



Agenda and Business Papers Burke Shire Council Ordinary General Meeting 14 September 2017 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea
11.00am to 12.00pm	Gulf Savannah Development
12.30pm to 1.00pm	Lunch

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01. Opening of Meeting

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

02. Record of Attendance

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

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)

03. Prayer

Led by Cr Ernie Camp

04. Consideration of applications for leave of absence

None received at close of agenda.

05. Confirmation of minutes of previous meeting(s)

05.01 General Meeting 17 August 2017

That the Minutes of the General Meeting of Council held on 17 August 2017 as presented be confirmed by Council.



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Minutes.docx

06. Condolences

None received at close of agenda.

07. Declaration of Interests

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

08.01 Notices of Motion

None received at time of agenda preparation.

08.02 Petitions

None received at time of agenda preparation.

09. Works, Services and Finance Reports

09.01.01 Works and Services Report

09.02.01 Finance Monthly Update Report (Month ended 31st August 2017)

09.02.02 Update of Finance Policies

09.03.01 Strategic Projects Reports

Finance Reports

09.02.01 Finance Monthly Update Report (Month ended 31st August 2017)

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
DATE REPORT PREPARED:	4 September 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	1,355,352	2,656,000	- 1,300,648
Less: Discount, Rebate & Remissions	- 7,807	- 61,000	53,193
	1,347,545	2,595,000	- 1,247,455
 Fees & Charges	 18,313	 95,000	 - 76,687
Rental Income	32,941	225,000	- 192,059
Interest	61,075	254,000	- 192,925
Recoverable Works Revenue	28,486	972,000	- 943,514
Other Income	-	5,000	- 5,000
	140,816	1,551,000	- 1,410,184
 Donations	 3,000	 10,000	 - 7,000
Contributions	-	-	-
Subsidies & Grants	461,048	7,428,900	- 6,967,852
	464,048	7,438,900	- 6,974,852
Total Operating Revenues	1,952,409	11,584,900	- 9,632,491
 Operating Expenditure			
Corporate Governance Costs	157,161	905,000	- 747,839
Administration Costs	533,639	2,571,600	- 2,037,961
Recoverable Works Expenses	60,447	775,000	- 714,553
Engineering Services	651,200	12,753,000	- 12,101,800
Utility Services Costs	87,994	689,000	- 601,006
Net Plant Operating Costs	- 182,662	- 874,000	691,338
Planning & Environmental Expenses	28,039	185,000	- 156,961
Community Services Costs	177,355	1,382,000	- 1,204,645
Finance Costs	3,694	16,000	- 12,306
Depreciation	650,000	3,900,000	- 3,250,000
Other Expenses	-	-	-
 Total Operating Expenditure	 2,166,868	 22,302,600	 - 20,135,732
Operating result before Capital Revenue	- 214,459	-10,717,700	10,503,241
 Capital Items			
Sale of Non current Assets	-	-	-
Contributions	-	-	-
Subsidies & Grants	1,417,235	5,230,000	- 3,812,765
 Net Result	 1,202,776	 - 5,487,700	 6,690,476

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	1,355,352	442,667	912,686
Less: Discount, Rebate & Remissions	- 7,807	- 10,167	2,359
	1,347,545	216,250	1,131,295
 Fees & Charges	18,313	15,833	2,480
Rental Income	32,941	37,500	- 4,559
Interest	61,075	42,333	18,742
Recoverable Works Revenue	28,486	162,000	- 133,514
Other Income	-	833	- 833
	140,816	258,500	- 117,684
 Donations	3,000	1,667	1,333
Contributions	-	-	-
Subsidies & Grants	461,048	1,238,150	- 777,102
	464,048	1,239,817	- 775,769
 Total Operating Revenues	1,952,409	1,930,817	21,592
 Operating Expenditure			
Corporate Governance Costs	157,161	150,833	6,327
Administration Costs	533,639	428,600	105,039
Recoverable Works Expenses	60,447	129,167	- 68,719
Engineering Services	651,200	2,125,500	- 1,474,300
Utility Services Costs	87,994	114,833	- 26,839
Net Plant Operating Costs	- 182,662	- 145,667	- 36,995
Planning & Environmental Expenses	28,039	30,833	- 2,795
Community Services Costs	177,355	230,333	- 52,978
Finance Costs	3,694	2,667	1,027
Depreciation	650,000	650,000	-
Other Expenses	-	-	-
 Total Operating Expenditure	2,166,868	3,717,100	- 1,550,232
 Operating result before Capital Revenue	- 214,459	- 1,786,283	1,571,824
 Sale of Non current Assets	-	-	-
Contributions	-	-	-
Capital Subsidies & Grants	1,417,235	871,667	545,568
 Net Result	1,202,776	- 914,617	2,117,393

Overview

Year to date results show an operating loss of \$214K before capital revenue. The operating statement reflects a net profit of 1.2million after capital grants and subsidies

Rates & Utility Charges

Rates & Utility charges at the end of August were on target with annual budget estimates. Rates levies raised in August have brought actuals in line with biannual budget estimates.

Fees and charges

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

Rental income

Pro rata rental income is slightly below pro rata estimates.

Recoverable works revenue

Recoverable works revenue is below pro rata estimates mainly reflecting the infancy stage of Councils RMPC program. Private works revenues should increase as RMPC works progress.

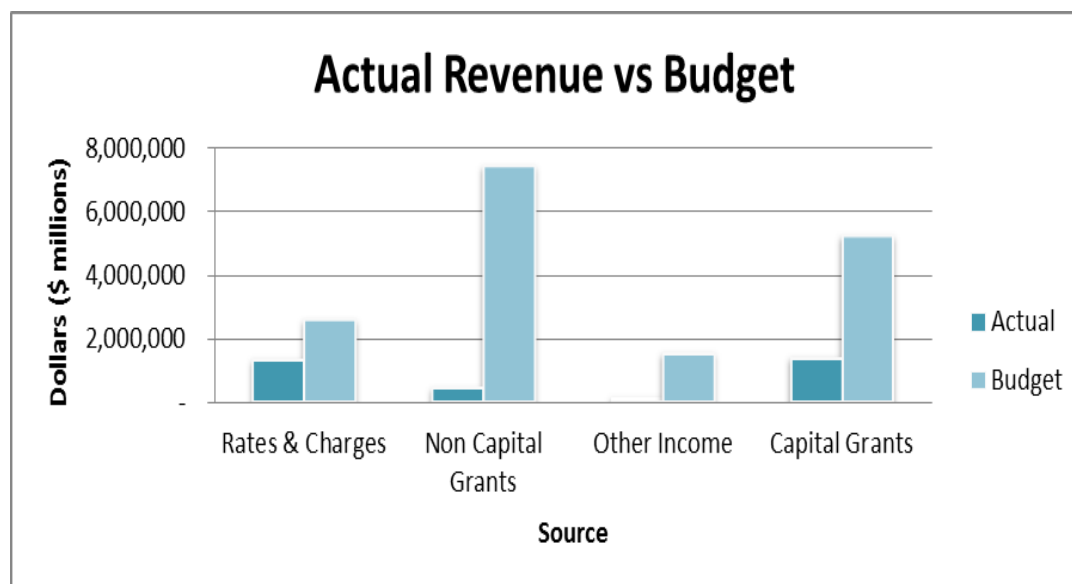
Grants, Subsidies, Contributions and Donations

Grants, subsidies, contributions and donations are lower than pro rata estimates due to timing differences.

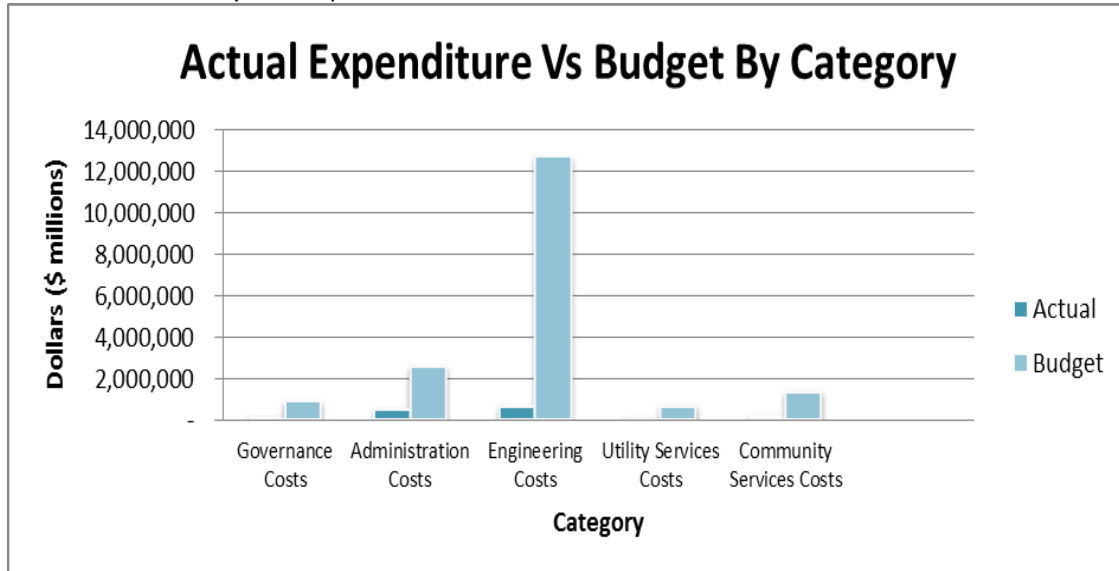
Capital revenue

Capital revenues are below budget estimates primarily due to timing differences.

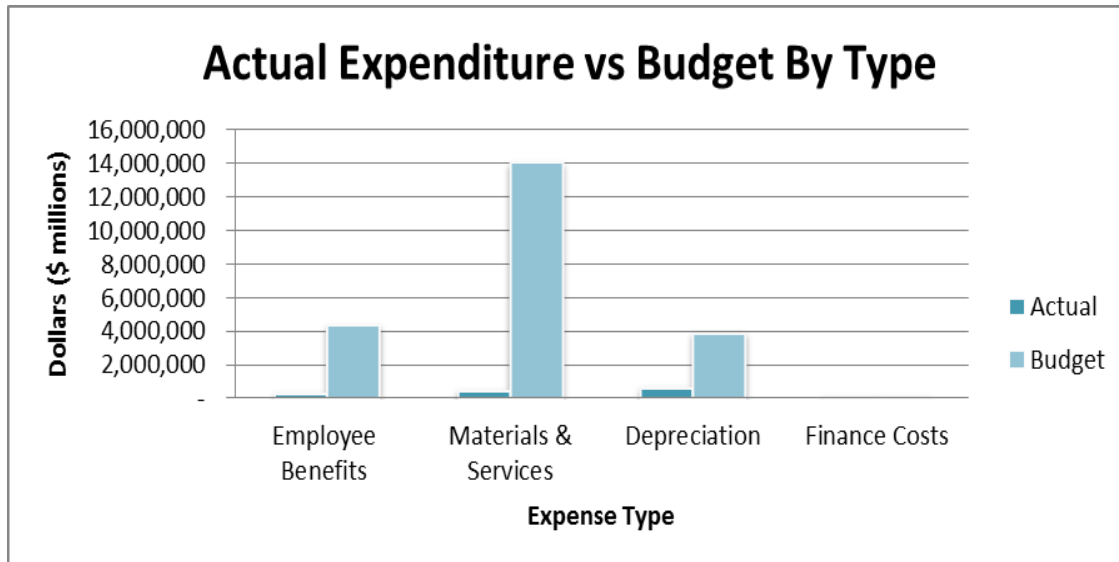
Where has the money come from?



How has the money been spent?



