



Agenda and Business Papers Burke Shire Council Ordinary General Meeting Thursday 15 February 2018 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea
12.30pm to 1.00pm	Lunch

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01. Opening of Meeting

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

02. Record of Attendance

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

02.01 LGR 2012 Section 276 – Attendance by teleconferencing

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

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

03. Prayer

Led by Cr Yanner

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 25 January 2018

That the Minutes of the General Meeting of Council held on Thursday 25 January 2018 as presented be confirmed by Council.



180125 Unconfirmed
Minutes.docx

06. Condolences

None received at close of agenda.

07. Declaration of Interests

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

08.01 Notices of Motion

None received at time of agenda preparation.

08.02 Petitions

None received at time of agenda preparation.

09. Works, Services and Finance Reports

<p>09.01.01 Works and Services Monthly Report</p> <p>09.01.02 Fogging</p> <p>09.01.03 Palm Tree Replacement</p> <p>09.02.01 Finance Monthly Update Report</p> <p>09.02.02 Budget Review</p> <p>09.03.01 Strategic Projects Reports</p> <p>09.03.02 Gregory Economic Development ILUA – negotiator team</p> <p>09.03.03 Naming of Council Controlled Assets</p>
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Works and Services Reports

09.01.01 Works and Services Monthly Report

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Mark Poynter
DATE REPORT PREPARED:	08 February 2018
LINK TO COUNCIL PLAN/S:	Works Program

1. PROJECTS

a. Gregory WTP Solar

Fully constructed. Waiting final commissioning and sign-off from engineers.

b. Gregory WTP Tanks

- Tank construction has been completed. Pipework is being installed. Testing of pipework and tanks to be complete by Feb 16.
- Target for completion by Feb 23.

c. VIC Restoration

Restoration activities will be broken down into smaller packages of work with the aim to commence works early March.

d. WORKS FOR QUEENSLAND – ROUND 1

- Cemetery niche walls
 - Project has been completed in both Burketown and Gregory.
- All other projects complete and funding agreement is being closed out.

e. WORKS FOR QUEENSLAND – ROUND 2

Planning works commenced.

2. ROADS

a. Town Streets

A number of local drainage improvements are planned for Burketown streets to reduce ponding and improve residential access.

b. Shire Roads

Minor repairs and maintenance activities have resumed due to the seasonably dry weather.

c. 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.

d. NDRRA

Planning for the completion of 2017 event damage repair has commenced with the aim to use council resources with the assistance of local contractors to complete the work.

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. Installation of repaired controller and improvements to aerial and earthing rods will commence the week starting Feb 12.

4. WORKSHOP AND FLEET

- Brett Harris, the Workshop Manager will be present in Council meetings Quarterly starting March 2018.
- The following budgeted items are currently in the procurement process:
 - The utility/plumbing truck was delivered in the last week of January and is now in use.
- Monthly fuel consumption for the yellow fleet was 545 litres.
- The following major tasks have been completed.

Plant #	Description	Maintenance	Scheduled	Comment
474	Rosa Bus	Speedo	No	Trans bearing failed
480	Western Star Prime mover	360k service, batteries	Yes	Scheduled
505	Kubota Ride On	Hyd oil leak	No	Parts ordered
523	140M Grader	Blades, headlights, glass, a/c	Yes	Check over
528	Gregory Depot Genset	Fuel fault, intake, batteries	No	Fuel ran low
529	John Deere Ride on	1,750 hr service, belt, a/c	Yes	Scheduled
530	Hilux Extra Cab	Prepare for trade	Yes	Scheduled
539	Hilux Dual Cab	Tyres and balance	No	Wear
546	Kubota Tractor	Over heated, gears	No	Cleaned radiator
563	Septic Pump Out Unit	New diaphragm pump	No	Corrosion
565	CEO Prado	70k service, cv boots	Yes	Scheduled
568	Kioti Ride On	Deck belt and adjuster	No	Wear
572	Rubbish Truck	60k service, camera	Yes	Scheduled
583	950K Loader	Purge greaser	No	Working now
585	Job Truck	Brake pads	No	Pad dropped out
587	CS78B Padfoot Roller	250 hr service	Yes	Scheduled
588	10 Tonner	30k service	Yes	Scheduled
589	RMPC Truck	PTO fault	No	Electrical fault
591	Gregory Hilux	55k service	Yes	Scheduled
592	Water Truck	Batteries, pump, hose	No	Wear
593	Job Truck	75k service	Yes	Scheduled
595	DP30N Forklift	250 hr service	Yes	Scheduled
596	CS78B Drum Roller	250 hr service	Yes	Scheduled
597	432F2 Backhoe	A/C, check over	No	Clean filters

Plant #	Description	Maintenance	Scheduled	Comment
598	Hilux Extra Cab	15k service	Yes	Scheduled
599	Hilux Dual Cab	15k service	Yes	Scheduled
602	Isuzu Plumbers Truck	Induction, stickers etc.	Yes	Operational
	Whippers and Mowers	Keep operational	No	Ongoing

5. TOWN AND RURAL SERVICES

- Fogging public consultation held Monday February 5. Refer to business paper on fogging.
- Vehicles and other items that were approved for removal have been.
- All operations proceeding as normal with additional mowing undertaken in public areas to reduce overgrowth.

6. HOUSING/BUILDING MAINTENANCE

- Ongoing scheduled maintenance activities underway.
- Quotes have been received for House 10 restoration works and contract/s will be let in the coming week/s.

7. WATER

Water Usage

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
13262 December	7606 kl	-5656 kl

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
December 3778.9	January 3243.9 kl	-535 kl

Treatment Plant Operations

- Burketown
 - Filter replacement project will commence in the coming weeks. Specialist assistance will be required. Part of Works for Queensland Round 2 funding.
 - Shed replacement planning has commenced and will be required to complete prior to replacing the filters.
- Gregory
 - A new pump has been order to replace the filter pump. It will be installed the week starting Feb 12.

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

A new flow meter has been installed at sewer pump station 3 which allows the tracking of inflows to the sewer treatment plant.

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 January 2017.

ATTACHMENTS

1. Works for Queensland report – Round 2



W4Q-R2 Monthly
Report - 2018_01.pdf

2. Minutes – NWQRRTG February 2 2017



NWQRRTG - Minutes
- TC Meeting No 2018

Works and Services Reports

09.01.02 Fogging

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Mark Poynter
DATE REPORT PREPARED:	06 February 2018
LINK TO COUNCIL PLAN/S:	Community Plan

1. PURPOSE

To clarify the issues surrounding and formalise the undertaking of fogging in Burketown and the Burke Shire.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The council has historically undertaken fogging activities during the wet season in an attempt to curb and reduce the number of disease transmitting insects, namely mosquitos. These services were historically undertaken by the Ranger who had established informal work patterns and procedures based upon historical feedback which will be updated as part of this process.

Fogging is a widely used method and endorsed by organisations such as the World health organization (WHO). The aim of the mosquito fogging operations is to kill, or ‘knock-down’, any adult mosquitoes that may be carrying Ross River virus, Murray Valley encephalitis and Dengue fever. The mosquitoes become infected with the virus after biting and taking blood from someone who is sick with potentially higher risk in areas frequented by travellers and other transient populations.

Following concerns raised by a member of the public regarding the impact of fogging on human health, Council held a public meeting on Monday 05 February 2018. Public opinion at the meeting was divided with some strongly in favour of fogging to control mosquitos, and others expressing mistrust regarding currently available scientific data and chemical toxicity information, and concern about the untested future impact of fogging on human health, the environment and the ecosystem. Those in favour of fogging cited both the discomfort of mosquito bites, and the harmful or life threatening effects of mosquito born disease. Irrespective of the divided opinion, mosquito fogging can only reduce the population at a given point in time in the immediate vicinity, and will not eliminate mosquitos.

3. PROPOSAL

Direction is being sought from Council regarding the future of fogging in Burketown and other locations in the Burke Shire as required.

a. The Equipment

The shire currently uses a Scintex vehicle mounted fogger which is configured as a “thermal” fogger. Thermal fogging uses a hydrocarbon (diesel) as the carrier solution and generates a thick white smoke type of fog which people generally associate with mosquito fogging. The fogger can be converted to a water-based “cold” fogger with the same functionality. Cold fogging uses water as the carrier solution to produce extremely small droplet mist which carries and hangs well to maximise contact time with flying pests. The advantages to ULV cold fogging include

low/no odor as water is the carrier not hydrocarbon, low/no visual pollution (again only water mist is observed) and low/no active chemical destruction as the solution remains cool and is not exposed to high temperatures as in thermal fogging.

Misting has also been undertaken in the past, typically directly at residences that have requested the service. A mister uses water that is mixed with insecticide that sprays like a spray can. Mistors are typical backpack mounted and used in smaller areas.

b. The Insecticide

Natural Pyrethrum Concentrate is the insecticide used. Pyrethrum was a genus of several Old World plants now classified as Chrysanthemum or Tanacetum (e.g., *C. coccineum*) which are cultivated as ornamentals for their showy flower heads. Pyrethrum continues to be used as a common name for plants formerly included in the genus Pyrethrum. Pyrethrum is also the name of a natural insecticide made from the dried flower heads of *Chrysanthemum cinerariifolium* and *Chrysanthemum coccineum*¹.



It is NOT a Dangerous Good according to the Australia Dangerous Goods Code and is one of the safest chemicals on the market for fogging operations. As such, extensive safety equipment and operator training is not required and operations can continue under current safety and staff orientation procedures.

There has been some concern in the community with regards to the impact on the insecticide used on the population and local environment. This has been heightened by recent media reports of fogging related environmental impacts witnessed in Karumba as an outcome of Carpentaria Shire fogging operations. The insecticide used by Carpentaria Shire is significantly different to that used by Burke Shire, the full details of which are compared in the below table.

	Burke Shire Council	Carpentaria Shire Council
Product	PyBo Natural Pyrethrum Insecticidal Concentrate http://cdn.shopify.com/s/files/1/0503/2805/files/Thermal_Fogger_PyBo_MSDS.pdf?31	Twilight® ULV Mosquito Adulticide Concentrate http://www.carpentaria.qld.gov.au/mosquito-fogging
Hazard Statement	This product is NOT classified as a Hazardous Substance according to the criteria of NOHSC Worksafe Australia This product is NOT Dangerous Goods according to the Australian Dangerous Good (ADG) Code	This product is classified as: Xn, Harmful. Xi, Irritating. N, Dangerous to the environment. Hazardous according to the criteria of SWA.

¹ <https://en.wikipedia.org/wiki/Pyrethrum>

	Burke Shire Council	Carpentaria Shire Council
Usage and Safety Guidelines	<p>Ventilation: Avoid breathing droplets during application</p> <p>Personal Protective Equipment: Not required during application</p> <p>Eye Protection: Not required during application</p> <p>Skin Protection: Not required during application</p> <p>Respirator: Not required during application</p>	<p>Ventilation: This product should only be used in a well ventilated area. If natural ventilation is inadequate, use of a fan is suggested.</p> <p>Eye Protection: Protective glasses or goggles should be worn when this product is being used. Failure to protect your eyes may cause them harm. Emergency eye wash facilities are also recommended in an area close to where this product is being used.</p> <p>Skin Protection: Prevent skin contact by wearing impervious gloves, clothes and, preferably, apron. Make sure that all skin areas are covered. See below for suitable material types.</p> <p>Protective Material Types: We suggest that protective clothing be made from the following materials: rubber, PVC.</p> <p>Respirator: Usually, no respirator is necessary when using this product. However, if you have any doubts consult the Australian Standard mentioned above. Otherwise, not normally necessary.</p> <p>Eyebaths or eyewash stations and safety deluge showers should be provided near to where this product is being handled commercially.</p>

	Burke Shire Council	Carpentaria Shire Council
Toxicological Information	<p>Chronic Toxicity: No particular abnormalities were observed on test populations of rats at greater than 5000mg/kg oral or dermal exposure.</p> <p>Reproductive Effects: pyrethrins did not interfere with reproduction in animal studies.</p> <p>Teratogenic Effects: pyrethrins did not cause birth defects in laboratory animals.</p> <p>Mutagenic Effects: pyrethrins has not been shown to cause changes in living cells.</p> <p>Carcinogenic Effects: pyrethrins did not cause cancer in long term animal studies.</p> <p>Carcinogenic status: pyrethrins is not considered to be carcinogenic.</p>	<p>Target Organs: There is no data to hand indicating any particular target organs.</p> <p>Kidney and liver damage is possible from over-exposure to aromatic hydrocarbons over long periods. Additionally, some reversible haematopoietic depression has been observed in animals with extended exposure to aromatic hydrocarbons.</p>

c. Application

The Pyrethrum Concentrate is mixed at a ratio of 1 part insecticide to 100 parts diesel (or water) in the fogging holding tank with approximately 30L of mixture used each event. Fogging is best undertaken early morning (5 to 7am) and/or early evening (5 to 7pm) when insects are most active. Historically the council has completed this task between 4 and 6am as required (typically 2 days a week) when conditions allow (slight breeze, no rain predicted within 2hrs).

d. Other Considerations

Flight range studies suggest that most female mosquitos may spend their lifetime in or around the houses where they emerge as adults and they usually fly an average of 400 metres². With this in mind, most mosquitos will breed and live in stagnant water in and around the local community, reducing the need to fog large areas and reducing any background impact, if any.

Suggestions that undertaking insect wise planting have some merit, however large scale planting of citronella is unlikely to have any affect. The plants used for commercial production of citronella oil are perennial clumping grasses *Cymbopogon nardus* and *Cymbopogon winterianus* or more commonly referred to as lemon grass. There is some proof that selected planting has some benefit at close ranges but their effectiveness is limit in comparison to administered solutions.

4. FINANCIAL & RESOURCE IMPLICATIONS

Fogging operations have been considered in the current budget.

If there is a preference to move to a water-based “cold” fogger, the current “thermal” fogger can be converted at a cost of approximate \$1800.

² <http://www.who.int/denguecontrol/mosquito/en/>

Council has not estimated the cost of providing a misting service to individual homes and it has not been included as a budget line item. It may be prudent to offer this service on a cost recovery basis.

5. POLICY & LEGAL IMPLICATIONS

As the chemical currently used is not deemed a dangerous good and has a low environmental impact, no addition Work-Health-Safety (WHS) or environmental legislation requirements must be met.

6. CRITICAL DATES & IMPLICATIONS

Council officers have ceased fogging for mosquitos currently, in order to enable the public debate to occur. It is timely now for Council to determine whether or not it will continue the practice of fogging to control mosquitos. A decision will provide clarity and direction to Council officers moving forwards and in preparation for future wet weather.

