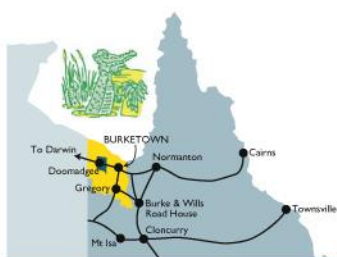




## Confirmed Minutes Burke Shire Council Ordinary General Meeting Thursday 23 November 2017 9.00am Council Chambers

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## 01. Opening of Meeting

**The Chair declared the meeting open at 9.26am.**

## 02. Record of Attendance

Cr Paul Poole; Deputy Mayor (Chair)  
Cr John Clarke  
Cr John Yanner  
Cr Tonya Murray

Sharon Daishe; Chief Executive Officer  
Nils Hay; Deputy CEO  
Mark Poynter; Executive Manager Works and Infrastructure  
Philip Keirle; Executive Manager Strategic Projects – via telephone  
Madison Marshall; Executive Assistant (Minutes)

Absent                      Cr Ernie Camp; Mayor  
                                 Simbarashe Chimpaka; Executive Manager Finance

### 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 to take part in the meeting by teleconferencing:**

- **Philip Keirle, Executive Manager Strategic Projects (EMSP)**

**Moved:**                      Cr Murray

**Seconded:**                Cr Poole

**Carried 171123.01            4/0**

## 03. Prayer

**Cr Clarke led Council in prayer.**

## 04. Consideration of applications for leave of absence

**That Council grant leave of absence for Mayor Ernie Camp for the 23 November 2017 Ordinary meeting of Council.**

**Moved:**                      Cr Poole

**Seconded:**                Cr Clarke

**Carried 171123.02            5/0**

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

### 05.01 General Meeting 12 October 2017 and Special Meeting 16 November 2017

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

- i. **Ordinary Meeting of Council held on 12 October 2017**
- ii. **Special Meeting of Council held on 16 November 2017**

**Moved: Cr Yanner**

**Seconded: Cr Clarke**

**Carried 171123.03 4/0**

## 06. Condolences

**No condolences were noted for the meeting.**

## 07. Declaration of Interests

- i. **Cr Murray –Perceived Conflict of Interest – Item 12.04**

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

### 08.01 Notices of Motion

**No notices of motion were received for this meeting.**

### Attendance

Mangubadijarri Yanner entered the meeting at 9.34am to speak to his petition.

Mark Poynter left the meeting from 10.03am to 10.14am.

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

### 08.02 Petitions

- i. **Petition to develop the state of our town – Mangubadijarri Yanner**

Mangubadijarri Yanner spoke to the above petition that he had presented to the CEO on 6 October 2017. CEO and EMWI responded verbally to the issues raised, and the CEO issued a written

response. Councillors and staff thanked Mr Yanner for bringing community concerns to Council's attention.

### Attendance

Mangubadijarri Yanner left the meeting at 10.17am.

Michael Mackintosh (Queensland Reconstruction Authority), Keith Luckhurst (George Bourne & Associates) and Richard Back (George Bourne & Associates) entered the meeting at 10.18am.

Madison Marshall left the meeting from 10.35am to 10.38am.

## 17. Deputations and presentation scheduled for meeting

### 17.01 Michael Mackintosh – Queensland Reconstruction Authority

Michael made a presentation to Council on the Natural Disaster Relief and Recovery Arrangements (NDRRA) reform.

### Adjournment

Council adjourned the meeting for morning tea from 10.52am to 11.16am; all were present at the resumption except Sharon Daishe, Philip Keirle, Michael Mackintosh, Keith Luckhurst and Richard Back.

### Attendance

Sharon Daishe entered the meeting at 11.18am.

Philip Keirle phoned in to the meeting at 11.54am.

## 09. Works, Services and Finance 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:	12 November 2017
LINK TO COUNCIL PLAN/S:	Works Programme

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#### 1. PROJECTS

##### VARIOUS (mostly co-funded)

- East Doomadgee Reseal - Completed
- Floraville Road Reseal -Completed
- Gregory Airport Reseal - Completed
- Lawn Hill National Park Road - Completed
- Visitors Centre Re-stumping - Completed
- Gregory WTP Solar
  - Solar panel, power cube (battery bank) and generator installed.
  - Awaiting delivery of second generator and final commissioning which is expected prior to the end of November.
- Gregory WTP Tanks
  - Contractor mobilising to site in the coming week to commence foundation construction.
  - Original schedule now delayed by >45 days with expected completion in January 2018.
- Transmission Hut
  - New hut to be delivered week starting Nov 13.
  - Final installation planned for Nov 21. There will be an outage of all radio and TV services on that day. Public notices will be issued.

##### WORKS FOR QUEENSLAND – ROUND 1

- Depot upgrades
  - Burketown depot shed construction now complete. Internal fit out in progress.
  - New ablutions block for Gregory depot has been delivered and will be installed prior to the end of the month.
- Community hall
  - Kitchen and bathroom renewal currently underway.
- Water treatment upgrades

- Burketown WTP SCADA currently in design and fabrication stage with installation expected at the end of November.
- Water filter replacement at Burketown WTP not achievable within the remaining budget or timeline. Servicing of existing pumps and other smaller improvements will be achieved.
- Sewer manhole replacement - Completed.
- Sewer pump stations
  - Project awarded and fabrication of replacement underway.
- Cemetery
  - Project awarded and construction underway.
- Gregory airport
  - Solar light repaired and complete.
- Public toilets
  - Project awarded and construction underway.
- Playground
  - Landscape architect has finalised the Morning Glory park master plan.
  - Playground and fitness stations ordered and construction starting Nov 20.
  - Playground shelter construction starting Nov.
  - Local storm water drainage improvement added to the scope.

#### NDRRA

PROJECT	CONTRACTOR	PROGRESS
<b>2016 QRA - E</b>	Commins Contracting	Completed
<b>2016 QRA - NW</b>	Qcrush	Underway
<b>2016 QRA - Stabilisation</b>	SPA	Completed
<b>2016 QRA - SW</b>	Graham Bailey	Completed

#### PLANNING AND UNDER DEVELOPMENT

- SES Shed
  - Flat-pack construction solution current the preferred option.
- Sewerage Treatment Plant
  - Refer EMWI report (executive manager strategic projects)
- Removal of waste tyres from Burketown & Gregory landfills
  - Regional 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 in order to prepare business case and identify grant funding.
- Waste Management and Recycling Strategy
  - Refer to strategic projects report (executive manager strategic projects)

## 2. ROADS

Ongoing spot repairs to combat pot holes on sealed roads. TMR tourism signage currently being installed on major roads.

## Century Mine Heavy Vehicle Movements

The transportation of large dump trucks has commenced with minimal impact to local traffic and without incident to date.

## 3. RMPC

Work continues on 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 13 October 2017.

2017-18	Allocation	Claim 2	Funds Remaining
Schedule 1	\$365,384.00	\$5,895.75	\$305,718.35
Schedule 2	\$318,256.00	\$38,056.05	\$115,019.77
Schedule 3	\$212,000.00	\$0	\$166,496.00
Schedule 4	\$45,000.00	\$0	\$7,950.00
Schedule 5	\$2,000.00	\$0	\$2,000.00
Total	\$942,640.00	\$43,951.80	\$597,184.12

## 4. AIRPORTS

All aspects of the Gregory aerodrome reseal project have been completed.

Due to a lightning strike in the proximity of the Burketown airport, the Pilot Activated Lighting system has failed. As an outcome, lights were left on 24hrs a day while repair options are investigated.

## 5. WORKSHOP AND FLEET

The following major tasks have been completed.

Plant #	Description	Maintenance	Scheduled
426	Low Loader	Lights	No
427	Side Tipper	L/H/R wheel hub, oil leak	No
428	Side Tipper	Rear door ram, oil leaks	No
469	PS300B Multi tyre	Over heated, thermostat	No
474	Rosa Bus	Speedo fault, A/C, clean	No
480	Western Star Prime Mover	Hub seal, relay valve	No
505	Kubota Ride on	Check over, oil leak	No
519	Jetpatcher	DPD fault, blockage, kero	No



Plant #	Description	Maintenance	Scheduled
522	140M Grader	Check over	No
523	140M Grader	Overheat	No
527	Crossley Genset	Check overs, fuel	No
538	Workshop Truck	Prepare for trade	Yes
539	TRSS Hilux	70k service	Yes
540	USM Hilux	50k service, Navman	Yes
542	Hino Genset	Oil leak	No
543	Hino Genset	Water pump, belts	No
546	Kubota M9540 Tractor	Overheat, hitch, blades	No
551	Western Star Prime Mover	130k service, stay, tyre	Yes
554	Triple Road Train	Tyres, tyres	No
560	Pump Stand	Replace pump	No
562	226B3 Skid Steer	Auger teeth	No
568	Kioti Ride On	500 hr service	Yes
585	Job Truck	Navman, batteries, crane	No
586	Side Tipper	Rear door ram	No
587	Pad Foot Roller	Tension pad shells	No
589	RMPC Truck	45k service, replaced tyres	Yes
591	Gregory Hilux	50k service	Yes
592	Water Truck	40k service	Yes
592	Water Truck	L/H drop bar fell off	No
593	Job Truck	70k service, Navman, evap	Yes
599	EWMI Hilux	10k service, mudflap	Yes
600	Workshop Truck	Induction, stickers, fit out	Yes

The following budgeted items are currently in the procurement process:

- Low Loader ordered 27/07/17 with expect delivery late November
- 50 kva Genset which was budgeted for now longer required
- Utilities Hilux Extra Cab (91,208kms) to be replaced with utility/plumbing truck ordered 27/07/17. Currently in final stages of build.
- New Workshop Truck delivered on 3/11/17

Monthly fuel burn for yellow fleet 3,552 litres.

## 6. TRAFFIC COUNTS

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

## 7. TOWN AND RURAL SERVICES

All operations proceeding as normal.

## 8. HOUSING/BUILDING MAINTENANCE

All council building assets fumigated as part of the annual maintenance plan.

## 9. WATER

Water quality audit report received and submitted to the regulatory authority. The Water Quality Management Plan will be updated to incorporate the audit results.

Water Usage

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
September 16501 kl	October 15613 kl	-888 kl
	Daily Usage (kL)	Outflow To Town (L/s)
Highest Daily Usage	813	Avg: 7.25
Lowest Daily Usage	242	Avg: 3.16

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 **2,294 litres** per person<sup>2</sup>.

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
September 5531.4 kl	October 5681.8	150.4 kl
	Daily Usage (kL)	Outflow To Town (L/s)
Highest Daily Usage	600.1 Kl	Avg: 6 l/s
Lowest Daily Usage	60.2 Kl	Avg: 3 l/s

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

Average Gregory daily water consumption is **16,500 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 Round 2 funding.

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

<sup>2</sup> Assume population of 230 residents

<sup>3</sup> True population guestimated at full time 20 residents.

- Gregory
  - Plant preparing for transition to solar power and installation of new storage tanks.

#### 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 as an indicator of system leakage.

#### State-wide Water Information Management (SWIM) results

Performance Indicator	Performance Measure	Yearly Target	October 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	1	14
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	1	18

## 10. SEWERAGE

Collection

- Sewer manholes inspected during the installation of new lids (Burke Street). All in very good working order.
- Works on the sewer manhole lids have now been completed on Burke Street.
- Repairs have been carried out on the Gregory street resident sewer connection.

Treatment Plant

- Blivet maintenance undertaken and operating well with no major issues.
- All Sewer samples passed.

Effluent license parameters and non-confirming results

- All samples passed

## 11. OFFICER'S RECOMMENDATION

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

**09.01.01 Works and Services Monthly Report**

**That Council notes the contents of the Works and Services October report.**

**Moved: Cr Clarke**

**Seconded: Cr Poole**

**Carried 171123.04 4/0**

## Attendance

Mark Poynter left the meeting at 11.56am.

## 09.03.01 Strategic Projects Reports

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DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	15 November 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	15 November 2017
Original completion date	Barge Ramp: 30 November 2017 Car-park and entertainment area: 30 June 2018
Revised completion date	Barge Ramp: 16 December 2017 Car-park and entertainment area: 30 June 2018
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	Grouted Rock Batter and Concrete Drains Completed
Forthcoming work	Cast in-situ concrete works to continue from 20 November 2017 pending suitable concrete test results.