Expenditure by Type



3. BUSINESS UNITS

Water Utility	Burketown Year to Date Actual	Burketown Annual Budget		Gregory Year to Date Actual	Gregory Annual Budget
<i>Revenue</i>	157,578	287,000		62,261	97,000
<i>Expense</i>	39,009	250,000		18,802	200,000
<i>Surplus/Deficit</i>	118,569	37,000		43,459	- 103,000
Sewerage Utility	Burketown Year to Date Actual	Burketown Annual Budget		Gregory Year to Date Actual	Gregory Annual Budget
<i>Revenue</i>	73,568	148,000		-	-
<i>Expense</i>	16,255	97,000		-	-
<i>Surplus/Deficit</i>	57,313	51,000		-	-
Waste Management Utility	Burketown & Gregory Year to Date Actual	Burketown & Gregory Year Annual Budget			
<i>Revenue</i>	50,340	100,000			
<i>Expense</i>	11,367	107,000			
<i>Surplus/Deficit</i>	38,973	- 7,000			
Parks & Gardens	Burketown Year to Date Actual	Burketown Annual Budget		Gregory Year to Date Actual	Gregory Annual Budget
<i>Revenue</i>	-	-		-	-
<i>Expense</i>	31,156	160,000		12,200	75,000
<i>Surplus/Deficit</i>	- 31,156	- 160,000		- 12,200	- 75,000
Housing	Burketown & Gregory Year to Date Actual	Burketown & Gregory Year Annual Budget			
<i>Revenue</i>	32,941	225,000			
<i>Expense</i>	38,753	402,000			
<i>Surplus/Deficit</i>	- 5,812	- 177,000			
Airports	Burketown Year to Date Actual	Burketown Annual Budget		Gregory Year to Date Actual	Gregory Annual Budget
<i>Revenue</i>	5,831	37,000		-	-
<i>Expense</i>	9,702	90,000		12,200	75,000
<i>Surplus/Deficit</i>	- 3,871	- 53,000		- 12,200	- 75,000

Pro rata rates and utility charges across business units are on track with pro rata estimates. Expenditure across all business units is still significantly lower than budget estimates coming to the end of the second month of the new financial year. Budgetary positions will be reviewed and monitored monthly.

Nil significant variances to report

4. ROADS PROGRAM

Revenue

Road Program	Actual YTD Revenue/Funding	Budgeted Revenue/Funding	Variance	KPI - 100% Funding Received	KPI - Funding Acquitted
Revenue				KPI Met Yes/No	KPI Met Yes/No
<i>RMPC Revenue</i>	-	942,000	- 942,000	No	No
<i>NDRRA Flood Damage Revenue</i>	-	5,850,000	- 5,850,000	No	No
<i>Shire Road Maintenance (FAG Roads Grant)</i>	51,800	194,000	- 142,200	No	Nil Acquittal required
<i>TIDS Grant</i>	-	457,000	- 457,000	No	No
<i>Roads to Recovery Grant</i>	1,248,135	933,000	315,135	Yes	No
<i>Town Streets Maintenance</i>	-	-	-	N/A	Nil Acquittal required

Expenditure

Road Program	Actual YTD Expenditure	Budgeted Expenditure	Variance	KPI - Project Targets Met	KPI - Project Expenditure within budget
Expense				KPI Met Yes/No	KPI Met Yes/No
<i>RMPC Expenditure</i>	92,705	750,000	657,295		Yes
<i>NDRRA Flood Damage Expenses</i>	341,204	11,000,000	10,658,796		Yes
<i>Shire Road Maintenance Expenses</i>	120,699	300,000	179,301		Yes
<i>TIDS Expenses</i>	20,603	457,000	436,397		Yes
<i>Roads to Recovery Expenses</i>	-	933,000	933,000		Yes
<i>Town Streets Maintenance Expenses</i>	8,300	100,000	91,700		Yes

Overall road revenue and expenditure is still significantly below budget estimates reflecting the infancy of the new financial year's roads programmes.

Nil significant variances to report.

5. VARIANCE ANALYSIS (Capital Works)

Project	Annual Budget	Year to Date Actual Expenditure	Variance Over (Under) to date	Project Phase %	Comments
LAND	54,000	34,033	19,967		
Gregory Landfill Land	44,000	24,708	19,292	100%	Within budget
Gregory Solar Land	10,000	9,325	675	100%	Within budget
BUILDINGS	930,000	12,000	918,000		
House 10 Removal & Replacement	300,000	-	300,000	0%	
Depot Upgrades (Burketown & Gregory)	240,000	12,000	228,000	5%	
Gregory Hall Floor Replacement	10,000	-	10,000	0%	
Visitor Information Centre	200,000	-	200,000	0%	
HACC Hall Church roof restoration	30,000	-	30,000	0%	
Public toilets refurbish Morning Glory Park	30,000	-	30,000	0%	
SES Shed remove & replace	60,000	-	60,000	0%	
Radio Hut	60,000	-	60,000	0%	
OTHER STRUCTURES	4,861,440	94,393	4,767,047		
Burketown Mineral Baths	50,000	-	50,000	0%	
Cemetery Niche Walls	20,000	-	20,000	0%	
Cenotaph relocate Morning Glory Park	5,000	-	5,000	0%	
Playground Morning Glory Park	75,000	-	75,000	0%	
War memorial construction	20,000	-	20,000	0%	
Water refill tanks at airport for emergency services	15,000	-	15,000	0%	
Sports ground replace bar & bookie shed on raised viewing platform	5,000	-	5,000	0%	
Gregory Water Treatment Plant Solar Array	1,311,440	94,393	1,217,047	5%	
Boat Ramp Widening & Wharf Car Park Upgrade	2,500,000		2,500,000	0%	
Gregory Airstrip lights	5,000		5,000	0%	
Water – SCADA/telemetry, shedding & other improvements	700,000		700,000	0%	
Satellite Backup System Install (ITERRA)	25,000		25,000	0%	
Sewer - Pump station upgrade	90,000		90,000		
Burketown Landfill Improvements (Fencing, signage, bunding)	40,000		40,000	0%	
PLANT & EQUIPMENT	1,093,000	23,000	1,020,000		
Drake Low loader	165,000		165,000	0%	
Cat Multi tyre roller	250,000		250,000	0%	
Gregory Genset	30,000		30,000	0%	
John Deere ride-on	49,000		49,000	0%	
Toyota Hilux	51,000	23,000	28,000	0%	
Workshop truck	110,000		110,000	0%	
Toyota Hilux 4x4	40,000		40,000	0%	
Kluger	65,000		65,000	0%	
Toyota Prado	65,000		65,000	0%	
Toyota Landcruiser	80,000		80,000	0%	
Toyota Hilux 4x4	60,000		60,000	0%	
Landcruiser	78,000		78,000	0%	
Office Vehicle	50,000			0%	
ROAD INFRASTRUCTURE	2,575,080	324,494	2,250,586		
Floraville Road Reseal Chainage 32.5 - 71.3	121,000	20,603	100,397	0%	
Floraville Road Reseal Chainage 32.5 - 71.3	733,754		733,754	0%	
Gregory Airport Reseal	330,000		330,000	0%	
Doomadgee East Road Reseal Chainage 44.8 -64.1	294,326		294,326	0%	
Doomadgee East Road Reseal Chainage 44.8 -64.1	279,000		279,000	0%	
Gregory Lawn Hill Road pavement construction & resheeting	817,000	303,891	513,109	10%	
WATER INFRA (>\$20,000)	35,000	-	35,000		
Water - Raw water intake and storage Gregory	15,000	-	15,000	0%	
Water – Raw water supply alternative intake Burketown	15,000	-	15,000	0%	
Water - Treated water supply to wharf and bridge	5,000	-	5,000	0%	
SEWERAGE INFRASTRUCTURE	5,000	-	5,000		
Passive Lagoons Design Work	5,000	-	5,000		
TOTAL CAPITAL WORKS	9,553,520	487,920	9,015,600		

6. STATEMENT OF FINANCIAL POSITION

	2017 - 18 Year to date Actual	2017 - 178 Annual Budget
Assets		
Current assets		
Cash and cash equivalents	17,073,863	7,213,336
Trade and other receivables	1,320,688	600,000
Inventories	231,686	193,943
Other financial assets	241,331	205,483
Total current assets	18,867,568	8,212,762
Non-current assets		
Property, plant and equipment	134,042,736	139,911,178
Total non-current assets	134,042,736	139,911,178
Total assets	152,910,303	148,123,940
Liabilities		
Current liabilities		
Trade and other payables	269,842	1,031,337
Borrowings	-	-
Provisions	81,780	175,794
Other current liabilities	-	-
Total current liabilities	351,622	1,207,131
Non-current liabilities		
Trade & Other Payables	-	-
Interest Bearing Liabilities	-	-
Provisions	658,544	619,885
Other	-	-
Total non-current liabilities	658,544	619,885
Total liabilities	1,010,166	1,827,016
Net community assets	151,900,137	146,296,924
Community equity		
Asset revaluation reserve	76,038,657	76,038,657
Retained surplus	75,861,480	70,258,267
Other Reserves	-	-
Total community equity	151,900,137	146,296,924

Overview

Unadjusted balances as at 30 June 2017 show Councils total equity sitting at \$150 million. There has been slight movement in net equity since the close of the previous financial year.

Cash & Cash Equivalents

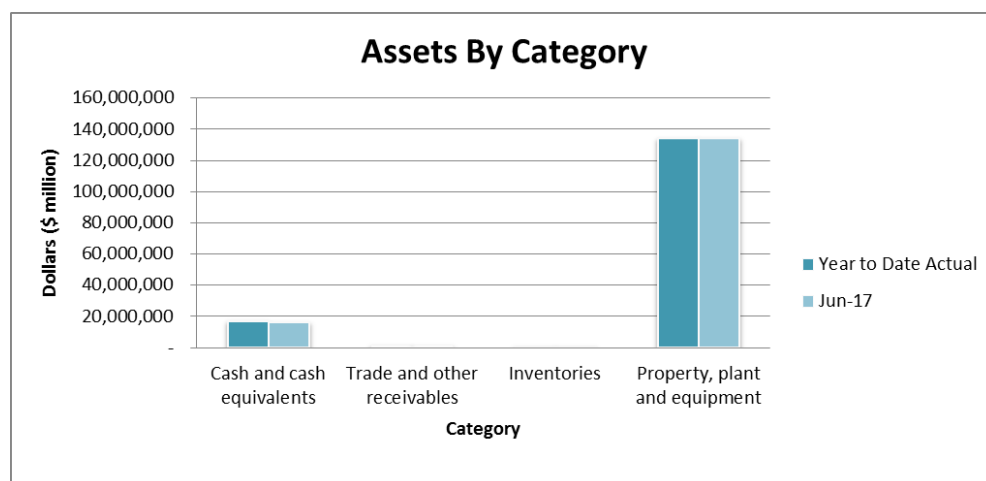
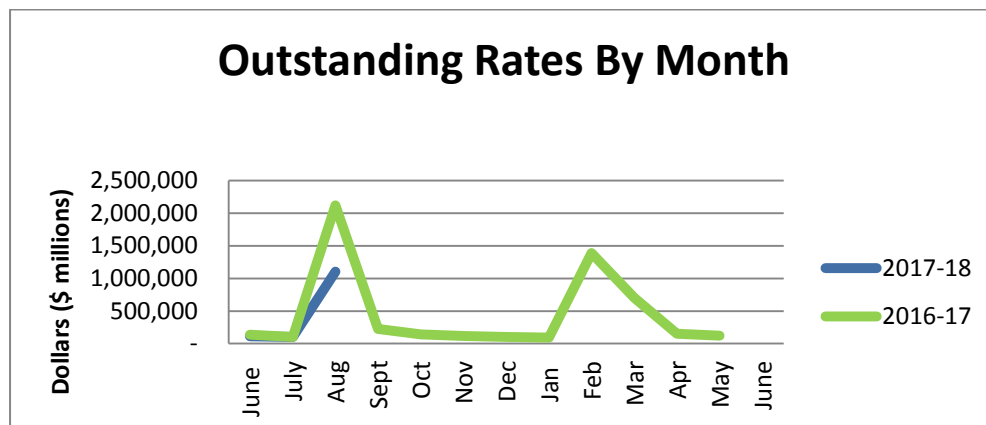
Cash balances at the end of June 2017 sat at \$16, 4 million and increased to a total of \$17 million at the end of August. Short term increases in cash balances as at the end of August should decline progressively to a balance of ~\$7.2 million in line with cash flow forecasts for the 2017-18 financial year.

