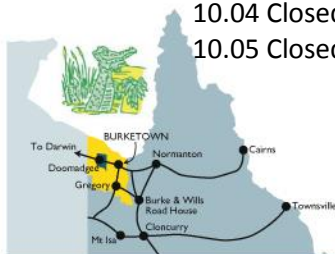




## Agenda and Business Papers Burke Shire Council Ordinary General Meeting Thursday 25 January 2018 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea
12.30pm to 1.00pm	Lunch with Australia Day Ambassador

01. Opening of Meeting .....	3
02. Record of Attendance .....	3
02.01 LGR 2012 Section 276 – Attendance by teleconferencing.....	3
03. Prayer .....	3
04. Consideration of applications for leave of absence .....	3
05. Confirmation of minutes of previous meeting(s) .....	4
05.01 General Meeting Wednesday 13 December 2017.....	4
06. Condolences.....	4
07. Declaration of Interests .....	4
08. Consideration of Notice(s) of Motion and Petitions.....	4
08.01 Notices of Motion .....	4
08.02 Petitions .....	4
09. Works, Services and Finance Reports .....	4
09.01.01 Works and Services Monthly Report .....	5
09.02.01 Finance Monthly Update Report .....	10
09.03.01 Strategic Projects Reports.....	22
10. Closed Session Reports .....	34
10.01 Closed Session - STP Upgrade and Expression of Interest .....	34
10.02 Closed Session – Provision of SCADA and Telemetry Services .....	34
10.03 Closed Session - Sale of Land by Auction in Gregory .....	34
10.04 Closed Session – Establishing Approved Contractor Lists.....	34
10.05 Closed Session – Shared Services.....	34



11. Chief Executive Officer Reports .....	35
11.01 Chief Executive Officer Report .....	36
11.02 Operational Plan 2017-18   Report 2 <sup>nd</sup> quarter   October to December 2017 .....	43
12. Corporate Services .....	47
12.01 Deputy Chief Executive Officer Report .....	48
12.02 Councillor Remuneration 2018-19 .....	54
12.03 HRM-POL-013 Councillor Remuneration Policy Review .....	59
12.04 2017 Community Satisfaction Survey .....	62
12.05 Library Strategic Plan 2018-2023 .....	67
13. Late Reports .....	69
13.01 DEHP Compliance Visit Outcomes .....	70
14. Mayoral Report .....	74
14.01 LGR s213 Presentation of auditor-general's observation report .....	74
15. Councillor Reports .....	74
16. New business of an urgent nature admitted by Council .....	74
17. Deputations and presentation scheduled for meeting .....	74
18. Closure of meeting .....	74

## 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 Mark Poynter; Executive Manager Works and Infrastructure Simbarashe Chimpaka; Executive Manager Finance Philip Keirle; Executive Manager Strategic Projects Madison Marshall; Executive Assistant (Minutes)
On Leave	Nils Hay; Deputy CEO

### 02.01 LGR 2012 Section 276 – Attendance by teleconferencing

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

- Simbarashe Chimpaka, Executive Manager Finance (EMF)
- Philip Keirle, Executive Manager Strategic Projects (EMSP)

## 03. Prayer

Led by Cr Camp

## 04. Consideration of applications for leave of absence

None received at time of agenda preparation.

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

### 05.01 General Meeting Wednesday 13 December 2017

That the Minutes of the General Meeting of Council held on Wednesday 13 December 2017 as presented be confirmed by Council.



171213 Unconfirmed  
Minutes.docx

## 06. Condolences

None received at time of agenda preparation.

## 07. Declaration of Interests

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

### 08.01 Notices of Motion

None received at time of agenda preparation.

### 08.02 Petitions

None received at time of agenda preparation.

## 09. Works, Services and Finance Reports

09.01.01 Works and Services Monthly Report 09.02.01 Finance Monthly Update Report 09.03.01 Strategic Projects Reports
---

## 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 January 2018
LINK TO COUNCIL PLAN/S:	Works Program

---

#### 1. PROJECTS

##### Council Funded

- Gregory WTP Solar
  - Fully constructed. Waiting final commissioning and sign-off from engineers.
- Gregory WTP Tanks
  - Tank construction has commenced. All pipework is onsite awaiting installation.
  - Original schedule now delayed by >45 days with expected completion late January 2018.

##### Works For Queensland – Round 1

- Water treatment upgrades
  - Burketown WTP SCADA installation is now complete and operations are being monitored electronically.
- Sewer pump stations
  - New access ladders have been installed enabling the ongoing maintenance of the pump stations.
- Cemetery niche walls
  - Project delayed due to weather and tradesman availability. Awaiting the final brick work which should be completed by January 20.
- Playground
  - Playground complete and open for public use.
  - Fitness equipment installed and open for public use.

##### Planning And Under Development

- Works for Queensland Round 2 project planning has commenced.

#### 2. ROADS

Road construction activities have ceased. Road reporting and emergent works are currently the main focus.

RMPC

Small maintenance tasks and signage replacement are ongoing. The development of a backlog of work for approval by TMR will be the main focus over the coming months

## 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 are left on 24hrs a day. The unit has been removed and repairs are underway. It is expected to resolved by the end of January.

## 4. WORKSHOP AND FLEET

The following major tasks have been completed.

Plant #	Description	Maintenance	Scheduled	Comment
461	Rapid spray	Service and test	Yes	Tank cracked
469	PS300B Multi tyre	Punctures	No	Wear
474	Rosa Bus	Batteries	No	Run weekly
503	Airport Genset	Door hinges and fuel	No	Hinges rotted
522	140M Grader	SOS samples and strainers	Yes	Scheduled
523	140M Grader	SOS samples and strainers	Yes	Scheduled
528	Gregory Depot Genset	Shut off solenoid	No	Failed
529	John Deere Ride on	Blades, spindle, a/c, oil	No	Wear
554	Road Train	Tyres, hose, oil, rams	No	Age
566	Ranger Landcruiser	80k service	Yes	Scheduled
572	Rubbish Truck	PTO fault	No	Vacuum leaks
583	950K Loader	Clean, greaser	No	Fault
584	Landcruiser Dual Cab	100k service	Yes	Scheduled
585	Job Truck	90k service, brakes worn	Yes	Order brakes
592	Water Truck	45k service	Yes	Scheduled
593	Job Truck	65k service, fit clutch	Yes & No	Burnt clutch
597	432F2 Backhoe	250 hr service	Yes	Scheduled
601	Haulmark Low Loader	Delivered and inducted	Yes	Operational
	Comms Hut	Swap ABC with SBS	No	Galabs chewed aerial
	Gregory River Camera	Drops out	No	Fails when needed
	Whippers and Mowers	Keep operational	No	Ongoing

The following budgeted items are currently in the procurement process:

- Low loader was delivered on December 12, 2017.
- Utilities Hilux Extra Cab (91,208kms) to be replaced with utility/plumbing truck ordered 27/07/17. Delivery expected by January 20, 2018.

Monthly fuel burn for yellow fleet 2,319 litres.

## 5.      TOWN AND RURAL SERVICES

All operations proceeding as normal with additional mowing

## 6.      HOUSING/BUILDING MAINTENANCE

All residential properties were inspected by a licensed rental agent during the first week of December. In general all properties are in good order.

## 7.      WATER

The Water Quality Management Plan was updated to incorporate the audit results and submitted to the authority on December 20 2017 along with the annual report.

Water Usage

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
<b>November 14465 kL</b>	<b>December 13262 kL</b>	<b>-1203 kL</b>
	Daily Usage (kL)	Outflow To Town (L/s)
Highest Daily Usage	605	Avg: 6.44
Lowest Daily Usage	322	Avg: 2.7

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
<b>November 5000</b>	<b>December 3779</b>	<b>-1221 kL</b>
	Daily Usage (kL)	Outflow To Town (L/s)
Highest Daily Usage	251.3	Avg: 3
Lowest Daily Usage	33	Avg: 3

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.
  - New flow meter installed as part of the SCADA project which will improve reporting accuracy.
- Gregory
  - One backwash pump taken offline due to failure and second requiring service.

Water Reticulation

- Burketown
  - Water meter readings completed.
- Gregory
  - Water meter readings completed.

State-wide Water Information Management (SWIM) results

Performance Indicator	Performance Measure	Yearly Target	December 2017	Actual Total (YTD)
Water Services				
Water mains breaks	Per 10km/year	<3	0	2
Incidents of unplanned interruptions	Per 100 connections/year	<0	0	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

## 8. SEWERAGE

Collection

- New Charcoal filters have been installed on the sewer pump stations which has reduced / eliminated the odor problems.



Treatment Plant

- All Sewer samples passed.

9. OFFICER'S RECOMMENDATION

That Council notes the content of the Executive Manager Works and Infrastructure report for the month of December 2017.

ATTACHMENTS

1. Works for Queensland report – Round 1



Burke SC - R1 W4Q  
Nov17 MR.pdf

2. Works for Queensland report – Round 2



Burke SC - R2 W4Q  
Nov17 MR.pdf

3. Minutes – NWQRRTG November 17 2017



NWQRRTG - Minutes  
- TC Meeting No 2017

## Finance Reports

### 09.02.01 Finance Monthly Update Report

---

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Tomas Ortiz
DATE REPORT PREPARED:	08 January 2018
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	50,980.35	95,000.00	-44,019.65
	Rental Income	112,958.57	225,000.00	-112,041.43
	Interest	181,657.01	254,000.00	-72,342.99
	Recoverable Works Revenue	411,290.95	972,000.00	-560,709.05
	Other Income	3,433.50	5,000.00	-1,566.50
		760,320.38	1,551,000.00	-790,679.62
	Donations	8,300.00	10,000.00	-1,700.00
	Contributions	45,454.55	0.00	45,454.55
	Subsidies and Grants	3,345,050.45	7,428,900.00	-4,083,849.55
		3,398,805.00	7,438,900.00	-4,040,095.00
<b>Total Operating Revenues</b>		<b>5,491,009.02</b>	<b>11,584,900.00</b>	<b>-6,093,890.98</b>
Operating Expenditure				
	Corporate Governance Costs	416,516.28	905,000.00	-488,483.72
	Administration Costs	1,516,279.66	2,571,600.00	-1,055,320.34
	Recoverable Works Expenses	736,874.27	775,000.00	-38,125.73
	Engineering Services	10,359,604.02	12,753,000.00	-2,393,395.98
	Utility Services Costs	337,467.12	689,000.00	-351,532.88
	Net Plant Operating Costs	-664,062.86	-874,000.00	209,937.14
	Planning and Environmental Expenses	57,016.36	185,000.00	-127,983.64
	Community Services Costs	713,036.97	1,382,000.00	-668,963.03
	Finance Costs	11,442.15	16,000.00	-4,557.85
	Depreciation	2,285,729.23	3,900,000.00	-1,614,270.77
	Other Expenses	0.00	0.00	0.00
<b>Total Operating Expenditures</b>		<b>15,769,903.20</b>	<b>22,302,600.00</b>	<b>-6,532,696.80</b>
<b>Operating Results before Capital Revenue</b>		<b>-10,278,894.18</b>	<b>-10,717,700.00</b>	<b>438,805.82</b>
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	3,767,147.97	5,230,000.00	-1,462,852.03
<b>Total Capital Revenue</b>		<b>3,779,140.92</b>	<b>5,230,000.00</b>	<b>-1,450,859.08</b>
<b>Net Results</b>		<b>-6,499,753.26</b>	<b>-5,487,700.00</b>	<b>-1,012,053.26</b>

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

		Year to Date Actual	Pro rata Budget	Variance Over (Under) to Date
Operating Revenue				
	Rates and Charges	1,355,352.34	1,328,000.00	27,352.34
	Less: Discount, Rebate & Remissions	-23,468.70	-30,500.00	7,031.30
		1,331,883.64	1,297,500.00	34,383.64
	Fees and Charges	50,980.35	47,500.00	3,480.35
	Rental Income	112,958.57	112,500.00	458.57
	Interest	181,657.01	127,000.00	54,657.01
	Recoverable Works Revenue	411,290.95	486,000.00	-74,709.05
	Other Income	3,433.50	2,500.00	933.50
		760,320.38	775,500.00	-15,179.62
	Donations	8,300.00	5,000.00	3,300.00
	Contributions	45,454.55	0.00	45,454.55
	Subsidies and Grants	3,345,050.45	3,714,450.00	-369,399.55
		3,398,805.00	3,719,450.00	-320,645.00
<b>Total Operating Revenues</b>		<b>5,491,009.02</b>	<b>5,792,450.00</b>	<b>-301,440.98</b>
Operating Expenditure				
	Corporate Governance Costs	416,516.28	452,500.00	-35,983.72
	Administration Costs	1,516,279.66	1,285,800.00	230,479.66
	Recoverable Works Expenses	736,874.27	387,500.00	349,374.27
	Engineering Services	10,359,604.02	6,376,500.00	3,983,104.02
	Utility Services Costs	337,467.12	344,500.00	-7,032.88
	Net Plant Operating Costs	-664,062.86	-437,000.00	-227,062.86
	Planning and Environmental Expenses	57,016.36	92,500.00	-35,483.64
	Community Services Costs	713,036.97	691,000.00	22,036.97
	Finance Costs	11,442.15	8,000.00	3,442.15
	Depreciation	2,285,729.23	1,950,000.00	335,729.23
	Other Expenses	0.00	0.00	0.00
		15,769,903.20	11,151,300.00	4,618,603.20
<b>Operating Results before Capital Revenue</b>		<b>-10,278,894.18</b>	<b>-5,358,850.00</b>	<b>-4,920,044.18</b>
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	3,767,147.97	2,615,000.00	1,152,147.97
<b>Net Results</b>		<b>-6,499,753.26</b>	<b>-2,743,850.00</b>	<b>-3,755,903.26</b>

### Overview

Year to date results show an operating loss of \$10.278 million before capital revenue. The operating statement reflects a net loss of \$6.499 million after capital grants and subsidies.

### 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 slightly above the pro rata estimates.

### Rental income

Pro rata rental income is slightly above pro rata estimates.