Key Parameters	Status	Comments
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 – 16 Dec 2017 <ul style="list-style-type: none"> <li>○ Originally scheduled for 30 Nov 2017</li> <li>○ Issues related to supply of material, tides and concrete quality testing</li> </ul> </li> <li>▪ Car Park: 2 Apr 2017 – 30 Jun 2017</li> <li>▪ Shelters: 2 Apr 2017 – 30 Jun 2017</li> </ul>
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: <ul style="list-style-type: none"> <li>○ Fender pile variation approved</li> <li>○ Sub-grade variation approved</li> </ul> </li> <li>▪ Project scope completed for car-park;</li> <li>▪ Project scope completed for entertainment area;</li> </ul>
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>○ Sub-grade procurement and installation completed.</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>
Planning Assessment	<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>

Key Parameters	Status	Comments
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>Weekly update reports issued by Erscon to DTMR</li> </ul> <p>TTC:</p> <ul style="list-style-type: none"> <li>“monthly measure-up” required once car-park component of project commences</li> <li>30 June 2018: Acquittal Report</li> </ul>

## 2. UT001 WATER - SOLAR ARRAY AND TREATED WATER OPTIMISATION - GREGORY

Project Status Report	
Project Name	Gregory Water Treatment Solar Power Project
Project Manager	Philip Keirle, BSC
Project Superintendent	Joseph Estrada, GHD
Contractor(s)	<p>Pructon Engineering Pty Ltd (Water Storage and Treatment)</p> <p>Q Energy Solutions (Solar Array)</p> <p>FSG (Geotechnical)</p> <p>PH Davie Pty Ltd (Fencing)</p>
Status Update Provided	15 November 2017
Original completion date	14 October 2017
Revised completion date	<p>31 January 2018</p> <p>Funding Agreement End Date: 30 June 2018</p>
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>

Project Status Report	
Work recently completed	<p>Solar Array/Storage:</p> <ul style="list-style-type: none"> <li>▪ Power3 on site installation completed (including batteries, inverter chargers, switchboard and PLC).</li> <li>▪ Inverters site installation completed.</li> <li>▪ Genset 1 (22kVA) delivered to site</li> <li>▪ Genset 2 (60kVA) dispatched to QES by manufacturer on 09/11/2017.</li> <li>▪ Generator shop drawings reviewed and issued with comments (12/09/2017 – requiring amendment and resubmission).</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>▪ Updated Program submitted</li> <li>▪ Tank manufacture completed and stored at Rhino warehouse in Brisbane</li> <li>▪ Pipe support galvanization in progress</li> <li>▪ Clarifier platform fabrication</li> <li>▪ Project plans submitted and reviewed</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 including shop drawings for the new 60kVA generator.</li> <li>▪ Delivery of Genset 2 (60kVA).</li> <li>▪ Genset 1 and 2 site installation (planned week 20/11/2017)</li> </ul> <p>Submission of solar array foundation and support design drawings as referenced in the Form 15 certification. Water Storage/Treatment:</p> <ul style="list-style-type: none"> <li>▪ Submission of the remainder of project plans.</li> <li>▪ Pipe support galvanisation.</li> <li>▪ Clarifier platform fabrication.</li> <li>▪ Start of site works by 14/11/2017. Manufacture of tanks (at Rhino Tanks facility).</li> <li>▪ Procurement of pipework materials.</li> </ul>



Key Parameters	Status	Comments
Schedule	On-Track   At-Risk   Off-track	<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>▪ Running parallel and within the 46 day delay horizon, are delays related to the switchboard manufacture, procurement of additional fuel storage and additional work required on the generators.</li> <li>▪ Revised Project Schedule and cashflow endorsed by funding agency (Department of State Development). Project to be completed by end of January 2018.</li> </ul>
Scope	On-Track   At-Risk   Off-track	<p>Variation approved for the following additional scope:</p> <p>Water Storage &amp; Treatment Optimisation</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> <p>Solar Array and Energy Storage System</p> <ul style="list-style-type: none"> <li>▪ Installation of additional mounting</li> <li>▪ Additional 2,500L of double-bunded fuel storage and fuel pump</li> <li>▪ Change from 2 x 22kVa generators to 1 x 22kVa and 1 x 60kVa generator</li> </ul>
Procurement	On-Track   At-Risk   Off-track	<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>

Key Parameters	Status	Comments
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 and additional fuel storage</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>
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: 8 January 2018</p> <p>Milestone 4: 1 March 2018</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	15 November 2017
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 month	Lawn Hill National Park Road: completed BKT Perimeter Fencing Project: completed (see below)
Forthcoming work	Rectification works for Burketown Landfill Perimeter Fencing Project

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 back 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 (delayed pending final payment of Wiles Road Services);</li> <li>BKT Perimeter Fencing: all reporting requirements completed. Project acquitted</li> </ul>

#### 4. BKT SCADA & TELEMETRY INSTALLATION

Project Status Report	
Project Name	Burketown SCADA & Telemetry Project
Project Manager	Philip Keirle, EMSP
Project Superintendent	Mark Poynter, EMWI

Project Status Report	
Contractor	Austek Communications Pty Ltd
Status Update Provided	10 September 2017
Original completion date	4-11 December 2017
Revised completion date	No change
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. Any variations to be secured under separate arrangement.
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
NWQ Quarry Management Strategy	Regional project designed to improve Council compliance in relation to Quarry/Gravel Pit operations and to generate a suite of materials and schedules to facilitate improve Quarry operations and stakeholder relations.	<ul style="list-style-type: none"> <li>▪ Released audit tool to RRTG member Councils</li> <li>▪ Submission of pre-lodgement materials to EHP in relation to &lt;5,000t per annum sites.</li> <li>▪ DAF to participate at upcoming NWQRRTG Technical Committee meeting in Cloncurry on</li> </ul>

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>Lot 11 on SP287787: Deed of Grant issued to Council</li> <li>Lot 5 on SP265803: Deed to be issued ~end of November 2017.</li> </ul>
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 the commercialization of current sales permits. Likely that Council will require special dispensation to proceed down this path given that there is no current market of sufficient size for the supply of material.</li> </ul>

Project	Description	Update/activity for reporting month
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, 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>
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>

Project	Description	Update/activity for reporting month
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).	<p>Project successful in obtaining funding under the LGGSP</p> <p>Council has made contact with EHP to discuss amendments to Council's Environmental Authority prior to commencing procurement.</p> <p>Council may seek to submit this project for additional funding through the BBRF Infrastructure Investment Scheme.</p>

#### 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>
Digital Townships, Digital Tourism	GSD to produce report into prospects and approaches to coordinate the whole-of-Gulf in a digital data acquisition program, focusing on tourism and digital infrastructure.	<p>See Attachment 2</p> <p>Go2Digital have produced a draft strategy for upgrading digital capability in the Gulf as this relates.</p> <p>Project Coordinator meeting with Telstra in week beginning 9 October 2017</p>
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.	<p>See Attachment 3</p> <p>Tourism survey responses are being collated. Tourism Research Australia data compiled. One more quarter of data required before final compilation.</p>

Project	Description	Update for reporting month
Lower Gulf Marine & Riverine Infrastructure & Economic Development Project	<p>GSD to explore options and provide economic modelling around marine and riverine-based economic development opportunities in the Lower Gulf.</p> <p>Discussions have been wide-ranging to date</p>	<p>See Attachment 4</p> <p>Presentations to stakeholder groups in the Gulf concluded. Initial presentations to Council concluded.</p> <p>Discussions over Traditional Knowledge and IP continue.</p> <p>MSQ and GSD representatives discussed Boat Safety Applications on 11 Oct 2017.</p>

6. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects Report.

**09.03.01 Strategic Projects Reports**

**That Council receives the Strategic Projects Report.**

**Moved: Cr Murray**

**Seconded: Cr Clarke**

**Carried 171123.05 4/0**

Attendance

Cr Murray left the meeting from 12.22pm to 12.29pm.



## 09.03.02 Review and adoption of FIN-POL-011 Asset & Services Management Policy and FIN-STR-001 Asset & Services Management Strategy

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DEPARTMENT:	Works and Infrastructure; Finance; Governance
RESPONSIBLE OFFICER:	Philip Keirle, EMSP
DATE REPORT PREPARED:	13 November 2017
LINK TO COUNCIL PLAN/S:	Council Policy Review (non-statutory)

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### 1. PURPOSE

To review two key components of Council's Asset & Service Management Framework:

- FIN-POL-011 Asset & Services Management Policy;
- FIN-STR-001 Asset Management Strategy.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted FIN-STR-001, the Asset & Services Management Strategy for the first time in at the Ordinary Council meeting in November 2015. The Strategy was reviewed and adopted at the November 2016 Council meeting.

Council adopted a revised version of FIN-POL-011, the Asset & Services Management Policy at the Ordinary Council meeting in November 2015. The Policy was reviewed and adopted at the November 2016 Council meeting. Both documents were developed by Council management in consultation with CT Management Group.

The Asset Management Policy details the guiding principles for Council's approach to Asset Management.

The Asset Management Strategy looks more closely at the myriad components of an effective Asset Management system and elaborates the guiding principles for each of these components: asset acquisitions and disposals, decision-making frameworks, whole-of-life costings, asset renewal programs, modelling of operational and maintenance budgets for asset classes.

### 3. PROPOSAL

That Council adopts the Asset & Services Management Policy as submitted.

That Council adopts the Asset & Services Management Strategy as submitted.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

The 2017-18 budget provides an allocation for Asset Management

### 5. POLICY & LEGAL IMPLICATIONS

While there is no particular requirement to develop and adopt Asset Management Policies and Strategies, these documents are integral components of an asset management system of governance. The LGA 2009 and LGR 2012 speak to requirements related to the development, adoption and continual revision of a local government's asset management plan.

Instrument	Detail
Local Government Act 2009	<p>Section 104(5)(a)(ii)</p> <p>(5) The system of financial management established by a local government must include:</p> <p>(a) the following financial planning documents prepared for the local government:</p> <p>(ii) a long-term asset management plan.</p>
Local Government Regulation 2012	<p>Section 167 Preparation of long-term asset management plan</p> <p>(1) A local government must prepare and adopt a long-term asset management plan.</p> <p>(2) The long-term asset management plan continues in force for the period stated in the plan unless the local government adopts a new long-term asset management plan.</p> <p>(3) The period stated in the plan must be 10 years or more.</p> <p>Section 168 Long-term asset management plan contents</p> <p>A local government's long-term asset management plan must</p> <ul style="list-style-type: none"> <li>(a) Provide for strategies to ensure the sustainable management of the assets mentioned in the local government's asset register and the infrastructure of the local government.</li> <li>(b) State the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan; and</li> <li>(c) Be part of, and consistent with, the long-term financial forecast.</li> </ul>

## 6. CRITICAL DATES & IMPLICATIONS

The Ordinary Council meeting of November 2017 would be an appropriate time to review and adopt the Asset & Services Management Policy and the Asset and Services Management Strategy.

## 7. CONSULTATION

Internally reviewed. No amendments suggested/recommended.

## 8. CONCLUSION

The annual review of core asset and services management documentation – plans, policies, strategies – is important to ensure that the principles and practices of asset and services management are subject to consistent review.

## 9. OFFICER'S RECOMMENDATION

- a) That Council notes the contents of this report; and
- b) That Council receives and adopts the Burke Shire Council Asset Management Policy; and
- c) That Council receives and adopts the Burke Shire Council Asset management Strategy.

**09.03.02 Review and adoption of FIN-POL-011 Asset & Services Management Policy and FIN-STR-001 Asset & Services Management Strategy**

- a) That Council notes the contents of this report; and**
- b) That Council receives and adopts the Burke Shire Council Asset Management Policy; and**
- c) That Council receives and adopts the Burke Shire Council Asset Management Strategy.**

**Moved:** Cr Clarke

**Seconded:** Cr Yanner

**Carried 171123.06 4/0**

## 10. Closed Session Reports

That Council move into closed session to discuss confidential items as stated in the *Local Government Regulation 2012* in Chapter 8 Administration, Part 2 Local government meetings and committees, under *Sections 275 (1) (c, g and h)*.

(c) the local government's budget;

(g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; and

(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**Council moved into closed session at 12.31pm.**

**Moved: Cr Murray**

**Seconded: Cr Yanner**

**Carried 171123.07 4/0**

## Adjournment

Council adjourned the meeting for lunch from 12.50pm to 2.02pm; all were present at the resumption except Philip Keirle.

## Attendance

Philip Keirle phoned in to the meeting at 2.16pm.

## Move into Open Session

**That the meeting resume in open session to consider recommendations arising out of the closed session.**

**Council resumed open session at 3.10pm.**

**Moved: Cr Murray**

**Seconded: Cr Yanner**

**Carried 171123.08 4/0**

## 10.01 Closed Session – BBRF Round 2 Projects for submission

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(c) The local government's budget, and that the document remain confidential unless council decides otherwise by resolution.
2. That Council determines that it will apply for a grant from the Australian Government's Building Better Regions Fund (BBRF) Infrastructure Projects Stream to fund the Burketown Sewerage Treatment Plant Redesign Project noting that:
  - a. Council has entered into a Deed of Agreement with the QLD Department of Infrastructure, Local Government and Planning for funding under the *Local Government Grants and Subsidies Program* (LGGSP) for this project (decision 171012.16 refers); and
  - b. The BBRF grant application will be to co-fund the project with LGGSP.
3. That Council determines that it will apply for an unmatched grant of \$20,000 from the Australian Government's Building Better Regions Fund (BBRF) Community Investment Stream to fund the Burke Shire Sport and Recreation Strategy.

