



# Agenda and Business Papers

## Burke Shire Council Ordinary General Meeting

### Thursday 12 October 2017

### 9.30am Gregory Hall

9.30am	Opening of Meeting
12.30pm to 1.00pm	Lunch
1.00pm to 1.30pm	Simmonds and Bristow

01. Opening of Meeting .....	3
02. Record of Attendance .....	3
02.01 LGR 2012 Section 276 – Attendance by teleconferencing.....	3
03. Prayer .....	3
04. Consideration of applications for leave of absence .....	3
05. Confirmation of minutes of previous meeting(s) .....	3
05.01 General Meeting Thursday 14 September 2017.....	3
06. Condolences.....	4
07. Declaration of Interests .....	4
08. Consideration of Notice(s) of Motion and Petitions.....	4
08.01 Notices of Motion .....	4
08.02 Petitions .....	4
09. Works, Services and Finance Reports .....	4
09.01.01 Works and Services Monthly Report .....	5
09.01.02 5 Year Road Programme .....	11
09.01.03 Support for CEC-Burke Shire Weed Management Initiative.....	19
09.02.01 Finance Monthly Update Report .....	22
09.03.01 Strategic Projects Reports.....	34



10. Closed Session Reports .....	45
10.01 Closed Session – Debt Report .....	45
10.02 Closed Session – LGGSP 2017-19 Projects for submission.....	45
10.03 Closed Session –Sub-contractor payments under Lawn Hill National Park Road Re-sheeting Project .....	45
11. Chief Executive Officer Reports .....	46
11.01 Chief Executive Officer Report .....	47
11.02 ALGA Local Government Community Infrastructure Program – ideas register.....	55
11.03 Operational Plan 2017-18 - Report 1 <sup>st</sup> quarter - 1 July to 30 September 2017 .....	60
12. Corporate Services .....	66
12.01 Deputy Chief Executive Officer Report .....	67
12.02 Final Amendments to Proposed Burke Shire Town Planning Scheme.....	72
12.03 Internal Audit Committee Policy Removal.....	76
12.04 Donation Request - Gangalidda & Garawa PBC Aboriginal Corporation .....	79
13. Late Reports .....	81
14. Mayoral Report .....	81
15. Councillor Reports.....	81
16. New business of an urgent nature admitted by Council .....	81
17. Deputations and presentation scheduled for meeting .....	81
17.01 Simmonds and Bristow .....	81
18. Closure of meeting.....	81

## 01. Opening of Meeting

The Mayor welcomed members and declared the meeting open at 9.30am.

## 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
	Mark Poynter; Executive Manager Works and Infrastructure
	Simbarashe Chimpaka; Executive Manager Finance – via teleconference
	Philip Keirle; Executive Manager Strategic Projects – via teleconference
	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)
- Terrence Allen from Simmonds & Bristow

## 03. Prayer

Led by Cr Yanner

## 04. Consideration of applications for leave of absence

None received at time of agenda preparation.

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

### 05.01 General Meeting Thursday 14 September 2017

That the Minutes of the General Meeting of Council held on Thursday 14 September 2017 as presented be confirmed by Council.



170914 Unconfirmed  
Minutes.docx

## 06. Condolences

None received at time of agenda preparation.

## 07. Declaration of Interests

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

### 08.01 Notices of Motion

None received at time of agenda preparation.

### 08.02 Petitions

None received at time of agenda preparation.

## 09. Works, Services and Finance Reports

09.01.01 Works and Services Monthly Report

09.01.02 5 Year Road Programme

09.01.03 Support for CEC-Burke Shire Weed Management Initiative

09.02.01 Finance Monthly Update Report

09.03.01 Strategic Projects Reports

## Works and Services Reports

### 09.01.01 Works and Services Monthly Report

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

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#### 1. PROJECTS - AWARDED

PROJECT	CONTRACTOR	PROGRESS
<b>2016 QRA - Drainage</b>	D&D Concrete	Completed
<b>2016 QRA - E</b>	Commings Contracting	Mobilisation
<b>2016 QRA - NW</b>	Qcrush	Underway
<b>2016 QRA - Stabilisation</b>	SPA	Completed
<b>2016 QRA - SW</b>	Graham Bailey	Underway
<b>Burketown Boat Ramp</b>	CivilPlus Constructions	Underway
<b>Burketown WTP SCADA</b>	Austek	Fabrication
<b>East Doomadgee Reseal</b>	Rock N Road	Underway
<b>Floraville Road Reseal</b>	Rock N Road	Completed
<b>Gregory WTP Solar</b>	QEnergy	Underway
<b>Gregory Airport Reseal</b>	Rock N Road	Underway
<b>Gregory WTP Tanks</b>	Pructons	Design
<b>Lawn Hill NP Road</b>	K & G Booth	Underway
<b>Radio Hut</b>	N-Com	Underway
<b>SES Shed</b>	TBC	Tendering
<b>Visitors Centre Re-stumping</b>	Alan Chapman	Underway
<b>Works for Queensland</b>	Various	Underway

#### 2. PROJECTS – PLANNING AND UNDER DEVELOPMENT

- SES Shed
  - Quotes sought from several suppliers and order expected to be placed in the coming month.
- 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

On-going spot repairs to combat bull dust holes and pot holes on sealed roads.

### 4. RMPC

Work continues of Camooweal Road as part of the RMPC contract CH 27.9 – 26.0. New TMR sign kits installed throughout the shire.

Claim 2 issued to Department of Transport and Main Roads on the 27 September 2017.

2017-18	Allocation	Claim 2	Funds Remaining
Schedule 1	\$365,384.00	\$17,495.82	\$311,614.10
Schedule 2	\$318,256.00	\$164,941.18	\$153,075.82
Schedule 3	\$212,000.00	\$45,504.00	\$166,496.00
Schedule 4	\$45,000.00	\$6,450.00	\$7,950.00
Schedule 5	\$2,000.00	\$0.00	\$2,000.00
Total	\$942,640.00	\$234,391.00	\$641,135.92

### 5. AIRPORTS

Gregory aerodrome reseal has been completed. Line marking will commence the week starting October 9<sup>th</sup> 2017.

A glider lost a wheel on landing at Burketown airport but managed to taxi under its own power to a safe position. No damage to the runway was apparent on inspection. The glider is awaiting repair and prior to removal

### 6. WORKSHOP AND FLEET

The following major tasks have been completed.

Plant #	Description	Maintenance	Scheduled
427	Side Tipper	Replaced blown door ram	No
469	PS300B Multi tyre	5,000 hr service and A/C	Yes
474	Rosa Bus	Speedo fault and A/C	No
480	Western Star Prime Mover	355k service	Yes
519	Jetpatcher	45k service, rear seal	Yes & No

Plant #	Description	Maintenance	Scheduled
523	140M Grader	4,250 service	Yes
524	2wd Hilux	75k service	Yes
529	John Deere ride on	L/H/R glass	No
530	WSO Hilux	90k service, brake pads	Yes
546	Kubota M9540 Tractor	Fit and adjust broom	No
551	Western Star Prime Mover	Drivers window, booster	No
562	226B3 Skid Steer	750 hr service	Yes
575	Job Truck	Blew hyd valve	No
583	950K Loader	750 hr service	No
584	Landcruiser Dual Cab	90k service	Yes
585	Job Truck	85k Service, compressor	Yes & No
591	Gregory Hilux	45k service	Yes
593	Job Truck	Replaced tyres	Yes
	Whippers and Mowers	Keep operational	No

The following budgeted items are currently in the procurement process:

- Low Loader ordered 27/07/17 with expect delivery mid November
- 50 kva Genset which was budgeted for now longer required
- Utilities Hilux Extra Cab (86,329kms) to be replaced with utility/plumbing truck ordered 27/07/17. Currently in final stages of build.
- Workshop Truck (87,135kms) to be replaced. Ordered placed 22/06/17 with expected delivery 13/10/17

Monthly fuel burn for yellow fleet 2,886 litres.

#### 7. TRAFFIC COUNTS

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

#### 8. TOWN AND RURAL SERVICES

Significant effort and resources expended in the support of Morning Glory Festival. All operations proceeding as normal.

#### 9. HOUSING/BUILDING MAINTENANCE

On-going maintenance of council housing completed.

#### 10. WATER

Water quality audit undertaken by 3<sup>rd</sup> party auditor. Awaiting final audit report.

Water Usage (awaiting data)

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
August 17000 kL	September 16501 kL	499 kL
	Daily Usage (Kilo litres)	Outflow To Town (Litres/Second)
Highest Daily Usage	710	Avg: 8.0
Lowest Daily Usage	356	Avg: 3.0

Average Australian daily water consumption is 340 litres per person or up to **800 litres** in dry areas<sup>1</sup>

Average Burketown daily water consumption is **2,750 litres** per person<sup>2</sup>.

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
August 5926.2 kL	September 5531 kL	395 kL
	Daily Usage (Kilo litres)	Outflow To Town (Litres/Second)
Highest Daily Usage	263	Avg: 6L
Lowest Daily Usage	114	Avg: 3

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

Average Gregory daily water consumption is **9,218 litres** per person<sup>3</sup>

Treatment Plant Operation

- Burketown
  - 2 out of 3 filters currently out of service and in need of replacement. Part of Works for Queensland funding.
  - The chlorine-situ system has been repaired and now is now back online.
- Gregory
  - Plant preparing for transition to solar power and installation of new storage tanks.
  - Power demand testing identified issues with the backwash pumps which has been temporarily repaired pending delivery of permanent parts.
  - Chlorine dosing pump repairs completed.

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

<sup>2</sup> Assume population of 200 residents

<sup>3</sup> True population guesstimated at full time 20 resident.

Water Reticulation

- Burketown
  - Water meter readings completed.
- 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
  - Water usage measured daily as an indicator of system leakage.

State-wide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Yearly Target	September 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	3
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	2	13
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	100%	100
Combined				
Total water and sewerage complaints (any nature)	Per 100 connections/year	<12	0	18

## 11. SEWERAGE (awaiting data)

Collection

- All Dump-ezy sites have been well used with additional pump out required to meet demand.
- 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. All information has been passed onto Engineers.

Treatment Plant

- Blivet operating well with no major issues.
- All Sewer samples passed testing.

Effluent license parameters and non-confirming results

Quality Characteristic	Guideline	Sample Number	Sample	Date Sampled	Non-complying Result
Total nitrogen	< 40mg/L				Nil
Total phosphorous	<30mg/L				Nil
Electrical conductivity	<1600µs/sc				Nil
pH	<8.5				Nil
BOD	<20mg/L				Nil
Total suspended solids	<30mg/L				Nil
Total residual chlorine	<1mg/L				Nil
E. coli	<1000cfu/100ml				Nil

## 12. OFFICER'S RECOMMENDATION

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

## ATTACHMENTS

1. Works for Queensland progress report



Burke SC - Works  
for Queensland W4Q

## Works and Services Reports

### 09.01.02 5 Year Road Programme

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DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Mark Poynter; Executive Manager Works and Infrastructure
DATE REPORT PREPARED:	05 October 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan   Asset Management Plan   Annual budget   5 year roads programme

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#### 1. PURPOSE

- a. To consider and adopt the projects that Council intends to fund under the RTA TIDS (Road Transport Alliance Transport Infrastructure Development Scheme) for the 2021/22 financial year.
- b. To consider amendments to Burke's 2017-18 RTA TIDS funded road programme, in the allocation years of 17-18 to 20-21, enabled by savings made following completion of Burke's currently approved 2017-18 programme.
- c. To consider amending the Burke Shire Council five year road programme to reflect the above changes.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Gerard Read, Technical Coordinator for the North West Queensland Regional Roads and Transport Group (NWQRRTG), has advised Councils that the Technical Committee (TC) plans to draft the 2020/21 to 2021/22 works programme for NWQRRTG at the TC meeting to be held on Friday 17 November in Mount Isa. Gerard has requested all councils to:

- Review existing projects and advise changes;
- Present new projects if required;
- Indicate the maximum amount of RTA TIDS funding in each year that Council is capable of matching.

A shire wide roads tour was conducted with councillors August 21 – 23 2017 at which time local community members provided feedback of frustrations and expectation of Council roads. Numerous areas for improvement were identified and have been used to inform the current roads programme.

#### **Prior decision of Council December 2016**

Council adopted an amended 5 year road programme incorporating amendments to the RTA TIDS funded programme by way of the following decision at the meeting held on 8 December 2016:

## 09.01.02 Amend 5 year road program

1. That Council notes the contents of this report and its attachments;
2. That Council adopts the RTA TIDS projects (as amended) for the 2016/17 to 2020/21 financial years, as detailed in the attached schedule and summarised below, for submission to the NWQRTG;

Year	ROAD	Work Type	Distance	Est. Cost	BSC	Other	Funding Type & Amount
2016-2017	Doomadgee West	Initial Seal	6.16	\$441,500	\$221,000	\$221,000	TIDS \$2,400,000
2016-2017	Doomadgee East	Patching	23.9	\$42,000	\$21,000	\$21,000	
2016-2017	Doomadgee East	Rehabilitation	3.7	\$960,000	\$480,000	\$480,000	
2016-2017	Burketown Airport Apron	Reseal	10,000	\$144,000	\$72,000	\$72,000	
2016-2017	Doomadgee East	Reseal	16.2	\$380,000	\$190,000	\$190,000	
2016-2017	Floraville Road	Reseal	9.6	\$432,500	\$216,000	\$216,000	
2016-2017	Floraville Road	Reseal	5.9	\$266,000	\$133,000	\$133,000	ATSI TIDS Kowanyama
2017-2018	Gregory Airport	Reseal & Line Mark	46,000	Total Cost \$330,000 TIDS \$220,000	\$110,000	\$110,000 TIDS \$110,000 RAAP	TIDS \$780,000
2017-2018	Floraville Road	Reseal	12.4	\$560,000	\$280,000	\$280,000	ATSI TIDS Kowanyama
2017-2018	Floraville Road	Reseal	-5.9	-\$266,000	-\$133,000	-\$133,000	
2017-2018	Floraville Road	Reseal	8.9	\$400,000	Match with R2R	\$400,000	EXTRA TIDS \$400,000
2018-2019	Floraville Road	Reseal	7.9	\$354,000	\$177,000	\$177,000	TIDS \$800,000
2018-2019	Doomadgee East	Reseal	9.9	\$446,000	\$223,000	\$223,000	
2018-2019	Doomadgee East	Reseal	1.2	\$54,000	Match with R2R	\$54,000	EXTRA TIDS \$400,000
2018-2019	Doomadgee East	Reseal	7.7	\$346,000	Match with R2R	\$346,000	
2019-2020	Doomadgee East	Reseal	11.6	\$523,000	\$261,500	\$261,500	TIDS \$800,000
2019-2020	Floraville Road	Reseal	6.2	\$277,000	\$138,500	\$138,500	
2019-2020	Floraville Road	Reseal	7.4	\$333,754	Match with R2R	\$333,754	EXTRA TIDS \$333,754
2020-2021	Doomadgee East	Reseal	5.8	\$261,000	\$130,500	\$130,500	TIDS \$800,000

2020-2021	Doomadgee West	Reseal	12.0	\$539,000	\$269,500	\$269,500	
2020-2021	Doomadgee West	Reseal	8.9	\$400,000	Match with R2R	\$400,000	EXTRA TIDS \$400,000
<p>3. That Council's updates its adopted 5 year road program to reflect the revised RTA TIDS program, as attached.</p> <p>4. That Council adopts the amended 5 year road program as attached for the financial years 2016-17 to 2020-21.</p> <p>Moved: Cr Clarke</p> <p>Seconded: Cr Camp</p> <p>Carried 161208.03      5/0</p>							

### **RTA/TIDS works completed 2016**

All work for the 2017-18 RTA TIDS program has been completed (Floraville resealing; Gregory Airport). Doomadgee East has also been completed ahead of the 18-19 schedule. Some of this work came in under budget. Claims and invoices are still being finalised, but savings were made due to lower than expected tender prices.

