



Agenda and Business Papers

Burke Shire Council Ordinary General Meeting

Wednesday 13 December 2017

9.00am Council Chambers

9.00am	Opening of Meeting
10.00am to 10.30am	Kristy Hows and Wade Arthur – Department of Transport and Main Roads Cloncurry
10.30am to 11.00am	Morning Tea
12.30pm to 1.00pm	Lunch

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01. Opening of Meeting

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

02. Record of Attendance

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

03. Prayer

Led by Cr Murray

04. Consideration of applications for leave of absence

None received at close of agenda.

05. Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 23 November 2017

That the Minutes of the General Meeting of Council held on Thursday 23 November 2017 as presented be confirmed by Council.



171123 Unconfirmed
Minutes.docx

06. Condolences

None received at close of agenda.

07. Declaration of Interests

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

08.01 Notices of Motion

None received at time of agenda preparation.

08.02 Petitions

None received at time of agenda preparation.

09. Works, Services and Finance Reports

09.01.01 Works and Services Monthly Report

09.01.02 Burke Shire Local Road Restricted Road Use Permitting

09.02.01 Finance Monthly Update Report

09.03.01 Strategic Projects Reports

09.03.02 Burke Shire Council – Adoption of Core Asset & Services Management Plans

Works and Services Reports

09.01.01 Works and Services Monthly Report

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Mark Poynter; Executive Manager Works and Infrastructure
DATE REPORT PREPARED:	08 December 2017
LINK TO COUNCIL PLAN/S:	Works Program

1. PROJECTS

a. COUNCIL FUNDED

- Gregory WTP Solar
 - 2nd generator installed initial commissioning testing has commenced.
 - Awaiting delivery fuel storage tanks and final commissioning.
- Gregory WTP Tanks
 - Tank ring beams have been poured. Tank construction expected to commence in the coming week.
 - Original schedule now delayed by >45 days with expected completion in January 2018.
- Transmission Hut
 - New radio and TV transmission hut was successfully installed. This included a new satellite dish and decoders which should improve the reliability and quality of the service.

b. WORKS FOR QUEENSLAND – ROUND 1

- Depot upgrades
 - New ablutions block at Gregory depot has been installed and commissioned.
- Community hall
 - Kitchen and bathroom renewal completed.
- Water treatment upgrades
 - Burketown WTP SCADA currently being installed and commissioned. Will be fully functional in the coming week.
- Sewer pump stations
 - Project awarded and fabrication of replacement underway.
- Cemetery niche walls
 - Project delayed due to weather and tradesman availability. Footings poured awaiting completion of brickwork.

- Gregory airport
 - Completed.
- Public toilets
 - Completed
- Playground
 - Playground fully constructed and waiting finishing earthworks. Expect to open second week of December.
 - Fitness equipment installed. Sand area and finishing earthworks to be completed. Expect to open second week of December.

c. NDRRA

PROJECT	CONTRACTOR	PROGRESS
2016 QRA - E	Commins Contracting	Completed
2016 QRA - NW	Qcrush	Completed
2016 QRA - Stabilisation	SPA	Completed
2016 QRA - SW	Graham Bailey	Completed

d. PLANNING AND UNDER DEVELOPMENT

- Works for Queensland Round 2 project planning will commence in the new year.

2. ROADS

Road construction activities will cease the week ending 15 December. Road reporting and emergent works will be the main focus in the new year.

a. Century Mine Heavy Vehicle Movements

The transportation of large dump trucks was completed with minimal impact to local road infrastructure.

b. RMPC

The Camooweal Road work as part of the RMPC contract CH 27.9 – 26.0 will be complete by 15 December. New TMR sign kits installed throughout the shire.

3. AIRPORTS

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. Repairs are planned the week starting 11 December.

4. WORKSHOP AND FLEET

The following major tasks have been completed.

Plant #	Description	Maintenance	Scheduled	Comment
469	PS300B Multi tyre	Hoses and punctures	No	Wear
480	Western Star Prime Mover	Weld bull bar	No	Rough roads
522	140M Grader	5500 hr service	Yes	Scheduled
523	140M Grader	4500 hr service	Yes	Scheduled

Plant #	Description	Maintenance	Scheduled	Comment
565	CEO Prado	Check over	No	Pre trip
566	Ranger Landcruiser	Fit fogger	No	Mozzies coming
569	WTP Genset	Wont start	No	Needs weekly run
583	950K Loader	Bucket teeth, greaser	No	Wear
584	Landcruiser Dual Cab	95k service	Yes	Scheduled
585	Job Truck	Fit out from #593	No	#593 done clutch
591	Gregory Hilux	Fit Navman	Yes	Scheduled
592	Water Truck	Ladder mount broken	No	Rough roads
593	Job Truck	Clutch and ring gear	No	Waiting parts
598	WM Hilux	10k service	Yes	Scheduled
600	Workshop Truck	Fit out	Yes	Finally completed
	Comms Hut	Install new	Yes	Galahs chewed aerials
	River cameras	New batteries	Yes	Fail when needed
	Data Sign	Check over	No	Ready for wet
	Whippers and Mowers	Keep operational	No	Ongoing

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 no 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.

Monthly fuel burn for yellow fleet 7,928 litres.

5. TRAFFIC COUNTS

Latest traffic data is not in a format that can be accurately presented. This will be modified and improved – and will be presented once accurate.

6. TOWN AND RURAL SERVICES

All operations proceeding as normal.

7. HOUSING/BUILDING MAINTENANCE

All residential properties were inspected by a licensed rental agent during the first week of December. Formal inspection reports will be available in the coming week.

8. WATER

The Water Quality Management Plan is currently being updated to incorporate the audit results.

Water Usage

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
October 15613 kl	November 14465 kl	-1148 kl
	Daily Usage (kL)	Outflow To Town (L/s)
Highest Daily Usage	729	Avg: 10.25
Lowest Daily Usage	286	Avg: 3

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

Average Burketown daily water consumption is **2,206 litres** per person².

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
October 5681	November 4999	-682 kl
	Daily Usage (kL)	Outflow To Town (L/s)
Highest Daily Usage	250	Avg: 3
Lowest Daily Usage	60	Avg: 3

Average Gregory daily water consumption is **5,166 litres** per person³

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.
 - Unplanned water outage on the 15-11-17 at 3.30 pm -5.30 pm. This was contributed to a sensor fault on the float switch. A power issue at the same time likely tripped the sensor.
 - Power outage on the 27-11-17. The generator failed to start due to a faulty battery.
- Gregory
 - One backwash pump taken offline due to failure and second requiring service.

Water Reticulation

- Burketown
 - Water meter readings completed.

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

² Assume population of 230 residents

³ True population guestimated at full time 30 residents.

- Gregory
 - Functioning as expected.

State-wide Water Information Management (SWIM) results

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

9. SEWERAGE

Collection

- Dump-ezy site usage and associated pump-outs have greatly reduced.

Treatment Plant

- All Sewer samples passed.

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Works for Queensland report



Burke SC - R1 W4Q
Nov17 MR.pdf

Works and Services Reports

09.01.02 Burke Shire Permit to drive on local road that is temporarily closed

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Mark Poynter, Executive Manager Works and Infrastructure
DATE REPORT PREPARED:	08 December 2017 (as amended 13 December 2017)
LINK TO COUNCIL PLAN/S:	Nil

1. PURPOSE

To clarify and formalise arrangements for permitting to drive on local roads (ie: roads under the control of Burke Shire Council) that are temporarily closed under Section 69 of the *Local Government Act 2009*.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Burke Shire closes local roads to all traffic or traffic of a particular type or class during flood events to prevent damage to Shire infrastructure and to ensure the safety of road users and other people. However, the Council recognises that local residents may have to pass a Road Closed Notice to access their property without crossing area of inundation or may need to exceed the temporary mass limits placed on roads.

The Council, in line with Department of Transport and Main Roads guidelines closes Local Roads during wet weather and flooding events when the depth of still water is greater than 300 mm or potentially less depending on the speed of the water. In cases where the water is flowing, discretion is used to close the road at a lower depth, depending on the speed of flow.

In some circumstances, roads may be closed at lower depths if upstream catchment rainfalls or flows are likely to cause water levels to rise to levels greater than 300 mm in the near future, and it is practical to do so.

The State Government's campaign "If it's flooded, forget it", is a reminder to the community that just a small amount of floodwater can wash a vehicle away. All Queenslanders should be aware of the dangers around floodwater or swift flowing water, and should never enter floodwaters.

The *Local Government Act 2009 (Section 69)* allows Council:

- to declare a road temporarily closed to all traffic or traffic of a particular class
- permit the use of any part of a road after it is closed to traffic for a temporary purpose subject to appropriate conditions

These provisions give Council broad powers to implement a system of permitting. Council can delegate authority to the CEO to close roads and permit use of a closed road. The CEO can delegate these powers to appropriately qualified employees or contractors to operationalise the arrangements for closing of roads and issuing permits.

Council has not previously delegated powers to close roads or permit use of a closed road. Delegations from Council to CEO have been reviewed and presented to Council in separate paper to ensure that the delegation is in place to enact the permitting system.

Note that the *Local Government Act* does not make provision for Council or CEO to delegate powers to Police.

3. PROPOSAL

It is proposed that Council requests the CEO to develop a system of issuing permits with relevant conditions imposed to enable local traffic to use roads that Burke Shire Council has temporarily closed, provided that it is safe to do so, and the use does not unreasonably damage the road infrastructure.

4. FINANCIAL & RESOURCE IMPLICATIONS

Minimal – administrative coordination.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Summary/ Comments
<i>Local Government Act 2009</i> Section 69 Closing roads	<p>(1) A local government may close a road (permanently or temporarily) to all traffic, or traffic of a particular class, if there is another road or route reasonably available for use by the traffic</p> <p>(2) Also, the local government may close a road to all traffic or traffic of a particular class—</p> <p style="padding-left: 40px;">(a) during a temporary obstruction to traffic; or</p> <p style="padding-left: 40px;">(b) if it is in the interests of public safety; or</p> <p>(3) The local government must publish notice of the closing of the road, in the way that the local government considers appropriate (including on its website, for example).</p> <p>(4) The local government may do everything necessary to stop traffic using the road after it is closed.</p> <p>(5) If a road is closed to traffic for a temporary purpose, the local government may permit the use of any part of the road (including for the erection of any structure, for example) on the conditions the local government considers appropriate.</p>

Instrument	Summary/ Comments
<p><i>Local Government Act 2009</i></p> <p>Section 257 and 259 Delegations</p>	<p>257 Delegation of local government powers</p> <p>(1) A local government may, by resolution, delegate a power under this Act or another Act to—</p> <p>(a) the mayor; or</p> <p>(b) the chief executive officer; or</p> <p>(c) a standing committee, or joint standing committee, of the local government; or</p> <p>(d) the chairperson of a standing committee, or joint standing committee, of the local government; or</p> <p>(e) another local government, for the purposes of a joint government activity.</p> <p>(2) However, a local government must not delegate a power that an Act states must be exercised by resolution.</p> <p>259 Delegation of chief executive officer powers</p> <p>(1) A chief executive officer may delegate the chief executive officer's powers to an appropriately qualified employee or contractor of the local government.</p> <p>(2) However, the chief executive officer must not delegate the following powers—</p> <p>(a) a power delegated by the local government, if the local government has directed the chief executive officer not to further delegate the power;</p> <p>(b) a power to keep a register of interests.</p>

6. CRITICAL DATES & IMPLICATIONS

Community and road user awareness of permitting requirements should commence as soon as practically possible in preparation for wet season road closures.

7. CONSULTATION

Department of Transport and Main Roads

Preston Law

8. CONCLUSION

The proposed arrangements for issuing permits under section 69 of the *Local Government Act 2009* will provide for local residents to travel on flood affected roads with an understanding of the parameters surround the journey and allows Burke Shire Council to meet its statutory requirements as a Road Manager.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council request the Chief Executive Officer or delegate to develop an appropriate system of permitting under section 69 of the *Local Government Act 2009*, for local traffic to use roads that Burke Shire Council has closed temporarily provided that it is safe to do so and that the use does not cause unreasonable damage to the road infrastructure; and
3. That Council request the Chief Executive Officer or delegate to develop a policy governing road closures and permitting under Section 69 of the *Local Government Act 2009* for future consideration of Council.