### Recoverable works revenue

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

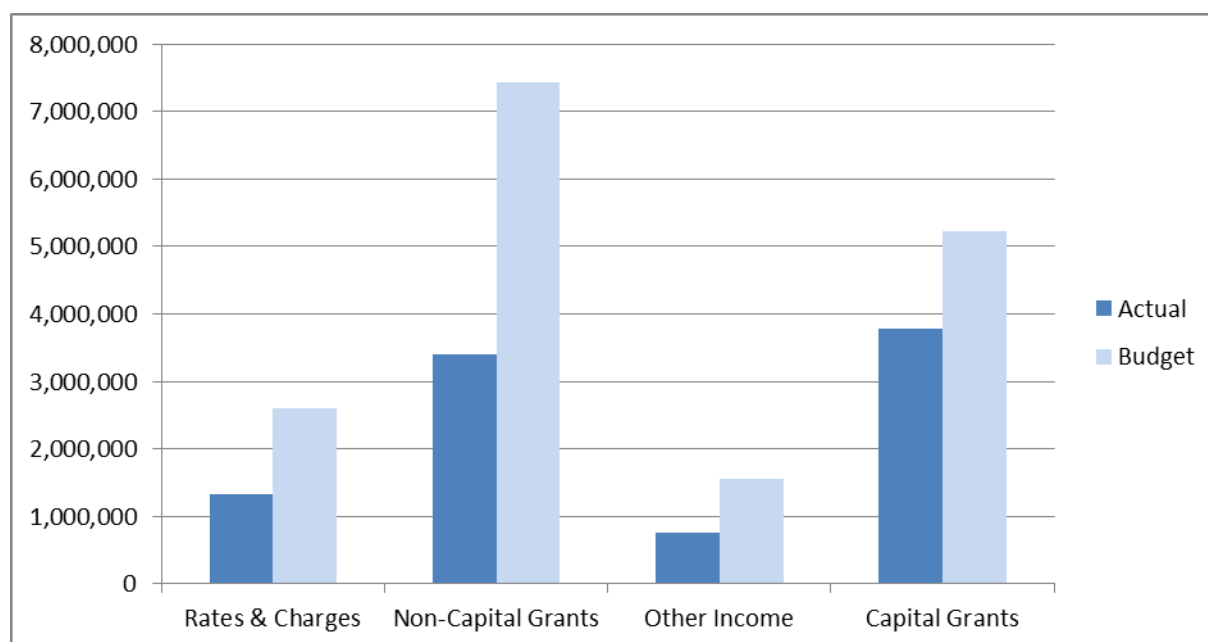
### Grants, Subsidies, Contributions and Donations

Grants, subsidies, contributions and donations are lower than pro rata estimates due to timing differences there are no significant and permanent variances to budget.

### Capital revenue

Capital revenues are above pro rata budget estimates primarily due to timing differences.

### Where has the money come from?



### Administration Cost

Administration Costs are above pro rata budget as there are some annual expenses such as insurance that are paid in full at the commencement of the financial year.

### Recoverable Works Expenditure

RMPC project for the year are almost complete as we have spent \$606k of the \$750k budget.

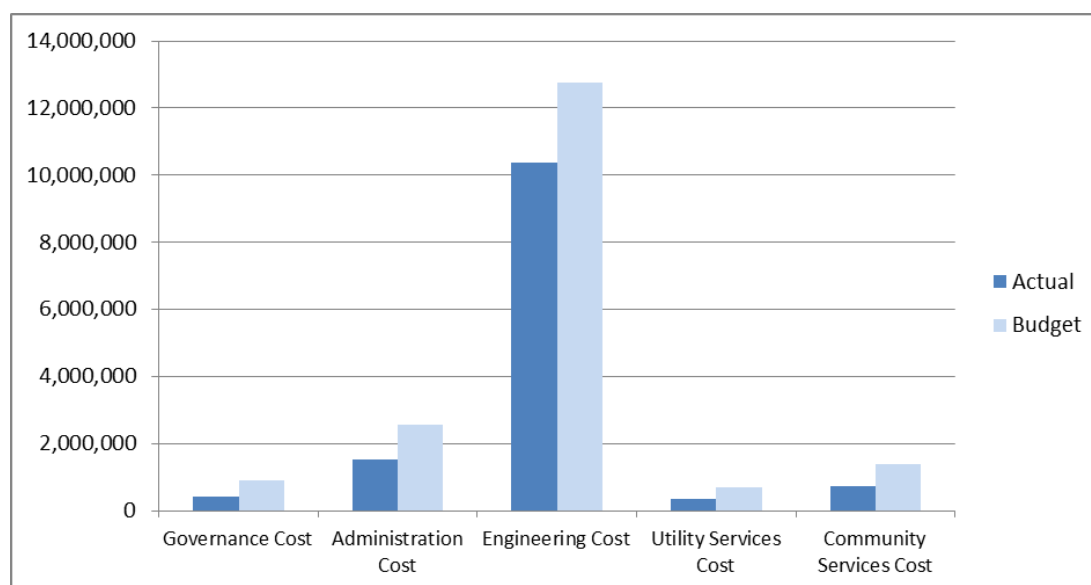
### Engineering Cost

Engineering Cost is above pro rata budget as Council has already completed \$7M out of the \$11M 15-16 Flood Damage REPA project. Council has also commenced 16-17 FD REPA project and has spent a total of \$691k. As 16-17 FD REPA is not in the current budget it should be included in the amendments.

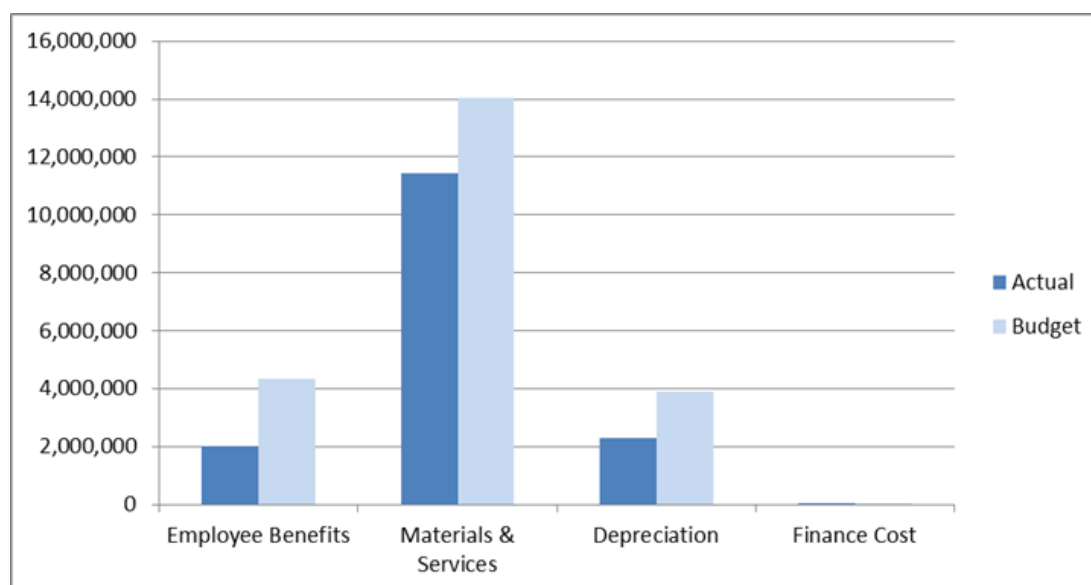
### Depreciation Cost

Depreciation Cost is above pro rata budget as actuals are now based on the new valuation of Burke Shire Council Property, Plant, and Equipment while budget is based on the pre valuation cost of the assets. This will be addressed in the formal budget review to be presented to Council in February.

### 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	153,132	250,000		83,294	200,000
Surplus/Deficit	4,446	37,000		- 21,033	- 103,000
Sewerage Utility	Burketown Year to Date Actuals	Burketown Annual Budget			
Revenue	73,568	148,000			
Expense	55,375	97,000			
Surplus/Deficit	18,193	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	35,706	107,000		-	-
Surplus/Deficit	14,634	- 7,000		-	-
Parks & Gardens	Burketown Year to Date Actuals	Burketown Annual Budget		Gregory Year to Date Actuals	Gregory Annual Budget
Revenue					
Expense	69,181	160,000		29,879	75,000
Surplus/Deficit	- 69,181	- 160,000		- 29,879	- 75,000
Housing	Burketown & Gregory Year to Date Actuals	Burketown & Gregory Annual Budget			
Revenue	112,959	225,000			
Expense	109,635	402,000			
Surplus/Deficit	3,324	- 177,000			
Airports	Burketown Year to Date Actuals	Burketown Annual Budget		Gregory Year to Date Actuals	Gregory Annual Budget
Revenue	19,495	37,000			
Expense	38,701	90,000		11,373	10,000
Surplus/Deficit	- 19,206	- 53,000		- 11,373	- 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	2,416,202	5,850,000	- 3,433,798	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	608,509	750,000	- 141,491		Yes
NDRRA Flood Damage	7,034,118	11,000,000	- 3,965,882		Yes
Shire Road Maintenance FAG					
Road Grant	167,122	300,000	- 132,878		Yes
TIDS Grant	441,091	457,000	- 15,910		Yes
Roads to Recovery	721,003	933,000	- 211,998		Yes
Town Street Maintenance Expense	47,306	100,000	- 52,694		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					
Particulars		Budget	Year to Date Actual Expenditure	Variance Over (Under) to Date	Comments
<b>LAND</b>		<b>54,000</b>	<b>34,034</b>	<b>- 19,966</b>	<b>-</b>
Gregory Landfill Land		44,000	24,709	- 19,291	-
Gregory Solar Land		10,000	9,326	- 674	-
<b>BUILDINGS</b>		<b>930,000</b>	<b>338,884</b>	<b>- 591,116</b>	<b>-</b>
House 10 Replacement		300,000	-	- 300,000	Subject to budget amendment via decision 170817.15: house 10 to be repaired not replaced. Further decision Dec 2017 to apply for funding to construct new housing.
Depot Upgrades (Burketown & Gregory)	R	240,000	246,269	6,269	W4Q - completed
Gregory Hall Floor Replacement	R	10,000	-	10,000	-
Visitor Information centre	R	200,000	24,636	- 175,364	-
Church/HACC Hall Roof Replacement	R	30,000	31,199	1,199	W4Q - completed
Refurbish Morning Glory Park Public Toilets	R	30,000	31,451	1,451	W4Q - completed
Replace SES Shed	R	60,000	-	60,000	-
Radio Hut	R	60,000	5,329	- 54,671	Completed Dec for Jan 18 payment
<b>OTHER STRUCTURES</b>		<b>4,861,440</b>	<b>3,230,331</b>	<b>- 1,631,109</b>	<b>-</b>
Mineral Baths		50,000	-	50,000	-
Cemetery Niche Walls		20,000	9,077	- 10,923	In progress
Cenotaph relocate Morning Glory Park		5,000	-	5,000	-
Playground Morning Glory Park		75,000	336,284	261,284	Subject to budget amendment re W4Q amendment application successful. Project scope expanded to include roof and fencing and gym equipment. Completed within amended budget.
War memorial construction	R	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	R	5,000	-	5,000	Subject to budget amendment - re approved project W4Q R2
Gregory water treatment plant solar array		1,311,440	829,487	- 481,953	-
Boat Ramp Widening & Wharf Car Park Upgrade		2,500,000	1,850,745	- 649,255	-
Gregory airstrip lights	R	5,000	836	- 4,164	W4Q - completed
Water - SCADA/Telemetry, shedding & Other improvements		700,000	147,811	- 552,189	Subject to budget amendment re W4Q R1 amendment, and R2 approval
Satellite Backup System		25,000	-	25,000	-
Sewer pump station upgrade	R	90,000	53,202	- 36,798	-
Burketown Landfill Improvements (Fencing, signage, bunding)		40,000	2,890	- 37,110	-
<b>PLANT &amp; EQUIPMENT</b>		<b>1,093,000</b>	<b>275,681</b>	<b>- 817,319</b>	<b>-</b>
Drake Low loader	R	165,000	156,010	- 8,990	-
Cat Multi tyre roller	R	250,000	-	250,000	-
Gregory Genset	R	30,000	-	30,000	-
John Deere ride-on	R	49,000	-	49,000	-
Toyota Hilux	R	51,000	57,710	6,710	Exceeded budget
Workshop truck	R	110,000	61,960	- 48,040	-
Toyota Hilux 4x4	R	40,000	-	40,000	-
Kluger	R	65,000	-	65,000	-
Toyota Prado	R	65,000	-	65,000	-
Toyota Landcruiser	R	80,000	-	80,000	-
Toyota Hilux 4x4	R	60,000	-	60,000	-
Landcruiser	R	78,000	-	78,000	-
Office Vehicle		50,000	-	50,000	-
<b>FURNITURE &amp; FITTINGS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ROAD INFRASTRUCTURE</b>		<b>2,575,080</b>	<b>2,344,865</b>	<b>- 230,215</b>	<b>-</b>
Floraville Road Reseal Chainage 32.5 - 71.3	R	121,000	83,136	- 37,864	Subject to budget amendments re underspend on TIDS projects enabling increase in scope of work (refer TIDS approvals).
Floraville Road Reseal Chainage 32.5 - 71.3	R	733,754	504,141	- 229,613	-
Gregory Airport Reseal	R	330,000	179,518	- 150,482	-
Doomadgee East Road Reseal Chainage 44.8 - 64.1	R	294,326	328,780	34,454	-
Doomadgee East Road Reseal Chainage 44.8 - 64.1	R	279,000	312,723	33,723	-
Gregory Lawn Hill Road pavement construction & resheeting	R	817,000	936,567	119,567	Subject to budget amendment
<b>WATER INFRASTRUCTURE</b>		<b>35,000</b>	<b>-</b>	<b>- 35,000</b>	<b>-</b>
Water - Raw water intake and storage Gregory		15,000	-	15,000	-
Water - Raw water supply alternative intake Burketown		15,000	-	15,000	-
Water - Treated water supply to wharf and bridge		5,000	-	5,000	-
<b>SEWERAGE INFRASTRUCTURE</b>		<b>5,000</b>	<b>3,690</b>	<b>- 1,310</b>	<b>-</b>
Passive Lagoons Design Work		5,000	3,690	- 1,310	-
<b>TOTAL CAPITAL WORKS</b>		<b>9,553,520</b>	<b>6,227,485</b>	<b>- 3,326,035</b>	<b>-</b>
<b>TOTAL CAPITAL WORKS LISTING</b>		<b>9,553,520</b>	<b>6,227,485</b>	<b>- 3,326,035</b>	<b>-</b>
<b>CHECK</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## 6. STATEMENT OF FINANCIAL POSITION

