



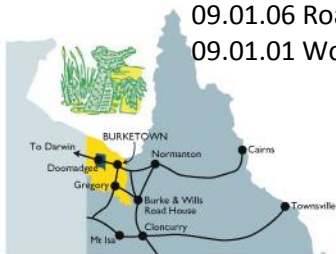
Confirmed Minutes

Burke Shire Council Ordinary General Meeting

Friday 16 March 2018

9.00am Council Chambers

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01. Opening of Meeting

The Chair declared the meeting open at 9.03am.

02. Record of Attendance

**Cr Ernie Camp; Mayor – Chair
Cr Paul Poole; Deputy Mayor
Cr John Clarke
Cr John Yanner
Cr Tonya Murray**

**Sharon Daishe; Chief Executive Officer – via teleconference
Nils Hay; Deputy CEO
Mark Poynter; Executive Manager Works and Infrastructure
Simbarashe Chimpaka; Executive Manager Finance – via teleconference
Philip Keirle; Executive Manager Strategic Projects – via teleconference
Madison Marshall; Executive Assistant (Minutes)
Ferne Clarke; Administration and Community Services Coordinator (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:

- **Sharon Daishe; Chief Executive Officer (CEO)**
- **Simbarashe Chimpaka, Executive Manager Finance (EMF)**
- **Philip Keirle, Executive Manager Strategic Projects (EMSP)**

Moved: Cr Camp

Seconded: Cr Murray

Carried 180316.01 5/0

03. Prayer

Cr Clarke led Council in prayer.

04. Consideration of applications for leave of absence

That Council notes that no applications for leave of absence were received.

05. Confirmation of minutes of previous meeting(s)

05.01 General Meeting 15 February 2018 and Special Meeting 26 February 2018

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

- i. Ordinary Meeting of Council held on 15 February 2018**
- ii. Special Meeting of Council held on 26 February 2018**

Moved: Cr Poole

Seconded: Cr Murray

Carried 180316.02 5/0

06. Condolences

Council notes the passing of Kath Austin and expresses their condolences to the family.

07. Declaration of Interests

- i. Cr Camp – Perceived Conflict of Interest – Item 12.04**
- ii. Cr Clarke – Perceived Conflict of Interest – Item 12.04**
- iii. Cr Murray – Perceived Conflict of Interest – Item 12.05**

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

08.01 Notices of Motion

08.02 Petitions

No notices of motion or petitions were received.

10. Closed Session Reports

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

(a) the appointment, dismissal or discipline of employees;

(c) the local government's budget;

(e) contracts proposed to be made by it;

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

Council moved into closed session at 9.06am.

Moved: Cr Camp

Seconded: Cr Poole

Carried 180316.03 5/0

Attendance

Cr Murray left from 9.45am to 9.46am.

Sharon Daishe and Simba Chimpaka left the meeting at 9.53am.

Mark Poynter and Philip Keirle left the meeting at 10.09am.

Nils Hay, Ferne Clarke and Madison Marshall left the meeting from 10.09am to 10.48am.

Andrew McKenzie entered the meeting at 10.48am.

Adjournment

Council adjourned the meeting for morning tea from 10.50am to 11.02am; all were present at the resumption.

Move into Open Session

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

Council resumed open session at 11.02am.

Moved: Cr Poole

Seconded: Cr Camp

Carried 180316.04 5/0

Attendance

Mark Poynter entered the meeting at 11.03am.

10.01 Closed Session - Financial Services and Cairns Office

Recommendation #1: Confidential documents

1. That Council note the contents of the report; and
2. That the report and its attachments be deemed confidential documents and be treated as such, and remain confidential unless council decides otherwise by resolution, pursuant to the provisions of the Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Section 275 (1):
 - (a) the appointment, dismissal or discipline of employees; and
 - (c) the local government's budget; and
 - (e) contracts proposed to be made by it; and
 - (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Recommendation #2: Establish Cairns office

1. Pursuant to previous decisions 180125.15 and 180226.04 (Cairns office) Council resolves to establish an office in Cairns based on the following principles and instructions:
 - a. The purpose of the office in the first instance will be to locate the executive manager finance and staff servicing the senior finance section of Burke Shire Council and any shared services arrangements now or in the future; and
 - b. Council authorises and requests the chief executive officer or nominee to make the necessary arrangements to establish the office in Cairns including but not limited to:
 - i. entering into a lease agreement (unless Council makes other arrangements such as purchase of a building); and
 - ii. procuring furnishings and equipment; and
 - c. Council allocates up to \$70,000 from reserves for the purposes of establishing the office in Cairns; and
 - i. Resolves to amend the 2017-18 budget in accordance with Section 170 (3) of the Local Government Regulation 2012 to reflect income and expenditure expected to be received/incurred relating to Shared Services and establishment of an office in Cairns.

Recommendation #3: Matters relating to lease of office space in Cairns

1. That Council authorises the chief executive to negotiate with Doomadgee Aboriginal Shire Council (DASC) to enter into an appropriate lease agreement for office space in the commercial property as proposed in the attached confidential options paper; and

Moved: Cr Poole

Seconded: Cr Clarke

Carried 180316.05 5/0

10.01 Closed Session - Financial Services and Cairns Office

Recommendation #4: Matters relating to purchase of office space in Cairns

- 1. That in the event that the proposal to lease office space from DASC does not eventuate with expediency, Council:**
 - a. Requests the Chief Executive Officer to seek a valuation for Suite 27/25 Grafton Street, Pentagon building, Cairns City as currently advertised for sale at \$340,000 (ex GST); and**
 - b. Delegates authority to the Mayor and CEO jointly to determine an offer for the commercial property pending assessment of the valuation, where the offer is to be no more than the currently advertised price; and**
 - c. Holds the matter over for a Special Meeting of Council, or the next Ordinary Council Meeting.**

Moved: Cr Poole**Seconded: Cr Murray****Carried 180316.06 5/0**

Attendance

Philip Keirle phoned into the meeting at 11.11am.

10.02 Closed Session - Budget Revision

- 1. That the report and its attachments be deemed confidential documents and be treated as such, and remain confidential unless council decides otherwise by resolution, pursuant to the provisions of the Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Section 275 (1):**
 - (c) the local government's budget.**
- 2. That Council note the contents of the report; and**
- 3. That Council resolves to amend the Revised Budget for 2017/18 as attached by increasing the Donations line item from \$30,000 to \$50,000; and**
- 4. That Council resolves to amend the Long Term Financial Forecast to reflect the increase in the Donations line item; and**
- 5. That Council resolves to adopt the Revised Budget for 2017/18 and Long Term Financial Forecast incorporating the amended Donations budget.**

Moved: Cr Camp**Seconded: Cr Yanner****Carried 180316.07 5/0**

Attendance

Sharon Daishe phoned into the meeting from 11.28am to 11.29am.

Andrew McKenzie left the meeting at 11.30am.

Sharon Daishe phoned into the meeting from 11.30am to 11.31am.

09. Works, Services and Finance Reports

09.03.02 Refresh of Register of Pre-qualified Suppliers (Plant Hire)

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	6 March 2018
LINK TO COUNCIL PLAN/S:	Operational Plan 2017-18

1. PURPOSE

To authorise the release of a tender to refresh Council's Register of Pre-qualified Suppliers for the provision of Wet/Dry Plant Hire (2017-02) (hereafter referred to as "ROPS (Plant Hire)").