7. CONSULTATION

- Public consultation held at the Durlga (Burketown), Monday February 5 2018
- Scintex (fogger and chemical supplier)

8. CONCLUSION

Fogging has been successfully used internationally and regionally for decades to control insect transmitted diseases. It remains a contentious issue in many communities likely due to historically aggressive chemical usage. New age products now provide a safer alternative which Burke Shire has actively been using over past wet seasons.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council, having considered community opinions and reviewed the technical information, resolves that its position regarding the practice of fogging to control mosquitos is to: **(select from the options below)**
 - a. Cease all fogging activities
 - b. Cease all fogging activities and provide misting services to individual homes on a cost-recovery basis (ie: private works)
 - c. Continue with fogging in areas of the town where residents desire and approve of this service, using natural non-hazardous product (eg: PyBo Natural Pyrethrum Insecticidal Concentrate)
 - d. Continue town-wide fogging using natural non-hazardous product (eg: PyBo Natural Pyrethrum Insecticidal Concentrate)

ATTACHMENTS

1. WHO information:

- a. http://www.who.int/denguecontrol/control_strategies/chemical_control/en/
- b. <http://www.who.int/globalchange/publications/oeh0401/en/index9.html>

2. Citronella plant information:

- a. <https://www.thehealthyhomeeconomist.com/citronella-insect-repellent/>
- b. <http://www.sciencemag.org/news/2017/02/want-repel-mosquitoes-don-t-use-citronella-candles>

3. PyBo Natural Pyrethrum Insecticidal Concentrate Material Safety Data Sheet



4. Public consultation notice



5. Attendance sheet – public consultation



Works and Services Reports

09.01.03 Palm Tree Replacement

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Mark Poynter
DATE REPORT PREPARED:	06 February 2018
LINK TO COUNCIL PLAN/S:	Community Plan

1. PURPOSE

To identify the preferred planting to replace the palms trees formerly located adjacent the Council administration building.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

A row of palm trees were a feature outside the Council administration building. As an outcome of one them unexpectedly falling and on the advice of an arborist, the remaining palms were removed in the interest of public safety.

A request by Council to find an alternative was included in the scope of the landscape architect who assisted with the design of the newly constructed playground. Their suggestions are provided below for consideration.


3. PROPOSAL


Direction is being sought from Council regarding the future planting adjacent to the Administration office and other potential locations around the Morning Glory Park. The following short list was prepared by Guymer Bailey Landscape Architect.

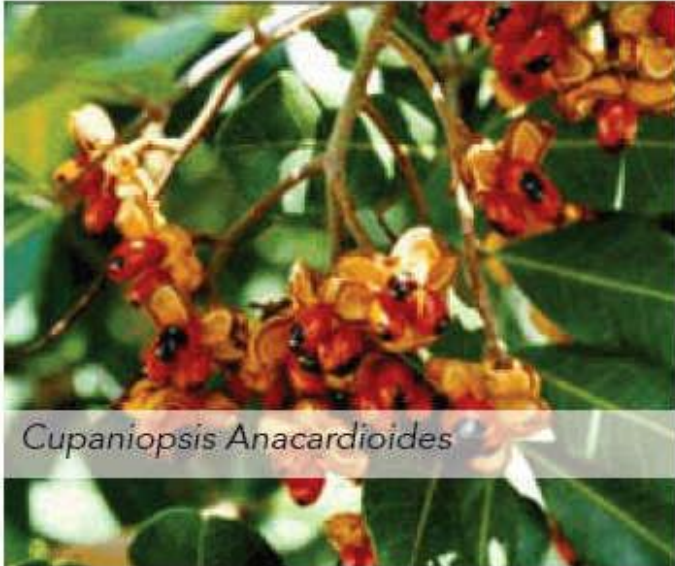
Trees


<i>Buckinghamia celsissima</i>	Ivory Curl
<i>Corymbia ptychocarpa</i>	Swamp Bloodwood
<i>Cupaniopsis anacardioides</i>	Tuckeroo
<i>Eucalyptus miniata</i>	Darwin Woollybutt
<i>Eucalyptus phoenicea</i>	Scarlet Gum
<i>Hibiscus tiliaceus</i>	Cottonwood
<i>Owenia vernicosa</i>	Emu Apple
<i>Pittosporum angustifolium</i>	Weeping Pittosporum
<i>Terminalia catappa, or;</i>	Indian Almond
<i>Terminalia ferdinandiana</i>	Kakadu Plum


The following provides additional information on the above suggestion


Name	Description	Photo
<p>Buckinghamia celsissima (Ivory Curl)</p>	<p>This north Queensland native is often grown as a street tree. The juvenile leaves are deeply divided but adult leaves are undivided. The white flowers, that have a hooked style when in bud, are borne in a long spike. The fruit is a small dark brown follicle containing flat winged seeds. Flowers in summer. Planted in various areas but common near the A2 carpark in Cairns.</p> <p>https://www.jcu.edu.au/discover-nature-at-jcu/plants/plants-by-scientific-name2/buckinghamia-celsissima</p>	 <p><i>Buckinghamia celsissima</i></p>

Name	Description	Photo
<p><i>Corymbia ptychocarpa</i> (Swamp Bloodwood)</p>	<p>Originally found in gallery forests in Western Australia and the Northern Territory, this species is now commonly grown as a street tree. A crooked tree that tends to ‘flop’ when young, it often has drooping branches. The lanceolate, leathery leaves are up to 30 cm long and 7 cm wide, the midrib is pale yellow in contrast to the green lamina and the lateral veins tend to be parallel to one another. The flowers are borne in large clusters on the outside of the tree. Colour forms range from very pale to dark pink, these are followed by large woody capsules to about 4 cm long. Flowering chiefly in summer and autumn, but some flowers may be present in any month.</p> <p>https://www.jcu.edu.au/discover-nature-at-jcu/plants/plants-by-scientific-name2/corymbia-ptychocarpa</p>	 <p><i>Corymbia ptychocarpa</i></p>



Name	Description	Photo
<p>Cupaniopsis anacardioides (Tuckeroo)</p>	<p>Australian native feature tree with a rounded shape and evergreen foliage. The roots are non invasive making it a popular with landscapers and often used in council gardens. Tuckeroo plants establish quickly and live for 50 - 60 years at a tidy height of 5-8 metres. Cream flowers appear during autumn followed by bright orange, bird attracting fruit in spring.</p> <p>http://www.australianplantsonline.com.au/cupaniopsis-anacardioides-tuckeroo.html</p>	


Name	Description	Photo
<p><i>Eucalyptus miniata</i> (Darwin Woollybutt)</p>	<p>The Darwin woollybutt (<i>Eucalyptus miniata</i>) is a eucalypt which is native to Australia's Top End, found from Cape York in north Queensland across through to the Northern Territory into the Kimberley Region of northern Western Australia. It is a medium-sized tree which can reach 15–25 m in height. The bark is soft and fissured, grey to red in colour. The greenish-brown juvenile leaves are 3–6 cm by 2–3 cm and elliptic in shape, while adult leaves are 7.5–15 cm by 2.5–5 cm and lanceolate or falcate and light green in colour. Flowering occurs from May to September and orange or scarlet flowers are up to 3.5 cm in diameter.</p> <p>https://bie.ala.org.au/species/http://id.biodiversity.org.au/node/apni/2889426</p>	

Name	Description	Photo
<p><i>Eucalyptus phoenicea</i> (Scarlet Gum)</p>	<p>This northern Australian species has fibrous, flaky yellowish bark on the trunk and major branches and grows to 7-9 m tall. The orange flowers are in globular umbels and are borne on the branches so that they are often obscured by the foliage. The capsules are ribbed and cylindrical in shape to about 2.5 cm long and 1+ cm wide, slightly constricted at the neck. Flowers autumn to winter. Likes a well drained position but will grow on soils with quite a lot of clay.</p> <p>https://www.jcu.edu.au/discover-nature-at-jcu/plants/plants-by-scientific-name2/eucalyptus-phoenicea</p>	 <p><i>Eucalyptus Phoenicia</i></p>


Name	Description	Photo
<p>Hibiscus tiliaceus (Cottonwood)</p>	<p>This bushy tree, usually branching from just above the ground has large heart-shaped leaves with a covering of stellate or star-shaped hairs giving it a greyish appearance. The flowers are about 12 cm diameter, petals to 7 cm long, yellow with maroon at the base. Fruit is a woody capsule, 5-valved to 2.5 cm long. Young shoots and flowers may be eaten, and twigs may be used in wet weather as firewood.</p> <p>https://www.jcu.edu.au/discover-nature-at-jcu/plants/plants-by-common-name2/hibiscus-tiliaceus</p>	

Name	Description	Photo
<p>Owenia vernicosa (Emu Apple)</p>	<p>3-10 m high, bark flaky, grey-orange; fruit red-maroon. Flower white-cream-green, Oct to Nov. Black clay loam over sandstone, alluvial sand. Rocky ridges & scree slopes, creeklines.</p> <p>https://florabase.dpaw.wa.gov.au/browse/profile/4519</p>	

Name	Description	Photo
<p>Pittosporum angustifolium (Weeping Pittosporum)</p>	<p>A slow growing plant, usually seen between two and six metres high, though exceptional specimens may exceed ten metres. Common names include Weeping Pittosporum, Butterbush, Cattle Bush, Native Apricot, Gumbi Gumbi, Cumby Cumby, Meemeei and Berrigan. It is drought and frost resistant. It can survive in areas with rainfall as low as 150 mm per year. A resilient desert species, individuals may live for over a hundred years.</p> <p>http://bie.ala.org.au/species/http://id.biodiversity.org.au/node/apni/7744138</p>	 <p>Pittosporum angustifolium</p>
<p>Terminalia catappa (Indian Almond)</p>	<p>This tree has large leaves to 36 cm long and about 17 cm wide and a purple to black fruit to 8 cm long and 5 cm wide. A food plant for Badamia exclamationis, Narrow-winged awl.</p> <p>https://www.jcu.edu.au/discover-nature-at-jcu/plants/plants-by-common-name2/terminalia-catappa</p>	 <p>Terminalia catappa</p>

Name	Description	Photo
<p>Terminalia ferdinandiana (Kakadu Plum)</p>	<p>Tall slender tree to 10m with creamy flower spikes in early summer. Known for its olive sized fruit which turns yellow or purple in autumn. Its Vitamin C content is apparently the highest in the world. Traditionally used as a thirst quencher and snack. It also is used in the seafood industry with prawns because it improves the shelf life and colour of the prawns. Native Australian Plums have also been known for its treatment in Alzheimer's disease.</p> <p>https://www.daleysfruit.com.au/buy/kakadu-plum-tree.htm</p>	 <p><i>Terminalia ferdinandiana</i></p>

Although palms trees were not recommended, the following has been identified as an alternative.

<p>Wodyetia bifurcate (Foxtail Palms)</p>	<p>Famous for it bushy fronds and slightly bulbous base. Able to survive heat, salt winds and seasonally dry conditions. Slow growing.</p> <p>https://en.wikipedia.org/wiki/Wodyetia</p>	
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4. FINANCIAL & RESOURCE IMPLICATIONS

The cost of trees is directly related to the size and maturity of the initial plantings. In the interest of hardiness, established trees are recommended at a cost of \$80-100 each (excluding transport). Existing resources can be used for planting and care until established

5. POLICY & LEGAL IMPLICATIONS

Any new planting should consider public liability with the aim to reduce falling limbs, leaves or fruit.

6. CRITICAL DATES & IMPLICATIONS

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

7. CONSULTATION

- Guymer Bailey Landscape Architects
- CLCAC

8. CONCLUSION

The replacement of the previous palm trees and additional planting around the Morning Glory Park will add to the amenity of the area.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council, having considered the options presented within, resolves to seek community feedback and preferences for the following planting options to replace the formerly planted coconut palms at the front of the council administration building:
 - a. (Councillors to select list of plantings – suggest 2-4 options for public consultation)

ATTACHMENTS

Nil

Finance Reports

09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
DATE REPORT PREPARED:	10 February 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 & Charges	1,355,471	2,656,000	- 1,300,529
Less: Discount, Rebate & Remissions	- 23,455	- 61,000	37,545
	1,332,016	2,595,000	- 1,262,984
 Fees & Charges	53,821	95,000	- 41,179
Rental Income	130,659	225,000	- 94,341
Interest	193,691	254,000	- 60,309
Recoverable Works Revenue	590,565	972,000	- 381,435
Other Income	7,842	5,000	2,842
	976,577	1,551,000	- 574,423
 Donations	8,300	10,000	- 1,700
Contributions	45,455	-	-
Subsidies & Grants	3,358,794	7,428,900	- 4,070,106
	3,412,548	7,438,900	- 4,026,352
 Total Operating Revenues	5,721,142	11,584,900	- 5,863,758
 Operating Expenditure			
Corporate Governance Costs	450,379	905,000	- 454,621
Administration Costs	1,770,544	2,571,600	- 801,056
Recoverable Works Expenses	744,045	775,000	- 30,955
Engineering Services	12,202,425	12,753,000	- 550,575
Utility Services Costs	418,484	689,000	- 270,516
Net Plant Operating Costs	- 687,632	- 874,000	186,368
Planning & Environmental Expenses	57,396	185,000	- 127,604
Community Services Costs	822,989	1,382,000	- 559,011
Finance Costs	12,219	16,000	- 3,781
Depreciation	2,669,012	3,900,000	- 1,230,988
Other Expenses	-	-	-
 Total Operating Expenditure	18,459,861	22,302,600	- 3,842,739
 Operating result before Capital Revenue	- 12,738,720	-10,717,700	- 2,021,020
 Capital Items			
Sale of Non current Assets	11,993	-	11,993
Contributions	-	-	-
Subsidies & Grants	4,321,253	5,230,000	- 908,747
 Net Result	- 8,405,474	- 5,487,700	- 2,917,774

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

	Year to Date Actual \$	Pro rata Budget \$	Variance Over(Under) to date \$
Operating Revenue			
Rates & Charges	1,355,471	1,549,333	- 193,862
Less: Discount, Rebate & Remissions	- 23,455	- 35,583	12,128
	1,332,016	1,513,750	- 181,734
 Fees & Charges	53,821	55,417	- 1,596
Rental Income	130,659	131,250	- 591
Interest	193,691	148,167	45,524
Recoverable Works Revenue	590,565	567,000	23,565
Other Income	7,842	2,917	4,925
	976,577	904,750	71,827
 Donations	8,300	5,833	2,467
Contributions	45,455	-	-
Subsidies & Grants	3,358,794	4,333,525	- 974,731
	3,412,548	4,339,358	- 926,810
 Total Operating Revenues	5,721,142	6,757,858	- 1,036,717
 Operating Expenditure			
Corporate Governance Costs	450,379	527,917	- 77,537
Administration Costs	1,770,544	1,500,100	270,444
Recoverable Works Expenses	744,045	452,083	291,961
Engineering Services	12,202,425	7,439,250	4,763,175
Utility Services Costs	418,484	401,917	16,568
Net Plant Operating Costs	- 687,632	- 509,833	- 177,799
Planning & Environmental Expenses	57,396	107,917	- 50,520
Community Services Costs	822,989	806,167	16,823
Finance Costs	12,219	9,333	2,885
Depreciation	2,669,012	2,275,000	394,012
Other Expenses	-	-	-
 Total Operating Expenditure	18,459,861	13,009,850	5,450,011
 Operating result before Capital Revenue	- 12,738,720	- 6,251,992	- 6,486,728
 Sale of Non current Assets	11,993	-	11,993
Contributions	-	-	-
Capital Subsidies & Grants	4,321,253	3,050,833	1,270,420
 Net Result	- 8,405,474	- 3,201,158	- 5,204,316

Overview

Year to date results show an operating loss of \$12, 7 million before capital revenue. The operating statement reflects a year to date net loss of \$8.4 million after capital grants and subsidies.