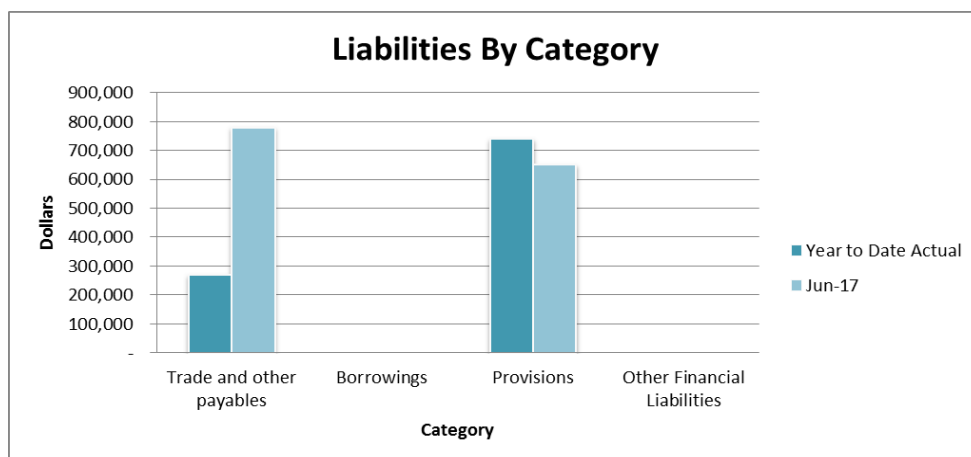
Cash holdings at the end of the month

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-17	\$ 15,620,502	\$ -	\$ -	\$ 979,712	\$ 16,600,214
Aug-17	\$ 15,651,618	\$ -	\$ -	\$ 1,585,417	\$ 17,237,035
Sep-17	\$ -	\$ -	\$ -	\$ -	\$ -
Oct-17	\$ -	\$ -	\$ -	\$ -	\$ -
Nov-17	\$ -	\$ -	\$ -	\$ -	\$ -
Dec-17	\$ -	\$ -	\$ -	\$ -	\$ -
Jan-18	\$ -	\$ -	\$ -	\$ -	\$ -
Feb-18	\$ -	\$ -	\$ -	\$ -	\$ -
Mar-18	\$ -	\$ -	\$ -	\$ -	\$ -
Apr-18	\$ -	\$ -	\$ -	\$ -	\$ -
May-18	\$ -	\$ -	\$ -	\$ -	\$ -
Jun-18	\$ -	\$ -	\$ -	\$ -	\$ -

Trade and other receivables

Outstanding rates receivable continued to drop towards the end of August as rates payments are remitted to Council.





7. MEASURES OF FINANCIAL SUSTAINABILITY

Financial ratios are indicative of effective financial management. Results within targets indicate that financial risks are being managed effectively.

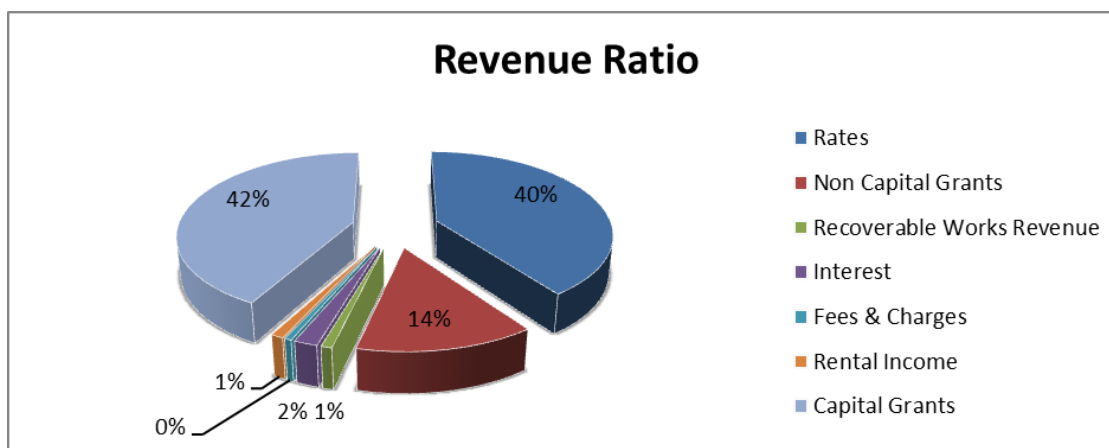
Ratio	Target	YTD Actual	Target Met
Current Ratio	>1:1	54	Yes
Asset sustainability ratio	>90%	11%	No
Net Financial liabilities Ratio	<60%	-914.63%	Yes
Operating surplus ratio	Between 0 and 10%	-11%	No
Capital Expenditure Ratio	1:1	0.84	Yes

The Current ratio: Measures Council's ability to meet short term obligations from cash and liquid financial assets- Council's ratio at the end of the month 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 – Council's ratio at the end of the month is relatively low as capital works activities will increase progressively through the year.

The Net Financial liabilities ratio: Measures the extent to which the net financial liabilities of Council can be serviced by operating revenues – Council's ratio at the end of the month indicates sufficient operating revenue to cover current liabilities however it is important to also consider Council's revenue ratios.

Revenue ratios at the end of the month 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; budget estimates reflect a similar trend for the 2017-18 financial year.



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	984,186	3,667,000
Payments to suppliers and employees	- 1,705,565	- 18,402,600
	- 721,379	- 14,735,600
Interest received	61,075	254,000
Rental income	32,941	225,000
Non capital grants and contributions	464,048	7,438,900
Borrowing costs	-	-
Net cash inflow (outflow) from operating activities	- 163,314	- 6,817,700
Cash flows from investing activities		
Net payments for property, plant and equipment	- 546,248	- 9,553,520
Proceeds from sale of property plant & equipment	-	282,000
Grants, subsidies, contributions and donations	1,417,235	5,230,000
Net cash inflow (outflow) from investing activities	870,987	- 4,041,520
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	707,673	- 10,859,220.00
Cash and cash equivalents at the beginning of the financial year	16,430,001	18,072,556.00
Cash and cash equivalents at end of the month	17,137,674	7,213,336

Year to date payments to employees and suppliers exceeded receipts from customers resulting in negative cash inflows from operating activities.

Capital revenues exceeded capital expenditure at the end of the month resulting in positive cash flow from investing activities.

Overall receipts exceeded cash payments resulting in an overall net increase in cash from the previous month.

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Finance Reports

09.02.02 Update of Finance Policies

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	6 September 2017
LINK TO COUNCIL PLAN/S:	NA

1. PURPOSE

To review and adopt relevant finance policies

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council recognises the need to continually review and update finance policies in line with legislative and regulatory requirements. Accounting standards, regulations, legislation changes and new contemporary issues are identified and incorporated into Councils suite of finance policies to ensure relevance and currency.

3. PROPOSAL

That Council acknowledges and endorses changes (where applicable) to finance policies defined below.

4. FINANCIAL & RESOURCE IMPLICATIONS

NA

5. POLICY & LEGAL IMPLICATIONS

Compliance with the Local Government Act 2009 and Local Government Regulation 2012 through correct referencing of Act/Regulation.

Consistent and recognised basis from which to make financial decisions.

6. CRITICAL DATES & IMPLICATIONS

It would be appropriate for these changes to take place at the September 2017 Council meeting.

7. CONSULTATION

Councillors

Management

8. CONCLUSION

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

9. OFFICER'S RECOMMENDATION

That Council acknowledges and endorses the following finance policies:

1. FIN POL 008 Investment Policy
2. FIN POL 002 Credit Card usage Policy
3. FIN POL 012 Related Party Disclosure Policy
4. FIN POL 005 Borrowing Policy

ATTACHMENTS

1. FIN POL 008 Investment Policy



FIN-POL-008
Investment Policy.doc

2. FIN POL 002 Credit Card usage Policy



FIN-POL-002 Credit
Card Usage Policy.doc

3. FIN POL 012 Related Party Disclosure Policy



FIN-POL-012 Related
Party Disclosure Polic

4. FIN POL 005 Borrowing Policy



FIN-POL-005
Borrowing Policy.doc

10. Closed Session Reports

10.01 Closed Session – Debt Write Off

17. Deputations and presentation scheduled for meeting

17.01 Gulf Savannah Development

09. Works, Services and Finance Reports

Strategic Project Reports

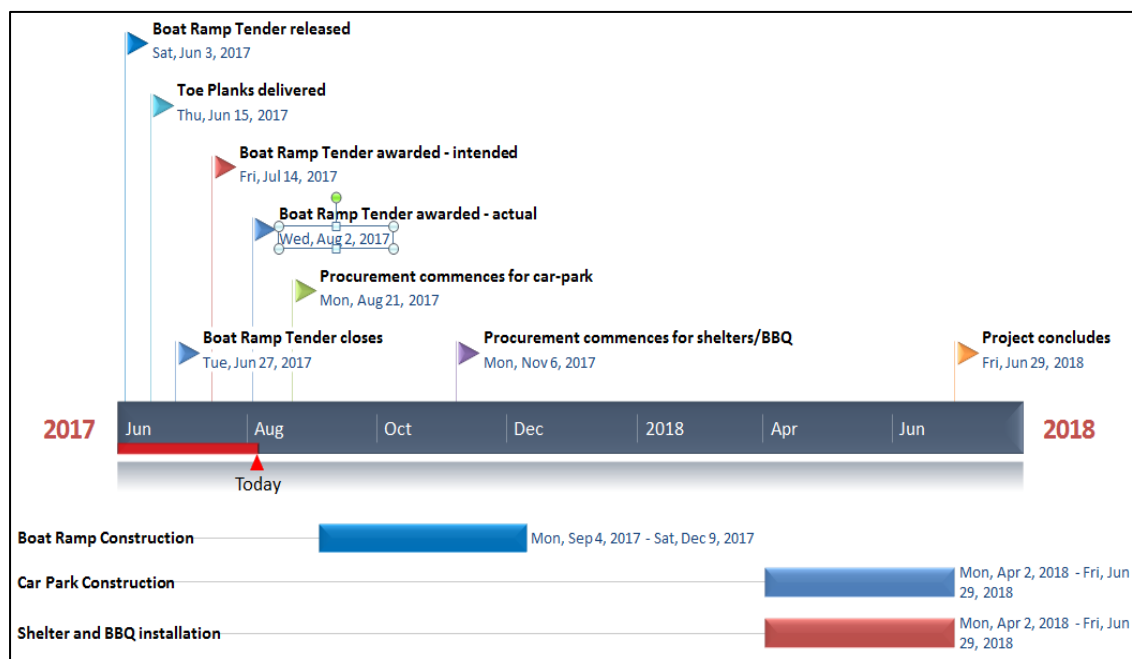
09.03.01 Strategic Projects Reports

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	7 September 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	7 September 2017
Project Scope	Replace single-lane recreational boat ramp with a three-lane barge-capable ramp with concrete hardstand; Installation of 70 all-weather CTU (car trailer unit) parking bays Installation of 2 x 4x4m shade shelters and BBQs