ATTACHMENTS

1. Draft format for permit (to be modified to suit)
2. Example of Drive past a Restricted Road Use Notice Application (DTMR) – this is relevant for State Roads not local roads



Burke Shire Council
Restricted Road Use



DTMR Form - Drive
Past a Restricted Roa



171213-A for Marks
road permit paper.pd

3. Legal advice Preston Law

Finance Reports

09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Tomas Ortiz
DATE REPORT PREPARED:	07 December 2017
LINK TO COUNCIL PLAN/S:	Operational Plan Budget

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

		Year to Date Actual	Annual Budget	Variance Over (Under) to Date
Operating Revenue				
	Rates and Charges	1,355,352.34	2,656,000.00	-1,300,647.66
	Less: Discount, Rebate & Remissions	-23,468.70	-61,000.00	37,531.30
		1,331,883.64	2,595,000.00	-1,263,116.36
	Fees and Charges	43,061.05	95,000.00	-51,938.95
	Rental Income	95,488.57	225,000.00	-129,511.43
	Interest	161,939.23	254,000.00	-92,060.77
	Recoverable Works Revenue	411,290.95	972,000.00	-560,709.05
	Other Income	3,433.50	5,000.00	-1,566.50
		715,213.30	1,551,000.00	-835,786.70
	Donations	8,300.00	10,000.00	-1,700.00
	Contributions	45,454.55	0.00	45,454.55
	Subsidies and Grants	928,848.35	7,428,900.00	-6,500,051.65
		982,602.90	7,438,900.00	-6,456,297.10
Total Operating Revenues		3,029,699.84	11,584,900.00	-8,555,200.16
Operating Expenditure				
	Corporate Governance Costs	359,988.92	905,000.00	-545,011.08
	Administration Costs	1,355,436.93	2,571,600.00	-1,216,163.07
	Recoverable Works Expenses	621,921.51	775,000.00	-153,078.49
	Engineering Services	6,383,235.60	12,753,000.00	-6,369,764.40
	Utility Services Costs	298,202.87	689,000.00	-390,797.13
	Net Plant Operating Costs	-586,768.76	-874,000.00	287,231.24
	Planning and Environmental Expenses	57,016.36	185,000.00	-127,983.64
	Community Services Costs	470,955.07	1,382,000.00	-911,044.93
	Finance Costs	10,138.04	16,000.00	-5,861.96
	Depreciation	1,901,878.04	3,900,000.00	-1,998,121.96
	Other Expenses	0.00	0.00	0.00
Total Operating Expenditures		10,872,004.58	22,302,600.00	-11,430,595.42
Operating Results before Capital Revenue		-7,842,304.74	-10,717,700.00	2,875,395.26
Capital Items				
	Sale of non-current assets	11,992.95	0.00	11,992.95
	Contributions	0.00	0.00	0.00
	Subsidies and Grants	2,487,559.96	5,230,000.00	-2,742,440.04
Total Capital Revenue		2,499,552.91	5,230,000.00	-2,730,447.09
Net Results		-5,342,751.83	-5,487,700.00	144,948.17

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

		Year to Date Actual	Pro rata Budget	Variance Over (Under) to Date
Operating Revenue				
	Rates and Charges	1,355,352.34	1,106,666.67	248,685.67
	Less: Discount, Rebate & Remissions	-23,468.70	-25,416.67	1,947.97
		1,331,883.64	1,081,250.00	250,633.64
	Fees and Charges	43,061.05	39,583.33	3,477.72
	Rental Income	95,488.57	93,750.00	1,738.57
	Interest	161,939.23	105,833.33	56,105.90
	Recoverable Works Revenue	411,290.95	405,000.00	6,290.95
	Other Income	3,433.50	2,083.33	1,350.17
		715,213.30	646,250.00	68,963.30
	Donations	8,300.00	4,166.67	4,133.33
	Contributions	45,454.55	0.00	45,454.55
	Subsidies and Grants	928,848.35	3,095,375.00	-2,166,526.65
		982,602.90	3,099,541.67	-2,116,938.77
Total Operating Revenues		3,029,699.84	4,827,041.67	-1,797,341.83
Operating Expenditure				
	Corporate Governance Costs	359,988.92	377,083.33	-17,094.41
	Administration Costs	1,355,436.93	1,071,500.00	283,936.93
	Recoverable Works Expenses	621,921.51	322,916.67	299,004.84
	Engineering Services	6,383,235.60	5,313,750.00	1,069,485.60
	Utility Services Costs	298,202.87	287,083.33	11,119.54
	Net Plant Operating Costs	-586,768.76	-364,166.67	-222,602.09
	Planning and Environmental Expenses	57,016.36	77,083.33	-20,066.97
	Community Services Costs	470,955.07	575,833.33	-104,878.26
	Finance Costs	10,138.04	6,666.67	3,471.37
	Depreciation	1,901,878.04	1,625,000.00	276,878.04
	Other Expenses	0.00	0.00	0.00
Total Operating Expenditures		10,872,004.58	9,292,750.00	1,579,254.58
Operating Results before Capital Revenue		-7,842,304.74	-4,465,708.33	-3,376,596.41
Capital Items				
	Sale of non-current assets	11,992.95	0.00	11,992.95
	Contributions	0.00	0.00	0.00
	Subsidies and Grants	2,487,559.96	2,179,166.67	308,393.29
Net Results		-5,342,751.83	-2,286,541.67	-3,056,210.16

Overview

Year to date results show an operating loss of \$7.8 million before capital revenue. The operating statement reflects a net loss of \$5.3 million after capital grants and subsidies. This result is consistent with pre-payment of FAGS (financial assistance grant) in 2016-17, along with funds received under Deeds of Funding in 2016-17 for expenditure committed in 2017-18.

Rates & Utility Charges

Rates & Utility charges are above target with annual budget estimates and biannual budget estimates.

Fees and charges

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

Rental income

Pro rata rental income is slightly above pro rata estimates.

Recoverable works revenue

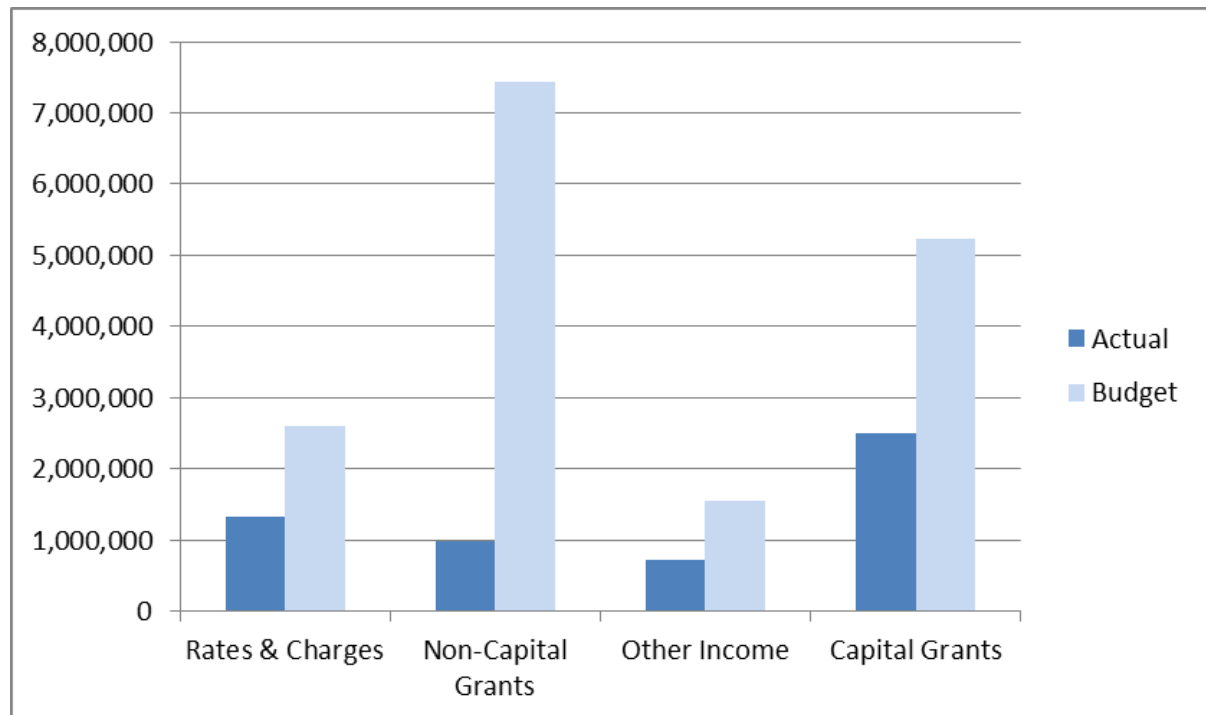
Recoverable works revenue is above pro rata estimates mainly reflecting timing differences (not a permanent variance).

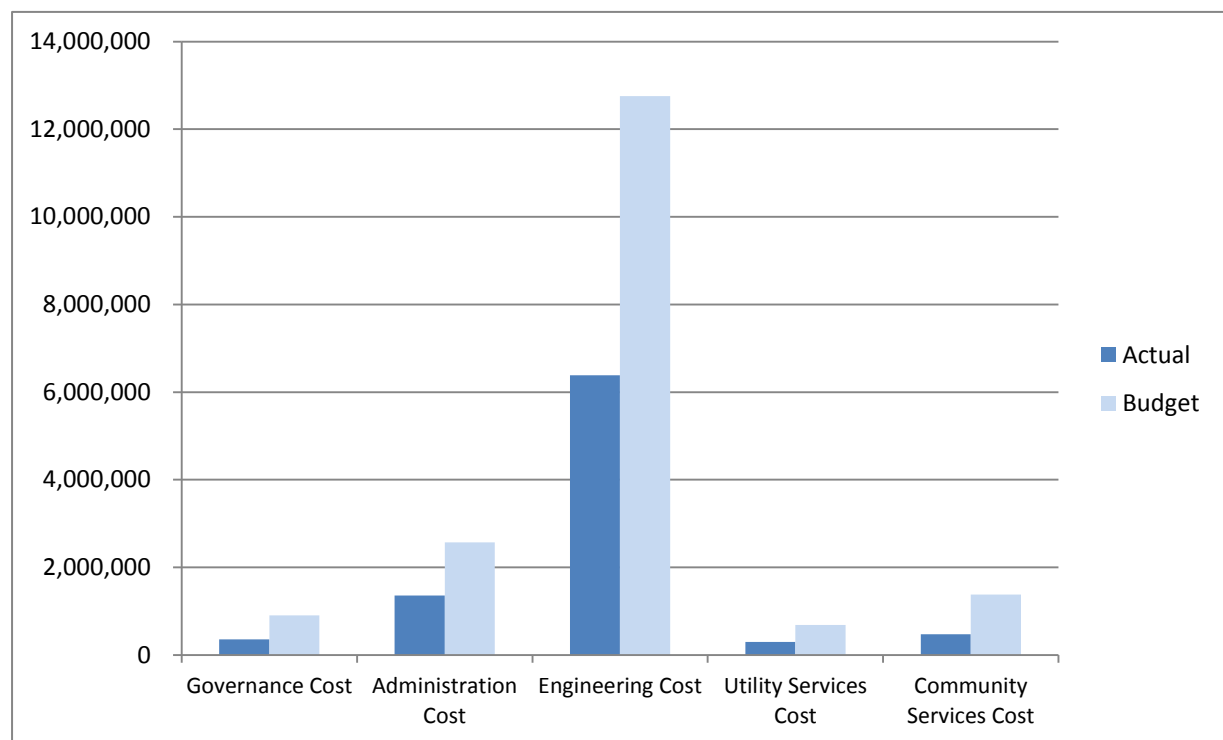
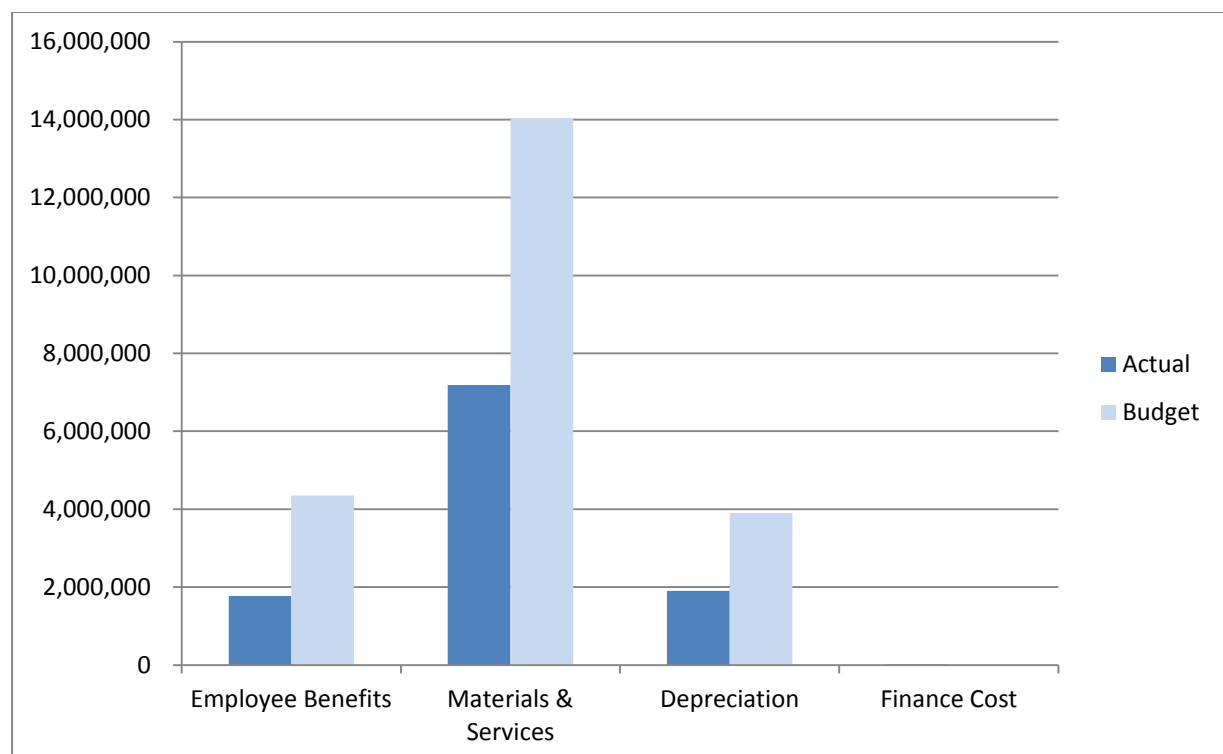
Grants, Subsidies, Contributions and Donations

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

Capital revenue

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

Where has the money come from?

How has the money been spent?Expenditure by Type

3. BUSINESS UNITS

Water Utility	Burketown Year to Date Actuals	Burketown Annual Budget		Gregory Year to Date Actuals	Gregory Annual Budget
Revenue	157,578	287,000		62,261	97,000
Expense	138,188	250,000		68,446	200,000
Surplus/Deficit	19,390	37,000		- 6,185	- 103,000
Sewerage Utility	Burketown Year to Date Actuals	Burketown Annual Budget			
Revenue	73,568	148,000			
Expense	50,197	97,000			
Surplus/Deficit	23,372	51,000		-	-
Waste Management	Burketown Year to Date Actuals	Burketown Annual Budget		Gregory Year to Date Actuals	Gregory Annual Budget
Revenue	50,340	100,000		-	-
Expense	31,862	107,000		-	-
Surplus/Deficit	18,478	- 7,000		-	-
Parks & Gardens	Burketown Year to Date Actuals	Burketown Annual Budget		Gregory Year to Date Actuals	Gregory Annual Budget
Revenue					
Expense	67,046	160,000		26,744	75,000
Surplus/Deficit	- 67,046	- 160,000		- 26,744	- 75,000
Housing	Burketown & Gregory Year to Date Actuals	Burketown & Gregory Annual Budget			
Revenue	95,489	225,000			
Expense	95,686	402,000			
Surplus/Deficit	- 198	- 177,000			
Airports	Burketown Year to Date Actuals	Burketown Annual Budget		Gregory Year to Date Actuals	Gregory Annual Budget
Revenue	14,215	37,000			
Expense	35,774	90,000		8,357	10,000
Surplus/Deficit	- 21,558	- 53,000		- 8,357	- 10,000

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

Program	Year to Date Actual	Annual Budget	Variance	KPI - 100% Funding Received	KPI Funding Acquitted
Revenue				KPI Met Yes/No	KPI Met Yes/No
RMPC	345,456	942,000	- 596,544	No	No
NDRRA Flood Damage	-	5,850,000	- 5,850,000	No	No
Shire Road Maintenance FAG					
Road Grant	103,601	194,000	- 90,400	No	N/A
TIDS Grant	-	457,000	- 457,000	No	No
Roads to Recovery	1,248,135	933,000	315,135	Yes	No

Expenditure

Program	Year to Date Actual	Annual Budget	Variance	KPI - Projects Target Met	KPI Project Expenditure within Budget
Expense				KPI Met Yes/No	KPI Met Yes/No
RMPC	527,333	750,000	- 222,667		Yes
NDRRA Flood Damage	4,850,442	11,000,000	- 6,149,558		Yes
Shire Road Maintenance FAG					
Road Grant	160,275	300,000	- 139,725		Yes
TIDS Grant	452,000	457,000	- 5,000		Yes
Roads to Recovery	342,079	933,000	- 590,921		Yes
Town Street Maintenance Expense	32,077	100,000	- 67,923		Yes

Overall road revenue and expenditure is within budget.

