers.

Current Projects	Comments	Status
Economic Development Queensland (EDQ) – development projects post Burketown ILUA	<p>Council has entered into a development management agreement (DMA) with EDQ to develop land for sale in Burketown. Ministerial approval has been granted to sell land by private treaty. Burketown Development Committee meet weekly by teleconference to progress this project. Refer decisions:</p> <ul style="list-style-type: none"> 4-8-16 (Special) decision 160804.04 delegations to Burketown Development Committee and CEO to finalise DMA, marketing strategy, land lease and other documents 24 Feb 2017 – Council re-determined priorities under the DMA at a Special Meeting to enable EDQ to apply for a Deed of Variation to the executed DMA (remove erosion control industrial area) <p>19 July 2017 update:</p> <ul style="list-style-type: none"> ➤ Despite interest shown, no formal expressions of interest were signed to proceed to purchase lots following marketing of 9 blocks ahead of the Easter long weekend. EDQ have advised they wish to redetermine priorities. 	Negotiating changes with EDQ
STP/WTP Telemetry at Water Treatment Plans	Upgrades to hard and soft infrastructure at the Gregory and Burketown Water Treatment Plants have been prioritised by Council for funding under the Works for QLD funding program. Staff and consultants are working on scope.	On track

Current Projects	Comments	Status
Waste Management and Recycling Strategy	<p>Council adopted the Waste Management and Recycling Strategy, including site based management plans for Burketown and Gregory, at the ordinary meeting on 25 October 2016. Further updates were adopted in March 2017, and the Strategy was subsequently released for public consultation.</p> <ul style="list-style-type: none"> • May 2017 update: WMRS adopted at ordinary meeting following public consultation; • Fencing has commenced • Preliminary tidying up, separation of waste, restriction of access, and signage has been completed at Burketown <p>Gregory land fill is subject to land tenure – which is on track with registration of Gregory ILUA currently in progress.</p> <p>No update re Doomadgee regional waste facility</p>	On track – to be tasked to new position of EMWI

6. PROJECTS TO PLAN AND COST – transition to forward capital works plan

Council has a number of major projects under scope and development. These will become part of a plan for Council's forward capital works that is currently under development for presentation to Council. Infrastructure projects will be reported by the lead officer once the Executive Manager Works and Infrastructure comments. The following projects will come under the auspices of the EMWI from September 2017:

- Sewerage Treatment Plant Re-design
- Removal of waste tyres from Burketown & Gregory landfills
- Burketown Mineral Baths
- House 10: replacement

7. MEETINGS/CONFERENCES/DELEGATIONS

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

Date	Time	Meeting	Venue	Attendees
Thu, 1-Jun-17		NWQROC (North West Qld Regional Organisation of Councils)	Mount Isa	Mayor, Deputy Mayor, CEO
Fri, 2-Jun-17	8.00am to 11.00am	RRTG (Regional Roads Transport Group)	Mount Isa	Mayor, Deputy Mayor, CEO
Fri, 2-Jun-17		Century mine visit	Century Mine	Mayor & Deputy

Date	Time	Meeting	Venue	Attendees
Wed, 7-Jun-17	5.00pm	Town Planning Consultation - Burketown	Burketown - Nijinda Durlga	Councillors, EMT
Thu, 8-Jun-17	9.00am	Town Planning Consultation - Gregory	Community Hall - Gregory	Councillors, EMT
Fri, 9-Jun-17	8.00am to 9.00am	Special Meeting	Burketown - Nijinda Durlga	Councillors, Management and EA
Fri, 9-Jun-17	9.00am to 2.00pm	Budget Workshop	Burketown - Nijinda Durlga	Councillors & EMT
Mon, 12-Jun-17		Burketown Wharf ILUA negotiations	Cairns	Mayor, Deputy, ESMP
Thu, 15-Jun-17		DATSIP Visit, Gregory	Gregory	Mayor, Deputy Mayor, Cr Clarke & CEO
Fri, 16-Jun-17	9.00am	Council Meeting	Burketown - Nijinda Durlga	Councillors, Management and EA
Fri, 23-Jun-17		Roadshow: LGMA Local Buy LGIA Telstra	Burketown	EMT
Fri, 23-Jun-17		Local Buy Visit	Burketown - Nijinda Durlga	Councillors & EMT
Wed, 28-Jun-17	9.00am to 11.30am	Audit Committee Meeting	Burketown - Nijinda Durlga	
Wed, 28-Jun-17	11.30am to 1.00pm	Special Meeting	Burketown - Nijinda Durlga	Councillors, Management and EA
Wed, 28-Jun-17	1.00pm to 3.30pm	QTC Visit	Burketown - Nijinda Durlga	
Thu, 29-Jun-17	10.00am to 11.00am	AON meeting - re: salary continuance insurance	Teleconference	CEO, DCEO and FM

8. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Governance calendar – future meetings



2. Compliance Report: Register of Governance Instruments



3. Councillor updates - as emailed for the reporting month



Councillor
updates.docx

4. Councillor snapshot – as distributed after the previous ordinary meeting of council



170616 Council
Snapshot.pdf

5. Submissions – as lodged during reporting month



170616 BSC
Submission to ATSI se



Cultural Heritage
Duty of Care Guidelin

6. NWQRRTG - Minutes - RRTG Meeting No.2017-2 - 2 June 2017



NWQRRTG - Minutes
- RRTG Meeting No 20

- a. 170613 RTA TIDS policy direction letter to RRTG



170613 RTA TIDS
policy direction.pdf

Chief Executive Officer Reports

11.02 Operational Plan 2016-17 Report Q4

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer
DATE REPORT PREPARED:	18 July 2017
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17 (this plan links to the other governance and financial instruments of the local government)

1. PURPOSE

To report to Council on the quarterly progress of milestones in the Operational Plan, in accordance with section 174 (3) of the Local Government Regulation 2012.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Op Plan 2016-17	Decision	Comments
Adoption	160720.13	Council adopted its Operational Plan 2016-17 on 20 July 2016. Progress against milestones in the plan is reported monthly via officer reports and through formalised quarterly reporting.
Report – Q1	170323.24	A report was prepared for the first quarter in November for submission to the December meeting of Council. However, this report was inadvertently omitted from the December agenda and was submitted to the March ordinary meeting along with the report for the second quarter.
Report – Q2	170323.24	Council received the 2016-17 quarter 1 and 2 reports by way of decision 170323.24, and endorsed a list of amendments. The plan was updated on 12 April 2017 to reflect these amendments being: <ul style="list-style-type: none"> a. Defer timing of local law reviews to 2017-18 b. Defer timing of bridge inspections to May 2017 c. Defer timing of fencing at Burketown waste site until cultural heritage addressed d. Defer timing of transition to waste transfer stations to 2017-18 and assign to new position of EMWI e. Defer sewerage treatment plant project to 2017-18 and assign to new position of EMWI f. Defer Biosecurity Plan development to 2017-18 and assign to new position of EMWI