Burketown Wharf Upgrade Project – Schedule

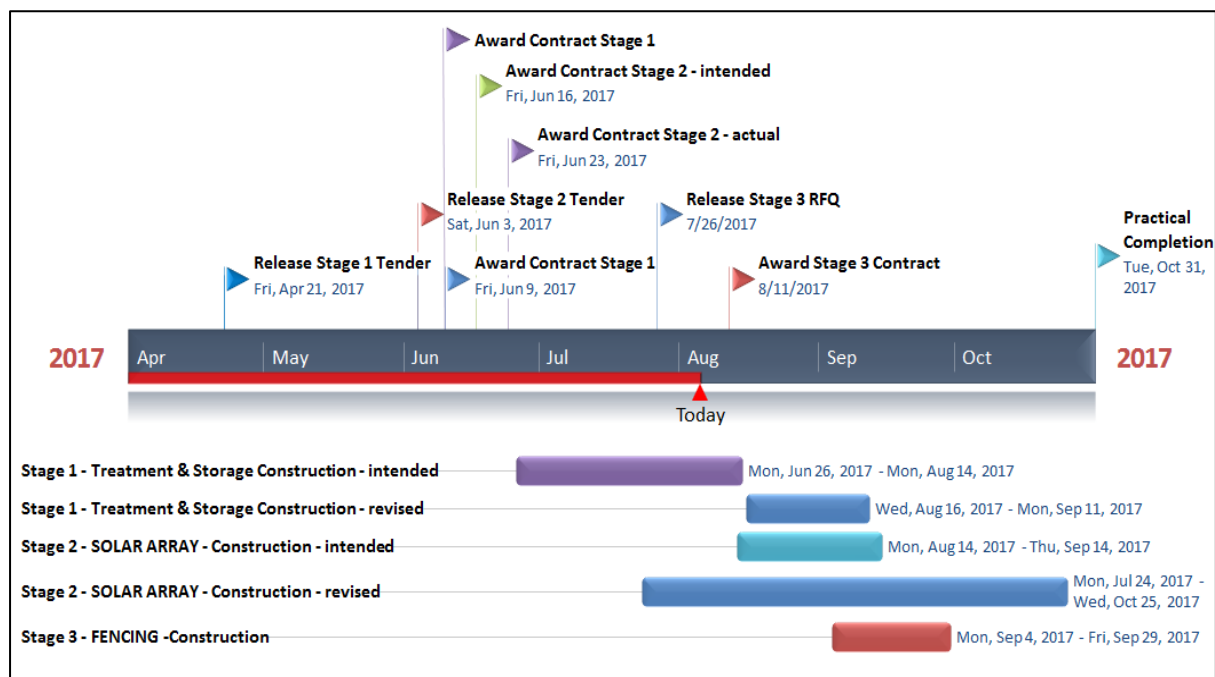


Key Parameters	Status	Comments
Scope	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Project scope completed for boat ramp; Project scope completed for car-park; Project scope completed for entertainment area;
Procurement	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Project 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 Budget increased to enable delivery of project.	<ul style="list-style-type: none"> Seeking confirmation of funding apportionment from TTC and CRF; DTMR allocated additional funding through the MIF to ensure sufficient funding to deliver project. BSC has also contributed additional funding to ensure the project is delivered.

Key Parameters	Status	Comments
Reporting	On-Track At-Risk Off-track	<p>CRF reports:</p> <ul style="list-style-type: none"> provided 4th week of every month <p>NSRF Milestone Reports:</p> <ul style="list-style-type: none"> 4 August 2017 (submitted) <p>NSRF Upcoming Milestone Reports</p> <ul style="list-style-type: none"> 30 November 2017 28 February 2018 31 July 2018 <p>MIF:</p> <ul style="list-style-type: none"> monthly teleconferences with DTMR <p>TTC:</p> <ul style="list-style-type: none"> “monthly measure-up” 30 June 2018: Acquittal Report
Schedule	On-Track At-Risk Off-track	<p>Currently on-track to meet milestone deliverables:</p> <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	7 September 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 8 x 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; tank modifications to enable future trim dosing upgrade. ▪ Replacement of existing generators (x2); ▪ Installation of fencing for Gregory Solar Array ▪ 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: variations proposed in relation to trim-dosing (partially accepted) and for supply of additional turbidity meters (accepted); Project scope completed for solar array & energy storage component; Project scope completed for fencing component of project
Procurement	On-Track At-Risk Off-track	<p>Water Storage & Treatment Optimisation:</p> <ul style="list-style-type: none"> Released: 22 Apr 2017 Closed: 16 May 2017 Awarded: 9 Jun 2017 <p>Solar Array & Energy Storage:</p> <ul style="list-style-type: none"> Released: 3 Jun 2017 Closed: 27 Jun 2017 To be awarded: <ul style="list-style-type: none"> Intended: 14 Jul 2017 Proposed: 20 Jul 2017 <p>Solar Fencing</p> <ul style="list-style-type: none"> Released: 26 Jul 2017 Closed: 8 Aug 2017 Awarded: 11 Aug 2017 (scheduled) Completed: 1 Sep 2017
Town Planning	On-Track At-Risk Off-track	<ul style="list-style-type: none"> MCU submitted to May 2017 Council meeting. Council has complied with DTMR DA requirements to provide a Construction Management Plan and a Traffic Management Plan for the Solar Array Construction.
Budget	On-Track At-Risk Off-track	<p>Fencing: as per budget.</p> <p>Solar array: as per budget.</p> <p>Water Treatment/Storage: part variation approved for trim-dosing. Full variation approved for supply of 4 x turbidity meters and associated installation/calibration equipment.</p>
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 SCADA and telemetry	Install and commission SCADA and telemetry for Burketown Water and Wastewater systems	Contract awarded to Austek Communications Pty Ltd.

Project	Description	Update/activity for reporting month
Gregory ILUA #1	Progress land tenure reforms in Gregory with Waanyi and DNRM	<p>ILUA registered on 22 June 2017. Final Survey Plans to be submitted week beginning 7 Aug 2017;</p> <p>Balance of acquisition payments made to DNRM on 25 Jul 2017.</p> <p>Final requirement lodged – Stat Dec in relation to current and intended future use – lodged with DNRM.</p> <p>DNRM to proceed to conclusion.</p>
Gregory ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<p>Concept for land exchange ILUA developed and to be progressed with Waanyi and Paraway in the near future: dates TBD.</p> <p>Cr Clarke, DCEO Nils Hay and EMSP met with Alec Doomadgee and Marcus de Hasse to discuss items related to land tenure and development in Gregory on Wednesday</p> <p>Discussions focused on siting of future infrastructure proposed to be built in Gregory including a Rodeo facility and a Cultural Centre.</p>
Gravel Pit – commercial sales - ILUA	Progress ILUA to enable designation of certain Council-controlled gravel pits as “commercial pits” in order to enable sale for non-community purposes.	<p>Council to initiate ILUA discussions with Gangalidda Garawa from October 2017.</p> <p>Continue discussions</p>

Project	Description	Update/activity for reporting month
Cultural Heritage Project: Council Road Construction	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	<p>CH Surveys requested for all relevant gravel pits, water points, turnaround tracks in the Burke Shire area.</p> <p>These pits will be progressively surveyed throughout the remainder of 2017 and in 2018 as required.</p> <p>Waanyi: 25-28 Aug 2017</p> <p>G&G: 28 Aug-1Sep 2017; 11-15 Sep 2017.</p>
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	On track. No update to report.
Burketown Mineral Baths	Installation of 3 x mineral baths (at 3 different temperatures) with associated infrastructure: decking, bird hides, barbeques etc.	<p>Concept designs completed;</p> <p>Pre-lodgement advice received from DILGP;</p> <p>The next steps in this project include:</p> <ul style="list-style-type: none"> - Submit to Council for endorsement to submit under the LGGSP 17-19; - Complete additional design work; - Complete additional survey and geotech; - Complete Detailed Design in a way that enables Council to satisfy town planning requirements received through the pre-lodgement process. - Form project committee with representatives from Gangalidda & Garawa as joint trustees of the Environmental Reserve.

Project	Description	Update/activity for reporting month
Burketown Sewerage Treatment Plant Redesign	Replace packaged Sewage Treatment System with a Passive Lagoon System incorporating trash screen, Imhoff tank, passive lagoon train, drying beds for sludge and, subject to confirmation of scope, installation of an irrigation system capable of utilizing treated effluent for watering of parks and gardens.	<p>Update project cost estimates provided by Simmonds & Bristow in late 2015.</p> <p>Update scope of works to include greater detail and more accurate pricing related to treated effluent irrigation system (currently at +/- 50% accuracy).</p> <p>Submit project to Council for endorsement to the 2017-19 round of the LGGSP.</p>

4. GULF SAVANNAH DEVELOPMENT PROJECTS

Project	Description	Update for reporting month
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> <p>BKT-NMT Fibre</p>	<p>See Attachment 1</p> <p>BKT-NMT Feasibility completed;</p> <p>NMT-KMB Feasibility in final review stage</p> <p>BKT-NMT Detailed Design due on Friday 8 Sep 2017</p>
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.	<p>See Attachment 2</p> <p>Presentations to stakeholder groups in the Gulf will continue in week beginning 11 Sep 2017.</p>
Gulf Savannah Tourism Survey	GSD to replicate and broaden the 2013 Gulf Savannah Tourism Survey to provide LGs and key stakeholders an in insight into tourism patterns & developments between 2013-2017.	<p>See Attachment 3</p> <p>GSD still collating responses to the 2017 Tourism Survey.</p>

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. Discussions have been wide-ranging to date	See Attachment 4 Presentations to stakeholder groups in the Gulf will continue in week beginning 11 Sep 2017.

5. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects Report for the month of August 2017.

ATTACHMENTS

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



2. Gulf Savannah Tourism Survey Project



3. Digital Townships, Digital Tourism Project



4. Digital Resilience & Capability Project



10. Closed Session Reports

10.02 Closed Session – DMA between BSC and EDQ - amendment to resolution and related matters

10.03 Closed Session – LGGSP 2017-19 Projects for submission

10.04 Closed Session – Heavy Vehicle Notices and Permitting

10.05 Closed Session – Mount Isa Centre for Rural and Remote Health Student Accommodation

10.06 Closed Session - DNRM conversion to freehold - Lot 2510 on PH461

10.07 Closed Session - DNRM conversion to freehold - Lot 5263 on PH1905

10.08 Closed Session - Application to renew a lease over Lot 16 on CP BK 24

09. Works, Services and Finance Reports

Works and Services Reports

09.01.01 Works and Services Report

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Mark Poynter; Executive Manager Works and Infrastructure
DATE REPORT PREPARED:	05 September 2017
LINK TO COUNCIL PLAN/S:	Works Program

1. PROJECTS - AWARDED

PROJECT	CONTRACTOR	PROGRESS
2016 QRA - Drainage	D&D Concrete	Underway
2016 QRA - E	Commins Contracting	Mobilisation
2016 QRA - NW	Qcrush	Mobilisation
2016 QRA - Stabilisation	SPA	Underway
2016 QRA - SW	Graham Bailey	Underway
Burketown Boat Ramp	CivilPlus Constructions	Pre-start
Burketown Dump Fence	Male Contracting	Complete
Burketown WTP SCADA	Austek	Design
East Doomadgee Reseal	Rock N Road	Mobilisation
Floraville Road Reseal	Rock N Road	Mobilisation
Gregory WTP Solar	QEnergy	Underway
Gregory Airport Reseal	Rock N Road	Mobilisation
Gregory Solar Fencing	Peter Davie	Complete
Gregory WTP Tanks	Pructons	Design
Lawn Hill National Park Road	K & G Booth	Underway
Radio Hut	N-Com	Underway
SES Shed	TBC	Design
Visitors Centre Restumping	Alan Chapman	Pre-start
Works for Queensland	Various	Underway

2. PROJECTS – UNDER DEVELOPMENT

Works for Queensland

- Depot upgrades
 - Burketown depot shed under construction
 - New ablutions block for Gregory depot has been ordered
- Community hall

- Roof replacement on the community hall is complete.
 - Kitchen and bathroom renewal currently being scoped
- Water treatment upgrades
 - Gregory pump access road upgrade complete
 - Burketown WTP SCADA awarded
 - Scoping for additional works underway
- Sewer pump stations
 - Scoping for ladder and irons replacement underway
- Cemetery
 - Awaiting tender responses for niche walls and other installations
- Gregory airport
 - Solar light repaired
- Public toilets
 - Works currently being scoped
- Playground
 - Playground ordered and construction expected late October.
 - Associated kerb and fence quoting under way
 - Playground shelter quoting under way
 - Gym equipment scoping and quoting under way

Other Projects

- Sewerage Treatment Plant
 - Refer to report from Strategic Project Officer
- Removal of waste tyres from Burketown & Gregory landfills
 - Region approach being investigated through RRTG and/or funding grant.
- Burketown Mineral Baths
 - Concept design to be reviewed and scope for next stage of the project developed and grant funding.
- Waste Management and Recycling Strategy
 - Refer to report from Strategic Project Officer

3. ROADS

Construction crews have completed works on Wills Development Road and currently underway on Camooweal Road.