No significant variances to report.

5. VARIANCE ANALYSIS (Capital Works)

BURKE SHIRE COUNCIL 2017-18 CAPITAL WORKS SUMMARY				
Particulars	Budget	Year to Date Actual Expenditure	Variance Over (Under) to Date	Comments
LAND	54,000	34,034	- 19,966	-
Gregory Landfill Land	44,000	24,709	- 19,291	-
Gregory Solar Land	10,000	9,326	- 674	-
BUILDINGS	930,000	274,706	- 655,294	-
House 10 Replacement	300,000	-	- 300,000	-
Depot Upgrades (Burketown & Gregory)	240,000	227,418	- 12,582	-
Gregory Hall Floor Replacement	10,000	-	- 10,000	-
Visitor Information centre	200,000	24,636	- 175,364	-
Church/HACC Hall Roof Replacement	30,000	17,329	- 12,671	-
Refurbish Morning Glory Park Public Toilets	30,000	424	- 29,576	-
Replace SES Shed	60,000	-	- 60,000	-
Radio Hut	60,000	4,899	- 55,101	-
OTHER STRUCTURES	4,861,440	844,046	- 4,017,394	-
Mineral Baths	50,000	-	- 50,000	-
Cemetery Niche Walls	20,000	1,225	- 18,775	-
Cenotaph relocate Morning Glory Park	5,000	-	- 5,000	-
Playground Morning Glory Park	75,000	155,721	- 80,721	-
War memorial construction	20,000	-	- 20,000	-
Water refill tanks at airport for emergency services	15,000	-	- 15,000	-
Sports ground replace bar & bookie shed on raised viewing platform	5,000	-	- 5,000	-
Gregory water treatment plant solar array	1,311,440	585,047	- 726,393	-
Boat Ramp Widening & Wharf Car Park Upgrade	2,500,000	445	- 2,499,555	-
Gregory airstrip lights	5,000	-	- 5,000	-
Water - SCADA/Telemetry, shedding & Other improvements	700,000	98,719	- 601,281	-
Satellite Backup System	25,000	-	- 25,000	-
Sewer pump station upgrade	90,000	-	- 90,000	-
Burketown Landfill Improvements (Fencing, signage, bunding)	40,000	2,890	- 37,110	-
PLANT & EQUIPMENT	1,093,000	23,620	- 1,069,380	-
Drake Low loader	165,000	-	- 165,000	-
Cat Multi tyre roller	250,000	-	- 250,000	-
Gregory Genset	30,000	-	- 30,000	-
John Deere ride-on	49,000	-	- 49,000	-
Toyota Hilux	51,000	23,620	- 27,380	-
Workshop truck	110,000	-	- 110,000	-
Toyota Hilux 4x4	40,000	-	- 40,000	-
Kluger	65,000	-	- 65,000	-
Toyota Prado	65,000	-	- 65,000	-
Toyota Landcruiser	80,000	-	- 80,000	-
Toyota Hilux 4x4	60,000	-	- 60,000	-
Landcruiser	78,000	-	- 78,000	-
Office Vehicle	50,000	-	- 50,000	-
FURNITURE & FITTINGS	-	-	-	-
ROAD INFRASTRUCTURE	2,575,080	2,334,855	- 240,225	-
Floraville Road Reseal Chainage 32.5 - 71.3	121,000	83,136	- 37,864	-
Floraville Road Reseal Chainage 32.5 - 71.3	733,754	504,131	- 229,623	-
Gregory Airport Reseal	330,000	179,366	- 150,634	-
Doomadgee East Road Reseal Chainage 44.8 - 64.1	294,326	328,780	34,454	Exceeded budget
Doomadgee East Road Reseal Chainage 44.8 - 64.1	279,000	312,723	33,723	Exceeded budget
Gregory Lawn Hill Road pavement construction & resheeting	817,000	926,719	109,719	Exceeded budget
WATER INFRASTRUCTURE	35,000	-	- 35,000	-
Water - Raw water intake and storage Gregory	15,000	-	- 15,000	-
Water - Raw water supply alternative intake Burketown	15,000	-	- 15,000	-
Water - Treated water supply to wharf and bridge	5,000	-	- 5,000	-
SEWERAGE INFRASTRUCTURE	5,000	-	- 5,000	-
Passive Lagoons Design Work	5,000	-	- 5,000	-
TOTAL CAPITAL WORKS	9,553,520	3,511,261	- 6,042,259	-

6. STATEMENT OF FINANCIAL POSITION

		2017-2018 Actual	2017-2018 Annual Budget
Current Assets			
	Cash and cash equivalents	9,234,873.06	7,213,336.00
	Trade and other receivables	263,852.88	600,000.00
	Inventories	302,935.94	193,943.00
	Other financial assets	881,144.66	205,483.00
	Total current assets	10,682,806.54	8,212,762.00
Non-current Assets			
	Property, plant and equipment	142,437,357.28	139,911,178.00
	Total non-current assets	142,437,357.28	139,911,178.00
	TOTAL ASSETS	153,120,163.82	148,123,940.00
Current Liabilities			
	Trade and other payables	1,033,637.28	1,031,337.00
	Provisions	153,380.89	175,794.00
	Other	0.00	0.00
	Total current liabilities	1,187,018.17	1,207,131.00
Non-current Liabilities			
	Trade and other payables	0.00	0.00
	Provisions	626,441.80	619,885.00
	Total non-current liabilities	626,441.80	619,885.00
	TOTAL LIABILITIES	1,813,459.97	1,827,016.00
	NET COMMUNITY ASSETS	151,306,703.85	146,296,924.00
Community Equity			
	Asset revaluation reserve	82,474,980.40	76,038,657.00
	Retained surplus/(deficiency)	68,831,723.45	70,258,267.00
	Other reserves	0.00	0.00
	TOTAL COMMUNITY EQUITY	151,306,703.85	146,296,924.00

Overview

Unadjusted balances at the end of November show Councils total equity sitting at \$151 million.

Cash & Cash Equivalents

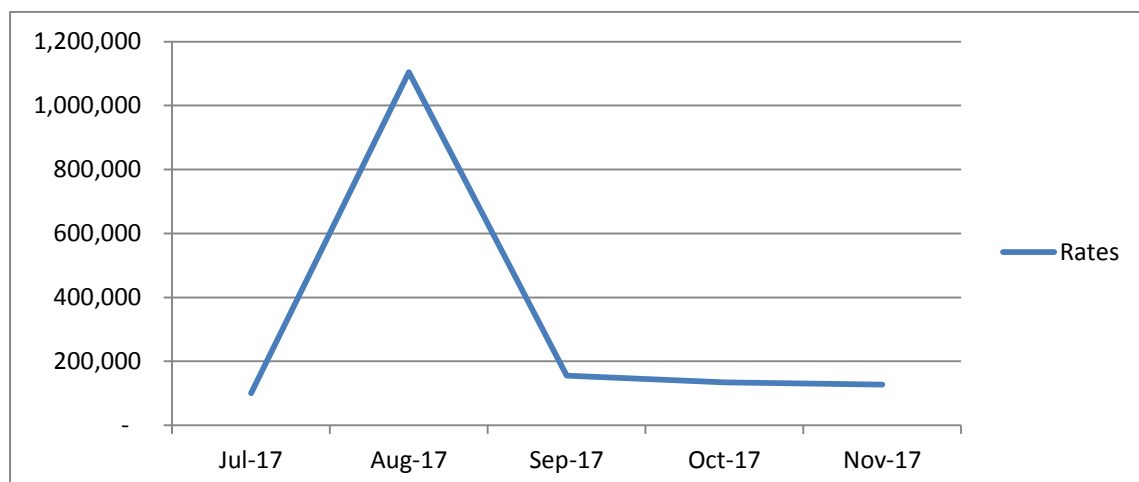
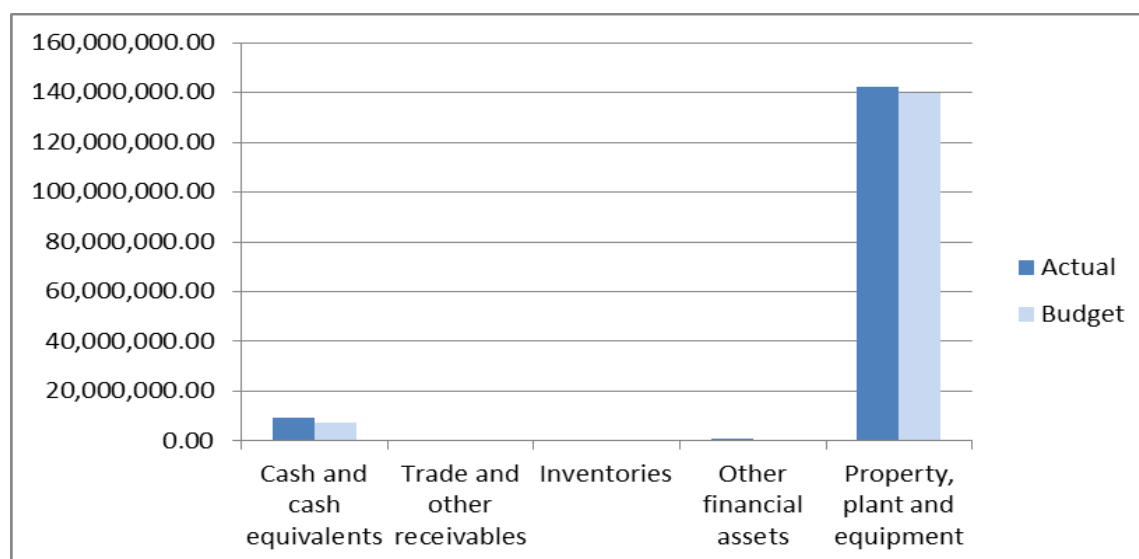
Cash balances at the end of June 2017 sat at \$16, 4. At the end of November cash balances sat at \$9.2 million as expected in line with cash flow forecasts for the 2017-18 financial year.

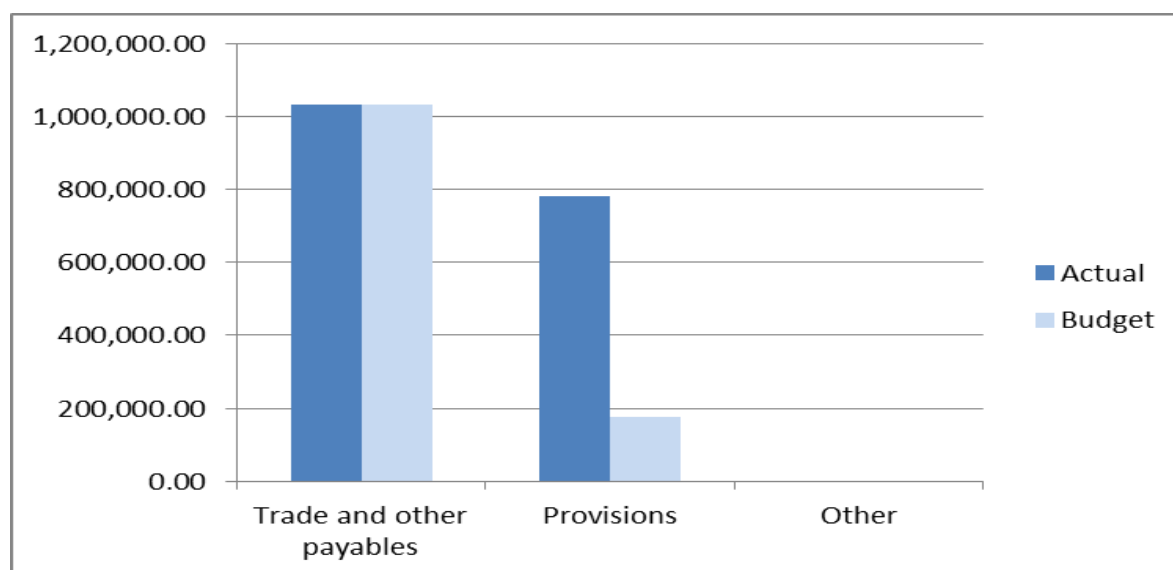
Cash holdings at the end of the month

Burke Shire Cash Position 2017-2018				
Month	Queensland Treasury Corporation	Term Deposit	Westpac Management Account	Total Cash Held
Jul-17	15,620,502	-	979,730	16,600,232
Aug-17	15,651,619	-	1,421,685	17,073,304
Sep-17	15,681,827	-	1,399,130	17,080,957
Oct-17	11,711,768	-	2,092,945	13,804,713
Nov-17	7,242,981	-	1,991,334	9,234,315
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 November as rates payments are remitted to Council.