Rates & Utility Charges

Rates & Utility charges are on target with annual budget estimates, second half levies to be raised in February should push actual revenue to budget estimates.

Fees and charges

Pro rata fees and charges are slightly below pro rata estimates (insignificant variance).

Rental income

Pro rata rental income is on track with budget estimates.

Recoverable works revenue

Recoverable works revenue RMPC component is on track with pro rata estimates and on track to meet annual estimates once RMPC claims have been lodged. Other private works revenue recognised to date is below actual expenditure due to timing differences. Overall private works profit margins will be impacted where works have been conducted at cost recovery only (profit margin not applied).

Grants, Subsidies, Contributions and Donations

Actual recurrent grant revenues are below pro rata estimates due to timing differences. Significant timing variances are as follows:

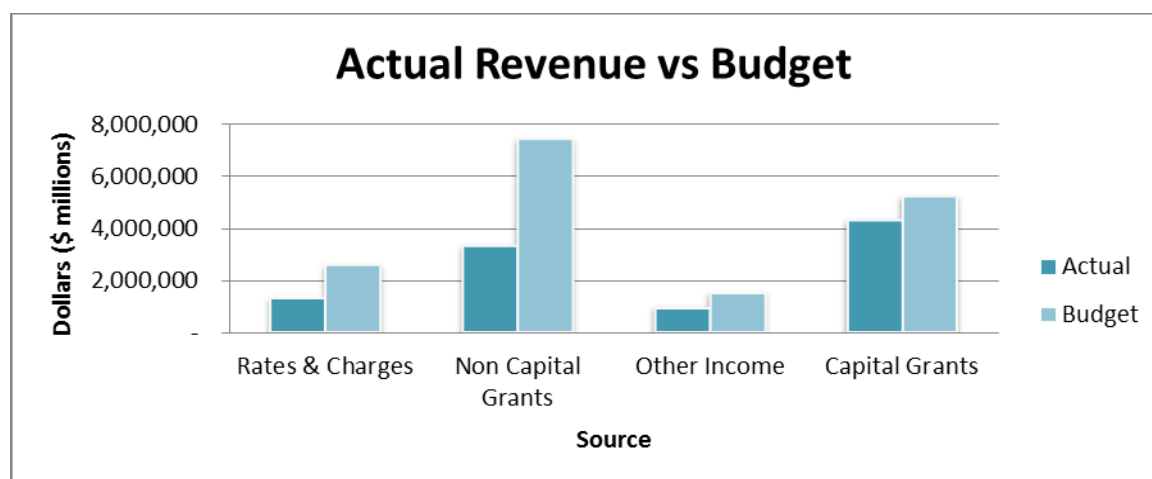
1. NDRRA flood damage revenues - approximately \$3.4 million outstanding (progress claims to be lodged);
2. FAG roads & general purpose grants - approximately \$700,000 outstanding (paid quarterly)
3. RADF grant - approximately \$10,000 outstanding (awaiting receipt of funds);
4. Plant fuel tax credits - approximately \$58,000 (to be claimed as activity statements fall due).

Capital revenue

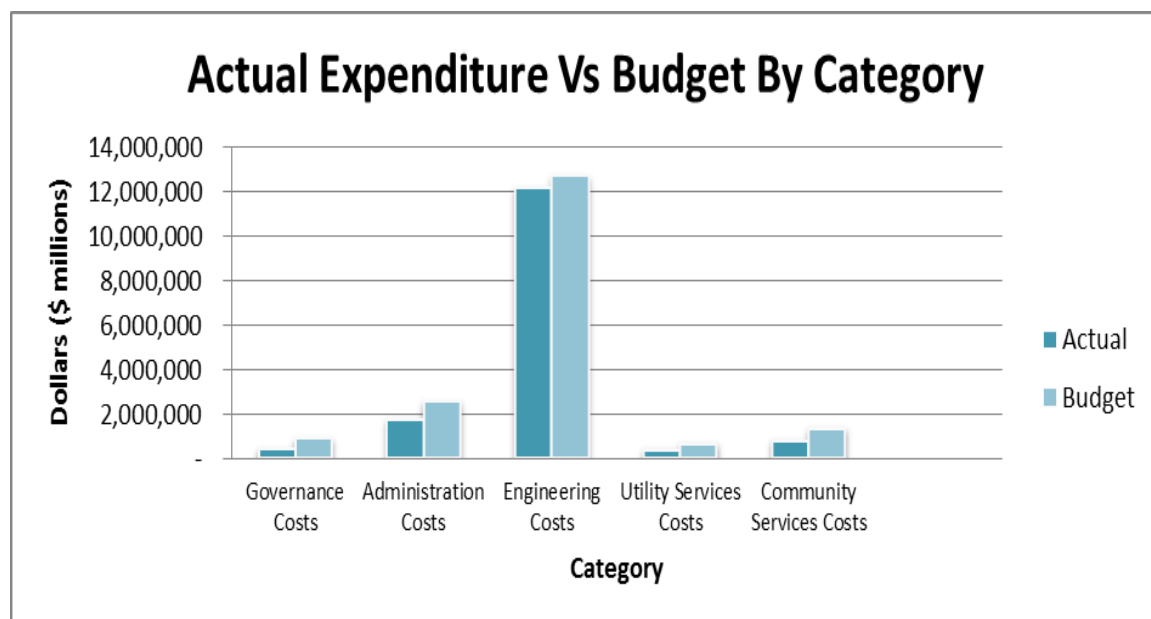
Capital revenues are tracking close to annual budget estimates with a few timing variances as follows:

1. TIDS grant – approximately \$457,000 (claims to be lodged)
2. TTC (Boat ramp project)- approximately \$200,000
3. Visitor information centre renovation grant - approximately \$85,000
4. NSRF Grant (Boat ramp project) -approximately \$650,000

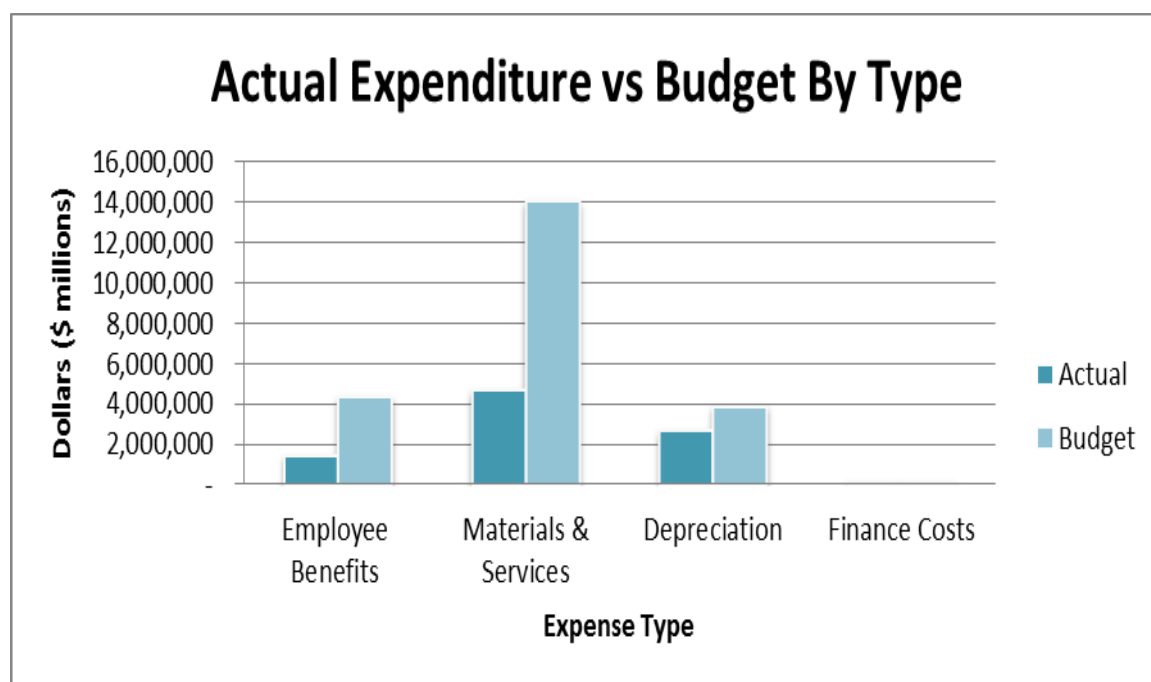
Where has the money come from?



How has the money been spent?



Expenditure by Type



3. Business Units

Water Utility	Burketown Year to Date Actual	Burketown Annual Budget	Gregory Year to Date Actual	Gregory Annual Budget
Revenue	157,514	287,000	62,261	97,000
Expense	188,484	250,000	101,775	200,000
Surplus/Deficit	- 30,970	37,000	- 39,513	- 103,000
Sewerage Utility	Burketown Year to Date Actual	Burketown Annual Budget	Gregory Year to Date Actual	Gregory Annual Budget
Revenue	73,568	148,000	-	-
Expense	66,982	97,000	-	-
Surplus/Deficit	6,586	51,000	-	-
Waste Management Utility	Burketown & Gregory Year to Date Actual	Burketown & Gregory Year Annual Budget		
Revenue	50,440	100,000		
Expense	61,244	137,000		
Surplus/Deficit	- 10,804	- 37,000		
Parks & Gardens	Burketown Year to Date Actual	Burketown Annual Budget	Gregory Year to Date Actual	Gregory Annual Budget
Revenue	-	-	-	-
Expense	77,933	160,000	33,220	75,000
Surplus/Deficit	- 77,933	- 160,000	- 33,220	- 75,000
Housing	Burketown & Gregory Year to Date Actual	Burketown & Gregory Year Annual Budget		
Revenue	130,659	225,000		
Expense	150,572	402,000		
Surplus/Deficit	- 19,913	- 177,000		
Airports	Burketown Year to Date Actual	Burketown Annual Budget	Gregory Year to Date Actual	Gregory Annual Budget
Revenue	19,495	37,000		
Expense	48,547	90,000	14,121	10,000
Surplus/Deficit	- 29,052	- 53,000	- 12,200	- 75,000

4. Roads Program

Town streets maintenance	Actual	Budget	Variance	KPI (expenditure within budget, 100% Revenue realised)	Percentage Complete
Revenue	-	-	-		
Expense	56,038	100,000	- 43,962	Yes	
Net Result	- 56,038	- 100,000	43,962		
Shire roads maintenance	Actual	Budget	Variance	KPI (expenditure within budget, 100% Revenue realised)	Percentage Complete
Revenue	103,600	194,000	- 90,400	No	
Expense	181,924	300,000	- 118,076	Yes	
Net Result	- 78,324	- 106,000	27,676		
RMPC	Actual	Budget	Variance	KPI (expenditure within budget, 100% Revenue realised)	Percentage Complete
Revenue	517,836	942,000	- 424,164	No	
Expense	607,000	750,000	- 143,000	Yes	
Net Result	- 89,164	192,000	- 281,164		
TIDS	Actual	Budget	Variance	KPI (expenditure within budget, 100% Revenue realised)	Percentage Complete
Revenue	-	457,000	- 457,000	No	
Expense	1,228,000	457,000	771,000	No	
Net Result	- 1,228,000	-	- 1,228,000		
NDRRA	Actual	Budget	Variance	KPI (expenditure within budget, 100% Revenue realised)	Percentage Complete
Revenue	2,416,200	5,850,000	- 3,433,800	No	
Expense	7,047,000	11,000,000	- 3,953,000	Yes	
Net Result	- 4,630,800	- 5,150,000	519,200		
Roads to Recovery	Actual	Budget	Variance	KPI (expenditure within budget, 100% Revenue realised)	Percentage Complete
Revenue	1,248,135	933,000	315,135	Yes	
Expense	343,000	933,000	- 590,000	Yes	
Net Result	905,135	-	905,135		

5. STATEMENT OF FINANCIAL POSITION

	2017 - 18 Year to date Actual	2017 - 178 Annual Budget
Assets		
Current assets		
Cash and cash equivalents	4,827,274	7,213,336
Trade and other receivables	1,029,379	600,000
Inventories	314,868	193,943
Other financial assets	1,247,506	205,483
Total current assets	7,419,027	8,212,762
Non-current assets		
Property, plant and equipment	197,032,543	200,172,762
less Accumulated Depreciation -	59,928,900	60,503,315
Capital works in progress	5,612,115	241,731
Total non-current assets	142,715,758	139,911,178
Total assets	150,134,785	148,123,940
Liabilities		
Current liabilities		
Trade and other payables	1,164,693	1,031,337
Borrowings	-	-
Provisions	93,710	175,794
Other current liabilities	-	-
Total current liabilities	1,258,403	1,207,131
Non-current liabilities		
Trade & Other Payables	-	-
Interest Bearing Liabilities	-	-
Provisions	632,400	619,885
Other	-	-
Total non-current liabilities	632,400	619,885
Total liabilities	1,890,803	1,827,016
Net community assets	148,243,982	146,296,924
Community equity		
Shire Capital	39,529,889	39,529,889
Asset revaluation reserve	82,474,980	76,038,657
Retained surplus	26,239,112	30,728,378
Other Reserves	-	-
Total community equity	148,243,982	146,296,924

Overview

The statement of financial position at the end of January shows Councils total equity sitting at \$148 million against a budgetary forecast of \$146 million.