### **Updated 5 year road program including RTA TIDS 2020-21**

Burke Shire Council's (amended) five year road programme as adopted in December 2016 covered the period 16-17 to 19-20. The RRTG however requires all Councils to submit their program for expenditure of RTA/TIDS to 2021-22.

Refer attachment #3: updated five year road program showing for the 21-22 financial year:

- Doomadgee West – Branch Creek crossing
- Truganini Floodways
- Doomadgee West Resheet
- Gregory Lawn Hill Resheet

Note that the five year road program is always indicative only due to the significant variables such as flood events and alterations to funding programs.

### **3. PROPOSAL**

It is proposed that Council applies to the RRTG to use its underspend on RTA TIDS funded projects in 2017-18 to:

- complete a betterment project to replace (rather than repair) a culvert at Little Woodies Creek on the Floraville Road. Part of this work is funded under the NDRRA (2016 event) which needs to be completed by 30 June 2018.
- Improvements to drainage at the intersection of Burke and Gregory streets in Burketown (surveys were completed last year, and it is anticipated that this can be completed pre-wet)

It is further proposed that Council adopts the amended five year road programme as attached, for the financial years 2017-18 to 2021-22. This program has been amended to include the areas that Council prioritised during the consultation process in September being:

- Balance reseals of bitumen roads with betterment (resheeting and floodways) on gravel roads
- 2018-19: Drainage projects on Doomadgee West Road (particularly 16 mile)
- 2019-20: Drainage at Archie/Dinner creek (Gregory to Lawn Hill Road)
- 2020-21: Leichardt River crossing (Floraville Road) – assumes partner funding under the Federal Bridge Renewal Programme
- 2021-22: Branch Creek betterment

4.      FINANCIAL & RESOURCE IMPLICATIONS

As detailed in the attached five year road program. Overall, this amended program achieves increased efficiency through savings made in the current year.

## 5.      POLICY &amp; LEGAL IMPLICATIONS

Instrument	Detail
<p>Roads and Transport Alliance TIDS</p> <p>RTA TIDS</p>	<p>RTA TIDS may be used for:</p> <ul style="list-style-type: none"> <li>• The construction or upgrade of transport infrastructure including, but not limited to: <ul style="list-style-type: none"> <li>○ road infrastructure (such as Local Roads of Regional Significance (LRRS))</li> <li>○ marine infrastructure</li> <li>○ airport infrastructure</li> <li>○ active transport infrastructure</li> <li>○ safe school travel infrastructure.</li> </ul> </li> <li>• Initiatives that improve a RRTG's capability in the core Roads and Transport Alliance functions.</li> </ul> <p>RTA TIDS Conditions:</p> <ul style="list-style-type: none"> <li>• Available to local governments that are members of a Regional Roads and Transport Group (RRTG).</li> <li>• The Roads and Transport Alliance Board determines the share of RTA TIDS allocated annually to each RRTG.</li> <li>• RRTG allocations must be fully expended in the financial year allocated.</li> <li>• RTA TIDS funding is to be allocated to the highest regionally prioritised projects.</li> <li>• Where RTA TIDS funds are allocated to local government-controlled infrastructure projects: <ul style="list-style-type: none"> <li>○ The local government concerned must match funds, over and above its own funding identified for the transport network.</li> <li>○ Funding can be used to fund a maximum of 50% of the project cost.</li> </ul> </li> <li>• Where RTA TIDS funds are directed to state-controlled roads (LRRS or higher order) there is no requirement for funds to be matched.</li> <li>• Up to 2.5% of a RRTG's annual RTA TIDS allocation may be used unmatched for capability development initiatives.</li> </ul> <p>Refer to the Roads and Transport Alliance Operational Guidelines for further details.</p>
<p>Local Government Regulation 2012</p> <p>Division 3 Annual Budget</p>	<p><b>169 Preparation and content of budget</b></p> <p>170 Adoption and amendment of budget</p> <p>(3) The local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.</p> <p>(4) If the budget does not comply with the following when it is amended, the amendment of the budget is of no effect—</p> <p>(a) section 169;</p>

Instrument	Detail
Corporate Plan 2014-19	6.5 Outcome: Council maintains and improves the road network over time
Operational Plan 2017-18	6.5.6 Council develops and adopts a 5 year road infrastructure plan

## 6. CRITICAL DATES & IMPLICATIONS

NWQRRRTG technical committee has requested that Councils provide their estimated 20-21 and 20-22 RTA TIDS funded projects by 27 October 2017.

Amendments to currently allocated RTA TIDS projects, Council will need to apply via the RRTG technical working group to be held on 17 November 2017, for presentation to the RRTG meeting to be held in Cloncurry on 30 November.

## 7. CONSULTATION

- Councillors via Roads Workshop held on 8 September 2017
- Keith Luckhurst, consulting engineer, George Bourne and Associates
- Gerard Read, Technical Coordinator – North West Queensland Regional Roads & Transport Group/ GWR Civil Engineering Management
- Sharon Daishe, CEO, BSC
- Simba Chimpaka, Finance Manager, BSC

## 8. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report and its attachments;
2. That Council adopts the RTA TIDS projects (as amended) for the 2017/18 to 2021/22 financial years, as detailed in the attached schedule and summarised below, for submission to the NWQRRRTG;

Year	Road	Type	Distance (km)	Total Est. Cost	TIDS	BSC + Funding
2017-18	Floraville Road	Rehab	2.40	360,000		360,000
2017-18	Floraville Road	Reseal	19.4	388,000	60,500	327,500
2017-18	Floraville Road	Reseal	12	202,000		202,000
2017-18	Gregory Airport	Reseal		186,000	62,000	124,000
2017-18	Doomadgee East	Reseal	16.9	338,000	169,000	169,000
2017-18	Doomadgee East	Reseal	22.0	305,000	109,000	196,000
2017-18	Little Woodies Creek	Betterment		35,000	17,500	17,500
2017-18	Burke and Gregory Street	Maintain		78,326	39,163	39,163
2017-18	All Council roads	Maintain		300,000		300,000
2017-18	Town Streets	Maintain		115,000		115,000
2017-18	NDRRA Rural and some Urban Roads	Recover		10,150,000		10,150,000

Year	Road	Type	Distance (km)	Total Est. Cost	TIDS	BSC + Funding
2018-19	Doomadgee West	Reseal	32.0	704,000	352,000	352,000
2018-19	Gregory Lawn Hill	Reseal	0.6	13,200	6,600	6,600
2018-19	Gregory Lawn Hill (Small Sections)	Reseal	0.3	6,600	3,300	3,300
2018-19	Gregory Lawn Hill	Reseal	5.7	125,400	62,700	62,700
2018-19	Truganini	Reseal	6.5	143,000	71,500	71,500
2018-19	Doomadgee West - Various drainage	Betterment		207,800	103,900	103,900
2018-19	All Council roads	Maintain		300,000		-
2018-19	Town Streets	Maintain		100,000		-
2018-19	NDRRA Rural and some Urban Roads	Recover		4,592,037		-
2019-20	Gregory Lawn Hill	Reseal	15.5	387,500	193,750	193,750
2019-20	Doomadgee West	Reseal	6.1	152,500	76,250	76,250
2019-20	Doomadgee West	Reseal	8.0	200,000	100,000	100,000
2019-20	Doomadgee West	Reseal	2.3	57,500	28,750	28,750
2019-20	Doomadgee West	Resheet	7.7	344,500	55,750	288,750
2019-20	Gregory Lawn Hill - Archie/Dinner Creek	Betterment	0.4	225,000	112,500	112,500
2019-20	All Council roads	Maintain		300,000		-
2019-20	Town Streets	Maintain		115,000		-
2020-21	Floraville Road - Leichardt Crossing	Betterment	0.5	1,200,000	350,000	350,000
2020-21	Gregory Lawn Hill	Resheet	12.0	540,000	270,000	270,000
2020-21	Doomadgee West	Resheet	5.5	246,000	116,000	130,000
2020-21	All Council roads	Maintain		350,000		50,000
2020-21	Town Streets	Maintain		115,000		
2021-22	Doomadgee West - Branch Creek	Betterment	0.3	400,000	200,000	200,000
2021-22	Truganini Floodways	Betterment	0.1	200,000	100,000	100,000
2021-22	Doomadgee West	Resheet	8.5	382,500	191,250	191,250
2021-22	Gregory Lawn Hill	Resheet	11.0	495,000	244,750	248,500
2021-22	All Council roads	Maintain		360,250		60,250
2021-22	Town Streets	Maintain		115,000		-

3. That Council adopts the amended 5 year road program as attached for the financial years 2017-18 to 2021-22.
4. That Council amends its budget in accordance with section 170 (3) of the Local Government Regulation 2012 to reflect the amended 5 year road program.

## ATTACHMENTS

1. RTA Operational Guidelines



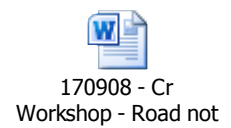
2. TIDS Policy



3. BSC 5yr Programme



4. Roads Workshop meeting report.



## Works and Services Reports

### 09.01.03 Support for CEC-Burke Shire Weed Management Initiative

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DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Mark Poynter; Executive Manager Works and Infrastructure
DATE REPORT PREPARED:	05 October 2017
LINK TO COUNCIL PLAN/S:	Pest Management Plan   Corporate Plan

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#### 1. PURPOSE

For Council to consider engaging Bidunggu Rangers via the Carpentaria Land Council to undertake a weed management project within the Burke Shire Council local government area. This initiative is to be funded by Century Environment Committee (CEC) with a budget up to \$100,000, and it is proposed that Council makes an in-kind donation of resources to assist the project.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Century Environment Committee (CEC) is established under the Terms of the Gulf Communities Agreement. The general purpose of the CEC is for the Native Title Group representatives to receive information about and oversee the implementation of the environmental management regime at the Century Mine.

The CEC also receives annual funding allocations to undertake independent environmental work, or to undertake environmental projects not directly associated with the Century Mine. At its meeting on Monday 21 August 2017, the CEC resolved to allocate \$100,000 for a weed management project within the Burke Shire Council local government area.

The intent of the CEC was that the Burke Shire would engage the Bidunggu Rangers – via Carpentaria Land Council (as it has done previously) to undertake a weed eradication project within the Burke Shire. The funds (no more than \$100,000) would be provided to Burke Shire by Century Mining Ltd and Burke Shire would pay the Bidunggu Rangers for works undertaken.

In 2014-2015 (Council decision 09.03 Support for Gregory River Catchment Weed Proposal) , Council committed funding to weed management projects in Burketown and in Gregory via donation of herbicide, providing funding and in-kind contributions to various land care groups to assist in the delivery of their projects.

#### 3. PROPOSAL

It is proposed that Council agrees to receive and administer the funding from CEC to support this initiative.

#### 4. FINANCE & RESOURCE IMPLICATIONS

In-kind support up to the value of \$10,000 from the current pest management budget in the form of herbicides and staff resources to prepare project scope of work.

## 5. POLICY & LEGAL IMPLICATIONS

Council is committed to engaging in weed management projects under the Pest Management Plan. How it does this on an annual basis can be augmented by assessing the value of projects over and above Council's own activities in managing weeds.

Instrument	Detail	Comment
Local Government Regulation 2012 Division 3 Annual Budget	169 Preparation and content of budget 170 Adoption and amendment of budget  (3) The local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.  (4) If the budget does not comply with the following when it is amended, the amendment of the budget is of no effect—  (a) section 169;	To be valid, a budget amendment must comply with the detailed content prescribed under section 169 (including for instance a long term financial forecast, revenue statement and revenue policy).  In the interest of operational expediency, a comprehensive budget review is presented for consideration by council twice per annum in the statutory format.
Burke Shire Council Community Plan 2011-2021	3.1 A healthy, natural environment Catalysts: Seek support for the control of noxious weeds	
Burke Shire Council Corporate Plan 2014-19	8.2.2 Council continues to support organisations committed to managing pests (animal and weeds) in the Shire	
Operational Plan 17-18	No mention of weeds/ no action related to 8.2.2 of the Corporate Plan	

## 6. CRITICAL DATES & IMPLICATIONS

This is a newly proposed initiative that is not disclosed in Council's budget or Operational Plan for 17-18, and will require a budget amendment to recognise the associated income and expenditure.

The funding is expected to be accessed and expended as soon as the following has occurred:

- Council to develop a scope of works to be undertaken and agree with Bidunggu Rangers and CLCAC
- Upon agreement on scope and pricing between BSC and the Rangers, Burke Shire to provide scope of works to CEC along with quote;
- CEC will respond to acknowledging scope, and pending agreement, will request that Council issue an invoice to the Century Environment Committee, care of Century Mining Ltd for the total amount agreed so that the agreed works may be undertaken.

7.      CONSULTATION

- CEC
- CLCAC

8.      CONCLUSION

Council has previously contributed to the funding or provision of in-kind contribution to weed management projects in the Shire. The aim of the project is to halt the spread and reduce the distribution of key threatening weeds species in the upper catchment of the Gregory River. Importantly, it will not just be the end result that provides benefits to the region through reduced weed numbers. Of equal significance is that the methods employed to deliver this result will also provide much-expanded future enterprise opportunities, additional training, employment and social outcomes for new Indigenous rangers.

9.      OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council agrees in principle that it will enter into an agreement with the Century Environment Committee (CEC), pending negotiation of scope of work and pricing, to receive funding to engage the Bidunggu Rangers via Carpentaria Land Council Aboriginal Corp (CLCAC) to undertake a weed eradication project within the Burke Shire; and
  - a. Authorises the CEO or delegate to finalise negotiations with CEC, Bidunggu Rangers and CLCAC of the scope of work and pricing; and
  - b. Agrees to make an in-kind contribution of up to \$10,000 to the project to cover project management and other associated costs; and
  - c. Resolves to amend the budget in accordance with section 170 (3) of the Local Government Regulation 2012 to reflect the income and expenditure associated with this new initiative upon entering into the agreement to receive funding; and
  - d. Resolves to reflect this project in its Operational Plan, aligned with 8.2.2 of its Corporate Plan, upon entering into the agreement to receive funding.