Assets by Category

Liabilities by Category

7. MEASURES OF FINANCIAL SUSTAINABILITY

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

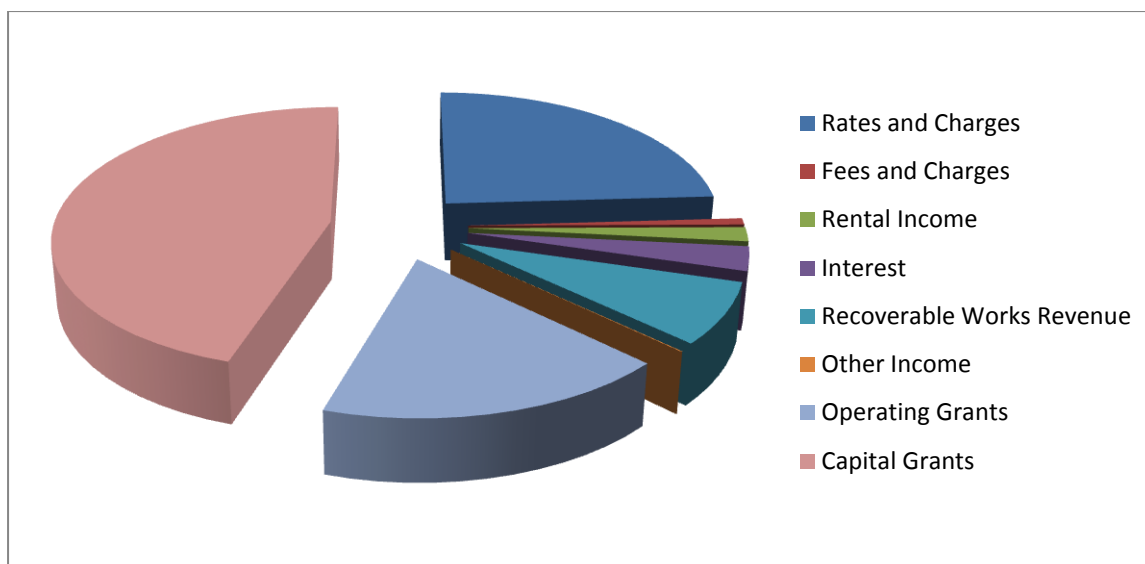
Ratio	Target	YTD Actual	Target Met
Current Asset Ratio	>1:1	9.00	Yes
Asset Sustainability Ratio	> 90%	147%	Yes
Net Financial Liabilities Ratio	< 60%	-293%	Yes
Operating Surplus Ratio	0% to 10%	-259%	No

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

The Asset sustainability ratio: Measures the extent to which infrastructure assets are being replaced as they reach the end of their useful lives – Councils ratio at the end of the month increased from the previous month and is now above the target ratio.

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

Revenue ratios at the end of the month reflect a recurring reliance on external revenue sources. Ratios at the end of November reflect that 18% of year to date operating revenue is derived from non capital grants; 45% of total revenue is deriving from capital grants while 24% is deriving from rates and utility charges. Year end budgetary positions reflect reliance on external funding.



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

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

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

9. STATEMENT OF CASH FLOW

	2017-2018 Actual	2017-2018 Annual Budget
Cash flows from operating activities:		
Receipts from customers	1,877,185.02	3,667,000.00
Payments to suppliers and employees	-8,851,879.16	-18,402,600.00
	-6,974,694.14	-14,735,600.00
Interest received	161,939.23	254,000.00
Rental income	95,488.57	225,000.00
Non-capital grants and contributions	937,148.35	7,438,900.00
Net cash inflow (outflow) from operating activities	-5,780,117.99	-6,817,700.00
Cash flows from investing activities:		
Payments for property, plant and equipment	-4,028,463.01	-9,553,520.00
Proceeds from sale of property, plant and equipment	125,892.28	282,000.00
Grants, subsidies, contributions and donations	2,487,559.96	5,230,000.00
Net cash inflow (outflow) from investing activities	-1,415,010.77	-4,041,520.00
Cash flows from financing activities		
Proceeds from borrowings	0.00	0.00
Repayment of borrowings	0.00	0.00
Net cash inflow (outflow) from financing activities	0.00	0.00
Net increase (decrease) in cash held	-7,195,128.76	-10,859,220.00
Cash at beginning of reporting period	16,430,001.82	18,072,556.00
Cash at end of reporting period	9,234,873.06	7,213,336.00

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

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

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

10. OFFICER'S RECOMMENDATION

That Council notes the contents of the Finance Monthly Report.

ATTACHMENTS

1. Creditor Payments Listing



PCS Preview - GL
Cheque Register - No

Strategic Projects Reports

09.03.01 Strategic Projects Reports

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	11 December 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

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

Project Status Report	
Project Name	Burketown Wharf Upgrade Project
Project Manager	Philip Keirle, Burke Shire Council
Project Superintendent	Heath Jones, Erscon Consulting
Contractor(s)	Ausnorth Consulting (Survey) FSG (Geotechnical) CivilPlus Construction (Civil) Car-park and shelter (TBD)
Status Update Provided	11 December 2017
Original completion date	Barge Ramp: 30 November 2017 Car-park and entertainment area: 30 June 2018
Revised completion date	Barge Ramp: 24 November 2017 Car-park and entertainment area: 30 June 2018
Project Scope	Replace single-lane recreational boat ramp with a 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	Barge Ramp and Hardstand completed. Practical Completion issued on 5 December 2017.
Forthcoming work	Planning for car-park construction

Key Parameters	Status	Comments
Schedule	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Boat Ramp: 4 Sep 2017 – 16 Dec 2017 <ul style="list-style-type: none"> ○ Originally scheduled for 30 Nov 2017 ○ Issues related to supply of material, tides and concrete quality testing ▪ Car Park: 2 Apr 2017 – 30 Jun 2017 ▪ Shelters: 2 Apr 2017 – 30 Jun 2017
Scope	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Project scope completed for boat ramp: <ul style="list-style-type: none"> ○ Fender pile variation approved ○ Sub-grade variation approved ▪ Project scope completed for car-park; ▪ Project scope completed for entertainment area;
Procurement	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ All PM services procured (Erscon) ▪ All boat/barge ramp construction services procured (CivilPlus Constructions) <ul style="list-style-type: none"> ○ Sub-grade procurement and installation completed. ▪ Procurement for car-park construction to proceed from December 2017. ▪ Procurement for shelters/bbq to proceed from December 2017.
Planning Assessment	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Accepted Development process considered at September 2017 Council meeting; ▪ Notification of Construction notices sent to DAF (Marine Plants) and to EHP (construction in a coastal management district);
Budget	On-Track At-Risk Off-track Budget increased to enable delivery of project.	<ul style="list-style-type: none"> ▪ All funding confirmed for funding programs: CRF (Community Resilience Fund), MIF (Marine Infrastructure Fund), NSRF (National Stronger Regions Fund), TTC (Transport & Tourism Connection) ▪ 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.

Key Parameters	Status	Comments
Reporting	On-Track At-Risk Off-track	<p>CRF reports:</p> <ul style="list-style-type: none"> provided 4th week of every month Final acquittal underway <p>NSRF Milestone Reports:</p> <ul style="list-style-type: none"> 4 August 2017 (submitted) <p>NSRF Upcoming Milestone Reports</p> <ul style="list-style-type: none"> 30 November 2017 28 February 2018 31 July 2018 <p>MIF:</p> <ul style="list-style-type: none"> Weekly update reports issued by Erscon to DTMR <p>TTC:</p> <ul style="list-style-type: none"> “monthly measure-up” required once car-park component of project commences 30 June 2018: Acquittal Report

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	4 December 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"> Replace existing 8 x 44kL water tanks with 2 x 225kL treated water storage tanks establishing new foundations and installation and commissioning of associated pipework; Repair clarifier and install clarifier platform; Installation of additional monitoring capability, including 3 x turbidity meters; tank modifications to enable future trim dosing upgrade. Replacement of existing generators (x2); Installation of fencing for Gregory Solar Array; Installation of 50kW solar array and 75kWh energy storage system.

Project Status Report	
Work recently completed	<p>Solar Array/Storage:</p> <ul style="list-style-type: none"> ▪ Solar array inverters cable terminations completed. ▪ Power3 on site installation completed (including batteries, inverter chargers, switchboard and PLC), including terminations. ▪ Genset 1 (22kVA) and Genset 2 (60kVA) installed on site. ▪ 2500L double bunded fuel tank delivered to QES facility Mount Isa. <p>Water Storage/Treatment:</p> <ul style="list-style-type: none"> ▪ Tank 1 ring beam and clarifier platform footings reinforcement/formwork/concrete pour completed. ▪ Tank 2 ring beam internal backfill completed. ▪ Tank manufacture completed and stored at Rhino warehouse in Brisbane (awaiting site installation). ▪ Galvanized pipe supports delivered on site. ▪ Clarifier platform fabrication (at Pructon's facility in Darwin). ▪ Preparation of project plans in progress – remaining ITPs (mechanical) submitted on 24/11/2017, commissioning and operator training plan to be submitted by 08/12/2017.
Forthcoming work	<p>Solar Array/Storage:</p> <ul style="list-style-type: none"> ▪ 2500L double bunded fuel tank site installation. ▪ Solar array, battery charging and gensets system testing and commissioning. ▪ Generator shop drawings reviewed and issued with comments (12/09/2017 – requiring amendment and resubmission and 60kVA genset shop drawings) – to be updated and submitted as part of the as-constructed and O&M manuals (target submission prior to Christmas). ▪ Solar array foundation and support design drawings – full set – to be updated and submitted as part of the as-constructed and O&M manuals including Forms 15 and 16 (target submission prior to Christmas). <p>Water Storage/Treatment:</p> <ul style="list-style-type: none"> ▪ Pructon site crew RNR 02 to 09/12/2017 – no works on site. ▪ Submission of the remainder of project plans (ITPs – by 24/11/2017). ▪ Clarifier platform fabrication (at Pructon's facility in Darwin).

Key Parameters	Status	Comments
Schedule	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ The project has been delayed by 46 days due to scoping of additional items for the Water Storage/Treatment Optimisation component of the project. ▪ 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. ▪ Revised Project Schedule and cashflow endorsed by funding agency (Department of State Development). Project to be completed by end of January 2018.
Scope	On-Track At-Risk Off-track	<p>Variation approved for the following additional scope:</p> <p>Water Storage & Treatment Optimisation</p> <ul style="list-style-type: none"> ▪ Provision of blank-flanged inlet/outlet to each storage tank (to enable future retrofit of chlorine trim dosing system) ▪ Installation and commissioning of 4 No turbidity meters (supply of turbidity meters by Council) ▪ Variation for 'wider' pipe supports to accommodate the future chlorine trim dosing pipework. <p>Solar Array and Energy Storage System</p> <ul style="list-style-type: none"> ▪ Installation of additional mounting ▪ Additional 2,500L of double-bunded fuel storage and fuel pump ▪ Change from 2 x 22kVa generators to 1 x 22kVa and 1 x 60kVa generator
Procurement	On-Track At-Risk Off-track	<p>Water Storage & Treatment Optimisation:</p> <ul style="list-style-type: none"> ▪ Released: 22 Apr 2017 ▪ Closed: 16 May 2017 ▪ Awarded: 9 Jun 2017 <p>Solar Array & Energy Storage:</p> <ul style="list-style-type: none"> ▪ Released: 3 Jun 2017 ▪ Closed: 27 Jun 2017 ▪ Awarded: 20 July 2017 <p>Solar Fencing</p> <ul style="list-style-type: none"> ▪ Released: 26 Jul 2017 ▪ Closed: 8 Aug 2017 ▪ Awarded: 11 Aug 2017 ▪ Completed: 1 Sep 2017
Town Planning	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ MCU submitted to May 2017 Council meeting. ▪ Council has complied with DTMR DA requirements to provide a Construction Management Plan and a Traffic Management Plan for the Solar Array Construction.

Key Parameters	Status	Comments
Budget	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Fencing: as per budget. Solar array: variations for additional array mounting posts, increase in generator rating based on reviewed load profile and additional fuel storage Water Treatment/Storage: part variation approved for trim-dosing. Full variation approved for supply of 4 x turbidity meters and associated installation/calibration equipment.
Reporting	On-Track At-Risk Off-track	Milestone 1: 30 March 2017 (completed) Milestone 2: 31 July 2017 (completed) Milestone 3: 8 January 2018 Milestone 4: 1 March 2018

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	11 December 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	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Project scope changed to incorporate two projects: the Lawn Hill National Park Road Re-sheeting Project and the Burketown Landfill Perimeter Fencing Project.
Procurement	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Lawn Hill National Park Project: <ul style="list-style-type: none"> Awarded: 15 Nov 2016 Variation 1: Feb 2017 Variation 2: Jul 2017 Burketown Landfill Perimeter Fencing Project: <ul style="list-style-type: none"> Awarded: 10 Oct 2016
Town Planning	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Lawn Hill National Park Road: NA BKT Landfill Perimeter Fencing: NA
Budget	On-Track At-Risk Off-track	<ul style="list-style-type: none"> 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. BKT Landfill Fencing: the CH Monitoring budget exceeded initial estimates.
Schedule	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Lawn Hill: completion date pushed back by 1 month Landfill Fencing: completed in accordance with DCP schedule. Rectification works to be scheduled over coming weeks.
Reporting	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Lawn Hill: final acquittal report due on 31 October 2017 (delayed pending final payment of Wiles Road Services); BKT Perimeter Fencing: all reporting requirements completed. Project acquitted

4. BKT SCADA & TELEMETRY INSTALLATION

Project Status Report	
Project Name	Burketown SCADA & Telemetry Project
Project Manager	Philip Keirle, EMSP
Project Superintendent	Mark Poynter, EMWI
Contractor	Austek Communications Pty Ltd
Status Update Provided	11 December 2017
Original completion date	4-11 December 2017
Revised completion date	No change

Project Status Report	
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	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Council endorsed an Alternative Scope provided by Austek Communications Pty Ltd
Procurement	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Released: 4 August 2017 ▪ Closed: 23 August 2017 ▪ Awarded: 28 August 2017
Town Planning	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Not applicable (Operational Works only)
Budget	On-Track At-Risk Off-track	On track. Any variations to be secured under separate arrangement.
Schedule	On-Track At-Risk Off-track	Design: 28 Aug – 6 Nov 2017 On site: 6 Nov – 11 Dec 2017 Completion: 4-11 December 2017 UPDATED: 15 December 2017
Reporting	On-Track At-Risk Off-track	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"> ▪ Released audit tool to RRTG member Councils ▪ Submission of pre-lodgement materials to EHP in relation to <5,000t per annum sites. ▪ DAF to participate at upcoming NWQRRTG Technical Committee meeting in Cloncurry on Thursday 16th November 2017. ▪ Materials from other Shires now flowing in.
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"> ▪ ILUA registered on 22 June 2017. Final Survey Plans to be submitted week beginning 7 Aug 2017; ▪ Balance of acquisition payments made to DNRM on 25 Jul 2017. ▪ Lot 11 on SP287787: Deed of Grant issued to Council ▪ Lot 5 on SP265803: Deed to be issued ~end of November 2017.