		<b>2017-2018 Actual</b>	<b>2017-2018 Annual Budget</b>
<b>Current Assets</b>			
	Cash and cash equivalents	6,140,175.98	7,213,336.00
	Trade and other receivables	844,867.33	600,000.00
	Inventories	319,133.31	193,943.00
	Other financial assets	1,135,956.06	205,483.00
	<b>Total current assets</b>	8,440,132.68	8,212,762.00
<b>Non-current Assets</b>			
	Property, plant and equipment	142,980,166.69	139,911,178.00
	<b>Total non-current assets</b>	142,980,166.69	139,911,178.00
	<b>TOTAL ASSETS</b>	151,420,299.37	148,123,940.00
<b>Current Liabilities</b>			
	Trade and other payables	492,874.48	1,031,337.00
	Provisions	148,161.44	175,794.00
	Other	0.00	0.00
	<b>Total current liabilities</b>	641,035.92	1,207,131.00
<b>Non-current Liabilities</b>			
	Trade and other payables	0.00	0.00
	Provisions	629,561.03	619,885.00
	<b>Total non-current liabilities</b>	629,561.03	619,885.00
	<b>TOTAL LIABILITIES</b>	1,270,596.95	1,827,016.00
	<b>NET COMMUNITY ASSETS</b>	150,149,702.42	146,296,924.00
<b>Community Equity</b>			
	Asset revaluation reserve	82,474,980.40	76,038,657.00
	Retained surplus/(deficiency)	67,674,722.02	70,258,267.00
	Other reserves	0.00	0.00
	<b>TOTAL COMMUNITY EQUITY</b>	150,149,702.42	146,296,924.00

Overview

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

Cash & Cash Equivalents

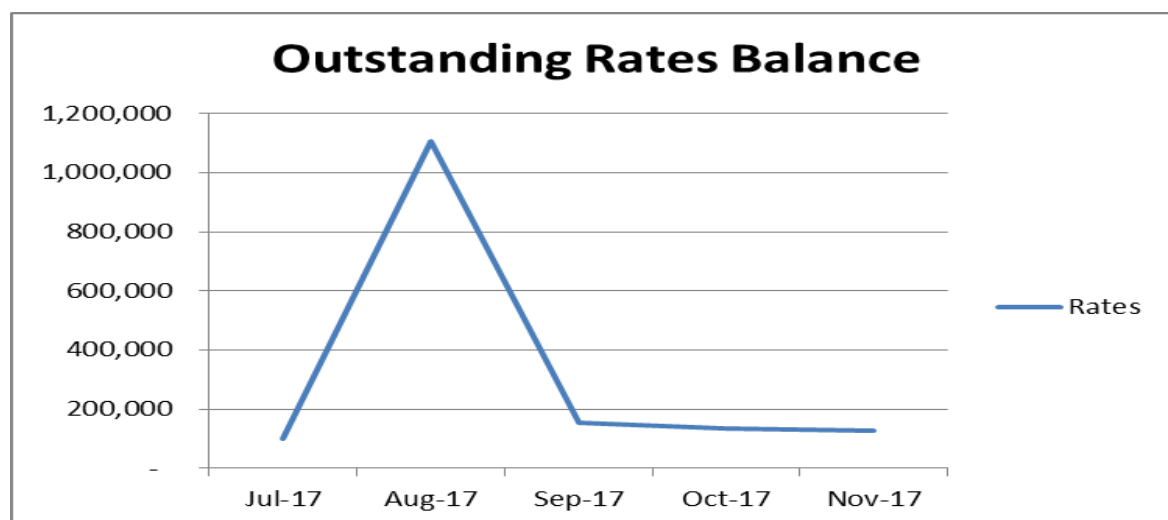
Cash balances at the end of June 2017 sat at \$16.4 million. At the end of November cash balances sat at \$6.1 million as expected in line with cash flow forecasts for the 2017-18 financial year.

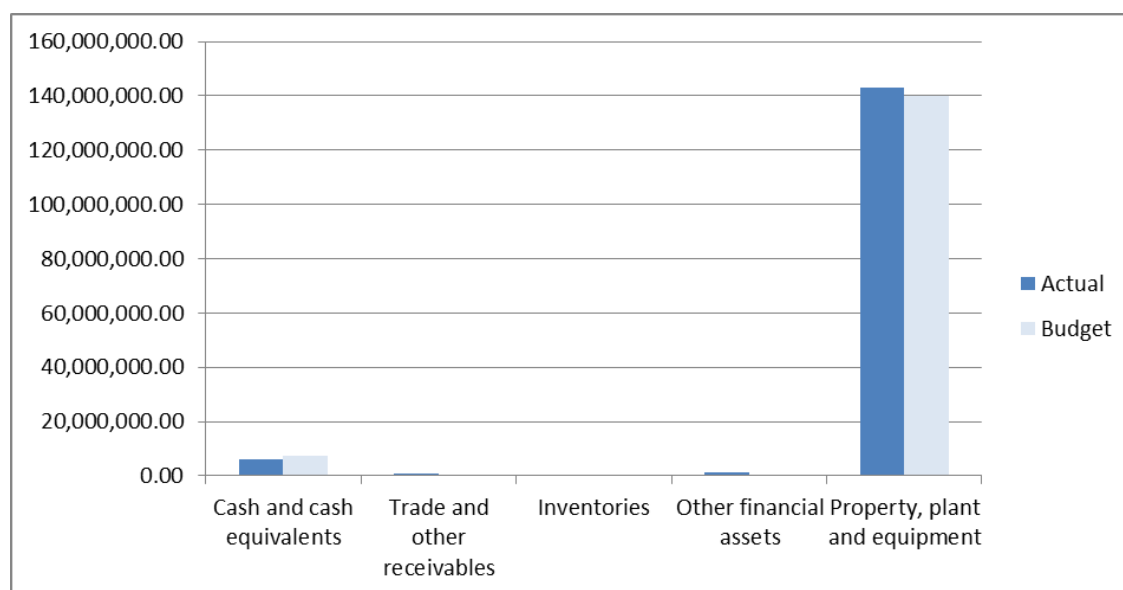
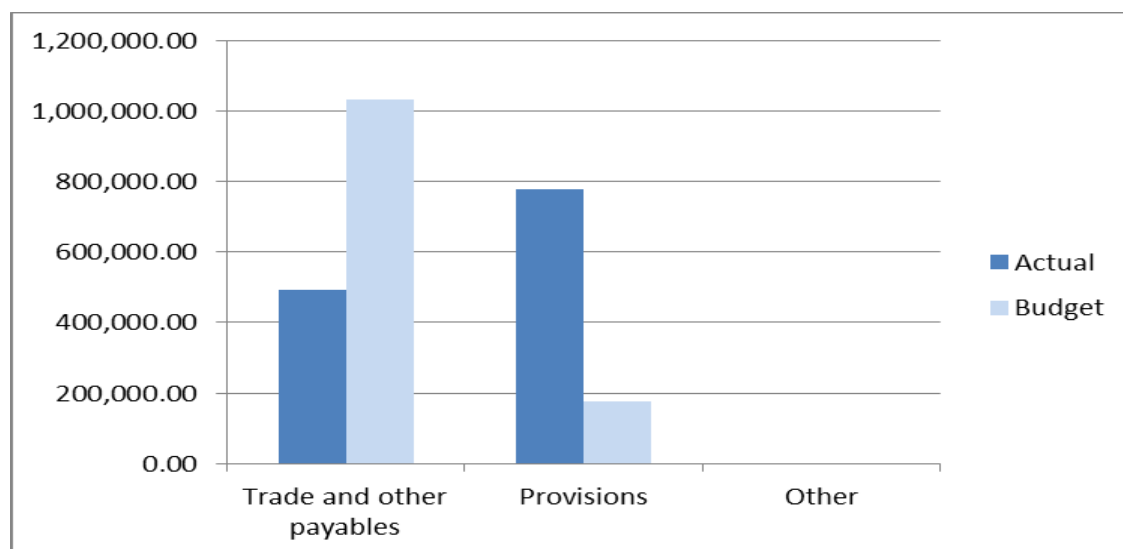
Cash holdings at the end of the month

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	5,260,435	-	879,183	6,139,618
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 CategoryLiabilities 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.

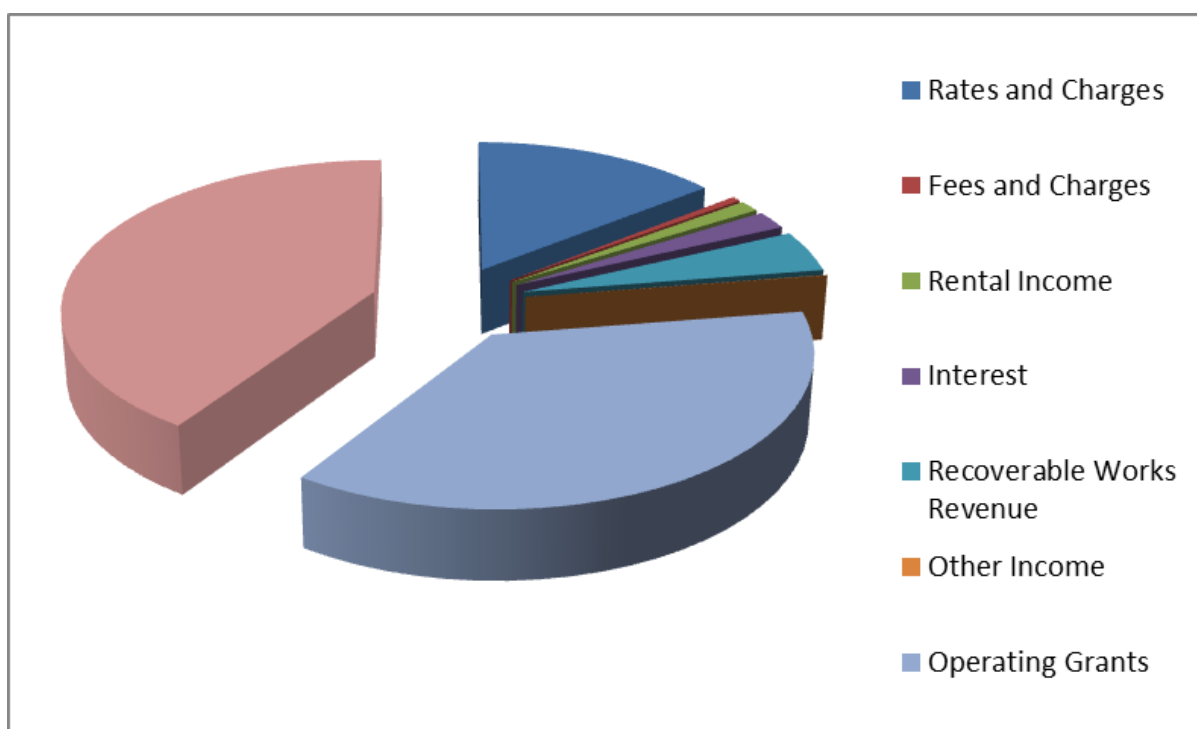
Ratio	Target	YTD Actual	Target Met
Current Asset Ratio	>1:1	13.17	Yes
Asset Sustainability Ratio	> 90%	180%	Yes
Net Financial Liabilities Ratio	< 60%	-131%	Yes
Operating Surplus Ratio	0% to 10%	-187%	No

**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)
Nil	N/A	N/A

## 9. STATEMENT OF CASH FLOW

	2017-2018 Actual	2017-2018 Annual Budget
Cash flows from operating activities:		
Receipts from customers	987,626.55	3,667,000.00
Payments to suppliers and employees	-13,908,789.61	-18,402,600.00
	-12,921,163.06	-14,735,600.00
Interest received	181,657.01	254,000.00
Rental income	112,958.57	225,000.00
Non-capital grants and contributions	3,398,805.00	7,438,900.00
<b>Net cash inflow (outflow) from operating activities</b>	<b>-9,227,742.48</b>	<b>-6,817,700.00</b>
Cash flows from investing activities:		
Payments for property, plant and equipment	-4,955,123.61	-9,553,520.00
Proceeds from sale of property, plant and equipment	125,892.28	282,000.00
Grants, subsidies, contributions and donations	3,767,147.97	5,230,000.00
<b>Net cash inflow (outflow) from investing activities</b>	<b>-1,062,083.36</b>	<b>-4,041,520.00</b>
Cash flows from financing activities		
Proceeds from borrowings	0.00	0.00
Repayment of borrowings	0.00	0.00
<b>Net cash inflow (outflow) from financing activities</b>	<b>0.00</b>	<b>0.00</b>
Net increase (decrease) in cash held	-10,289,825.84	-10,859,220.00
Cash at beginning of reporting period	16,430,001.82	18,072,556.00
<b>Cash at end of reporting period</b>	<b>6,140,175.98</b>	<b>7,213,336.00</b>

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

Nil

## Strategic Projects Reports

### 09.03.01 Strategic Projects Reports

---

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	10 January 2018
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	10 January 2018
Original completion date	Barge Ramp: 30 November 2017 Car-park and entertainment area: 30 June 2018
Revised completion date	Barge Ramp: 5 December 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: contracting arrangements, supervisory arrangements, review of project schedule and budgets etc.