Cash & Cash Equivalents

Cash balances at the end of January sat at \$4, 2 million down from \$6 million at the close of the previous month. Decline in cash balances reflects significant but anticipated cash outflows. Budget cash flow forecasts reflect that cash balances will decline progressively to a balance of ~\$7.2 million

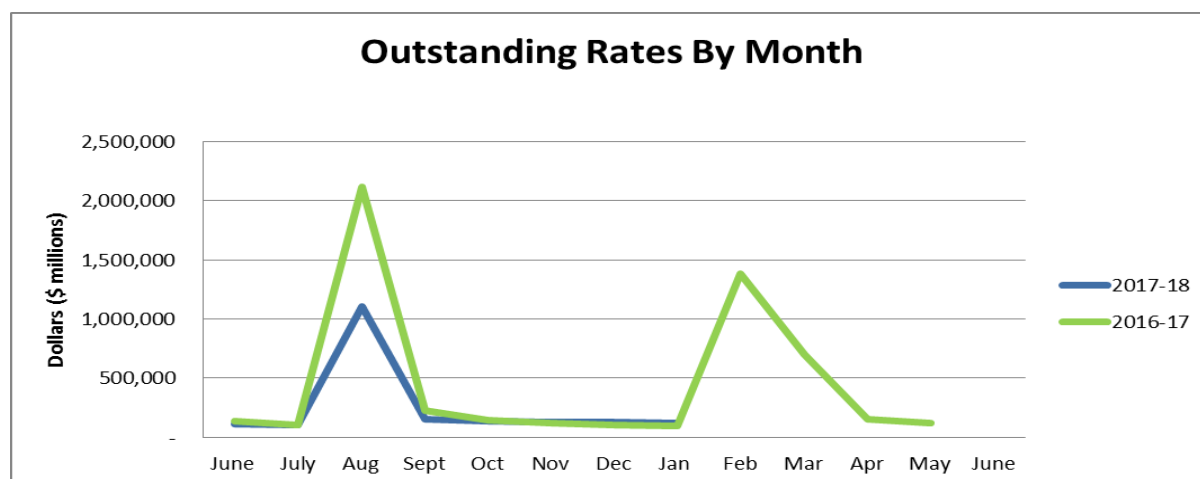
at the end of the financial year as Council progresses its operating and significant capital works projects.

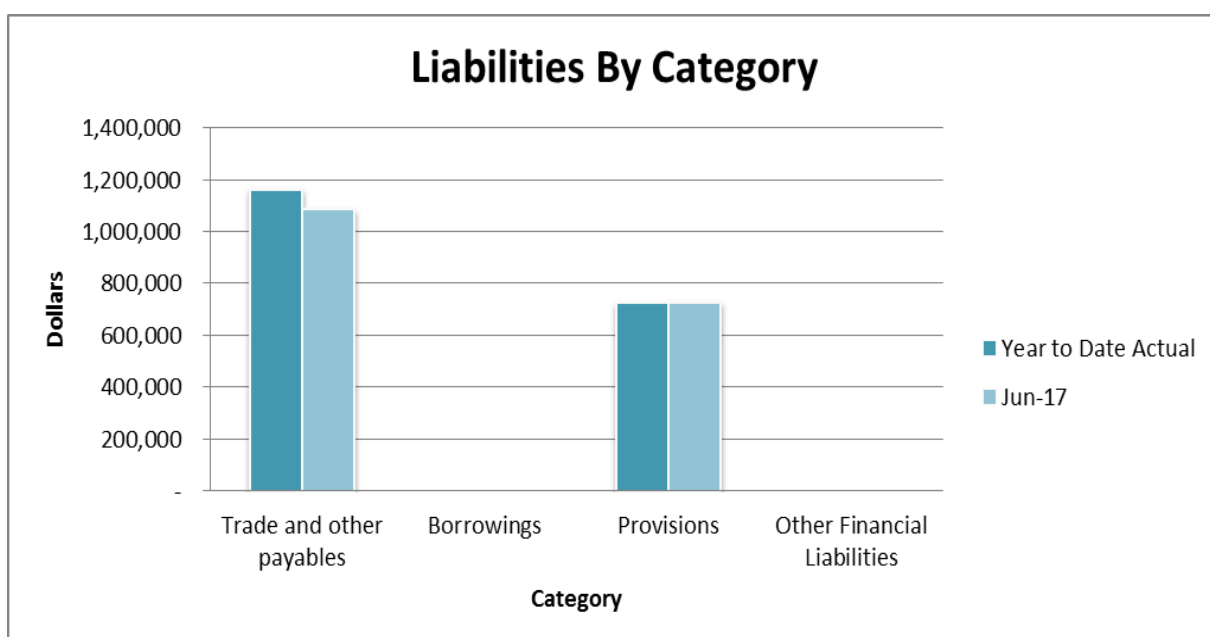
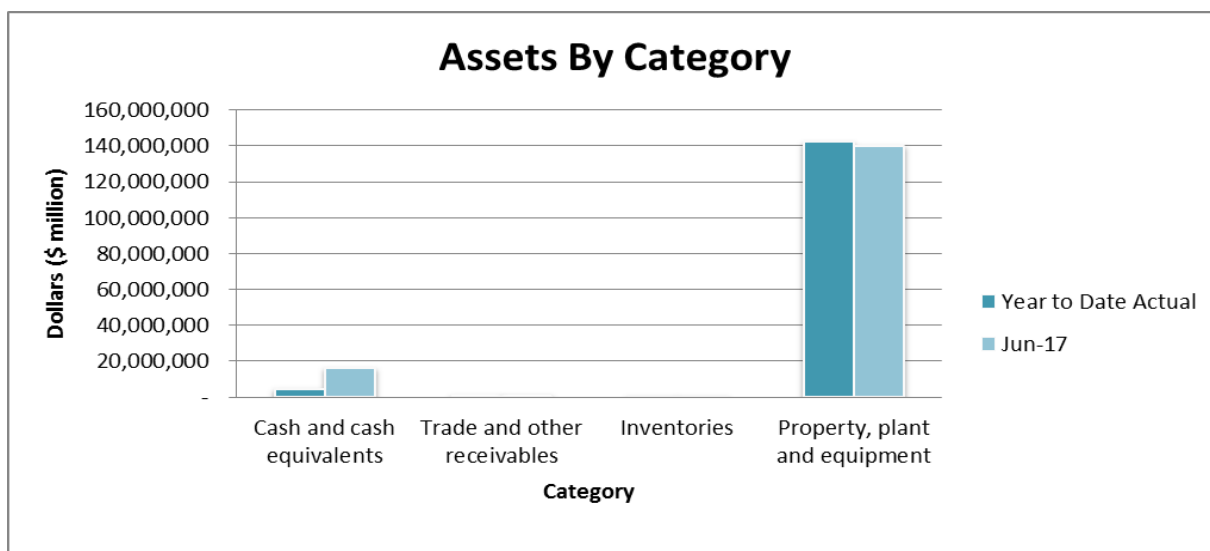
Cash holdings at the end of the month

Burke Shire Council - Cash Position 2016 - 2017					
Month	Queensland Treasury Corporation	Cash Float	Westpac Bank Cash Reserve	Westpa Cash Management Account	Total Cash Held
Jul-17	\$ 15,620,502	\$ 558	\$ -	\$ 979,712	\$ 16,600,772
Aug-17	\$ 15,651,618	\$ 558	\$ -	\$ 1,585,417	\$ 17,237,593
Sep-17	\$ 15,681,826	\$ 558	\$ -	\$ 1,399,130	\$ 17,081,514
Oct-17	\$ 11,711,767	\$ 558	\$ -	\$ 2,092,945	\$ 13,805,270
Nov-17	\$ 7,242,981	\$ 558	\$ -	\$ 1,948,333	\$ 9,191,872
Dec-17	\$ 5,260,434	\$ 558	\$ -	\$ 836,183	\$ 6,097,175
Jan-18	\$ 4,370,746	\$ 558	\$ -	\$ 455,969	\$ 4,827,273
Feb-18	\$ -	\$ -	\$ -	\$ -	\$ -
Mar-18	\$ -	\$ -	\$ -	\$ -	\$ -
Apr-18	\$ -	\$ -	\$ -	\$ -	\$ -
May-18	\$ -	\$ -	\$ -	\$ -	\$ -
Jun-18	\$ -	\$ -	\$ -	\$ -	\$ -

Trade and other receivables

Outstanding rates receivable continued to drop towards the end of January as rates payments are remitted to Council. Rates levies to be raised in February should push rates receivables upwards in line with scheduled rating timelines followed by a steady decline in outstanding rates as payments are received.





6. MEASURES OF FINANCIAL SUSTAINABILITY

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

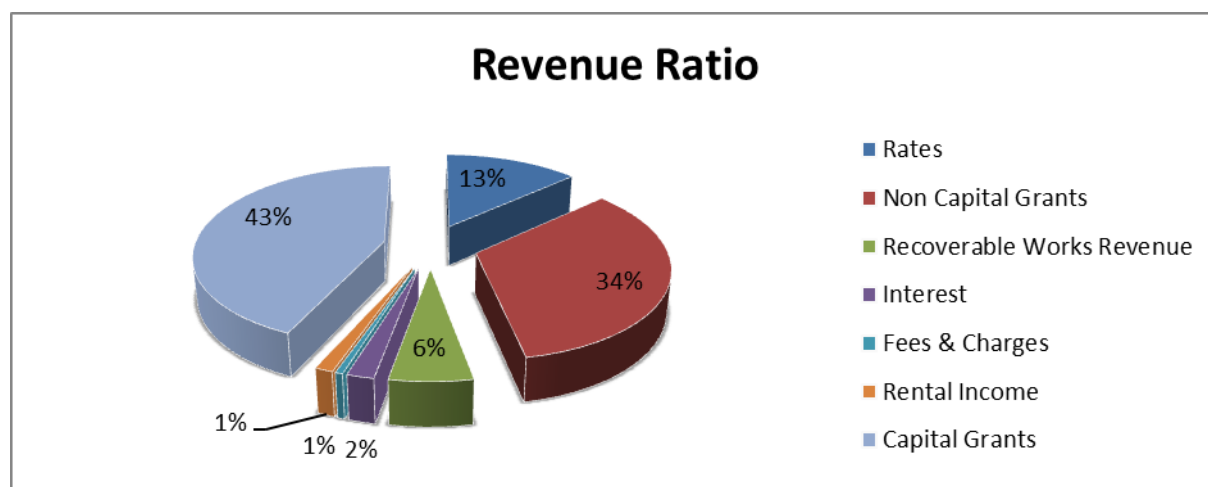
Ratio	Target	YTD Actual	Target Met
Current Ratio	>1:1	6	Yes
Asset sustainability ratio	>90%	126%	Yes
Net Financial liabilities Ratio	<60%	-96.63%	Yes
Operating surplus ratio	Between 0 and 10%	-222%	No
Capital Expenditure Ratio	1:1	1.93	Yes

The Current ratio: Measures Council's ability to meet short term obligations from cash and liquid financial assets- Council's ratio at the end of the month indicates an ability to offset short term obligations from liquid financial assets, this ratio has declined from the beginning of the year reflecting the decrease in cash balances.

The Asset sustainability ratio: Measures the extent to which infrastructure assets are being replaced as they reach the end of their useful lives – Councils ratio at the end of the month increased from the previous month and exceeded the target ratio, please note this is largely a timing variance between the target ratio and the year to date actual ratio.

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

Revenue ratios at the end of the month reflect a recurring reliance on external revenue sources. Ratios at the end of January reflect that 43% of year to date operating revenue is derived from capital grants; 34% of total revenue is deriving from non capital grants while 13% is deriving from rates and utility charges. Year to date actual results and year end budgetary forecasts reflect reliance on external funding.



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

Clause 9 of Council's Rate Debt Recovery Policy determines how debtors can enter into a plan to pay their outstanding debts (rates and charges and other receivables) to Council. Clause 11 delegate's authority to negotiate payment plans to the CEO and Executive Manager Finance. Clause 13 requires an exercise of delegation in relation to writing of bad debts and negotiation of payment plans to be reported to Council at the next meeting following exercise of such delegation.

The following delegations were exercised in the reporting month:

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

Amount of debt	Amount Written off	Authorising officer (CEO)
<i>Nil</i>	<i>Nil</i>	<i>N/A</i>

8. STATEMENT OF CASH FLOW

	Actual Year to Date \$	Annual Budget \$
Cash flows from operating activities		
Receipts from customers	882,486	3,667,000
Payments to suppliers and employees	- 15,595,259	- 18,402,600
	- 14,712,774	- 14,735,600
Interest received	193,691	254,000
Rental income	130,659	225,000
Non capital grants and contributions	3,412,548	7,438,900
Borrowing costs	-	-
Net cash inflow (outflow) from operating activities	- 10,975,876	- 6,817,700
Cash flows from investing activities		
Net payments for property, plant and equipment	- 5,152,179	- 9,553,520
Proceeds from sale of property plant & equipment	204,074	282,000
Grants, subsidies, contributions and donations	4,321,253	5,230,000
Net cash inflow (outflow) from investing activities	- 626,852	- 4,041,520
Cash flows from financing activities		
Proceeds from borrowings	-	-
Repayment of borrowings	-	-
Repayments made on finance leases	-	-
Net cash inflow (outflow) from financing activities	-	-
Net increase (decrease) in cash and cash equivalents held	- 11,602,728	- 10,859,220.00
Cash and cash equivalents at the beginning of the financial year	16,430,001	18,072,556.00
Cash and cash equivalents at end of the month	4,827,273	7,213,336

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

Year to date capital expenditure (cash disbursed) exceeded capital revenues (cash receipts) at the end of the month resulting in negative cash flows from investing activities.

Overall cash outlays exceeded cash receipts resulting in an overall net decrease in cash from \$16, 4 million at the beginning of the financial year to \$4, 8 million. This decline trend is consistent with the annual budget cash flow forecast.

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Creditor Payments Listing



Creditors payments
listing.pdf

Finance Reports

09.02.02 Budget Review

Report will be distributed under separate cover.

Strategic Projects Reports

09.03.01 Strategic Projects Reports

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	3 February 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. 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) Erscon Consulting Car-park and shelter (TBD)
Status Update Provided	3 February 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	Design/scope for car-park construction
Forthcoming work	Completion of all design work for car-park;

	Completion of tender/engagement documentation.
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Key Parameters	Status	Comments
Schedule	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Boat Ramp: 4 Sep 2017 – 16 Dec 2017 <ul style="list-style-type: none"> ○ Originally scheduled for 30 Nov 2017 ○ Issues related to supply of material, tides and concrete quality testing ▪ Car Park: 2 Apr 2017 – 30 Jun 2017 ▪ Shelters: 2 Apr 2017 – 30 Jun 2017
Scope	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Project scope completed for boat ramp; ▪ Project scope completed for car-park; ▪ Project scope completed for entertainment area;
Procurement	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ All PM services procured (Erscon) ▪ All boat/barge ramp construction services procured (CivilPlus Constructions) <ul style="list-style-type: none"> ○ Sub-grade procurement and installation completed. ▪ Procurement for car-park construction to proceed from February 2018. ▪ Procurement for shelters/bbq to proceed from March 2018.
Planning Assessment	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Accepted Development process considered at September 2017 Council meeting; ▪ Pre-construction notification documentation sent to DAF (Marine Plants) and to EHP (construction in a coastal management district); ▪ Post-construction notifications to be sent to EHP following receipt of Certificate of Practical Completion from Civil Plus.
Budget	On-Track At-Risk Off-track Budget increased to enable delivery of project.	<ul style="list-style-type: none"> ▪ All funding confirmed for funding programs: CRF (Community Resilience Fund), MIF (Marine Infrastructure Fund), NSRF (National Stronger Regions Fund), TTC (Transport & Tourism Connection) ▪ Approved variations: <ul style="list-style-type: none"> ○ Fender piles ○ Sleeves for fender piles ○ Additional rock-working platform ○ Crusher dust for hardstand ○ Surface roughening of cast in-situ slab

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

2. 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) Austek Communications Pty Ltd (SCADA & Telemetry) FSG (Geotechnical) PH Davie Pty Ltd (Fencing)
Status Update Provided	04 Dec 2017
Original completion date	14 Oct 2017
Revised completion date	#1: 31 Jan 2018 #2: 09 Feb 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"> Replace existing 8 x 44kL water tanks with 2 x 225kL treated water storage tanks establishing new foundations and installation and commissioning of associated pipework; Repair clarifier and install clarifier platform; Installation of additional monitoring capability, including 3 x turbidity meters; tank modifications to enable future trim dosing upgrade. Replacement of existing generators (x2); Installation of fencing for Gregory Solar Array; Installation of 50kW solar array and 75kWh energy storage system.