Op Plan 2016-17	Decision	Comments
Report – Q3	170420.15	<p>In concluding the third quarter report of progress against the operational plan 2016-17 the following comments were made:</p> <ul style="list-style-type: none"> • The operational plan 2016-17 has over 250 action items many of which repeat obligations under other governance instruments. EMT will work to streamline to reduce duplication, increase efficiency and improve both delivery and reporting beginning with a review of the format for 17-18. • As part of this staged process, a register of instruments of governance is under development with the intention that this will form part of the 2017-18 operational plan, and compliance will be reported monthly to Council via the CEO report. The working draft of this document is attached for the interest of Councillors. In 2017-18 there will only need to be one line in the operational plan that refers to this register. • Reminder to Councillors: The operational plan requires that Councillors hold at least 1 community/stakeholder consultation session in relation to their portfolio: roads, infrastructure, biosecurity, tourism and events. Nil held as at 12 April 2017. • Further recommendations for 2017-18 <ul style="list-style-type: none"> ○ EMWI will take ownership of asset management framework in 17-18 ○ Internal audit plan – CEO will amend according to changes endorsed by audit committee (one audit per year; 2016-17 to be ICT)
Report – Q4	170720.xx	The report for the fourth and final quarter - April to June 2017 - is attached. As this is the final report, and the operational plan 2017-18 was adopted at a Special meeting on 28 June along with the annual budget, there are no amendments to recommend.
Adoption 17-18	170628.02	Council adopted the annual operational plan for 2017-18 at a Special meeting held on 28 June 2017 held for the purposes of adopting the reviewed corporate plan, annual budget, and annual operational plan.

3. PROPOSAL

It is proposed that Council receives the report as presented.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	S104 Financial management systems	<p>(5) (a) (v) The system of financial management established by a local government must include an annual operational plan</p> <p>(5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually</p>
Local Government Regulation 2012	Division 4 Annual operational plan	<p>S 174 Preparation and adoption of the annual operational plan</p> <p>(1) A local government must prepare and adopt an annual operational plan for each financial year.</p> <p>(2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.</p> <p>(3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.</p> <p>(4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.</p> <p>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</p> <p>S 175 Annual operational plan contents</p>
Annual Operational Plan	2016-17	<p>As adopted by Council on 20 July 2016 (decision 160720.13).</p> <p>Document ID: 189876 (UW/ 01 Meeting Minutes/ Management Group Meetings)</p>
Annual Operational Plan	2017-18	<p>As adopted by Council on 28 June 2017 (decision 170628.02).</p> <p>Document ID: 212801 (UW/01 Governance/ Corporate Publications)</p>

Instrument	Reference	Details
Corporate Plan	2014-2019	<p>As adopted by Council on 19 February 2015 (decision 150219.08). Document ID: 89836</p> <p>History:</p> <p><u>23/05/14</u> (decision 140523.15) – Adoption deferred to 12/06/14</p> <p><u>12/06/14</u> (decision 1401612.02) – Resolution passed - That this Special Council meeting be adjourned until Wednesday 18th June in order that Council may adopt the Corporate Plan 2014-2019 on this date, subject to receipt of feedback from the Department of Local Government, Community Recovery and Resilience.</p> <p>The meeting did not reconvene on 18 June 2014. No resolution passed to adopt the Corporate Plan.</p> <p><u>19/02/15</u> (decision 150219.08) – Report submitted and resolution passed to adopt amendments to plan.</p> <p><u>28/06/17</u> Administrative review – decision 170628.01</p>

6. CRITICAL DATES & IMPLICATIONS

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

7. CONSULTATION

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

8. CONCLUSION

The report for the fourth and final quarter - April to June 2017 - is attached. There are no major areas of non compliance. Some items have been moved forward to 17-18, and in particular, the works manager workload is especially heavy due to the added workload of the works for Queensland program.

As this is the final report, and the operational plan 2017-18 was adopted at a Special meeting on 28 June 2017 along with the annual budget, there are no amendments to recommend.

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Annual operational plan 2016-17 4th quarterly report



170720-A Op Plan
4th Q report.pdf



2. Annual operational plan 2016-17

160721 - BSC
Operational Plan 2016

Chief Executive Officer Reports

11.03 Burke Shire Special Holiday 2018

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe; Chief Executive Officer
DATE REPORT PREPARED:	4 July 2017
LINK TO COUNCIL PLAN/S:	N/A

1. PURPOSE

To confirm the 2018 Special Holiday date for the Burke Shire Council Local Government Area.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council traditionally nominates the 1st Tuesday in November as a Special Holiday in the Burke Shire Council area to coincide with Melbourne Cup Day. Consideration may be given to amending the day or adding a holiday based on the development of a signature event and/or festival in the future.

Notification of the Special Holiday and/or Bank Holiday dates for Local Governments are included in the Queensland Government Gazette and published online:

2015: <https://www.qld.gov.au/recreation/travel/holidays/special/#2015>

2016: <https://www.qld.gov.au/recreation/travel/holidays/special/#2016>

2017: <https://www.qld.gov.au/recreation/travel/holidays/special/#dates2017>

3. PROPOSAL

That Council confirms the date of the Special Holiday for 2018 by resolution and authorises the CEO to complete the notification process with the State of Queensland via the online notification page: <https://forms.business.gov.au/aba/landing.htm?formCode=QldGov4-formSH>

4. FINANCIAL & RESOURCE IMPLICATIONS

N/A

5. POLICY & LEGAL IMPLICATIONS

Holidays Act 1983 – Section 4 Special Holidays

- (1) Subject to subsections (2) and (3) the Minister may by notification published in the Gazette appoint a day or the forenoon or afternoon of a day to be a holiday either throughout the State or within such district as may be specified.
- (2) A holiday shall not be appointed pursuant to this section in respect of a district unless the Minister has, by a date specified by the Minister, received a notice from the local government for the area in which the district is situated signed by the chief executive officer of that local government requesting that the holiday be appointed.