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

Key Parameters	Status	Comments
Reporting	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<b>Community Resilience Fund reports:</b> <ul style="list-style-type: none"> <li>Final acquittal in progress</li> </ul> <b>National Stronger Regions Fund reports:</b> <ul style="list-style-type: none"> <li>4 Aug 2017 (submitted)</li> <li>8 Jan 2018 (submitted)</li> <li>28 Feb 2018 (pending)</li> <li>31 July 2018 (pending)</li> </ul> <b>Marine Infrastructure Fund reporting:</b> <ul style="list-style-type: none"> <li>Final acquittal in progress</li> </ul> <b>Transport and Tourism Connections reports:</b> <ul style="list-style-type: none"> <li>“monthly measure-up” required once car-park component of project commences</li> <li>30 Jun 2018: Acquittal Report</li> </ul>

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

Project Status Report	
Project Name	Gregory Water Treatment Solar Power Project
Project Manager	Philip Keirle, BSC
Project Superintendent	Joseph Estrada, GHD
Contractor(s)	Pructon Engineering Pty Ltd (Water Storage and Treatment) Q Energy Solutions (Solar Array) FSG (Geotechnical) PH Davie Pty Ltd (Fencing)
Status Update Provided	4 Dec 2017
Original completion date	14 Oct 2017
Revised completion date	31 Jan 2018 Funding Agreement End Date: 30 Jun 2018
Project Scope	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. <ul style="list-style-type: none"> <li>Replace existing 8 x 44kL water tanks with 2 x 225kL treated water storage tanks establishing new foundations and installation and commissioning of associated pipework;</li> <li>Repair clarifier and install clarifier platform;</li> <li>Installation of additional monitoring capability, including 3 x turbidity meters; tank modifications to enable future trim dosing upgrade.</li> <li>Replacement of existing generators (x2);</li> <li>Installation of fencing for Gregory Solar Array;</li> <li>Installation of 50kW solar array and 75kWh energy storage system.</li> </ul>
Work recently completed	Solar Array/Storage: <ul style="list-style-type: none"> <li>Completed</li> </ul>



Project Status Report	
	<p>Water Storage/Treatment:</p> <ul style="list-style-type: none"> <li>Tanks delivered to site</li> <li>Tank 1 &amp; 2 ring beams completed.</li> <li>Tank 1 &amp; 2 ring beam internal filling completed.</li> <li>Clarifier platform concrete footings completed.</li> <li>Tank pad retaining wall (bund wall) foundation completed.</li> <li>Tank scour drains in progress.</li> <li>Preparation of project plans in progress –commissioning and operator training plan was to be submitted by 08/12/2017 but has not been received.</li> </ul>
Forthcoming work	<p>Solar Array/Storage:</p> <ul style="list-style-type: none"> <li>2500L double bunded fuel tank site installation.</li> <li>Solar array, battery charging and gensets system testing and commissioning.</li> <li>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&amp;M manuals (target submission prior to Christmas).</li> <li>Solar array foundation and support design drawings – full set – to be updated and submitted as part of the as-constructed and O&amp;M manuals including Forms 15 and 16 (target submission prior to Christmas).</li> </ul> <p>Water Storage/Treatment:</p> <ul style="list-style-type: none"> <li>Clarifier platform installation</li> <li>Pipe support footings</li> <li>Tank pad retaining wall foundation</li> <li>Tanks onsite installation (TBC by Pructon with Rhino Tanks for onsite install week 08/01/2018)</li> <li>Submission of commissioning and operator training plan.</li> </ul>

Key Parameters	Status	Comments
Schedule	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>The project has been delayed by 46 days due to scoping of additional items for the Water Storage/Treatment Optimisation component of the project.</li> <li>Running parallel and within the 46 day delay horizon, are delays related to the switchboard manufacture, procurement of additional fuel storage and additional work required on the generators.</li> <li>Revised Project Schedule and cashflow endorsed by funding agency (Department of State Development). Project to be completed by end of January 2018.</li> </ul>

Key Parameters	Status	Comments
Scope	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<p>Variation approved for the following additional scope:</p> <p>Water Storage &amp; Treatment Optimisation</p> <ul style="list-style-type: none"> <li>▪ Provision of blank-flanged inlet/outlet to each storage tank (to enable future retrofit of chlorine trim dosing system) and wider pipe support to accommodate future chlorine trim dosing pipework.</li> <li>▪ Installation and commissioning of 4 No turbidity meters (supply of turbidity meters by Council)</li> </ul> <p>Solar Array and Energy Storage System</p> <ul style="list-style-type: none"> <li>▪ Installation of additional posts</li> <li>▪ Additional 2,500L of double-bunded fuel storage and fuel pump</li> <li>▪ Change from 2 x 22kVa generators to 1 x 22kVa and 1 x 60kVa generator</li> <li>▪ Removal of requirement to provide an EMP</li> <li>▪ Additional QLeave</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>▪ Fencing of solar array</li> <li>▪ Survey and Geotechnical</li> <li>▪ Additional CM and PM costs associated with Pructon's delay</li> </ul>
Procurement	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<p>Water Storage &amp; Treatment Optimisation:</p> <ul style="list-style-type: none"> <li>▪ Released: 22 Apr 2017</li> <li>▪ Closed: 16 May 2017</li> <li>▪ Awarded: 9 Jun 2017</li> </ul> <p>Solar Array &amp; Energy Storage:</p> <ul style="list-style-type: none"> <li>▪ Released: 3 Jun 2017</li> <li>▪ Closed: 27 Jun 2017</li> <li>▪ Awarded: 20 July 2017</li> </ul> <p>Solar Fencing</p> <ul style="list-style-type: none"> <li>▪ Released: 26 Jul 2017</li> <li>▪ Closed: 8 Aug 2017</li> <li>▪ Awarded: 11 Aug 2017</li> <li>▪ Completed: 1 Sep 2017</li> </ul>
Town Planning	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ MCU submitted to May 2017 Council meeting.</li> <li>▪ Council has complied with DTMR DA requirements to provide a Construction Management Plan and a Traffic Management Plan for the Solar Array Construction.</li> </ul>

Key Parameters	Status	Comments
Budget	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Fencing: on budget</li> <li>▪ Solar array: variations for additional array mounting posts, increase in generator rating based on reviewed load profile and additional fuel storage</li> <li>▪ Water Treatment/Storage: part variation approved for trim-dosing. Full variation approved for supply of 4 x turbidity meters and associated installation/calibration equipment.</li> <li>▪ Project will meet budgeted limits of funding Deed of Agreement between BSC and the Department of State Development</li> </ul>
Reporting	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	Milestone 1: 30 March 2017 (completed) Milestone 2: 31 July 2017 (completed) Milestone 3: 8 January 2018 (completed) 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	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Project scope changed to incorporate two projects: the Lawn Hill National Park Road Re-sheeting Project and the Burketown Landfill Perimeter Fencing Project.</li> </ul>
Procurement	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Lawn Hill National Park Project:               <ul style="list-style-type: none"> <li>Awarded: 15 Nov 2016</li> <li>Variation 1: Feb 2017</li> <li>Variation 2: Jul 2017</li> </ul> </li> <li>Burketown Landfill Perimeter Fencing Project:               <ul style="list-style-type: none"> <li>Awarded: 10 Oct 2016</li> </ul> </li> </ul>
Town Planning	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Lawn Hill National Park Road: NA</li> <li>BKT Landfill Perimeter Fencing: NA</li> </ul>
Budget	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Lawn Hill: a number of budget adjustments required to account for variations due to withdrawal from contract of 2 x contractors. Final variation anticipated in relation to requirement to access additional fill to complete re-sheeting project.</li> <li>BKT Landfill Fencing: the CH Monitoring budget exceeded initial estimates.</li> </ul>
Schedule	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Lawn Hill: completed</li> <li>Landfill Fencing: completed</li> </ul>
Reporting	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Lawn Hill:               <ul style="list-style-type: none"> <li>31 Oct 2017 – final acquittal report submitted.</li> <li>Awaiting payment of final invoice</li> </ul> </li> <li>BKT Perimeter Fencing:               <ul style="list-style-type: none"> <li>all reporting requirements completed.</li> <li>Project acquitted</li> </ul> </li> </ul>

#### 4. BKT SCADA & TELEMETRY INSTALLATION

Project Status Report	
Project Name	Burketown SCADA & Telemetry Project
Project Manager	Philip Keirle, EMSP
Project Superintendent	Mark Poynter, EMWI
Contractor	Austek Communications Pty Ltd
Status Update Provided	11 December 2017
Original completion date	4-11 December 2017

Project Status Report	
Revised completion date	No change
Project Scope	To design, install and commission new control, telemetry and SCADA (Supervisory Control and Data Acquisition) systems for the Burketown water and wastewater infrastructure allowing for real-time remote monitoring and re-setting of systems and system components.

Key Parameters	Status	Comments
Scope	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Council endorsed an Alternative Scope provided by Austek Communications Pty Ltd</li> </ul>
Procurement	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Released: 4 August 2017</li> <li>▪ Closed: 23 August 2017</li> <li>▪ Awarded: 28 August 2017</li> </ul>
Town Planning	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Not applicable (Operational Works only)</li> </ul>
Budget	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	On track. Minor variations absorbed into this contract, including: <ul style="list-style-type: none"> <li>▪ Pump Station 3 pit/enclosure</li> </ul>
Schedule	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	Design: 28 Aug – 6 Nov 2017 On site: 6 Nov – 11 Dec 2017 Completed: 15 Dec 2017
Reporting	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	Works 4 Queensland Project reporting

## 5. OTHER PROJECTS

Project	Description	Update/activity for reporting month
NWQ Quarry Management Strategy	Regional project designed to improve Council compliance in relation to Quarry/Gravel Pit operations and to generate a suite of materials and schedules to facilitate improve Quarry operations and stakeholder relations.	<ul style="list-style-type: none"> <li>▪ Released audit tool to RRTG member Councils</li> <li>▪ Submission of pre-lodgement materials to EHP in relation to &lt;5,000t per annum sites.</li> <li>▪ Discussions continue with DAF</li> <li>▪ Materials from other Shires now trickling in, but behind schedule.</li> </ul>

Project	Description	Update/activity for reporting month
Burketown Sewerage Treatment Plant Redesign	Upgrade to incorporate creation of wet weather storage lagoon (compliance), a packaged treatment plant with tertiary treatment capability (compliance), re-purposing of existing sewer line between STP and rodeo to enable recycling of water, trenching to School Oval to enable recycling of water and creation of sludge lagoon (compliance).	<p>Project successful in obtaining funding under the LGGSP</p> <p>Council has held pre-lodgement meetings with EHP in relation to this project.</p> <p>Council currently working on BBRF Infrastructure Projects submission.</p> <p>Council resolution to procure via EOI/tender submitted to Jan 2018 Council meeting.</p>
Cultural Heritage Project: water access tracks, turnaround points and gravel pits	Progress completion of CH Surveys of key gravel pits, transport routes, water points and access tracks within the Burke Shire with Gangalidda, Garawa and Waanyi Traditional Owner groups	<ul style="list-style-type: none"> <li>▪ CH Surveys requested for all relevant gravel pits, water points, turnaround points in the Burke Shire area. This incorporates all roads on Council's network as well as access tracks and 30+ gravel pits.</li> <li>▪ Working on program for 2018, which is likely to include river-sand extraction points and few project sites.</li> </ul>
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)	<p>COMPLETED</p> <ul style="list-style-type: none"> <li>▪ ILUA registered on 22 June 2017. Final Survey Plans to be submitted week beginning 7 Aug 2017;</li> <li>▪ Balance of acquisition payments made to DNRM on 25 Jul 2017.</li> <li>▪ Lot 11 on SP287787: Deed of Grant issued to Council</li> <li>▪ Lot 5 on SP265803: Deed of Grant issued to Council.</li> </ul>
Gregory ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> <li>▪ Concept for land exchange ILUA developed and to be progressed with Waanyi and Paraway in the near future: dates TBD.</li> <li>▪ Site/Concept Plans and Feasibility Studies forwarded to Waanyi to assist with progression of concept plan.</li> </ul>
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 6<sup>th</sup> 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"> <li>▪ Complete additional design work;</li> <li>▪ Complete additional survey and geotech as required;</li> <li>▪ Complete Detailed Design in a way that enables Council to satisfy town planning requirements received through the pre-lodgement process.</li> <li>▪ Form project committee with representatives from Gangalidda &amp; Garawa as joint trustees of the Environmental Reserve.</li> </ul>

#### 6. GULF SAVANNAH DEVELOPMENT PROJECTS

Project	Description	Update for reporting month
Digital Resilience & Capability Project	<p>Complete Feasibility Studies for the following Fibre Optic Projects:</p> <ul style="list-style-type: none"> <li>- BKT-NMT Fibre</li> <li>- NMT-KMB Fibre</li> </ul> <p>Complete Detailed Design for the following Fibre Optic Project:</p> <p>BKT-NMT Fibre</p>	Completed
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.	Go2Digital and GSD have reviewed the initial draft. This document will be further refined.
Gulf Savannah Tourism Survey	GSD to replicate and broaden the 2013 Gulf Savannah Tourism Survey to provide LGs and key stakeholders an insight into tourism patterns & developments between 2013-2017.	Tourism survey responses are being collated. Tourism Research Australia data compiled. One more quarter of data required before final compilation.

Project	Description	Update for reporting month
Lower Gulf Marine & Riverine Infrastructure & Economic Development Project	<p>GSD to explore options and provide economic modelling around marine and riverine-based economic development opportunities in the Lower Gulf.</p> <p>Discussions have been wide-ranging to date.</p>	First complete draft underway.

#### 7. FUNDING APPLICATIONS SUBMITTED

Fund	Project	Description	Status
LGGSP 2017-19 (Burke)	BKT STP Upgrade Project	Upgrade to the BKT STP: packaged plant, storage lagoons, drying beds, reticulation for recycling of water to parks, gardens and recreational reserves	Confirmed
BBRF R2: infrastructure (Burke)	BKT STP Upgrade Project	As above	Under review
BBRF R2: community (GSD)	Gulf Savannah Branding Initiative	The Gulf Savannah Regional Branding Strategy recognises two things: The first is the absence of any regional, product, or sectoral branding in the Gulf Savannah region. The second is the opportunity to utilise the Gulf's unique characteristics and pristine environment to develop a compelling brand capable of driving a range of positive economic and social outcomes in the Gulf Savannah region. Research shows that this is achievable and it is the aim of this project to leverage GSD and BBRF funding to develop a branding strategy capable of generating improved employment and economic outcomes for regional businesses.	Under review



BBRF R2: community (GSD)	Digital Enablement Initiative	The Gulf Savannah Digital Enablement Strategy (the Digital Enablement Strategy) is designed to ensure that member Councils adopt a regionally focused and integrated approach to progressing their digital agendas. The first step is to complete a Digital Audit of participating towns and Councils to determine where each sits relative to the other. Following this, Councils and other stakeholders will work with ICT experts to determine an appropriate strategy for investing in digital infrastructure, tools and platforms with the aim of securing a range of economic and social benefits for the Gulf Savannah region.	Under review
--------------------------------	-------------------------------------	---	--------------

8. OFFICER'S RECOMMENDATION

That Council note the contents of the Strategic Projects report.