To note that Council will exercise its power under section 3.2 of the ROPS (Plant Hire) Deed of Agreement that Council has with each existing ROPS (Plant Hire) supplier by a period of 12 months.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council resolved to invite suppliers to tender to be on a register of pre-qualified suppliers for plant hire at the December 2016 ordinary meeting of Council.

10.01.02 Register of Pre-qualified Suppliers

- That Council note the contents of the report; and**
- That Council, pursuant to section 232(4) of the Local Government Regulation 2012 authorises the CEO to invite suppliers to tender to be on a register of pre-qualified suppliers for providing Dry/Wet Plant Hire to Council.**

Moved: Cr Clarke

Seconded: Cr Yanner

Carried 161208.10 5/0

On 13 December 2016, Council held a pre-tender workshop for local contractors/suppliers to explain the rationale for establishing Registers of Pre-qualified Suppliers for various plant items. This was attended by the majority of local suppliers and contractors, as well as Councillors and Council Officers. The session was led by Heath Jones from Erscon Consulting.

The tender process for the ROPS was completed via Tenderlink as follows:

Tender Title	Burke Shire Council - Register of Pre-qualified Suppliers - Plant Hire (Wet & Dry)
RFx No	BURKE-752790
Release Date	16/01/2017
Original Close Date/Time	07/02/2017 - 2.00 p.m.
Extension Date/Time	13/02/2017 - 5:00 p.m.
# Submissions - Completed	27
# Late Submissions	1

# Conforming Submissions	20
# Non-conforming submissions	7

Council created the ROPS (Plant Hire) by resolution at the March 2017 ordinary meeting of Council as outlined below:

10.01 Closed Session - Register of Pre-qualified Suppliers - Plant Hire (Wet and Dry)

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)(e)(h) and that the document remain confidential unless council decides otherwise by resolution; and
2. That Council note the contents of the report; and
3. That Council establishes the following Registers for Pre-qualified Suppliers of Plant (Wet Hire): 3b

Contractor	Items
Arid to Oasis Solutions Pty Ltd Auscot Civil Australia	Excavator, Skid Steer, Front End Loader, Backhoe, Drum Roller, Water Truck, Miscellaneous
Betta Hire Pty Ltd	Miscellaneous
CM Contracting	Water Truck
Graham Bailey Earthmoving Pty Ltd	Dozer, Excavator, Grader, Low Loader, Side Tippers, Drum Roller, Multi-Tyre Roller, Water Truck, Scraper, 4WD, Job Truck, Miscellaneous
K&G Booth Pty Ltd	Grader, Multi-Tyre Roller, Water Truck, Job Truck, Miscellaneous
K&R Contracting Pty Ltd	Excavator, Grader, Skid Steer, Low Loader, Front End Loader, Side Tippers, Backhoe, Drum Roller, Multi-Tyre Roller, Water Truck, 4WD, Job Truck, Miscellaneous
Norwest Consolidated	Dozer, Excavator, Grader, Low Loader, Front End Loader, Water Truck, Scraper, 4WD, Miscellaneous
Qcrush Pty Ltd	Dozer, Excavator, Grader, Skid Steer, Low Loader, Front End Loader, Crane, Side Tippers, Drum Roller, Water Truck, Scraper, 4WD, Miscellaneous
R.A Newby & F.M Wiles & L.D Wiles & R.G Wiles T/A Wiles Road Services	Excavator, Grader, Low Loader, Side Tippers, Drum Roller, Multi-Tyre Roller, Water Truck, Job Truck
Ray Hudson Haulage	Side Tippers
Rollers Australia Pty Ltd	Grader, Drum Roller, Multi-Tyre Roller, Water Truck
Scott Freight Company Pty Ltd	Front End Loader, Side Tippers, Water Truck, Miscellaneous

Stabilised Pavements of Australia	Stabiliser, Two-Coat Seal, Miscellaneous
Thuriba Grazing Company	Grader, Side Tippers, Water Truck
Tom Tonka Pty Ltd	Dozer, Grader, Low Loader, Scraper
True Blue Grader and Side Tipper Hire	Low Loader, Front End Loader, Side Tippers
4. That Council establishes the following Registers for Pre-qualified Suppliers of Plant (Dry Hire): 4b	
Contractor	Items
1300Meteor Rentals	4WD, Job Truck, Miscellaneous
Arid to Oasis Solutions Pty Ltd Auscote Civil Australia	Job Truck
Betta Hire Pty Ltd	Excavator, Skid Steer, Front End Loader, Drum Roller, Multi-Tyre Roller, Job Truck, Miscellaneous
CM Contracting	Water Truck
Coates Hire Operations Pty Ltd (Corporate)	Excavator, Grader, Skid Steer, Front End Loader, Backhoe, Drum Roller, Multi-Tyre Roller, Water Truck
Graham Bailey Earthmoving Pty Ltd	Miscellaneous
K&R Contracting Pty Ltd	Side Tippers
North Sheridan Pty Ltd t/a Tutt Bryant Hire	Excavator, Grader, Skid Steer, Front End Loader, Backhoe, Drum Roller, Multi-Tyre Roller, Water Truck
Qcrush Pty Ltd	Dozer, Excavator, Grader, Skid Steer, Front End Loader, Crane, Drum Roller, Scraper, Miscellaneous
Rollers Australia Pty Ltd	Grader, Drum Roller, Multi-Tyre Roller, Water Truck, Miscellaneous
Scott Freight Company Pty Ltd	Front End Loader, Side Tippers, Water Truck, Miscellaneous
Thuriba Grazing Company	Grader, Side Tippers, Water Truck
Moved: Cr Yanner Seconded: Cr Poole Carried 170323.05 4/0	

3. PROPOSAL

That Council, pursuant to section 232 of the Local Government Regulation 2012, authorises the release of a tender to re-fresh Council's Register of Pre-qualified Suppliers for Wet/Dry Plant Hire (2017-02)

4. FINANCIAL & RESOURCE IMPLICATIONS

The extension and refreshment of the ROPS will be resourced internally and via the retainer legal services agreement that Burke Shire Council accesses through the NWQRRTG (North West QLD Regional Roads and Transport Group).

The cost of running the ROPS through Tenderlink is \$150.00.

The internal costs of running the ROPS will be determined by the number of respondents.

5. POLICY & LEGAL IMPLICATIONS

The ROPS (Plant Hire) Deed of Agreement between Council and individual suppliers provides for the following:

- Section 3.2: extension of term of the agreement for two periods of 12 months;
- Section 3.4: supplier's acknowledgement that Council may from time to time appoint additional suppliers or to expand the services (items of plant) which current suppliers are able to provide under the ROPS (Plant Hire) arrangement, provided that each supplier meets the same or reasonably similar evaluation criteria as to those set out in the original request for tender.

The Local Government Regulation 2012 governs the process for establishing a Register of Prequalified Suppliers.