Moved: Cr Murray

Seconded: Cr Yanner

Carried 171123.09 4/0

## 10.02 Closed Session – Material Change of Use Lot 2984 PH1906

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(g) and that the document remain confidential unless council decides otherwise by resolution; and
2. That Council note the contents of the report; and
3. That the Council resolve:

In accordance with the Planning Act 2016, the applicant be notified that the Application for a Development Permit for Material Change of Use – Industry – (Short Term Storage and Dismantling of Mining Trucks) located on a small designated area of Mellish Park Station, being Lot 2984 PH1906, Coordinates: Eastings 309077.62m E and Northings 7914678.55m S, is approved subject to the conditions detailed below:

  - A. The storage and dismantling of trucks must be contained within the designated area shown on the approved Site Plan, to the satisfaction of the Chief Executive Officer or delegate.
  - B. The applicant shall ensure the site is maintained in a clean and tidy condition at all times, to the satisfaction of the Chief Executive Officer or delegate.
  - C. The transportation of the trucks from Century Mine to the site and from the site to Townsville is required to be undertaken only when all roads are trafficable by heavy vehicles; following the issue of any necessary road transportation permits; and with as

little disruption as possible to regular traffic movements on local and State controlled roads, to the satisfaction of the Chief Executive Officer or delegate.

- D. Prior to commencement of the use, provide detailed written advice to Council regarding site amenities for workers, including – but not limited to – ablutions, provision of shade and potable water supply, to the satisfaction of the Chief Executive Officer or delegate.
- E. No camping overnight on the site is permitted, all workers are to be accommodated in Gregory, to the satisfaction of the Chief Executive Officer or delegate.
- F. Should it be necessary for contaminants, such as oil, brake fluid, fuel, etc. to be drained from the trucks, a designated bunded containment area is to be established on site that provides for the collection of all waste in drums. All contaminated waste must be kept in the bunded area and when removed from the site, the drums are required to be transported off the site to a licenced regulated waste facility and at completion of the project the bunded area is to be returned to natural ground level, to the satisfaction of the Chief Executive Officer or delegate.
- G. Once all 19 trucks have been dismantled and removed from the site all equipment/structures/services associated with the project is to be removed from the site and the entire site area is to be returned to its natural state, within a one (1) month period; and
- H. The entire site area is to be seeded with Top End Mix, or similar, within 2 months of project cessation, to ensure the area is reinstated as rural land with suitable good quality tropical fodder plants, to the satisfaction of the Chief Executive Officer or delegate. Photographs of the reinstated area are to be provided to Council within two weeks of completion.
- I. Given the short term nature of the project, this approval will cease to have effect one (1) year from the date of issue, to the satisfaction of the Chief Executive Officer or delegate.

Moved: Cr Poole

Seconded: Cr Clarke

Carried 171123.10 4/0

#### 10.03 Closed Session – 2017 Frontier Days Festival Debrief

1. That the report/attachments be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(h) and that the document remain confidential unless council decides otherwise by resolution; and
2. That Council note the contents of the report.

Moved: Cr Poole

Seconded: Cr Murray

Carried 171123.11 4/0

## 09. Works, Services and Finance Reports

### 09.02.01 Finance Monthly Update Report

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
DATE REPORT PREPARED:	11 November 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	 33,246	 95,000	 - 61,754
Rental Income	70,434	225,000	- 154,566
Interest	128,010	254,000	- 125,990
Recoverable Works Revenue	381,961	972,000	- 590,039
Other Income	3,434	5,000	- 1,567
	<u>617,085</u>	<u>1,551,000</u>	<u>- 933,915</u>
 Donations	 8,300	 10,000	 - 1,700
Contributions	45,455	-	-
Subsidies & Grants	476,640	7,428,900	- 6,952,260
	<u>530,395</u>	<u>7,438,900</u>	<u>- 6,908,505</u>
 <b>Total Operating Revenues</b>	 <b><u>2,479,363</u></b>	 <b><u>11,584,900</u></b>	 <b><u>- 9,105,537</u></b>
 <b>Operating Expenditure</b>			
Corporate Governance Costs	287,961	905,000	- 617,039
Administration Costs	1,066,592	2,571,600	- 1,505,008
Recoverable Works Expenses	481,479	775,000	- 293,521
Engineering Services	4,102,377	12,753,000	- 8,650,623
Utility Services Costs	234,031	689,000	- 454,969
Net Plant Operating Costs	- 505,501	- 874,000	368,499
Planning & Environmental Expenses	51,596	185,000	- 133,404
Community Services Costs	392,802	1,382,000	- 989,198
Finance Costs	8,155	16,000	- 7,845
Depreciation	1,530,832	3,900,000	- 2,369,168
Other Expenses	-	-	-
 Total Operating Expenditure	 <b><u>7,650,324</u></b>	 <b><u>22,302,600</u></b>	 <b><u>- 14,652,276</u></b>
 <b>Operating result before Capital Revenue</b>	 <b>- <u>5,170,960</u></b>	 <b>- <u>10,717,700</u></b>	 <b><u>5,546,740</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>2,695,719</u></b>	 <b>- <u>5,487,700</u></b>	 <b><u>2,791,981</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	885,333	470,019
Less: Discount, Rebate & Remissions	- 23,469	- 20,333	- 3,135
	<b>1,331,884</b>	<b>865,000</b>	<b>466,884</b>
 Fees & Charges	 33,246	 31,667	 1,579
Rental Income	70,434	75,000	- 4,566
Interest	128,010	84,667	43,343
Recoverable Works Revenue	381,961	324,000	57,961
Other Income	3,434	1,667	1,767
	<b>617,085</b>	<b>517,000</b>	<b>100,085</b>
 Donations	 8,300	 3,333	 4,967
Contributions	45,455	-	-
Subsidies & Grants	476,640	2,476,300	- 1,999,660
	<b>530,395</b>	<b>2,479,633</b>	<b>- 1,949,238</b>
 <b>Total Operating Revenues</b>	 <b>2,479,363</b>	 <b>3,861,633</b>	 <b>- 1,382,270</b>
 <b>Operating Expenditure</b>			
Corporate Governance Costs	287,961	301,667	- 13,706
Administration Costs	1,066,592	857,200	209,392
Recoverable Works Expenses	481,479	258,333	223,146
Engineering Services	4,102,377	4,251,000	- 148,623
Utility Services Costs	234,031	229,667	4,364
Net Plant Operating Costs	- 505,501	- 291,333	- 214,168
Planning & Environmental Expenses	51,596	61,667	- 10,070
Community Services Costs	392,802	460,667	- 67,865
Finance Costs	8,155	5,333	2,822
Depreciation	1,530,832	1,300,000	230,832
Other Expenses	-	-	-
 <b>Total Operating Expenditure</b>	 <b>7,650,324</b>	 <b>7,434,200</b>	 <b>216,124</b>
 <b>Operating result before Capital Revenue</b>	 <b>- 5,170,960</b>	 <b>- 3,572,567</b>	 <b>- 1,598,394</b>
 Sale of Non current Assets	 -	 -	 -
Contributions	-	-	-
Capital Subsidies & Grants	2,475,242	1,307,500	1,167,742
 <b>Net Result</b>	 <b>- 2,695,719</b>	 <b>- 1,829,233</b>	 <b>- 866,485</b>

Overview

Year to date results show an operating loss of \$5, 1 million before capital revenue. The operating statement reflects a net profit of \$2.6 million after capital grants and subsidies.

Rates & Utility Charges

Rates & Utility charges are on target with annual 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

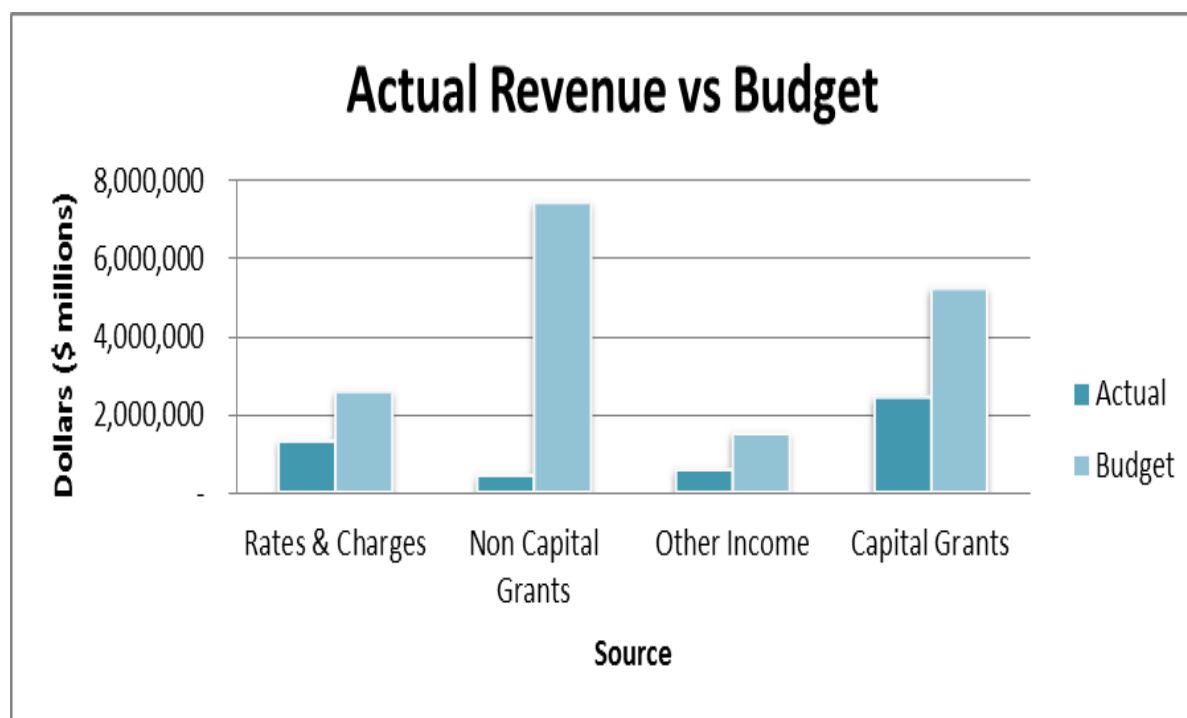
Recoverable works revenue is on track with pro rata estimates having increased from the previous month following the recognition of progressive RMPC claims for works completed.