ATTACHMENTS

Nil

## 10. Closed Session Reports

10.01 Closed Session - STP Upgrade and Expression of Interest

10.02 Closed Session – Provision of SCADA and Telemetry Services

10.03 Closed Session - Sale of Land by Auction in Gregory

10.04 Closed Session – Establishing Approved Contractor Lists

10.05 Closed Session – Shared Services

## 11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

11.02 Operational Plan 2017-18 | Report 2nd quarter | October to December 2017

## 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:	10 January 2018
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
Taxable payments annual report	From 01 July 2017 government entities must report the total payments they make wholly or partly to business for providing services. The first report is due on 28 August 2018, for the 17-18 financial year.
Councillor payments and PAYG	<p>LGAQ have sought a determination regarding payments to councilors and have confirmed that these will need to be reported, if the Council does not apply pay as you go (PAYG) withholding provisions to such payments.</p> <p>The finance team is reviewing the requirements for Council to withhold PAYG from payments made to councillors. This will be the subject of a future report from the Executive Manager Finance.</p>
Executive performance review harmonisation project	<p>Finalisation of this project is back on track, having been significantly delayed after the workshops that Gary Kellar of Reinforcements conducted with the executive team and elected members.</p> <p>Whilst the decision making framework was developed during the workshops, a significant amount of administration is required to collate and refine information.</p> <p>This element was handed over from CEO to HRWDC in late December. The deliverables will be finalised in the New Year for each of the executive team (CEO, DCEO, EMF, EMSP &amp; EMWI) including:</p> <ul style="list-style-type: none"> <li>• Common executive competencies with performance measures</li> </ul>

Topic	Report
	<ul style="list-style-type: none"> <li>• Harmonised executive job descriptions</li> <li>• Individual performance plans</li> </ul>
Date reminders	Refer governance calendar and calendar invites with particular attention to: <ul style="list-style-type: none"> <li>• Tuesday 13 March RRTG and ROC, Richmond</li> </ul>

## 3. SUBMISSIONS

Doc ID|207920

Nil to report for December.

## 4. GRANTS REGISTER

Doc ID|218540

Executives are accountable for compliance with funding agreements for grants under their lead including operational delivery, management of revenue and expenditure, operational and financial reporting, and acquittals. The grants register is included in the attachments and is not a document, particularly as it contains financial information that may compromise the integrity of tender processes.

The following short-form report summarises current and pending grants at a glance.

Grant	Project	Status	Compliance
Building Better Regions Fund - Community Investment Stream - Round 1	Burke Shire Economic Development Strategy - 2017	Approved	Final report is due on 28 July 2018
Building Better Regions Fund - Community Investment Stream - Round 1	North West Queensland Quarry Management Strategy	Approved	March 2018 October 2018
Building Our Regions	Gregory Water Treatment Plant Solar Power Upgrade Project	Approved	30.3.17: done; 08.1.17: to do; 01.3.18: to do
Community Drought Support	Various - 2017	Approved	Final report due by 28 January 2018
Community Heritage Grant	VIC collection preservation and training Burketown and Normanton- 2017-18	Approved	Progress report due 23/4/18. Final report due 1/11/2018.
Community Resilience Fund (CRF / LGGSP)	Burketown Wharf boat ramp upgrade (partial contribution)	Approved	Monthly update reports due; Final project report due.

<b>Grant</b>	<b>Project</b>	<b>Status</b>	<b>Compliance</b>
Drought Communities Program	Landfill Fencing & Re-sheeting of Lawn Hill National Park Road	Approved	Fencing: final report submitted;  Re-sheeting: final report under preparation
Financial Assistance Grant (FAG)	General purpose 2017-18	Approved	
Financial Assistance Grant (FAG)	Roads 2017-18	Approved	
Get Ready QLD	Chainsaw course	Approved	Due 30/9/18
Local Government Grants & Subsidies Program (LGGSP) 2017	Sewerage Treatment Plant redesign Burketown	Approved	15.12.17: submit PMP; Monthly reports
Marine Infrastructure Fund	Burketown Wharf Boat Ramp upgrade project (recreational element of boat ramp)	Approved	Monthly Progress Reports
National Landcare program 2017	Photo Comp at MGF	Approved	
Non-Recurrent Subsidy Program 2016-17	VMR shed replacement	Approved	30-Jun-18
Regional Arts Development Fund (RADF) 2017-18	Arts performance	Approved	30/4/18 and 31/10/18
Remote Airstrip Upgrade Funding (RAUP) - 2016	Gregory airstrip reseal project	Approved	
Roads to Recovery (R2R) 17-18	Floraville Road & Doomadgee East Road rehabilitation	Approved	
The Public Library Grant 2017-18	The provision of library services in rural and remote Queensland	Approved	Annual statistical return required by 31/8 annually

Grant	Project	Status	Compliance
The Public Library Grant 2017-18	Purchasing library resources for the community collection, or library equipment	Approved	Annual statistical return required by 31/8/18
TMR - one off non-program funding	To install road signs supplied by TMR in 2017-18	Approved	
Tourism & Transport Connections	Burketown Wharf boat ramp upgrade (carpark element contribution)	Approved	Monthly updates due (commencing April 2018)
Tourism Demand Driver Infrastructure Fund 2017-18	Restoration of Visitor Info Centre (VIC)	Approved	30-Jun-18
Transport Infrastructure Development Fund (TIDS) 17-18	Various (refer RRTG approved projects)	Approved	
Building Better Regions Fund - Community Investment Stream - Round 2	Sport & Recreation Strategy	Pending	
Building Better Regions Fund - Infrastructure Stream - Round 2	Staff housing Burketown	Pending	
Building Better Regions Fund - Infrastructure Stream - Round 2	Sewerage Treatment Plant redesign Burketown	Pending	
Gambling Community Benefit Fund	Funding for 2018 Order of the Outback Ball	Pending	
Non-Recurrent Subsidy Program 2018-19	New SES Roof Structure	Pending	
Spirit of Service Round 4	Gregory Cenotaph	Unsuccessful	

## 5. REGISTER OF GOVERNANCE INSTRUMENTS





















Doc ID | 197887

Council is accountable for more than 35 plans and authorities that govern or authorise its operations. These are generally required by law and are subject to regular compliance activities such
















as reporting, reviewing and auditing. A detailed compliance report is included in the attachments, with a summary provided below.

The traffic light column relates to the *possible 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

Governance Instrument	Lead		Compliant	Reviewed
Airport Reporting Manual	EMWI			Entry to be completed and reviewed
Pest Management Plan	EMWI			Entry to be completed and reviewed
Quarry management plan	EMSP/ EMWI			Entry to be completed and reviewed
Transport Security Program for Burke Shire Council	EMWI			Entry to be completed and reviewed
Biosecurity Plan	EMWI		No	CEO: 21/10/17   BSC has not yet developed Biosecurity Plan
Certified agreement	DCEO		Partial	DCEO 17/01/18
Environmental Authority ERA Permit EPPR00542713	EMWI		TBA	Entry to be completed and reviewed
Audit Committee Charter	EMF		Yes	EMF 27/11/17
Budget	EMF		Yes	EMF 25/08/17
Business Continuity Plan	DCEO		Yes	DCEO 17/01/18 (no update)
Consolidated data return	EMF		Yes	EMF 27/11/17
Corporate Plan	CEO		Yes	CEO: 22/11/17
Corporate Risk Register	DCEO		Yes	DCEO 17/01/18
Delegations Register: CEO to officers	CEO		Yes	CEO: 19/01/18
Delegations Register: Council to CEO	CEO		Yes	CEO: 19/01/18
DWQMP - Drinking water quality management plan	EMWI		Yes	DCEO: 24/11/17
EHP Annual Waste Surveys	EMWI		Yes	EMWI 02/10/17
Fraud Management Plan	DCEO		Yes	DCEO 17/01/18 (no update)
Internal Audit Plan	CEO		Yes	CEO: 19/01/18
LGM Liability Annual Risk Self-assessment (Audit)	EMF		Yes	EMF 25/08/17



Governance Instrument	Lead		Compliant	Reviewed
Library strategic plan	DCEO		Yes	DCEO 17/01/18 (no update)
Local Disaster Management Plan	CEO	 	Yes	CEO: 22/11/17
Operational Plan	CEO	 	Yes	CEO: 19/01/18 - Q2 report presented to Jan 18 ordinary meeting
Quarterly building stats ABS	DCEO	 	Yes	DCEO 17/01/18 (no update)
Register of Interests	CEO	 	Yes	CEO: 22/11/17
Related Parties	EMF	 	Yes	EMF 25/08/17
Revenue Statement	EMF	 	Yes	EMF 25/08/17
Roads – BSC 5 year road program	EMWI	 	Yes	Entry to be completed and reviewed
SafePlan 2 (WHS System) Annual WHS Action Plan	DCEO		Yes	DCEO 17/01/18 (WHSC to conduct final WHSR Meeting prior to finishing up on 19/01/18)
SWIM (Statewide Water Information Management)	EMWI	 	Yes	Entry to be completed and reviewed
Traffic management registration scheme	EMWI		Yes	Requires review

## 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 section reports a summary of delegations that the CEO reviewed during the reporting month.

Delegation	Review (refer attached register for full details)
Financial	Updates relating to medium sized contracts (LGR sections 235 and 231)

## 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
Wed, 6-Dec-17	10:00am	ILUA meeting with Gangalidda	Cairns	Cr Camp, Cr Poole, EMSP

Date	Time	Meeting	Venue	Attendees
Tue, 12-Dec-17	TBA	Council workshop - asset management and capital works	Burketown - Nijinda Durlga	Councillors, Management and EA
Wed, 13-Dec-17	9.00am	Council Meeting	Burketown - Nijinda Durlga	Councillors, Management and EA
Fri, 15-Dec-17	3.00pm	Staff Xmas Party	Burketown - Nijinda Durlga	Staff
Wed, 20-Dec-17	9am	Frontier Days	Teleconference	Mayor, Deputy, Cr Clarke, CEO & DCEO

## 8. OFFICER'S RECOMMENDATION

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

## ATTACHMENTS

ITEM	Attachment	Link
1. Communications	a) Councillor updates – as emailed for the reporting month b) Councillor snapshot – as distributed after the previous ordinary meeting of council	 01 Councillor updates.docx  171213 Council Meeting Snapshot.pd
2. General Items	NIL	
3. Submissions	NIL	
4. Grants Register	c) Grants Register: Doc ID 218540	 Grants Register.xlsx
5. Governance	d) Register of Governance Instruments: Doc ID 197887	 0 Governance Instruments Register
6. Delegations	e) Register of delegations from CEO to officers   Doc ID 200935 f) FIN-FRM-013a Acknowledge non-financial delegation - CEO to Officer	 Burke Shire Council - Register of Delegation  FIN-FRM-013a Acknowledge non-fin
7. Meetings etc	g) Governance calendar – future meetings	 Governance Calendar- Meetings, (

## Chief Executive Officer Reports

### 11.02 Operational Plan 2017-18 | Report 2<sup>nd</sup> quarter | October to December 2017

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer
DATE REPORT PREPARED:	11 January 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan 2014-19

---

#### 1. PURPOSE

- 1) To present the chief executive officer's written assessment of the local government's progress towards implementing the 2017-18 annual operational plan, for the three month period 01 October to 31 December 2017, in compliance with section 174 (3) of the Local Government Regulation 2012; and
- 2) To recommend amendments to the annual operational plan 2017-18 under the provisions of s174 (4) of the Local Government Regulation 2012.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Item	Date/ Decision no.	Comment
Annual operational plan – LGR s174 (1)	28 Jun 2017   170628.02	Adopted at Special meeting in conjunction with corporate plan update and annual budget
Q1 report Jul-Sep	12 Oct 2017   171012.12	As presented October 2017 along with proposed amendments to the plan
Q2 report Oct-Dec	18 Jan 2017   180118.xx	As presented January 2018
Q3 report Jan-Mar		To be presented April 2018
Q4 report Apr-Jun		To be presented July 2018

The operational plan 2017-18 was presented with minimal changes to the 2016-17 plan; however a project was underway to simplify the document and its inclusions. These changes are being implemented on a rolling basis.

#### 3. PROPOSAL

**Report:** It is proposed that Council receives and publishes the report of progress towards implementing the 2017-18 annual operational plan, for the three month period 01 October to 31 December 2017, as attached.

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

Item	Change	Rationale
Line items relating to governance instruments, policies, grants and forward capital works	Remove	These line items are being progressively removed on a quarterly basis to avoid duplication of monitoring and reporting. They are now comprehensively captured, reported on a monthly basis and monitored through the Register of Governance Instruments, Grants Register and Policy Registers.
Budget review Inventory (stores and stocktake)	Timing	Change to February – a comprehensive review planned for December was necessarily deferred due to staff absences and unavailability driven by completion of a heavy project workload and grant compliance obligations.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

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

#### 5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	S104 Financial management systems	<p>(5) (a) (v) The system of financial management established by a local government must include an annual operational plan</p> <p>(5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually</p>

Instrument	Reference	Details
Local Government Regulation 2012	Division 4 Annual operational plan	<p>S 174 Preparation and adoption of the annual operational plan</p> <ol style="list-style-type: none"> <li>(1) A local government must prepare and adopt an annual operational plan for each financial year.</li> <li>(2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.</li> <li>(3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.</li> <li>(4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.</li> <li>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</li> </ol> <p>S 175 Annual operational plan contents</p>
Corporate Plan	2014-2019	A review of the Corporate Plan 2014-19 is presented to Council at the Special meeting to be held 28 June 2017.

#### 6. CRITICAL DATES & IMPLICATIONS

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

With regard to the proposed amendments, it is timely to introduce these to reduce duplication of effort, and to carry forward relevant items.