(3) The holiday appointed may be the date requested or another date as the Minister thinks fit.

6. CRITICAL DATES & IMPLICATIONS

Nominations for Show Days/Special Holidays have been request by no later than Friday 11 August 2017.

7. CONCLUSION

This report enables Council to meet its notification obligations under the *Holiday Act 1983* as these relate to the gazettal of Special Holidays for Local Government Areas in Queensland.

8. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council nominates Tuesday 6 November 2018 as the Special Holiday date for the Burke Shire Local Government Area.

ATTACHMENTS



Request Letter for
2018 Special Holiday.

1. Holiday Notification - Request Letter: Office of Industrial Relations to BSC 30 June 2017

12. Corporate Services

- 12.01.01 Deputy Chief Executive Officer Report
- 12.01.02 Fraud Management Framework Review
- 12.01.03 Corporate Risk Register Review
- 12.01.04 WHS-POL-001 Workplace Health and Safety Policy Review
- 12.01.05 WOR-POL-001 Council Vehicle Policy
- 12.02.01 Executive Officer Report

Deputy CEO Reports

12.01.01 Deputy Chief Executive Officer Report

DEPARTMENT:	Office of the Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	3 July 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PLANNING AND DEVELOPMENT

Town Planning Scheme

The submission period for the Town Planning Scheme closed on 30 June 2017. In addition to the submission provided by Council, several State Government Departments also made submissions. These have been forwarded to Council's town planner and a report will be prepared for the August 2017 Council Meeting to consider these submissions in accordance with the Making and Amending a Local Planning Instrument (MALPI) guidelines.

New Planning Act

The Planning Act 2016 came into effect on 3 July 2017, replacing the Sustainable Planning Act 2009 (SPA). It is worth noting that Council's new planning scheme will be compliant with the new Act; two versions will be provided to the State for certification; a SPA-compliant version (as the MALPI process commenced under SPA) and a Planning Act- compliant version which will be the live document.

Planning Compliance Enforcement

Given the renewed local focus on town planning, Council is contacting owners of non-compliant properties to assist them to become compliant ahead of the introduction of the new scheme. This is important as it will help to ensure consistency for any new development that takes place in the Shire.

2. INFRASTRUCTURE PROJECTS

Visitor Information Centre

Council will be in a position shortly to release quotes for the restoration of the Visitor Information Centre. The work will comprise of two key elements:

- a) Restumping of the building
- b) Restoration off the building

The work is anticipated to take place following the September school holidays, and timing will be negotiated with Gangalidda and Garawa Services Limited who are currently occupying the building through a licence agreement with Council.

Replacement of VMR Shed with new SES Buildings

Council successfully secured \$50,000 of funding through the SES Non-recurrent grants program to provide improved facilities for the Burketown SES unit at the SES shed. The project will see the removal of the old VMR shed and the addition of two containers; a kitchen/crib room and ablutions block. The intent is to have this work completed prior to the wet season this year.

Replacement and Upgrade of Radio Hut

N-Com Pty Ltd have been awarded the contract to replace Council's aging radio hut. This replacement will include an upgraded of Council's radio and TV transmission equipment. Council presently finalising plans with N-com to ensure that site preparation works can take place, ahead of installation in August 2017.

The install process is not anticipated to require a major outage, but some services may be offline for several hours while work takes place. The upgrade is also going to provide the capacity for new radio stations, with country music station Kix FM to be the first. It will also upgrade TV transmission in Burketown from MPEG2 to MPEG4 format. This will provide better picture quality, but may require some residents to replace their set-top boxes. Council will be able to provide replacements for those that wish to swap out their old set-top box for a new one.

3. ADMINISTRATION

General Administration and Events

Please see the Executive Officer Report for details of Administration, IT, Records, EHO and Events.

Council Website Upgrade

The EA and DCEO have been working with LGAQ in the development of Council's new website. A draft design has been provided to Councillors and staff for feedback. Once the design is approved, content will be developed.

4. HUMAN RESOURCES

Departures:

- Andrea Whiting (Parks and Gardens Cleaner) finished work on 30 June 2016.

Appointments:

- Cheryl Portch commenced as Community Development and Tourism Officer (CDTO) on 27 June 2017
- Jayden Douglas will be moving from Utilities Officer to the Jetpatcher Labourer role, initially on a part-time basis to enable training of new staff
- Trent Lyons will be joining Council as a Utilities Labourer
- An application has been offered the role of RMPC Labourer, Council is waiting on him regarding acceptance

Recruitment:

- Council will be conducting a face-to-face interview with their preferred candidate for the Human Resources and Workforce Development Coordinator (HRWDC) in Burketown on 12 July
- Council has re-advertised the Works Manager role

- Council is advertising internally for the Administration and Community Services Coordinator (ACSC) Role. Application close on 17 July.

Enterprise Bargaining:

The second enterprise bargaining meeting will be taking place in Burketown on 13 July 2017. An update to Council will follow this meeting.