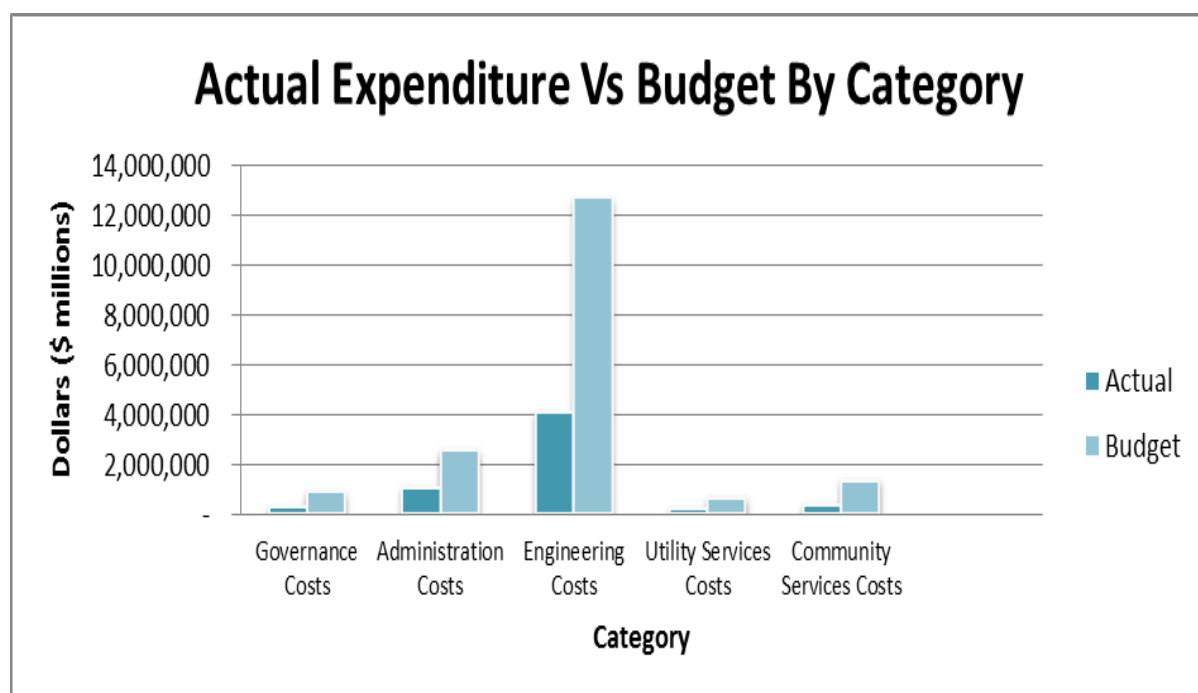
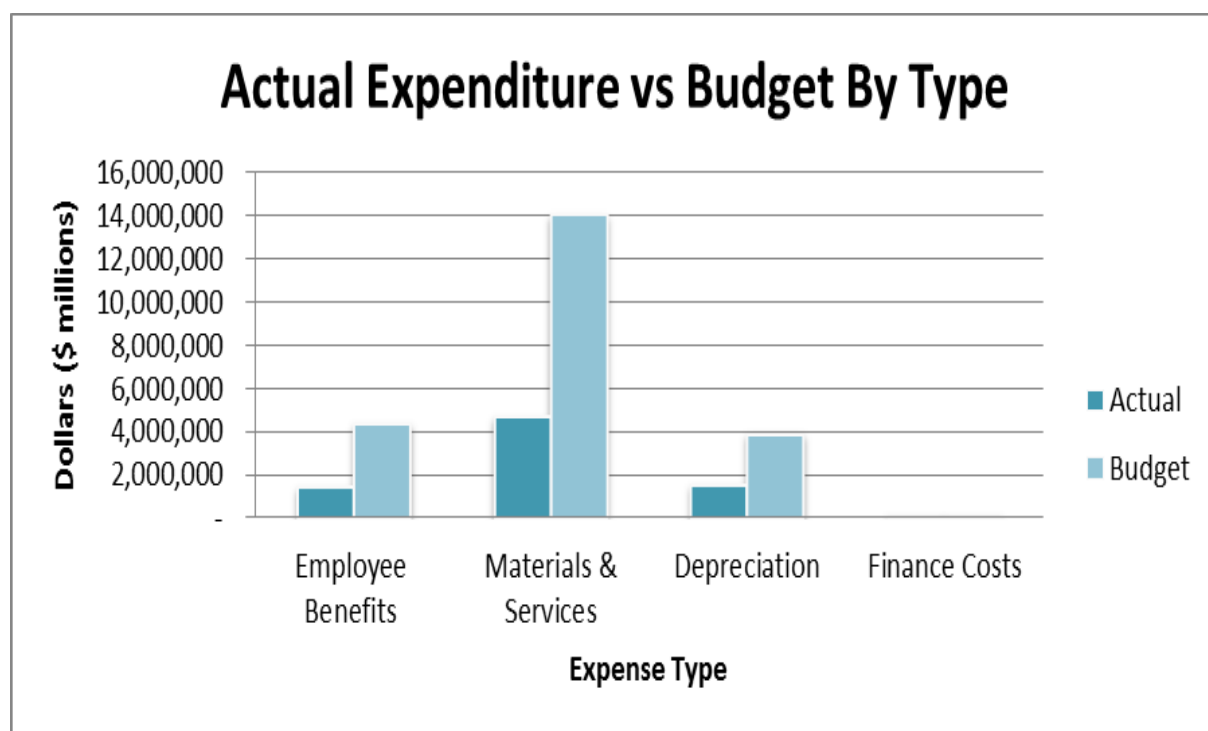
Grants, Subsidies, Contributions and Donations

Recurrent grants, subsidies, contributions and donations remained largely unchanged from the previous month. Pro rata actual revenues are below pro rata estimates due to timing differences.

Capital revenue

Capital revenues remain largely unchanged from the previous period.

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>	110,355	250,000		52,642	200,000
<i>Surplus/Deficit</i>	47,223	37,000		9,619	- 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>	36,743	97,000		-	-
<i>Surplus/Deficit</i>	36,825	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>	25,878	107,000			
<i>Surplus/Deficit</i>	24,462	- 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>	54,781	160,000		22,534	75,000
<i>Surplus/Deficit</i>	- 54,781	- 160,000		- 22,534	- 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>	70,434	225,000			
<i>Expense</i>	76,869	402,000			
<i>Surplus/Deficit</i>	- 6,435	- 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>	11,546	37,000		-	-
<i>Expense</i>	28,280	90,000		7,605	75,000
<i>Surplus/Deficit</i>	- 16,734	- 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>	345,455	942,000	- 596,545	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>	404,259	750,000	345,741		Yes
<i>NDRRA Flood Damage Expenses</i>	3,263,321	11,000,000	7,736,679		Yes
<i>Shire Road Maintenance Expenses</i>	150,931	300,000	149,069		Yes
<i>TIDS Expenses</i>	46,013	457,000	410,987		Yes
<i>Roads to Recovery Expenses</i>	343,779	933,000	589,221		Yes
<i>Town Streets Maintenance Expenses</i>	15,792	100,000	84,208		Yes

Overall road revenue and expenditure is within budget.

No significant variances to report.

## 5. STATEMENT OF FINANCIAL POSITION

	2017 - 18 Year to date Actual	2017 - 178 Annual Budget
<b>Assets</b>		
Current assets		
Cash and cash equivalents	13,805,271	7,213,336
Trade and other receivables	572,975	600,000
Inventories	255,146	193,943
Other financial assets	428,121	205,483
Total current assets	<b>15,061,513</b>	<b>8,212,762</b>
Non-current assets		
Property, plant and equipment	197,026,937	200,172,762
less Accumulated Depreciation -	58,820,727	60,503,315
Capital works in progress	2,459,644	241,731
Total non-current assets	<b>140,665,853</b>	<b>139,911,178</b>
<b>Total assets</b>	<b>155,727,366</b>	<b>148,123,940</b>
<b>Liabilities</b>		
Current liabilities		
Trade and other payables	990,609	1,031,337
Borrowings	-	-
Provisions	160,402	175,794
Other current liabilities	-	-
Total current liabilities	<b>1,151,011</b>	<b>1,207,131</b>
Non-current liabilities		
Trade & Other Payables	-	-
Interest Bearing Liabilities	-	-
Provisions	622,618	619,885
Other	-	-
Total non-current liabilities	<b>622,618</b>	<b>619,885</b>
<b>Total liabilities</b>	<b>1,773,629</b>	<b>1,827,016</b>
<b>Net community assets</b>	<b>153,953,737</b>	<b>146,296,924</b>
<b>Community equity</b>		
Shire Capital	39,529,889	39,529,889
Asset revaluation reserve	82,474,980	76,038,657
Retained surplus	31,948,867	30,728,378
Other Reserves	-	-
<b>Total community equity</b>	<b>153,953,737</b>	<b>146,296,924</b>

Overview

The statement of financial position at the end of October shows Councils total equity sitting at \$153 million. Balance sheet opening figures are now drawing from audited closing balances as at 30 June 2017. Balance sheet balance figures will need to be adjusted to reflect the increase in asset values per the most recent asset revaluation exercise.

Cash & Cash Equivalents

Cash balances at the end of October sat at \$13 million down from \$17 million at the close of the previous month. Decline in cash balances reflects significant but anticipated cash outflows incurred

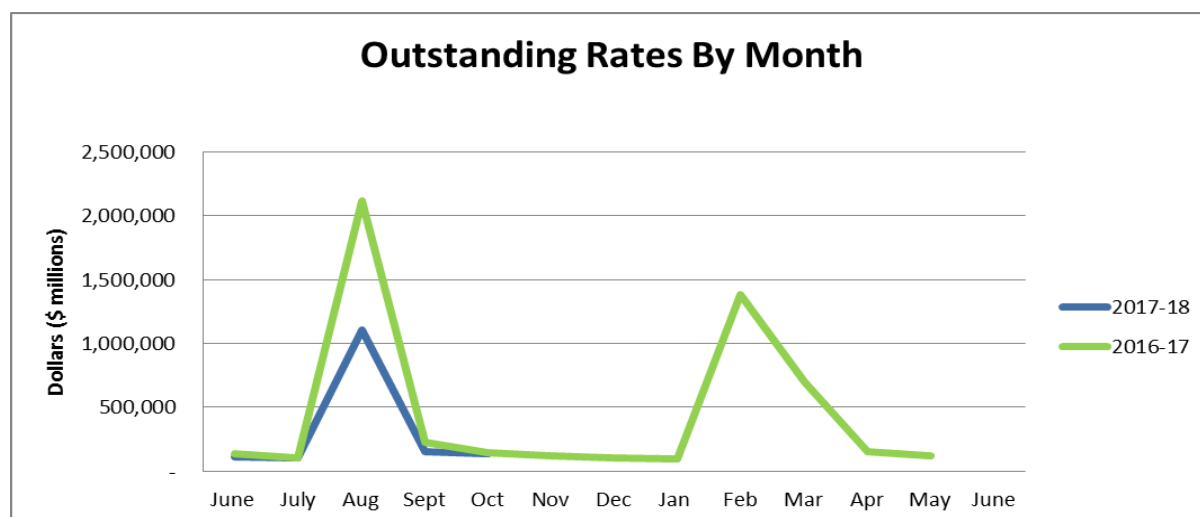
for capital works as per capital works budget. Budget cash flow forecasts reflect that cash balances will decline progressively to a balance of ~\$7.2 million at the end of the financial year.

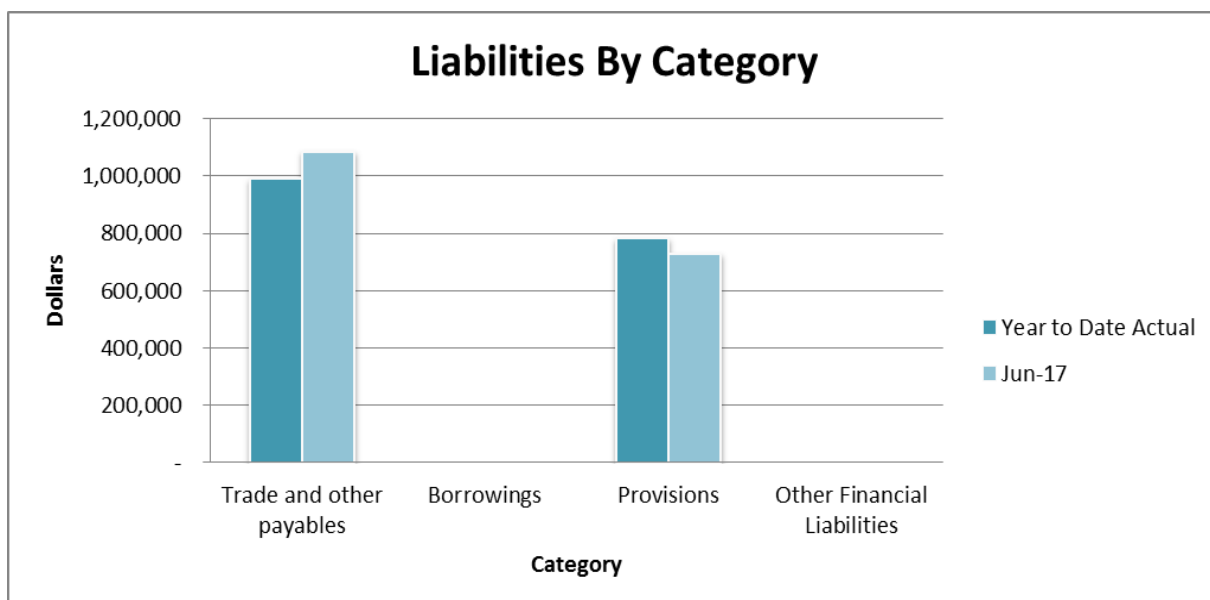
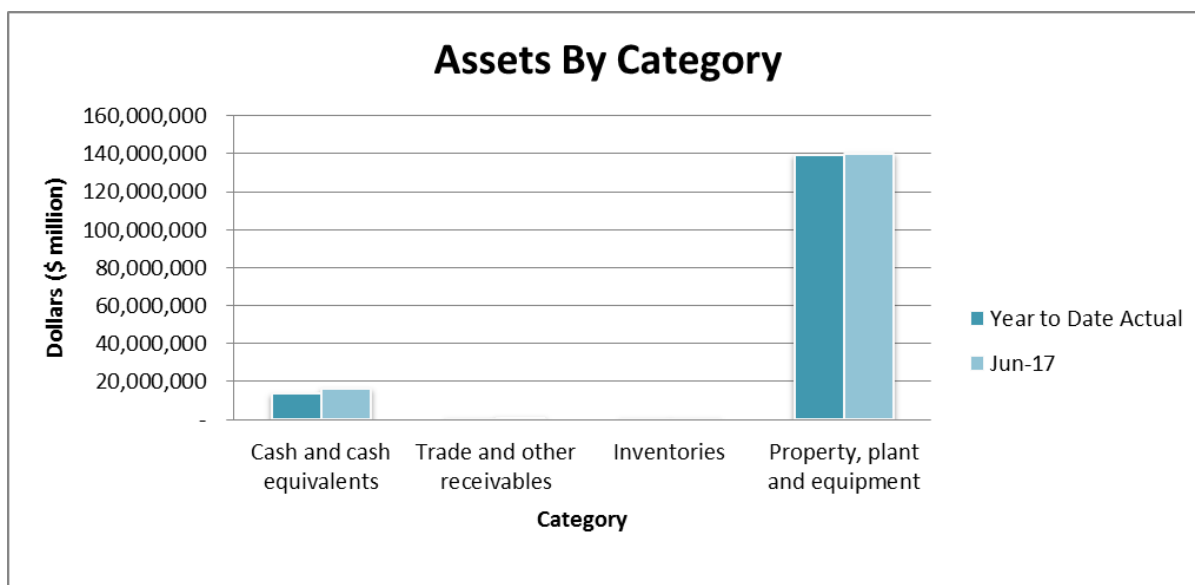
#### Cash holdings at the end of the month

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	\$ 11,711,767	\$ -	\$ -	\$ 2,092,945	\$ 13,804,712	
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 October as rates payments are remitted to Council. Balances dropped from \$155K to \$134K between September and October.