#### 7. CONSULTATION

Executive management team; elected members via CEO reports

#### 8. CONCLUSION

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

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

9. OFFICER'S RECOMMENDATION

1. That Council notes the content of this report and its attachments; and
2. That Council adopts the chief executive officer's written assessment of the local government's progress towards implementing the 2017-18 annual operational plan, for the three month period 01 Oct to 31 December 2017, in accordance with section 174 (3) of the Local Government Regulation 2012; and
3. That Council amends its annual operational plan 2017-18, in accordance with s174 (4) of the Local Government Regulation 2012, as per the attachment and recommendation provided with the following changes:

Item	Change
Line items relating to governance instruments, policies, grants and forward capital works	Remove (previously replaced with single entry)
Budget review	Timing
Inventory (stores and stocktake)	Timing

ATTACHMENTS

1. Annual operational plan 2017-18 progress report (including proposed amendments) | Q2 Oct-Dec 2017



180118-A  
Operational Plan 2017

## 12. Corporate Services

- 12.01 Deputy Chief Executive Officer Report
- 12.02 Councillor Remuneration 2018-19
- 12.03 HRM-POL-013 Councillor Remuneration Policy Review
- 12.04 2017 Community Satisfaction Survey
- 12.05 Library Strategic Plan 2018-2023

## 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:	9 January 2018
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	December Action	Status Update
Planning & Development - governance review	Develop and implement governance framework for planning & development function of council	Test	Review process has commenced; administration officer visited Townsville City Council Planning Dept and is currently working on this project
Tourism & Economic Development Strategy	If funded (application to BBRF)	Consult	Awarded to Right Foot Forward, public consultation plan to be developed
Customer Service Charter	Development and implementation of Customer Service Charter	Consult	ACSC to commence upon her return from leave
Order of the Outback Ball	Delivery of 2018 OotOB	Nil	Funding application submitted to Gambling Community Benefit Fund
Community Satisfaction Survey	Delivery of 2017 CSS	Report	See separate report for January Council Meeting
Planning Scheme	Completion and adoption of Burke Shire Town Planning Scheme	Was due to be adopted in Aug/Sep	DILGP representatives to visit Burketown around January Council Meeting to discuss
WHS Audit	WHS External Audit	Nil	WHS Auditor training on hold following WHSC resignation
Induction Process	Development and implementation of staff induction process and documentation	Trial	Still going through developmental phase; to be further elaborated through January
Training and Development Plan	Development of training and development plan for all staff	Develop	Development commenced on back of performance review process; John Carr assisting



Project	Description	December 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	Develop	Initial consultation yet to take place
Housing Management Framework	Completion and adoption of documentation/processes associated with property management	Develop	In progress following staff training late November; improvement of lease agreements in progress
Financial Sustainability Measures	Develop plan around Council's list of financial sustainability measures	Project to commence January 2018	Was discussed at December 2017 Council Meeting
Burketown History Book	Publication of Burke Shire Cultural History	Publication process as per Agreement	Draft undergoing review
Donations Packs	Distribution of donation request information packs to community groups	Preparation to commence January 2018	Preparation already underway, CDTO has prepared draft documentation
Certified Agreement	Negotiation of BSC Certified Agreement	Adoption (October)	Paperwork lodged with QIRC; to be heard on 30 Jan 2018
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		DCEO submitted application to BBRF Round 2 Community Investment Stream in December 2017

## 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 early this year; Erscon assisting with this project.

### 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, waiting on feedback to application.

### 3.      GULF SAVANNAH DEVELOPMENT UPDATE

- GSD submitted two applications to the BBRF Round 2 Community Investment Stream; Gulf Product Branding and a regional ICT investment plan.
- GSD has taken a lead role in coordinating future planning for dredging and export activities through the Karumba Port.
- GSD's RAB project will be reaching conclusion in the coming months; these studies will provide future direction for local and regional projects in the marine/riverine and digital communications space.

### 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       | • Digitisation Destruction         |
| • Planning Scheme Adoption | • Community Satisfaction Survey    |
| • Customer Service Charter | • ICT Business Architecture Review |

Finished Projects:

- Performance Reviews

#### 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 Wi-Fi usage reports are also attached.

#### Library

There have been a number of children making use of the library over the school holidays, and a library stocktake will take place in the second week of January. An updated library strategic plan has also been prepared as part of a separate report for the January 2018 Council Meeting. See attached report for library statistics.

Community Development and Tourism Report

Please see attached CDTO Report

2018 Council Run Events Schedule

<b>Dates 2017-18</b>		<b>Activity</b>
<b>TBC</b>		Tidy Yard Competition (After wet season)
<b>26</b>	Jan	Australia Day
<b>25</b>	Apr	ANZAC Day
<b>30</b>	Jun	Order of the Outback Ball

5. HUMAN RESOURCES

Departures:

- Jarrod Campbell (8<sup>th</sup> January 2018)
- Cassy Hinds (8<sup>th</sup> January 2018)
- Tammy Baptie (19<sup>th</sup> January 2018)

Appointments:

- Nil

Recruitment:

Council will shortly be advertising for:

- Workplace Health and Safety Officer
- Casual Labourer(s)

Enterprise Bargaining:

Documentation lodged with QIRC, hearing scheduled for 30 January 2018 to cancel existing certified agreement and adopt proposed new CA.

Training:

The following training has taken place over the last month:

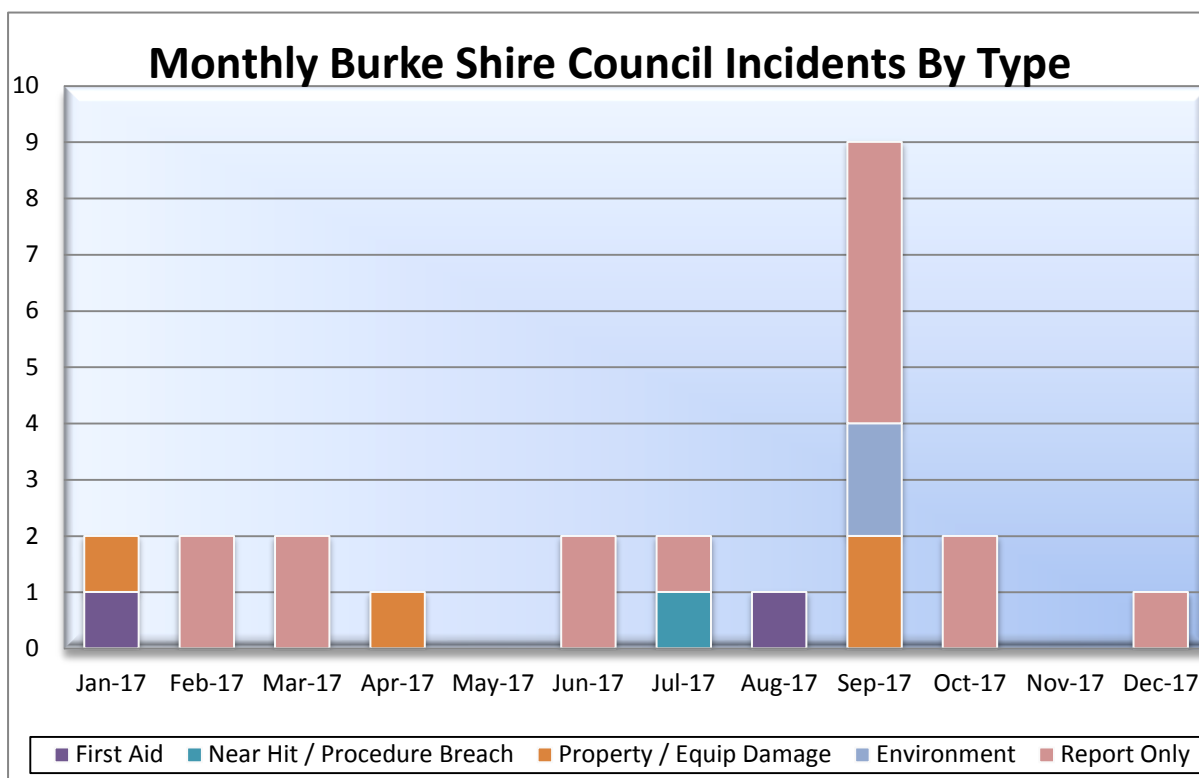
- Team building with Coach Central (John Carr) amongst Works & Infrastructure Admin & Supervisors and Corporate Services team.
- Accredited chain saw / pole saw training will be delivered to community members, SES and council staff under the Get Ready Program on 13<sup>th</sup> December 2017.
- Ongoing tool-box training

Other Matters:

- Nil

## 6.      WORKPLACE HEALTH AND SAFETY

There was one incident reported during December 2018, when an employee strained their back lifting an object.



The full monthly WHS report is attached.

## 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 January 2018.

## ATTACHMENTS

1. December 2017 WHS Report

  
180108 EOM OHS  
Report Dec 2017.doc

2. Policy Review Spreadsheet

  
2018 Jan Policy  
Review Spreadsheet.

3. DCEO Project Plan



DCEO Project Plan  
17-18.xlsx

4. Information Management Report (CorpMem)



Admin Report  
20171231.pdf



CBS-ClassifiedTasks.  
pdf



CBS-DocsPerLibraryT  
ot.pdf



CBS-DocsRegUser.p  
df

5. ICT Report (Civica)



CIVICA - Burke  
Monthly Statement D

6. Telstra Air Wi-Fi Report



Purple Portal Dec  
2017 Overview-1514i

7. Facebook Statistics



December FB  
Reporting 2017.docx

8. Library Statistics Report



RLQ Statistics master  
2017 - 2018.xls

9. Community Development & Tourism Report



CDTO Report Jan  
Meeting 2018.docx

## Deputy CEO Reports

### 12.02 Councillor Remuneration 2018-19

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Nils Hay; Acting CEO
DATE REPORT PREPARED:	22 December 2017
LINK TO COUNCIL PLAN/S:	Budget 2018/19

---

#### 1. PURPOSE

The Councillor Remuneration schedule (effective 1 July 2018) was gazetted on 15 December 2017 (Queensland Government Gazette Vol. 376 No. 98). This schedule defines the remuneration that must be paid to Councillors unless Council makes a resolution not to pay the maximum amount.

This report outlines previous Councillor Remuneration schedules as well as the Councillor Remuneration schedule gazetted on 15 December 2017.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council considers the Councillor Remuneration Schedule each year with a view to determining whether it will accept the Remuneration Schedule as gazetted, or elect to pay Councillors at a rate lower than that contained in the Remuneration Schedule. If Council elects to pay Councillors at a rate lower than gazetted, this decision must be made within 90 days of gazettal or the gazetted rate automatically applies.

(A copy of the Gazette and Local Government and Discipline Tribunal Report 2017 are both attached).

Previous and Current Remuneration Schedules:

#### Remuneration Schedule as gazetted (2014 Report – to apply from 1 July 2015)

- Burke Shire Council as Category 3 Council

	\$ pa
Mayor	\$97,684
Deputy Mayor	\$56,356
Councillor	\$48,842

Note: For Councillors in Category 3 Councils, a base payment of \$32,562 is payable for the 12 months commencing 1 July 2015. **A meeting fee of \$1,356.66 is payable for attendance at each of the mandated monthly meetings of Council** subject to certification by the Mayor and/or Chief Executive Officer of the Council. Mayors and Deputy Mayors in Category 3 Councils are to receive the full remuneration level shown.

#### Remuneration Schedule as gazetted (2015 Report – to apply from 1 July 2016)

- Burke Shire Council as Category 1 Council

	\$ pa
Mayor	\$99,638
Deputy Mayor	\$57, 483
Councillor	\$49, 819

Note 1: The monetary amounts shown are per annum figures. If an elected representative only serves for part of a full year (that is, 1 July to 30 June) they are only entitled to a pro-rata payment to reflect the portion of the year served.

Note 2: For councillors in category 1 councils, a base payment of \$33,213 is payable for the 12 months commencing on 1 July 2016. A meeting fee of \$1383.83 is payable for attendance at each of the 12 mandated monthly meetings of council subject to certification by the mayor and/or chief executive officer of the council. Mayors and deputy mayors in category 1 councils are to receive the full annual remuneration level shown.

#### **Remuneration Schedule as adopted at January 2016 Council Meeting**

Resolution 160121.12 was made as follows:

*That Council:*

- 1) *Notes that the Discipline and Remuneration Tribunal has proposed a 2% pay increase for financial year 2016-2017 in its annual review of Councillor remuneration in Queensland; and*
- 2) *Resolves, instead, to adopt a 1% pay increase for financial year 2016-2017 in line with the 1% increase awarded to Burke Shire Council employees through the Administrative Increase (awarded November 2015); and*
- 3) *Resolves to pay Councillors according to the following schedule:*

Office	Salary Component	Meeting attendance Component
Mayor	\$98,660.84	NA
Deputy Mayor	\$56,919.56	NA
Councillor	\$32,887.62	\$1370.23

*(The full salary for a Councillor who attends all meetings would be \$49,330.38)*

#### **Remuneration Schedule as adopted at January 2017 Council Meeting**

Resolution 170119.16 was made as follows:

*That Council:*

- 1) *Resolves to pay Councillors less than the amount defined in the Councillor Remuneration schedule as gazetted on 8 December 2016; and*
- 2) *Resolves to pay according to the following schedule:*

Office	Salary Component	Meeting attendance component
Mayor	\$98,660.84	N/A
Deputy Mayor	\$56,919.56	N/A
Councillor	\$32,887.62	\$1370.23 – assuming 12 meetings per annum

*(The full salary for a Councillor who attends all meetings would be \$49,330.38)*

#### **Remuneration Schedule as gazetted (2017 Report – to apply from 1 July 2018)**

Burke Shire Councillors, as elected members in a Category 1 Council, are entitled to a maximum of:

Office	Total Remuneration
Mayor	\$103,918.00
Deputy Mayor	\$59,952.00
Councillor	\$51,958.00

Notes to the remuneration schedule:

Note 1

The monetary amounts shown are the per annum figures to apply from 1 July 2018. If an elected representative only serves for part of a full year (that is, 1 July to 30 June) they are only entitled to a pro rata payment to reflect the portion of the year served.