The emergence of several bull dust locations will require road crew attention and/or contractor assistance in the month of September.

4. AIRPORTS

Gregory strip will be close between 20-23 September 2017 for resealing. All local users have been notified. Technically, a NOTAM service is not provided for the airport landing area at Gregory except for changes to Nav aids, CTAF or ATS frequencies when requested by the service provider or CASA. However, Burke will test the application of this legislation by submitting a request for a NOTAM for the period of the closure.

5. WORKSHOP AND FLEET

Regular maintenance carried out on vehicles. No major repairs or replacements required.

6. TRAFFIC COUNTS

Latest traffic data is not in a format that can be accurately presented. This will be modified, improved and provided in next months report.

7. TOWN AND RURAL SERVICES

Watering in some public open spaces has been rationalised to reduce unnecessary run-off.

Contact has been made with Australian National Botanic Gardens to gain a greater understanding of native planting, specifically those sympathetic to municipal uses.

8. HOUSING/BUILDING MAINTENANCE

No major issues.

9. WATER

Water quality audit undertaken by 3rd party auditor. Awaiting final audit report.

Water Usage (awaiting data)

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
July 16435 kl	August 17000 kl	565 kl
	Daily Usage (Kilo litres)	Outflow To Town (Litres/Second)
Highest Daily Usage	671	Avg: 8.31
Lowest Daily Usage	434	Avg: 4.0

Average Australian daily water consumption is **340 litres** per person or up to 800 litres in dry areas¹

Average Burketown daily water consumption is **2,511 litres** per person.

¹ <https://www.rwcc.nsw.gov.au/save-water/average-water-use>

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
July 6124.2 kl	August – kl	- kl

SCADA DATA NOT PROVIDED FOR THE MONTH OF AUGUST IN TIME FOR REPORTING

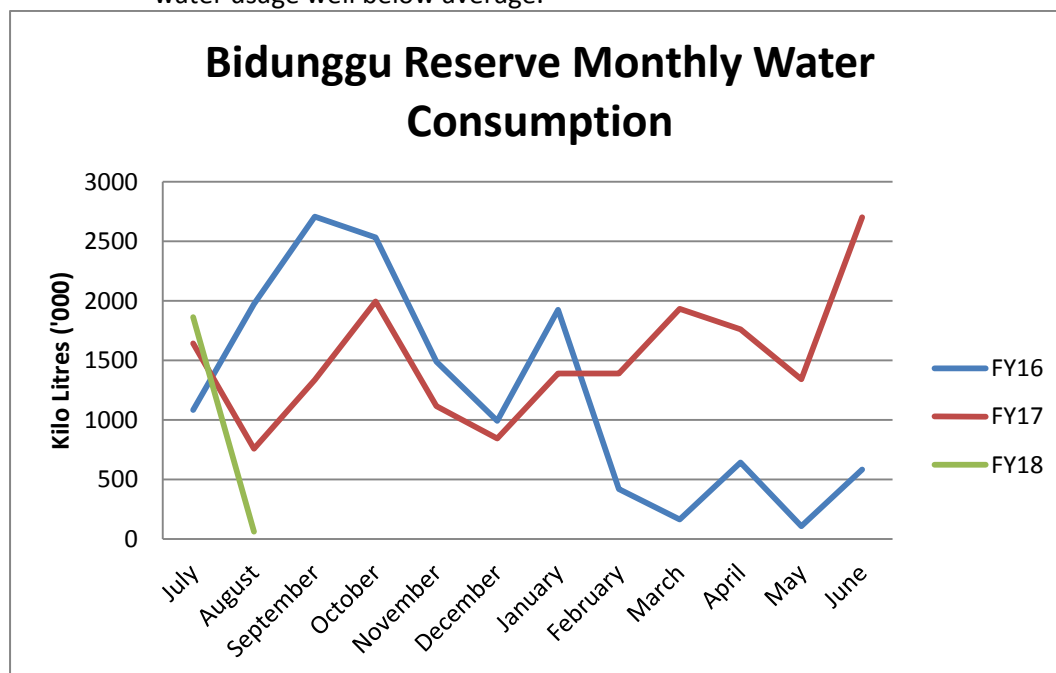
Average Gregory daily water consumption is **10,044 litres** per person²

Treatment Plant Operation

- Gregory
 - Supply issues due to generator and fuel supply issues associated with the transition from old to temporary fuel supply tanks and fault water pump.
 - Plant preparing for transition to solar power and installation of new storage tanks.
- Burketown
 - Blown fuses due to electricity supply consistency taking recirculation pumps offline.
 - 2 out of 3 filters currently out of service and in need of replacement.
 - The chlorine-situ was serviced on 26th July. Since this date the Venturi Injection Pump bearings have collapsed. Awaiting spare parts.

Water Reticulation

- Gregory
 - Due to treatment/storage process, sediment still getting into town supply at time that requires main flushing. Issue should be resolved with new tankage.
- Bidunggu Reserve
 - Connection has been repaired and water usage measured daily.
 - The population of Bidunggu has been in a state of flux due to sorry business and as such water usage well below average.



² True population guestimated.

State-wide Water Information Management (SWIM) (CHECK TARGET AND DATA)

Performance Indicator	Performance Measure	Yearly Target	AUG 2017	Actual Total (YTD)
Water Services				
Water mains breaks	Per 10km/year	<3	0	2
Incidents of unplanned interruptions	Per 100 connections/year	<0	1	2
Water quality related complaints	Per 100 connections/year	<1	0	7
Drinking water quality	% of samples tested with no E. coli detection/year	98%	100	100
Time to respond to water incidents – water quality complaints, burst water mains, supply interruption	% of response to incident <12hrs	>95%	100	100
Sewerage Services				
Sewer mains breaks and chokes (blockages)	Per 10km/year	<2.5	0	2
Sewerage complaints – overflow on properties and odour	Per 100 connections/year	<5	0	11
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	0	100
Combined				
Total water and sewerage complaints (any nature)	Per 100 connections/year	<12	1	18

10. SEWERAGE (AWAITING DATA)

Collection

- All Dump-ezy sites have been well used with additional pump out required to meet demand.
- Pump blockage at Sewer Station 1 due to foreign material such as baby wipes. Users to be contacted with information (eg: provide pamphlets) to help prevent the issue.
- Some odour complaints from Sewer Station 2 and 3 complaining about odour. Pump station vents to be renewed to improve air flow. Charcoal filters may be required if persistent.

- Several concrete manholes have been exposed due to erosion and are in an advanced state of decay with significant spalling. Renew will be required to maintain system integrity.

Treatment Plant

- Blivet operating well with no major issues.
- Treated effluent test result regularly over prescribed limits. Treatment process to be reviewed.
- The following samples have been reported outside allowable guidelines.

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result
489244	TN Nutrients & Anions	11-08-2017	Treated Effluent	< 40 Mg/Ln	43 mg/L N

11. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Works for QLD monthly report



1708 Burke SC -
Works for Queensland



1709_EMWI Monthly
Report-Fleet.docx

2. Fleet manager report

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

11.02 Adoption of the 2017-18 Local Disaster Management Plan

Chief Executive Officer Reports

11.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe; CEO
DATE REPORT PREPARED:	05 September 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.
- **Weekly contract updates:** attached to a Councillor update email generally on Monday.
- **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
Works for QLD	<p>Effective Council and executive lobbying, and the efforts of Minister Furner and Robbie Katter, resulted in the Deputy Premier’s approval of Council’s request to vary round one of W4Q. Mayoral thanks have been expressed in writing.</p> <p>The alternative boat ramp is consequently on track for construction, and the playground has been ordered although we have altered the scope from softfall to sand in order to achieve completion by the 30 November deadline. This change also removes risks associated with the softfall surface including high cost, high maintenance, and possibility of climate related failure.</p> <p>We now await a decision regarding round two projects.</p>
Executive performance review	<p>Gary Kellar of Reinforcements Management Consulting conducted workshops with elected members and executive 30 August to 01 September to prepare a consistent performance review and development system for the Burke Shire executive team. Documentation is currently being finalised for the CEO performance review 16-17 along with reviewed position descriptions and performance plans for CEO and each executive manager.</p>

Topic	Report
QRA / NDRRA officer	Darren Chilcott has resigned as regional liaison officer with the Queensland Reconstruction Authority (QRA). We will be advised in due course when a new officer is appointed to liaise with regional local governments affected by natural disasters. With \$5-\$30m in NDRRA funding in any given year, this is a pivotal relationship for Burke Shire.
Century Environment Committee – weed project	Shane Goodwin of New Century Resources has written to gauge Council's interest in auspicing a funded weed management project. Further information is being gathered to inform a recommendation to Council. Refer attachment (email from Shane Goodwin dated 23 August 2017).
Biosecurity – regional pilot funding <i>EMWI to lead discussion on this item</i>	<p>LGAQ advised in July that Biosecurity Queensland, in collaboration with the Local Government Association of Queensland and NRM Regions Queensland, will provide assistance to two collaborative regional governance and implementation projects for biosecurity. It is expected that the two successful pilot projects will incorporate collective management by governments of all levels, NRM groups, Industry, universities, land owners and the broader community.</p> <p>Southern Gulf NRM hosted a teleconference on 15 August 2017 to discuss this opportunity, and have subsequently drafted a project plan (refer attachment) for presentation at the NWQROC meeting in Mount Isa on 13 September 2017.</p> <p>SGNRM will seek support from ROC members in order to proceed with an application once the guidelines are released.</p>

Topic	Report
Operational Plan updates	<p>The first quarterly report for the operational plan is due to be presented to the October meeting of council for the quarter Jul-Sep 2017.</p> <p>Along with the report, a number of changes and additions will be proposed including:</p> <ul style="list-style-type: none"> • Riversleigh: raise awareness of the Riversleigh World Heritage area to pursue/fund strategy to realise the local and international potential of the site for tourism, science and education • Gulf Savannah Development (GSD) secretariat: DCEO Nils Hay is preparing a paper for consideration at the September or October ordinary meeting of Council to transfer GSD secretariat from Carpentaria to Burke • Camping strategy: Burke to take the lead in partnership with GSD to achieve a collaborative regional strategy for camping • Renewable energy: investigation into renewable energy supply Burketown and Gregory • Student nurse accommodation project – MICRRH (Mount Isa Centre for Rural Remote Health). Council agreed earlier in the year to provide land to MICRRH for this project. MICRRH have requested that preparations commence ahead of approval of their funding application. As council resources are now being applied to this project (lobbying, legal advice, negotiating lease etc) it is timely to reflect the project in the operational plan. • Items now detailed in new registers for grants and governance instruments - condense to single reference in the operational plan
Post critical incident response	<p>Barb Gonda from Queensland Fire and Emergency Services travelled to Burketown during the month for the purposes of providing support to individuals, and meeting with police and Burke Shire Council to assess a future protocol following the recent tragic vehicle accident. Pertinent points include:</p> <ul style="list-style-type: none"> • QFES to provide information and material that Council can immediately distribute after an event • Develop protocol through LDMG including identify level of support and leadership that police are able to offer • Training for officers to provide post incident liaison • Burke Shire will assign responsibilities to staff for communication after an incident – this is likely to sit with the human resources portfolio.