#### 6. MEASURES OF FINANCIAL SUSTAINABILITY

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

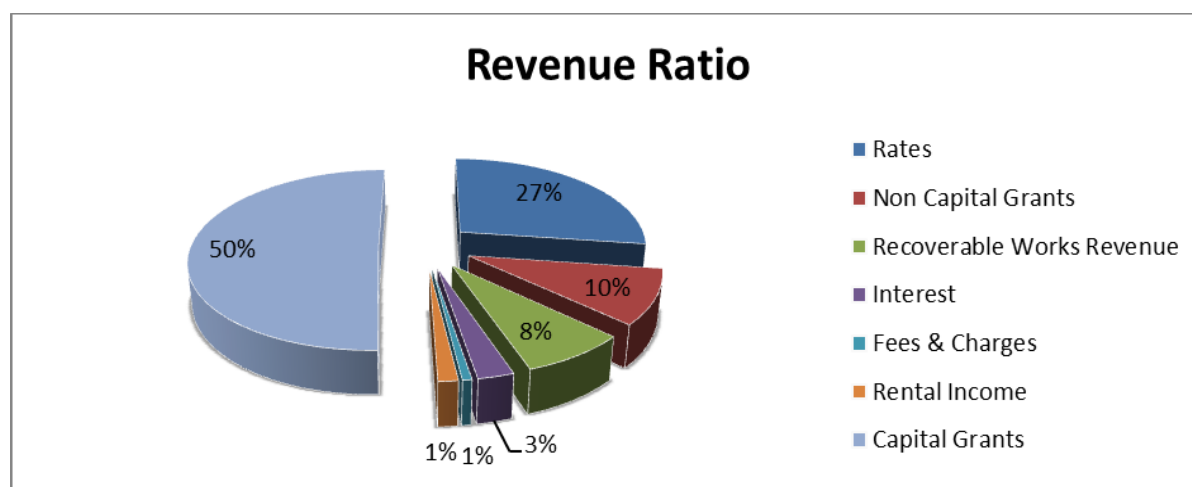
Ratio	Target	YTD Actual	Target Met
Current Ratio	>1:1	13	Yes
Asset sustainability ratio	>90%	126%	Yes
Net Financial liabilities Ratio	<60%	-535.94%	Yes
Operating surplus ratio	Between 0 and 10%	-209%	No
Capital Expenditure Ratio	1:1	1.16	Yes

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

**The Asset sustainability ratio:** Measures the extent to which infrastructure assets are being replaced as they reach the end of their useful lives – Councils ratio at the end of the month increased from the previous month and exceeded the target ratio, please note this is largely a timing variance between the target ratio and the year to date actual 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 October reflect that 10% of year to date operating revenue is derived from non capital grants; 50% of total revenue is deriving from capital grants while 27% is deriving from rates and utility charges. Year end budgetary positions reflect reliance on external funding.



#### 7. REPORT OF EXERCISE OF DELEGATION – RATE DEBT RECOVERY POLICY FIN-POL-006

Clause 9 of Council's Rate Debt Recovery Policy determines how debtors can enter into a plan to pay their outstanding debts (rates and charges and other receivables) to Council. Clause 11 delegate's authority to negotiate payment plans, and requires a report to the Council meeting when the delegation is exercised. The following delegations were exercised in the reporting month:

Amount of debt	Repayment term (NB: only CEO can approve if debt will not be repaid in financial year that debt was accrued).	Authorising officer (FM or CEO)
Nil	N/A	N/A



## 8. STATEMENT OF CASH FLOW

	Actual Year to Date \$	Annual Budget \$
<b>Cash flows from operating activities</b>		
Receipts from customers	2,029,732	3,667,000
Payments to suppliers and employees	- 6,041,075	- 18,402,600
	<b>- 4,011,343</b>	<b>- 14,735,600</b>
Interest received	128,010	254,000
Rental income	70,434	225,000
Non capital grants and contributions	484,940	7,438,900
Borrowing costs	-	-
<b>Net cash inflow (outflow) from operating activities</b>	<b>- 3,327,959</b>	<b>- 6,817,700</b>
<b>Cash flows from investing activities</b>		
Net payments for property, plant and equipment	- 1,772,014	- 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>703,228</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>- 2,624,731</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>13,805,270</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 expenditure exceeded cash receipts resulting in an overall net decrease in cash in line with cash flow forecasts.

## 9. OFFICER'S RECOMMENDATION

That Council notes the contents of the Executive Manager Finance Monthly Report.

**09.02.01 Finance Monthly Update Report**

**That Council notes the contents of the Executive Manager Finance Monthly Report.**

**Moved: Cr Yanner**

**Seconded: Cr Clarke**

**Carried 171123.12 4/0**

## Attendance

Madison Marshall left the meeting from 3.25pm to 3.28pm.

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09.02.02 Update of Finance Policies

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	7 November 2017
LINK TO COUNCIL PLAN/S:	N/A

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## 1. PURPOSE

To review and adopt relevant finance policies.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

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

## 3. PROPOSAL

That Council acknowledges and endorses the following changes to the procurement policy:

- Update of purchase delegations as follows:

<b>Classification</b>	<b>Suggested Range (GST inclusive) (note this is NOT a delegated authority)</b>
Executive Manager / Deputy CEO	\$20,000 - \$100,000
Senior officers	\$15,000 to \$50,000
Supervisors/ middle management	\$5,000 to less than \$15,000
Other officers	\$1000 - \$5,000

- Update of number of quotes to be sought as follows:

\*All purchases under \$5,000 - only one quote needs to be sought and obtained

\*Purchases between \$5,000 and \$15,000 – minimum two quotes to be sought and one quote to be obtained (See Table Below)

Requisition Value (\$)	Written quotes to be sought	Written quotes to be obtained	Days to be allowed for receipt of quotes
Less than \$1,000	0	0	Must obtain confirmation of price before placing order
\$1,000 to less than \$5,000	1	1	3 business days
\$5,000 to less than \$15,000	2	1	5 business days
*\$15,000 to less than \$50,000	3	2	7 business days
*\$50,000 to less than \$100,000	3	2	9 business days
*\$100,000 to less than \$200,000	3	2	12 business days
*\$200,000 and above	Tender process and Council approval required		

That Council acknowledges and endorses the following changes to the Rate Debt Recovery Policy.

- Addition of clause allowing write off of small debts
- Update to allow Executive Manager Finance to write off, either in whole or in part, any rate or charge levied in accordance with Chapter 4 of the Local Government Act 2009 and any charge, fee or fine or other item of income specified in Council's approved schedule of fees and charges where such were raised, levied or calculated in error.
- Exercise of delegation (other than correction of administrative errors) to be reported to Councillors at next Council Meeting

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

N/A

#### 5. POLICY & LEGAL IMPLICATIONS

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

Consistent and recognised basis from which to make financial decisions.

#### 6. CRITICAL DATES & IMPLICATIONS

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

#### 7. CONSULTATION

Management

Preston Law

**8. CONCLUSION**

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

**9. OFFICER'S RECOMMENDATION**

1. That Council note the contents of the report; and
2. That Council acknowledges and endorses the following finance policies:
  - a. FIN-POL-001 Procurement Policy, version 10
  - b. FIN-POL-006 Rate & Debt Recovery Policy, version 3

**09.02.02 Update of Finance Policies**

1. That Council note the contents of the report; and
2. That Council acknowledges and endorses the following finance policy
  - a. FIN-POL-001 Procurement Policy, version 10

**\*FIN-POL-006 Rate and Debt Recovery Policy will be held over to the December 2017 meeting.**

**Moved: Cr Poole**

**Seconded: Cr Clarke**

**Carried 171123.13 4/0**

**Attendance**

Cr Murray left the meeting from 3.38pm to 3.43pm.

## 11. 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:	22 November 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>Heavy Haulage – dump trucks from Century to Mellish Park</b>	<p>Burke negotiated a Deed of Agreement with the operator in charge of moving 19 over-mass dump trucks from the Century Mine to Mellish Park via Council roads in November. Key points of the Deed are that the operator funded pre and post condition assessments of the road, agreed to pay for any damage caused to the road as a result of the haulage, and lodged a bond with Council as assurance. As at the date of writing, the movement has completed, inspection has been carried out, and we await the report of our consulting engineer. The movement went relatively without incident other than the need for a truck to park up on the Camooweal Road (not a Burke Shire road) at the entrance to Mellish Park for a day or waiting for the Mellish Park road to dry out after rain.</p> <p>Council provided advice to Mellish Park regarding the implications of storing and breaking down trucks on a pastoral lease. Mellish Park have consequently applied for a Material Change of Use (refer separate agenda item presented by DCEO).</p>
<b>LGAQ conference 2017</b>	<p>Mayor, Deputy Mayor, CEO and Deputy CEO attended the LGAQ conference held in Gladstone in October, joined by Philip Keirle representing Gulf Savannah Development. Along with attending the various conference sessions, Council secured a number of strategic delegations:</p> <ul style="list-style-type: none"> <li>Hon Kate Jones Education and Minister for Tourism, Major Events and the Commonwealth Games – joint deputation with Mount Isa City Council to discuss matters relating to education, and Riversleigh. With the Government</li> </ul>

Topic	Report
	<p>now in caretaker mode, followup on this delegation has been curtailed</p> <ul style="list-style-type: none"> <li>• Hon Mark Furner, Minister for Local Government and Minister for Aboriginal and Torres Strait Islander – this deputation resulted in Burke securing the Ministers approval at short notice and ahead of caretaker mode to dispose of land to JCU for student nurse accommodation in Burketown</li> <li>• Mr Andrew Powell, Shadow Minister for Transport and Main Roads and Shadow Minister for Local Government - briefed the Shadow Minister on Savannah Way. Given the impending election, this will be valuable if there is a change of government.</li> </ul>
<b>RDA Reform</b>	<p>RDA (Regional Development Australia) underwent an independent review last year, with reforms to be rolled out in 2017. Key reforms include:</p> <ul style="list-style-type: none"> <li>• RDA Committees will operate under a new charter that focusses their work on facilitating economic development by creating local jobs, attracting investment and driving innovation</li> <li>• A new role of Director of Regional Development will be created for each RDA Committee, with direct responsibility for delivering the objectives and outcomes required under the RDA charter. The role will be a dedicated position, budgeted for from existing funding provided by the Australian Government.</li> <li>• A more rigorous merit-based RDA Chair, Deputy Chair and Committee member appointment process will be implemented</li> <li>• New performance measures will be established to ensure that the outcomes of RDA Committee activities are properly monitored and measured.</li> <li>• Other changes related to some expansion of coverage to external territories, and amalgamation of Melbourne RDAs consistent with other capital cities.</li> </ul>
<b>November schedule and workload</b>	<p>All executive staff have extensive travel in November for various meetings and training, with the DCEO and EMWI in particular out of the office for the better part of two weeks.</p> <p>An extremely heavy load of construction projects is concurrently in full swing with the looming deadline of the wet season, and 30 November for Works for Queensland. To add to the challenges, we have again changed works managers after a resignation during the probationary period and new temporary appointment through LO-GO appointments.</p> <p>I extend my compliments to our dedicated and diligent team of staff who continue to deliver outcomes despite the twin challenges of disruption and heavy workload.</p> <p>We are all behind on paperwork and other matters; however the important delivery and deadlines are being met with expediency and compliance.</p>
<b>Date reminders</b>	<p>Refer governance calendar and calendar invites with particular attention to:</p> <ul style="list-style-type: none"> <li>• Thursday 30 Nov: ROC and RRTG – Cloncurry</li> <li>• Wednesday 13 Dec: next ordinary council meeting</li> </ul>