Note 2

For councillors in Category 1 councils, a base payment of \$34,639 is payable for the 12 months commencing on 1 July 2018.

A meeting fee of \$1,443.25 per calendar month (or \$666.11 per fortnight) is payable for attendance at, and participation in, scheduled meetings of council subject to certification by the mayor and/or chief executive officer of the council. Mayors and deputy mayors in category 1 councils are to receive the full annual remuneration level shown.

**Meeting Attendance**

For Category 1 Councils, like Burke, which feature a base payment and monthly meeting attendance payment, the Tribunal made the following comments:

*Rather than the meeting fee being based, solely, on attendance at and participation in mandated council meetings, the tribunal believes that the meeting fee concept should be extended to incorporate other important meetings which require a councillor's attendance, and participation, such as budget meetings, planning sessions, and the like. This is because the role of a councillor requires them to fully participate in, and contribute to, such meetings.*

*As such, councils should identify, at the commencement of each year, those meetings where the presence of all councillors is expected so as to identify the number of meetings which each councillor will need to attend to receive the meeting fee component of the remuneration level set out in the note at the foot of the remuneration schedule.*

*Further, a number of councils have asked the tribunal whether the meeting fee component of their annual remuneration can be paid on a fortnightly, rather than monthly, basis so as to reduce administrative arrangements and better balance councillors' fortnightly incomes. On this topic, the tribunal has no difficulty whatsoever in the meeting fee part of annual remuneration being converted to a fortnightly payment so long as the principles enunciated in the 2014 report, and above, are followed.*

When it adopted the current version of HRM-POL-013 Councillor Remuneration Policy Review (resolution 170202.04), Council decided that only attendance at the 12 monthly Ordinary Council Meetings would be considered mandatory for the purposes of remuneration.

This policy will be presented to Council for review at the January 2018 Ordinary Council Meeting for consideration once again.



3.      PROPOSAL

That Council considers whether it will reduce Councillor Remuneration below the scheduled amounts gazetted in on 15 December 2017 (to take effect on 1 July 2018), or adopt remuneration as gazetted.

4.      FINANCIAL & RESOURCE IMPLICATIONS

The maximum expenditure on salary/meeting attendance for BSC Councillors for the 2017-18 financial year is \$303,571.54. This assumes all Councillors attend all Council meetings.

In the event the gazetted Remuneration Schedule is adopted, the maximum expenditure on salary/meeting attendance for BSC Councillors for the 2017-18 financial year is \$319,774.00.

This represents a projected increase in the overall salary/meeting attendance budget for 2017-18 (as compared with 2017-2018) of 5.33%.

5.      POLICY & LEGAL IMPLICATIONS

Under s247(6) of the *Local Government Regulation 2012*, Councillors must be paid the maximum remuneration amount unless Council makes a resolution, within 90 days of gazettal, not to pay the maximum amount.

If Council elects to reduce the remuneration of Councillors below that scheduled in the Gazette, it will be necessary to maintain the same proportion between Base Payment and Meeting Attendance amounts (2:1).

S244 of the Local Government Regulation (2012) precludes the Tribunal from including amounts in its remuneration determination for expenses to be paid or facilities to be provided to Councillors under a Council's Expenses Reimbursement Policy.

S244 of the Local Government Regulation (2012) precludes the Tribunal from including in its determination any contribution a Local Government may make to a voluntary superannuation scheme for Councillors. Accordingly, the level of superannuation payments made to a Councillor is a matter to be determined by each individual Council having regard to the relevant Commonwealth legislation and section 226 of the Act, as is the issue of whether a Councillor may salary sacrifice such contributions.

HRM-POL-013 – Councillor Remuneration Policy also exists to:

- a) Ensure that Councillors are paid in accordance with the determinations of the Queensland Government Remuneration and Discipline Tribunal (The Tribunal); and
- b) Provide guidelines for the payment of Councillor superannuation; and
- c) Clarify Council's obligations to Councillors under the QLD Local Government Act 2009 (the Act) and QLD Local Government Regulation 2012 (the Regulation).

6.      CRITICAL DATES & IMPLICATIONS

If Council is to adopt a remuneration schedule different to that specified in the gazetted schedule, it must do so within 90 days of gazettal (15 March 2017). The January 2018 Ordinary Council Meeting would be an appropriate time to make this decision, however it is also possible to defer this decision to the February Ordinary Council Meeting.

7.      CONSULTATION

The DCEO has reviewed the Tribunal's 2017 Remuneration Report in the preparation of this report.

8.      CONCLUSION

Council has the right to accept the remuneration gazetted on 15 December 2017 or to reduce the remuneration of Councillors beneath those levels, provided this decision is made before 15 March 2017.

9.      OFFICER'S RECOMMENDATION

- 1) That Council notes the contents of this report; and
- 2) Resolves to adopt the Councillor Remuneration schedule as gazetted on 15 December 2017;

**OR**

That Council:

- 3) Resolves to pay Councillors less than the amount defined in the Councillor Remuneration schedule as gazetted on 15 December 2017; and
- 4) Resolves to pay according to the following schedule:

Office	Salary component	Meeting attendance component
Mayor		NA
Deputy Mayor		NA
Councillor		

ATTACHMENTS

1. Local Government Remuneration and Discipline Tribunal Report 2017



2. Local Government Gazette, 15 December 2017 (Vol. 376 No. 98)



## Deputy CEO Reports

### 12.03 HRM-POL-013 Councillor Remuneration Policy Review

---

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Nils Hay; Acting CEO
DATE REPORT PREPARED:	22 December 2017
LINK TO COUNCIL PLAN/S:	Operational Plan, Budget

---

#### 1. PURPOSE

This report proposes a review of HRM-POL-013 Councillor Remuneration Policy in light of the 2017 determination of the Local Government Remuneration and Discipline Tribunal (the Tribunal).

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council last reviewed this policy at the Special Council Meeting on 2 February 2017. The report was discussed in reference to changes made by the Tribunal in reference to meeting fees for Councillors.

The Tribunal's full report is attached; the relevant excerpt of the determination reads as follows:

*"As a result of feedback received in the following two years the tribunal decided, in 2016, to slightly modify the basis upon which the 'meeting fee' is paid, as recorded below:*

*Rather than the meeting fee being based, solely, on attendance at and participation in mandated council meetings, the tribunal believes that the meeting fee concept should be extended to incorporate other important meetings which require a councillor's attendance, and participation, such as budget meetings, planning sessions, and the like. This is because the role of a councillor requires them to fully participate in, and contribute to, such meetings.*

*As such, councils should identify, at the commencement of each year, those meetings where the presence of all councillors is expected so as to identify the number of meetings which each councillor will need to attend to receive the meeting fee component of the remuneration level set out in the note at the foot of the remuneration schedule.*

*Further, a number of councils have asked the tribunal whether the meeting fee component of their annual remuneration can be paid on a fortnightly, rather than monthly, basis so as to reduce administrative arrangements and better balance councillors' fortnightly incomes. On this topic, the tribunal has no difficulty whatsoever in the meeting fee part of annual remuneration being converted to a fortnightly payment so long as the principles enunciated in the 2014 report, and above, are followed."*

When it adopted the current version of HRM-POL-013 Councillor Remuneration Policy (resolution 170202.04), Council elected to only consider the 12 monthly Ordinary Council Meetings as mandatory for the purposes of remuneration.

3.      PROPOSAL

No changes have been proposed to the existing policy; legislative references have been reviewed for accuracy and version numbers have been updated.

Councillors still have discretion as to whether they would like to alter the number or type meetings they consider mandatory for the purposes of remuneration. Such meetings could include:

- Budget planning meetings
- Corporate and/or Operational Plan planning and review meetings
- Elected Member Updates or other Councillor training
- Any other meeting that Council determines all Councillors should attend

4.      FINANCIAL & RESOURCE IMPLICATIONS

This policy will not change the value of Councillors' remuneration entitlements and, as such, any changes to the structure of the meeting fee will not affect the budget for this item – merely the way that it is apportioned out over the course of the year.

5.      POLICY & LEGAL IMPLICATIONS

Council's existing Policy remains compliant. Any proposed changes to the meeting fee structure, if endorsed, will be reviewed by the Department of Local Government to ensure that the determination is interpreted correctly.

6.      CRITICAL DATES & IMPLICATIONS

This Policy was last reviewed on 2 February 2017. As such, the January 2017 Ordinary Council Meeting is an appropriate time to conduct this review. It also re-synchronises the review of this policy with Council's annual consideration of Councillor remuneration as per the Tribunal's Report.

7.      CONSULTATION

The DCEO has reviewed the Tribunal's 2017 Remuneration Report in the preparation of this report.

8.      CONCLUSION

Following the 2016 determination of the Tribunal, Council has greater flexibility in the way it manages meeting fee remuneration. If Councillors so desire, the Councillor Remuneration Policy can be amended to allow for this. Alternatively, Council can continue to operate with the Policy in its current form.

9.      OFFICER'S RECOMMENDATION

- 1) That Council notes the contents of this report; and
- 2) Adopts the attached Version 4 of HRM-POL-013 Councillor Remuneration Policy;

## ATTACHMENTS

1. Local Government Remuneration and Discipline Tribunal Report 2017



remuneration-discipline-tribunal-report-20

2. HRM-POL-013 Version 4 (Draft)



HRM-POL-013  
Councillor Remunerat

## Deputy CEO Reports

### 12.04 2017 Community Satisfaction Survey

---

DEPARTMENT:	Administration and Community Services
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	8 January 2018
LINK TO COUNCIL PLAN/S:	Operational Plan

---

#### 1. PURPOSE

To present to Council the results of the 2017 Community Satisfaction Survey

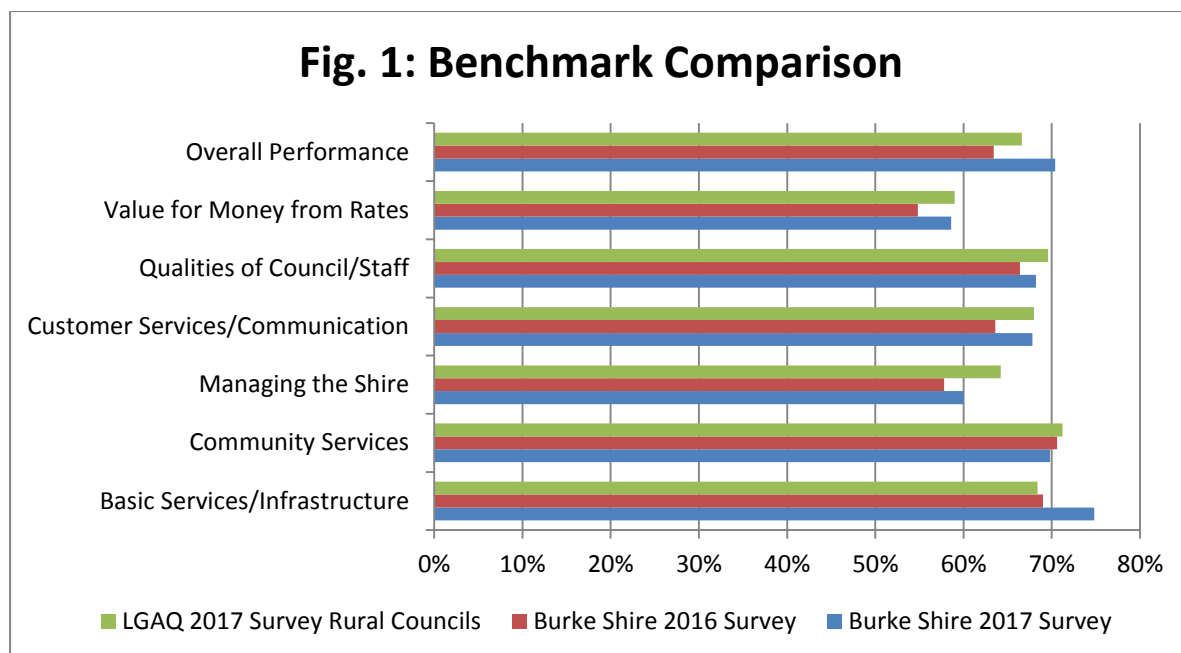
#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council conducted its first recent Community Satisfaction Survey (CSS) in late 2016. We contracted Alan Morton of Morton Consulting Services Pty Ltd and Market Facts (Qld) Pty Ltd to conduct a telephone survey of Burke Shire residents regarding a range of Local Government operations. A copy of last year's Survey responses is attached.

Mr. Morton utilises a standard set of questions across Queensland, which enable us to benchmark our results with other local governments across the state. The proposed questions were presented to Council at the November 2017 Ordinary Council Meeting. To assist with current project goals, several additional questions were added to this year's survey regarding sporting and recreation in the Burke Shire, it was otherwise almost identical to the 2016 survey.