Project	Description	Update/activity for reporting month
Gregory ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> ▪ Concept for land exchange ILUA developed and to be progressed with Waanyi and Paraway in the near future: dates TBD. ▪ Site/Concept Plans and Feasibility Studies forwarded to Waanyi to assist with progression of concept plan.
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"> ▪ To be incorporated under the Burketown Wharf ILUA. ▪ 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.
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"> ▪ 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. ▪ Working on program for 2018, which is likely to include river-sand extraction points and few project sites.
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	<p>Parties approaching in-principle negotiator agreement.</p> <p>Most recent meeting in Cairns on Wednesday 6th December 2017. Solid progress made.</p>

Project	Description	Update/activity for reporting month
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"> ▪ Complete additional design work; ▪ Complete additional survey and geotech as required; ▪ Complete Detailed Design in a way that enables Council to satisfy town planning requirements received through the pre-lodgement process. ▪ Form project committee with representatives from Gangalidda & Garawa as joint trustees of the Environmental Reserve.
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 currently working on BBRF Infrastructure Projects submission.</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"> - BKT-NMT Fibre - NMT-KMB Fibre <p>Complete Detailed Design for the following Fibre Optic Project:</p> <p>BKT-NMT Fibre</p>	<p>See Attachment 1</p> <p>BKT-NMT Feasibility completed;</p> <p>NMT-KMB Feasibility completed;</p> <p>BKT-NMT Detailed Design completed</p> <p>Final Acquittal underway</p>

Project	Description	Update for reporting month
Digital Townships, Digital Tourism	GSD to produce report into prospects and approaches to coordinate the whole-of-Gulf in a digital data acquisition program, focusing on tourism and digital infrastructure.	See Attachment 2 Go2Digital have produced a draft strategy for upgrading digital capability in the Gulf as this relates. Currently under review.
Gulf Savannah Tourism Survey	GSD to replicate and broaden the 2013 Gulf Savannah Tourism Survey to provide LGs and key stakeholders an in insight into tourism patterns & developments between 2013-2017.	See Attachment 3 Tourism survey responses are being collated. Tourism Research Australia data compiled. One more quarter of data required before final compilation.
Lower Gulf Marine & Riverine Infrastructure & Economic Development Project	GSD to explore options and provide economic modelling around marine and riverine-based economic development opportunities in the Lower Gulf. Discussions have been wide-ranging to date.	See Attachment 4 Presentations to stakeholder groups in the Gulf concluded. Initial presentations to Council concluded. Discussions over Traditional Knowledge and IP continue. MSQ and GSD representatives discussed Boat Safety Applications on 11 Oct 2017.

6. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects Report.

ATTACHMENTS

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



2. Gulf Savannah Tourism Survey Project



3. Digital Townships, Digital Tourism Project



4. Digital Resilience & Capability Project



Strategic Projects Reports

09.03.02 Burke Shire Council – Adoption of Core Asset & Services Management Plans

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	4 December 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget (Capital Expenditure & 10 year financial forecast)

1. PURPOSE

To submit the Burke Shire Council Asset & Services Management Plan 2018-2027 to Council for adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

2009-2012

In November 2009, the Queensland Government in conjunction with the LGAQ lodged a formal submission with the Commonwealth Government seeking funding from the Local Government Reform Fund to support Councils in the development of Asset Management plans.

Council's first Asset & Services Management Plan was funded through this initiative and developed immediately after the completion of a full revaluation of Council's assets by APV in 2010. The Plan was adopted at the Ordinary Council meeting in April 2012.

09.01.03 Asset & Services Management Plan 2012-2021.

That Council adopts the draft Asset and Services Management Plan as presented.

Moved: Cr Forshaw

Seconded: Cr Olive

Carried 13.120418 4/0 FILE NO: BCS/G/AM/MP

Council also developed Total Management Plans (TMPs) for its Water & Wastewater services in accordance with the program funding requirements of the Water and Sewerage Program (WASP), a state funded program that provided substantial discounts on capital expenditure on water and wastewater treatment assets. The TMPs have not been actively utilized by Council since the demise of the WASP some years ago.

For a variety of reasons, the Asset Management Plan of 2012 did not end up doing the work it was intended to do. This has been a sector-wide phenomenon for small to medium-sized local government entities all over Australia. Given the comprehensive nature of the commitment as well as the skill set required to implement and embed a functional, effective and enduring asset management systems, this is not surprising.

2014-2016

Since late 2014, Council allocated additional resourcing toward developing and embedding a functional asset management framework underwritten by sound asset management practices. The development and adoption of the 2017-2026 Asset Management Plan was one output of this increased effort and attention.

The 2017-2026 ASMP was put together by Burke Shire Council and CT Management Group. CT Management Group utilized the Maloney Model to generate the various charts/graphs representations of Council's assets: age and condition profiles, projected renewal requirements etc.

03.01 Burke Shire Council - Adoption of Asset & Services Management Plan

1. That Council receives the Burke Shire Council Asset and Services Management Plan 2017-2026.
2. That Council adopts the Burke Shire Council Asset and Services Management Plan 2017-2026.

Moved: Cr Murray

Seconded: Cr Poole

Carried 160929.02 5/0

2017

Council has adopted the IPWEA NAMS.PLUS model for completing its core Asset Management Plans.

This approach does not displace Council's reliance on external entities for providing assistance in developing/generating Council's AMPs. However, the NAMS.PLUS system does give Council greater control at a lower rate.

Most importantly, it will be possible to develop budgets and AMPs at the same time utilizing the NAMS.PLUS system to ensure the greatest synchronicity between AMPs and LTFF.

3. PROPOSAL

That Council receives and adopts the following Burke Shire Council Core Asset Management Plans:

- Buildings AMP 2018-2027
- Transport AMP 2018-2027
- Wastewater AMP 2018-2027
- Water AMP 2018-2027

4. FINANCIAL & RESOURCE IMPLICATIONS

Core AMPs linked to Long-term Financial Forecast

The 2018-27 Core Asset Management Plans ("the Plan") are aligned with Council's Long Term Financial Forecast (LTFF). However, this does not mean that they accurately foretell the future. This is for a number of reasons, some of the most significant include:

- Council's reliance on the State and Federal governments for the majority of its revenue;
- Funding from State and Federal governments is subject to perpetual change;
- The prospect for rates revenue to be impacted by mine closures or new operations is significant;

- Technological change provides for unanticipated changes in cost and demand patterns.

While there will always be difficulties, it is crucial that Burke continues to focus heavily on asset management in the context of the financial viability of the organisation. To do otherwise would undermine Council's capacity and capability to make informed decisions about its future.

Auditor General Reports

The following Auditor General reports have identified systemic issues with Asset Management and Long-Term Financial Forecasting in the local government sector:

- Auditor-General's Report 2: 2016-17 Forecasting long-term sustainability of local government
- Auditor-General's Report 13: 2016-17 Local government entities: 2015-16 results of financial audits

5. POLICY & LEGAL IMPLICATIONS

Council's financial planning obligations are outlined in the Local Government Act 2009 and Local Government Regulation 2012. These include specific references to the adoption and maintenance of an ASM Plan.

Instrument	Summary/ Comments
<i>Local Government Act 2009</i> <i>Part 3 Financial Planning and Accountability</i>	<p>s104 Financial Management Systems</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> <ul style="list-style-type: none"> (i) a 5-year corporate plan that incorporates community engagement; (ii) a long-term asset management plan; (iii) a long-term financial forecast; (iv) an annual budget including revenue statement; (v) an annual operational plan;

Instrument	Summary/ Comments
<p><i>Local Government Regulation 2012</i></p> <p>Division 2 Long-term asset management plan</p>	<p>s167 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>s168 Long-term asset management plan contents</p> <p>A local government's long-term asset management plan must—</p> <p>(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; and</p> <p>(b) state the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan; and</p> <p>(c) be part of, and consistent with, the long-term financial forecast.</p> <p>As presented, the Plan complies with the requirements of s168 and, as with all Plans of this type, outlines those items where improvements can be made in order to best meet Council's asset and services management obligations moving forward.</p>

The status of ASMPs and the ASM practices of Councils in Queensland has been the subject of comment in the two most recent Auditor General reports to Parliament on Local Government entities. These reports are attached.

In the report on FY 2013-14, the following better practice elements of an ASMP were outlined as meeting the following characteristics; that they:

- Are succinct and easy to use;
- Are adopted by Council;
- Are reviewed annually;
- Allocate responsibility to appropriately trained staff;
- Are link to asset management strategy and asset management policy;
- Describe assets and services delivered;
- Are linked to the Long Term Financial Forecast, capital works program and maintenance program;
- Set agreed levels of service for each asset class;
- Describe the current condition of assets;
- Contain demand forecasts;
- Address lifecycle costs;
- Contain long term cash flow forecasts for construction, acquisition, operation and maintenance, and renewal.

- Address asset rationalization and disposal;
- Incorporate risk management strategies;
- Explain how the performance of the plan will be monitored.

6. CRITICAL DATES & IMPLICATIONS

Nil

7. CONSULTATION

External:

- APV Valuers
- IPWEA
- CT Management Group (Delta S)

Internal:

- Mark Poynter EMWI, Simba Chimpaka EMF, Philip Keirle EMSP

8. CONCLUSION

The development of the 2017-2026 Burke Shire Council Asset and Services Management Plan represents another step in Council's progress toward embedding ASM principles and practices into all Council operations.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council receives and adopts the following:
 - a. 2018-2027 Burke Shire Council Core Asset and Services Management Plan - Buildings
 - b. 2018-2027 Burke Shire Council Core Asset and Services Management Plan – Transport
 - c. 2018-2027 Burke Shire Council Core Asset and Services Management Plan – Water
 - d. 2018-2027 Burke Shire Council Core Asset and Services Management Plan – Wastewater

ATTACHMENTS

1. 2018-2027 Burke Shire Council Core Asset and Services Management Plan – Buildings



171106 - BUILDINGS
- 2018-2027 - NAMS.I

2. 2018-2027 Burke Shire Council Core Asset and Services Management Plan – Transport



171107 -
TRANSPORT - 2018-2

3. 2018-2027 Burke Shire Council Core Asset and Services Management Plan – Water
- 171208 - WATER -
2018-2027 - NAMS.PI
4. 2018-2027 Burke Shire Council Core Asset and Services Management Plan – Wastewater
- 171208 -
WASTEWATER - 2018
5. 2018 Burke Shire Council Asset Management Risk Register
- 171204 - NAMS.PLUS
IRMP Core Template
6. QAO, Results of audit: Local Government entities 2013-14;
- rtp_results_of_audit
_local_government_e
7. QAO, Results of audit: Local Government entities 2015-16.
- rtp_local_governmen
t_entities_2015-16..f

10. Closed Session Reports

10.01 Closed Session – New Housing Construction including BBRF application and budget amendment

11. Chief Executive Officer Reports

- 11.01 Chief Executive Officer Report
- 11.02 Delegations Register – Review
- 11.03 Adoption of Council Meeting Dates for 2018

Chief Executive Officer Reports

11.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe; CEO
DATE REPORT PREPARED:	07 December 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. COMMUNICATION

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

Weekly contract updates: executive manager works and infrastructure provides weekly to councillors.

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
GSD	Gulf Savannah Development, after its near-failure in 2016, is progressively gaining traction through the Remote Area Board funded projects led by Philip Keirle. Burke is taking its turn in making a significant in-kind contribution to GSD and will reap the benefits as GSD grows in its ability to foster economic development and regional collaboration. At the meeting in November members considered a long list of projects for prioritization – as developed and presented by Philip Keirle and Nils Hay. GSD has appointed Nils as its interim CEO. This is also an in-kind contribution from Burke Shire.
Ergon	Elected members, CEO and DCEO met with Ergon in Cairns in November to open a discussion about green energy for Burke Shire.
Regional CEO Forum	Burke has taken the initiative and re-established the regional CEO forum. An inaugural meeting was held in Cloncurry before the ROC/RRTG. CEOs agreed to meet quarterly ahead of the ROC/RRTG. The purpose of the forum is to share information on common issues, identify areas for improved efficiency through regional collaboration, and ensure that matters arising through the ROC are effectively resourced and actioned.
Regional Matters	Deputy Mayor and CEO attended the Regional Roads and Transport Group and Regional Organisation of Councils meetings in Cloncurry at the end of November. Minutes of both meetings are attached. Pertinent points are: <ul style="list-style-type: none"> • RRTG – Burke’s application for TIDS variation was approved • ROC – members voted to approve significant changes to this organisation to

Topic	Report
	increase its relevance and capacity. Precepts will increase in 2018-19 from \$10k to \$25k to enable the organisation to employ a part time CEO. Meetings will still be held quarterly, but the May meeting will be held in Brisbane to coincide with Parliament and enable meetings with Ministers and DGs. Monthly teleconferences will be introduced.
Date reminders	Refer governance calendar and calendar invites with particular attention to: <ul style="list-style-type: none"> Friday 15 Dec: office closes for the Christmas break

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)
Service delivery in remote and discrete Aboriginal and Torres Strait Islander communities	Submission regarding QPC draft report on service delivery in remote and discrete Aboriginal and Torres Strait Islander Communities	20-Nov-17	Queensland Productivity Commission	Cr Ernie Camp	Y
Queensland Cricket Infrastructure Strategy 2018-2028	To provide a strategic approach to the development of cricket infrastructure that delivers community outcomes across the state, Queensland Cricket is now focussed on delivering the Queensland Cricket Infrastructure Strategy (QCIS) 2018-2028	29-Nov-17	Queensland Cricket	Nils Hay	N

4. GRANTS REGISTER (work in progress)

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: commenced – to finalise by end January

- 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	Status	Lead	Grant compliance report
Building Better Regions Fund - Community Investment Stream Burke Shire Economic Development Strategy - 2017	31-Mar-17	Approved	DCEO	
Community Drought Support Various - 2017	01-Oct-16	Approved	DCEO	
Community Heritage Grant Burketown and Normanton VIC collection preservation and training - 2017-18		Approved	DCEO	
Get Ready chainsaw course - 2017/18	TBA	Approved	DCEO	
National Landcare program Photo Comp at MGF - 2017	09-Aug-17	Approved	DCEO	
Non-Recurrent Subsidy Program VMR shed replacement - 2017	30-Nov-16	Approved	DCEO	
RADF Arts performance - 2017/18	18-May-17	Approved	DCEO	
The Public Library Grant - 2017-18		Approved	DCEO	
Tourism Demand Driver Infrastructure Fund VIC Restoration - 2017-18	06-Dec-16	Approved	DCEO	
Financial Assistance Grant (FAG) General Purpose Various - 2017-18	N/A	Approved	EMF	

Grant	Applied - Date	Status	Lead	Grant compliance report
Financial Assistance Grant (FAG) Road Component Shire Road Maintenance - 2017-18	N/A	Approved	EMF	
Roads to Recovery Floraville Road & Doomadgee East Road rehabilitation - 17-18	N/A	Approved	EMF	
Building Our Regions - Gregory Water Treatment Plant Solar Power Upgrade Project		Approved	EMSP	30.3.17: done; 08.1.17: to do; 01.3.18: to do
Community Resilience Fund - contribute toward construction of Burketown Wharf Boat Ramp	01-Oct-16	Approved	EMSP	Monthly update reports due; Final project report due.
Drought Communities Program - Landfill Fencing & Re-sheeting of Lawn Hill National Park Road	01-Jul-17	Approved	EMSP	Fencing: final report submitted; Re-sheeting: final report under preparation
Local Government Grants & Subsidies Project	06-Oct-17	Approved	EMSP	15.12.17: submit PMP; Monthly reports
Marine Infrastructure Fund		Approved	EMSP	Monthly Progress Reports
North West Queensland Quarry Management Strategy	31-Mar-17	Approved	EMSP	March 2018 October 2018
Tourism & Transport Connections - Car Park for Burketown Wharf Precinct Upgrade Project		Approved	EMSP	Monthly updates due (commencing April 2018)
RAUP: Remote Airstrip Upgrade Funding Gregory airstrip reseal - 2016	01-Nov-16	Approved	EMWI	
TIDS: Transport Infrastructure Development Fund Various - 17-18	Needs date of latest application to RRTG	Approved	EMWI	

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 traffic light column relates to the consequences of non-compliance:














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

A detailed compliance report is included in the attachments.