ATTACHMENTS



Century Environment  
Committee - Burke Sh

1. Attachment 1 – Email of funding confirmation from CEC

## Finance Reports

### 09.02.01 Finance Monthly Update Report

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
DATE REPORT PREPARED:	05 October 2017
LINK TO COUNCIL PLAN/S:	Operational Plan   Budget

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

	Year to Date Actual \$	Annual Budget \$	Variance Over(Under) to date \$
<b>Operating Revenue</b>			
Rates & Charges	1,355,352	2,656,000	- 1,300,648
Less: Discount, Rebate & Remissions	- 23,469	- 61,000	37,531
	<b>1,331,884</b>	<b>2,595,000</b>	<b>- 1,263,116</b>
 Fees & Charges	 27,186	 95,000	 - 67,814
Rental Income	50,771	225,000	- 174,229
Interest	94,772	254,000	- 159,228
Recoverable Works Revenue	103,519	972,000	- 868,481
Other Income	3,434	5,000	- 1,567
	<u>279,681</u>	<u>1,551,000</u>	<u>- 1,271,319</u>
 Donations	 13,089	 10,000	 3,089
Contributions	-	-	-
Subsidies & Grants	466,284	7,428,900	- 6,962,616
	<u>479,373</u>	<u>7,438,900</u>	<u>- 6,959,527</u>
 <b>Total Operating Revenues</b>	 <b><u>2,090,938</u></b>	 <b><u>11,584,900</u></b>	 <b><u>- 9,493,962</u></b>
 <b>Operating Expenditure</b>			
Corporate Governance Costs	216,666	905,000	- 688,334
Administration Costs	810,039	2,571,600	- 1,761,561
Recoverable Works Expenses	51,611	775,000	- 723,389
Engineering Services	1,213,542	12,753,000	- 11,539,458
Utility Services Costs	161,884	689,000	- 527,116
Net Plant Operating Costs	- 299,401	- 874,000	574,599
Planning & Environmental Expenses	35,744	185,000	- 149,256
Community Services Costs	267,192	1,382,000	- 1,114,808
Finance Costs	5,967	16,000	- 10,033
Depreciation	975,000	3,900,000	- 2,925,000
Other Expenses	-	-	-
 Total Operating Expenditure	 <b><u>3,438,244</u></b>	 <b><u>22,302,600</u></b>	 <b><u>- 18,864,356</u></b>
 <b>Operating result before Capital Revenue</b>	 <b><u>- 1,347,306</u></b>	 <b><u>-10,717,700</u></b>	 <b><u>9,370,394</u></b>
 <b>Capital Items</b>			
Sale of Non current Assets	-	-	-
Contributions	-	-	-
Subsidies & Grants	2,475,242	5,230,000	- 2,754,758
 <b>Net Result</b>	 <b><u>1,127,936</u></b>	 <b><u>- 5,487,700</u></b>	 <b><u>6,615,636</u></b>

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

	Year to Date Actual \$	Pro rata Budget \$	Variance Over(Under) to date \$
<b>Operating Revenue</b>			
Rates & Charges	1,355,352	664,000	691,352
Less: Discount, Rebate & Remissions	- 23,469	- 15,250	- 8,219
	<b>1,331,884</b>	<b>216,250</b>	<b>1,115,634</b>
 Fees & Charges	27,186	23,750	3,436
Rental Income	50,771	56,250	- 5,479
Interest	94,772	63,500	31,272
Recoverable Works Revenue	103,519	243,000	- 139,481
Other Income	3,434	1,250	2,184
	<b>279,681</b>	<b>258,500</b>	<b>21,181</b>
 Donations	13,089	2,500	10,589
Contributions	-	-	-
Subsidies & Grants	466,284	1,857,225	- 1,390,941
	<b>479,373</b>	<b>1,239,817</b>	<b>- 760,444</b>
 <b>Total Operating Revenues</b>	<b>2,090,938</b>	<b>1,930,817</b>	<b>160,121</b>
 <b>Operating Expenditure</b>			
Corporate Governance Costs	216,666	226,250	- 9,584
Administration Costs	810,039	642,900	167,139
Recoverable Works Expenses	51,611	193,750	- 142,139
Engineering Services	1,213,542	3,188,250	- 1,974,708
Utility Services Costs	161,884	172,250	- 10,366
Net Plant Operating Costs	- 299,401	- 218,500	- 80,901
Planning & Environmental Expenses	35,744	46,250	- 10,506
Community Services Costs	267,192	345,500	- 78,308
Finance Costs	5,967	4,000	1,967
Depreciation	975,000	975,000	-
Other Expenses	-	-	-
 <b>Total Operating Expenditure</b>	<b>3,438,244</b>	<b>5,575,650</b>	<b>- 2,137,406</b>
 <b>Operating result before Capital Revenue</b>	<b>- 1,347,306</b>	<b>- 2,679,425</b>	<b>1,332,119</b>
 Sale of Non current Assets	-	-	-
Contributions	-	-	-
Capital Subsidies & Grants	2,475,242	1,307,500	1,167,742
 <b>Net Result</b>	<b>1,127,936</b>	<b>- 914,617</b>	<b>2,042,553</b>

Overview

Year to date results show an operating loss of \$1.3million before capital revenue. The operating statement reflects a net profit of 1.2million after capital grants and subsidies. Rates & Utility Charges

Rates & Utility charges are on target with annual budget estimates and 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 timing differences (not a permanent variance).

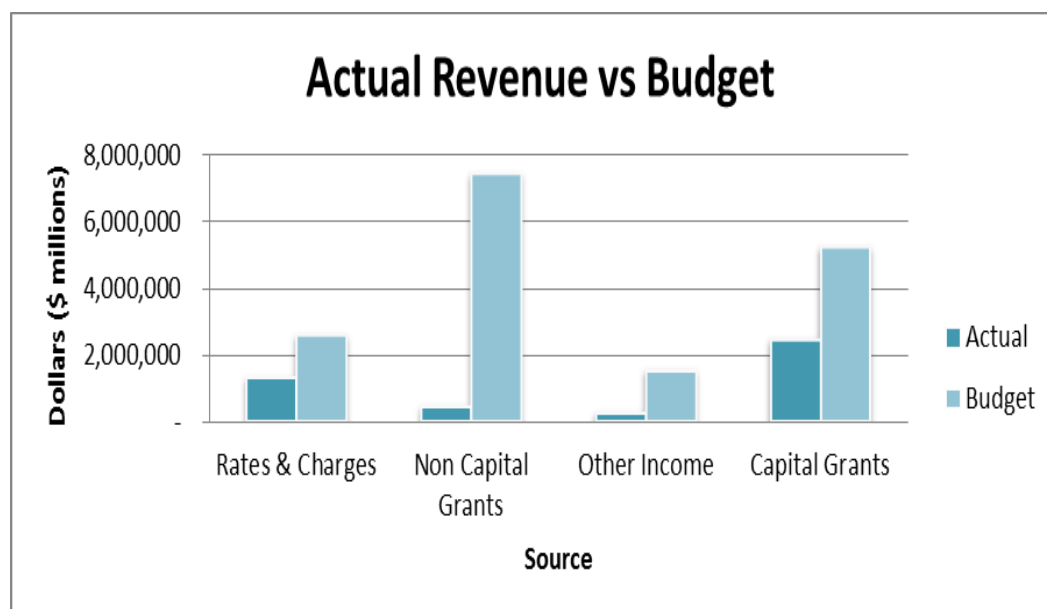
### Grants, Subsidies, Contributions and Donations

Grants, subsidies, contributions and donations are lower than pro rata estimates due to timing differences there are no significant and permanent variances to budget. Donations for community events exceeded budget estimates by \$3,000.

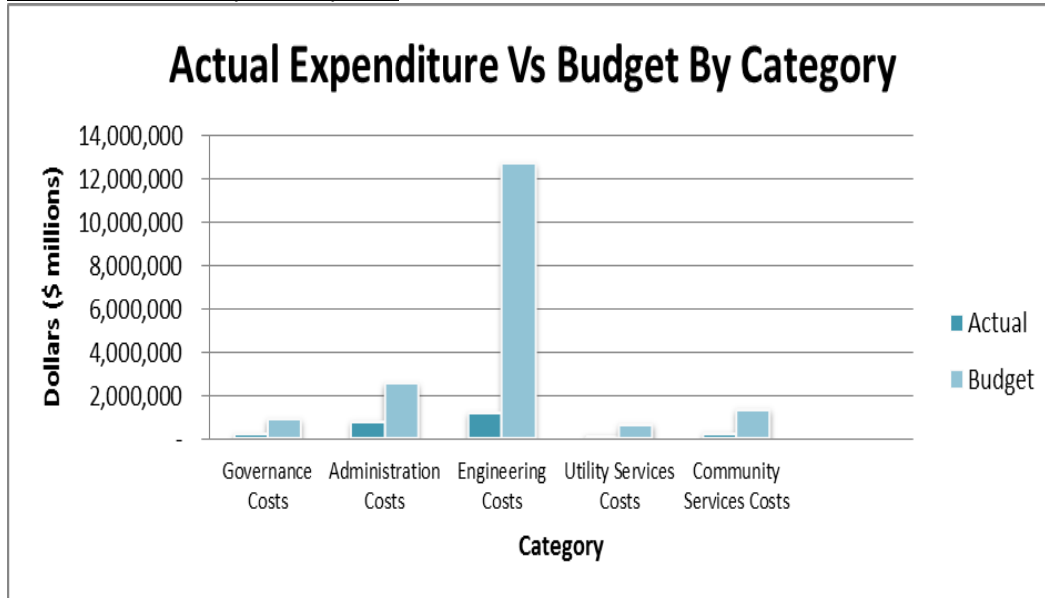
### Capital revenue

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

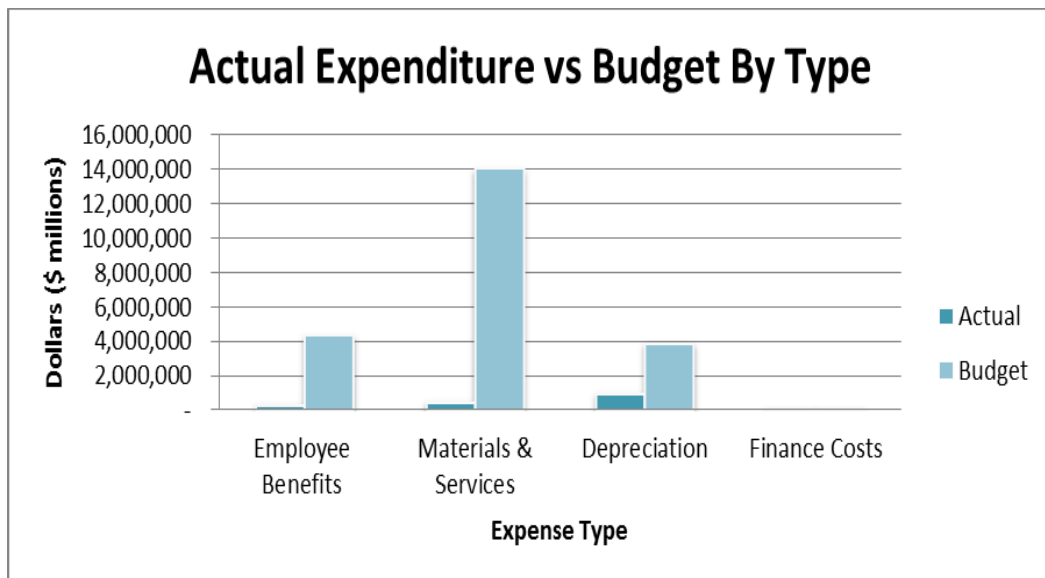
### Where has the money come from?



How has the money been spent?



Expenditure by Type



## 3. BUSINESS UNITS

<b>Water Utility</b>	<b>Burketown Year to Date Actual</b>	<b>Burketown Annual Budget</b>		<b>Gregory Year to Date Actual</b>	<b>Gregory Annual Budget</b>
<i>Revenue</i>	157,578	287,000		62,261	97,000
<i>Expense</i>	86,646	250,000		37,093	200,000
<i>Surplus/Deficit</i>	70,932	37,000		25,168	- 103,000
<b>Sewerage Utility</b>	<b>Burketown Year to Date Actual</b>	<b>Burketown Annual Budget</b>		<b>Gregory Year to Date Actual</b>	<b>Gregory Annual Budget</b>
<i>Revenue</i>	73,568	148,000		-	-
<i>Expense</i>	28,479	97,000		-	-
<i>Surplus/Deficit</i>	45,089	51,000		-	-
<b>Waste Management Utility</b>	<b>Burketown &amp; Gregory Year to Date Actual</b>	<b>Burketown &amp; Gregory Year Annual Budget</b>			
<i>Revenue</i>	50,340	100,000			
<i>Expense</i>	20,947	107,000			
<i>Surplus/Deficit</i>	29,393	- 7,000			
<b>Parks &amp; Gardens</b>	<b>Burketown Year to Date Actual</b>	<b>Burketown Annual Budget</b>		<b>Gregory Year to Date Actual</b>	<b>Gregory Annual Budget</b>
<i>Revenue</i>	-	-		-	-
<i>Expense</i>	46,845	160,000		19,358	75,000
<i>Surplus/Deficit</i>	- 46,845	- 160,000		- 19,358	- 75,000
<b>Housing</b>	<b>Burketown &amp; Gregory Year to Date Actual</b>	<b>Burketown &amp; Gregory Year Annual Budget</b>			
<i>Revenue</i>	59,514	225,000			
<i>Expense</i>	59,244	402,000			
<i>Surplus/Deficit</i>	270	- 177,000			
<b>Airports</b>	<b>Burketown Year to Date Actual</b>	<b>Burketown Annual Budget</b>		<b>Gregory Year to Date Actual</b>	<b>Gregory Annual Budget</b>
<i>Revenue</i>	8,616	37,000		-	-
<i>Expense</i>	15,468	90,000		5,720	75,000
<i>Surplus/Deficit</i>	- 6,852	- 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 within budget estimates. Budgetary positions will continue to be reviewed and monitored monthly.

No 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>	67,113	942,000	- 874,887	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>	226,224	750,000	523,776		Yes
<i>NDRRA Flood Damage Expenses</i>	1,114,085	11,000,000	9,885,915		Yes
<i>Shire Road Maintenance Expenses</i>	136,695	300,000	163,305		Yes
<i>TIDS Expenses</i>	41,567	457,000	415,433		Yes
<i>Roads to Recovery Expenses</i>	342,079	933,000	590,921		Yes
<i>Town Streets Maintenance Expenses</i>	11,213	100,000	88,787		Yes

Overall road revenue and expenditure is within budget.

No significant variances to report.

## 5.      VARIANCE ANALYSIS (Capital Works)

Project	Annual Budget	Year to Date Actual Expenditure	Variance Over (Under) to date	Comments
<b>LAND</b>	<b>54,000</b>	<b>34,033</b>	<b>19,967</b>	
Gregory Landfill Land	44,000	24,708	19,292	Within budget
Gregory Solar Land	10,000	9,325	675	Within budget
<b>BUILDINGS</b>	<b>930,000</b>	<b>80,561</b>	<b>849,439</b>	
House 10 Removal & Replacement	300,000	-	300,000	
Depot Upgrades (Burketown & Gregory)	240,000	67,161	172,839	
Gregory Hall Floor Replacement	10,000	-	10,000	
Visitor Information Centre	200,000	-	200,000	
HACC Hall Church roof restoration	30,000	13,400	16,600	
Public toilets refurbish Morning Glory Park	30,000	-	30,000	
SES Shed remove & replace	60,000	-	60,000	
Radio Hut	60,000	-	60,000	
<b>OTHER STRUCTURES</b>	<b>4,861,440</b>	<b>161,096</b>	<b>4,700,344</b>	
Burketown Mineral Baths	50,000	-	50,000	
Cemetery Niche Walls	20,000	-	20,000	
Cenotaph relocate Morning Glory Park	5,000	-	5,000	
Playground Morning Glory Park	75,000	13,419	61,581	
War memorial construction	20,000	-	20,000	
Water refill tanks at airport for emergency services	15,000	-	15,000	
Sports ground replace bar & bookie shed on raised viewing platform	5,000	-	5,000	
Gregory Water Treatment Plant Solar Array	1,311,440	127,607	1,183,833	
Boat Ramp Widening & Wharf Car Park Upgrade	2,500,000		2,500,000	
Gregory Airstrip lights	5,000		5,000	
Water – SCADA/telemetry, shedding & other improvements	700,000	19,000	681,000	
Satellite Backup System Install (ITERRA)	25,000		25,000	
Sewer - Pump station upgrade	90,000	1,070	88,930	
Burketown Landfill Improvements (Fencing, signage, bunding)	40,000		40,000	
<b>PLANT &amp; EQUIPMENT</b>	<b>1,093,000</b>	<b>23,000</b>	<b>1,020,000</b>	
Drake Low loader	165,000		165,000	
Cat Multi tyre roller	250,000		250,000	
Gregory Genset	30,000		30,000	
John Deere ride-on	49,000		49,000	
Toyota Hilux	51,000	23,000	28,000	
Workshop truck	110,000		110,000	
Toyota Hilux 4x4	40,000		40,000	
Kluger	65,000		65,000	
Toyota Prado	65,000		65,000	
Toyota Landcruiser	80,000		80,000	
Toyota Hilux 4x4	60,000		60,000	
Landcruiser	78,000		78,000	
Office Vehicle	50,000			
<b>ROAD INFRASTRUCTURE</b>	<b>2,575,080</b>	<b>563,722</b>	<b>2,011,358</b>	
Floraville Road Reseal Chainage 32.5 - 71.3	121,000	38,916	82,084	
Floraville Road Reseal Chainage 32.5 - 71.3	733,754		733,754	
Gregory Airport Reseal	330,000		330,000	
Doomadgee East Road Reseal Chainage 44.8 -64.1	294,326	2,651	291,675	
Doomadgee East Road Reseal Chainage 44.8 -64.1	279,000		279,000	
Gregory Lawn Hill Road pavement construction & resheeting	817,000	522,155	294,845	
<b>WATER INFRASTRUCTURE</b>	<b>35,000</b>	<b>-</b>	<b>35,000</b>	
Water - Raw water intake and storage Gregory	15,000	-	15,000	
Water – Raw water supply alternative intake Burketown	15,000	-	15,000	
Water - Treated water supply to wharf and bridge	5,000	-	5,000	
<b>SEWERAGE INFRASTRUCTURE</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>	
Passive Lagoons Design Work	5,000	-	5,000	
<b>TOTAL CAPITAL WORKS</b>	<b>9,553,520</b>	<b>862,412</b>	<b>8,641,108</b>	

## 6. STATEMENT OF FINANCIAL POSITION

	2017 - 18 Year to date Actual	2017 - 178 Annual Budget
<b>Assets</b>		
Current assets		
Cash and cash equivalents	17,081,515	7,213,336
Trade and other receivables	880,318	600,000
Inventories	263,180	193,943
Other financial assets	352,407	205,483
Total current assets	<b>18,577,421</b>	<b>8,212,762</b>
Non-current assets		
Property, plant and equipment	140,268,057	139,911,178
Total non-current assets	<b>140,268,057</b>	<b>139,911,178</b>
<b>Total assets</b>	<b>158,845,477</b>	<b>148,123,940</b>
<b>Liabilities</b>		
Current liabilities		
Trade and other payables	561,545	1,031,337
Borrowings	-	-
Provisions	126,107	175,794
Other current liabilities	-	-
Total current liabilities	<b>687,652</b>	<b>1,207,131</b>
Non-current liabilities		
Trade & Other Payables	-	-
Interest Bearing Liabilities	-	-
Provisions	617,241	619,885
Other	-	-
Total non-current liabilities	<b>617,241</b>	<b>619,885</b>
<b>Total liabilities</b>	<b>1,304,894</b>	<b>1,827,016</b>
<b>Net community assets</b>	<b>157,540,584</b>	<b>146,296,924</b>
<b>Community equity</b>		
Asset revaluation reserve	76,038,657	76,038,657
Retained surplus	81,501,927	70,258,267
Other Reserves	-	-
<b>Total community equity</b>	<b>157,540,584</b>	<b>146,296,924</b>

Overview

Unadjusted balances at the end of September show Councils total equity sitting at \$157 million. Balance sheet opening figures will draw from audited closing balances on finalisation of audit.