Legislation/Regulation	Section
Local Government Regulation 2012	<p>232 Exception for register of pre-qualified suppliers</p> <p>(1) This section applies to a medium-sized contractual arrangement or large-sized contractual arrangement for the supply of goods or services.</p> <p>(2) A local government may enter into the contract without first inviting written quotes or tenders if the contract is entered into with a supplier from a register of pre-qualified suppliers that is made in compliance with subsections (3) to (6).</p> <p>(3) A local government may establish a register of pre-qualified suppliers of particular goods or services only if—</p> <ul style="list-style-type: none"> a) the preparation and evaluation of invitations every time the goods or services are needed would be costly; or b) the capability or financial capacity of the supplier of the goods or services is critical; or c) the supply of the goods or services involves significant security considerations; or d) a precondition of an offer to contract for the goods or services is compliance with particular

	<p>standards or conditions set by the local government; or</p> <p>e) the ability of local business to supply the goods or services needs to be discovered or developed.</p> <p>(4) A local government must invite suppliers to tender to be on a register of pre-qualified suppliers.</p> <p>(5) The invitation must—</p> <p>f) be made by an advertisement published in a newspaper that circulates generally in the local government area; and</p> <p>g) allow tenders to be given to the local government for at least 21 days after the advertisement is published in the newspaper.</p> <p>(6) When selecting a supplier to be a pre-qualified supplier for the register, the local government must have regard to the sound contracting principles.</p> <p>(7) A pre-qualified supplier is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.</p>
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6. CRITICAL DATES & IMPLICATIONS

Release date: 15 Mar 2018

Close date: 10 Apr 2018

7. CONSULTATION

Internal:

- CEO, Deputy CEO, Executive Manager Works & Infrastructure, Executive Manager Strategic Projects.

External:

- Keir Steele (legal)
- North West Queensland Regional Roads and Transport Group
- LGAQ Commentary
- Clayton Utz bulletin (19 Dec. 2013)

8. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council notes existing suppliers on Council's Register of Pre-qualified Suppliers for the provision of Wet/Dry Plant Hire (2017-02) will automatically have the terms of their agreements extended for a further 12 month period; and
3. That Council, pursuant to section 232(4) of the Local Government Regulation 2012, authorises the CEO to
 - a. invite new suppliers to tender to be included on Burke Shire Council's Register of Pre-qualified Suppliers for the provision of Wet/Dry Plant Hire (2017-02); and
 - b. invite existing suppliers to submit any new plant for inclusion on Burke Shire Council's Register of Pre-qualified Suppliers for the provision of Wet/Dry Plant Hire (2017-02); and
4. That Council delegates authority to the CEO to determine whether the conditions of s232(3) and s232(7) of the Local Government Regulation have been met in adding additional suppliers and additional plant to Council's Register of Prequalified Suppliers for the provision of Wet/Dry Plant Hire (2017-02).

09.03.02 Refresh of Register of Pre-qualified Suppliers (Plant Hire)

1. That Council note the contents of the report; and
2. That Council notes existing suppliers on Council's Register of Pre-qualified Suppliers for the provision of Wet/Dry Plant Hire (2017-02) will automatically have the terms of their agreements extended for a further 12 month period; and
3. That Council, pursuant to section 232(4) of the Local Government Regulation 2012, authorises the CEO to
 - a. invite new suppliers to tender to be included on Burke Shire Council's Register of Pre-qualified Suppliers for the provision of Wet/Dry Plant Hire (2017-02); and
 - b. invite existing suppliers to submit any new plant for inclusion on Burke Shire Council's Register of Pre-qualified Suppliers for the provision of Wet/Dry Plant Hire (2017-02); and
4. That Council delegates authority to the CEO to determine whether the conditions of s232(3) and s232(7) of the Local Government Regulation have been met in adding additional suppliers and additional plant to Council's Register of Prequalified Suppliers for the provision of Wet/Dry Plant Hire (2017-02).

Moved: Cr Murray

Seconded: Cr Camp

Carried 180316.08 5/0

Attendance

Cr Murray left the meeting from 11.51am to 11.53am.

09.03.03 Naming of Council Controlled Assets

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	03.03.2018
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 considered the draft version of this policy at the Ordinary Council meeting on 15 February 2018. Suggested revisions were identified during the Council meeting and these have been considered and actioned in the updated draft policy attached.

09.03.03 Naming of Council Controlled Assets**1. That Council notes the contents of the report; and****2. That Council receives the Draft GOV-POL-008 Naming of Council-controlled assets.****Moved: Cr Poole****Seconded: Cr Clarke****Carried 180215.08 4/0**

The most substantive revision identified as part of this review was to review and replace the restriction on the naming assets after living persons. The policy has been revised in terms of this request.

3. PROPOSAL

That Council, following a review of the amendments to the draft GOV-POL-008, adopts this policy on the naming of Council-controlled assets.

These amendments include:

- Incorporation of “Annexure A – Naming Criteria (People)” to provide guidance on the naming of Council-controlled assets after people (alive or dead).
- Identification/Clarification of principles for the naming of assets outside of the “default naming conventions.”

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 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	<p>To ensure there is no confusion, errors or discrimination caused by names, the State of Queensland uses the following principles when considering names or 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

	<p>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).</p> <ul style="list-style-type: none"> ▪ 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 names. <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'). ▪ Duplication ▪ 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, the prefixes HMAS or RAAF cannot be used.
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	<p>Public interest</p> <ul style="list-style-type: none"> 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.
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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
- Cassowary Coast Regional 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 adopts the Draft GOV-POL-008 Naming of Council-controlled assets.

09.03.03 Naming of Council Controlled Assets

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

Moved: Cr Poole
 Seconded: Cr Yanner
 Carried 180316.09 5/0

Attendance

Cr Yanner left the meeting from 12.08pm to 12.12pm.

09.03.01 Strategic Projects Reports

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	5 March 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	5 March 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.

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 (submitted) 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	5 March 2018
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"> Concrete strength testing Contractors currently off-site
Forthcoming work	<ul style="list-style-type: none"> Rectification works on ring beam (rectification methodology due 5 March 2013).

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.
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

Key Parameters	Status	Comments
Procurement	On-Track At-Risk Off-track	Water Storage & Treatment Optimisation: <ul style="list-style-type: none"> Released: 22 Apr 2017 Closed: 16 May 2017 Awarded: 9 Jun 2017 Solar Array & Energy Storage: <ul style="list-style-type: none"> Released: 3 Jun 2017 Closed: 27 Jun 2017 Awarded: 20 July 2017 Solar Fencing <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.
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 (submitted) Milestone 5 (added) to take account of project delay.

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	5 March 2018

Project Status Report	
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 in relation to biosolids and recycled water.
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 Mar 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	<ul style="list-style-type: none"> ▪ Not applicable
Budget	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ 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. Council awaiting 2 x CH Survey reports from CLCAC.
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 and released. RFQ closes on Friday 9 March 2018.

Project	Description	Update/activity for reporting month
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	Parties approaching in-principle negotiator agreement. Most recent meeting in Cairns on Wednesday 6 th December 2017: - 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.	Draft concept designs completed; Pre-lodgement advice received from DILGP; The next steps in this project include: <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

Project	Description	Completed	Acquitted
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	Complete Feasibility Studies for the following Fibre Optic Projects: <ul style="list-style-type: none"> - BKT-NMT Fibre - NMT-KMB Fibre Complete Detailed Design for the following Fibre Optic Project: <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.
Gulf Savannah Tourism Survey	GSD to replicate and broaden the 2013 Gulf Savannah Tourism Survey to provide LGs and key stakeholders an insight into tourism patterns & developments between 2013-2017.	Tourism survey responses are being collated. Tourism Research Australia data compiled. One more quarter of data required before final compilation.

Project	Description	Update for reporting month
Lower Gulf Marine & Riverine Infrastructure & Economic Development Project	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.

09.03.01 Strategic Projects Reports

That Council receives the Strategic Projects Report.