Governance Instrument	Lead		Compliant	Reviewed	Description
Annual Financial Statements	EMF		Yes	EMF: 27/11/17	A formal record of the financial activities and position of the entity. Must be included in Annual Report
Annual Financial Statements	EMF		Yes	EMF: 27/11/17	A formal record of the financial activities and position of the entity. Must be included in Annual Report
Annual report	CEO		Yes	CEO: 22/11/17	Legislative report covering primary activities and financial position for past financial year - includes annual financial statements. Note that from 16-17 new accounting standard requires review by auditor before publication.
Asset & Services Management Plan	EMWI		Yes	GPM: 29/09/16	Council's long-term asset management plan. The 2018-2027 AMPs will be delivered via workshop on 12 Dec 2017 and put to Council meeting on 13 Dec 2017.
Audit Committee Charter	EMF		Yes	EMF 27/11/17 CEO 22/11/17	The purpose of this charter is to outline the authority, composition, operational guidelines and responsibilities of the Audit Committee
Biosecurity Plan	EMWI		No	CEO: 21/10/17 BSC has not yet developed Biosecurity Plan	Biosecurity Act 2014 requires every local government in Queensland to develop a biosecurity plan for their area
Business Continuity Plan	DCEO		Yes	DCEO: 24/11/17	Plans for continuation/restoration of critical business activities

Governance Instrument	Lead		Compliant	Reviewed	Description
					following significant interruption event
Certified agreement	DCEO		Partial	DCEO: 24/11/17	Certified Agreement governing employment conditions for Council (non-contract) staff
Consolidated data return	EMF	 	Yes	EMF 27/11/17	Data is used by QLD LG grants commission for Financial Assistance Grants; also ABS & DILGP
Corporate Plan	CEO		Yes	CEO: 22/11/17	The 5 year corporate plan, which must incorporate community engagement - <i>LGA s 104 (5) (a) (i)</i> -, outlines the strategic direction of the local government and states how progress against achieving the vision for the future will be measured.
Corporate Risk Register	DCEO		Yes	DCEO: 24/11/17	Register outlining key corporate risk areas and providing controls. Doc ID 201973
DWQMP - Drinking water quality management plan	EMWI		Yes	DCEO: 24/11/17	Risk assessment / risk management process to maintain (and improve) the safety of the supply of BSC drinking water.
Environmental Authority ERA Permit EPPR00542713	EMWI		TBA	Entry to be completed and reviewed	Ensure requirements to comply with EA are met.
Delegations Register: CEO to officers	CEO		Yes	CEO: 10/12/17	Register of legislative powers that the CEO delegates to an officer or contractor
Delegations Register: Council to CEO	CEO		Yes	CEO: 10/12/17	Register of legislative powers that Council delegates to the CEO or others
Fraud Management Plan	DCEO		Yes	DCEO 24/11/17	Plan to identify and control potential sources of fraud/corruption within the organisation. Plan will incorporate Fraud Risk Register, reporting templates and guidelines and risk assessments
Internal Audit Plan	CEO		Yes	CEO: 10/12/17 RFQ currently	Internal audit plan evaluates and sets out control measures

Governance Instrument	Lead	  	Compliant	Reviewed	Description
				advertised on tender portal for internal auditors (3yrs)	for internal risks. Includes annual requirement to prepare plan; conduct audit; prepare report and assess compliance.
LGM Liability Annual Risk Self-assessment (Audit)	EMF	~ 	Yes	EMF 25/08/17	The self-assessment audit is intended to assess Council's position in three major areas of risk that impact public liability and professional indemnity claims, namely footpaths, roads and recreational areas
Library strategic plan	DCEO		Yes	24/11/2017	Plan to identify/scope library functions for next 5yrs
Local Disaster Management Plan	CEO	~ 	Yes	CEO: 22/11/17	Strategic policy framework for disaster management including response and recovery
Operational Plan	CEO	~ 	Yes	CEO: 21/10/17	The annual operational plan, which must be consistent with the annual budget, sets out how the LG will progress implementation of the corporate plan each year.
Pest Management Plan	EMWI	~ 		Entry to be completed and reviewed	
Quarry management plan	EMSP/ EMWI	~ 		Entry to be completed and reviewed	Not adopted yet, GBA continuing to refine. Will be under EMWI to complete and bring to Council. This document will be delivered as part of the NWQ Quarry Management Strategy and will be based on recently released DAFF Guidelines.
Quarterly building stats ABS	DCEO	~ 	Yes	24/11/2017	Quarterly report requested by ABS for building applications lodged with BCS
Register of Interests	CEO	~ 	Yes	CEO: 22/11/17	Disclosure of financial and non-financial interests of councillors, CEO, senior executive employees and related persons. Fines apply for non-compliance
Related Parties	EMF	~ 	Yes	EMF 25/08/17	Identify parties (Councillors, CEO, senior executives, their close family members and

Governance Instrument	Lead	  	Compliant	Reviewed	Description
					entities) for disclosure of related party transactions in annual financial statements (NB - this differs to the Register of Interests)
Roads – BSC 5 year road program	EMWI		Yes	Entry to be completed and reviewed	
SafePlan 2 (WHS System) Annual WHS Action Plan	DCEO		Yes	24/11/2017	Council's Workplace Health & Safety Management System
SWIM (Statewide Water Information Management)	EMWI			Entry to be completed and reviewed	SWIM assists Local Governments to meet various data reporting requirements.
Traffic management registration scheme	EMWI		Yes	Requires review	Necessary to enable BSC to conduct traffic management on state roads - governs safety, quality and consistency in delivering traffic management
Airport Reporting Manual	EMWI			Entry to be completed and reviewed	? Is this part of the TSP? needs to be reviewed/update/ added if necessary (refer op plan reference)
Transport Security Program for Burke Shire Council	EMWI			Entry to be completed and reviewed	Essential requirement for Airport to remain open.
Utilities and sewerage treatment plant					What is this?
Budget	EMF	 	Yes	EMF 25/08/17	The Budget provides the parameters and guidelines around a Local Governments annual spend
Revenue Statement	EMF	 	Yes	EMF 25/08/17	The revenue statement sets out the basis/methodology upon which Council will levy general rates and utility charges
EHP Annual Waste Surveys	EMWI		Yes	EMWI 02/10/17	Queensland Waste Data System (QWDS) Annual Waste Data Surveys

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 (refer attached register for full details)
General information – process improvement	Introduced form for induction and acknowledgement of delegations (refer attachment). This is an interim process - in the absence of any developed system at present - to ensure that officers are aware of and understand their delegations, and the organisation has established that individuals are competent in the exercise of the legislative powers delegated to them.
<i>Animal Management (Cats and Dogs) Act 2008</i>	Replaced references to Executive Officer with ACSC (admin & community services coordinator).
<i>Food Act 2006</i>	Delegate authorities to DCEO, contract EHO and ACSC – delegation required to match operational practice and effective from (or before as relevant) 01 July 2017
<i>Public Records Act 2002</i>	Delegate authorities to DCEO and ACSC - and others re making of records s7(1)(a) – delegations required to match operational practice and effective from (or before as relevant) 01 July 2017
Financial delegations	Update re staff changes

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
Thu, 9-Nov-17		GSD Meeting	Cairns	Mayor, Deputy Mayor, CEO, DCEO and EMSP
Thu, 9-Nov-17		Q Coast Forum	Townsville	EMWI
Fri, 10-Nov-17	9.00am	Ergon Energy - to discuss power in Burke Shire with emphasis on renewable energy such as solar	Cairns	Mayor, Deputy Mayor, CEO and DCEO
Fri, 10-Nov-17	10.30am	Queensland Productivity Commission	Burketown - Nijinda Durlga	Councillors
Wed, 15-Nov-17		Contract Management training	Cloncurry	DCEO and EMWI
Thu, 16-Nov-17		Contract Management training	Cloncurry	DCEO and EMWI






Date	Time	Meeting	Venue	Attendees
Thu, 16-Nov-17		Special Meeting	Burketown - Nijinda Durlga	Councillors, Management and EA
Fri, 17-Nov-17	9.00am	RRTG Technical Working Group Meeting	Cloncurry	EWMI, DCEO, EMSP
Thu, 23-Nov-17	9.00am	Council Meeting (including QRA presentation)	Burketown - Nijinda Durlga	Councillors, Management and EA
Wed, 29-Nov-17	4.00pm	NWQ Regional CEO Forum	Cloncurry	CEO
Thu, 30-Nov-17	9:30am	NWQROC (North West Qld Regional Organisation of Councils)	Cloncurry	Deputy Mayor, CEO
Thu, 30-Nov-17	8:00am	RRTG (Regional Roads Transport Group)	Cloncurry	Deputy Mayor, CEO
Thu, 30-Nov-17	TBA	MICRRH re student nurse accom	Mount Isa	CEO
Thu, 30-Nov-17	TBA	Waanyi PBC	Adels Grove	Cr Clarke, DCEO

8. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

ITEM	Attachment	Link
1. Communications	a) Councillor updates – as emailed for the reporting month	 01 Councillor updates.docx
	b) Councillor snapshot – as distributed after the previous ordinary meeting of council	 171223 Council Snapshot.pdf
2. General Items	c) Minutes – NWQRRTG	 NWQRRTG - Agenda - RRTG Meeting No 21
	d) Minutes - NWQROC	 Minutes - NWQROC Meeting 30 November
3. Submissions	e) Submission regarding QPC draft report - service delivery in remote and discrete Aboriginal and Torres Strait Islander communities.	 171120 Submission regarding QPC draft r

ITEM	Attachment	Link
4. Grants Register	f) Grants Register: Doc ID 218540	 Grants Register.xlsx
5. Governance	g) Register of Governance Instruments: Doc ID 197887	 0 Governance Instruments Register
6. Delegations	h) Register of delegations from CEO to officers Doc ID 200935	 Burke Shire Council - Register of Delegati
	i) FIN-FRM-013a Acknowledge non-financial delegation - CEO to Officer	 FIN-FRM-013a Acknowledge non-fin
7. Meetings etc	j) Governance calendar – future meetings	 Governance Calendar- Meetings, (

Chief Executive Officer Reports

11.02 Delegations Register – Review

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer
DATE REPORT PREPARED:	06 December 2017
LINK TO COUNCIL PLAN/S:	Operational Plan 1.5.3 Council maintains an up-to date, compliant and effective set of delegations and registers

1. PURPOSE

To review delegations from Council to CEO as proposed within.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Local Government Act 2009 requires CEOs to establish a register of delegations which must record all delegations by the Council, Mayor or CEO.

The Local Government Association of QLD (LGAQ) provides a delegations register bureau service covering numerous state legislative instruments that impact on Local Government. This register is developed and regularly reviewed by King & Company Solicitors; and council has used this service in developing its register. Council has not delegated authority under all instruments but rather, has selected those relevant to current operations in order to maximise administrative efficiency.

Council adopted a reformatted and revised delegations register in June 2016 and there have been several updates since that time. The date and minute number of the last adoption are noted on the attached delegations register

3. PROPOSAL

It is proposed that Council adopts the attached register of delegations with updates as summarised in the table below.

Update	Legislation	Comment
Admin updates		Add doc ID and date of last council review Add section detailing legislative provisions
Various updates	<i>Local Government Act 2009</i> Local Government Regulation 2012	As marked in red in attachment – primarily administrative, particularly to reflect practice regarding road closures. New delegation to CEO to enact proposed new framework for permitting travel on closed roads.