Cash & Cash Equivalents

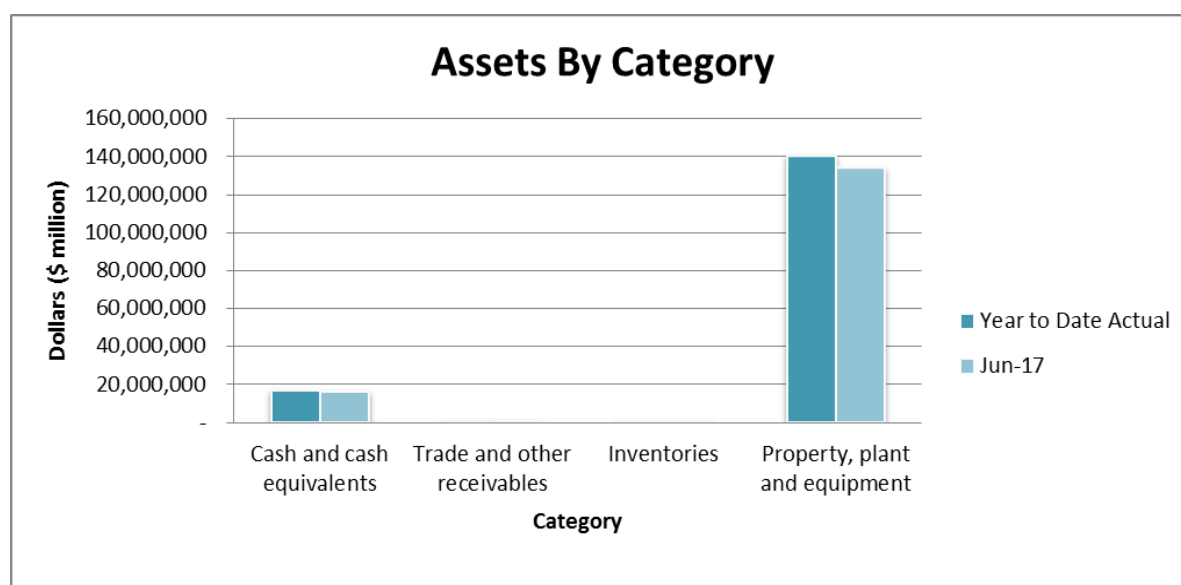
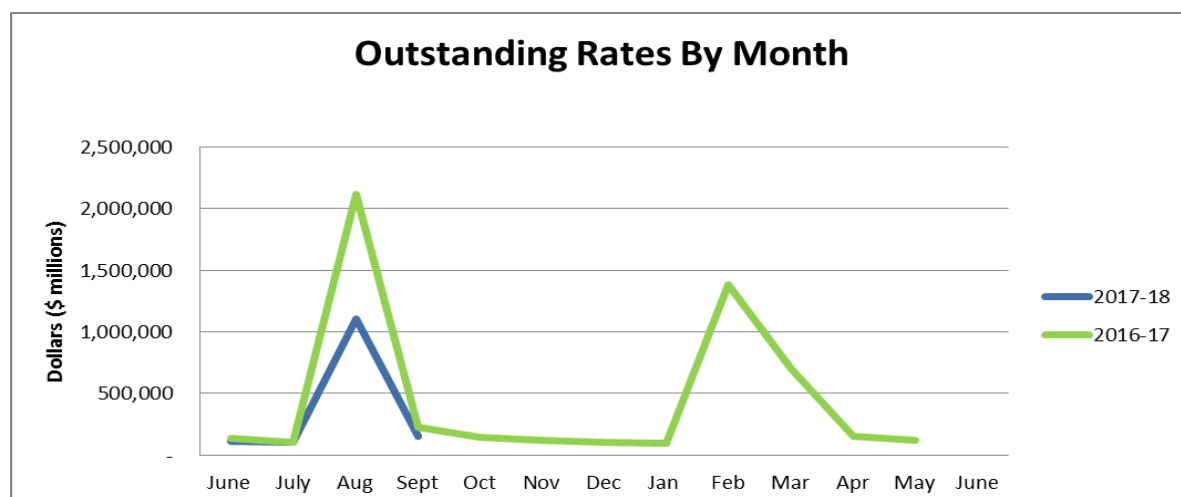
Cash balances at the end of June 2017 sat at \$16.4. At the end of September cash balances sat at \$17 million. Short term increases in cash balances as at the end of September should decline progressively to a balance of ~\$7.2 million in line with cash flow forecasts for the 2017-18 financial year.

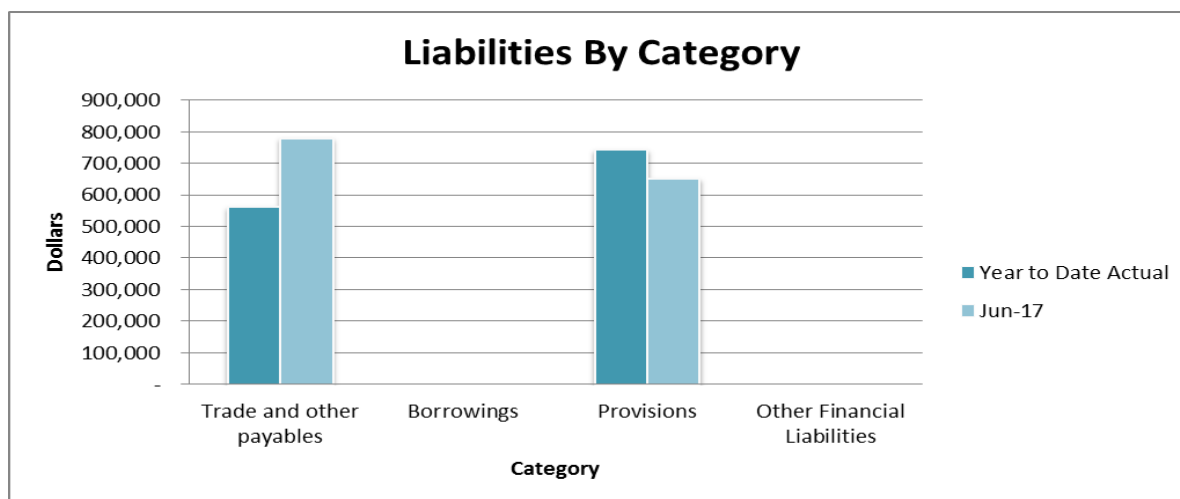
Cash holdings at the end of the month

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	\$ 15,681,826	\$ -	\$ -	\$ 1,399,130	\$ 17,080,956
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 September 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	27	Yes
Asset sustainability ratio	>90%	72%	No
Net Financial liabilities Ratio	<60%	-826.07%	Yes
Operating surplus ratio	Between 0 and 10%	-64%	No
Capital Expenditure Ratio	1:1	0.94	Yes

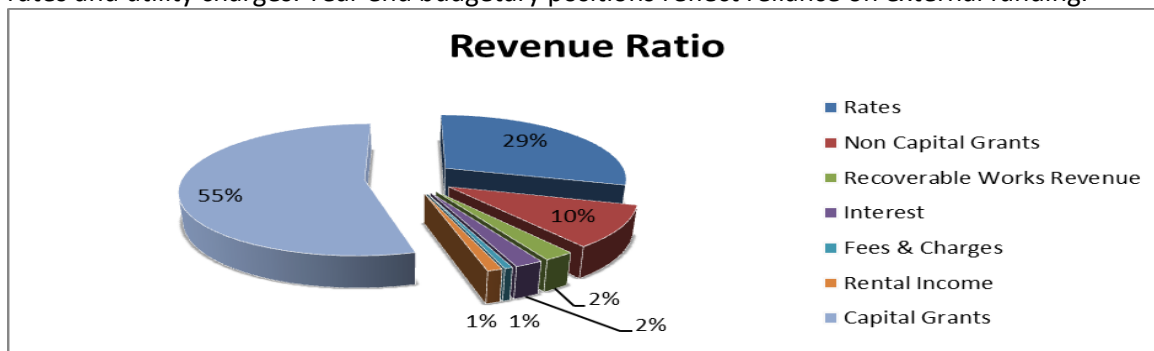
**The Current ratio:** Measures Council's ability to meet short term obligations from cash and liquid financial assets- Councils ratio at the end of the month indicates an ability to offset short term obligations from liquid financial assets.

**The Asset sustainability ratio:** Measures the extent to which infrastructure assets are being replaced as they reach the end of their useful lives – Councils ratio at the end of the month increased from the previous month but remained lower than the target ratio.

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

Revenue ratios at the end of the month reflect a recurring reliance on external revenue sources. Ratios at the end of September reflect that 10% of year to date operating revenue is derived from non capital grants; 55% of total revenue is deriving from capital grants while 29% is deriving from

rates and utility charges. Year end budgetary positions reflect reliance on external funding.



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 \$
<b>Cash flows from operating activities</b>		
Receipts from customers	1,460,111	3,667,000
Payments to suppliers and employees	- 2,996,370	- 18,402,600
	<b>- 1,536,259</b>	<b>- 14,735,600</b>
Interest received	94,772	254,000
Rental income	50,771	225,000
Non capital grants and contributions	479,373	7,438,900
Borrowing costs	-	-
<b>Net cash inflow (outflow) from operating activities</b>	<b>- 911,343</b>	<b>- 6,817,700</b>
<b>Cash flows from investing activities</b>		
Net payments for property, plant and equipment	- 912,385	- 9,553,520
Proceeds from sale of property plant & equipment	-	282,000
Grants, subsidies, contributions and donations	2,475,242	5,230,000
<b>Net cash inflow (outflow) from investing activities</b>	<b>1,562,857</b>	<b>- 4,041,520</b>
<b>Cash flows from financing activities</b>		
Proceeds from borrowings	-	-
Repayment of borrowings	-	-
Repayments made on finance leases	-	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>-</b>	<b>-</b>
<b>Net increase (decrease) in cash and cash equivalents held</b>	<b>651,514</b>	<b>- 10,859,220.00</b>
<b>Cash and cash equivalents at the beginning of the financial year</b>	<b>16,430,001</b>	<b>18,072,556.00</b>
<b>Cash and cash equivalents at end of the month</b>	<b>17,081,515</b>	<b>7,213,336</b>

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 Executive Manager Finance Monthly Report.

## ATTACHMENTS

## 1.      Creditor Payments Listing



Payments Listing  
Sept 2017.pdf

## Strategic Project Reports

### 09.03.01 Strategic Projects Reports

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DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	10 October 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

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#### 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
Contractor(s)	Ausnorth Consulting (Survey) FSG (Geotechnical) CivilPlus Construction (Civil) Car-park and shelter (TBD)
Status Update Provided	10 October 2016
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
Work completed last week	Crane pad established Drove fender piles Commenced cutting to height piles
Forthcoming work	Excavate to key beam and lay panels

Key Parameters	Status	Comments
Scope	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Project scope completed for boat ramp;</li> <li>Project scope completed for car-park;</li> <li>Project scope completed for entertainment area;</li> </ul>

Key Parameters	Status	Comments
Procurement	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ All PM services procured (Erscon)</li> <li>▪ All boat/barge ramp construction services procured (CivilPlus Constructions) <ul style="list-style-type: none"> <li>○ Provisional item (sub-grade) likely to be called upon. Final costings being confirmed.</li> </ul> </li> <li>▪ Procurement for car-park construction to proceed from December 2017.</li> <li>▪ Procurement for shelters/bbq to proceed from December 2017.</li> </ul>
Town Planning	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Accepted Development process considered at September 2017 Council meeting;</li> <li>▪ Notification of Construction notices sent to DAF (Marine Plants) and to EHP (construction in a coastal management district);</li> </ul>
Budget	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b> <b>Budget increased to enable delivery of project.</b>	<ul style="list-style-type: none"> <li>▪ All funding confirmed for funding programs: CRF (Community Resilience Fund), MIF (Marine Infrastructure Fund), NSRF (National Stronger Regions Fund), TTC (Transport &amp; Tourism Connection)</li> <li>▪ DTMR allocated additional funding through the MIF to ensure sufficient funding to deliver the project. BSC has also contributed additional funding to ensure project delivery.</li> </ul>
Reporting	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<p>CRF reports:</p> <ul style="list-style-type: none"> <li>▪ provided 4th week of every month</li> </ul> <p>NSRF Milestone Reports:</p> <ul style="list-style-type: none"> <li>▪ 4 August 2017 (submitted)</li> </ul> <p>NSRF Upcoming Milestone Reports</p> <ul style="list-style-type: none"> <li>▪ 30 November 2017</li> <li>▪ 28 February 2018</li> <li>▪ 31 July 2018</li> </ul> <p>MIF:</p> <ul style="list-style-type: none"> <li>▪ monthly teleconferences with DTMR</li> </ul> <p>TTC:</p> <ul style="list-style-type: none"> <li>▪ “monthly measure-up”</li> <li>▪ 30 June 2018: Acquittal Report</li> </ul>
Schedule	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Boat Ramp: 4 Sep 2017 – 9 Dec 2017 <ul style="list-style-type: none"> <li>○ Originally scheduled for 30 Nov 2017</li> <li>○ Contractors experiencing difficulties with differences between predicted and actual tides.</li> </ul> </li> <li>▪ Car Park: 2 Apr 2017 – 30 Jun 2017</li> <li>▪ Shelters: 2 Apr 2017 – 30 Jun 2017</li> </ul>