Project Status Report		
Work recently completed	<p>Solar Array/Storage:</p> <ul style="list-style-type: none"> All but VSD installed <p>Water Storage/Treatment:</p> <ul style="list-style-type: none"> Tanks delivered to site Tank 1 & 2 ring beams completed. Tank 1 & 2 ring beam internal filling completed. Clarifier platform concrete footings completed. Tank pad retaining wall (bund wall) foundation completed. Tank scour drains in progress. Preparation of project plans in progress –commissioning and operator training plan was to be submitted by 08/12/2017 but has not been received. 	
Forthcoming work	<ul style="list-style-type: none"> Preparation of commissioning and operator training plan (previously advised submission date 08/12/2017; latest advised submission date 07/02/2018) Update pipework ITP/test procedure (latest advised submission date 07/02/2018). Update of For Construction drawings (scour drain setout, N32 concrete, flange class), latest advised submission date 02/02/2018. Tank inlet and outlet pipework (DICL) and pipe supports installation. Clarifier platform installation. Filling of tanks for hydrostatic/leak testing. 	
Key Parameters	Status	Comments
Schedule	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Revised Project Schedule and cashflow endorsed by funding agency (Department of State Development). Project to be completed by end of March 2018.

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

Key Parameters	Status	Comments
Budget	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Fencing: on budget ▪ Solar array: on budget. Variations for additional array mounting posts, increase in generator rating based on reviewed load profile and additional fuel storage ▪ Water Treatment/Storage: on budget. Part variation approved for trim-dosing. Full variation approved for supply of 4 x turbidity meters and associated installation/calibration equipment. ▪ Project will meet budgeted limits of funding Deed of Agreement between BSC and the Department of State Development
Reporting	On-Track At-Risk Off-track	Milestone 1: 30 March 2017 (completed) Milestone 2: 31 July 2017 (completed) Milestone 3: 8 January 2018 (completed) Milestone 4: 1 March 2018

3. BURKETOWN SEWERAGE TREATMENT PLANT UPGRADE PROJECT

Project Status Report	
Project Name	Burketown Sewerage Treatment Plant Upgrade Project
Project Manager	Philip Keirle, BSC
Project Superintendent	Mark Poynter, BSC
Contractor(s)	Simmonds & Bristow Austek Communications Pty Ltd
Status Update Provided	03.02.2018
Original completion date	01.06.2019
Revised completion date	NA
Project Scope	<ul style="list-style-type: none"> ▪ Replace existing packaged treatment plant (at end of asset life) with upgraded model. ▪ Complete earthworks and commissioning of a new wet-weather storage lagoon/treated effluent lagoon ▪ Complete trenching and pipework required to enable re-use/recycling of treated effluent on parks, gardens and recreational areas.
Work recently completed	<ul style="list-style-type: none"> ▪ Engagement of Simmonds & Bristow to complete EOI documentation; ▪ Compiling Expression of Interest; ▪ Ongoing discussions with Department of Environment and Heritage Protection;
Forthcoming work	<ul style="list-style-type: none"> ▪ Release Expression of Interest

Key Parameters	Status	Comments
Schedule	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Procurement: <ul style="list-style-type: none"> ○ 30.11.18 – 30.06.18 ▪ Packaged Treatment Plant <ul style="list-style-type: none"> ○ 01.07.18 – 31.03.19 ▪ Wet Weather Storage Lagoons <ul style="list-style-type: none"> ○ 01.07.18 – 07.12.18 ▪ Recycled Water component: <ul style="list-style-type: none"> ○ 01.04.19 – 01.06.19
Scope	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Install and commission packaged plant ▪ Construct effluent storage lagoons ▪ Construct sludge drying beds ▪ Install pipework, pumps, storage for recycling water to school oval, rodeo reserve and Phillip Yanner Memorial ground.
Procurement	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Expression of Interest <ul style="list-style-type: none"> ○ To be released Feb 2018 ▪ Tender: <ul style="list-style-type: none"> ○ To be released April 2018 ▪ Council/Local contractors to complete earthworks, recycled water component
Town Planning	On-Track At-Risk Off-track	▪ Not applicable
Budget	On-Track At-Risk Off-track	▪ To revise if Burke secures Building Better Regions Fund R2 funding.
Reporting	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Monthly reporting to Dept. Local Government <ul style="list-style-type: none"> ○ Feb 2018 report submitted 02.02.2018

4. 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"> ▪ Released audit tool to RRTG member Councils ▪ Submission of pre-lodgement materials to EHP in relation to <5,000t per annum sites. ▪ Discussions with DAF ILUA specialist; ▪ DAF to provide 'best practice' site plan for adoption into Quarry Management Plans; ▪ Cultural Heritage document suite nearing completion.
Cultural Heritage Project: water access tracks, turnaround points and gravel pits	Progress completion of CH Surveys of key gravel pits, transport routes, water points and access tracks within the Burke Shire with Gangalidda, Garawa and Waanyi Traditional Owner groups	<ul style="list-style-type: none"> ▪ CH Surveys requested for all relevant gravel pits, water points, turnaround points in the Burke Shire area. This incorporates all roads on Council's network as well as access tracks and 30+ gravel pits.

Project	Description	Update/activity for reporting month
Gregory ILUA #1	ILUA between Waanyi-BSC-QLD to regularize tenure over the Gregory landfill site and to acquire Council freehold over Lot 11 on SP287787 (land adjacent to the GRG WTP)	<p>COMPLETED</p> <ul style="list-style-type: none"> ILUA registered on 22 June 2017. Final Survey Plans to be submitted week beginning 7 Aug 2017; Balance of acquisition payments made to DNRM on 25 Jul 2017. Lot 11 on SP287787: Deed of Grant issued to Council Lot 5 on SP265803: Deed of Grant issued to Council.
Gregory ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> Concept for land exchange ILUA developed and to be progressed with Waanyi and Paraway in the near future: dates TBD. Site/Concept Plans and Feasibility Studies forwarded to Waanyi to assist with progression of concept plan. RFQ documentation completed for engaging planning/design services.
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	<p>Parties approaching in-principle negotiator agreement.</p> <p>Most recent meeting in Cairns on Wednesday 6th December 2017:</p> <ul style="list-style-type: none"> Action items from this meeting progressing.
Burketown Mineral Baths	Installation of 3 x mineral baths (at 3 different temperatures) with associated infrastructure: decking, bird hides, barbeques etc.	<p>Draft concept designs completed;</p> <p>Pre-lodgement advice received from DILGP;</p> <p>The next steps in this project include:</p> <ul style="list-style-type: none"> Complete additional design work; Complete additional survey and geotech as required; Complete Detailed Design in a way that enables Council to satisfy town planning requirements received through the pre-lodgement process. Form project committee with representatives from Gangalidda & Garawa as joint trustees of the Environmental Reserve.

5. COMPLETED PROJECTS

Project	Description	Completed	Acquitted
Drought Communities Project: installation of gating and perimeter fencing at the BKT landfill site	Installation of perimeter fencing/gating at the Burketown Landfill		14.11.2017
Drought Communities Project: re-sheeting of Lawn Hill National Park Road	150mm re-sheeting of Lawn Hill National Park Road between Ch2892 and CH21184	31.10.2017	22.12.2017
Burketown SCADA and Telemetry Project	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.	11.12.2017	Pending
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)	04.01.2018	NA

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"> - BKT-NMT Fibre - NMT-KMB Fibre <p>Complete Detailed Design for the following Fibre Optic Project:</p> <ul style="list-style-type: none"> - BKT-NMT Fibre 	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 prior to release.

Project	Description	Update for reporting month
Gulf Savannah Tourism Survey	GSD to replicate and broaden the 2013 Gulf Savannah Tourism Survey to provide LGs and key stakeholders an in insight into tourism patterns & developments between 2013-2017.	Tourism survey responses are being collated. Tourism Research Australia data compiled. One more quarter of data required before final compilation.
Lower Gulf Marine & Riverine Infrastructure & Economic Development Project	GSD to explore options and provide economic modelling around marine and riverine-based economic development opportunities in the Lower Gulf. Discussions have been wide-ranging to date.	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
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8. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects Report.

ATTACHMENTS

NIL

Strategic Projects Reports

09.03.02 Gregory Economic Development ILUA – negotiator team

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	7 February 2018
LINK TO COUNCIL PLAN/S:	Operational Plan 2017-18

1. PURPOSE

To provide information to Council on the role of the proposed Gregory Economic Development ILUA (Gregory ILUA) negotiation team; and

To provide the mechanism for endorsing an ILUA negotiation team for the Gregory ILUA.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council authorised the execution of the Gregory Solar Power Project ILUA at the Ordinary Meeting of Council on 25 October 2016. The ILUA was registered on 12 March 2017.

11.02 Closed Session - **Gregory** Solar Power Project ILUA

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1) and that the document remain confidential unless council decides otherwise by resolution; and
2. That Council note the contents of the report and the terms of the Gregory Solar Power Project ILUA;
3. The Mayor and Chief Executive Officer be authorised to finalise the terms of the ILUA with the Waanyi PBC and the State of Queensland;
4. That the Mayor and Chief Executive Officer be authorised to execute the Gregory Solar Power Project ILUA once the terms are finalized as between the parties.

In line with best practice, Council allocated funding and appointed ILUA negotiating teams for the Burketown Wharf ILUA (February 2017) and for the Burke Shire Gravel Pit ILUA (August 2017).

While Council has concluded the Gregory Solar Power Project ILUA, it has not yet allocated funding nor appointed a negotiator team to negotiate the Gregory Economic Development ILUA.

3. PROPOSAL

This report seeks to identify the general remit of the ILUA negotiating team and provides for a resolution to appoint an ILUA negotiation team.

4. FINANCIAL & RESOURCE IMPLICATIONS

Refer to closed session report “Gregory Economic Development ILUA – budgetary allocation”.

5. POLICY & LEGAL IMPLICATIONS

Indigenous Land Use Agreements and the Native Title Act 1993 (Cth)

An indigenous land use agreement (ILUA) is a voluntary agreement made under the Native Title Act 1993 (Cwlth) between people who hold, or claim to hold, native title in an area and other people who have, or wish to gain, an interest in that area. The Native Title Act specifies three types of ILUAs; the Gregory ILUA will be a Body Corporate ILUA (ss24BA-24BI).

An ILUA allows people to negotiate flexible, pragmatic agreements to suit their particular circumstances without having to resort to litigation or relying on the other processes for dealing with future acts within the Native Title Act 1993 (Cwlth).

The negotiation process

ILUAs are negotiated agreements, and when registered they are binding on all persons who hold or may hold native title for the area covered by the agreement. Prior to registration, the agreements proceed through 1) the negotiation stage; 2) the in principle agreement stage; 3) the endorsement of the ILUA by relevant parties through a relevant endorsement mechanism (Council resolution, Ministerial endorsement etc.); 4) application for registration; and 5) registration of ILUA.

The role of the negotiator team

- Establish interests of relevant parties;
- Establish potential scope and content of the ILUA;
- Information gathering and information sharing with relevant parties: Traditional Owners, the State, Councillors and the community;
- Generate details of the range of possible options or solutions available;
- Progress negotiation to ‘in principle agreement’;
- Conduct briefings and delegations to Ministers/Directors General/Officers of the State;

Gregory township and surrounds in relation to a Native Title Determination Area:

The area subject to the proposed Gregory Economic Development ILUA is within an area where Native Title has been determined pursuant to the Federal Court decision on 9 December 20010 (registration date: 14 July 2011) in QUD 6022 of 1999; Aplin on behalf of the Waanyi Peoples v State of Queensland (No 3) [2010] FCA 1515.

Relevant parties to the Gregory ILUA

- Burke Shire Council
- Waanyi Prescribed Body Corporate
- State of Queensland
- Paraway Pastoral Company

Time Requirements:

The Native Title Act does not set any time constraints on when an ILUA needs to be developed.

They can be developed before or after a determination of native title by the Federal Court.

6. CRITICAL DATES & IMPLICATIONS

Council aims to conclude ILUA negotiations by the end of calendar year 2018.

7. CONSULTATION

- Preston Law
- Department of Natural Resources and Mines
- Waanyi representatives

8. CONCLUSION

To facilitate the progress of the Gregory Economic Development ILUA, it is important that Council resolves to appoint an ILUA negotiation team.

9. OFFICER’S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council authorises the following persons (“negotiation team”) to commence negotiations with the Waanyi Native Title Aboriginal Corporation RNTBC (“Waanyi PBC”) in relation to the terms of an indigenous land use agreement (“ILUA”) for the purposes of validating all future acts associated with the Gregory ILUA.
 - (a) Cr Ernie Camp (Mayor);
 - (b) Cr Paul Poole (Deputy Mayor)
 - (c) Cr John Clarke (Councillor)
3. The Chief Executive Officer (or nominee) will provide regular reports to Council on the progress of the negotiations at the Ordinary monthly meetings of Council;
4. The negotiation team is authorised to reach “in principle, negotiator agreement” with the Waanyi PBC but that a final decision in relation to the terms of the ILUA and whether or not Council will enter into the ILUA will be made by the Council.
5. Council notes that there may be alternative validating provisions available to it and Council reserves it’s right to proceed with an alternative validating process in the event that progress of the ILUA negotiations are not satisfactory, or the proposed terms are not satisfactory to Council in its absolute discretion.

ATTACHMENTS

1. Native Title Determination Areas – Gulf of Carpentaria



2. Developing Indigenous Land Use Agreements



Strategic Projects Reports

09.03.03 Naming of Council Controlled Assets

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	28.01.2018
LINK TO COUNCIL PLAN/S:	NA

1. PURPOSE

To consider the adoption of a policy for the naming of Council controlled assets in the Burke Shire Council.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council does not currently have a policy/procedure for the naming of Council-owned or Council-controlled assets.