Update	Legislation	Comment
Add new sections	<i>Heavy Vehicle National Law (QLD) 2012</i> Heavy Vehicle National Law Regulation 2014 Heavy Vehicle (Mass, Dimension and Loading) National Regulation 2013	Reflects operational needs for new system of permitting for heavy vehicles on roads under the control of Council
Add new section	<i>Residential Tenancies and Rooming Accommodation Act 2008</i>	Council manages a portfolio of 28 rental properties. Delegations are required to meet operational needs and will be mostly further delegated from CEO to DCEO and other officers to provide for operational efficiency.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no direct costs associated with the review of the register of delegations

5. POLICY & LEGAL IMPLICATIONS

Instrument	Summary/ Comments
<i>Local Government Act 2009</i>	<p>257 Delegation of local government powers</p> <p>(1) A local government may, by resolution, delegate a power under this Act or another Act to—</p> <ul style="list-style-type: none"> (a) the mayor; or (b) the chief executive officer; or (c) a standing committee, or joint standing committee, of the local government; or (d) the chairperson of a standing committee, or joint standing committee, of the local government; or (e) another local government, for the purposes of a joint government activity. <p>(2) However, a local government must not delegate a power that an Act states must be exercised by resolution.</p> <p>(3) A joint standing committee, of the local government, is a committee consisting of Councillors of 2 or more of the local governments.</p> <p>(4) A delegation to the chief executive officer under subsection (1) must be reviewed annually by the local government.</p> <p>258 Delegation of mayor's powers</p> <p>(1) A mayor may delegate the mayor's powers to another councillor of the local government.</p> <p>(2) However, the mayor must not delegate the power to give directions to the chief executive officer or senior executive employees.</p> <p>259 Delegation of chief executive officer powers</p> <p>(1) A chief executive officer may delegate the chief executive officer's powers to an appropriately qualified employee or contractor of the local government.</p> <p>(2) However, the chief executive officer must not delegate the following powers—</p> <ul style="list-style-type: none"> (a) a power delegated by the local government, if the local government has directed the chief executive officer not to further delegate the power; (b) a power to keep a register of interests. <p>260 Local government delegations register</p> <p>(1) The chief executive officer must establish a register of delegations that contains the particulars prescribed under a regulation.</p> <p>(2) The chief executive officer must record all delegations by the local government, mayor or the chief executive officer in the register of delegations.</p> <p>(3) The public may inspect the register of delegations.</p>

Instrument	Summary/ Comments
Local Government Regulation 2012	<p>The Regulations define information requirements for the Delegations Register at s305:</p> <p>305 Particulars to be contained in register of delegations—Act, s 260</p> <p>(1) For section 260(1) of the Act, the particulars prescribed for a register of delegations are—</p> <ul style="list-style-type: none"> (a) The name or title of the person, or the name of the committee, to whom powers are delegated; and (b) A description of the powers delegated, including the provisions under a Local Government Act permitting or requiring the exercise of the powers; and (c) If the delegation was by the local government—a summary of the resolution by which powers are delegated, including— <ul style="list-style-type: none"> (i) the date of the resolution; and (ii) a summary of any conditions to which the delegation is subject; and (iii) if the resolution is numbered—its number. <p>(2) The chief executive officer may include any other information in the register the chief executive officer considers appropriate.</p>

6. CRITICAL DATES & IMPLICATIONS

Council must review delegations to the CEO annually. Updates are routinely proposed at more frequent intervals to capture legislative updates and operational requirements.

7. CONSULTATION

Executive management team.

8. CONCLUSION

In conclusion, it is recommended that Council adopts the delegations as presented in the attachment and described within in order to comply with legislative imperatives and operational requirements.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That in accordance with sections 257 (1) (b) and 257 (4) of the *Local Government Act 2009*, Council delegates powers to the CEO as listed in the attached reviewed register of delegations.

ATTACHMENTS

1. Updated register of delegations Council to CEO with changes marked



DRAFTING BSC -
Register of Delegations

Chief Executive Officer Reports

11.03 Adoption of Council Meeting Dates for 2018

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe; CEO Prepared by: Madison Marshall, Executive Assistant
DATE REPORT PREPARED:	Wednesday 06 December 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan

1. PURPOSE

To present and adopt proposed council meeting dates for 2018.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has previously held their Council Meetings on the third Thursday of each month, with the exception of the December meeting being held a week earlier to complete business before the shutdown period.

3. PROPOSAL

That Council continues to hold ordinary meetings on the third Thursday of each month commencing at 9.00am, with the exceptions noted below for the reasons noted below.

In 2017 Council held a meeting at the Gregory Community Hall, and indicated a desire to hold one meeting per year in Gregory.

January	Thursday 18
February	Thursday 15
March	Thursday 15
April	Thursday 19
May	Thursday 17
June	Thursday 21
July	Thursday 19
August	Thursday 16
September	Thursday 20
October	Thursday 18
November	Thursday 15
December	Thursday 13

? Hold at Gregory? (or October)

Likelihood that Council offices will close on Friday 21 December 2018 for the Christmas shut-down period

Note that in 2017 and previous recent years, the annual LGAQ conference was held in the third week of October. However, in 2018 the conference has been scheduled for the last week in October therefore Council does not need to consider moving the date of the October ordinary meeting.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council's budget provides for expenses associated with Council meetings. These, for instance, included elected member costs and catering.

5. POLICY & LEGAL IMPLICATIONS

<p>Local Government Regulation 2012</p> <p>Chapter 8 Administration</p> <p>Part 2 Local government meetings and committees</p> <p>257 Frequency and place of meetings</p>	<p>257 Frequency and place of meetings</p> <p>(1) A local government must meet at least once in each month.</p> <p>(2) However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.</p> <p>(3) All meetings of a local government are to be held—</p> <p style="padding-left: 40px;">(a) at 1 of the local government's public offices; or</p> <p style="padding-left: 40px;">(b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.</p>
<p>Local Government Regulation 2012</p> <p>Chapter 8 Administration</p> <p>Part 2 Local government meetings and committees</p>	<p>258 Notice of meetings</p> <p>(1) Written notice of each meeting or adjourned meeting of a local government must be given to each councillor at least 2 days before the day of the meeting unless it is impracticable to give the notice.</p> <p>(2) The written notice must state—</p> <p style="padding-left: 40px;">(a) the day and time of the meeting; and</p> <p style="padding-left: 40px;">(b) for a special meeting—the business to be conducted at the meeting.</p> <p>(3) A special meeting is a meeting at which the only business that may be conducted is the business stated in the notice of meeting.</p> <p>(4) Despite subsection (1), the written notice must be given to each councillor of an indigenous regional council at least 4 days before the day of the meeting unless it is impracticable to give the notice.</p> <p>(5) The written notice may be given to a councillor by sending the notice to the councillor electronically.</p>

<p>Local Government Regulation 2012</p> <p>Chapter 8 Administration</p> <p>Part 2 Local government meetings and committees</p> <p>277 Public notice of meetings</p>	<p>277 Public notice of meetings</p> <p>(1) A local government must, at least once in each year, publish a notice of the days and times when—</p> <p style="padding-left: 40px;">(a) its ordinary meetings will be held; and</p> <p style="padding-left: 40px;">(b) the ordinary meetings of its standing committees will be held.</p> <p>(2) The notice mentioned in subsection (1) must be published—</p> <p style="padding-left: 40px;">(a) in a newspaper circulating generally in the local government’s area; and</p> <p style="padding-left: 40px;">(b) on the local government’s website.</p> <p>(3) The local government must display in a conspicuous place in its public office a notice of the days and times when—</p> <p style="padding-left: 40px;">(a) its meetings will be held; and</p> <p style="padding-left: 40px;">(b) meetings of its committees will be held.</p> <p>(4) The local government must immediately notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified.</p> <p>(5) A list of the items to be discussed at a meeting mentioned in subsection (3) must be available for inspection at the time the agenda for the meeting is made available to councillors.</p> <p>(6) The local government may publish the list of items to be discussed at a meeting, including any details or documents relating to an item, on the local government’s website.</p> <p>(7) Subsection (5) does not affect the right to discuss or deal with, at any meeting, items arising after the agenda for the meeting is made available to councillors.</p>
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6. CRITICAL DATES & IMPLICATIONS

It is timely to decide the meetings now, in order to advertise the public notice of meetings for next year as required under section 277 of the Local Government Regulation 2012.

7. CONSULTATION

- CEO
- LGAQ

8. CONCLUSION

The dates have been presented based on previous Council decisions to hold meeting on the third Thursday of each month, and adjusted where known matter warrant a different schedule.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts the dates below for the monthly Ordinary Meetings of Council in 2018, in accordance with section 257 of the Local Government Regulation 2012, and that the August ordinary meeting will be held at the Burke Shire Council Community Hall in Gregory:

January	Thursday 18
February	Thursday 15
March	Thursday 15
April	Thursday 19
May	Thursday 17
June	Thursday 21
July	Thursday 19
August	Thursday 16 – to be held in Gregory
September	Thursday 20
October	Thursday 18
November	Thursday 15
December	Thursday 13

ATTACHMENTS

Nil

12. Corporate Services

- 12.01 Deputy Chief Executive Officer Report
- 12.02 Donation of Historical and/or Heritage Items
- 12.03 Jolliffe Artwork Display and Treatment

Deputy CEO Reports

12.01 Deputy Chief Executive Officer Report

DEPARTMENT:	Office of the Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	16 November 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PROGRESS AGAINST OPERATIONAL PLAN

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

Project	Description	November Action	Status Update
Planning & Development - governance review	Develop and implement governance framework for planning & development function of council	Adopt	Review process has commenced; administration officer visiting Townsville City Council Planning Dept in December
Tourism & Economic Development Strategy	If funded (application to BBRF)	Consult	Quotes sought, proposals being considered ahead of appointment
Customer Service Charter	Development and implementation of Customer Service Charter		Commences December 2017
Order of the Outback Ball	Delivery of 2018 OotOB	Seek Funding	Funding application submitted to Gambling Community Benefit Fund
Community Satisfaction Survey	Delivery of 2017 CSS	Deliver	Survey being carried out in late Nov/early Dec
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 (on leave)
Induction Process	Development and implementation of staff induction process and documentation	Adopt	Still going through developmental phase; to be further elaborated through December
Training and Development Plan	Development of training and development plan for all staff	Consult	Development commenced on back of performance review process; John Carr assisting

Project	Description	November Action	Status Update
LGMA Rural Management Challenge	BSC Participation in LGMA Rural Management Challenge		Budget to be developed for 2018 participation
Council Document Template Harmonisation	Development and adoption of templates for Council documents/corro	Consult	Initial consultation yet to take place
Housing Management Framework	Completion and adoption of documentation/processes associated with property management	Consult	Staff training took place in late November/early December; consultation yet to commence
Financial Sustainability Measures	Develop plan around Council's list of financial sustainability measures		Project to commence January 2018; will be discussed at December 12 Council Meeting
Burketown History Book	Publication of Burke Shire Cultural History	Publication process as per Agreement	Final draft received by publisher late November, to go out for review
Donations Packs	Distribution of donation request information packs to community groups		Preparation to commence January 2018
Certified Agreement	Negotiation of BSC Certified Agreement	Adoption (October)	Paperwork lodged with QIRC; progressing
Website Upgrade	Overhaul of the BSC website	Training, if needed (October)	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	Seek facilitator / expert to assist with Project	DCEO has been in contact with Department of Sport and Recreation, has details of several possible facilitator to pursue

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.

Council has also applied for additional funding through the 2018-19 Non-Recurrent Subsidy Program to place a roof structure over the new buildings to provide additional shade and weather protection.

Replacement and Upgrade of Radio Hut

This work has been completed. During the maintenance it was noted that the aerial has suffered some damage as a result of parrots – this has led to a drop in the ABC Radio FM signal (still available on AM). Other TV and radio stations all fully functional.

3. GULF SAVANNAH DEVELOPMENT UPDATE

GSD's new Administration Officer, Kristy Jamieson, commenced on 4 December. Kristy is working part time and based in Cairns. She will be in the region for the Normanton Solar Farm Opening on 9 December.

We are in the process of finalizing projects for the BBRF Community Stream and preparing GSD's annual report for 2016-17.

A new round of ASBAS funding, for GSD's Small Business Advisory Service, has been confirmed. GSD will be seeking this in the New Year once details become available.

4. ADMINISTRATION AND COMMUNITY SERVICES

General Projects and Activities

ACS has a rolling schedule of 26 projects to complete for 2017-18. These projects relate to Cost reduction, Process improvement, Strategic planning and Community services.

Projects underway currently are:

- Z Card Replacement
- Planning Scheme Adoption
- Client Service Charter
- Digitisation Destruction
- Durlga management process review
- Client Satisfaction Survey

Finished Projects:

- Morning Glory Festival
- Remembrance Day

Records Management

No major matters to raise, document destruction runs are ongoing. 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.

Social media and WiFi usage reports are also attached.

Library

There have been a number of children making use of the library following the commencement of school holidays. See attached report for library statistics.

Community Development and Tourism Report

Please see attached CDTO Report

2017 Council Run Events Schedule

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

Correspondence Report

Following requests from Councillors at the November 2017 Council Meeting, officers have attempted to develop a report that can be generated which shows incoming correspondence into Council. (Please see attached). Councillors would be able to view/receive this report and request to see specific documents of interest.

Due to the sheer volume of correspondence that comes in, this document is approximately 50 pages and contains hundreds of items – as such, individually assessing and determining which items come to Councillors and which do not (other than those which are obviously addressed to Councillors) is a difficult and time-consuming process.

There is also a risk that confidential documents will be captured in this list and inadvertently confidentiality will be broken by providing of a general description of the document. Further discussion on this matter is encouraged to develop a system which provides Councillors the information that they require in a manner which is feasible for officers to deliver.

5. HUMAN RESOURCES

Departures:

- Shonelle O'Keefe

Appointments:

- Matthew Douglas – Heavy Vehicle Mechanic
- Sage Marshall – Apprentice Heavy Vehicle Mechanic.

Recruitment:

Council is currently advertising for:

- Nil

Enterprise Bargaining:

Documentation has been lodged with the QIRC, we are currently waiting for an update to inform timelines.

Staff Performance Reviews:

Completed.