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

<b>Project Status Report</b>	
Project Name	Gregory Water Treatment Solar Power Project
Project Manager	Philip Keirle, BSC
Project Superintendent	Joseph Estrada, GHD
Contractor(s)	Pructon Engineering Pty Ltd (Water Storage and Treatment) Q Energy Solutions (Solar Array) FSG (Geotechnical) PH Davie Pty Ltd (Fencing)
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"> <li>▪ 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;</li> <li>▪ Repair clarifier and install clarifier platform;</li> <li>▪ Installation of additional monitoring capability, including 3 x turbidity meters; tank modifications to enable future trim dosing upgrade.</li> <li>▪ Replacement of existing generators (x2);</li> <li>▪ Installation of fencing for Gregory Solar Array;</li> <li>▪ Installation of 50kW solar array and 75kWh energy storage system</li> </ul>
Work recently completed	<p>Solar Array/Storage:</p> <ul style="list-style-type: none"> <li>▪ Generator shop drawings reviewed and issued with comments</li> <li>▪ Solar array foundation and support design drawings submitted for review 11/09/2017, all drawings referenced in the Form 15 to be submitted by QES for full review of the set.</li> </ul> <p>Water Storage/Treatment:</p> <ul style="list-style-type: none"> <li>▪ Tank manufacture in progress</li> <li>▪ Procurement of pipework materials in progress</li> <li>▪ Preparation of project plans in progress</li> </ul>
Forthcoming work	<p>Solar Array/Storage:</p> <ul style="list-style-type: none"> <li>▪ Update and resubmission of project plans.</li> <li>▪ Update and resubmission of generator shop drawings.</li> </ul> <p>Water Storage/Treatment:</p> <ul style="list-style-type: none"> <li>▪ Submission of updated program.</li> <li>▪ Submission of project plans.</li> <li>▪ Manufacture of tanks (at Rhino Tanks facility).</li> <li>▪ Procurement of pipework materials.</li> </ul>

Key Parameters	Status	Comments
Scope	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Project scope completed for water storage &amp; water treatment component: variations proposed in relation to trim-dosing (partially accepted) and for supply of additional turbidity meters (accepted);</li> <li>▪ Project scope completed for solar array &amp; energy storage component;</li> <li>▪ Project scope completed for fencing component of project</li> </ul> <p>Variation approved for the following additional scope:</p> <ul style="list-style-type: none"> <li>▪ Provision of blank-flanged inlet/outlet to each storage tank (to enable future retrofit of chlorine trim dosing system)</li> <li>▪ Installation and commissioning of 4 No turbidity meters (supply of turbidity meters by Council)</li> <li>▪ Variation for 'wider' pipe supports to accommodate the future chlorine trim dosing pipework.</li> </ul>
Procurement	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<p>Water Storage &amp; Treatment Optimisation:</p> <ul style="list-style-type: none"> <li>▪ Released: 22 Apr 2017</li> <li>▪ Closed: 16 May 2017</li> <li>▪ Awarded: 9 Jun 2017</li> </ul> <p>Solar Array &amp; Energy Storage:</p> <ul style="list-style-type: none"> <li>▪ Released: 3 Jun 2017</li> <li>▪ Closed: 27 Jun 2017</li> <li>▪ Awarded: 20 July 2017</li> </ul> <p>Solar Fencing</p> <ul style="list-style-type: none"> <li>▪ Released: 26 Jul 2017</li> <li>▪ Closed: 8 Aug 2017</li> <li>▪ Awarded: 11 Aug 2017</li> <li>▪ Completed: 1 Sep 2017</li> </ul>
Town Planning	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ MCU submitted to May 2017 Council meeting.</li> <li>▪ Council has complied with DTMR DA requirements to provide a Construction Management Plan and a Traffic Management Plan for the Solar Array Construction.</li> </ul>
Budget	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Fencing: as per budget.</li> <li>▪ Solar array: variations for additional array mounting posts, increase in generator rating based on reviewed load profile.</li> <li>▪ Water Treatment/Storage: part variation approved for trim-dosing. Full variation approved for supply of 4 x turbidity meters and associated installation/calibration equipment.</li> </ul>

Key Parameters	Status	Comments
Schedule	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ The project has been delayed by 46 days due to scoping of additional items for the Water Storage/Treatment Optimisation component of the project.</li> <li>▪ Delay on switchboard manufacture due to changes to SMA 12.3 multi-cluster box increase in size (new model).</li> <li>▪ Revise scheduled and cashflow endorsed by funding agency (Department of State Development)</li> </ul>
Reporting	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<p>Milestone 1: 30 March 2017 (completed)</p> <p>Milestone 2: 31 July 2017 (completed)</p> <p>Milestone 3: 14 October (pending)</p> <p>Milestone 4: 15 December 2017</p>

### 3. Drought Communities Program

Project Status Report	
Project Name	Drought Communities Program
Project Manager	Philip Keirle, Burke Shire Council
Project Superintendent	Heath Jones, Erscon Consulting (Lawn Hill National Park Road) Garry Jeffries, NQ Building Solutions (Landfill Fencing)
Contractor(s)	Ausnorth Consulting (Survey) K&G Booth Pty Ltd (Lawn Hill) Wiles Road Services (Lawn Hill) Graham Bailey Earthmoving (Lawn Hill) MALE Construction Fabrication & Marine (Fencing Project)
Status Update Provided	10 October 2016
Project Scope	150mm re-sheeting of Lawn Hill National Park Road between Ch2892 and CH21184  Installation of perimeter fencing/gating at the Burketown Landfill
Work completed last week	Approx Ch19000 to CH20500: 150mm subgrade ground surface treatment completed for this section of works.  Approx CH1700 to CH19684: 2,684m of gravel spread and compacted.

Project Status Report	
Forthcoming work	<p>Push-up 2,000m3 of gravel material for use in final section of road re-sheeting;</p> <p>Subgrade ground surface treatment and gravel stockpiling in preparation for gravel re-sheeting from CH19,000 to CH21,184m;</p> <p>Rectification works for Burketown Landfill Perimeter Fencing Project</p>

Key Parameters	Status	Comments
Scope	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Project scope changed to incorporate two projects: the Lawn Hill National Park Road Re-sheeting Project and the Burketown Landfill Perimeter Fencing Project.</li> </ul>
Procurement	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Lawn Hill National Park Project: <ul style="list-style-type: none"> <li>Awarded: 15 Nov 2016</li> <li>Variation 1: Feb 2017</li> <li>Variation 2: Jul 2017</li> </ul> </li> <li>Burketown Landfill Perimeter Fencing Project: <ul style="list-style-type: none"> <li>Awarded: 10 Oct 2016</li> </ul> </li> </ul>
Town Planning	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Lawn Hill National Park Road: NA</li> <li>BKT Landfill Perimeter Fencing: NA</li> </ul>
Budget	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Lawn Hill: a number of budget adjustments required to account for variations due to withdrawal from contract of 2 x contractors. Final variation anticipated in relation to requirement to access additional fill to complete re-sheeting project.</li> <li>BKT Landfill Fencing: the CH Monitoring budget exceeded initial estimates.</li> </ul>
Schedule	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Lawn Hill: completion date pushed backed by 1 month</li> <li>Landfill Fencing: completed in accordance with DCP schedule. Rectification works to be scheduled over coming weeks.</li> </ul>
Reporting	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Lawn Hill: final acquittal report due on 31 October 2017;</li> <li>BKT Perimeter Fencing: all reporting requirements completed. Project acquitted</li> </ul>

## 4.      BKT SCADA &amp; Telemetry Installation

Project Status Report	
Project Name	Burketown SCADA & Telemetry Project
Project Manager	Philip Keirle, EMSP
Project Superintendent	Mark Poynter, EMWI
Contractor	Austek Communications Pty Ltd
Status Update Provided	10 September 2017
Project Scope	To design, install and commission new control, telemetry and SCADA (Supervisory Control and Data Acquisition) systems for the Burketown water and wastewater infrastructure allowing for real-time remote monitoring and re-setting of systems and system components.

Key Parameters	Status	Comments
Scope	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Council endorsed an Alternative Scope provided by Austek Communications Pty Ltd</li> </ul>
Procurement	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Released: 4 August 2017</li> <li>▪ Closed: 23 August 2017</li> <li>▪ Awarded: 28 August 2017</li> </ul>
Town Planning	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Not applicable (Operational Works only)</li> </ul>
Budget	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	On track
Schedule	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	Design: 28 Aug – 6 Nov 2017 On site: 6 Nov – 11 Dec 2017 Completion: 4-11 December 2017
Reporting	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	Works 4 Queensland Project reporting

Project	Description	Update/activity for reporting month
Gregory ILUA #1	ILUA between Waanyi-BSC-QLD to regularize tenure over the Gregory landfill site and to acquire Council freehold over Lot 11 on SP287787 (land adjacent to the GRG WTP)	<ul style="list-style-type: none"> <li>▪ ILUA registered on 22 June 2017. Final Survey Plans to be submitted week beginning 7 Aug 2017;</li> <li>▪ Balance of acquisition payments made to DNRM on 25 Jul 2017.</li> <li>▪ Final requirement lodged – Stat Dec in relation to current and intended future use – lodged with DNRM.</li> <li>▪ DNRM to proceed to conclusion.</li> </ul>

Project	Description	Update/activity for reporting month
Gregory ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> <li>▪ Concept for land exchange ILUA developed and to be progressed with Waanyi and Paraway in the near future: dates TBD.</li> <li>▪ 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 30 Aug 2017.</li> <li>▪ Discussions focused on siting of future infrastructure proposed to be built in Gregory including a Rodeo facility and a Cultural Centre.</li> <li>▪ Site/Concept Plans and Feasibility Studies forwarded to Waanyi to assist with progression of concept plan.</li> </ul>
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.	<ul style="list-style-type: none"> <li>▪ Council to initiate ILUA discussions with Gangalidda Garawa from October 2017. Meeting dates have been requested.</li> <li>▪ DAF has provided initial feedback on proposal.</li> </ul>
Cultural Heritage Project: water access tracks, turnaround points and gravel pits	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	<ul style="list-style-type: none"> <li>▪ CH Surveys requested for all relevant gravel pits, water points, and turnaround points in the Burke Shire area. This incorporates all roads on Council’s network as well as access tracks and 30+ gravel pits.</li> <li>▪ These pits will be progressively surveyed throughout the remainder of 2017.</li> </ul> <p>Waanyi CH Surveys (does not include preliminary surveys or monitoring):</p> <ul style="list-style-type: none"> <li>▪ 5-6 June 2017</li> <li>▪ 25-28 Aug 2017</li> </ul> <p>G&amp;G:</p> <ul style="list-style-type: none"> <li>▪ 28 Aug-1 Sep 2017;</li> <li>▪ 11-20 Oct 2017.</li> </ul>

Project	Description	Update/activity for reporting month
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	Parties approaching in-principle negotiator agreement.
Burketown Mineral Baths	Installation of 3 x mineral baths (at 3 different temperatures) with associated infrastructure: decking, bird hides, barbeques etc.	<p>Draft 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"> <li>▪ Complete additional design work;</li> <li>▪ Complete additional survey and geotech as required;</li> <li>▪ Complete Detailed Design in a way that enables Council to satisfy town planning requirements received through the pre-lodgement process.</li> <li>▪ Form project committee with representatives from Gangalidda &amp; Garawa as joint trustees of the Environmental Reserve.</li> </ul>
Burketown Sewerage Treatment Plant Redesign	Upgrade to incorporate creation of wet weather storage lagoon (compliance), a packaged treatment plant with tertiary treatment capability (compliance), re-purposing of existing sewer line between STP and rodeo to enable recycling of water, trenching to School Oval to enable recycling of water and creation of sludge lagoon (compliance).	Project submitted for funding under the Local Government Grants & Subsidies Program.

#### 5. 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"> <li>- BKT-NMT Fibre</li> <li>- NMT-KMB Fibre</li> </ul> <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 completed;</p> <p>BKT-NMT Detailed Design completed</p> <p>Final Acquittal underway</p>

Project	Description	Update for reporting month
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 2  Go2Digital have produced a draft strategy for upgrading digital capability in the Gulf as this relates.  Project Coordinator meeting with Telstra in week beginning 9 October 2017
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 3  Tourism survey responses are being collated. Tourism Research Australia data compiled. One more quarter of data required before final compilation.
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 concluded. Initial presentations to Council concluded.  Discussions over Traditional Knowledge and IP continue.  MSQ and GSD representatives to discuss Boat Safety Application on 11 Oct 2017.

## 6. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects Report.

## ATTACHMENTS

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



171010 - Lower Gulf  
Marine \_ Riverine - up

2. Gulf Savannah Tourism Survey Project



171010 - Gulf  
Savannah Tourism Su

3. Digital Townships, Digital Tourism Project



171010 - Digital  
Tourism Project - upd

4. Digital Resilience & Capability Project



171010 - Digital  
Resilience \_ Capability

## 10. Closed Session Reports

10.01 Closed Session – Debt Report

10.02 Closed Session – LGGSP 2017-19 Projects for submission

10.03 Closed Session –Sub-contractor payments under Lawn Hill National Park Road Re-sheeting Project

## 11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

11.02 ALGA Local Government Community Infrastructure Program – ideas register

11.03 Operational Plan 2017-18 - Report 1st quarter - 1 July to 30 September 2017

## Chief Executive Officer Reports

### 11.01 Chief Executive Officer Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe; CEO
DATE REPORT PREPARED:	10 October 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

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#### 1. COMMUNICATION

**Councillor updates:** for the reporting month (as emailed on an ‘as happened’ basis during the month) are included in the attachment. Councillors who would like a printed copy can arrange through the Executive Assistant.

**Weekly contract updates:** these are provided weekly – now directly from the executive manager works and infrastructure (EMWI)

**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
<b>Biosecurity – regional pilot funding</b>	<p>As reported in September, 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.</p> <p>With support secured at the NWQROC meeting in Mount Isa on 13 September 2017, Southern Gulf NRM will present a submission on behalf of our region. The guidelines for this pilot have now been released, with expressions of interest closing on 01 December <a href="https://www.daf.qld.gov.au/biosecurity/about-biosecurity/enhancing-biosecurity-capability-and-capacity-in-queensland/regional-biosecurity-plans">https://www.daf.qld.gov.au/biosecurity/about-biosecurity/enhancing-biosecurity-capability-and-capacity-in-queensland/regional-biosecurity-plans</a>.</p> <p>SGNRM intend to complete an application based on the plan that the previously drafted, and convene a teleconference before finalising.</p>
<b>LGMA Conference Sep 2017</b>	<p>Employee health and wellbeing as a key driver of organisational success, along with leadership and organisational culture, was a recurring theme across the various speakers. Some pertinent takeaways:</p> <ul style="list-style-type: none"> <li>• Setting the organisational culture – critical for organisational success</li> <li>• Definition of culture: 3 or more people who consistently care about something</li> <li>• Culture is interactive – with a leader who sees greatness in others (versus a cult, where the leader sees greatness in themselves)</li> </ul>

Topic	Report
	<ul style="list-style-type: none"> <li>• Power belongs to staff not leaders – all plans, processes and initiatives are only good when the user believes they are good</li> <li>• ‘If humility is beneath you, leadership is beyond you’.</li> </ul> <p>One of the key speakers spoke about VUCA that is a consistent feature of the local government environment – volatility; uncertainty; complexity and ambiguity.</p>
<b>ICT – meeting with Civica</b>	<p>Civica provides cloud based services to Burke Shire as well as PCS rating and finance software. This is a limited and dated program designed for smaller local governments.</p> <p>Civica also offer Authority – a more sophisticated bespoke local government software program that is unsuitable for small local governments due to need for specialist expertise to manage and maintain infinite variables. The smallest local government using this software for instance has around 4,000 rate assessments.</p> <p>Civica are working on a project to develop a pre-configured version of Authority for small local governments – CEO, EMF and Brendan Macrae (chair of Burke Shire Audit Committee) met with Civica in Sydney on 22 September to discuss this initiative, along with general service levels for PCS:</p> <ul style="list-style-type: none"> <li>• Civica are intending to revitalise a user/special interest group project to improve knowledge sharing amongst the approx. 50 local governments still using PCS</li> <li>• Civica are sponsoring the Finance Professionals conference in Cairns 21-23 November. EMF attends this conference.</li> </ul>
<b>LGIEM – Local Government Independent Electoral Monitor</b>	<p>LGAQ engaged Greg Hoffman PSM to investigate the establishment of a Local Government Independent Election Monitor for the 2020 quadrennial elections. The LGAQ policy executive endorsed the recommendations the report, and it is anticipated that the LGIEM will be established at a cost of around \$300,000. Key points are:</p> <ul style="list-style-type: none"> <li>• Due to cost it will only be for the quadrennial election</li> <li>• Adopt independent fact checking network code of principles - purpose is to combat ‘fake news’ in favour of truthful and informed debate on the vision, values and policy proposals of candidates</li> <li>• Two part approach – proactive to identify negatives and promote positives; and reactive to receive referrals from candidates</li> <li>• Web based format (facebook, twitter, LinkedIn) available from Dec 2019 to Mar 2020</li> <li>• Led by an eminent, apolitical person (eg: retired judge) with a specialized team of 8 supported by students</li> <li>• Will be independent of LGAQ; but will be an incorporated subsidiary, and will access LGAQ administrative (not deliberative) support</li> </ul>