3. PROPOSAL

That Council considers the attached policy on the naming of Council-controlled assets.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications associated with this policy.

5. POLICY & LEGAL IMPLICATIONS

The following legislation is of relevance:

Legislation/Regulation	Clause
<i>s60 Local Government Act 2009</i>	Section 60 Control of roads 1) A local government has control of all roads in its local government area. 2) This control includes being able to— d) name and number other roads;
<i>Place Names Act 1994</i>	Whole of Act
<i>Defence (Prohibited Words and Letters) Regulations 1957</i>	Schedule 1
Queensland Government Naming principles	To ensure there is no confusion, errors or discrimination caused by names, we use the following principles when considering names or

	<p>boundary changes.</p> <p>Language</p> <ul style="list-style-type: none"> ▪ Names should be simple and concise and easy to recognise, spell and pronounce. In the case of Indigenous languages, it is accepted that a traditional name which might appear at first to be complex will, over time, become familiar and easy to use within the community. ▪ Names should be no longer than 50 characters. Locality names should preferably be one word, while feature names should include a generic term (e.g. 'river' or 'bay') to indicate the feature type. ▪ Only characters from the standard alphabet can be included (i.e. no special characters, diacritical marks or punctuation marks). Possessive apostrophes should be removed (e.g. 'Bethels Green' not 'Bethel's Green'), but apostrophes that are part of a personal name (e.g. 'O'Connor') can be retained. Hyphens should be replaced by spaces. ▪ Numbers should be spelled out (e.g. 'Seventeen Seventy' not '1770'). ▪ Names should not begin with 'The', unless there are strong historical reasons for doing so. ▪ Abbreviations, initials or acronyms are not allowed, except for the use of 'St' for 'Saint'. <p>Aboriginal and Torres Strait Islander names</p> <ul style="list-style-type: none"> ▪ Names from Indigenous languages should be transcribed as accurately as possible to suggest a pronunciation as close to the Indigenous form as possible. Names should be local to the area and endorsed by the local Indigenous community. ▪ Alternative names can be used to recognise the Aboriginal or Torres Strait Islander name for a geographic feature where an approved name already exists and a name change is not acceptable. Alternative names are usually shown on maps and signs in brackets after or below the approved name, e.g. Big Woody Island (Tooliewah). ▪ Dual naming is a management tool that can be used to gradually change the name of a geographic feature where an approved name already exists and a sudden change to the Aboriginal or Torres Strait Islander name is not possible or acceptable. Dual names consist of two parts separated by a forward slash (/) and the order of the parts is to be reviewed at regular intervals (e.g. Uluru/Ayers Rock). ▪ In Queensland, geographical features may be given either a dual name or an alternative name, but not both. ▪ Localities, suburbs and towns cannot have dual or alternate
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	<p>names.</p> <p>Discrimination</p> <ul style="list-style-type: none"> Names should not be offensive, racist, derogatory or demeaning. <p>Commercial names</p> <ul style="list-style-type: none"> Name that could be construed as advertising or promoting commercial enterprises should not be used. <p>Personal names</p> <ul style="list-style-type: none"> Naming a place in honour of a person should only occur after the person has passed away. The person commemorated should have contributed significantly to the area (ownership of land in itself is not sufficient). The spelling of the place name should follow the spelling of the personal name from which it is derived. <p>Qualifying terms</p> <ul style="list-style-type: none"> Cardinal indicators and similar prefixes or suffixes (e.g. 'Upper', 'New', 'East', 'West') should be avoided and more distinctive names used. If the use of such terms cannot be avoided, they should appear as suffixes instead of prefixes (e.g. 'Burketown North' not 'North Burketown'). <p>Duplication</p> <ul style="list-style-type: none"> Locality names must not duplicate or be similar in spelling or sound to other locality names within the country (e.g. 'Coburn', 'Cockburn'). Feature names should not be similar in sound or spelling to any similar feature in the surrounding area. Check for possible name duplication using the Gazetteer of Australia. <p>Protected names</p> <ul style="list-style-type: none"> Names should not be words or acronyms protected by state or Commonwealth legislation, without the appropriate Ministerial approval. For example, HMAS Bezerktown. <p>Public interest</p> <p>Place names are intended to be enduring and should only be changed where there are sound reasons. Long-term benefits to the community must outweigh any private or corporate interests, short-term effects, and the impact on the community in making a change.</p>
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6. CRITICAL DATES & IMPLICATIONS

The development and adoption of a 'naming convention' policy should be progressed as soon as possible in order to ensure an appropriate framework is used to name a suite of new assets in the Shire, including roads and streets (Burketown ILUA), landfills (Burketown ILUA, Gregory ILUA), marine infrastructure at the Burketown Wharf, playgrounds (Works 4 Queensland) and so on.

7. CONSULTATION

The author has reviewed a range of current policies from other local government authorities, including:

- Queensland Government: how places are named
 (<https://www.qld.gov.au/environment/land/place-names/naming/details>)
- Western Downs Regional Council
- Cairns Regional Council
- Gold Coast City Council
- Redlands City Council

8. CONCLUSION

Generating a policy and procedural framework for the naming of Council controlled assets is important to ensure certainty and consistency in this process.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of the report; and
2. That Council receives the Draft GOV-POL-008 Naming of Council-controlled assets.

ATTACHMENTS

1. Draft GOV-POL-008 Naming of Council-controlled assets Policy



Draft - GOV-POL-008
- Naming of Council c

10. Closed Session Reports

10.01 Closed Session – Purchase of Camp Accommodation

10.02 Closed Session - Gregory ED ILUA - funding allocation

11. Chief Executive Officer Reports

- 11.01 Chief Executive Officer Report
- 11.02 Audit Committee Meeting Report s211 (4) – 22 January 2018
- 11.03 2018 National General Assembly of Local Government
- 11.04 Delegations Register – Review

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:	06 February 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 regarding current contracts (if any).

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
Shared Services	Discussions are progressing with Doomadgee to develop a scope of work and costing for Burke to financial services as requested by Doomadgee.
Combustible Cladding	The Queensland Government Cladding Taskforce contacted Burke regarding a teleconference to be held at the end of January to provide local authorities with an update on the actions of the Queensland Cladding Taskforce and discuss potential buildings that may contain combustible cladding within in your local authority. After a few emails it was determined that there are unlikely to be any buildings in the Shire that would be in scope for their project (there are no 2-storey buildings that are not residential).
ONE ROAD	Following input from Councillors at the last meeting, Burke provided an uncut list of attractions to GSD (Gulf Savannah Development) to inform their discussions with Visage Productions for a multi-partner episode of a television series on road trips.

Topic	Report
LGMA Future Leaders Panel 2018	<p>LGMA (Local Government Manager's Association) runs an annual interactive forum for the brightest talents in QLD local government who are looking to further their career. The forum features a CEO panel discussion, and I have been invited to sit on the panel.</p> <p>The theme this year is Adaptation and Transformation, and the forum will be held in Longreach in May.</p>
ROC and RRTG	<p>The Regional Organisation of Councils and Regional Roads and Transport Group meetings will be held in Richmond on Tuesday 13 February.</p> <p>As previously reported, the ROC is undergoing a significant structural change which requires alterations to the constitution, and introduction of the position of CEO.</p>

3. SUBMISSIONS

Doc ID|207920

The following list records submissions and surveys lodged during the reporting month. This may not be a complete list.

Topic	Details / Comment	Date submitted	Submitted to	Submitted by	Attach (Y/N)
QAO Financial Audit Client Survey 2017-18	Survey on the basis of your experience with QAO in its conduct of your organisation's 2016–17 financial audit.	30-Jan-18	QAO	Simba Chimpaka	

4. GRANTS REGISTER

Doc ID|218540

The table below shows a summary of pending grants, and grants approved or notified as unsuccessful during the reporting month. The grants register, which contains more detailed information including compliance reporting, is included in the attachments. The register is not a public document as it contains financial information that may compromise the integrity of tender processes.

Grant	Project	Status	Comment
Non-Recurrent Subsidy Program 2018-19	New SES Roof Structure	Pending	
Gambling Community Benefit Fund	Order of the Outback Ball (OOTOB) 2018	Pending	
Building Better Regions Fund - Infrastructure Stream - Round 2	Sewerage Treatment Plant redesign Burketown	Pending	
















Grant	Project	Status	Comment
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	
Spirit of Service Round 4	Gregory Cenotaph	Unsuccessful	Council will reapply to the final round.

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. An exception summary is 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	Portfolio	  	Compliant	Reason for non-compliance
Biosecurity Plan	EMWI	 	No	EMWI 15/01/18 BSC does not yet have a Biosecurity Plan. Development timeline agreed with completion aim June 2018
Certified agreement	DCEO	 	Partial	Lodged with Commission end January
Environmental Authority ERA Permit EPPR00542713	EMWI	 	Partial	EMWI 15/01/18 EA application and compliance underway
Pest Management Plan	EMWI	 	TBA	EMWI 15/01/18 to be rolled into the Biosecurity plan
Quarry management plan	EMSP/ EMWI	 	Partial	EMWI 15/01/18 Ongoing development through support of NWQ QMS
Airport Reporting Manual	EMWI		TBA	Entry to be completed and reviewed
Transport Security Program for Burke Shire Council	EMWI		TBA	Entry to be completed and reviewed

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. The report below summarises changes during the reporting month.

Delegation	Review (refer attached register for full details)
Financial	Remove delegations to staff no longer employed

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
Mon, 8-Jan-18	5.00pm	Public meeting to discuss Burketown cenotaph	Nijinda Durlga	Councillors, DCEO, public
Thu, 18-Jan-18		DILGP: Town Planning Scheme	Nijinda Durlga	Councillors, CEO & DCEO
Mon, 22-Jan-18	9.00am to 11.00am	Audit Committee Meeting	Teleconference/Admin meeting room	CEO, DCEO, EMF, Crs Poole & Murray
Tue, 23-Jan-18	9.00am	Frontier Days Festival Meeting	Teleconference/Admin meeting room	Councillors, CEO, DCEO, EMSP
Thu, 25-Jan-18	8:30am	EDQ (Economic Development QLD)	Teleconference	Mayor, Deputy, CEO, DCEO, EMSP
Thu, 25-Jan-18	8am for 9am start	Council Meeting	Nijinda Durlga	Councillors, Management and EA
Tue, 30-Jan-18		Commission hearing for Enterprise Bargaining Agreement		LGAQ representative for BSC

8. OFFICER'S RECOMMENDATION

That Council notes the content of the Chief Executive Officer's report for the month of January 2018.

ATTACHMENTS

ITEM	Attachment	Link
1. Communications	a) Councillor updates – as emailed for the reporting month	 01 Councillor updates.docx
	b) Councillor snapshot – as distributed after the previous ordinary meeting of council	 180125 Council meeting Snapshot.pd
2. General Items	NIL	
3. Submissions	c) QAO Financial Audit Client Survey 2017-18	 180129 QAO Audit survey.pdf
4. Grants Register	d) Grants Register: Doc ID 218540	 Grants Register.xlsx
5. Governance	e) Register of Governance Instruments: Doc ID 197887	 0 Governance Instruments Register
6. Delegations	f) Register of delegations from CEO to officers Doc ID 200935	 Burke Shire Council - Register of Delegatio
7. Meetings etc	g) Governance calendar – future meetings	 Governance Calendar- Meetings, (

Chief Executive Officer Reports

11.02 Audit Committee Meeting Report s211 (4) – 22 January 2018

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, CEO
DATE REPORT PREPARED:	06 February 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan and Operational Plan 1.1 Governance and 3.1 Finance

1. PURPOSE

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The audit committee met on Monday 22 January 2018. The minutes of the meeting are attached by way of report of the meeting, with further comments/updates below.

Item	Comment
QAO Survey	EFM has completed and circulated to the audit committee. Survey is included in the register of submissions as reported in the CEO report.
Audit tracking register	Register will now be one document with responsibilities allocated to relevant executives for internal and external audit action items. Standing item has been added to the executive management team (EMT) meeting agenda.
Internal auditor	<ul style="list-style-type: none"> O'Connor Marsden has been appointed to provide internal audit services Brendan Macrae, CEO and EMF attended initial scoping meeting for the first internal audit which will focus on financial sustainability. This broad topic was refined to distilled to concentrate on the business elements of housing, and parks and gardens O'Connor Marsden will provide a draft scope, that will be distributed to the audit committee for review The internal audit plan will be updated and provided to the audit committee for review before being presented to Council The internal audit fieldwork visit is scheduled for 19-23 February on site in Burketown.

3. PROPOSAL

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

4. FINANCIAL & RESOURCE IMPLICATIONS

NA

5. POLICY & LEGAL IMPLICATIONS

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

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

Instrument	Detail
FIN-POL-010 Audit Committee Charter Doc ID 123881	<p>Outlines the authority, composition, operational guidelines and responsibilities of the Audit Committee – to be read in conjunction with the Act and Regulations.</p> <p>Note that the charter requires that the committee meets at least 3 times per year which is more than the minimum requirement of the <i>Act</i>.</p>

6. CRITICAL DATES & IMPLICATIONS

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

7. CONSULTATION

Audit committee, staff and advisors.

8. CONCLUSION

The minutes of the audit committee meeting are provided.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council receives the audit committee's report about the matters reviewed at its meeting held on 22 January 2018, as presented by the CEO in accordance with Section 211 (4) of the Local Government Regulation 2012.

ATTACHMENTS

1. Minutes of the Burke Shire Council audit committee meeting held on 22 January 2018



Final AC January
2018 Minutes.docx

Chief Executive Officer

11.03 2018 National General Assembly of Local Government

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe; CEO (report prepared by Madison Marshall, Executive Assistant)
DATE REPORT PREPARED:	07 February 2018
LINK TO COUNCIL PLAN/S:	Budget

1. PURPOSE

To consider nominating delegates to attend the 2018 National General Assembly of Local Government to be held at the National Convention Centre, Canberra, 17-20 June 2018.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

About the National General Assembly

Convened annually by the Australian Local Government Association (ALGA), the National General Assembly (NGA) of Local Government is the peak annual event for Local Government, attracting in excess of 800 Mayors and Councillors each year. This event provides opportunity for Local Government to engage directly with the Federal Government, to develop national policy and to influence the future direction of councils and our communities.

Attending the NGA provides the opportunity for strategic networking including meeting with Federal members on our topical issues. Engagement at the national level ensures that our elected members are across the issues of the day for local government, and have the opportunity to influence future direction.