Moved: Cr Camp

Seconded: Cr Poole

Carried 180316.10 5/0

Attendance

Madison Marshall left the meeting from 12.30pm to 12.35pm.

Philip Keirle left the meeting at 12.32pm.

Cr Murray left the meeting from 12.33pm to 12.37pm.

Cr Clarke left the meeting at 12.42pm.

09.01.02 Forward Capital Works Plan

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Mark Poynter
DATE REPORT PREPARED:	28 February 2018
LINK TO COUNCIL PLAN/S:	Asset Management plans, Corporate Plan, Operational Plan

1. PURPOSE

To submit the Burke Shire Council Forward Capital Works Plan 2018-2022 to Council for adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The council has a range of capital works projects underway as well the adoption of recent plans and programs that commit it to future capital works projects.

09.01.02 5 Year Road Programme

1. That Council notes the contents of this report and its attachments;
2. That Council adopts the RTA TIDS projects (as amended) for the 2017/18 to 2021/22 financial years, as detailed in the attached schedule and summarised below, for submission to the NWQRRTG;
3. That Council adopts the amended 5 year road program as attached for the financial years 2017-18 to 2021-22.
4. That Council amends its budget in accordance with section 170 (3) of the Local Government Regulation 2012 to reflect the amended 5 year road program.

Moved: Cr Poole

Seconded: Cr Murray

Carried 171012.06 5/0

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

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

Moved: Cr Poole

Seconded: Cr Clarke

Carried 171213.03 5/0

3. PROPOSAL

That Council receives and adopts the Burke Shire Council Forward Capital Works Plans

4. FINANCIAL & RESOURCE IMPLICATIONS

The 2018-22 Forward Capital Works Plan aggregates disparate plans and projects to provide a single location for upcoming capital works. It is aligned with Council's Long Term Financial Forecast (LTFF). However, this does not mean that for a number of reasons that projects are committed, some of the most significant include:

- Council's reliance on the State and Federal governments for the majority of its revenue;
- Funding from State and Federal governments is subject to perpetual change;
- Unanticipated changes in cost and demand patterns.

5. POLICY & LEGAL IMPLICATIONS

Council's financial management obligations are outlined in the Local Government Act 2009.

Instrument	Summary/ Comments
<i>Local Government Act 2009</i> Section 104 Financial Management Systems	<p>104 Financial management systems</p> <p>(1) To ensure it is financially sustainable, a local government must establish a system of financial management that—</p> <p>(a) ensures regard is had to the sound contracting principles when entering into a contract for—</p> <p>(i) the supply of goods or services; or</p> <p>(ii) the disposal of assets; and</p> <p>(b) complies with subsections (5) to (7).</p> <p>(2) A local government is financially sustainable if the local government is able to maintain its financial capital and infrastructure capital over the long term.</p>

6. CRITICAL DATES & IMPLICATIONS

The March 2018 Ordinary Council Meeting is an appropriate time to adopt the proposed forward capital works plan, as it will inform the 2019 financial year budget and allow project planning to progress.

7. CONSULTATION

Internal

- Councillor 'Asset Management and Capital Works' briefing, December 12 2017.
- Councillor briefing 8-9am, February 15 2018.
- Simba Chimpaka (EMF).
- Philip Keirle (EMSP).

8. CONCLUSION

The development of the 2017-2022 Burke Shire Council Forward Capital Works Plan represents another step in Council's progress toward embedding project management principles and practices into all Council operations.

9. OFFICER'S RECOMMENDATION

3. That Council note the contents of the report; and
4. That Council receives and adopts the Forward Capital Works Plan.

09.01.02 Forward Capital Works Plan

- 1. That Council note the contents of the report; and**
- 2. That Council receives and adopts the Forward Capital Works Plan.**

Moved: Cr Poole

Seconded: Cr Camp

Carried 180316.11 4/0

09.01.03 ATSI TIDS Funding Grant

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Mark Poynter
DATE REPORT PREPARED:	08 March 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan Asset Management Plan Annual budget 5 year roads programme

1. PURPOSE

To consider and adopt the projects that Council intends to apply for under the Aboriginal and Torres Strait Islander (ATSI) Transport Infrastructure Development Scheme (TIDS) for the 2019/20 financial year.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

ATSI TIDS funding is provided to local governments by the Department of Transport and Main Roads for the upgrade of transport infrastructure that improves primary access (road, air and sea) to Aboriginal and Torres Strait Islander communities throughout Queensland.

An annual state-wide funding allocation of \$8.2 million across Queensland's 34 communities is provided to improve access and transport infrastructure (such as roads, aerodromes, barge ramps and jetties).

Burke Shire Council has been invited to submit a list of priority projects for consideration to receive ATSI TIDS funding. The single purpose being the improvement of the Doomadgee East Road as the primary access to Doomadgee Aboriginal Shire.

3. PROPOSAL

It is proposed that Council applies to TMR under the ATSI TIDS program to undertake erosion control and bank stabilisation works at critical floodway locations on the Doomadgee East Road including:

- Gregory Crossing (CH9100-9300)
- Concrete Floodway (CH63753)
- Concrete Floodway (CH64675)
- Concrete Floodway (CH66445)
- Concrete Floodway (CH66815)

The planned budget for the works is \$70,000.

4. FINANCIAL & RESOURCE IMPLICATIONS

ATSI TIDS requires no own-source matching. Council resources may be used to undertake the works if funded.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Detail
ATSI community assistance	<ul style="list-style-type: none"> Available to local governments that provide access for indigenous communities.
ATSI TIDS	<ul style="list-style-type: none"> Funding for projects that provide the primary access within each mode to indigenous communities will not generally have to be matched by local governments. Improvements to non-primary access within each mode, or transport infrastructure upgrades within communities (e.g. sealing of local streets), will be considered but will generally require the local government to match the funding.

6. CRITICAL DATES & IMPLICATIONS

Submissions must be made by Close of Business 16 March 2018.

7. CONSULTATION

- Garry Jefferies, Doomadgee Shire Council
- Sharon Daishe, CEO, BSC
- Phil Keirle, EMSP

8. OFFICER'S RECOMMENDATION

- That Council notes the contents of this report and its attachments;
- That Council adopts the ATSI TIDS projects as described within for submission to the TMR.

09.01.03 ATSI TIDS Funding Grant

- That Council notes the contents of this report and its attachments;
- That Council adopts the ATSI TIDS projects as described within for submission to the TMR.

Moved: Cr Poole

Seconded: Cr Yanner

Carried 180316.12 4/0

Attendance

Cr Clarke entered the meeting at 12.50pm.

Frank Plozza and Brett Harris entered the meeting at 12.50pm.

09.01.05 Heavy Vehicle Safety and Productivity Program

DEPARTMENT:	Works
RESPONSIBLE OFFICER:	Mark Poynter
DATE REPORT PREPARED:	8 March 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan Asset Management Plan

1. PURPOSE

To consider amending Council's Works for Queensland budget to make provision for co-funding the Heavy Vehicle Safety and Productivity Program (HVSPP).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Heavy Vehicle Safety and Productivity Program (HVSPP) is an Australian Government initiative to fund infrastructure projects that improve productivity and safety outcomes of heavy vehicle operations across Australia.

Local governments are eligible to apply for funding for projects that will upgrade road infrastructure to improve heavy vehicle safety and freight efficiency, saving lives and reducing travel times for freight on Australia's roads.