Topic	Report
<b>NOTAMS Gregory airstrip – not provided</b>	<p>Burke attempted to issue a NOTAM during the month to advise that the airstrip at Gregory would be closed for resealing of the runway.</p> <p>Airservices Australia confirmed by way of the email copied below that a NOTAM service is not provided for the airstrip at Gregory.</p> <p><b>From:</b> NOTAM Office [<a href="mailto:Nof@AirservicesAustralia.com">mailto:Nof@AirservicesAustralia.com</a>]  <b>Sent:</b> Saturday, 23 September 2017 1:36 PM  <b>To:</b> Mark Poynter  <b>Subject:</b> YGDS NOTAM service [SEC=UNCLASSIFIED]</p> <p>Hi Mark,</p> <p>See the below section from ERSA intro.</p> <p>Further to this, as Gregory Downs (YGDS) status is UNCR a NOTAM service is not provided.</p> <p>Thanks, Jackson.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">ERSA INTRODUCTION <span style="float: right;">17 AUG 2017</span> <span style="float: right;">INTRO - 4</span></p> <p style="text-align: center;"><b>AERODROMES &amp; FACILITIES AND LEGENDS</b></p> <p><i>Note 1: All elevations in this document are given in AMSL unless annotated otherwise.</i></p> <p><i>Note 2: Telephone numbers marked with the symbol ^ are recorded facilities.</i></p> <p><b>CAUTION</b></p> <p><b>Operations at uncertified and unregistered Aerodromes</b></p> <p>The information about the movement areas and lighting details of aerodromes that are uncertified and unregistered is subject to change without prior notice and is NOT subject to NOTAM action. Pilots and operators must contact the aerodrome operator directly to ensure currency and accuracy of aerodrome information.</p> <p>The following depiction is an example of the background colouring used to annotate an uncertified and unregistered aerodrome.</p> </div>
<b>Date reminders</b>	<p>Refer governance calendar and calendar invites with particular attention to:</p> <ul style="list-style-type: none"> <li>31 October: Special meeting</li> <li>01 November: (tentative) date for Special meeting to adopt the Annual Report followed by workshop to discuss forward capital works 18-19 and beyond</li> </ul>

## 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: originally planned for October 2017 however the register is still in progress
- Review operational plan to remove/condense matters relating to individual grants: for consideration in October operational plan update (dependent on completion of register)

A 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		Work completed
TIDS: Transport Infrastructure Development Fund   Various - 17-18	Needs date of latest application to RRTG	Approved to 19/20	March 2017	All projects and reporting on track
Roads to Recovery   Floraville Road & Doomadgee East Road rehabilitation - 17-18		5 yr program approved ends 18/19		All projects and reporting on track
Community Drought Support   Various - 2017	01-Oct-16	Deed executed		
Non-Recurrent Subsidy Program   VMR shed replacement - 2017	30-Nov-16	Deed executed		
Tourism Demand Driver Infrastructure Fund   VIC Restoration - 2017-18	06-Dec-16	Deed signed by Council and sent back to DTESB		

Grant and project	Applied Date	Status	Decision Date	Comment
Community Heritage Grant   Burketown and Normanton VIC collection preservation and training - 2017-18	00-Jan-00	Deed signed by Council and submitted to NLA		
Building Better Regions Fund - Community Investment Stream   Burke Shire Economic Development Strategy - 2017	31-Mar-17	Notification of success received 22/9/17	22-Sep-17	
Financial Assistance Grant (FAG) General Purpose   Various - 2017-18	N/A	Allocated to BSC for 2017-18 Fin year		
Financial Assistance Grant (FAG) Road Component   Shire Road Maintenance - 2017-18	N/A	Allocated to BSC for 2017-18 Fin year		
The Public Library Grant   - 2017-18	00-Jan-00	0		
RADF   Arts performance - 2017/18	18-May-17	Allocated to BSC for 2017-18 Fin year	01-Sep-17	
Get Ready   chainsaw course - 2017/18	TBA	Allocated to BSC for 2017-18 Fin year	08-Sep-17	
National Landcare program   Photo Comp at MGF - 2017	09-Aug-17	to be allocated	12-Sep-17	

## 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.

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)
		●	●	●		
Annual Financial Statements	EMF	●	●		Yes	EMF 25/08/17
Annual report	CEO	●	●	●	Yes	CEO: 05/09/17
Asset & Services Management Plan	EMWI	●	●		Yes	GPM: 29/09/16
Audit Committee Charter	EMF	●	●		Yes	EMF 25/08/17
Biosecurity Plan	EMWI	●	●		No	
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
DWQMP - Drinking water quality management plan	EMWI	●	●		Yes	DCEO 12/8/17
Environmental Authority ERA Permit EPPR00542713	EMWI	●			TBA	
Delegations Register: CEO to officers	CEO	●	●		Yes	CEO: 9/9/16
Delegations Register: Council to CEO	CEO	●	●		Yes	CEO: 9/9/16
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
Pest Management Plan	EMWI	●	●			
Quarry management plan	EMSP/EMWI	●	●			
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
RMPC (Road maintenance performance contract)	EMWI	●				
Roads – BSC 5 year road program	EMWI	●	●			
SafePlan 2 (WHS System) Annual WHS Action Plan	DCEO	●			Yes	DCEO: 21/7/17
SWIM (Statewide Water Information Management)	EMWI	●	●			
Traffic management registration scheme	EMWI	●			Yes	
Airport Reporting Manual	EMWI					
Transport Security Program for Burke Shire Council	EMWI	●				
Utilities and sewerage treatment plant						
Budget	EMF	●	●		Yes	EMF 25/08/17
Revenue Statement	EMF	●	●		Yes	EMF 25/08/17
EHP Annual Waste Surveys	EMWI		●		YES	EMWI 02/10/17

## 6.      DELEGATIONS CEO TO OFFICERS

Doc ID | 200935

Section 259 of the *Local Government Act 2009 (QLD)* provides for the CEO to delegate powers to an appropriately qualified employee or contractor. Section 260 requires the CEO to keep a register of such delegations, which may be inspected by the public. The register of delegations from CEO to officers is included in the attachments to the CEO report, and this (newly introduced) section reports a summary of delegations that the CEO reviewed during the reporting month.

Delegation	Review
Financial delegations	Full review and reformat Introduce Instrument of financial delegations Regular review of delegations for new and departing employees
<i>Local Government Act 2009</i>	Reviewed and updated from LGAQ delegations from CEO to officers template (partial – for further review)
Local Government Regulation 2012	Reviewed and updated from LGAQ delegations from CEO to officers template (partial – for further review)

## 7.      MEETINGS/CONFERENCES/DEPUTATIONS

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
Fri, 1-Sep-17	8.00am to 2.00pm	Exec Team Performance Reviews	Burketown - Nijinda Durlga	Exec Team
Thu, 7-Sep-17	12.00pm to 3.45pm	Town Planning Workshop	Burketown - Nijinda Durlga	Councillors, CEO, DCEO and Liz Taylor (Town Planner)
Thu, 7-Sep-17	4.00pm to 6.00pm	Department of State Development - Greg Palm and Brian Atherinos	Burketown - Nijinda Durlga	Councillors & Exec Management
Fri, 8-Sep-17	8.00am to 4.00pm	Roads Workshop	Burketown - Nijinda Durlga	Councillors & Exec Management
12 to 14-Sep-17		Local Government Managers Association QLD Annual Conference	Gold Coast	CEO
Wed, 13-Sep-17		NWQROC (North West Qld Regional Organisation of Councils)	Mount Isa	Mayor, DCEO, EMWI
Wed, 13-Sep-17	8.00am to 11.00am	RRTG (Regional Roads Transport Group)	Mount Isa	Mayor, DCEO, EMWI
Thu, 14-Sep-17	9.00am	Council Meeting	Burketown - Nijinda Durlga	Councillors, Management and EA

Date	Time	Meeting	Venue	Attendees
Mon, 18-Sep-17		External Audit		
Fri, 22-Sep-17	12.00pm to 2.00pm	Meeting with Civica re: Software	Sydney	CEO, EMF and Brendan Macrae
Thu, 28-Sep-17	12.00pm to 2.00pm	Bruce Walker, Regional Director, Department of Housing and Public Work	Burketown - Nijinda Durlga	Councillors & Exec Management
Sat, 30-Sep-17		Senator the Hon James McGrath	Burketown	Deputy Mayor, Cr Clarke, CEO, EMWI

#### 8. OFFICER'S RECOMMENDATION

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

#### ATTACHMENTS

ITEM	Attachment	Link
1. Communications	a) Councillor updates – as emailed for the reporting month	 Councillor updates.docx
	b) Councillor snapshot – as distributed after the previous ordinary meeting of council	 170914 Council Meeting Snapshot - S
2. General Items	Nil	
3. Submissions	Nil	
4. Grants Register	c) Grants Register: Doc ID 218540	 Grants Register.xlsx
	d) Register of Governance Instruments: Doc ID 197887	 BSC Register of Governance Instrum
6. Delegations	e) Register of delegations from CEO to officers   Doc ID 200935	 Burke Shire Council - Register of Delegatio
	f) New form – Instrument of Financial Delegations CEO to officers   Doc ID 218857	 FIN-FRM-013 Instrument of Delega
7. Meetings etc	g) Governance calendar – future meetings	 Governance Calendar- Meetings, (

## Chief Executive Officer Reports

### 11.02 ALGA Local Government Community Infrastructure Program – ideas register

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, CEO
DATE REPORT PREPARED:	29 September 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan; Operational Plan

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#### 1. PURPOSE

To prioritise projects for registration on the ALGA (Australian Local Government Association) community infrastructure ideas register.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Australian Local Government Association (ALGA) is developing a register of potential community infrastructure projects around Australia and has invited every local government to register at least three projects. ALGA intends to draw on this register to build an evidence-base to strengthen their case for a Commonwealth funding program to assist councils to undertake vital projects to meet community needs.

This initiative builds on a 2007 PricewaterhouseCoopers study into the financial sustainability of local government. One of the key recommendations from the PwC report was a proposal to establish a federal government community infrastructure initiative. An ideas register was developed to assist ALGA in putting the case for support for such a program and this led to \$1 billion in economic stimulus funding to respond to the 2008 Global Financial Crisis.

ALGA is now seeking input into the register to help make the case for another similar funding program.

#### 3. PROPOSAL

It is proposed that Council selects and registers at least three (and no more than five) projects on the ALGA community infrastructure ideas register.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

There is no cost for Council to register projects on the ALGA community infrastructure ideas register. The administrative time input is minimal, as the register only requires high level conceptual information.

There is as yet no announcement of funding for projects on the register; however ALGA has indicated its intention to call for local government community infrastructure funding at the level of \$300 million per annum for four years. Registration of projects helps to support ALGA's bid.

## 5.      POLICY &amp; LEGAL IMPLICATIONS

Instrument	Detail
Burke Shire Council Corporate Plan 2014 to 2019	<p>Section 5: Priority projects and Initiatives</p> <ul style="list-style-type: none"> <li>▪ Energy   Renewable reticulated power in Gregory</li> <li>▪ Recreation   Mineral Baths</li> <li>▪ Transport – roads   Savannah Way/ Highway one: externally funded sealing, raising of bridges and flood ways on Floraville Road (Leichhardt)</li> <li>▪ Waste   Establish waste transfer stations in Burketown and Gregory</li> <li>▪ Transport – water   Burketown Wharf Development: development of entertainment area</li> </ul>

## 6.      CRITICAL DATES &amp; IMPLICATIONS

ALGA has not provided a timeline or deadline. Timely registration of projects will assist ALGA to gather the evidence that they need to launch their bid for funding.

## 7.      CONSULTATION

CEO; EMWI; EMSP

## 8.      CONCLUSION

CEO and executive managers (works and infrastructure; and strategic projects) met on 29 September to workshop projects to propose to Council for inclusion on the register. In selecting projects, the following general philosophy was applied:

- Projects (or elements of projects) that are:
  - already in Council's priority pipeline (refer section 5 of the Corporate Plan 2014-19)
  - not yet proposed or progressed for funding
  - either renew or upgrade critical community infrastructure; or if new, are of significant community value (eg: mineral baths)

The following projects are proposed for Council to consider entering on the register:

Project and category	Brief description	Est \$	Status	Type	Notes/ additional information
<b>1. Waste transfer stations</b>  <i>Water and wastewater</i>	Transition from non-compliant legacy waste dumping sites, to waste transfer stations at Burketown and Gregory	100-500k	Real potential	Renew (or new?)	<p>This critical project will reduce the environmental impact of waste management in two remote locations. In particular at Burketown this will reduce the risk of environmental contamination of the Albert River and the pristine Gulf of Carpentaria estuarine environment.</p> <p>Council, community and traditional owners consider this a priority to protect the natural environment.</p>
<b>2. Leichardt River crossing</b>  <i>Other: roads and tourism</i>	Upgrade the Leichardt River crossing on Floraville Road along with the surrounding precinct	>2m	Early stage	Renew	<p>Floraville Road forms part of National Highway One/ Savannah Way that traverses Northern Australia from Cairns to Broome. This section is a LRRS (local road of regional significance) under control of Burke Shire Council. The crossing at the Leichardt River is upstream of a popular waterfall that attracts heavy visitation and ‘freedom’ campers.</p> <p>Improvement of the low level causeway at the Leichardt River, and surrounding precinct, ties in with a strategy to lift the generally poor standard of National Highway One/ Savannah Way in the development of Northern Australia. Savannah Way is listed as an Advance Cairns priority.</p>

Project and category	Brief description	Est \$	Status	Type	Notes/ additional information
<b>3. Mineral Baths</b> <i>Recreational facilities</i>	Convert natural flowing artesian bore into a mineral bath and outdoor precinct	500k-1m	In final development	New	<p>The Burketown Bore was drilled by the State Government and completed in December 1897. It has been free flowing ever since. As an outcome a wetland has developed that supports a range of wildlife and is popular with bird watchers.</p> <p>To take advantage of the natural benefits of artesian mineral waters and to formalise the area, a mineral bath precinct is proposed with associated bird hides and nature walk.</p>
<b>4. Green Gregory</b> <i>Other: Utility infrastructure</i>	Solar power network and raw water reticulation	500k-1m	Early stage	New	<p>Power: Gregory has historically been dependent upon generator power; to which residents have individually added solar generation capacity that if aggregated could power the town. Installation of appropriate infrastructure would enable Gregory to be power self-sufficient and free of generator power.</p> <p>Water: Gregory is blessed with abundant water from the Gregory River from which raw water is drawn and treated to supply drinking water. A significant amount of this treated water is also used for purposes such as lawn irrigation that could be met by a parallel raw-water service. This would reduce the cost of providing treated water, and also reduce demand on the water treatment plant to assist in improving the reliability and quality of the treated drinking water.</p>

Project and category	Brief description	Est \$	Status	Type	Notes/ additional information
<b>5. Burketown Wharf recreational precinct</b> <i>Recreational facilities</i>	The addition of recreational facilities at the newly constructed Burketown wharf and car park.	100-500k	Real potential	New	Improvements at the Burketown Wharf will foster continued strong usage by visitors and locals alike. To complement the newly constructed boat ramp and associated parking facilities, an adjacent recreational area has been planned including BBQ, picnic & entertainment areas for improved amenity to enjoy this river side location.