Topic	Report
Date reminders	Refer governance calendar and calendar invites with particular attention to: <ul style="list-style-type: none"> Housing – 28 September Student nurse accommodation project – 10 October

3. SUBMISSIONS

Doc ID|207920

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)
	Nil for reporting month				

4. GRANTS REGISTER (under development)

Doc ID|218540

CEO and executive managers have refined the way that grants are recorded, in order to monitor the administrative and financial process from application through to acquittal in accordance with the Deed of Funding. The grants register is a staged project:

- Consultation and design: completed Saturday 26 August
- Add to EMT meetings standing items: completed
- Populate tables in spreadsheet with grant information: planned for September
- First complete report to Council: planned for October 2017
- Review operational plan to remove/condense matters relating to individual grants: for consideration in October operational plan update (dependent on completion of register)

The following short-form report will be included in the body of the CEO report monthly for councillors to track current and pending grants at a glance. The grants register will be included in the attachment for confidential viewing by councillors. The register is not a public document, particularly as it contains financial information that may compromise the integrity of tender processes.

SAMPLE SHORT-FORM REPORT:

Grant and project	Applied Date	Status	Decision Date	Comment
RAUP: Remote Airstrip Upgrade Funding Gregory airstrip reseal - 2016	01-Nov-16	Deed executed	2017	Project tendered, reporting up to date, on track for delivery post-wet
TIDS: Transport Infrastructure Development Fund Various - 17-18	Variation to RRTG March 2017	Approved RRTG	March 2017	All projects and reporting on track

5. REGISTER OF GOVERNANCE INSTRUMENTS

Doc ID | 197887

The table below provides an update on the status and progress of key Council governance instruments. The majority of these documents are subject to monthly, quarterly and annual review (NB: EMWI instruments not yet reported – under compilation for EMWI portfolio).

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	Updated (by: date)
		Red	Yellow	Green		
Annual Financial Statements	EMF	?	●		Yes	EMF 25/08/17
Annual report	CEO	?	●		Yes	CEO: 05/09/17
Audit Committee Charter	EMF	?	●		Yes	EMF 25/08/17
Business Continuity Plan	DCEO	?	●		Yes	DCEO: 21/7/2017
Certified agreement	DCEO	?	●		Partial	DCEO: 2/9/17
Consolidated data return	EMF	?	●		Yes	EMF 25/08/17
Corporate Plan	CEO	?	●		Yes	CEO: 18/7/17
Corporate Risk Register	DCEO	?	●		Yes	DCEO: 6/7/16
Fraud Management Plan	DCEO	?	●		Yes	DCEO 21/7/2017
Internal Audit Plan	CEO	?	●		Yes	CEO: 18/7/17
LGM Liability Annual Risk Self-assessment (Audit)	EMF	?	●		Yes	EMF 25/08/17
Library strategic plan	DCEO			●	Yes	DCEO: 22/7/17
Local Disaster Management Plan	CEO	?	●		Yes	CEO: 05/09/17
Operational Plan	CEO	?	●		Yes	CEO: 18/7/17
Quarry management plan	EMSP/ EMWI	?	●		Under preparation	CEO: 05/09/17
Quarterly building stats ABS	DCEO	?		●	Yes	DCEO: 21/7/17
Register of Interests	CEO	?	●		Yes	CEO: 05/09/17
Related Parties	EMF	?	●		Yes	EMF 25/08/17
SafePlan 2 (WHS System) Annual WHS Action Plan	DCEO		●		Yes	DCEO: 21/7/17
Budget	EMF	?	●		Yes	EMF 25/08/17
Revenue Statement	EMF	?	●		Yes	EMF 25/08/17

6. COUNCIL PROJECTS

Status reporting of Council capital and strategic projects that are under the remit of other executives will be transferred from the CEO report to the relevant executive report from October 2017.

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.</p> <p>Refer decisions:</p> <ul style="list-style-type: none"> Decision 160804.04 (Special) delegations to Burketown Development Committee and CEO to finalise DMA, marketing strategy, land lease and other documents Decision 170224.03 (Special) Council re-determined priorities under the DMA 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. Decision 1170817.13 (ordinary) as a result of the above EDQ direction, Council requested the Burketown Development Committee to discuss and recommend a reprioritised list for consideration at the September Council meeting in line with resolution 170224.03 and section 262 of the Local Government Regulation 2012. <p>05 September update:</p> <ul style="list-style-type: none"> ➤ EMSP preparing paper re the above decision. 	<p>Negotiating changes with EDQ – refer EMSP report to September 2017 ordinary meeting</p> <p><i>EDQ post ILUA reporting to transfer to EMSP from October 2017</i></p>
STP/WTP Telemetry at Water Treatment Plans	<p>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.</p> <p>Contracts have been awarded for the Burketown SCADA upgrade – the timeframe is going to be very tight and may require a week's lenience from DILGP. This is a risk management issue – if we had not awarded the contract it would be impossible to complete. We should be almost fully completed/expended at 30 November but in this project there is an element of risk.</p>	<p>On track but tight timeframe 30Nov W4Q</p> <p><i>All W4Q reporting will transfer to EMWI from the October 17 Council meeting.</i></p>

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>	<p>On track – to be tasked to new position of EMWI</p> <p>EHP inspected in August</p> <p><i>All waste management reporting will transfer to EMWI from the October 2017 Council meeting.</i></p>

7. 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. The following projects are now under the auspices of the Executive Manager Works and Infrastructure (EMWI) from September 2017, and will be included in the EMWI report from October 2017.

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

8. MEETINGS/CONFERENCES/DELEGATIONS

Doc ID | 196554

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










Date	Time	Meeting	Venue	Attendees
Thu, 3-Aug-17	8.30am	Special Meeting	Burketown - Nijinda Durlga	Councillors, Management and EA
Fri, 11-Aug-17		RRTG Technical Working Group Meeting	Hughenden	EMWI & WM

Wed, 16-Aug-17	12.30pm	Meeting with Minister Furner and Assistant Minister Jennifer Howard (DATSIP/DILGP)	Burketown	Councillors, CEO, DCEO
Thu, 17-Aug-17	9.00am	Council Meeting	Burketown - Nijinda Durlga	Councillors, Management and EA
Mon, 21-Aug-17	5.00pm	Gulf Savannah Development Meeting	Teleconference	Mayor, Deputy Mayor, CEO, DCEO, EMSP, Carpentaria Shire Reps
Tue, 22-Aug-17	7.00am	DWQMP Audit	Burketown & Gregory	WM/EMWI, UM, WSO
Tue, 22-Aug-17	9.00am	LDMP Review	Burketown - Nijinda Durlga	Mayor, Deputy Mayor, CEO, DCEO, EA and DDMG Reps
Tue, 22-Aug-17	12.00pm to 2.00pm	Bruce Walker, Regional Director, Department of Housing and Public Work	Burketown - Nijinda Durlga	
Tue, 22-Aug-17		Shire Roads Tour		Councillors, CEO, EMWI, WM, EA, CDTO and Louise Campbell
Wed, 23-Aug-17		Shire Roads Tour		Councillors, CEO, EMWI, WM, EA, CDTO and Louise Campbell
Wed, 23-Aug-17	1.00pm	Enterprise Bargaining Meeting	Burketown - Nijinda Durlga	DCEO, Staff Reps, Unions
Thu, 24-Aug-17		Shire Roads Tour		Councillors, CEO, EMWI, WM, EA, CDTO and Louise Campbell
Thu, 24-Aug-17	8.00am	Enterprise Bargaining Meeting	Burketown - Nijinda Durlga	DCEO, Staff Reps, Unions
Tue, 29-Aug-17	9.00am	Regional Managers Coordination Network (RMCN)- Mount Isa Police	Teleconference	CEO
Wed, 30-Aug-17	1.00pm to 5.00pm	Exec Team Performance Reviews	Burketown - Nijinda Durlga	Exec Team, Mayor and Deputy Mayor
Thu, 31-Aug-17	9.00am to 12.00pm	Exec Team Performance Reviews	Burketown - Nijinda Durlga	Councillors and Exec Team
Thu, 31-Aug-17	1.00pm to 5.00pm	Exec Team Performance Reviews	Burketown - Nijinda Durlga	Exec Team

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

ITEM	Attachments
1.	<div>  <p>Councillor updates.docx</p> </div> <p>a) Councillor updates – as emailed for the reporting month</p> <p>b) Councillor snapshot – as distributed after the previous ordinary meeting of council</p> <div>  <p>170817 Council Snapshot.pdf</p> </div>
2.	<p>c) Century – weed management project: email 23/8/17 from Shane Goodwin</p> <div>  <p>170914-A Century CEC weed project.pdf</p> </div> <p>d) Pilot project - collaborative regional governance arrangements for biosecurity: email with attachment 13 July 2017, Kristy Gooding, Senior Advisor – Natural Assets and Natural Resource Management LGAQ</p> <div>  <p>Email re Pilot Project.pdf</p>  <p>EDOCS - 5607696 - Stakeholder Partners</p> </div> <p>e) Southern Gulf NRM – project plan for regional biosecurity (pest & weed) pilot funding</p> <div>  <p>SGNRM project plan - pilot funding.pdf</p> </div>
3.	Nil
4.	<div>  <p>Grants Register.xlsx</p> </div> <p>f) Grants Register: Doc ID 218540</p>
5.	<div>  <p>BSC Register of Governance Instruments</p> </div> <p>g) Register of Governance Instruments</p>
6.	Nil
7.	Nil
8.	<div>  <p>Governance Calendar- Meetings, (</p> </div> <p>h) Governance calendar – future meetings</p>

Chief Executive Officer Reports

11.02 Adoption of the 2017-18 Local Disaster Management Plan

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer Report prepared by Madison Marshall, Executive Assistant
DATE REPORT PREPARED:	08 September 2017
LINK TO COUNCIL PLAN/S:	Operational Plan 1.4.1 Corporate Plan 1.4.1

1. PURPOSE

To receive the review of the Burke Shire Local Disaster Management Plan (LDMP) 2016-17, and adopt the LDMP 2017-18.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

S57 of the *Disaster Management Act 2003* requires that a local government must prepare a Local Disaster Management Plan for disaster management in the local government area. Council is required to review the effectiveness of the LDMP at least once a year.

In 2015, the Office of the Inspector General for Emergency Management (IGEM) introduced a requirement for Councils to complete an online assessment tool as part of the review process.

This year Jeffrey Magnus (Senior Sergeant, Disaster Management Support Officer, Mt Isa District, QLD Police Service) advised that the process could be completed in a more flexible manner although the online process would remain the same with an identical rating scale to allow comparison with the previous year.

Guidance regarding stakeholder involvement remains the same, however councils will have the following options.

- you may undertake the full survey to reflect the current level of effectiveness of your plan; or
- alternatively, if your plan has been exercised and you are satisfied that it, and therefore the assessment from last year remains unchanged, you are free to respond in that regard and we will report using last year's assessment; or
- if you propose to review the effectiveness of your plan by another means, then given your annual legal requirements to do so, I ask that you advise IGEM of the outcomes of your review and the methodology used.

2016-17 Plan Review:

On Monday 29 August 2016 Sharon Daishe (CEO), Nils Hay (DCEO), Elliott Dunn (Emergency Management Coordinator, QLD Fire and Emergency Services, Mount Isa) and Jeff Magnus (Senior Sergeant, Disaster Management Support Officer, Mt Isa District, QLD Police Service) met and completed the online assessment tool for the review of the LDMP 2015/16.