2018 Call for Motions discussion paper – Australia's Future, Make it Local (refer attachment)

Emerging issues for discussion through the 2018 assembly are:

- Housing affordability
- Financial Sustainability – Oppose Cost Shifting
- Innovation and Digital Transformation – Smart Communities
- Harmonising Local Government Data
- Cyber Security
- Environment
- Regional Development

Submission of motions for consideration

Local governments may submit motions for consideration. The primary focus of all motions should be to strengthen the capacity of local government to provide services and infrastructure in Australia. Providing clear actions within areas that are still emerging provides councils with an opportunity to influence the development of ALGA policy and advocacy by ALGA on federal election commitments. Motions are due by 30 March 2018, and must meet the following criteria:

- ✓ be **relevant** to the work of local government **nationally**
- ✓ be consistent with the theme of the NGA
- ✓ complement or build on the policy objectives of your state and territory local government association
- ✓ be submitted by a council which is a financial member of their state or territory local government association
- ✓ propose a clear action and outcome
- ✓ not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

It is worthwhile testing issues through regional and/or state forums (eg: ROC / LGAQ) to establish their broader significance before submitting a motion for consideration at the national level, and/or seeking partners with shared interest in an issue. Burke, for instance, may choose to submit a motion regarding the Savannah Way as it has national significance. However, any such proposal is likely to have far greater traction if it is supported by all of the jurisdictions in control of the road. Attendance in 2018 may assist Burke to develop interstate networks to progress this issue through a future NGA.

Previous Council Consideration

Council, by way of decision 160421.09, nominated councillors to represent Burke Shire and attend as delegates to certain organisations and events:

10.01.03 Nomination of Council representatives to other Organisations and Associations

That Council appoints the following delegates and representatives to the following associations, organisations, interest groups or events:

Australia Day Committee	Cr John Clarke
Agforce	Cr Ernie Camp
Gregory Landcare	Cr Ernie Camp
Gulf Savannah Development	Cr Ernie Camp & Cr Paul Poole
LGAQ Annual Conference	Cr Ernie Camp & Cr Paul Poole
Nth Queensland LGA	Cr Ernie Camp & Cr Tonya Murray
NWQ Rural Roads and Transport Group	Cr Ernie Camp & Cr John Yanner
NWQ Regional Organisation of Councils	Cr Ernie Camp & Cr Paul Poole
Savannah Way Ltd (TTNQ and OQTA)	Cr John Clarke & Cr Tonya Murray
Southern Gulf Catchments	Cr John Clarke & Cr Tonya Murray
Joint Consultative Committee	Cr Paul Poole
SIA Trust Fund	Cr Tonya Murray

Moved: **Cr Camp**

Seconded: **Cr Poole**

Carried 160421.09 5/0

Council has not nominated delegates for the National General Assembly of Local Government.

3. PROPOSAL

It is proposed that Council nominates representatives to attend the 2018 National General Assembly of Local Government in Canberra.

It is proposed that Council does not submit any motion to the 2018 NGA.

4. FINANCIAL & RESOURCE IMPLICATIONS

The cost per delegate to attend the NGA is approximately \$5,500.

The 2017-18 budget provides \$50,000.00 for elected member Conferences, Training and Meetings, with around \$35,000 remaining in this budget as at the date of writing. Other expenditure against this budget (not NGA) during the financial year will include:

- Ministerial deputations Brisbane 26/27 February
- Attendance at ROC meeting in Brisbane (May) also potentially Civic Leaders Forum

Earlier bookings will enable access to “early bird” rates for conference sign-ups (up to \$460 less than full price if booked by 04 May) and the possibility of securing cheaper flights.

Early Registration Rates (payment received by 4 May 2018):

- \$969 registration fee + \$245 for Regional Development Forum + \$100 Buffet Dinner + \$130 NGA Dinner + cost of accommodation and flights

Standard Registration Rates (payment received on or before 1 June 2018):

- \$1290 registration fee + \$245 for Regional Development Forum + \$100 Buffet Dinner + \$130 NGA Dinner + cost of accommodation and flights

Late Registration Rates (payment received after 1 June 2018):

- \$1429 registration fee + \$245 for Regional Development Forum + \$100 Buffet Dinner + \$130 NGA Dinner + cost of accommodation and flights

Following is an *estimate* of the total per delegate, with registration pre 4 May 2018. Flights have not yet been priced therefore this is for estimation and comparison purposes only.

Expense - per delegate	Qty	Cost	\$
Conference (pre 4 May)	1	969	969
Regional Development Forum (pre 4 May)	1	245	245
Meals & incidentals p/day (est)	7	130	910
Accommodation p/night (est)	7	215	1505
Flights (REX flight: ISA/CNS + ISA/CNS to Canberra and return) - est	1	1800	1800
TOTAL EST PER DELEGATE			5429

5. POLICY & LEGAL IMPLICATIONS

Instrument	Information
Burke Shire Council Corporate Plan 2014-19	Section 1.2.2 provides for Council to engage with State Government Departments, Ministers and Directors to maintain a strong regional voice. Whilst the national level is not mentioned explicitly, engaging at the national level will strengthen Council's voice in the region and with the state government.
Burke Shire Policies	Conference and travel to be in accordance with Burke Shire Council policies.

6. CRITICAL DATES & IMPLICATIONS

Deadline for motions	Friday 30 March 2018
Deadline for registration	Friday 04 May for 'early bird' discount

7. CONSULTATION

CEO, Mayor and Deputy Mayor

8. CONCLUSION

Making this decision now will enable Council to make savings through the early registration discount, and secure flights and accommodation.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. Approves the delegation of persons as listed below to attend 2018 National General Assembly of Local Government to be held in Canberra 17-20 June 2018
 - Mayor Ernie Camp
 - Deputy Mayor Paul Poole
 - Councillors ([list names here](#))
 - CEO Sharon Daishe

ATTACHMENTS

1. NGA 2018 Discussion Paper



Chief Executive Officer

11.04 Delegations Register – Review – Delegation from Council to Mayor

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer (report prepared by Madison Marshall, EA)
DATE REPORT PREPARED:	08 February 2018
LINK TO COUNCIL PLAN/S:	Operational Plan 1.5.3 Council maintains an up-to date, compliant and effective set of delegations and registers

1. PURPOSE

To delegate authority to the Mayor to appoint an Acting Chief Executive Officer (CEO).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

The register that was updated in June 2016 did not make any delegations from Council to Mayor. Formerly, Council had delegated authority to the Mayor to appoint an acting CEO, refer former delegation 120719.26 (see below). This delegation is out of date and does not appear in the current register of delegations. (There are no delegations to the Mayor)

15.02 Appointment of Acting Chief Executive Officer

That Council delegate authority to the Mayor to appoint an officer as Acting CEO in the absence of the CEO.

Moved: Cr Murray
Seconded: Cr Poole

Carried 26.120719 4/0

FILE NO: BCS/P/A/D

Council's Deputy CEO acts in the position of CEO whenever the CEO is absent or otherwise unavailable. This is enshrined in the position description and contract of the Deputy CEO. As a senior employee, the Deputy CEO is appointed by a panel of the Mayor, Deputy Mayor and CEO. Recently it came to light that the above delegation was not captured in the delegations register. This paper confirms current practice, and the intent of the delegation above that was made in 2012.

3. PROPOSAL

It is proposed that Council delegates the power to appoint an Acting CEO to the Mayor. This ensures the validity of the current arrangements for the Deputy CEO to act and assume the delegated authorities of the CEO when the CEO is absent. It also ensures that the Mayor has the power to appoint another person if necessary if the CEO is absent or the position is vacant.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no direct costs associated with this delegation of authority.

5. POLICY & LEGAL IMPLICATIONS

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

Instrument	Summary/ Comments
	<p>(b) a power to keep a register of interests.</p> <p>260 Local government delegations register</p> <p>(1) The chief executive officer must establish a register of delegations that contains the particulars prescribed under a regulation.</p> <p>(2) The chief executive officer must record all delegations by the local government, mayor or the chief executive officer in the register of delegations.</p> <p>(3) The public may inspect the register of delegations.</p>
<i>Local Government Act 2009</i>	<p>195 Appointing an acting chief executive officer</p> <p>A local government may appoint a qualified person to act as the chief executive officer during—</p> <p>(a) any vacancy, or all vacancies, in the position; or</p> <p>(b) any period, or all periods, when the chief executive officer is absent from duty or can not, for another reason, perform the chief executive officer's responsibilities.</p>
Local Government Regulation 2012	<p>The Regulations define information requirements for the Delegations Register at s305:</p> <p>305 Particulars to be contained in register of delegations—Act, s 260</p> <p>(1) For section 260(1) of the Act, the particulars prescribed for a register of delegations are—</p> <ul style="list-style-type: none"> (a) The name or title of the person, or the name of the committee, to whom powers are delegated; and (b) A description of the powers delegated, including the provisions under a Local Government Act permitting or requiring the exercise of the powers; and (c) If the delegation was by the local government—a summary of the resolution by which powers are delegated, including— <ul style="list-style-type: none"> (i) the date of the resolution; and (ii) a summary of any conditions to which the delegation is subject; and (iii) if the resolution is numbered—its number. <p>(2) The chief executive officer may include any other information in the register the chief executive officer considers appropriate.</p>

6. CRITICAL DATES & IMPLICATIONS

This is an administrative matter to ensure that the delegations in place reflect current practice, and to ensure that Council's Acting CEO has been legally appointed.

7. CONSULTATION

Executive management team

Martine Care; Preston Law

Mayor

8. CONCLUSION

In conclusion, it is recommended that Council delegates authority to the Mayor to appoint an Acting CEO, to formalise the current practice and ensure that the Acting CEO is legally appointed.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That in accordance with section 257 (1) (a) of the *Local Government Act 2009*, Council delegates to the Mayor its powers under section 195 Appointing an acting chief executive officer.

ATTACHMENTS



Burke Shire Council -
Register of Delegations

1. Current register of delegations

12. Corporate Services

- 12.01 Deputy Chief Executive Officer Report
- 12.02 Burke Shire Participation in Regional Bid for One Road TV Show
- 12.03 Donation Request – North West Canoe Club

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:	6 February 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	January Action	Status Update
Planning & Development - governance review	Develop and implement governance framework for planning & development function of council	Test	Review process has commenced; on hold while replacement staff member for Hayley Croton is recruited
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	Develop	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	Nil	Completed
Planning Scheme	Completion and adoption of Burke Shire Town Planning Scheme	Was due to be adopted in Aug/Sep	DILGP representatives visited Burketown in January to discuss; Council waiting on their feedback
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	Costings	Development commenced on back of performance review process; ongoing as part of 2018-18 budget development

Project	Description	January 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/ Review	Ongoing; Council have purchased approved document suites and are moving ahead with improvements to property management processes
Financial Sustainability Measures	Develop plan around Council's list of financial sustainability measures	Review Measures	Was discussed at December 2017 Council Meeting; focus of upcoming internal audit
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	Consult	EoI Documentation prepared to allow for distribution
Certified Agreement	Negotiation of BSC Certified Agreement	Adoption (October)	Adopted 30 January; back-payment preparation process underway
Website Upgrade	Overhaul of the BSC website	Training, if needed (October)	Design finalised; go-live at some stage in February
Ongoing Process Improvement	Ongoing series of process improvements	Electronic Accts Payable Process	On hold given other focus for finance team and limited admin staffing
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	Review CSS Outcomes	CSS completed; DCEO submitted application to BBRF Round 2 Community Investment Stream in December 2017 to fund project

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 and the DCEO is working with CLCAC to minimise disruption to VIC operations.

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 have been received and are being assessed. 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 has been working with regional Councils to consider a bid for the One Road tourism TV show to come to the region.
- GSD is preparing some lobbying regarding future Australian Small Business Advisory Service (ASBAS) programs; the methodology for project delivery for the upcoming round has changed dramatically from the current process, ruling out GSD (and other small providers) from applying.
- 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:

- | | |
|----------------------------|------------------------------------|
| • Anzac Day | • Digitisation Destruction |
| • Planning Scheme Adoption | • Community Satisfaction Survey |
| • Customer Service Charter | • ICT Business Architecture Review |
| • OoTOB | |

Finished Projects:

- Australia Day

Records Management

There was a consecutive rise in the number of records classified in the BCS Library. This is due to legacy finance filing being scanned into our eDRMS. The digitisation destruction project will see a range of hard copy documents eligible for immediate destruction after an electronic quality check. See Jan CorpMem report attached.

Information Technology

Three outages occurred in January that impacted Council's business capability. They related to Civica's access to the cloud. The DCEO liaised with Civica on these issues and stability appears to have returned to the system. The ACSC continues to explore options for a disaster resilience solution and the DCEO and EMSP are in contact with Wujal Wujal Shire regarding some recent ICT resilience infrastructure that they have installed.

See Jan Social media and Civica reports attached.

Library

There was a significant increase of visitors to the library in January compared to the same period last year. Subsequently this also saw increased borrowings and computer usage.

See Jan Library Report attached.

Community Development and Tourism Report

See Jan CDTO Report attached. Preparatory work is underway for the 2018 Order of the Outback Ball.

2018 Council Run Events Schedule

Dates 2017-18		Activity
TBC		Tidy Yard Competition (After wet season)
25	Apr	ANZAC Day
30	Jun	Order of the Outback Ball

5. HUMAN RESOURCES

Departures:

- Hayley Croton (16th January 2018)
- Cassy Hinds (2nd February 2018)

Appointments:

- Nil

Recruitment:

Council is currently recruiting for a Workplace Health and Safety Officer, replacing Tammy Baptie.

Shortly, recruitment will commence for: -

- Administration Officer, replacing Hayley Croton
- Depot Administration Officer, replacing Cassy Hinds
- Casual Labourer(s)

Enterprise Bargaining:

Council's Certified Agreement was endorsed by the QIRC and effective 30 January 2018.