Topic	Report
	<ul style="list-style-type: none"> <li>Friday 15 Dec: office closes for the Christmas break</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)
Housing	A large research project focusing on local governments and housing in Australia.	08-Oct-17	University of South Australia Business School	Sharon Daishe	Y

## 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 with EMT experiencing extremely high operational workload, along with absences at meetings and training

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	Applied - Date	Lead (EMT)	Status
Building Better Regions Fund - Community Investment Stream   Burke Shire Economic Development Strategy - 2017	31-Mar-17	DCEO	Notification of success received 22/9/17
Community Drought Support   Various - 2017	01-Oct-16	DCEO	Deed executed
Community Heritage Grant   Burketown and Normanton VIC collection preservation and training - 2017-18		DCEO	Deed signed by Council and submitted to NLA
Financial Assistance Grant (FAG) General Purpose   Various - 2017-18	N/A	EMF	Allocated to BSC for 2017-18 Fin year
Financial Assistance Grant (FAG) Road Component   Shire Road Maintenance - 2017-	N/A	EMF	Allocated to BSC for 2017-18 Fin

Grant	Applied - Date	Lead (EMT)	Status
18			year
Get Ready   chainsaw course - 2017/18	TBA	DCEO	Allocated to BSC for 2017-18 Fin year
National Landcare program   Photo Comp at MGF - 2017	09-Aug-17	DCEO	to be allocated
Non-Recurrent Subsidy Program   VMR shed replacement - 2017	30-Nov-16	DCEO	Deed executed
RADF   Arts performance - 2017/18	18-May-17	DCEO	Allocated to BSC for 2017-18 Fin year
RAUP: Remote Airstrip Upgrade Funding   Gregory airstrip reseal - 2016	01-Nov-16	EMWI	Deed executed
Roads to Recovery   Floraville Road & Doomadgee East Road rehabilitation - 17-18	N/A	EMF	Allocated to BSC for 2017-18 Fin year
The Public Library Grant   - 2017-18	00-Jan-00	DCEO	0
The Public Library Grant   - 2017-18	00-Jan-00	DCEO	0
TIDS: Transport Infrastructure Development Fund   Various - 17-18	Needs date of latest application to RRTG	EMWI	Approved to (which year?)
Tourism Demand Driver Infrastructure Fund   VIC Restoration - 2017-18	06-Dec-16	DCEO	Deed signed by Council and sent back to DTESB

## 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	Reviewed (by: date   comment)
Annual Financial Statements	EMF		Yes	EMF 25/08/17
Annual report	CEO		Yes	CEO: 22/11/17
Asset & Services Management Plan	EMWI		Yes	GPM: 29/09/16
Audit Committee Charter	EMF		Yes	EMF 25/08/17 CEO 22/11/17
Biosecurity Plan	EMWI		No	CEO: 21/10/17   BSC has not yet developed Biosecurity Plan
Business Continuity Plan	DCEO		Yes	DCEO: 21/7/2017



Governance Instrument	Lead Officer	Gravity ● ● ●	Compliant	Reviewed (by: date   comment)
Certified agreement	DCEO	● ●	Partial	DCEO: 22/10/17
Consolidated data return	EMF	● ●	Yes	EMF 25/08/17
Corporate Plan	CEO	● ●	Yes	CEO: 22/11/17
Corporate Risk Register	DCEO	● ●	Yes	DCEO: 6/7/16
DWQMP - Drinking water quality management plan	EMWI	● ●	Yes	DCEO 22/10/17
Environmental Authority ERA Permit EPPR00542713	EMWI	●	TBA	Entry to be completed and reviewed
Delegations Register: CEO to officers	CEO	● ●	Yes	CEO: 21/10/17   register is compliant; however quality and coverage of delegations requires major review - in progress
Delegations Register: Council to CEO	CEO	● ●	Yes	CEO: 22/11/17   need to add NHVL and Rental Tenancy (for Dec 17 council)
Fraud Management Plan	DCEO	● ●	Yes	DCEO 21/7/2017
Internal Audit Plan	CEO	● ●	Yes	CEO: 22/11/17   request for quote prepared for internal auditors (3yrs) in Nov, along with timeline for process in 2018
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: 22/11/17
Operational Plan	CEO	● ●	Yes	CEO: 21/10/17   Plan reviewed at Oct meeting along with presentation of Q1 report. Documents have been uploaded to website
Pest Management Plan	EMWI	● ●		Entry to be completed and reviewed
Quarry management plan	EMSP/ EMWI	● ●		Entry to be completed and reviewed
Quarterly building stats ABS	DCEO	● ●	Yes	DCEO: 21/7/17
Register of Interests	CEO	● ●	Yes	CEO: 22/11/17
Related Parties	EMF	● ●	Yes	EMF 25/08/17
Roads – BSC 5 year road program	EMWI	● ●		Entry to be completed and reviewed
SafePlan 2 (WHS System) Annual WHS Action Plan	DCEO	●	Yes	DCEO: 21/7/17

Governance Instrument	Lead Officer	Gravity ● ● ●	Compliant	Reviewed (by: date   comment)
SWIM (Statewide Water Information Management)	EMWI	● ●		Entry to be completed and reviewed
Traffic management registration scheme	EMWI	●	Yes	Requires review
Airport Reporting Manual	EMWI			Entry to be completed and reviewed
Transport Security Program for Burke Shire Council	EMWI	●		Entry to be completed and reviewed
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
	No new delegations for reporting month however EMT have commenced comprehensive review particularly around records management, national heavy vehicle laws and rental tenancies.

## 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
6-Oct-17		W4Q and LGGSP projects	Burketown - Nijinda Durlga	
12-Oct-17	9.00am	Council Meeting	Gregory	Councillors, Management and EA
16 to 18 Oct -17		LGAQ Conference	Gladstone	Mayor, Deputy Mayor, CEO, DCEO, EMSP

Date	Time	Meeting	Venue	Attendees
17-Oct-17	3.00pm to 3.30pm	Hon. Mark Furner MP Minister for Local Government and Minister for Aboriginal and Torres Strait Islander Partnerships	Gladstone	Mayor, Deputy Mayor, CEO, DCEO, EMSP
18-Oct-17	12.30pm	Mr Andrew Powell; Shadow Minister for Transport, Main Roads and Local Government	Gladstone	Mayor, Deputy Mayor, CEO, DCEO, EMSP
18-Oct-17	3.15pm	Hon. Kate Jones MP Minister for Education Minister for Tourism, Major Events and the Commonwealth Games	Gladstone	Mayor, Deputy Mayor, CEO, DCEO, EMSP
25-Oct-17		Meeting with Tim Bastian re: W4Q and LGGSP projects	Burketown	CEO and EMWI
31-Oct-17		LDMG Meeting and Coordination Centre Training	Burketown - Nijinda Durlga	
6-Oct-17		W4Q and LGGSP projects	Burketown - Nijinda Durlga	
12-Oct-17	9.00am	Council Meeting	Gregory	Councillors, Management and EA

#### 8. OFFICER'S RECOMMENDATION

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

#### 11.01 Chief Executive Officer Report

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

Moved: Cr Yanner

Seconded: Cr Clarke

Carried 171123.14 4/0

## 11.02 Audit Committee Meeting Report s211 (4)

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, CEO
DATE REPORT PREPARED:	22 November 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan and Operational Plan 1.1 Governance and 3.1 Finance

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### 1. PURPOSE

To receive the report of the Burke Shire Council Audit Committee, prepared in accordance with section 211 (1) (c) of the Local Government Regulation 2012, about the matters reviewed at its last meeting.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The audit committee met on Friday 13 October 2017 for the purpose of considering the finalised financial statements and the report on the 2017 audit from the external auditors.

The minutes of the meeting are attached by way of report of the meeting. Action items are noted below.

Action Item	Comment
Recommend signing of financial statements by Mayor and CEO after final changes have been made.	Completed
Committee to be advised when financial statements have been signed by QAO.  Face to face debrief to be organised between management and Grant Thornton in relation to the conduct of the audit, lessons learnt and improvements for 2018.	Completed. Mayor, Deputy Mayor, CEO, Deputy CEO and EMF met with Grant Thornton in Cairns on 19 October 2017 to sign financial statements and discuss the conduct of the audit, lessons learnt and improvements for 2018. Dates for 2018 were discussed, and management impressed upon auditors the importance of timely communication.

### 3. PROPOSAL

It is proposed that Council receives the report and recommendations of the audit committee regarding matters reviewed at its last meeting.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

NA

### 5. POLICY & LEGAL IMPLICATIONS

The information in the table below is current as at 22 November 2017.

Instrument	Detail
<i>Local Government Act 2009</i>	<p>Section 105 Auditing, including internal auditing</p> <p>(4) An <b><i>audit committee</i></b> is a committee that—</p> <p>(a) monitors and reviews—</p> <p>(i) the integrity of financial documents; and</p> <p>(ii) the internal audit function; and</p> <p>(iii) the effectiveness and objectivity of the local government’s internal auditors; and</p> <p>(b) makes recommendations to the local government about any matters that the audit committee considers need action or improvement.</p>
Local Government Regulation 2012	<p>Section 211 Audit committee meetings</p> <p>(1) (a) – requires the audit committee to meet at least twice per financial year</p> <p>(1) (b) determines that the committee will review the internal audit plan and progress report; the draft financial statements before certification and provision to the auditor-general; and the AG audit and audit observation reports</p> <p>(1) (c) determines that the committee will provide a written report with recommendations to the local government on the above matters</p> <p>(4) Requires the CEO to present the above report at the next meeting of the local government</p>
Corporate Plan 2014-19	1.1 Outcome: Council provides effective oversight of key governance frameworks
Operational Plan 17-18	1.1.3 Ensure development and maintenance of appropriate systems, procedures and performance standards to manage risk.
FIN-POL-010 Audit Committee Charter Doc ID 123881	<p>Outlines the authority, composition, operational guidelines and responsibilities of the Audit Committee – to be read in conjunction with the Act and Regulations.</p> <p>Note that the charter requires that the committee meets at least 3 times per year which is more than the minimum requirement of the Act.</p>

## 6. CRITICAL DATES & IMPLICATIONS

The audit committee must give the local government a written report about the matters reviewed at an audit committee meeting, and the CEO must present this report to the next ordinary meeting of Council.

## 7. CONSULTATION

Audit committee, staff and advisors.

**8. CONCLUSION**

The minutes of the audit committee meeting are provided.

**9. OFFICER'S RECOMMENDATION**

1. That Council note the contents of the report; and
2. That Council receives the audit committee's report about the matters reviewed at its meeting held on Friday 13 October 2017, as presented by the CEO in accordance with Section 211 (4) of the Local Government Regulation 2012.

**11.02 Audit Committee Meeting Report s211 (4)**

1. That Council note the contents of the report; and
2. That Council receives the audit committee's report about the matters reviewed at its meeting held on Friday 13 October 2017, as presented by the CEO in accordance with Section 211 (4) of the Local Government Regulation 2012.

**Moved:** Cr Clarke

**Seconded:** Cr Yanner

**Carried 171123.15 4/0**

## 12. Corporate Services

### 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
DATE REPORT PREPARED:	16 November 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	October Action	Status Update
Planning & Development - governance review	Develop and implement governance framework for planning & development function of council	Develop	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	Report	Report attached
Order of the Outback Ball	Delivery of 2018 OotOB	Plan	Investigation of grant rounds underway, initial planning to form part of Events Calendar paper for November Council meeting
Community Satisfaction Survey	Delivery of 2017 CSS	Plan	Planning underway; Alan Morton engaged to deliver. Proposed questionnaire attached to this report.
Planning Scheme	Completion and adoption of Burke Shire Town Planning Scheme	Was due to be adopted in Aug/Sep	On hold due to State Election; DCEO working with DILGP and Liz Taylor to progress
WHS Audit	WHS External Audit	Training for WHSC	WHSC investigating options to be trained to undertake this work internally

Project	Description	October Action	Status Update
Induction Process	Development and implementation of staff induction process and documentation	Develop	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	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 mid-November
Donations Packs	Distribution of donation request information packs to community groups		Preparation to commence January 2018
Certified Agreement	Negotiation of BSC Certified Agreement	Adoption	Vote concluded; certification process underway
Website Upgrade	Overhaul of the BSC website	Training, if needed	Designs finalised; content development under way. Lagging, but not time critical.
Ongoing Process Improvement	Ongoing series of process improvements	eDRMS folder closure project	eDRMS (InfoXpert) file system being tidied up
Local Law No 2 (Animal Control) Review	Conduct a review of Council's Local and Subordinate Local Law No. 2 (Animal Control)	Postponed	Postponed to 2018
Sport & Recreation Strategy	Develop recreation strategy for Burketown; incorporating new/existing infrastructure and services	Plan elements for Community Satisfaction Survey	Content prepared for CSS; to be presented to Council for approval.