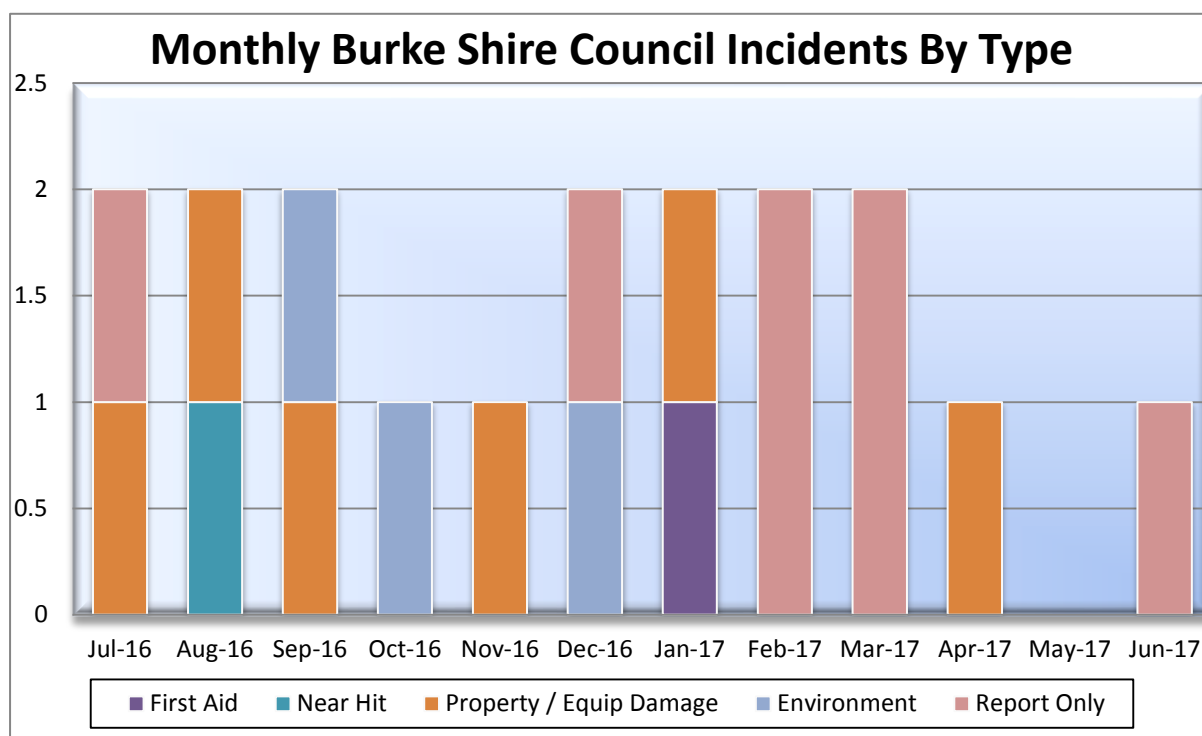
Training:

The following training has taken place over the last month:

- Apprenticeships and Traineeships are ongoing; Council had a visit from a representative from the Department of Education and Training, in which they indicated increasing presence and liaison with Council around the identification and potential funding assistance for training programs
- Relevant staff are continuing to logging the necessary 20 hours of practical time for traffic management licencing; a number of staff have received their qualifications
- Executive Management Team underwent training with John Carr from CoachCentral
- The supervisory staff took part in a leadership and management training session with Peta Irvine from LGMA during her visit to Burketown
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

5. WORKPLACE HEALTH AND SAFETY

There was one report-only incident reported for the month of June 2017. A copy of the WHS report is attached.



A WHS Representative Meeting was held on Monday 3 July. Minutes from this meeting are also attached to this report.

6. POLICY/PROCEDURE REGISTER

A copy of Council's Policy Register, showing overdue items and those coming up for review is attached.

The following policies are currently overdue for review; please note that some of these are being put forward for consideration at this Council meeting.

- Computer and Telecommunications Policy
- Mobile Phone Policy
- Grants to Community Organisations Policy
- Social Media Policy
- Driveway / Crossover Policy
- Bounty Scheme for Wild Dogs and Feral Cats policy
- National Competition Policy
- Councillors code of conduct Policy
- Internal Audit Committee Policy
- Workplace Complaint Policy
- Smoke-Free Workplace Policy
- Staff Travel Expenses Policy
- Uniform Policy
- Staff Relocation Expenses Policy
- Workplace Health and Safety Policy
- Use of Council Vehicles
- Burke Shire Council Code of Conduct

The CEO, DCEO and Finance Manager are meeting to review Council's policy register to determine a more efficient means of managing the policy review process.

7. OTHER PROJECTS

Cultural History of Burke Shire Book

The DCEO has been working with Allen & Unwin in the drafting of the publishing agreement for the Cultural History book. The publisher and author are presently reviewing the document and it is expected to be signed at some time in July to allow additional material to be developed and finalised ahead of the manuscript being completed.

Report Format

The format for this report has changed to better align with the various work areas in the DCEO portfolio and to cover off the various projects that the DCEO is seeking to deliver over the 17-18FY. A

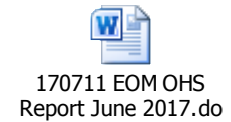
breakdown of the major projects is attached, and relevant monthly milestones will be reported on moving forwards (i.e. July items will be reported on in the August monthly report).

8. OFFICER'S RECOMMENDATION

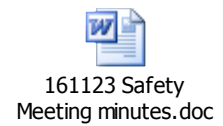
That Council notes the contents of the Deputy CEO's July 2017 report.

ATTACHMENTS

1. June 2017 WHS Report



2. WHS Rep Meeting Minutes



3. Policy Register Review



4. DCEO Project Plan



Deputy CEO Reports

12.01.02 Fraud Management Framework Review

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	6 July 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan s3.1

1. PURPOSE

To review Council's Fraud Management Framework.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This document suite, originally provided through an LGAQ Fraud Awareness Training Course in June 2016, was introduced to Council at the May 2017 Ordinary Council Meeting (resolution 170518.16). It has since been implemented and tested internally by the DCEO. Further input has been sought to augment the Fraud Risk Register, and the suite was presented to the Audit Committee for comment on 28 June 2017.

The internal testing process has revealed several areas for potential improvement, as have the comments from the Audit Committee Chair (attached) in relation to the Framework. On that basis, several elements of the Framework have been updated.

3. PROPOSAL

The documents in question have been amended with tracked changes. The changes reflect suggested revision from CEO, DCEO and Audit Committee Chair:

GOV-PLA-001 Fraud and Corruption Control Plan:

- Addition of reference to Fraud Policy
- Reassignment of responsibility for a range of fraud and corruption control elements
- Removal of references to documents which are not held by Council, or renaming where appropriate

GOV-POL-004 Fraud Policy:

- Renumbering of Policy
- Amendment of related documents/policies to properly reflect names

GOV-PRO-003 Fraud Risk Assessment Procedure:

- Amend values of 'Moderate' and 'Major' fraud
 - o Audit Committee feedback highly desirable on this item

GOV-PRO-004 Fraud Investigation Procedure:

- Inserted legislative definition of corrupt conduct for clarity
- Removed clause relating to disciplinary action which appeared to advocate 'making examples of people'
- Revised financial requirements around Police referral
- Revised Policy content relocated into GOV-PRO-005

GOV-PRO-004 Fraud Management Procedure:

- Removed incorrect reference to Local Government Regulation contents
- Inserted recommendation to seek legal advice when disclosing outcomes of investigations
- Formerly Fraud Monitoring, Evaluating and Reporting Procedure; now includes content of former Fraud Investigation Procedure
- Has been renumbered

GOV-REG-002 Fraud Risk Register:

- Register has been further populated following session with DCEO and Works supervisors.