3. PROPOSAL

It is proposed that Council allocate up to \$100,000 from the Works for Queensland (W4Q) funding to co-fund the design and construction of the heavy vehicle turn-around, unloading area and caravan pull-out to access the existing dump-ezy. This will require a variation to the current W4Q budget from savings anticipated in other projects.

This will replace the previous unloading area that was exchanged as part of the ILUA and unavailable to the general public. This will aid the future Council lay-down area and industrial precinct in the vicinity of the turn-around.

Existing dump easy turn-around – proposed upgrade route:



The previous unloading and truck parking area:



4. FINANCIAL & RESOURCE IMPLICATIONS

The aim is to completely fund the project using W4Q and grant funding. It is believed that savings will be achieved in the CCTV/solar light project (\$30,000 saving) and Gregory airport (\$20,000 saving) projects.

Council resources would be used to undertake the works with revenue recovery through the external funding.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Section/ Details	Comment
Local Government Regulation 2012	Division 3 Annual Budget 169 Preparation and content of budget 170 Adoption and amendment of budget	Section 170 makes provision for amendment of the adopted budget, however such amendment must be in accordance with s169 – ie: this relates to the full budget not individual items of expenditure.

6. CRITICAL DATES & IMPLICATIONS

The grant submission is required by March 30 2018. Approximately 1 week of engineering design and planning is required to inform the grant application.

The project must commence by 1 July 2019 and be complete by 30 June 2021.

7. CONSULTATION

This matter has been discussed with Sharon Daishe (CEO) and Phil Keirle (EMSP).

8. CONCLUSION

In conclusion, it is recommended that Council makes a budget amendment and authorises the grant application process to commence.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council endorses the preparation and submission of an application to the Heavy Vehicle Safety and Productivity Program for the funding of this project; and
3. That Council makes a variation to the current Works for Queensland provision in its budget for the co-funding of the heavy vehicle turn-around area; and
 - a. Pursuant to s170 (3) of the Regulation, if the 17-18 budget is subsequently amended, the amendment will take this spending into account

09.01.05 Heavy Vehicle Safety and Productivity Program

- 1. That Council note the contents of the report; and**
- 2. That Council endorses the preparation and submission of an application to the Heavy Vehicle Safety and Productivity Program for the funding of this project; and**
- 3. That Council makes a variation to the current Works for Queensland provision in its budget for the co-funding of the heavy vehicle turn-around area; and**
 - a. Pursuant to s170 (3) of the Regulation, if the 17-18 budget is subsequently amended, the amendment will take this spending into account.**

Moved: Cr Poole

Seconded: Cr Clarke

Carried 180316.13 5/0

Attendance

Frank Plozza left the meeting at 1.18pm.

Brett Harris left the meeting at 1.19pm.

09.01.04 Council Lay Down Yard

DEPARTMENT:	Works
RESPONSIBLE OFFICER:	Mark Poynter
DATE REPORT PREPARED:	12 March 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan Asset Management Plan

1. PURPOSE

To review location of a Council works lay down yard in preparation for future adoption.

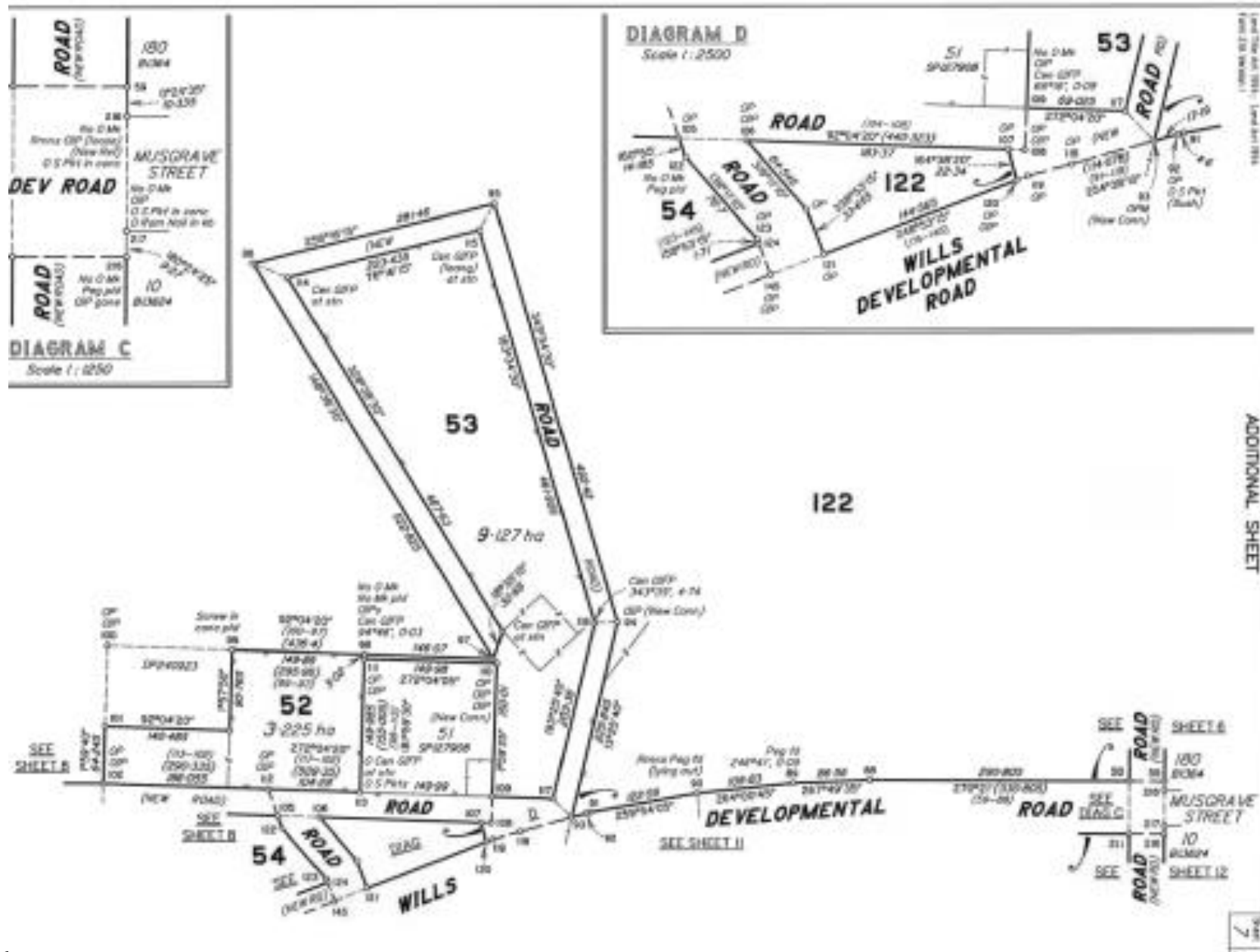
2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

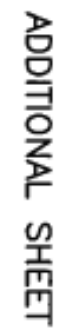
Council's current works depot is constrained and congested, limiting the ability to expand or effectively undertake operations or provide bulk material management, long term vehicle parking and equipment storage. The recent ILUA has made available various parcels of land in the vicinity of the water treatment plant that provide the opportunity for additional uses including expanded Council works operations.

3. PROPOSAL

It is proposed that Council allocate an area for a Council works laydown area including bulk material and equipment storage. This will reduce the congestion and pressure on the existing works depot as well as support council operations and upcoming projects. It also provides Council the space for aspirational activities and services such as concrete batching, bulk asphalt supply, concrete pipe and other material storage.