#### 9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council enter the following projects on the ALGA (Australian Local Government Association) Community Infrastructure Ideas Register – Scoping the Need:
  - a. Waste transfer stations (Burketown and Gregory)
  - b. Leichardt River crossing and precinct
  - c. Mineral Baths
  - d. Green Gregory (solar and raw water optimisation)
  - e. Burketown Wharf recreational precinct

#### ATTACHMENTS

1. Letter to Mayor Ernie Camp, from Mayor David O'Loughlin, President, ALGA (Australian Local Government Association) dated 14 September 2017 and received 22 September 2017



171012-A ALGA letter.pdf

2. Burke Shire Council Corporate Plan 2014 to 2019 – pages 16-17 (Section 5: Priority Projects and Initiatives)



Corporate Plan 2014 to 2019 - adopted 28

## Chief Executive Officer Reports

### 11.03 Operational Plan 2017-18 - Report 1<sup>st</sup> quarter - 1 July to 30 September 2017

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer
DATE REPORT PREPARED:	2 October 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan 2014-19

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#### 1. PURPOSE

- 1) To present the chief executive officer's written assessment of the local government's progress towards implementing the 2017-18 annual operational plan, for the three month period 01 July to 30 September 2017, in compliance with section 174 (3) of the Local Government Regulation 2012; and
- 2) To recommend amendments to the annual operational plan 2017-18 under the provisions of s174 (4) of the Local Government Regulation 2012.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Item	Date/ Decision no.	Comment
<b>Annual operational plan – LGR s174 (1)</b>	28 Jun 2017   170628.02	Adopted at Special meeting in conjunction with corporate plan update and annual budget
<b>Q1 report Jul-Sep</b>	12 Oct 2017	As presented October 2017 along with proposed amendments to the plan
<b>Q2 report Oct-Dec</b>		To be presented January 2018
<b>Q3 report Jan-Mar</b>		To be presented April 2018
<b>Q4 report Apr-Jun</b>		To be presented July 2018

The operational plan 2017-18 was presented with minimal changes to the 2016-17 plan; however a project was underway to simplify the document and its inclusions. Some of these changes are now ready to be made and are proposed within.

#### 3. PROPOSAL

**Report:** It is proposed that Council receives and publishes the report of progress towards implementing the 2017-18 annual operational plan, for the three month period 01 July to 30 September 2017, as attached.

**Amendments:** It is proposed that Council amends the annual operational plan as per the attachment and as documented below:

Item	Change	Rationale
<b>Bridge inspections</b>	Timing	Move from August to November re timing of combined RRTG (Regional Roads and Transport Group) project.
<b>Review of animal control local law</b>	Timing	Move from August 2017 to April 2018 due to other projects taking priority.
<b>Tourism and economic development Strategy</b>	Addition	<p>Burke Shire Council's corporate plan refers to an economic development strategy (7.1.2) and a tourism and events strategy (7.2.1). Council applied for funding under the Building Better Regions Fund for a combined strategy and has recently received advice that this application was successful. This project will now proceed in 17-18 and it is therefore appropriate to reflect in the operational plan.</p> <p>Council is also working on a strategy for camping in the Shire.</p>
<b>Riversleigh World Heritage area</b>	Addition	<p>The internationally renowned Riversleigh fossil site is a declared World Heritage area in the southern section of Lawn Hill National Park that holds some of the richest fossil deposits in the world. The relatively undeveloped site that is open to the public is in the Mount Isa LGA however the primary access is via roads under the control of Burke Shire.</p> <p>Mayor Ernie Camp, who is a member of the scientific committee for Riversleigh, has commenced raising awareness with ministers and government departments with the goal of promoting and protecting Riversleigh to reach its untapped potential.</p> <p>It is recommended that the operational plan is updated to reflect Council's aim to exercise its strong regional voice (Corporate Plan - Governance – 1.2.2) with all stakeholders to pursue a vision to protect and promote Riversleigh now and into the future to achieve its full value to science, education and tourism.</p>
<b>GSD secretariat</b>	Addition	<p>At the September 2017 ordinary meeting of Council, a decision was made to relocate the Gulf Savannah Development (GSD) secretariat from Carpentaria Shire to Burke Shire along with appropriate administrative and managerial oversight (170914.27). This is a major project with resourcing implications for Council that needs to be reflected in the operational plan. The action is aligned with 1.2.1 of the Corporate Plan - Council continues to work closely with regional organisations including Gulf Savannah Development.</p>

Item	Change	Rationale
<b>MICRRH nursing units</b>	Addition	<p>Burke Shire Council has resolved to provide land to the Mount Isa Centre for Rural and Remote Health for the purpose of student nurse accommodation (decisions 170518.12 and 170914.15). This project aligns with:</p> <p>Burke Shire Community Plan   2.2 Skills and education for local jobs:</p> <ul style="list-style-type: none"> <li>▪ Occupational based skill creation for the region's youth within a diverse field of occupations.</li> <li>▪ Higher skills maintained within the region</li> </ul> <p>1.2 Safeguard community and well being – planning and provision of community services and facilities</p> <p>Burke Shire Corporate Plan   4.1.2 Council supports local community groups through resource sharing and financial assistance   performance monitoring &amp; measuring for 5. Integrated Planning and Sustainable Development: Facilitate an increase in the aggregate amount of accommodation available in the Burke Shire   5.2 promote sustainable residential, commercial and industrial growth within the Shire.</p>
<b>Register of governance instruments</b>	Replace with single entry	<p>Add: line item referring to Council's instrument of governance.</p> <p>Remove: progressively remove (on a quarterly basis for expediency of administration) individual line items that relate to instruments of governance now captured, reported and monitored through Councils Register of Governance instruments.</p>
<b>Grants register and forward capital works</b>	Replace with single entry	<p>Council has developed a comprehensive register to manage, monitor and report on grants from the application stage through to acquittal. Officers responsible for funded projects provide weekly contract updates and monthly project reports. Council is developing a forward capital works plan to capture capital works from aspiration through to delivery.</p> <p>Add: line referring to the grants register and forward capital works plan.</p> <p>Remove: progressively remove (on a quarterly basis for expediency of administration) individual line items referring to funded projects. Single line will be retained where relevant with appropriate reference for instance 3. 4 Outcome: Council discharges all funding acquittal requirements for road and other funding programmes – this will retain one rather than many entries.</p>

Item	Change	Rationale
<b>Policies</b>	Replace with single entry	Council manages and reports policies through the policy register. Progressively remove (on a quarterly basis for expediency of administration) individual line items that relate to policies.

#### 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
<b>Local Government Act 2009</b>	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>
<b>Local Government Regulation 2012</b>	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>
<b>Annual Operational Plan</b>	2016-17	<p>As adopted by Council on 20 July 2016 (decision 160720.13).</p> <p>Document ID: 189876</p>

Instrument	Reference	Details
<b>Corporate Plan</b>	2014-2019	A review of the Corporate Plan 2014-19 is presented to Council at the Special meeting to be held 28 June 2017.

## 6. CRITICAL DATES & IMPLICATIONS

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.

With regard to the proposed amendments, it is timely to introduce these to reduce duplication of effort, and to add new activities that have evolved since the plan was adopted.

## 7. CONSULTATION

Executive management team; elected members via CEO reports

## 8. CONCLUSION

As previously noted, the operational plan 2016-17 had over 250 action items many of which repeated obligations under other governance instruments. The executive management team has been working to refine the operational plan for 17-18, whilst ensuring that efficient, effective and enduring processes are in place to meet and report on compliance and operational accountabilities.

A number of critical matters are now consolidated into other formats for compliance, monitoring and reporting purposes therefore multiple entries in the operational plan have been removed. These include governance instruments (reported monthly by CEO via new register), policies (reported monthly by DCEO following refinements to policy control processes) and grants (now managed and reported through grants register).

## 9. OFFICER'S RECOMMENDATION

1. That Council notes the content of this report and its attachments; and
2. That Council adopts the chief executive officer's written assessment of the local government's progress towards implementing the 2017-18 annual operational plan, for the three month period 01 July to 30 September 2017, in accordance with section 174 (3) of the Local Government Regulation 2012; and
3. That Council amends its annual operational plan 2017-18, in accordance with s174 (4) of the Local Government Regulation 2012, as per the attachment and recommendation provided with the following changes:

Item	Change
<b>Bridge inspections</b>	Timing
<b>Review of animal control local law</b>	Timing
<b>Tourism and economic development Strategy</b>	Addition
<b>Riversleigh World Heritage area</b>	Addition
<b>GSD secretariat</b>	Addition
<b>MICRRH nursing units</b>	Addition
<b>Register of governance instruments</b>	Replace with single entry
<b>Grants register and forward capital works</b>	Replace with single entry

Item	Change
Policies	Replace with single entry

#### ATTACHMENTS

1. Annual operational plan 2017-18 progress report | Q1 - 1 July 2017 to 30 Sep 2017



171012-A  
Operational Plan 2017



171012-A  
Operational Plan 2017

2. Report of proposed amendments to annual operational plan 2017-18

## 12. Corporate Services

12.01 Deputy Chief Executive Officer Report

12.02 Final Amendments to Proposed Burke Shire Town Planning Scheme

12.03 Internal Audit Committee Policy Removal

12.04 Donation Request - Gangalidda & Garawa PBC Aboriginal Corporation

## Deputy CEO Reports

### 12.01 Deputy Chief Executive Officer Report

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DEPARTMENT:	Office of the Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO / Ross Higgins; Acting Deputy CEO
DATE REPORT PREPARED:	22 September 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

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#### 1. PROGRESS AGAINST OPERATIONAL PLAN

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

Project	Description	September Action	Status Update
Planning & Development - governance review	Develop and implement governance framework for planning & development function of council	Consult	Review process has commenced; administration officer visited DILGP for training on 22 September
Tourism & Economic Development Strategy	If funded (application to BBRF)	Seek Quotes	Funding confirmed on 22 September; quotes to be sought
Customer Service Charter	Development and implementation of Customer Service Charter		Commences December 2017
Morning Glory Festival	Delivery of 2017 MGF	Deliver	Took place 29-30 September
Order of the Outback Ball	Delivery of 2018 OotOB	Consult	Investigation of grant rounds underway
Community Satisfaction Survey	Delivery of 2017 CSS		Planning to commence October 2017
Planning Scheme	Completion and adoption of Burke Shire Town Planning Scheme	Was due to be adopted in Aug/Sep	With DILGP for informal feedback; to be adopted at October Council meeting
WHS Audit	WHS External Audit		WHSC investigating options to be trained to undertake this work internally

Project	Description	September Action	Status Update
Induction Process	Development and implementation of staff induction process and documentation	Plan	HRWDC has engaged with internal staff and LGAQ to develop induction process
Training and Development Plan	Development of training and development plan for all staff		Consultation to commence November 2017; results from performance appraisals to be factored in
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 arranged; to take place in November 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	Publication process as per Agreement	Publishing agreement signed; final draft due end of October
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	Vote	Draft presented to staff on 22 September. Vote to take place 13 October.
Website Upgrade	Overhaul of the BSC website	Finalise and go live	Designs finalised; content development under way. Lagging, but not time critical.

Project	Description	September Action	Status Update
Ongoing Process Improvement	Ongoing series of process improvements	Durlga Ops Improvement	Ongoing, but schedule lagging due to competing priorities.
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, if not before. Contract has been signed.

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 has been awarded the contract to replace Council's aging radio hut. Foundations have been excavated but slab was not poured before concrete contractor left town. Planned to be completed prior to the end of October.

## 3. ADMINISTRATION

### General Administration and Events

Please see the Administration and Community Services Coordinator Report for details of Administration, IT, Records, EHO and Events attached.

There is a comprehensive up-date on the Morning Glory Festival provided in the Community Development and Tourism Officer report.

## 4. HUMAN RESOURCES

### Departures:

- Jamie Kerr (Casual Truck Driver)
- Shannyn Anderson (Casual Admin Officer)
- Norm Welsh (Mechanic) – Resigned as from 13 October.

- Ray Egan (Acting Works Manager)

Appointments:

- Andrew McKenzie commenced 4<sup>th</sup> September 2017 as HR and Workforce Development Coordinator (HRWDC).
- Ross Higgins is back filling the DCEO's leave from 20 September to 23 October
- Claude Cooling commences as Utilities Crew Member 4<sup>th</sup> October 2017.
- Sage Marshall commences as fixed term casual RMPC Labourer 4<sup>th</sup> October (fixed term ceasing 22<sup>nd</sup> December 2017).

Recruitment:

Council is currently advertising for:

- Part-time Administration Officer (Gulf Savannah Development)
- Part-time Casual Finance Officer
- Mechanic / Apprentice Mechanic (replacing Norm Welsh, and backfilling apprentice should Matthew Douglas be successful with the Mechanic's vacancy)

Enterprise Bargaining:

Following further meetings of the JCC, staff were presented with the final draft of the proposed Certified Agreement on Friday 22<sup>nd</sup> September 2017. Representatives from the CFMEU and AWU held a meeting with the workforce on Thursday 28<sup>th</sup> September 2017 to further explain the proposed Agreement.

With staff having the proposed Certified Agreement for at least 14 days, with opportunity to obtain explanation from both Management and the Unions, it is proposed that the final draft be put to a workforce vote on 13 October 2017.

Staff Performance Reviews:

Performance appraisals are currently being completed by staff.

Training:

The following training has taken place over the last month:

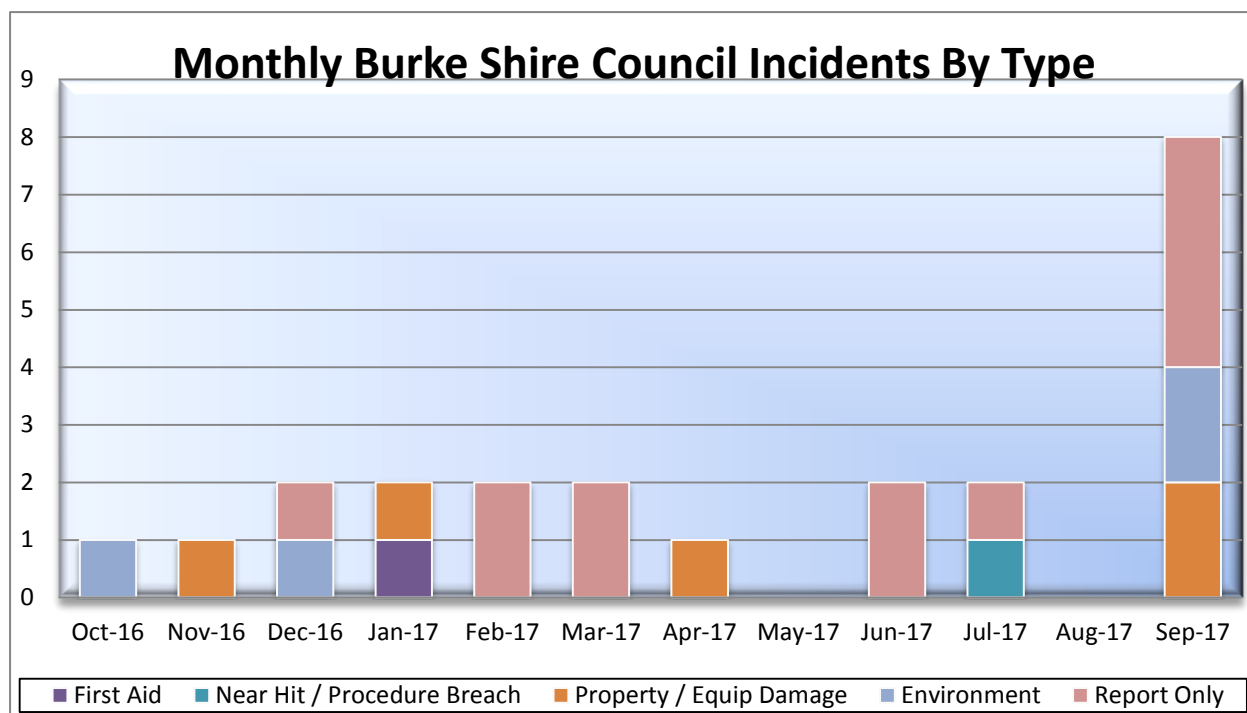
- Apprenticeships and Traineeships are ongoing;
- Weekly toolbox training continues, plus additional safety training from the WHSC as required.