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

This updated framework is ready for adoption.

7. CONSULTATION

The CEO and DCEO reviewed the Framework prior to its presentation to the Audit Committee. The DCEO reviewed the Fraud Risk Register with Council's supervisors prior to its presentation to the Audit Committee.

8. CONCLUSION

The suite of documents is now better contextualised to Burke Shire Council operations. It is presented as a robust system of governance that includes a policy, plan, procedures and forms to manage fraud.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts GOV-POL-004 Fraud Policy (Version 1); and
3. That Council notes the recommended changes to:
 - a. GOV-PLA-001 Fraud and Corruption Control Plan; and
 - b. GOV-PRO-003 Fraud Risk Assessment Procedure; and
 - c. GOV-PRO-004 Fraud Investigation Procedure, which in to be incorporated into GOV-PRO-004 Fraud Management Procedure; and
 - d. GOV-REG-002 Fraud Risk Register

ATTACHMENTS

1. GOV-POL-004 Fraud Policy (Version 1)



GOV-POL-004 Fraud
Policy (review).docx

2. GOV-PLA-001 Fraud and Corruption Control Plan



GOV-PLA-001 Fraud
and Corruption Contr

3. GOV-PRO-003 Fraud Risk Assessment Procedure



GOV-PRO-003 Fraud
Risk Assessment Proc

4. GOV-PRO-004 Fraud Investigation Procedure



GOV-PRO-004 Fraud
Investigation Proced

5. GOV-PRO-004 Fraud Management Procedure



GOV-PRO-004 Fraud
Management Procedure

6. GOV-REG-002 Fraud Risk Register



GOV-REG-002 Fraud
Risk Register (review)

7. Comments from Audit Committee Chair



Chair comments on
risk register and fraud

Deputy CEO Reports

12.01.03 Corporate Risk Register Review

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	6 July 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan s1.1.3, Operational Plan

1. PURPOSE

To consider and adopt the revised Corporate Risk Register

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted this Corporate Risk Register in November 2014 (Resolution 29.141120). The Register was originally seen as a document to be revised every second year. However, a number of factors make it appropriate that the Register is reviewed more regularly, and this is advice echoed by Council's Audit Committee Chair, Brendan Macrae.

The document was reviewed most recently by Council in October 2015 (Resolution 151015.10). Since then it has been internally reviewed and updated by Council's management team, and presented to the Audit Committee for comment and feedback at the 28 June 2017 meeting. Feedback from the Committee Chair is attached.

The Corporate Risk Register's latest review has occurred concurrently with the development of Council's Fraud Management Framework and Fraud Risk Register. Given the obvious overlap of and synergy between the Fraud Risk Register and Corporate Risk Register, it is planned over time to more closely align – and potentially combine – these two documents.

The Corporate Risk Register will require ongoing review and updating to ensure that it remains relevant to Council and so that Council's commitment to risk management deepens over time.

3. PROPOSAL

A reviewed and updated version of Council's Corporate Risk Register is attached, with changes noted in red. The changes reflect a combination of those proposed by the management group during their review of the document, and the recommendations put forward by the Audit Committee Chair; specifically:

- Adding definitions of control assessments to clarify meaning of 'partially effective'
- Clarifying existing versus required future controls
- Insertion of action dates
- Initial link to fraud risk register; this will be further developed
- Formatting changes (combination of former columns B & O, renaming of column K)
- Updated risk matrix to align with Fraud Risk Register

Only one new risk has been included in this document (#22); the risk of council overcommitting to projects beyond its ability to reasonably resource and manage.

4. FINANCIAL & RESOURCE IMPLICATIONS

While the development and adoption of this document has no real financial implications for Council, beyond staff time for the review process, a number of the future controls identified will involve commitment of Council resources, this will generally occur as part of the project planning for those individual measures (e.g. STP redesign, training budget, waste management process etc.)

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 corporate 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	Risk management is a key governance framework.
BSC Operational Plan 2017-18	1.1.3 Ensure development and maintenance of appropriate systems, procedures and performance standards to manage risk	The corporate risk register is a key element of risk management.

This Risk Register provides coverage of these risks. However, it will be necessary to maintain this register as a 'living document' in order to ensure that Council's awareness and treatment of financial risk remains current and relevant.

6. CRITICAL DATES & IMPLICATIONS

Given the preference for annual review of this document, this review is overdue and it is desirable that this register be adopted at the July 2017 Ordinary Council Meeting.

7. CONSULTATION

Council has consulted internally with the Management Group in the revision of this document, as well as providing the document to the Audit Committee for feedback and adopting recommendations from the Audit Committee Chair.

8. CONCLUSION

The Corporate Risk Register is a maturing document which continues to better reflect Council's risk profile. It is important that it remains relevant and accessible in order to provide guidance to Council's decision-making process and operational activities.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. That Council adopts the reviewed Corporate Risk Register, as attached.

ATTACHMENTS

1. Corporate Risk Register



170116 Corp Risk
Register Working Cop



Chair comments on
risk register and frau

2. Advice from Audit Committee Chair

Deputy CEO Reports

12.01.04 WHS-POL-001 Workplace Health and Safety Policy Review

DEPARTMENT:	Workplace Health & Safety
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	7 July 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To review Council's Workplace Health and Safety Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council last reviewed this Policy as part of a tranche of HR/WHS Policies in June 2016 (resolution 160616.16). This Policy codifies Council's commitment to Workplace Health and Safety and our adherence to the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011.

3. PROPOSAL

An updated version of the policy with tracked changes is attached; changes are all minor in nature, relating to formatting and grammar. No material changes to content are proposed.

4. FINANCIAL & RESOURCE IMPLICATIONS

This Policy supports the continuation of Council's Workplace Health and Safety function at its present level. There are no financial or resource implications as a result of this review.

5. POLICY & LEGAL IMPLICATIONS

This policy was last reviewed just over one year ago and is therefore due for review again by Council. While a Workplace Health and Safety Policy is not a legislatively mandated document, it represents good practice to have this Policy and ensure it is regularly reviewed.

6. CRITICAL DATES & IMPLICATIONS

The July 2017 ordinary Council Meeting is an appropriate time to adopt this revised policy.