Training:

The following training has taken place over the last month:

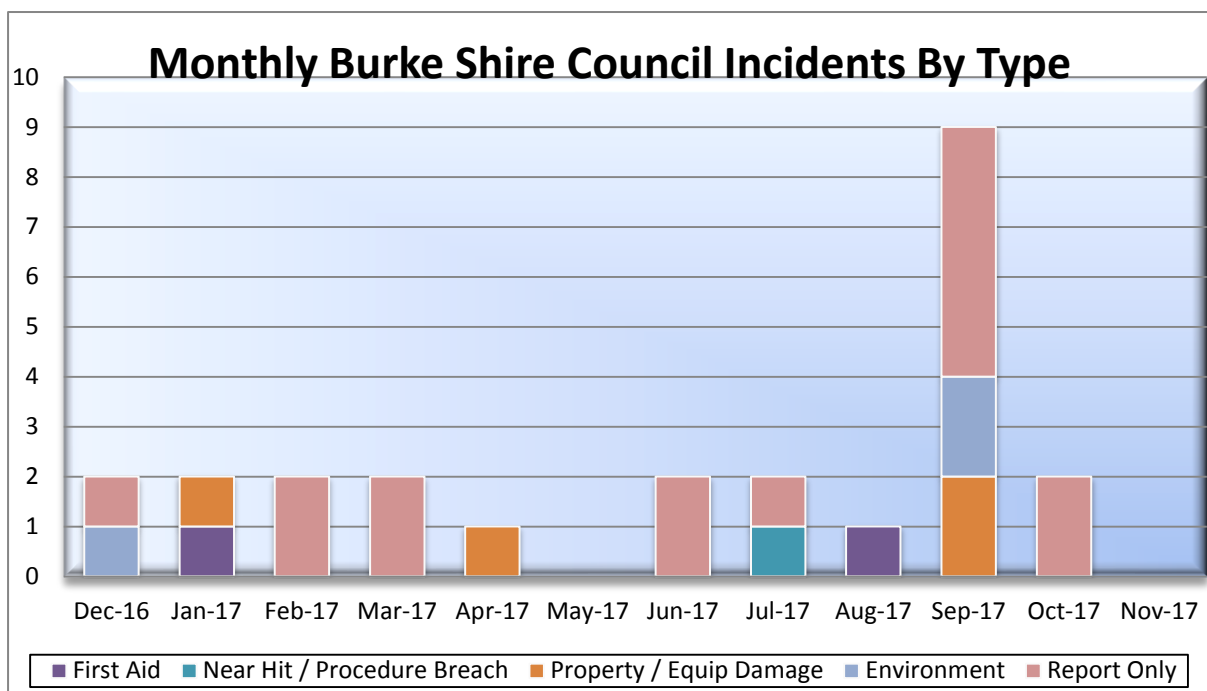
- Dylan Clemments has completed a Certificate III in Plant Operations
- Ongoing Rex training for relevant staff
- Weekly toolbox training
- Accredited chain saw / pole saw training will be delivered to community members, SES and council staff under the Get Ready Program on 13th December 2017.

Other Matters:

- Nil

6. WORKPLACE HEALTH AND SAFETY

There were no incidents reported during November 2017.



7. POLICY/PROCEDURE REGISTER

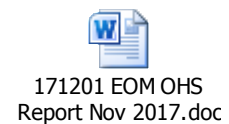
A copy of Council's Policy Register, showing overdue items and those coming up for review is attached.

8. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

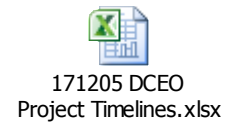
1. November 2017 and Annual WHS Report



2. Policy Review Spreadsheet



3. DCEO Project Plan



4. Information Management Report (CorpMem)



5. ICT Report (Civica)



6. Telstra Air WiFi Report



7. Facebook Statistics



8. Library Statistics Report



9. Community Development & Tourism Report



10. Correspondence Report – November 2017



Deputy CEO Reports

12.02 Donation of Historical and/or Heritage Items

DEPARTMENT:	Administration and Community Services
RESPONSIBLE OFFICER:	Nils Hay, Deputy CEO Report prepared by: Ferne Clarke; ACSC
DATE REPORT PREPARED:	1 November 2017
LINK TO COUNCIL PLAN/S:	Community Plan

1. PURPOSE

To advise Councillors about the appropriate management of historical or heritage donations (*Donations*) sent or provided to Council.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

On an ad-hoc basis Council receives approximately 2-3 historical and/or heritage donations per year. The majority are pictures with some occasional items that are heritage in nature.

In the Burke Shire Community Plan 2011-2021, Council commits to “Our culture, identity and heritage being valued and preserved”. There are multiple factors that inhibit Council’s capability to achieve this in-house.

- I. Lack of skills to appropriately manage historical or heritage collections as required by State Archives.
- II. Limited capability to provide the appropriate tools and environment to handle collection items.
- III. Storage capacity to house collections. Currently at maximum capacity, we would have to look at options such as additional container storage.
- IV. Limited funding capacity. A qualified officer is required to manage collections.
- V. Processes that would meet legislative requirements relating to transfer of ownership and acknowledgement of receivals.

There are organisations that have the skills, processes, tools and facilities to house historical and heritage items. See list below

Qld Museum and Gallery Services	National Trust
Qld State Archives	National Museum
Qld Heritage Council	Historical Societies

See Schedule 1 to view the process to receive a Donation.

3. PROPOSAL

The Burke Shire community associates a strong social value to local items of historical and heritage nature. Given that Council does not have the capability to manage a collection on site, the next preference would be to house them in the Far North.

The Cairns Museum/Historical Society (CHS) have confirmed that they may be able to assist Burke with accepting donations. They hold a nationally significant photography collection of over 24,000 digitised photographs which is accessible to the public. The collection is based on the historical culture of North Queensland.

CHS have the expertise, tools and facilities to manage our items appropriately with no direct cost to Council. This would ensure that the Shire's historical imprint and heritage culture is preserved and accessible.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are clear cost efficiencies to directing Donations to another organisation that would be able to house and manage them. Cost comparisons are outlined below.

Financial implications – Onsite Collection

Managing a collection	\$ 63,731
Resource – Additional Qualified x1 L6(Inc. on-costs)*	\$ 44,332
Creation of extra storage. Container x1	\$ 10,000
Compactus – 4 bay to fit in Container exc. GST & Del	\$ 3,399
Appropriate on site temperature management	\$ 6,000

** Costs do not include onsite preparation, power, installations or on-going annual maintenance. Assumes additional Human Resource will only be utilised 18 hours per week*

Financial implications – Offsite Collection

Collections held and managed off site	\$ 0
Resource – Addition Qualified x1 L6(Inc. on-costs)\$	\$ 0
Creation of extra storage. Not required	\$ 0
Compactus. Not required	\$ 0
Appropriate on site temperature management. Not required	\$ 0
Any adhoc costs associated to offsite storage.	None known

Any donations that are sent or provided to Council are generally not accessible to the community due to Council's limitations. These relate to funding, skill base, and storage capacity. This impacts the community significantly; there is no opportunity to increase social value through historical and heritage research and education.

Given the small size of Council's collection, it would not require a full-time staff member to perform this work – however it is a specialised discipline and one that is not present in the community currently. It would be unrealistic to expect Council to be able to recruit someone to perform this role on a minimal, casual basis.

With items like photographs, one possible outcome would be for them to be professionally digitised and made available through Council's website, with the physical collection preserved off-site.

5. POLICY & LEGAL IMPLICATIONS

The management of historical and heritage collections falls under the jurisdiction of the Queensland Heritage Act 1992 and the Record Keeping Act 2002. This requires a qualified officer to provide the appropriate skills and processes to comply with regulatory requirements associated with managing ownership and acknowledgment.

Policy direction is required to outline Council's limitations to manage a collection and the most appropriate action to ensure donations are accessible and preserved.

6. CRITICAL DATES & IMPLICATIONS

This is not a time-critical item, but it will provide clarity to Council staff and stakeholders regarding the future treatment of historical and heritage donations.

7. CONSULTATION

Consultation was undertaken with:

Dr Joanna Wills – Queensland Museum Network

Nicky Horsfall – Manager Archives Cairns Historical Society.

Cecily Clarke – Heritage Archaeologist

Qld State Archives

iDeal Office Furniture

Royal Wolf Containers

8. CONCLUSION

- I. That it is more cost effective and likely produces better preservation outcomes for heritage/historical items for them to be managed off site. This is due to the limitations of available skills, storage capacity and funding.
- II. That a policy is required to direct historical/heritage donations to an appropriate organisation to ensure the preservation of any donated items
- III. That it is desirable that Council, and the broader community, have (at minimum, electronic) access to any donated items.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of this brief and;
2. Direct the Chief Executive Officer, or delegate, to develop a policy for adoption of Council relating to the receipt and further onward donation of received heritage and historical items. This Policy should ensure that any such donations go to an organisation that has the capability to preserve the item, while also providing, at minimum digital access to any donated items or collection; and
3. Direct the Chief Executive Officer, or delegate, to liaise with the Cairns Historical Society (CHS) to agree upon terms should Council wish to donate historical/heritage items to CHS. The terms are to include recognition of Burke Shire Council for any donations made and provisions for digital and physical access to donated items.

ATTACHMENTS



Historical Donations
Receival Process.pdf

1. Historical Donations Receival Process

Deputy CEO Reports

12.03 Jolliffe Artwork Display and Treatment

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

1. PURPOSE

To determine the preferred display method for Council's artwork, primarily its collection of Jolliffe Paintings.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council owns a number of paintings, including 14 framed pieces of Eric Jolliffe's artwork. An iconic bush artist, Jolliffe bequeathed these paintings to the Shire prior to his death in 2001.

8 of these paintings are currently hanging in the Library. However, due to their content (nudity and racial undertones), they could be perceived as inappropriate – and are currently viewable by both children and adults. They are also showing some signs of wear and tear from being in a relatively high-traffic area. The remainder are kept in the Administration Office (not on display).

3. PROPOSAL

Direction is being sought from Council regarding the future display of these pieces. Several options exist:

- A. Do nothing; maintain current paintings in Library and remainder in storage
- B. Relocate paintings elsewhere within Council's Administration Office
- C. Relocate paintings elsewhere within the Nijinda Durlga
- D. Pack and store paintings to ensure safety until permanent home can be found for them
- E. Bequeath paintings to an external party (e.g. Queensland Museum)
- F. Combined option of B & C
- G. Selective combination of B, C & D
- H. Sell the paintings

The following considerations have been considered for the above options:

- Visibility: Are the paintings being appropriately displayed
- Preservation: Are the paintings in an environment conducive to their long-term preservation

Option	Description	Visibility	Preservation	Notes
A	Do nothing; maintain current paintings in Library and remainder in storage	Moderate	Low	8/14 paintings on display, in public area, content may not be appropriate for children in library
B	Relocate paintings elsewhere within Council's Administration Office	Low	Moderate	Paintings would be on display, but not publicly. Wall space in office quite limited, may not be possible to display all.
C	Relocate paintings elsewhere within the Nijinda Durlga	Moderate	Low	Paintings would be publicly on display, also publicly accessible with minimal supervision. Content again may not be appropriate.
D	Pack and store paintings to ensure safety until permanent home can be found for them	Zero	High	Paintings would be preserved in the short-medium term, but would not be able to be enjoyed. Does not solve long-term issue.
E	Bequeath paintings to an external party (e.g. Queensland Museum)	Unknown	High	Paintings would be professionally looked after, however Council would have no control over where and how they are displayed.
F	Combined option of B & C	Moderate	Moderate-Low	Paintings could be redistributed among office and Durlga, keeping them on display - vigilance required for preservation.
G	Selective combination of B, C & D	Moderate-Low	Moderate	Selection of paintings to be stored, remainder to be displayed.
H	Sell the paintings	Unknown	Unknown	Included to provide a comprehensive options analysis; in this scenario Council would have no future control over the paintings, but may receive some financial consideration.

4. FINANCIAL & RESOURCE IMPLICATIONS

Value and Insurance:

In 2001 a set of 2 similar pieces sold for \$300 each. These pieces were only 30cm x 81cm however and in charcoal. Council's pieces are 60cm x 90cm in water colour; it is assumed that – due to the size and quality of the collection – it would be worth several thousand dollars. That said, it's historical and cultural value is difficult to place a monetary figure upon.

The paintings are currently insured as part of Council's contents insurance. They have not been separately valued or insured.

With the exception of bequeathing the paintings, all other options carry with them an element of ongoing expense, relating to:

- Insurance
- Cleaning

- Any preservation/maintenance requirements
- Storage (if stored)

Display Locations:

In terms of available wall space, the following options exist:

- Library
- Administration office
 - Meeting room (limited)
 - Finance room (limited)
 - CEO office (limited)
- Durlga
 - Parents room
 - Hall
 - Boardroom (limited)

With perhaps the exception of the Durlga hall, Council does not currently have a suitable space to display all the paintings together.

Storage Locations:

If Council were to elect to store the paintings, it would be proposed that they are properly packed and placed in the strong-room in Council's Administration Office

Ongoing Control:

Should Council decide to sell or bequeath the paintings, it would have no further control over how they are displayed or used. This is an important consideration given our current custodianship of these culturally and historically significant artworks, and their future preservation and value to both the local and wider Community should be considered as part of any disposal decision.

5. POLICY & LEGAL IMPLICATIONS

Sale of Paintings:

Should Council wish to sell the paintings, depending upon their value (if above \$10,000) they may be considered a Valuable Non-Current Asset and, as such, must be disposed of by auction or tender process.

Bequeathing Paintings:

Should Council wish to bequeath the paintings, depending upon their value (if above \$10,000), they could be considered a Valuable Non-Current Asset. As such, Council would be required to meet an appropriate exception for the disposal of non-current assets under s236 of the Local Government Regulation 2012.

In this circumstance, Council could dispose of the paintings to either a government agency or community organisation without going to tender or auction.

6. CRITICAL DATES & IMPLICATIONS

This is not a time-critical decision, however any decision will provide clarity and direction to Council officers moving forwards.

7. CONSULTATION

The ACSC has consulted with staff internally, including DCEO and EMF around financial and insurance status and implication. The ACSC has also consulted widely with Queensland Museum generally on the treatment of historical items bequeathed to, and owned by, Burke Shire Council.

8. CONCLUSION

The current display status of the paintings is suboptimal however there appears to be few local options which ensure the ongoing display, preservation and general enjoyment of the paintings.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council resolves to do the following with Council's collection of Eric Jolliffe artworks:
 - a. Do nothing; maintain current paintings in Library and remainder in storage; OR
 - b. Relocate paintings elsewhere within Council's Administration Office: OR
 - c. Relocate paintings elsewhere within the Nijinda Durlga: OR
 - d. Pack and store paintings to ensure safety until permanent home can be found for them; OR
 - e. Bequeath paintings to an appropriate external party (e.g. Queensland Museum) in accordance with the Local Government Act 2009 and Local Government Regulation 2012; OR
 - f. Combined option of B & C; OR
 - g. Selective combination of B, C & D; OR
 - h. Sell the paintings in accordance with the Local Government Act 2009 and Local Government Regulation 2012; OR
 - i. Insert alternative option

ATTACHMENTS

Nil

13. Late Reports

No late reports at time of agenda preparation.

14. Mayoral Report

Report to be provided to meeting.

15. Councillor Reports

Councillors will provide reports to the meeting.

16. New business of an urgent nature admitted by Council

Recommendation (if required)

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

17. Deputations and presentation scheduled for meeting

17.01 Kristy Hows and Wade Arthur – Department of Transport and Main Roads Cloncurry

18. Closure of meeting

The date of the next Ordinary Meeting of Burke Shire Council is to be confirmed at this meeting.