Training:

The following training has taken place over the last month:

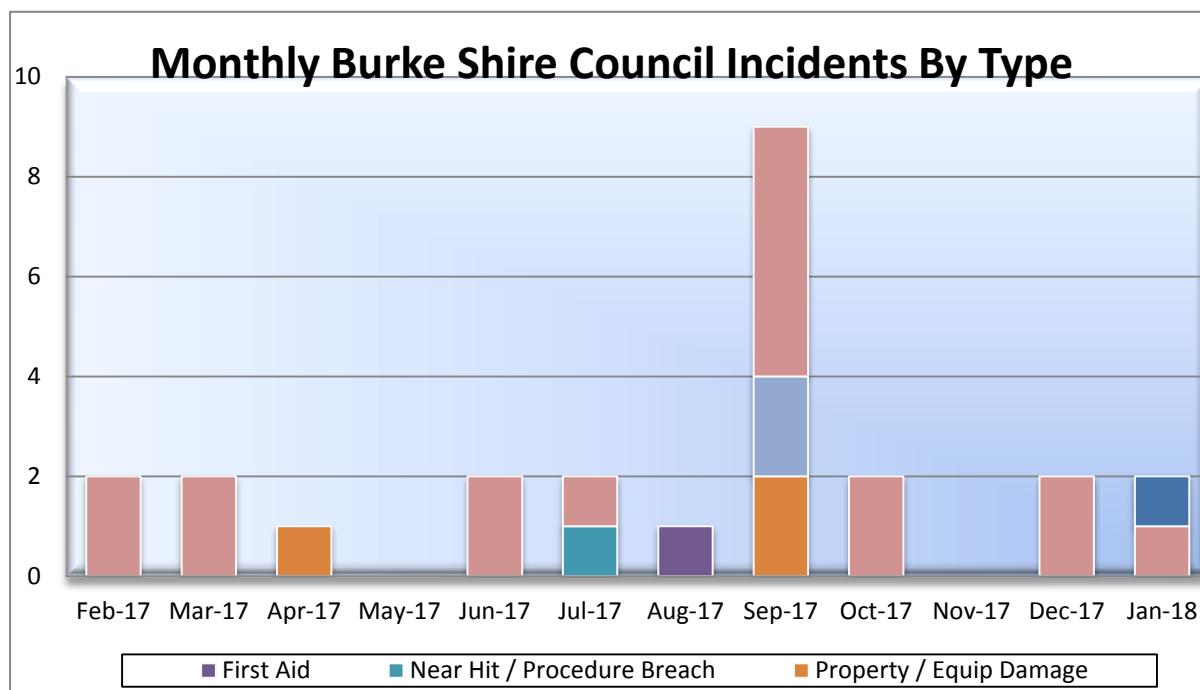
- Ongoing tool-box training
- Commencement of Water and Sewer Certificate III for Claude Cooling
- Commencement of Mechanical apprenticeship for Sage Marshall

Other Matters:

- Nil

6. WORKPLACE HEALTH AND SAFETY

There were two incident reported during January 2018, an employee strained their knee exiting a work truck and another employee accidentally drove a ride-on lawnmower into a water storage lagoon.



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 February 2018.

ATTACHMENTS

1. January 2018 WHS Report



EOM OHS Statistics
V1 - Dec 2017.xlsx

2. Policy Review Spreadsheet



Policy Review
Schedule Feb 2018.xl

3. DCEO Project Plan



DCEO Project Plan
17-18.xlsx

4. Information Management Report (CorpMem)



2018 Jan CorpMem
Report.pdf

5. ICT Report (Civica)



2018 Jan Civica
Report.pdf

6. Facebook Statistics



Jan 2018 - Facebook
Report.docx

7. Library Statistics Report



RLQ Statistics master
2017 - 2018.xls

8. Community Development & Tourism Report



Jan CDTO
Report.docx

Deputy CEO Reports

12.02 Burke Shire Participation in Regional Bid for One Road TV Show

DEPARTMENT:	Tourism and Economic Development
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	10 February 2018
LINK TO COUNCIL PLAN/S:	Community Plan 2011-2021

1. PURPOSE

To determine if Burke Shire Council wishes to participate in and financially contribute to a regional bid for an episode of the One Road TV Show to be filmed in the Gulf.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

On 12 January Council was contacted by Lee Lorraine of Visage Productions regarding a road-trip based travel show they are preparing for channel 7TWO. From that initial contact:

“ONE ROAD Great Australian Road Trips, in summary:

- Series aim is to profile Australia’s greatest road trips, with each episode dedicated to a particular drive.*
- Series one to be broadcast over six episodes from mid 2018 in a weekend afternoon timeslot, Australia-wide, on 7TWO – Australia’s highest-rating free-to-air digital television multichannel.*
- Series to be anchored by established Presenter, Troy Gray.*
- The series will be packaged as an entertaining and informative look at the many road trips on offer throughout Australia.*
- The concept will appeal to a wide audience base, from families to couples and sole travellers, to backpackers and baby boomers on the trip of a lifetime.*
- Each episode to be driven by attractions and destinations on offer, new adventures, indigenous cultural experiences, family-focussed road-trips, adventure trekking, and guided-tours, all with a local community focus.*
- The project will be produced by VISAGE Productions – we are a WA based production company who will be utilizing the skills of some of Australia’s most professional production crew.*
- Series to be filmed on high definition and utilise extensive drone footage.*
- Each episode to be filmed over five to six days, dependent on the length and location of the suggested road trip.*
- The series will be profiled extensively via the series’ Facebook page and via Instagram, with regular updates on location, inclusive of linked sites, and throughout the entire production process.*

- *The script for each episode will be designed and written by the VISAGE team, in partnership with each partner.*
- *All participating partners will have total control of content and will have final approval on each episode prior to broadcast.*
- *Each partner will be liaising with just one person throughout the process, from initial contact right through to final delivery, providing a more personal service and a more streamlined process throughout.*
- *Our team of highly experienced production personnel are ready to roll out series one, with filming to commence in the first quarter of 2018, after we have locked away all series partners.*
- *Additional series' will be produced based on the success of series one, with the model primed for international exposure.*

The BENEFITS – what each partner will receive:

- *Australia-wide coverage on their product/destination on Australia's most popular free-to-air digital television multichannel.*
- *Unlimited access to the final edited story, which can be forwarded in various sizes and formats, across multiple mediums.*
- *Included access to the filmed high definition raw footage files, inclusive of drone footage, which can be further promoted through other promotional mediums such as television commercials, websites and social media (conditions apply)."*

Visage Productions have successfully produced a number of similar television shows in WA and QLD previously.

This matter was raised verbally with Burke Shire Councillors on 18 January 2018 and subsequently by email on 19 January 2018.

Based on initial interest from Burke Shire, Etheridge Shire and other regional stakeholders, Gulf Savannah Development (GSD) took the lead on the development of a proposal for One Road (see attached).

3. PROPOSAL

If Burke Shire Council wishes to progress as part of the bid for the television show, there is an expectation that it contribute financially (as with the other members involved).

Visage Productions have indicated that they expect production costs to be \$55,000-\$60,000 for the episode, based upon GSD's initial proposal. It is anticipated that three to four other parties will participate financially:

- Etheridge Shire
- Carpentaria Shire
- Aboriginal Development Benefit Trust (ADBT)
- Doomadgee Aboriginal Shire (possibly)

As the project is designed to benefit the region, it has been suggested that equal contributions to the project would be preferable – acknowledging that not all parties will receive totally equal air-time over the 22-minute episode.

It is proposed that \$15,000 be set aside to fund Burke Shire's contribution to this project.

4. FINANCIAL & RESOURCE IMPLICATIONS

This item was not anticipated in the development of Council's 2017-18 Budget, and a budget amendment will be required for any contribution Council chooses to make.

Should the project not progress, these funds would return to the general reserve.

5. POLICY & LEGAL IMPLICATIONS

Section 2.3 of Council's Community Plan 2011-2021 focuses on the strengthening and broadening of tourism opportunities. The Burke Shire's participation in this initiative would support the national profile of the Shire (and region), in support of Community Plan aims. It would further build on the recent appearance of Lawn Hill and Adel's Grove in the Australian Tourism Superbowl Commercial, and 2017's visit from the Creek to Coast television show.

6. CRITICAL DATES & IMPLICATIONS

As slots for the show are starting to be filled, GSD is seeking to finalise their proposal and submit it on 23 February 2018.

7. CONSULTATION

Several stakeholder meetings have taken place between:

- GSD
- Burke Shire
- Carpentaria Shire
- Etheridge Shire
- ADBT
- Savannah Way Limited
- Outback QLD Tourism Association
- Visage Productions

During these meetings, general support has been expressed for this initiative.

8. CONCLUSION

This regional proposal represents an opportunity to gain both increased national profile for the region, as well as high quality footage and photographs of the Shire for use in future marketing and promotional initiatives. By joining with other stakeholders, the cost can be reasonably shared – along with these benefits.

9. OFFICER’S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council endorses Burke Shire involvement in Gulf Savannah Development’s One Road television program proposal; and
3. That Council allocate \$15,000.00 from reserves to serve as a financial contribution towards this project in the event that Gulf Savannah Development’s proposal to produce an episode of One Road in the Gulf region is successful.

ATTACHMENTS

1. Initial One Road Contact



Initial One Road
Contact.PDF



Letter of Interest - oneroad_partner.pdf
One Road - Great Au:



2. GSD One Road Proposal



180207 One Road
Proposal Draft.docx

Deputy CEO Reports

12.03 Donation Request – North West Canoe Club

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	15 January 2018
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To provide information to Council regarding a donation request received from North West Canoe Club.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has provided in-kind support to the North West Canoe Club for a number of years to assist with the delivery of the Canoe Marathon component of the Saddles and Paddles weekend.

3. PROPOSAL

Purpose or Function

To organise local people to become involved with recreational fitness and to enjoy the local surroundings of creeks and lakes that are in this rugged but beautiful place.

To invite people from local and around Australia to the Gregory river canoe race to enjoy a taste of local bush horse racing along with a 40km race of one of the hidden gems of Australia.

Project Summary

Gregory River Canoe Marathon is to be held on Sunday 6 May 2018 at 7.30am starting at the Nobbies and finishing at the bridge.

Who will participate

There will be a mixture of local, Qld wide and interstate participants from the skilled canoeist to the novice recreational paddlers.

We have a keen interest from Wade Charles, the coordinator of the youth hub for the Doomadgee Aboriginal Shire Council.

Target Audience

The audience is local and from regional surrounding areas. The event is advertised nationally, often having a few people from interstate from Melbourne & Adelaide.

We also had a good number of paddlers from the Sunshine Coast last year with many set to return.

Donation Support Request

In-kind

The Burke Shire Council has always helped us in keeping the river bed and its banks clean by regular rubbish removal from the collection points the week prior to and after our event.

We request this continues with the large bins on the banks at the check points and one at the bridge for the finishing line.

We request a portable toilet be delivered to the same location as in previous years at the finish line.

How Council will be recognised and acknowledged

The Burke Shire will be acknowledged through our local and interstate flyers that will be posted in house and on social media; also there will be newspaper and TV advertising in the lead up to the event.

All sponsors are acknowledged in the race booklet and at the race brief at the start and presentations at the finish.

The Burke Shire logo will feature predominately on the sponsors banner we use as a background for photos and on the finish line banner above the river.

Total project cost

	\$
Own cash contribution	16,000
Own in-kind contribution	10,000
Other funding sources	16,500
Council Donation Request	6,744.00 (est from depot for in-kind request)
Total project cost	\$49,244.00

List Sources for Other Funding

- Local organisations in Mt Isa
- Participants' entry fees

4. FINANCIAL IMPLICATIONS

GL 5950-2220-000 Budget: \$30,000.00

Donations to date for the FY 2017/2018

Cash Donations to 31 Jan 2018: \$6,250.00

In kind Donations to 31 Jan 2018: \$13,116.01* (*some items yet to be captured)

Total Costings to 31 Jan 2018: \$19,366.01

Budget remaining at 31 Jan 2018 \$10,633.99

Estimated donation request amount: \$6,744.00

Estimated remaining budget: \$3,889.99

5. POLICY & LEGAL IMPLICATIONS

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

Further, for applications for \$1,000 or more, Council will require provision of set of audited financial statements. These have not been provided at the time of preparing the report, but have been requested.

6. CRITICAL DATES & IMPLICATIONS

Given the time frame of this request, it would be desirable that Council make a resolution on this matter at February 2018 Ordinary Council Meeting so that the Canoe Club can continue with their planning of the event.

7. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council agree to provide an in kind donation to the North West Canoe Club to assist with the 2018 Gregory River Canoe Marathon. That in kind support is estimated to be \$6,744.00 in value and will consist of:
 - a. Provision of rubbish bins/skips at the Marathon's check-points and finish line, and collection of rubbish; and
 - b. Provision of a portable toilet at the Marathon's finish line.

ATTACHMENTS

1. Donation Request



Burke Shire
Donations Request Fr

13. Late Reports

None received at time of agenda preparation.

14. Mayoral Report

Report to be provided to meeting.

15. Councillor Reports

Councillors will provide reports to the meeting.

16. New business of an urgent nature admitted by Council

Recommendation (if required)

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

17. Deputations and presentation scheduled for meeting

No deputations and presentation scheduled for the meeting.

18. Closure of meeting

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

Dictionary of Acronyms

Acronym	
ACCC	Australian Competition and Consumer Commission
ACSC	Administration and Community Services Coordinator
ALGA	Australian Local Government Association
ASBAS	Australian Small Business Advisory Service
BBRF	Building Better Regions Fund
BCP	Business Continuity Plan
CABT	Certified Agreement Bargaining Team
CLCAC	Carpentaria Land Council Aboriginal Corporation
CRF	Community Resilience Fund
CRR	Corporate Risk Register
CSS	Community Satisfaction Survey
DAF	Department of Agriculture and Fisheries
DATSIP	Department of Aboriginal and Torres Strait Islander Partnerships
DCP	Drought Communities Program
DDMG	District Disaster Management Group
DLGRMA	Department of Local Government, Racing and Multicultural Affairs (NB: replaces DILGP Department of Infrastructure, Local Government and Plan post 2017 QLD state elections)
DMA	Development Management Agreement
DNRM	Department of Natural Resources and Mines
DSD	Department of State Development
DTMR	Department of Transport and Main Roads
DWQMP	Drinking Water Quality Management Plan
EDQ	Economic Development Queensland
EHP	Department of Environment and Heritage Protection

Acronym	
EMF	Executive Manager Finance
EMSP	Executive Manager Strategic Projects
EMT	Executive Management Team
EMWI	Executive Manager Works and Infrastructure
GBA	George Bourne and Associates
GSD	Gulf Savannah Development
HRWDC	Human Resources and Workforce Development Coordinator
ILUA	Indigenous Land Use Agreement
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
LGAQ	Local Government Association of Queensland
LGGC	Local Government Grants Commission
LGGSP	Local Government Grants and Subsidies Program
LGMA	Local Government Manager's Association
LRRS	Local Roads of Regional Significance
NDRP	Natural Disaster Resilience Program
NGA	National General Assembly
NDRRA	Natural Disaster Relief and Recovery Arrangements
NQLGA	North Queensland Local Government Association
NSRF	National Stronger Regions Funding
NWQROC	North West Queensland Regional Organisations of Council
NWQRRTG	North West Queensland Regional Roads Transport Group
QIRC	Queensland Industrial Relations Commission
QMP	Quarry Management Plan
QRA	Queensland Reconstruction Authority

Acronym	
QTC	Queensland Treasury Corporation
QTIF	Queensland Tourism Infrastructure Fund
RACAS	Road Asset Condition Assessment System
RAUP	Remote Airstrip Upgrade Program
ROPS	Register of Pre-Qualified suppliers
RRTG	Regional Roads Transport Group
SOI	Statement of Intent
SPA	Sustainable Planning Act
STP	Sewerage Treatment Plant
SWIM	State Water Infrastructure Management
TIDS	Transport Infrastructure Development Scheme
TTC	Transport and Tourism Connections
WFQ / W4Q	Works for Queensland
WTP	Water Treatment Plant