7. CONSULTATION

Martine Care from Preston Law was consulted and provided amendments to the Policy during the 2015 revision.

The DCEO consulted with Tammy Baptie, Council's Workplace Health and Safety Coordinator to ensure the Policy remains accurate and suitable.

8. CONCLUSION

Workplace Health and Safety is an important element of Council operations, and this Policy affirms Council's commitment to a safe workplace and safe work practices.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of this report; and
2. That Council adopt Version 5 of WHS-POL-001 Workplace Health & Safety Policy as attached.

ATTACHMENTS



WHS-POL-001
Workplace Health and Safety Policy

1. WHS-POL-001 Workplace Health & Safety Policy Version 4

Deputy CEO Reports

12.01.05 WOR-POL-001 Council Vehicle Policy

DEPARTMENT:	Workshop and Fleet, Governance
RESPONSIBLE OFFICER:	Nils Hay, Deputy CEO
DATE REPORT PREPARED:	2 June 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To review WOR-POL-001 Council Vehicle Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This report was last updated on 11 December 2014 through Council resolution 22.141211.

During his tenure with Burke Shire Council in April 2017, Ross Higgins – Acting DCEO – undertook a detailed review of this policy in line with legislation and in consultation with management.

3. PROPOSAL

The proposed, revised version of the policy is attached.

Key changes:

- Division of the policy into 2 components:
 - a. Policy
 - b. General Conditions of Use and Operating Procedures
- Renamed the policy “Vehicle Policy”
- Removal of the “Private Use of Council Vehicle by Request” section of the current policy. This should have its own policy or be incorporated into the Bus Hire Policy/Procedure or similar.
- Amendment to the section on Non Council Passengers section as this created some confusion regarding regular use (e.g. picking up a contractor from the airport) and unusual circumstances (e.g. picking up a hitch-hiker) by treating both the same
- Reduction of the section relating to driving in adverse conditions to make it less prescriptive, 300mm depth limit retained
- Addition of definitions for reference purposes
- Inclusion of more information regarding Private Use and Commuter Use and Home Garaging
- Rewording some sections for clarity
- Confirming that all drivers should register 0.00 alcohol readings at all times

- Increasing review period from annually to every two years

4. FINANCIAL & RESOURCE IMPLICATIONS

This Policy will help to ensure that Council vehicles used appropriately, protecting Council from potential insurance claims and loss as a result of inappropriate vehicle usage. It also confirms the requirement of private use vehicle holders to maintain a log book for fringe benefit tax purposes.

5. POLICY & LEGAL IMPLICATIONS

This policy supports Council's obligations under the Work Health and Safety Act 2011 to provide a safe workplace, by clearly outlining staff responsibilities and expectations with regards to vehicle usage, particularly in relation to the use of mobile phones, drugs and alcohol and driving in adverse conditions.

It also confirms Council's expectation that all drivers obey the relevant laws whilst driving Council vehicles.

6. CRITICAL DATES & IMPLICATIONS

It has been over two years since this policy was last reviewed. While the review is not time-critical, Council strives to review policies on an annual basis and the July 2017 Ordinary Council Meeting is an appropriate time to review this policy. This policy review seeks to increase the review schedule to every two years.

7. CONSULTATION

In revising this policy the Acting DCEO and incumbent DCEO have consulted with management – particularly the Workshop and Fleet Manager – as well as drawing upon information other local governments hold in their related policies.

8. CONCLUSION

This policy revision updates and improves the clarity of Council's Vehicle Policy, which is important as this Policy provides guidelines and direction for all staff who operate Council vehicles.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts version 3 of the WOR-POL-001 Vehicle Policy, as attached

ATTACHMENTS



WOR-POL-001
Vehicle Policy.doc

1. Version 3 WOR-POL-001 Vehicle Policy

Executive Officer Reports

12.02.01 Executive Officer Report

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Ferne Clarke; Acting Executive Officer
DATE REPORT PREPARED:	11 July 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To report on administration and the community service department.

2. MATTERS

Recordkeeping

Two of the three significant cost saving projects planned for 2017-2018 FY have commenced.

- i. eDRMS folder closure – Underway (*timeframe: July – Sept 2017*)
- ii. Digitisation Destruction Policy – Due to commence mid July 2017
- iii. Records Destruction - Underway (*timeframe: July to Dec 2017*)

The number of folders in the BCS has decreased from 1454 to 1009. This is directly related to eDRMS folder closure project. Over 300 documents were destroyed in June, in relation to the Records Destruction Project.

There are still significant numbers of documents being registered into the BCS. The majority of these relate to finance and their accounts payable process. An increase of 10294 records over the last 6mths, that's an average of 1716 per month. Electronic reform of the accounts payable process would see the number of monthly registrations decrease by 90% per month. It costs 4c per record per month and \$1.02 per document when it is registered in the BCS.

Information Technology

Final stages of planning to get the remaining numbers ported from Real World to Telstra are being undertaken. A brief on ITERRA and its capability and cost impacts will be tabled at Council's next General Meeting.

Website and Wi-Fi

Work on Council web site update continues, design for the tablet and mobile interface is being reviewed. Use of the free WiFi has improved, reflecting the increase of tourists in the shire.

Library

June has been a very busy month with the school holidays seeing a major increase in children coming in. Who participated in colouring, using the board games and watching DVD's.

Tourists are also making use of the library and retuning and borrowing books to read on the road.

With the Wi-Fi up and running, children and adults have been using the library with the following top five sites being:

1. Youtube - 27.5%
2. Netflix - 26.9%
3. iTunes - 10.6%
4. Miscellaneous secure web - 9.3%
5. Instagram - 4.0%

In terms of computer security, the children's computer in the library has no internet access and is used for games and DVDs only. The public computer also has a range of security measures implemented:

- Family safety is on
- We have enabled the ability to block/ban websites and put websites on an approval list
- Anyone (including children) can view websites on the 'allow' list, websites designed for children and websites from general interest, social networking, web chat and webmail categories. Adult sites are blocked.

Community Development

2017 Council Run Events Schedule

Date		Activity
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

CDTO Position

The CDTO has been filled; the successful candidate was Cheryl Portch.

Morning Glory Festival

The date of the festival has been brought forward by one day to the 29th & 30th September 2017.

Social Media

The LGAQ social media management pilot continues with Council.