Other Matters:

- Nil

## 5. WORKPLACE HEALTH AND SAFETY

There were a number of minor operational incidents reported for the month of September 2017 which are noted in the report. However, Burke Shire Council has been able to maintain a "Nil" recording of incidents in the areas of Total Recordable Injuries (TRI), Lost Time Injuries (LTI), Medical Treatment Injuries (MTI), Restricted Work Injuries (RWI) and First Aid Injuries (FAI). 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

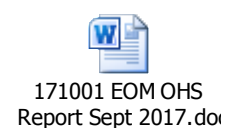
That Council notes the contents of the Deputy CEO's October 2017 report.

#### ATTACHMENTS

1. September 2017 ACS Report



2. September 2017 WHS Report



3. Policy Review Spreadsheet



4. DCEO Project Plan



## Deputy CEO Reports

### 12.02 Final Amendments to Proposed Burke Shire Town Planning Scheme

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DEPARTMENT:	Planning and Development
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO (report prepared by Liz Taylor, Consultant Town Planner)
DATE REPORT PREPARED:	25 September 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

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#### 1. PURPOSE

To provide Council with a final draft town planning scheme to adopt, incorporating public submissions made during the consultation phase.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

During public notification of the proposed planning scheme nine (9) submissions were received; of these six (6) were Properly Made and three (3) were received after the public notification period had closed. However, Council has resolved to consider all submissions lodged in relation to the proposed planning scheme, as per Resolution 170817.23.

Councillors have work-shopped the submissions lodged in relation to the draft planning scheme during an internal workshop with senior Council officers and at a second workshop with Council's consultant planner on 7 September 2017.

Each submission is identified below and attached to this report with advice in relation to whether planning issues raised in each submission have been incorporated into the proposed planning scheme.

#### 3. PROPOSAL

Department of Agriculture and Fisheries – dated 27/06/2017 – Properly Made; refer to [Appendix 1](#), which attaches the submission and includes commentary on Council's response.

Department of Housing and Public Works – dated 29/06/2017 – Properly Made; refer to [Appendix 2](#), which attaches the submission and includes commentary on Council's response.

Department of Transport and Main Roads – dated 30/06/2017 – Properly Made; refer to [Appendix 3](#), which attaches the submission.

The DTMR submission requested that the State controlled roads be identified on a plan in the proposed planning scheme. The State controlled roads are now identified on the Strategic Framework Plan.

Department of Environment and Heritage Protection – dated 30/06/2017 – Properly Made; refer to [Appendix 4](#), which attaches the submission and includes commentary on Council's response.

Department of Natural Resources and Mines – dated 30/06/2017 – Properly Made; refer to [Appendix 5](#), which attaches the submission and includes commentary on Council's response

Department of Infrastructure, Local Government and Planning – dated 03/07/2017 – Not Properly Made; refer to Appendix 6, which attaches the submission and includes commentary on Council's response.

Mr Mal England – dated 02/08/2017 – Not Properly Made; refer to Appendix 7, which attaches the submission.

Mr England requested that he is land in Burketown (Lot 64 B1365) be included in the Township zone - Residential precinct to better enable bank finance for development. The land is sited with two other lots on the periphery of the Township zone and is therefore suitable for inclusion in the Township zone. However, the site is somewhat constrained and so it was determined that while the site could be included in the Township zone it was not suitable for inclusion in the Residential precinct. The Burketown Zoning/Precinct Plan has been amended accordingly.

Mr Paul Poole and Ms Amanda Wilkinson – dated 17/07/2017 – Not Properly Made; refer to Appendix 8, which attaches the submission.

Mr Poole and Ms Wilkinson requested that their land in Burketown (Lot 46 B1364) be removed from the Township zone - Residential precinct and be included in the Township zone- Commercial precinct. The site is well located to be included in the Commercial precinct as it adjoins several sites already designated Commercial precinct and on that basis Council agreed to include the site in the Township zone - Commercial precinct. The Burketown Zoning/Precinct Plan has been amended accordingly.

#### Other Mapping Amendments

A review of the precinct boundaries in Burketown at the time of reviewing the Poole/Wilkinson submission identified another site (Lot 204 SP287767) that should correctly be removed from the Township zone - Residential precinct and included in the Township zone - Commercial precinct, as a major part of the site was in the Township zone -Commercial Precinct. The Burketown Zoning/Precinct Plan has been amended accordingly.

In addition, during the Gregory public meeting to discuss the proposed planning scheme it was identified through a site inspection and a review of a contour plan provided by the land owner that part of the rear of the Gregory Hotel site (Lot 24 SP265808) was suitable for future development but was included in the Recreation and open space zone while the front of the site, where the hotel is located, is included in the Township Zone –Commercial Precinct.

The Gregory Zoning and Precinct Plan has been amended to include part of the rear of the site in the Township zone with no precinct designation, adjoining land to the front remaining in the Township zone – Commercial precinct with the balance of the site to the rear, which adjoins the Gregory River remaining in the Recreation and open space zone.

In addition, other mapping amendments were made to ensure the mapping was consistent and reflected up to date development and cadastre information.

Burke Shire Council, prepared by consultant planner E Taylor, dated 26/06/2017 – Properly Made; refer to Appendix 9, which attaches the submission and includes commentary on Council's response but does not include the tracked copy of the proposed planning scheme referenced in the submission as most of amendments were agreed to by Council or varied/refined at the workshop by Council and are now shown in the tracked version of the proposed planning scheme, attached at Appendix 10.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

Under s118 (1)(c) of SPA the Local Government is required to consider all properly made submissions about the proposed planning scheme:

*(c) if public consultation about a proposal mentioned in paragraph (a) must be carried out—*

- i. the local government to have available for inspection and purchase during all of the consultation period a copy of the proposed planning scheme or planning scheme policy; and*
- ii. members of the public to make submissions to the local government about the proposed planning scheme or planning scheme policy; and*
- iii. the local government to consider all properly made submissions about the proposed planning scheme or planning scheme policy; and*
- iv. the local government to advise persons who make a properly made submission about how the local government has dealt with the submission; and*
- v. the local government to give the Minister a notice containing a summary of matters raised in the properly made submissions and stating how the local government dealt with the matters; and*

6. CRITICAL DATES & IMPLICATIONS

The October 2017 Ordinary Council Meeting would be an appropriate time to adopt this document to allow the final state interest check and submission of the scheme to the Minister to occur.

7. CONSULTATION

Consultation has occurred between Liz Taylor, Council's Consultant Town Planner, DILGP representatives and the Deputy CEO in the preparation of this report.

8. CONCLUSION

Formalising Council's treatment of these submissions is a required step in the process of adopting a new Town Planning Scheme, and it is hoped that the proposed draft scheme is a richer and more effective instrument following the consultation process.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Endorse the proposed planning scheme and send the following documentation to the Department of Infrastructure Local Government and Planning (DILGP) for a final State Interest Check, prior to adoption and gazettal by Council, in accordance with the requirements of the Sustainable Planning Act 2009 (SPA):
  - a. a copy of the page of the paper advertising the Public Notification of the Burke Shire proposed planning scheme, which clearly shows the date the advertisement appeared in the paper and the period of Public Notification; and
  - b. a copy of this report, including attachments and any other Council resolutions relating to the Public Notification/submission process; and
  - c. a tracked copy of the complete proposed planning scheme; and
  - d. for ease of reference, an accepted tracked copy of the complete proposed planning scheme.
  - e. That the Department of Infrastructure Local Government and Planning (DILGP) be requested to transition the proposed final planning scheme under the Planning Act 2016, to enable the final planning scheme to be adopted and gazetted by Council in compliance with the Planning Act 2016.

ATTACHMENTS

1. Appendices 1-9; being:

- a. DAF Submission
- b. DHPW Submission
- c. DTMR Submission
- d. DEHP Submission
- e. DNRM Submission
- f. DILGP Submission
- g. Mr Mal England Submission
- h. Mr Paul Poole and Ms Amanda Wilkinson Submission
- i. Burke Shire Council Submission



2017 09 15 Report  
Appendices 1-9.pdf

2. Appendix 10 – Final Tracked Draft Planning Scheme



Appendix 10 2017  
September FINAL TR/

## Deputy CEO Reports

### 12.03 Internal Audit Committee Policy Removal

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DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	19 September 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

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#### 1. PURPOSE

To relegate Council's Internal Audit Committee Policy to obsolescence.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Internal Audit Committee Policy was adopted by Council Resolution 13.140918 in September 2014, as Council moved to establish an audit committee. The Policy (attached) largely restates Council's obligations under the relevant legislation to manage its internal audit function.

Since inception, Council has built a more robust internal audit function and governance framework, including an Internal Audit Charter, Internal Audit Plan and Internal Audit Procedure (all three adopted August 2016 and reviewed May 2017 by Council resolution 170518.17). In addition to addressing the legislative requirements, these three documents provide more in-depth strategic and practical guidance for the management of Council's audit committee and internal audit function. They are attached for reference.

#### 3. PROPOSAL

With the adoption of Council's Internal Audit Charter, Plan and Procedure, there is no practical need for an Internal Audit Committee Policy. It is proposed that this Policy be made obsolete and removed from Council's register of active policies.

Council's existing governance framework –in addition to the relevant legislation and standards – is adequate to manage our audit committee and internal audit function

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Obsolescence will remove the need to review this policy on an ongoing basis. It will not have a financial or resource implication on either Council's audit committee, or internal audit. Both of those functions will continue – as auspiced – through the Charter, Plan and Procedure.

#### 5. POLICY & LEGAL IMPLICATIONS

As outlined in the Internal Audit Procedure:

Section 207 of the *Local Government Regulation 2012* requires that:

(2) For each financial year, a local government must-

- a. Prepare an internal audit plan; and
- b. Carry out an internal audit; and
- c. Prepare a progress report for the internal audit; and
- d. Assess compliance with the internal audit plan.

Section 207 further outlines the requirements of Council's internal audit plan:

(3) A local government's internal audit plan is a document that includes statements about-

- a. The way in which the operational risks have been evaluated;
- b. The most significant operational risks identified from the evaluation; and
- c. The control measures that the local government has adopted, or is to adopt, to manage the most significant operational risks.

Section 207(3) requires that a local government must give its audit committee-

- a. The progress report mentioned in subsection (1)(c); and
- b. At least twice during the year after the internal audit is carried out, each of the following documents-
  - i. A summary of the recommendations stated in the report;
  - ii. A summary of the action that have been taken by the local government in response to the recommendations;
  - iii. A summary of any actions that have not been taken by the local government in response to the recommendations.

Council, at the Ordinary Council meeting of 16 June 2016, by virtue of DEL-BSC-033, delegated authority to the CEO to discharge the requirements established in section 207 of the Local Government Regulation 2012. By virtue of section 105(1) of the Local Government Act 2009, this delegation requires that the CEO establishes an efficient and effective internal audit function.

## 6. CRITICAL DATES & IMPLICATIONS

This is not a time-critical decision, as the new framework (Charter, Plan and Procedure) is already in effect. However, the October 2017 Council Meeting would be an appropriate time to make this decision.

## 7. CONSULTATION

In preparing this report, the DCEO consulted with the Executive Manager Finance and sought advice from Brendan Macrae, Council's Audit Committee Chairperson. Brendan's advice is attached.

8.      CONCLUSION

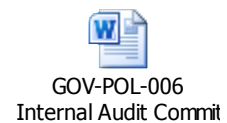
Council has, in recent years, improved both the function and governance of its Audit Committee and Internal Audit Function through the adoption of a compliant and robust Charter, Plan and Procedure. As such, this Policy has been superseded and is no longer a necessary piece of our maturing governance framework.

9.      OFFICER'S RECOMMENDATION

1.    That Council note the contents of the report; and
2.    That Council resolve to make GOV-POL-006 Internal Audit Committee Policy obsolete

ATTACHMENTS

1.    GOV-POL-006 Internal Audit Committee Policy



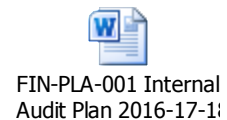
2.    FIN-PRO-006 Internal Audit Procedure



3.    FIN-CHA-001 Internal Audit Charter



4.    FIN-PLA-001 Internal Audit Plan



5.    Advice from Brendan Macrae regarding Internal Audit Committee Policy



## Deputy CEO Reports

### 12.04 Donation Request - Gangalidda & Garawa PBC Aboriginal Corporation

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	4 October 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

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#### 1. PURPOSE

To provide information to Council regarding a donation request received from Gangalidda & Garawa PBC Aboriginal Corporation.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

2014/15 financial year Council donated in kind services of \$3100 for accommodation to assist with weed control program in Gregory. This included Kitchen and Lounge Facilities from 9th May to 9 July 2015 at the Gregory Depot.

#### 3. PROPOSAL

##### Purpose or Function:

To assist the Savannah Guides School, 19-22 October hosted in Burketown.

##### Project Summary:

Savannah Guides School has participants attending from different locations nationally involved in tourism. The event will be held in the BSC venue Nijinda Durlga Building 19-22 October 2017. A Star Gazing Tour & Dinner including Bush Tucker will be held 21 October 2017.

##### Who will participate:

Gangalidda and Garawa Yalgurli Tour Rangers

CLCAC Gangalidda and Garawa Rangers

Wellesley Islands GRAC IPA Rangers and approximately 45 participants registered from around Queensland and interstate

##### Target Audience:

Indigenous & non-indigenous tourist operators, guides and businesses.

##### Donation Support Request:

- Use of bus 19 – 22 October 2017
- Supply and deliver 2 portable toilets to the Stargazing site on the salt flats at 2pm Saturday 21 October and pick up the next day

How Council will be recognized and acknowledged:

Through Yagurli Tours Face-book Page  
CLCAC Face-book page and CLCAC Newsletter.

Total project cost

	\$\$
Own cash contribution	No information supplied
Own in-kind contribution	No information supplied
Other funding sources	No information supplied
Council Donation Request	4,714.73 (In-Kind \$3186.00 + 1528.73)
Total project cost	\$ 4,714.73

List Sources for Other Funding:

Local business sponsorship

4. FINANCE & RESOURCE IMPLICATIONS

Council currently has \$22,661.30 remaining in its 2017-18 donations budget.

5. POLICY & LEGAL IMPLICATIONS

Under Council's Grants to Community Organisations Policy, Council is required to report on donations made in its annual report and also on its financial statement. These will be available to the public and other authorities on the Council website.

Further, for applications for \$1,000 or more, Council will require provision of set of audited financial statements.

6. CRITICAL DATES & IMPLICATIONS

Given the time frame of this request, it would be highly desirable that Council make a resolution on this matter at 12 October 2017 Ordinary Council Meeting to provide certainty to Savannah Guides in advance of their event.

7. OFFICER'S RECOMMENDATION

That Council

1. note the contents of the report; and
2. approve the Use of bus for 19 – 22 October 2017; and
3. supply and deliver 2 portable toilets to the Stargazing site on the salt flats at 2pm Saturday 21 October and pick up the next day; and
4. provide BBQs (from the Durlga) for Saturday 21 October 2017.

ATTACHMENTS

1. Attachment 1 – Costings to deliver, empty and retrieve 2x portaloo's
2. Attachment 2 – Costings for hiring Councils bus



Private Works  
Gangalidda.xls



Doc 221488 RE  
Savannah Guides Sch

### 13. Late Reports

None at time of agenda preparation.

### 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 Simmonds and Bristow

### 18. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 16 November 2017.