## 2. INFRASTRUCTURE PROJECTS

### Visitor Information Centre

Restumping work is completed, and acquittal for this milestone has been received by the Federal Government. Quotes currently being sought for remaining building works, to take place in the New Year.

### 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 after the wet season.

### Replacement and Upgrade of Radio Hut

N-Com Pty Ltd has been awarded the contract to replace Council's aging radio hut. This work is due to take place in the week starting 20 November 2017. At the time of writing the report, the replacement hut and materials had arrived in Burketown and affected stakeholders have been communicated with.

## 3. GULF SAVANNAH DEVELOPMENT UPDATE

The GSD AGM took place in Cairns on 9 November 2017. At this meeting Mayor Camp was reappointed as GSD Chair and Nils Hay appointed formally as GSD Company Secretary. The organisational structure was updated and Nils Hay was also confirmed as GSD CEO.

The meeting considered a number of strategic initiatives for GSD to move ahead with in the future, and feedback on these initiatives is being collated for development into a more formal strategic plan.

The Chair and CEO also met with several candidates to undertake the Administration Officer role, and the preferred candidate is being appointed at the time of writing this report, with a plan to commence (based in Cairns) on Monday 4 December 2017.

## 4. ADMINISTRATION AND COMMUNITY SERVICES

### Records Management

Strategies to stabilise the number of documents the Business Classification System (BCS) have been implemented to reduce the cost of record keeping. This has seen a continual stabilisation of numbers from October 2016, which will have a flow on cost impact.

Consultation and liaison has been completed to determine Council's legal responsibility and process requirements in relation to heritage and historical donations. A brief has been prepared for Councillors consideration. See Report attached.

### Information Technology

No major outages or events in relation to ICT. The ACSC continues to explore options for a disaster resilience solution. See Report attached.

### Library

September has seen an increase of computer usage and library visitors compared to last year.

Children and adults have been using the library with the following top 5 sites being:

1. Non-web TCP - 22.7%
2. Google - 20.6%
3. Youtube - 15.1%
4. miscellaneous secure web 8.0%
5. Google HTTPS- 7.4%

See Report attached for additional details.

#### Community Development and Tourism Report

Planning for Order of Outback Ball has commenced. A council decision is required on the location of the ball for 2018 and future years. A planning exercise has been completed to implement the Annual Donation Requests for the 2018–19 FY. See CDTO Report for update on donations.

#### 2017 Council Run Events Schedule

<b>Dates 2017-18</b>		<b>Activity</b>
<b>TBC</b>		Tidy Yard Competition (After wet season)
<b>11</b>	Nov	Remembrance Day
<b>TBC</b>	Dec	BSC Staff Christmas Party
<b>26</b>	Jan	Australia Day
<b>25</b>	Apr	ANZAC Day

A separate report concerning the 2018 Events Calendar will be presented at the November 2017 Ordinary Council Meeting

#### 5. HUMAN RESOURCES

##### Departures:

- Benny Kumsing (17 November 2017)

##### Appointments:

- Michael Sceresini, Acting Works Manager (via Logo Appointments – 20 November 2017)

##### Recruitment:

Council is currently advertising for:

- Mechanic / Apprentice Mechanic (replacing Norm Welsh, and backfilling apprentice should Matthew Douglas be successful with the Mechanic's vacancy). Interviews have been conducted and offers made to the preferred candidates.

##### Enterprise Bargaining:

Draft Agreement went to vote during week starting 6 November. Vote came in 27-2 in the affirmative. DCEO currently working with LGAQ and unions to progress certification progress.

##### Staff Performance Reviews:

Majority of performance appraisals have been completed, only two (2) remain outstanding. Of the completed appraisals, all but 7 staff have received letters acknowledging their participation in the appraisal process. Work continues to review position description and salary classification for the remaining 7 staff.

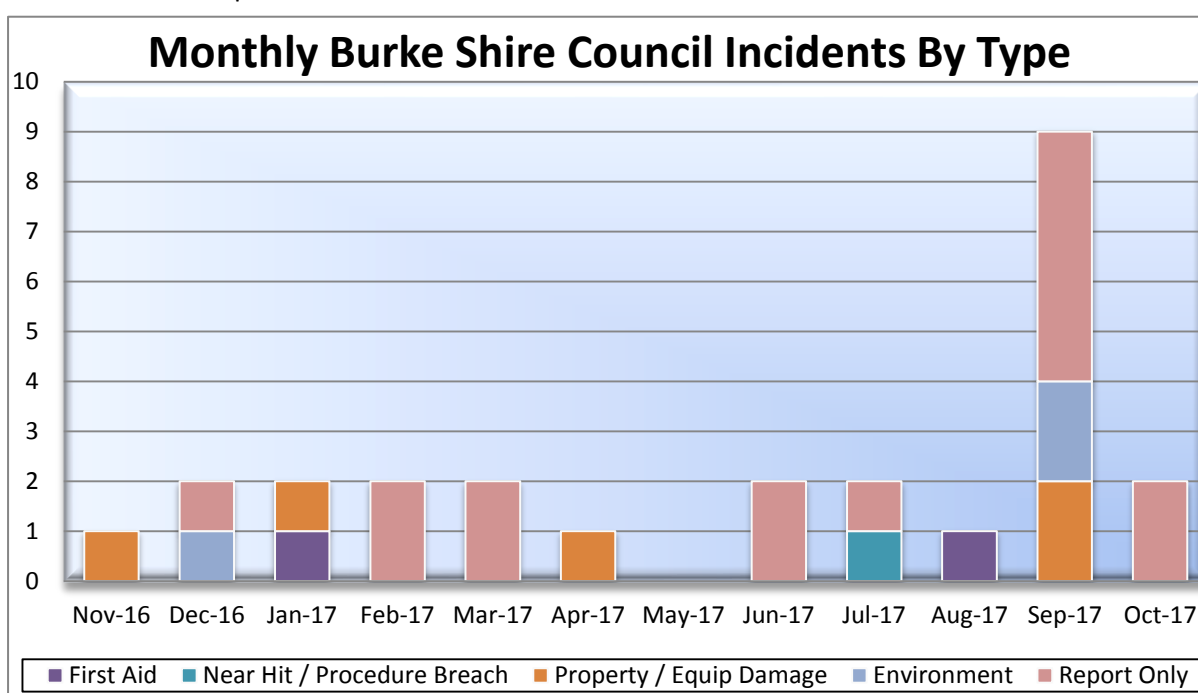
##### Training:

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.
- MC License training provided to Anthony MacNamara and Neil Welsh.
- Rex Training.
- Contract Management training for DCEO and EMWI.
- First Aid training for Council's workforce.

#### 6. WORKPLACE HEALTH AND SAFETY

There were two report-only incidents during October 2017, an employee came into contact with chlorine solution due to a seal on a pipe popping, another was related to a slip on a wet surface. Neither incident required first aid treatment.

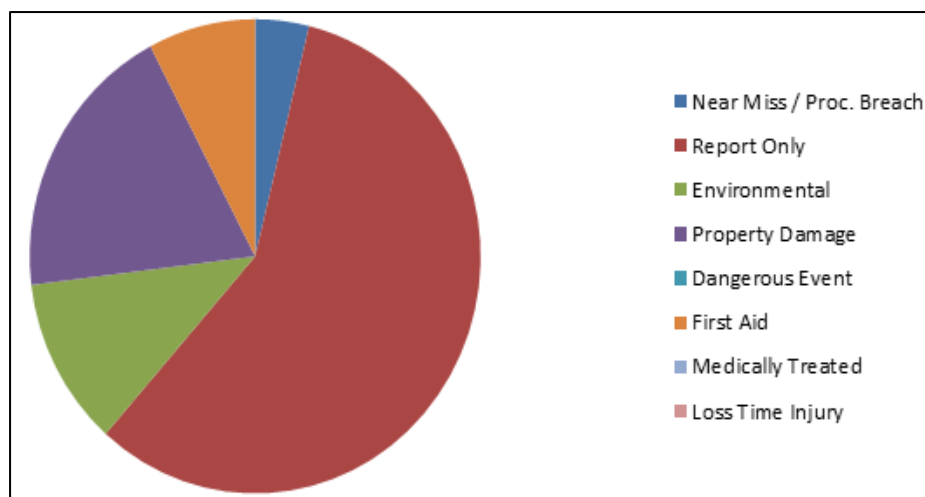
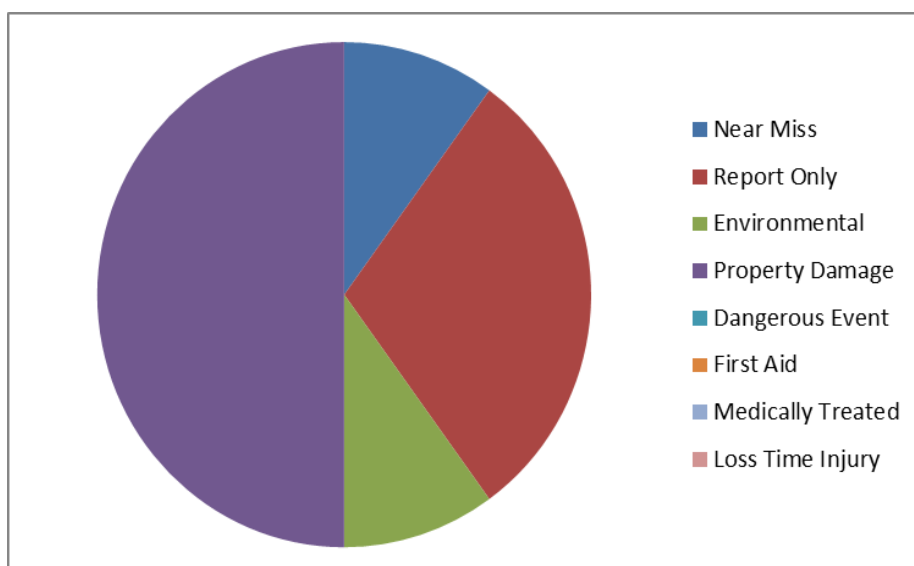


October also saw the end of our 2016-17 Annual Workplace Health and Safety Action plan, with the 2017-18 plan starting in November 2017. The positive outcomes reflect the hard work of our WHSC and ongoing improving safety culture and maturity within the workforce.

The WHSC has provided a detailed report as part of their monthly submission (attached), with a few highlights included below:

Incident trends have increased by 23.07% from the previous year. There were twenty (26) incidents recorded from the beginning of November, 2016 to the end of October, 2017 in comparison to twenty (20) from the previous year. This increase is mainly due to the increase of report only incidents which are of a minor nature though also reflect the positive safety culture.

Property damage incidents have reduced considerably and have decreased by 50% from the previous year.

**Nov. 2016 – Oct. 2017****Nov. 2015 – Oct. 2016**

An audit of the Annual WH&S Action Plan (AWAP) and Monthly Action Plan (MAP) completion rate has determined that Hazard Inspections are completed 67.83% on average for the past year which is an increase of 41.05% from the previous year. The over all MAP completion average for the year is 97.32% which is an increase from 96.36% for the previous year.

Audits conducted to date have shown that Burke Shire Council is compliant with legislative requirements and industry benchmarks though there is room for improvement, and the WHSC is working with staff and management to continue to deliver improved safety outcomes for Council's workforce.

**7. POLICY/PROCEDURE REGISTER**

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

**8. OFFICER'S RECOMMENDATION**

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

**12.01 Deputy Chief Executive Officer Report**

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

**Moved: Cr Murray**

**Seconded: Cr Clarke**

**Carried 171123.16 4/0**

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12.02 2018 Events Calendar

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DEPARTMENT:	Community and Tourism Development
RESPONSIBLE OFFICER:	Nils Hay
DATE REPORT PREPARED:	19 November 2017
LINK TO COUNCIL PLAN/S:	Operational Plan, Corporate Plan

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## 1. PURPOSE

To endorse Council's Events Calendar for the 2018 Calendar year.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Each year Council produces an events calendar, covering the various Council-operated events that it will deliver in the coming period.

Standard annual events include:

- Australia Day
- ANZAC Day
- Tidy Yard Competition
- Seniors Week
- Remembrance Day
- Young Ambassador Day Program
- Burketown State School Dux Award
- Council Christmas Break-up

Other events include:

- Morning Glory Festival (MGF)
- Order of the Outback Ball (OotOB)

It was determined that the MGF be held biennially through Council Resolution 19.141120, alternating with a biennial OotOB. The last OotOB was held in July 2016, and MGF in September 2017.

The 2016 OotOB was held in Burketown, but has also been held previously in Gregory (2014).