Donations

Nil donation requests for June, at the time of preparing this report.

EHO

A new EHO has been deployed due to the previous EHO not being contactable. All food business licence renewals have been sent out and all applications have been returned by the due date.

3. KEY 2017-18 ACTIVITIES

With the budget scoping approved for Administration and Community Services (ACSC) by the Finance Manager, Project and Work Plans have been scoped ready for implementation 1 July.

Work to be rolled out for the 2017-18 Financial Year will be as follows:

- 10 Corporate Services Strategies
Relating to Planning, Tourism & Economics, Customer Service, Events, Process Improvement and Donations
- 24 Projects of work have been scoped to deliver the Corporate services strategies.

Of note:

The ABS census data has been released. Noteworthy statistics are:

- **238** Population on census night
55% Female
45% Male
- Ave age **38**
- **45** Families
- Private dwellings **126**
- Median weekly household income **\$1104**
- Median mthly mortgage repayments **\$0**
- Median weekly rent **\$140**
- Ave number of motor vehicles per household **1.6**

4. RECOMMENDATION

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

ATTACHMENTS

1. CorpMem June Report



2. Civica June Report



3. Library June Report



4. Events Calendar



5. Facebook June Report



6. Free Wi-Fi Statistics



13. Late Reports

13.01 Hire Fee Waiver Policy

13.02 Schedule of Fees & Charges 2017-18

13.03 Donation Request – QCWA – Gregory Branch

13.04 Donation Request - Burketown State School Parents & Citizens Association

Late Reports

13.01 Hire Fee Waiver Policy

DEPARTMENT:	Administration
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	18 July 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To introduce a policy to govern Council waiving fees for use the use of Councils assets.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council receives regular requests to waive the hire fees for the use of Council assets from local community groups. Aside from Council's existing Donation Request procedure, no mechanism exists to deal with these requests in a consistent and equitable manner.

This is particularly problematic in cases where past – verbal – agreements have been made regarding the use of Council facilities. Such agreements are difficult for officers to apply, particularly where they relate to individual community organisations and do not provide equity for other groups in the Shire.

Furthermore, the existing Donation Request framework does not make provision for fee waiver agreements beyond a single use, which creates an administrative burden for both Council and community organisation staff who wish to apply for regular use of facilities.

3. PROPOSAL

It is recognised that Council maintains a range of assets, including the Nijinda Durlga, HACC Hall and Council Bus, for the benefit of local community organisations and not-for-profit groups; as such, it is appropriate that a framework be developed to make it easier for local groups to access those assets.

A draft policy (ADM-POL-002 Hire Fee Waiver Policy) and Application Form have been developed to govern this process. Both are attached.

Key points from the Policy:

- Successful applicants will be able to enter into an agreement with Council to waive all fees (including bond) for up to one financial year
- Bond is required for any event where alcohol will be served
- Council bookings will take precedence
- Only local community groups or not-for-profit organisations are eligible
 - All others may apply for consideration for Council donation

- The CEO or delegate may grant waivers where the required criteria are met, removing the need for such requests to come to Council and allowing them to be processed more quickly

4. FINANCIAL & RESOURCE IMPLICATIONS

Council presently receives minimal income from the Durlga, HACC Hall or Council Bus. It is acknowledged that none of these assets are intended to generate significant revenue streams for Council, but rather to contribute to the liveability of the Shire and to support local community groups.

While the application of this Policy may see several additional fee-free bookings made, the quantum of these bookings is not expected to be large.

5. POLICY & LEGAL IMPLICATIONS

This Policy sits alongside Council's existing ADM-POL-011 Grants to Community Organisations Policy and may, in future, become incorporated in that Policy. As a new Policy it is desirable however that this process exist separately initially to allow Council to assess its efficacy and adjust it as required.

Section 194 of the Local Government Regulation 2012 states that the local government may give a grant to a community organisation only:

- a) *If the local government is satisfied –*
 - i) *the grant will be used for a purpose that is in the public interest; and*
 - ii) *the community organisation meets the criteria stated in the community grants policy.*

These same principles have been applied to the Hire Fee Waiver Policy to ensure a consistent and equitable approach.

6. CRITICAL DATES & IMPLICATIONS

There is no critical date for the adoption of this Policy, however it is desirable that it be adopted as early as possible in the financial year to provide maximum use for any organisations that wish to request an on-going waiver.

7. CONSULTATION

Council's Executive Management have been consulted in the development of this Policy. The Deputy CEO consulted externally with facilities management staff at Bundaberg Regional Council who were willing to share their policy and procedural documentation for management of fee waiver requests.

Councillors were consulted during the Fees and Charges Workshop in Burketown on 14 July 2017.

8. CONCLUSION

The adoption of a formal policy in this space will allow Council to more equitably and consistently manage requests for fee waivers for the use of Council assets.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts Version 0 of ADM-POL-002 Hire Fee Waiver Policy

ATTACHMENTS

1. Version 0 ADM-POL-002 Hire Fee Waiver Policy



ADM-POL-002 Hire
Fee Waiver Policy (Dr

2. Fee Waiver Application Form (Draft)



Fee Waiver
Application Form.doc

Late Reports

13.02 Schedule of Fees & Charges 2017-18

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE:	17 July 2017
LINK TO COUNCIL PLAN/S:	Budget, Operational Plan

1. PURPOSE

To present the proposed 2017-18 Register of Cost Recovery Fees (2017-18 Schedule of Fees and Charges) for Council consideration and adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Section 98 of the *Local Government Act 2009*;

A local government must keep a register of its cost recovery fees. The public may inspect the register at the local government's public office.

Council held a workshop on the 14th of July 2017 to consider and provide guidance to Management on proposed fees and charges for the 2017-18 financial year.

3. PROPOSAL

That Council adopts the proposed 2017-18 Register of Cost Recovery Fees (Schedule of Fees and Charges).

4. FINANCIAL & RESOURCE IMPLICATIONS

The register of cost recover fees (schedule of fees and charges) provides a consistent basis upon which costs incurred in providing relevant services may be recouped.