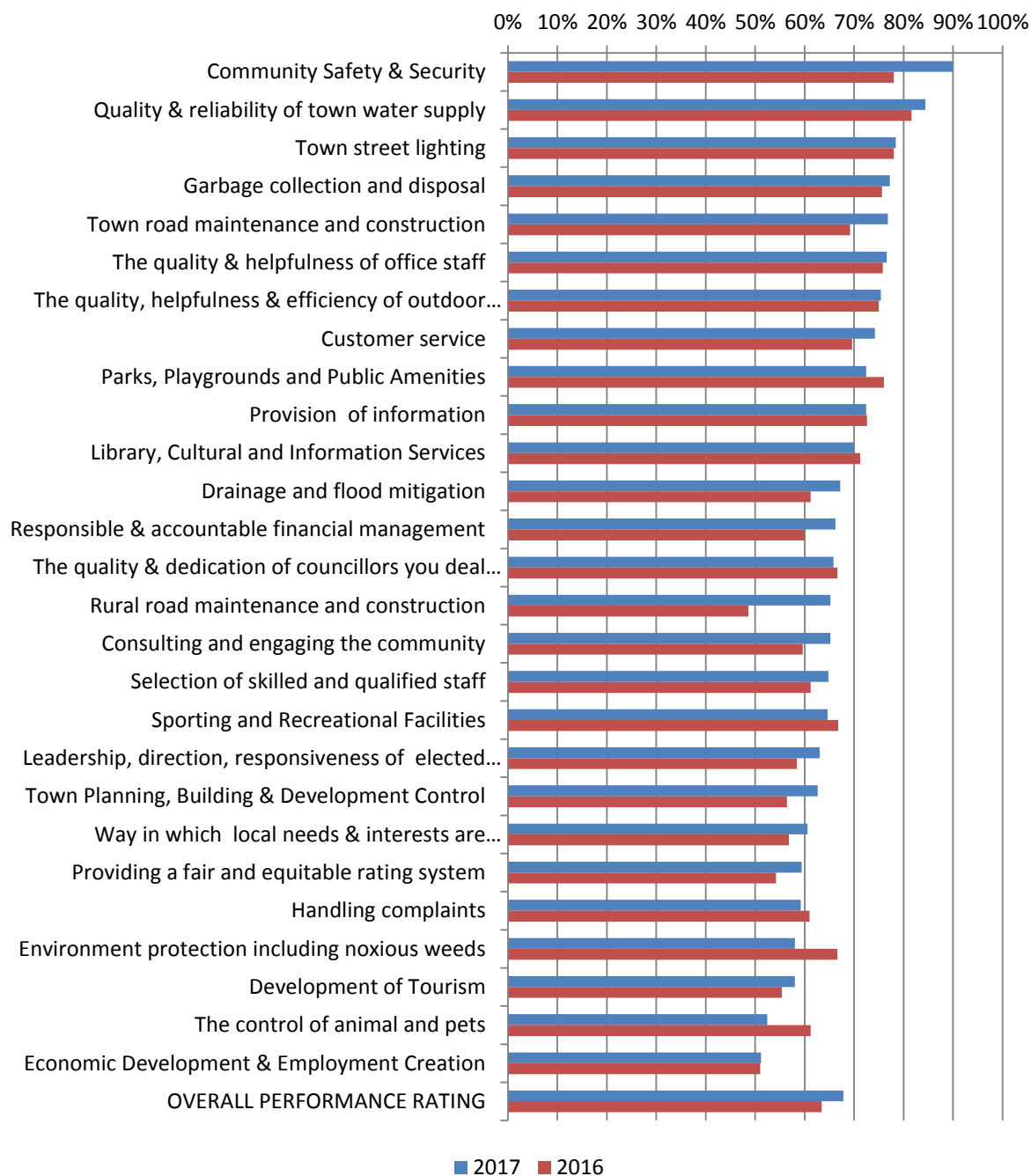
#### 3. PROPOSAL

The survey results in their entirety are attached. Below is an overall summary of the 2017 results. For the first time this year we are also able to compare our results with our 2016 outcomes:



As the blue line indicates, Council's ratings grew in all areas from 2016-17, with the exception of Community Services where they fell slightly. Our overall performance increased markedly to over 70% - helped in large part by our increased Basic Services/Infrastructure rating.

A breakdown of the above by key service areas follows:

**Fig. 2: Performance ratings for key services/activities**

Again, there have been increases in most areas. Decreases are noted in the following:

- Parks, Playgrounds and Public Amenities
- Library, Cultural and Information Services
- The quality and dedication of Councillors
- Sporting and Recreational Facilities
- Complaints Handling



- Environmental Protection
- Control of Animals and Pets

The latter two show the most significant fall in satisfaction.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The survey and report costs \$5,500 and was budgeted for in Council's 2017-18 Budget.

It is recommended that Council makes a similar allocation in the 18-19 and future budgets to conduct an annual community satisfaction survey.

#### 5. POLICY & LEGAL IMPLICATIONS

Section 1.3 of Council's 2017-18 Operational Plan requires the conducting of a CSS and reporting of results to Council (as per this report).

Section 1.3 also has a target KPI of 70% satisfaction with the quality of Council communication. This year Council achieved a score of 72.4%, exceeding this KPI.

Section 2.2 has a target of 70% satisfaction for customer service. Last year Council achieved 69.6% satisfaction in this area, rising to 74.2% in 2017 to meet this KPI.

#### 6. CRITICAL DATES & IMPLICATIONS

The current Operational Plan required these results to be presented to Council by February 2018; as such our planned deadline has been achieved.

#### 7. CONSULTATION

A breakdown of the Survey Sample follows. There were 39 respondents (approximately 11% of the Shire population as per the 2016 Census):

	<b>Non-Council Employee</b>	<b>Council Employee</b>	<b>Male</b>	<b>Female</b>	<b>Live in Town</b>	<b>Rural Res.</b>	<b>Grazing/Farming</b>
Number	36	3	19	20	29	3	7
%	92.3%	7.7%	48.7%	51.3%	74.4%	7.7%	17.9%

The full report will be made available on Council's website and promoted through our public notice system. The snapshot document (attached) will also be distributed.

#### 8. CONCLUSION

This year's satisfaction survey demonstrated increases across most metrics for Council, which is a positive outcome. The ability to perform this on an annual basis to gain regular benchmark data is helpful as feedback to Council and officers, as well as potentially useful for targeted funding applications.

#### 9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council receive the results of the 2017 Burke Shire Community Satisfaction Survey.

ATTACHMENTS

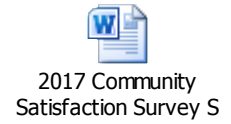
1. 2016 CSS Results



2. 2017 CSS Results



3. 2017 CSS Snapshot



## Deputy CEO Reports

### 12.05 Library Strategic Plan 2018-2023

---

DEPARTMENT:	Administration and Community Services
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	9 January 2018
LINK TO COUNCIL PLAN/S:	Community Plan

---

#### 1. PURPOSE

To review Council's Library Strategic Plan.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Library Strategic Plan is a non-statutory five-year planning document to guide operations of the Burke Shire Council library. The current (2015-2020 iteration) is attached.

Following consultation with the State Library of Queensland (SLQ) and Rural Libraries Queensland (RLQ), Council officers have sought to update and improve the plan to include more detail and provide performance metrics in line with SLQ and RLQ aims.

#### 3. PROPOSAL

The proposed 2018-2023 Strategic Plan is attached.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

No change to library operations is proposed, and such operations are captured by Council's annual budget.

#### 5. POLICY & LEGAL IMPLICATIONS

This item is not specifically mentioned in Council's integrated planning framework; indeed preparation of this report highlighted an absence of attention on the library throughout the framework. As such, the adoption of a specific strategic document for the library assists to provide strategic direction and recognition of this service. Burke Shire's Community Plan 2011-2021 does call upon Council to "Encourage lifelong learning", and delivery of a fit-for-purpose library service meets this need.

#### 6. CRITICAL DATES & IMPLICATIONS

As a non-statutory document there are no critical dates associated with this item. The January 2018 Council Meeting would be a suitable time to adopt, as this plan is intended to run from 2018 to 2023.

7.      CONSULTATION

In developing this document, Council officers consulted extensively with representatives from Regional Libraries Queensland and the State Library of Queensland, who provided input and feedback on the plan. The proposed plan meets there requirements.

8.      CONCLUSION

The revision and improvement of this document will provide greater strategic direction to the delivery of library operations into the future.

9.      OFFICER’S RECOMMENDATION

1.    That Council note the contents of the report; and
2.    That Council adopt the proposed Library Strategic Plan 2018-2023

ATTACHMENTS

1.    Library Strategic Plan 2015-2020



2.    Proposed Library Strategic Plan 2018-2023



## 13. Late Reports

13.01 DEHP Compliance Visit Outcomes
--------------------------------------

## Late Reports

### 13.01 DEHP Compliance Visit Outcomes

---

DEPARTMENT:	Environmental Health and Compliance
RESPONSIBLE OFFICER:	Mark Poynter, EMWI Report prepared by: Nils Hay; Deputy CEO (officer dealing with this matter before EMWI appointed)
DATE REPORT PREPARED:	20 January 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan s8.1, Operational Plan s8.1

---

#### 1. PURPOSE

To provide Council with an update on recent compliance investigations and reports from the Department of Environment and Heritage Protection (DEHP).

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

**On July 26-27 2017** compliance officers from DEHP visited Burketown and Gregory to conduct an inspection of Council activities with respect to our environmental permitting (Environmental Authority EPPR00542713, attached). The specific sites covered were:

- Burketown Sewerage Treatment Plant (STP)
- Burketown Landfill
- Burketown Water Treatment Plant
- Gregory Landfill

**On 31 August 2017** Council received an evaluation of its performance against the criteria in its Environmental Authority (EA – see attached). The alleged non-compliances identified related to:

##### *Burketown Landfill:*

- Liquid waste being accepted
- Burketown landfill's location split over Town Common and Aircraft Reserve land uses

##### *Gregory Landfill:*

- Unlicensed nature of the Gregory landfill

##### *Burketown STP:*

- Release of effluent through a channel into wetlands, rather than irrigation
- Non-compliances of tested effluent with maximum release limits
- Lack of lining in ponds

While not specific non-compliances, other areas of concern raised were:

##### *Burketown Landfill:*

- Tyre stockpiles
- Lack of signage
- Stormwater management
- Historical incineration of waste
- Capacity of existing waste cells

*Gregory Landfill:*

- Tyre stockpiles
- Stormwater management
- Liquid waste storage
- Covering of waste cell and windblown waste

*Burketown STP:*

- Limited pond freeboard

Council provided formal response to this letter on 21 September 2017. In its response it highlighted a range of general matters impacting EA compliance:

- Staffing challenges and the recent appointment of the EMWI role
- Financial constraints and Council's reliance upon external funding for capital projects
- Council's engagement with Doomadgee Aboriginal Shire in the development of a regional waste dump in Doomadgee and proposal for transfer stations in Burketown and Gregory
- Council's planned redesign of the Burketown STP to improve compliance outcomes (a matter we were concurrently receiving departmental advice and feedback on)
- Land tenure matters for Burketown and Gregory related to the two ILUAs and change of tenure for land upon which both landfills were located

Council also specifically addressed each alleged non-compliance item and concern raised by DEHP.

**On 11 December 2017** Council's DCEO, EMWI and EMSP held a pre-lodgement meeting with DEHP to discuss the redesign of the Burketown STP, which has received funding through the Local Government Grants and Subsidies Program (LGGSP), and been put forward for additional funding through the Building Better Regions Fund Round 2 (BBRF). This meeting was the first step required in the process of amending Council's EA to allow for the new STP.

**On 2 January 2018** Council received DEHP's letter (dated 15 December 2017, attached) advising that the department was issuing a formal warning to Council for non-compliances with its EA, however that no further punitive action was being taken at this time. To prevent further action, Council was required to:

- Submit a properly made application to amend its EA in relation to the Burketown STP redesign by 29 June 2018
- Submit a properly made application to amend its EA in relation to the addition of the Gregory Landfill on its EA by 29 June 2018

**On 15 January 2018** Council's DCEO, EMWI and EMSP held a pre-lodgement meeting with DEHP to discuss the Gregory landfill, which has recently received freehold tenure. This is the first step required to amend the EA to add the Gregory landfill.

### 3. PROPOSAL

This paper is for the information of Council only. No action is proposed.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

The application process to amend the EA is not an expensive one, but it will require clear definition of:

- The new Burketown STP specs and operating parameters
- Expected waste streams and volumes for the Gregory landfill

The former will be developed through the ongoing scoping of the Burketown STP redesign project (for which LGGSP funding has already been confirmed and BBRF funding is being actively sought).

The latter is being estimated, with assistance from DEHP and through the use of Council's existing Site-based Management Plan for the Gregory landfill. At this stage, it is expected that Gregory landfill operations will not constitute an Environmentally Relevant Activity (ERA); falling below this threshold will reduce the permitting requirements for the facility.

It may be necessary to allocate funding through the 2018-19 budget for further development of the Gregory landfill (e.g. fencing, signage, waste segregation measures) in order to improve environmental outcomes there.

### 5. POLICY & LEGAL IMPLICATIONS

Council has a number of obligations under the *Environmental Protection Act 1994*, as listed in our attached EA.

Council's environmental performance is also specifically raised in our Operational and Corporate Plans. The following is taken from the Corporate Plan:

#### 8.1 Outcome: compliance with ERA conditions

Key strategies	Priority	Timing
8.1.1 Monitor and improve ERA compliance at the Burketown and Gregory landfill sites	HIGH	Ongoing
8.1.2 Council develops and implements a waste management strategy for the Shire	HIGH	Ongoing
8.1.3 Monitor and improve ERA compliance at the Burketown Sewerage Treatment Plant	HIGH	Ongoing
8.1.4 Research, plan and allocate resources for the redesign of the Burketown Sewerage Treatment scheme	MEDIUM	Ongoing

### 6. CRITICAL DATES & IMPLICATIONS

As per the letter dated 15 December 2018, Council must submit a properly made application to amend its EA in relation to the addition of the Gregory Landfill and Burketown STP redesign by 29



June 2018. Council officers have already engaged with DEHP to commence this process and will continue to work through the process in the coming weeks and months as both projects progress.

7.        CONSULTATION

Throughout the process Council has remained in contact with DEHP representatives and pro-actively provided information and sought guidance. It's believe that this collaborative approach has resulted in a greater understanding of Council's situation within the department, and the supportive – rather than punitive approach – that DEHP have taken to date.

8.        CONCLUSION

Council is actively seeking to improve its environmental compliance; an area that requires technical expertise and appropriate human and financial resources. Through ongoing engagement with DEHP we stand to both improve our performance and understanding in this area, as well as reducing the risk of future non-compliances.

9.        OFFICER'S RECOMMENDATION

That Council note the contents of the report.

ATTACHMENTS

1. Environmental Authority EPPR00542713



Signed permit  
EPPR00542713.pdf

2. DEHP letter regarding compliance inspection dated 23 August 2017



R\_20170831-022868  
.pdf

3. Council response to DEHP letter dated 21 September 2017



170921 DEHP Letter  
of Response following

4. DEHP formal warning letter dated 15 December 2017



R\_20180102-024888  
.pdf

## 14. Mayoral Report

Report will be provided to meeting.

### 14.01 LGR s213 Presentation of auditor-general's observation report

That Council notes that pursuant to section 213 (3) of the Local Government Regulation 2012, the Mayor presented a copy of the auditor-general's observation report, as provided by the auditor to the CEO on 13 December 2017.

## 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

None at time of agenda preparation.

## 18. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 15 February 2018.