## 3. PROPOSAL

A proposed Events Calendar for 2018 Council Events is attached; it includes Council-operated events, as well as other Shire events conducted by other community groups (to avoid clashes) and some regional events also.

It is proposed that the dates for the events in the attached calendar be adopted.

One important element of this proposal is to seek:

- Confirmation, or otherwise, to maintain a biennial schedule for the OotOB and MGF
- Direction is sought from Council regarding the host town for the 2018 OotOB

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Council's events calendar is budgeted for to the end of the current financial year (30 June 2018). Based upon Council's decision on this matter, the events budget for 2018-19 will be developed.

Council has been utilising Community Drought Support funding (\$30,000) to deliver its 2017 events program. As the Burke Shire is presently not drought declared, it is unlikely this funding will be made available again in 2018.

It is noted that for major events like the OotOB and MGF, Council generally seeks external funding and sponsorship to reduce its financial contributions.

#### 5. POLICY & LEGAL IMPLICATIONS

Nil

#### 6. CRITICAL DATES & IMPLICATIONS

In order to allow for timely advertising and promotion of Council's events calendar – both locally and regionally – the November 2017 Ordinary Council Meeting would be an appropriate time to set the calendar for the 2018. This will enable Council to 'claim the date' for major events to try to reduce clashes on a regional level.

#### 7. CONSULTATION

The CDTO has consulted with community groups in the development of this calendar to try to include their relevant events as accurately as possible.

#### 8. CONCLUSION

The setting of an events calendar for the year in advance will provide clarity to stakeholders and community regarding coming attractions, as well as enabling staff to appropriately commence the local and regional promotion of Council's suite of events.

#### 9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopt the following calendar for 2018 Council-run events:

Date	Event
26 January	Australia Day
25 April	Anzac Day
After wet season	Burke Shire Tidy Yard Competition
30 June	Order of the Outback Ball
11 November	Remembrance Day
November / December	Young Ambassador

November / December	Dux – Burketown State School
December TBA	Council Breakup

; and

3. That Council confirm its intention to run the Morning Glory Festival and Order of the Outback Ball on an alternating, biennial, basis with the next Order of the Outback Ball to be held in 2018 and next Morning Glory Festival in 2019; and
4. That Council nominate Burketown as the venue of the 2018 Order of the Outback Ball;  
**or**
5. That Council nominate Gregory as the host town of the 2018 Order of the Outback Ball.

## 12.02 2018 Events Calendar

That Council note the contents of the report; and

1. That Council adopt the following calendar for 2018 Council-run events:

Date	Event
26 January	Australia Day
25 April	Anzac Day
After wet season	Burke Shire Tidy Yard Competition
30 June	Order of the Outback Ball
11 November	Remembrance Day
November / December	Young Ambassador
November / December	Dux – Burketown State School
December TBA	Council Breakup

; and

2. That Council confirm its intention to run the Morning Glory Festival and Order of the Outback Ball on an alternating, biennial, basis with the next Order of the Outback Ball to be held in 2018 and next Morning Glory Festival in 2019; and
3. That Council nominate Burketown as the venue of the 2018 Order of the Outback Ball.

Moved: Cr Murray

Seconded: Cr Yanner

Carried 171123.17 4/0



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12.03 Donation Request – Goodidja Productions

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	14 November 2017
LINK TO COUNCIL PLAN/S:	Operational Plan, Budget

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**1. PURPOSE**

To provide information to Council regarding an in kind donation request relating to the delivery of the 2017 Frontier Days Festival in Burketown.

**2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

In early August 2017 Alec Doomadgee of Goodidja Productions approached the Burke Shire Council about holding the inaugural Frontier Days Festival in Burketown from 16-20 August 2017; this included a teleconference meeting with Alec following the Special Meeting on Thursday 3 August. The event was planned to take place in Doomadgee, and the request to relocate the event was made approximately two weeks prior to the proposed event date.

The event required significant input from the Burke Shire Council in terms of staffing, plant and materials to deliver. On 2 November 2017 the costs to Council were finalised and an invoice was forwarded to the Frontier Days Festival for payment.

As per the report below, and attached Donation Request Form, Goodidja Productions are requesting that Council waive these fees as an in-kind donation.

Council is also in initial discussions with Goodidja Productions regarding the 2018 Frontier Days Festival, which is proposed for Gregory August 15-19 2018 (see attached Festival Handbook for further information).

Council has not previously received a donation request from Goodidja Productions.

**3. PROPOSAL**

The total amount requested to be waived is \$27,227.54.

Goodidja Productions have provided an Economic Impact Analysis (attached) which breaks down the Festival's total direct economic impact to \$72,770.00 and its indirect economic impact at \$5,398.50. The analysis discusses, but does not quantify (in dollar terms) the impacts of regional promotion and media exposure as a result of the event.

Please see the attached Donation Request Form for additional details.

**4. FINANCIAL & RESOURCE IMPLICATIONS**

This donation request was not anticipated when Council prepared its 2017-18 Budget.

Council has approved the following donations so far this financial year (breakdown attached):

Cash	In Kind	Total
\$6,000.00	\$250.00	\$6,250

Council's donations budget currently stands at \$23,750.00 – less than the amount requested.

If Council wishes to approve this donation request, they will need to amend Council's donations budget.

## 5. POLICY & LEGAL IMPLICATIONS

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

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

ADM-POL-011 Council Grants to Community Organisations Policies manages the definition of a Community Organisation as follows:

*"Community Organisation": the eligible status of organisations under this policy will be determined by Council having regard to the purpose of the organisation.*

To that end, Council has discretion as to whether it wishes to consider Goodidja Productions a community organisation for the purpose of this donation request. Council should also take into account any precedent that the granting or denial of this request may have on future requests from similar organisations.

As per the aforementioned Policy, criteria in assessing a request or applications for assistance must include:

- The number of people likely to benefit;
- Availability of funding;
- Acquittal of previous assistance provided;
- The amount requested per person;
- Whether a particular organisation has benefited in previous years;
- The consequences of not making the grant;
- The financial capabilities of the organisation making the request;
- And the alignment of the purpose with Council's aims and objectives as set out in the Corporate Plan

Due to the value of the request a copy of Goodidja Productions' 2016-17 financials are attached. As a non-reporting entity under the *Corporations Act 2001*, Goodidja Productions is not required to annually audit their financial statements. The statements provided have been signed by Goodidja Productions' director to assert their compliance with the *Corporations Act 2001*.

#### 6. CRITICAL DATES & IMPLICATIONS

The November 2017 Council Meeting would be an appropriate time to resolve this matter. It is not time-critical, however.

#### 7. CONSULTATION

The DCEO has spoken with representatives from Goodidja Productions in the preparation of this report, as well as representatives from local community groups and Council staff as part of a wider post-event debrief.

#### 8. CONCLUSION

This is not a standard donation request, and it is important that Council consider the precedent that this decision may set. That said, Council can demonstrably show that the positive economic and promotional outcomes of the event significantly outweigh the in-kind donation value. It is not clear what impact the denial of this request will have on the proposed 2018 event.

#### 9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Approve the in-kind donation of \$27,227.54 to Goodidja Productions, relating to Council assistance provided for the delivery of the 2017 Frontier Days Festival as per Private Works Invoice 100313; and
3. That Council resolve to increase the Budget Donations line item by \$27,227.54 to accommodate this expense.

**OR**

4. Council does not approve the in-kind donation of \$27,227.54 to Goodidja Productions, relating to Council assistance provided for the delivery of the 2017 Frontier Days Festival and requests payment as per Private Works Invoice 100313.

#### **12.03 Donation Request – Goodidja Productions**

**Council deferred this item to the December 2017 Council meeting.**

#### Attendance

Philip Keirle left the meeting from 4.44pm to 4.45pm.

#### Declaration: Perceived Conflict of Interest

Cr Murray declared that a perceived conflict of interest in this matter could exist (as per section 173 of the Local Government Act 2009), due to being the President of the Burketown Kindergarten Inc, but that she had considered her position and was firmly of the opinion she could participate in debate and vote on this matter in the public interest.

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12.04 Donation Request – Burketown Kindergarten

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	21 November 2017
LINK TO COUNCIL PLAN/S:	Operational Plan, Budget

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## 1. PURPOSE

To provide information to Council regarding an in kind donation request from the Burketown Kindergarten.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Council has ordered in sand for the completion of the new playground, adjacent to the Nijinda Durlga. It is possible that there may be excess sand following completion of the works. The Burketown Kindergarten have requested a donation of any excess sand for use in their own sandpit.

Council's primary contribution to the Kindergarten in recent years has been through rates concessions. Specifically through resolution 170420.04:

1. *That Council notes that the ability to exercise its rating concession powers under the Local Government Regulation 2012 does not extend to the ability to offer concessions related to the Emergency Management Levy.*
2. *That Council, pursuant to s120(1)(b)(i) of the Local Government Regulation 2012, resolves to grant a rating concession to the Burketown Kindergarten Association over Assessment Number 00180-00000-000 as follows:*
  - a) *Full concession for general rate charges for the financial years of 2015-16 and 2016-17; and*
  - b) *75% concession for all sewerage and garbage charges for the financial years of 2015-16 and 2016-17*
  - c) *Full concession for all interest charges accrued or accruing up to and including 30 June 2017; and*
  - d) *Nil concession for any charges relating to water – ie: for the avoidance of doubt, all charges for water including water consumption charges are payable in full; and*
  - e) *All concessions are conditional on outstanding rates being paid no later than close of business 30 June 2017.*

## 3. PROPOSAL

Organisation Name:

Burketown Kindergarten

Purpose or Function:

Early Education for student 0-5 years.

President: Tonya Murray

Treasurer: Shannon Moren

Secretary: Madeline Martin

Project Summary:

To replace/restock the sand in the Burketown Kindergarten Sandpit.

How will the project benefit Burke Shire communities?

The sandpit which is utilised by Kindy and playgroup students is currently in desperate need of being replaced and refilled. By refilling the pit it will make a safe and clean play area for students and visitors.

Describe the support you would like from the Council

Council is currently constructing a new playground and filling it with sand. Kindy would like to request that if there is any excess sand from their project could Kindy please use it to fill their sandpit.

Describe how Council support will be recognised and acknowledged:

Images and a write up will be included in the kindy section in the next Burke Shire Council newsletter.

The full donation request form is attached to this report.

4. FINANCIAL & RESOURCE IMPLICATIONS

The Kindergarten are willing to contribute their own labour to the project and estimate a value of approximately \$300.00 (10 hours) will be required.

Council has approved the following donations so far this financial year (breakdown attached):

Cash	In Kind	Total
\$6,000.00	\$250.00	\$6,250

The total value of the donation is not known at this time, as the quantum of left-over sand is not clear. It is expected to be under \$1,000.00 in value.

5. POLICY & LEGAL IMPLICATIONS

As the value of the donation is expected to be under \$1,000.00, a copy of audited financial documents for the kindergarten is not required.

6. CRITICAL DATES & IMPLICATIONS

The playground project will be completed prior to 30 November, as such it would be highly desirable to address this request at the November Ordinary Council Meeting.

7. CONSULTATION

The DCEO has spoken with the EMWI regarding the likelihood and amount of leftover sand following project completion. It has been confirmed that excess sand was ordered as a contingency measure to ensure the project was completed smoothly.

**8. CONCLUSION**

There is an expectation, but no guarantee that there will be sand left over following project completion. Should this be the case the kindergarten sandpit would see any such material put to good community use.

**9. OFFICER'S RECOMMENDATION**

1. That Council note the contents of the report; and
2. Approve the in-kind donation of any left-over sand from the Burke Shire Playground Project to the Burketown Kindergarten to replenish their sand-pit.

**12.04 Donation Request – Burketown Kindergarten**

1. That Council note the contents of the report; and
2. Approve the in-kind donation of any left-over sand from the Burke Shire Playground Project to the Burketown Kindergarten to replenish their sand-pit.

**Moved:** Cr Poole

**Seconded:** Cr Yanner

**Carried 171123.18 4/0**

### 13. Late Reports

**No late reports were received for this meeting.**

### 14. Mayoral Report

**No report, Mayor Camp is on leave.**

### 15. Councillor Reports

**That Council notes the verbal reports provided by Councillors Clarke, Murray, Poole and Yanner.**

**Moved: Cr Poole**

**Seconded: Cr Clarke**

**Carried 171123.19 4/0**

### 16. New business of an urgent nature admitted by Council

**No new business of an urgent nature was admitted by Council.**

### 18. Closure of meeting

**The Chair declared the meeting close at 5.08pm.**

I hereby certify that these pages numbered 1 to 71 – constitute  
the Confirmed minutes of the Ordinary Council Meeting of Burke  
Shire Council held on Thursday 23 November 2017.

Mayor Cr Ernie Camp .....