The LDMP and assessment results were then distributed to the Local Disaster Management Group (LDMG) on Wednesday 7 September 2016 for their feedback. The LDMG were given a week to provide any feedback on the LDMP. No feedback was received. BSC made administrative changes to the LDMP to update names and dates.

Adopted at 22 September 2016:

10.01.05 Adoption of the 2016-17 Local Disaster Management Plan

1. That Council notes the contents of this report; and

- **Receives the review of the Local Disaster Management Plan 2015/16; and**
- **Adopts the Burke Shire Local Disaster Management Plan 2016/17 as presented , and including further minor amendments provided in the meeting; and**
- **Submits both to the Local Disaster Management Group and Office of the Inspector General of Emergency Management.**

Moved: Cr Camp

Seconded: Cr Yanner

Carried 160922.16 5/0

2017-18 Plan Review:

On Tuesday 22 August 2017 Sharon Daishe (CEO), Nils Hay (DCEO), Cr Ernie Camp (Mayor), Cr Paul Poole (Deputy Mayor) and Elliott Dunn (Emergency Management Coordinator, QLD Fire and Emergency Services, Mount Isa) met and completed the online assessment tool for the review of the LDMP 2016/17. Snr Sgt Jeff Magnus was a late apology for this meeting.

The following changes have been suggested:

Suggested changes:	Changes suggested by:
changes to the act and the inclusion of the regulation	Elliott Dunn
replace roles and responsibilities table to reflect new state plan as well as ABS data from 2011 to 2016.	Elliott Dunn
Storm Tide – information/wording from Nils	Nils Hay
Biosecurity Plan – for discussion as we don't have one yet	Nils Hay

The LDMP and assessment results were then distributed to the Local Disaster Management Group (LDMG) on Friday 1 September 2017 for their feedback. The LDMG were given a week to provide any feedback on the LDMP. No feedback was received.

3. PROPOSAL

There are no substantive changes proposed to the LDMP, although there is an expectation that Councils will receive further direction from IGEM in relation to any updates to content requirements for Local Disaster Management Plans.

It is proposed that Council adopts the LDMP as revised.

4. FINANCIAL & RESOURCE IMPLICATIONS

N/A

5. POLICY & LEGAL IMPLICATIONS

Instrument	Detail
<p><i>Disaster Management Act 2003</i></p> <p>Part 3 Disaster management plans and guidelines</p>	<p><u>Section 57</u></p> <p>A LDMP must include provision for:</p> <ul style="list-style-type: none"> - the State Strategic Policy Framework and local government policies for disaster management; - the roles and responsibilities of entities involved in disaster operations and management in the area; - the coordination of disaster operations and activities performed by these entities; - events that are likely to happen in the area; - strategies and priorities for disaster management for the area; - the matters stated in these Guidelines as matters to be included in the plan; and - other matters about disaster management the local government considers appropriate. <p><u>Section 58</u></p> <p>The LDMP must be consistent with the Queensland Local Disaster Management Guidelines and other associated Guidelines.</p> <p><u>Section 59</u></p> <p>The LDMP may be reviewed, or renewed, when the local government considers it appropriate, however, the effectiveness of the plan must be reviewed at least once a year.</p> <p><u>Section 60</u></p> <p>A copy of the LDMP must be available in written or electronic form for inspection, free of charge, by members of the public at the local government's head office and at other places the CEO of the local government considers appropriate. This must include making the LDMP available on the local government website.</p>
<p>Burke Shire Council Disaster Management Plan</p>	<p><u>Section 1.11 Processes and Timeframes – Internal and External Assessment</u></p> <p>The Local Disaster Management Plan will be reviewed every 12 months by the members of the LDMG, that plan will also be reviewed under the following circumstances:</p> <ul style="list-style-type: none"> • Following activation of the LDMG in response to an events, • Following significant changes to the planning environment including changes in threats or the community, • In response to changes in the planning guidelines, or • In any other circumstance that the Chair believes a review is warranted.

6. CRITICAL DATES & IMPLICATIONS

The LDMP, after adoption by Council, will be presented to the Local Disaster Management Group (LDMG) for adoption at an Ordinary Group Meeting. Their next meeting is scheduled for 31 October 2017.

7. CONSULTATION

- Elliott Dunn, District Disaster Management Group Mt Isa
- Jeff Magnus, Senior Sergeant, Disaster Management Support Officer, Mt Isa District, QLD Police Service
- Burke Shire Local Disaster Management Group

8. CONCLUSION

In conclusion, it is recommended that the LDMP for 2017-18 is adopted as presented.

9. OFFICER'S RECOMMENDATION

That Council notes the contents of this report; and

- Receives the review of the Local Disaster Management Plan 2016-17; and
- Adopts the Burke Shire Local Disaster Management Plan 2017-18 as presented; and
- Submits both to the Local Disaster Management Group and Office of the Inspector General of Emergency Management.

ATTACHMENTS

1. Local Disaster Management Plan 2017-18 (proposed plan)



Burke Shire Local
Disaster Management



Disaster
Management Plan As:

2. Online Assessment Results

12. Corporate Services

- 12.01 Deputy Chief Executive Officer Report
- 12.02 Councillor Expenses Reimbursement Policy Review
- 12.03 Domestic and Family Violence Leave Policy
- 12.04 Grants to Community Organisations Policy

Deputy CEO Reports

12.01 Deputy Chief Executive Officer Report

DEPARTMENT:	Office of the Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	2 September
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PROGRESS AGAINST OPERATIONAL PLAN

The complete DCEO Project Timing spreadsheet is attached; monthly update below:

Project	Description	August Action	Status Update
Planning & Development - governance review	Develop and implement governance framework for planning & development function of council	Review existing material	Review process has commenced; relevant administration officer to undergo training with DILGP in Townsville in September
Tourism & Economic Development Strategy	If funded (application to BBRF)		Waiting on funding announcement
Customer Service Charter	Development and implementation of Customer Service Charter		Commences December 2017
Morning Glory Festival	Delivery of 2017 MGF	Plan	Planning ongoing; on track
Order of the Outback Ball	Delivery of 2018 OotOB		Consultation to commence September 2017
Community Satisfaction Survey	Delivery of 2017 CSS		Planning to commence October 2017
Planning Scheme	Completion and adoption of Burke Shire Town Planning Scheme	Finalise and Adopt	Submissions adopted at August Council Meeting; to be considered at September 7 Workshop
WHS Audit	WHS External Audit		Planning to commence September 2017
Induction Process	Development and implementation of staff induction process and documentation	Consult	Process to commence with on-boarding of HRWDC role (commencing 4 September)
Training and Development Plan	Development of training and development plan for all staff		Consultation to commence November 2017

Project	Description	August Action	Status Update
LGMA Rural Management Challenge	BSC Participation in LGMA Rural Management Challenge		Budget to be developed for 2018 participation
Council Document Template Harmonisation	Development and adoption of templates for Council documents/corro		Consultation to commence November 2017
Housing Management Framework	Completion and adoption of documentation/processes associated with property management		Staff training currently being arranged; to be delivered externally September/October 2017
Financial Sustainability Measures	Develop plan around Council's list of financial sustainability measures		Project to commence January 2018
Burketown History Book	Publication of Burke Shire Cultural History	Provide final updates	Publishing agreement received by Publisher; drafting ongoing
Donations Packs	Distribution of donation request information packs to community groups (so all groups are aware of process and aim to get applications in well in advance of requirements)		Preparation to commence January 2018
Certified Agreement	Negotiation of BSC Certified Agreement	Bargaining	Bargaining meeting 23/24 August; vote on back-payment concluded 4 September
Website Upgrade	Overhaul of the BSC website	Check for Compliance	Designs being finalised; content yet to be developed. Lagging, but not time critical.
Ongoing Process Improvement	Ongoing series of process improvements	Durlga Ops Review	Ongoing; reviewed in part through fee hire waiver process. ACSC working with EMWI around areas of joint responsibility between Admin Office and Depot
Local Law No 2 (Animal Control) Review	Conduct a review of Council's Local and Subordinate Local Law No. 2 (Animal Control)	Consult	Review of existing material ongoing; consultation only internal at this stage
Sport & Recreation Strategy	Develop recreation strategy for Burketown; incorporating new/existing infrastructure and services		To be incorporated in Community Satisfaction Survey, commencing October

2. INFRASTRUCTURE PROJECTS

Visitor Information Centre

Restumping to take place from October 9. Contract being prepared with provider of successful quote after methodology reviewed and approved by consulting engineers, EMWI and heritage architect.

Internal construction works to take place following the wet season.

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. Final designs/quotes for crib room and ablutions blocks being received. Current program sees demolition of old VMR shed and installation of new facilities occurring this calendar year.

Replacement and Upgrade of Radio Hut

N-Com Pty Ltd have been awarded the contract to replace Council's aging radio hut. There were some challenges siting the new hut (due to underground services) which have been resolved. Slab contract has been awarded. Once slabs are programmed in, full construction timetable will be finalised.

3. ADMINISTRATION

General Administration and Events

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

4. HUMAN RESOURCES

Departures:

- Nil

Appointments:

- Matt Roulston commenced as Works Manager on 11 August.
- Andrew McKenzie commences as HR and Workforce Development Coordinator (HRWDC) on 4 September.

Recruitment:

Council is currently advertising for:

- Utilities Crew (to cover Jayden Douglas' move to Jet Patcher)

Council expects to advertise shortly for:

- Casual Finance Officer (to assist with increased workload in the finance department)
- Part time administration officer (to assist with GSD secretariat operations)

Enterprise Bargaining:

The third enterprise bargaining meeting will took place in Burketown on 23 and 24 August 2017. A vote regarding back-payment methodology closes on 4 September 2017.

Staff Performance Reviews:

Performance appraisals are currently being completed by staff.

Training:

The following training has taken place over the last month:

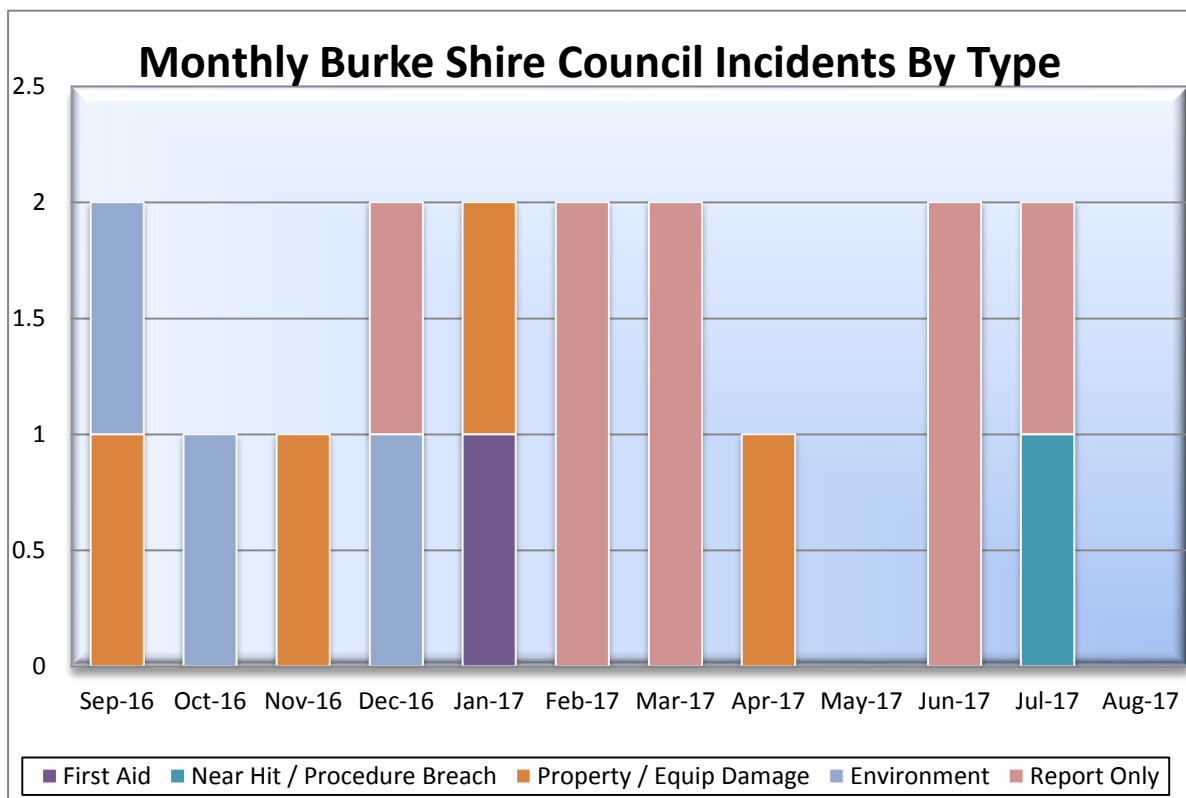
- Apprenticeships and Traineeships are ongoing;
- Leading with Strength training conducted on behalf of Rural Fire Service
- Shannon Moren has enrolled in a Cert IV in Accounting & Cert IV in Bookkeeping
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

Other Matters:

- Council has experienced a high degree of staff absence in late August due to a number of staff falling ill with flu-like symptoms
- The DCEO will be on leave from 25 September to 9 October. Ross Higgins will be returning to Burketown to back-fill the role from 20 September to around 20 October.