The below ILUA mapping and lay down location options have been provided for reference and consideration.







4. FINANCIAL & RESOURCE IMPLICATIONS

Council resources would be used to undertake the works using existing depot maintenance budget and with revenue recovery through external funding such as NDRRA that have allowances for logistics and material supply.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Section/ Details	Comment
Local Government Regulation 2012	Division 3 Annual Budget 169 Preparation and content of budget 170 Adoption and amendment of budget	Section 170 makes provision for amendment of the adopted budget, however such amendment must be in accordance with s169 – ie: this relates to the full budget not individual items of expenditure.

6. CRITICAL DATES & IMPLICATIONS

The March 2018 Ordinary Council provide sufficient time to schedule construction activities and will inform future construction works.

7. CONSULTATION

This matter has been discussed with Sharon Daishe (CEO) and Phil Keirle (EMSP).

8. CONCLUSION

In conclusion, it is recommended that Council makes a budget amendment and authorises the grant application process to commence.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council notes the Council Lay Down Yard report for future adoption.

09.01.04 Council Lay Down Yard

- 1. That Council note the contents of the report; and**
- 2. That Council notes the Council Lay Down Yard report for future adoption.**

Moved: Cr Poole

Seconded: Cr Clarke

Carried 180316.14 5/0

09.01.06 Roads Policy

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Mark Poynter
DATE REPORT PREPARED:	05 March 2018
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

This report serves two purposes as follows:

- Road Network Policy: Presents a reviewed Road Network Policy in preparation for future adoption. It is intended that this will incorporate and replace the current Road Segmentation and Hierarchy Policy and Driveway Crossover Policy.
- Permit to drive on local road that is temporarily closed: incorporates and actions council decision 171213.06

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Road Network Policy

Council adopted a Road Segmentation and Hierarchy Policy for the first time in November 2015. It was an operational policy that provides important direction with regards to road hierarchy and approved method of engaging with Council's road network in particular contexts: asset condition assessments, valuations, marking chainages and so forth.

The Policy was reconsidered in December 2016 and held over until March 2017 in order to provide further clarity around the attached road register mapping.

Permit to drive on closed road (resolution 171213.06)

In December of 2017, Council considered a report regarding permission to drive on a closed road (s69 (5) of the *Local Government Act 2009*). The following resolution was passed:

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

The redrafted Road Network Policy satisfies the above resolution – refer section 6. Permitting, and Appendix F: Permit to Use a Temporarily Closed Road.

3. PROPOSAL

That Council reviews the Road Network policy and permitting provisions noting:

- It replaces the Road Segmentation and Hierarchy Policy and Driveway Crossover Policy;
- The definition and function of the road hierarchy has been updated based upon an established industry standard that will be adopted by Council through this policy;
- Road maintenance parameters provide transparency to maintenance rationale;
- Asset management principles related to roads are summarised;
- Summary of the permitting system for closed roads;
- Incorporation of illustrations depicting the application of the road classification system;
- Appendices include mapping of Shire and townships as well as a table of Burke's road assets.
- Policy introduces system of permitting for local traffic on closed local roads.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable

5. POLICY & LEGAL IMPLICATIONS

Instrument	Summary/ Comments
<i>Local Government Act 2009</i> Section 60 Control of Roads	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— (a) survey and resurvey roads; and (b) construct, maintain and improve roads; and (c) approve the naming and numbering of private roads; and (d) name and number other roads; and (e) make a local law to regulate the use of roads, including— (i) the movement of traffic on roads, subject to the Transport Operations (Road Use Management) Act 1995 ; and (ii) the parking of vehicles on roads, subject to the Transport Operations (Road Use Management) Act 1995 (including the maximum time that a vehicle may be parked in a designated rest area that adjoins a road, for example); and (iii) by imposing obligations on the owner of land that adjoins a road (including an obligation to fence the land to prevent animals going on the road, for example); and (f) make a local law to regulate the construction, maintenance and use of— (i) public utilities along, in, over or under roads; and (ii) ancillary works and encroachments along, in, over or under roads; and

Instrument	Summary/ Comments
	<p>(g) realign a road in order to widen the road; and</p> <p>(h) acquire land for use as a road.</p> <p>(3) Nothing in subsection (1) makes a local government liable for the construction, maintenance or improvement of a private road.</p> <p>(4) A "private road" is a road over land that is owned by a person who may lawfully exclude other persons from using the road.</p>
<p><i>Local Government Act 2009</i></p> <p>Section 69 Closing Roads</p>	<p>69 Closing roads</p> <p>(1) A local government may close a road (permanently or temporarily) to all traffic, or traffic of a particular class, if there is another road or route reasonably available for use by the traffic.</p> <p>(2) Also, the local government may close a road to all traffic or traffic of a particular class—</p> <p>(a) during a temporary obstruction to traffic; or</p> <p>(b) if it is in the interests of public safety; or</p> <p>(c) if it is necessary or desirable to close the road for a temporary purpose (including a fair, for example).</p> <p>(3) The local government must publish notice of the closing of the road, in the way that the local government considers appropriate (including on its website, for example).</p> <p>(4) The local government may do everything necessary to stop traffic using the road after it is closed.</p> <p>(5) If a road is closed to traffic for a temporary purpose, the local government may permit the use of any part of the road (including for the erection of any structure, for example) on the conditions the local government considers appropriate.</p>

6. CRITICAL DATES & IMPLICATIONS

The March 2018 Ordinary Council is inline with the policy review schedule and will inform future road works.

7. CONSULTATION

Discussion with GBA and ERSCON, although the majority of the review has remained internal.

8. CONCLUSION

The attached policy provides greater definition and detail with regards to the Council's management and maintenance practices related to road infrastructure. The policy also introduces a system of permitting for driving on closed roads.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council receives the draft Burke Shire Council Road Network Policy for future adoption; and
3. That Council notes that the policy actions council resolution 171213.06 by establishing a system of permitting under section 69 (5) of the Local Government Act 2009, for local traffic to use roads that Burke Shire Council has closed temporarily provided that it is safe to do so and that the use does not cause unreasonable damage to the road infrastructure.

09.01.06 Roads Policy

- 1. That Council note the contents of the report; and**
- 2. That Council receives the draft Burke Shire Council Road Network Policy for future adoption; and**
- 3. That Council notes that the policy actions council resolution 171213.06 by establishing a system of permitting under section 69 (5) of the Local Government Act 2009, for local traffic to use roads that Burke Shire Council has closed temporarily provided that it is safe to do so and that the use does not cause unreasonable damage to the road infrastructure.**

Moved: Cr Poole**Seconded: Cr Murray****Carried 180316.15 5/0**

09.01.01 Works and Services Monthly Report

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

1. PROJECTS

Gregory WTP Solar

Fully constructed. Waiting final commissioning when weather permits.

Gregory WTP Tanks

Awaiting proposed remedy from contractor to resolve the unacceptable concrete sample results.

VIC Restoration

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

WORKS FOR QUEENSLAND – ROUND 2

Planning works commenced.

2. ROADS

Town Streets

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

Shire Roads

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

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.

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

The Pilot Activated Lighting system has been reinstated.

4. WORKSHOP AND FLEET

- The following budgeted items are currently in the procurement process:
 - CEO Prado- optioning

- Ride on Mower- seeking quotes
- Monthly fuel consumption for the yellow fleet was 348 litres.
- The following major tasks have been completed.