5. POLICY & LEGAL IMPLICATIONS

Compliance with Section 98 of the *Local Government Act 2009*

6. CRITICAL DATES & IMPLICATIONS

20 July 2017

7. CONSULTATION

Consultation between Councillors and Management,

Consultation between Management and Burke Shire Council staff

8. CONCLUSION

Following discussion and consultation at the workshop held on the 14th of July 2017 Council has prepared the final schedule of fees and charges applicable for the 2017-18 financial year as required under Section 98 of the *local Government Act 2009*.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Council adopts the 2017-18 Register of Cost Recovery Fees (Schedule of Fees & Charges)

ATTACHMENTS

1. 2017 -18 Schedule of Fees and Charges



Burke Shire Council
Fees and Charges 20

Late Reports

13.03 Donation Request – QCWA – Gregory Branch

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	18 July 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To provide information to Council regarding a donation request received from QCWA Gregory Branch.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

October 2016 Council donated \$2500 towards Gregory Horse Sports & Family Fun Day

3. PROPOSAL

Purpose or Function

This annual event has been going for 54 years. Bringing the community together for a fun day of socialising and friendly competition. Any surplus funds raised are used to support the community.

Project Summary

Sunday 17 Sept 2017, Fun Day event with horse sports, games, novelty events to suit children through to seniors

Who will participate

Station people, town people & visitors in the shire

Target Audience

Family & residents of Burke Shire

Visitors in the area at the time

Donation Support Request

\$2500 Cash contribution

In kind -Rubbish collection

In kind - Street Banners to be displayed

How Council will be recognized and acknowledged

BSC will be acknowledged for their support through loud speaker on the day and on posters leading up to the event

Total project cost

	\$
Own cash contribution	6,000
Own in-kind contribution	3,000
Other funding sources	
Council Donation Request	2,500
Total project cost	\$11,500

List Sources for Other Funding

\$ Not determined. Local businesses, Dept. of Communities, nominations & corporate sponsorship

Other information relevant to this application**4. 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.

5. CRITICAL DATES & IMPLICATIONS

Given the time frame of this request, it would be desirable that Council make a resolution on this matter at July 20 2017 Ordinary Council Meeting to give further funding certainty to this annual community event.

6. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council support the Gregory CWA Horse Sports and Family Fun day by:
 - a. Approving a Cash donation of \$2,500.00; and
 - b. Approving in-kind donations of rubbish collection and erection of appropriate street banners

ATTACHMENTS

1. Donation Request



QCWA donation
request 170717.pdf

Late Reports

13.04 Donation Request - Burketown State School Parents & Citizens Association

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	18 July 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To provide information to Council regarding a donation request received from Burketown State School Parents & Citizens Association.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

02/12/15 Council donated \$1639 towards Burketown State School Xmas function.

Previous years Council has donated use of the Bus free of charge for students to attend educational excursions .

3. PROPOSAL

Purpose or Function

Support the parents and school in the educational opportunities/outcomes for students

Project Summary

The P&C will be providing breakfast for 65 people that are in a car rally passing through Burketown on Thursday 20 July.

Who will participate

Parents and community members. Car Rally drivers and support crew.

Target Audience

School children

Donation Support Request

Provide the use of the kitchen, tables, chairs and patio area free of charge

How Council will be recognized and acknowledged

BSC will be acknowledged for their support in the school newsletter

Total project cost

	\$\$
Own cash contribution	\$1,500.00
Own in-kind contribution	\$540.00

Other funding sources

Council Donation Request	\$379.50
Total project cost	\$2419.50

List Sources for Other FundingOther information relevant to this application

Local organisations such as the P&C have the opportunity to raise money by providing car rallies like the Variety Bash catering in return for a cash donation towards their cause. This is a great way to get much needed funds from out of town as usually P&C rely on the town to support their organisation.

4. 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.

5. CRITICAL DATES & IMPLICATIONS

Due to the late receipt of the donation request, and need for a response before the 20 July Council Meeting, the Mayor and CEO authorised this emergent donation on 19 July 2017.

6. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council endorse the decision to provide an in-kind donation of kitchen, table & chair hire to the Burketown State School Parents and Citizens Association

ATTACHMENTS

1. Donation Request



Donations Request
Form- Use of Hall .pdf



Audit Report.pdf

14. Mayoral Report

Report to be provided to meeting.

15. Councillor Reports

Councillors will provide reports to the meeting.

16. New business of an urgent nature admitted by Council

Recommendation (if required)

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

17. Deputations and presentation scheduled for meeting

17.01 GHD Pty Ltd

17.02 George Bourne and Associates

18. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 17 August 2017.

Dictionary of Acronyms

Acronym	
ACCC	Australian Competition and Consumer Commission
BCP	Business Continuity Plan
CABT	Certified Agreement Bargaining Team
CLCAC	Carpentaria Land Council Aboriginal Corporation
CRF	Community Resilience Fund
CRR	Corporate Risk Register
DAF	Department of Agriculture and Fisheries
DATSIP	Department of Aboriginal and Torres Strait Islander Partnerships
DCP	Drought Communities Program
DDMG	District Disaster Management Group
DILGP	Department of Infrastructure, Local Government and Planning
DMA	Development Management Agreement
DNRM	Department of Natural Resources and Mines
DSD	Department of State Development
DTMR	Department of Transport and Main Roads
EDQ	Economic Development Queensland
EHP	Department of Environment and Heritage Protection
EMWI	Executive Manager Works and Infrastructure
GBA	George Bourne and Associates
GSD	Gulf Savannah Development
ILUA	Indigenous Land Use Agreement
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
LGAQ	Local Government Association of Queensland

Acronym	
LGGC	Local Government Grants Commission
LGGSP	Local Government Grants and Subsidies Program
LRRS	Local Roads of Regional Significance
NDRP	Natural Disaster Resilience Program
NQLGA	North Queensland Local Government Association
NSRF	National Stronger Regions Funding
NWQROC	North West Queensland Regional Organisations of Council
NWQRRTG	North West Queensland Regional Roads Transport Group
QIRC	Queensland Industrial Relations Commission
QRA	Queensland Reconstruction Authority
QTC	Queensland Treasury Corporation
QTIF	Queensland Tourism Infrastructure Fund
RACAS	Road Asset Condition Assessment System
RAUP	Remote Airstrip Upgrade Program
ROPS	Register of Pre-Qualified suppliers
RRTG	Regional Roads Transport Group
SOI	Statement of Intent
SPA	Sustainable Planning Act
TIDS	Transport Infrastructure Development Scheme
TTC	Transport and Tourism Connections
WFQ	Works for Queensland
WTP	Water Treatment Plant