5. WORKPLACE HEALTH AND SAFETY

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



6. POLICY/PROCEDURE REGISTER

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

7. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. August 2017 ACS Report



ACS Report 4
Sept.docx

2. August 2017 WHS Report



EOM OHS Report
August 2017.docx

3. Policy Review Spreadsheet



Policy Review
Spreadsheet.xlsx

4. DCEO Project Plan



170902 DCEO
Projectcs.xlsx

Deputy CEO Reports

12.02 Councillor Expenses Reimbursement Policy Review

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	2 September 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To review Council's Councillor Expenses Reimbursement Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This policy was adopted in July 2009 and last reviewed in August 2017 (Council Resolution 22.160818). It is a statutory policy, required under Section 250(1) of the Local Government Regulation 2012 (LGR).

3. PROPOSAL

The Policy has been reviewed and is attached, with tracked changes. The only notable change is a reduction in the cents per kilometre rate for travel expense reimbursement. This has been changed from 80 cents/km to 66 cents/km in to align it with Council's Staff Travel Expenses Policy and Legislative Instrument F2016L01157 – Income Tax Assessment Act – Cents per Kilometre Deduction Rate for Motor Vehicle Expenses (attached).

4. FINANCIAL & RESOURCE IMPLICATIONS

A 13% reduction in cents per kilometre is proposed. As the policy also makes provision for Councillors to be provided with Council vehicles for travel, the financial impact of the proposed change in \$/km will only represent a very small saving to Council.

5. POLICY & LEGAL IMPLICATIONS

Section 250 of the Local Government Regulation 2012 states that:

- (1) *A local government must adopt an expenses reimbursement policy.*
- (2) *A local government may, by resolution, amend its expenses reimbursement policy at any time.*

Section 249 (2) of the Local Government Regulation 2012 states that:

- (2) *The expenses reimbursement policy is a policy providing for the following—*
 - a. *payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors;*
 - b. *provision of facilities to councillors for that purpose.*

The per kilometre rate proposed is as per Legislative Instrument F2016L01157 – Income Tax Assessment Act – Cents Per Kilometre Deduction Rate for Motor Vehicle Expenses.

The accommodation and meal rates proposed fall within the ATO's reasonable expense limits, as per the table below (and attached).

Table 1: Employee's annual salary - \$119,650 and below

Place	Accomm.	Food and drink	Incidentals	Total
	\$	\$	\$	\$
High Cost Country Centres (Mount Isa)	160.00	109.35	19.35	288.70
Council Policy	150.00	85.00	20.00	255.00

It is believed that the proposed policy maintains compliance with s249 and s250 of the LGR.

In addition, section 186(b) of the LGR requires Council's annual report to contain details of *"the expenses incurred by, and the facilities provided to, each Councillor during the financial year under the local government's expenses reimbursement policy."*

6. CRITICAL DATES & IMPLICATIONS

Council reviews this policy on an annual basis; as the last review took place in August 2016, the September 2017 Council meeting is an appropriate time to conduct this review.

7. CONSULTATION

In preparing this report, the DCEO reviewed both the legislation and ATO determinations.

8. CONCLUSION

Council's Councillor Expense Reimbursement Policy is compliant with the Local Government Regulation 2012 and allocates sufficient resourcing for Councillors to discharge all responsibilities and provides sufficient clarity to Councillors and Council staff on expectations in relation to facilities and expenses.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts Version 7 of GOV-POL-001 Council Expenses Reimbursement Policy.

ATTACHMENTS

1. GOV-POL-001 Councillor Expenses Reimbursement Policy



2. Legislative Instrument F2016L01157 – Income Tax Assessment Act – Cents Per Kilometre Deduction Rate for Motor Vehicle Expenses



3. Taxation Determination TD 2017/19



Deputy CEO Reports

12.03 Domestic and Family Violence Leave Policy

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	4 September 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To adopt a Council Policy to manage Domestic and Family Violence Leave.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

When it came into effect on 1 March 2016, the *Industrial Relations Act 2016* introduced a new leave entitlement for all employees; Domestic and Family Violence (DFV) Leave. The State Government, as well as a number of other Local Governments, developed and adopted policies to outline their approach to the management of this leave. The Burke Shire Council has sought external legal advice and guidance, and done the same.

3. PROPOSAL

The proposed policy is attached. It was based on the State Government-supplied template, but amended by Council's legal advisors at Preston Law.

The draft policy was then provided to staff and discussed at toolbox meetings over a two-week period as part of a consultation and education process. No submissions or changes were suggested during this time, and the original draft document is being put forward for adoption.

It is also proposed that this policy, due to its heavily legislated and operational nature, be treated as an Internal Policy for review purposes, with reviews to be authorised by the Chief Executive Officer and not a Council Meeting resolution.

4. FINANCIAL & RESOURCE IMPLICATIONS

DFV Leave is a new entitlement for workers in Queensland. Section 52 of the *Industrial Relations Act* makes the following provision for employees who have:

- (a) Experienced domestic violence; and
- (b) Need to take domestic and family violence leave as a result of the domestic violence

Employees, other than casual: 10 days on full pay in a year

Long-term casual employees: 10 days unpaid in a year

Short-term casual employees: 2 days unpaid in a year

To appropriately regulate this leave, Section 4.5 of the proposed Policy states:

Employees who have experienced domestic violence and need to take DFV leave must give Council evidence that the employee has experienced domestic violence and needs to take leave as a result. The employee may give Council the following:

- a. Evidence from the Police; or
- b. Evidence of a legal proceeding or a Court report; or
- c. Evidence from a doctor or other health practitioner; or
- d. A report from a counsellor; or
- e. Written advice from the employee; or
- f. A statutory declaration from the employee.

Section 4.9 of the Policy reiterates that Council will also offer Employee Assistance Provider (EAP) services, or similar, to employees and immediate family members; this service already exists.

While it is strongly hoped that the need for this leave will be minimal, it will become a factor in determining future wages budgets.

5. POLICY & LEGAL IMPLICATIONS

Council's Policy is drafted to codify our legislative requirements. Specifically, sections 52-54 of the *Industrial Relations Act 2016*, which outlines the employee's entitlement to DFV Leave, requirements to give notice and provide evidence. Professional legal advice has been sought in the development of this Policy; this advice is attached.

6. CRITICAL DATES & IMPLICATIONS

Council is already bound by the requirements of the *Industrial Relations Act 2016*; adoption of this Policy will codify and clarify our obligations. The September 2017 Council Meeting is an appropriate time to adopt this Policy.

7. CONSULTATION

Council has sought legal expertise in the drafting of the draft policy. That Policy was then made available to all staff and discussed at toolbox meetings from 21 August through to 4 September 2017; no staff feedback was received.

8. CONCLUSION

This Policy confirms Council's commitment to providing a healthy and safe working environment for all employees. It recognises that employees sometimes face difficult situations in their work and personal life, like DFV, and makes the obligations of both Council and the employee clear in the management of this new leave entitlement.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopt Version 0 of HRM-POL-017 Domestic & Family Violence Leave Policy; and
3. That this policy be treated as an Internal Policy, with Policy reviews to be conducted internally and approved by the Chief Executive Officer

ATTACHMENTS

1. HRM-POL-015 Domestic and Family Violence Leave Policy



Draft DFV
Policy.docx

2. Policy advice from Preston Law



RE_ Domestic and
Family Violence Leave

Deputy CEO Reports

12.04 Grants to Community Organisations Policy

DEPARTMENT:	Governance/Community Services
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	5 September 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To submit ADM-POL-011 Grants to Community Organisations Policy to Council for review and adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted this Policy in June 2006; the most recent review was August 2016 (Resolution 160818.23). Changes implemented at that time were as follows:

- Include reference to the *Associations Incorporation Act 1981* and the Associations Incorporation Regulation 1999 in the Background section of the Policy in order to identify auditing/verification requirements for incorporated associations;
- Reduce the threshold for the requirement of incorporated associations to produce audited/verified financial statements from \$5,000 to \$1,000;
- Include reference to the ADM-PRO-018 Processing Donation Requests Procedure at the rear of the document.

3. PROPOSAL

The proposed reviewed Policy (attached) only features one material change (marked up). This change acknowledges Council's future intent to call for donations ahead of the commencement of the financial year and removes the reference to Council not doing so.

The proposal also includes numbering and formatting changes. It is proposed that this version of the Policy be adopted.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council allocates an annual budget to community grants and donations; this revision does not affect the process for, or quantum of, that allocation.

5. POLICY & LEGAL IMPLICATIONS

Section 189 of the Local Government Regulation 2012 provides that:

The annual report for a financial year must contain a summary of:

- (a) The local government's expenditure for the financial year on grants to community organisations.

Section 195 of the Local Government Regulation 2012 provides that:

A local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from the local government.

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; and
- (b) In a way that is consistent with the local government's community grants policy.

This Policy enshrines those legislative principles and helps to ensure that Council manages community grants in a compliant manner.

6. CRITICAL DATES & IMPLICATIONS

It has been over 12 months since the last review of this Policy, so the September Council Meeting would be an appropriate time to review this document. As per Council Resolution 170817.24 this Policy will be scheduled to be reviewed on a biennial basis from this point onwards.

7. CONSULTATION

Previous discussion in this area has focused on the quantum of grants distributed and the process – application and acquittal – involved in administering this function area.

There will be future consultation with community groups regarding future donation requests as Council seeks to try to improve its donation request procedure by calling for donation requests for regular events ahead of the financial year to allow better planning of the Donations budget. The change proposed to the previous version of the Policy makes provision for this. This is a deliverable for the Community Development and Tourism Officer under their current work plan.

8. CONCLUSION

Council's Grants to Community Organisations Policy remains compliant with the Local Government Regulation 2012.

9. OFFICER'S RECOMMENDATION

- 1. That Council note the contents of the report; and
- 2. That Council adopts Version 7 of ADM-POL-011 Grants to Community Organisations Policy as presented

ATTACHMENTS

- 1. Version 7 of ADM-POL-011 Grants to Community Organisations Policy



ADM-POL-011 Grants
to Community Organi

13. Late Reports

None received at close of agenda.

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:-

18. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for 12 October 2017.