Plant #	Description	Maintenance	Scheduled	Comment
474	Rosa Bus	Speedo, batteries, A/C	No	Trans bearing failed
480	Western Star Prime mover	Bull bar, annual check over	Yes	Scheduled
504	Skiddy Trailer	Annual overhaul, punctures	Yes	Scheduled
519	Jetpatcher	Speedo fault	No	Waiting on part
520	NRPS Genset	Battery/ solar panel	No	Panel failed
523	140M Grader	A/C control	No	Wiring fault
529	John Deere Ride on	Level worn deck, windows	No	Wear
540	Hilux Dual Cab	Cable, door, blades and seal	No	Age
546	Kubota Tractor	Battery, mirror, PTO	No	Wear
548	320 DL Excavator	Check over and Loadrite	Yes	Scheduled
552	2wd Hilux	35k service	Yes	Scheduled
562	226B2 Skid Steer	Alternator	No	Wear
583	950K Loader	1,000 hr service	Yes	Scheduled
584	Landcruiser	Windscreen	No	Turkey
589	RMPC Truck	Navman, windscreen, PTO	Yes	Scheduled
598	Hilux Extra Cab	20k service, puncture	Yes	Scheduled
	Whippers and Mowers	Keep operational	No	Ongoing
	Floraville Camera	Replaced battery	No	Lack of sun
	Boat Ramp	Desilt	No	Teething

5. TOWN AND RURAL SERVICES

All operations proceeding as normal with additional mowing undertaken in public areas to reduce overgrowth.

6. HOUSING/BUILDING MAINTENANCE

Ongoing scheduled maintenance activities underway.

7. BIOSECURITY

- Road side weed spraying is planned April prior to slashing. Council equipment is being prepared and refresher training sought for those who will complete the task.
- Biosecurity plan development has been delayed.

8. WATER

Water Usage

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
January 7606 kl	February 8257 kl	651 kl

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
January 3243.9 kl	3079.9 kl	-164 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 was installed to replace the existing filter pump. Extensive work was undertaken on the filters including complete automation of the backwash system. Both water quality and power consumption should improve.

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	Feb 2018	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%

Performance Indicator	Performance Measure	Yearly Target	Feb 2018	Actual Total (YTD)
Sewerage Services				
Sewer mains breaks and chokes (blockages)	Per 10km/year	<2.5	0	2
Sewerage complaints – overflow on properties and odour	Per 100 connections/year	<5	0	14
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	100%	100
Combined				
Total water and sewerage complaints (any nature)	Per 100 connections/year	<12	0	18

9. SEWERAGE

Collection

- Future work required to locate locations in the sewer network where storm water flow is entering the system. Specialist equipment will be required post wet season to complete the task
- Upon inspections and maintenance of the sewer pump stations, 3 pumps have serious damage to their housing that will require replacement.

Treatment Plant

- All Sewer samples passed.

10. OFFICER'S RECOMMENDATION

That Council notes the content of the Executive Manager Works and Infrastructure report for the month of February 2018.

09.01.01 Works and Services Monthly Report

That Council notes the content of the Executive Manager Works and Infrastructure report for the month of February 2018.

Moved: Cr Poole

Seconded: Cr Murray

Carried 180316.16 5/0

Attendance

Cr Poole left the meeting at 1.43pm.

Ferne Clarke left the meeting at 1.48pm.

12. Corporate Services

12.02 Draft GOV-POL-008 Acceptable Requests Guidelines Policy

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	3 March 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan, Section 6; Community Plan, Section 4.2

1. PURPOSE

To present a draft Acceptable Requests Guidelines Policy to Council for discussion and feedback.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This document has not been previously considered by Council.

Section 170A (6) of the *Local Government Act 2009* (LGA) makes provision for the adoption of Acceptable Requests Guidelines:

The acceptable requests guidelines are guidelines, adopted by resolution of the local government, about—

- a) the way in which a councillor may ask a local government employee for advice to help the councillor carry out his or her responsibilities under this Act; and*
- b) reasonable limits on requests that a councillor may make.*

The guidelines are intended to give clarity to both Councillors and Council officers regarding the handling of requests from Councillors, including the rights and responsibilities of all parties, along with establishing appropriate timeframes for responses.

3. PROPOSAL

The draft Policy is attached for discussion.

4. FINANCIAL & RESOURCE IMPLICATIONS

While there are no direct financial implications for the introduction of this Policy, it is intended that – by providing clarity and setting time-frames around responses to requests from Councillors – it will result in more efficient processing of Councillor requests.

5. POLICY & LEGAL IMPLICATIONS

As noted above, Section 170A of the LGA covers Councillor requests for assistance or information:

170A Requests for assistance or information

- 1) A councillor may ask a local government employee provide advice to assist the councillor carry out his or her responsibilities under this Act.*

- 2) *A councillor may, subject to any limits prescribed under a regulation, ask the chief executive officer to provide information, that the local government has access to, relating to the local government.*

Example of a limit prescribed under a regulation—

A regulation may prescribe the maximum cost to a local government of providing information to a councillor.

- 3) *Subsection (2) does not apply to information—*
- a. that is a record of the regional conduct review panel or the tribunal; or*
 - b. if disclosure of the information to the councillor would be contrary to an order of a court or tribunal; or*
 - c. that would be privileged from production in a legal proceeding on the ground of legal professional privilege.*
- 4) *A request of a councillor under subsection (1) or (2) is of no effect if the request does not comply with the acceptable requests guidelines.*
- 5) *Subsection (4) does not apply to—*
- a. the mayor; or*
 - b. the chairperson of a committee of the council if the request relates to the role of the chairperson.*
- 6) *The acceptable requests guidelines are guidelines, adopted by resolution of the local government, about—*
- a. (a)the way in which a councillor may ask a local government employee for advice to help the councillor carry out his or her responsibilities under this Act; and*
 - b. (b)reasonable limits on requests that a councillor may make.*
- 7) *In this section a local government employee includes a person prescribed under a regulation.*
- 8) *The chief executive officer must make all reasonable endeavours to comply with a request under subsection (2).*

Maximum penalty for subsection (8)—10 penalty units.

It is not mandatory for a Local Government to have Acceptable Requests Guidelines, but good governance practice.

6. CRITICAL DATES & IMPLICATIONS

Nil

7. CONSULTATION

This document was developed based upon the work of Ross Higgins, while Acting DCEO, who brought together several policies from other Queensland Shires. It has been workshopped in depth with the Executive Management Team before being presented to Council for further discussion.

8. CONCLUSION

The adoption of appropriate Acceptable Requests Guidelines will give greater clarity of the rights and responsibilities of Councillors and Council Officers in the management of Councillor requests.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That GOV-POL-008 Acceptable Requests Guidelines Policy be brought to the April 2018 Council meeting for adoption with, where appropriate, amendments based upon feedback provided at this meeting.

12.02 Draft GOV-POL-008 Acceptable Requests Guidelines Policy

- 1. That Council note the contents of the report; and**
- 2. That GOV-POL-008 Acceptable Requests Guidelines Policy be brought to the April 2018 Council meeting for adoption with, where appropriate, amendments based upon feedback provided at this meeting.**

Moved: Cr Murray

Seconded: Cr Clarke

Carried 180316.17 4/0

Attendance

Cr Murray left the meeting from 2.08pm to 2.14pm.

12.03 Revision of Organisational Structure

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	6 February 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan s2.3

1. PURPOSE

A review of Council's organisational structure has been completed by the executive management team with a view to adopting a more flexible format to allow for more agile response to emergent workforce requirements.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Section 196 of the *Local Government Act 2009* requires Council to adopt by resolution, an organisational structure that is appropriate to the performance of the local government's responsibilities. The Act does not define the term "organisational structure", leaving to the local government to determine the structure that best suits its needs.

Council last considered its organisational structure at its August 2017 meeting.

3. PROPOSAL

On the 17th January 2018, the Executive Management Team considered its workforce requirements, in light of recent vacancies in a number of key positions.

During this meeting, the current organisational structure was found to inhibit Council's ability to move quickly and flexibly to recruit staff into positions. While there is an operational requirement for an organisational chart outlining specific roles and lines of reporting, using such a granular document for the organisational structure requires that even some minor changes (e.g. change of line of reporting or job title) may require Council resolution to amend this document in line with s196 of the *Local Government Act 2009*.

As a result, it was decided to move from a traditional, hierarchical structure to one that defines Council's structure by function. Such a functional model is used widely in the industry and will allow Council to re-design individual positions and / or work teams to best suit its strategic and operational need without the requirement of Council amending its organisational structure each time a change is necessitated.

The proposed organisational structure (attached) is more closely aligned to that depicted in Council's Corporate Plan 2014-2019 and will be Council's publicly available organisational structure document. Council will retain (for internal purposes) an organisational chart delineating specific roles, lines of reporting, and individuals.

This proposed organisational structure does not seek to change the roles or responsibilities of any existing employees – merely the format in which Council expresses its organisational structure with reference to s196 of the *Local Government Act 2009*.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council will continue to budget for its employee costs when preparing its annual budget. There may be minor savings resulting from reduced need to prepare and present organisational structure amendments to Council due to the more flexible nature of the proposed organisational structure document.

5. POLICY & LEGAL IMPLICATIONS

Council must adopt by resolution an organisational structure that is appropriate to the performance of its responsibilities (s196 of the *Local Government Act 2009*).

In line with s12 of Council's Certified Agreement, Council is required to notify employees of any proposed significant changes to their roles. As no changes to any positions are proposed as a result of this organisational structure review, this requirement is not activated.

6. CRITICAL DATES & IMPLICATIONS

The February 2018 Ordinary Council Meeting is an appropriate time to adopt the proposed organisational structure, as it will provide additional flexibility around any ongoing and future recruitment activities.

7. CONSULTATION

The proposed organisational structure is the product of a workforce review conducted by the Executive Management Team on 17th January 2018. As noted in section 5 above, as the proposal seeks to amend the format of the organisational structure, not the structure itself, consultation with individual employees has not been required, or taken place.

8. CONCLUSION

By adopting the proposed organisational structure, Council will be more responsive and flexible in structuring its workforce to meet operational and strategic needs, without needing to adopt a new organisational structure each time a position or work unit is redesigned

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Pursuant to section 196 of the Local Government Act 2009, adopt the proposed organisational structure.

12.03 Revision of Organisational Structure

- 1. That Council note the contents of the report; and**
- 2. Pursuant to section 196 of the Local Government Act 2009, adopt the proposed organisational structure.**

Moved: Cr Camp

Seconded: Cr Yanner

Carried 180316.18 4/0

Attendance

Mark Poynter left the meeting at 2.25pm.

Declaration: Perceived Conflict of Interest

Cr Clarke declared that a perceived conflict of interest in this matter could exist (as per section 173 of the Local Government Act 2009), due to being the President of the Gregory Downs Jockey Club , but that he had considered his position and was firmly of the opinion he could participate in debate and vote on this matter in the public interest.

Declaration: Perceived Conflict of Interest

Cr Camp declared that a perceived conflict of interest in this matter could exist (as per section 173 of the Local Government Act 2009), due to being a member of the Gregory Downs Jockey Club , but that he had considered his position and was firmly of the opinion he could participate in debate and vote on this matter in the public interest.

12.04 Donation Request – Gregory Downs Jockey Club Inc

DEPARTMENT:	Administration and Community Services
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	27 February 2018
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To consider a donation request

From:	Gregory Downs Jockey Club Inc (GDJC)
For:	Annual Gregory Race Meeting on 5 May 2018
Amount:	Cash – \$6000.00 In kind – valued at \$5,806.75 being for 2000L diesel fuel, the printing of race books and programs, slashing of the racecourse, and rubbish collection.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

2013-2014

In-Kind: Rubbish Collection, Printing of Race Books, Printing of Program, Slashing of Grounds, purchase of banners for advertising

Cash: \$5000

2014-2015

In-Kind: Rubbish Collection, Printing of Race Books, Printing of Program, Slashing of Grounds

2015-2016

In-Kind: printing of Race Books, Programs, support with slashing of the grounds & removal of rubbish.

Cash: \$5000

2016-2017

In-Kind: Printing of a race book, and programme. Support to slash the grounds and provision of bins and associated rubbish collection after the race.

Cash: \$6000

3. PROPOSAL

Purpose or function:	To hold a race meeting, that continues the tradition of bush racing.	
Project summary:	The Annual Gregory Race Meeting to be held on Saturday 5 May 2018 at the Gregory Downs Sports Reserve.	
Who will participate:	The event is open to all members of the public	
Target audience:	Target audience is the residents of Burke Shire and visitors	
Donation support requested:	Cash: <ul style="list-style-type: none"> \$6000.00 	
Donation support requested:	In kind: <ul style="list-style-type: none"> 2000 Lt Diesel for a generator to run the event Slash the Sports Grounds Printing of the Race Books Printing of the Program 	
How will Council be recognised and acknowledged:	Council will be recognised as sponsors as follows: <ul style="list-style-type: none"> On the Flyer and in the Race Book. On Signage at the event Announcements during the day Naming right to a race "Burke Shire Cup" 	
Total project cost:	Own cash contribution	\$ 30,000.00
	Own in-kind contribution	\$ 20,000.00
	Other funding sources	\$ 10,500.00
	Donation requested from Council	\$ 11,806.75
	Total project cost (including cash and in kind request from Council)	\$ 72,306.75
Other funding sources	<ul style="list-style-type: none"> Queensland Racing Sponsorship/Donations Bar and catering proceeds 	

4. FINANCIAL & RESOURCE IMPLICATIONS

This request exceeds the amount remaining in the donations budget as per the information below.

Budget: (GL 5950-2220-0000)	\$ 30,000.00
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Donations expenditure to date for the FY 2017-18

Cash donations to 2017-18	\$ 6,250.00
In kind donations to 2017-18	\$ 13,116.01
Total expenditure to 27 February 2018	\$19,366.01
Funds committed but not yet spent (as at 27 February 2018)	\$6,744.00
Budget remaining at 27 February 2018	\$3,889.99
Cost of donation requested (cash and in kind)	\$ 11,806.75
Estimated remaining budget (including request)	\$ (-7,906.76)

5. POLICY & LEGAL IMPLICATIONS

Local Government Regulation 2012	<p>s189 Expenditure on grants to community organisations</p> <p>The annual report for a financial year must contain a summary of—</p> <p>(a) the local government’s expenditure for the financial year on grants to community organisations; and</p> <p>(b) expenditure from each councillor’s discretionary fund, including—</p> <p>(i) the name of each community organisation to which an amount was allocated from the fund; and</p> <p>(ii) the amount and purpose of the allocation.</p> <p>s194 Grants to community organisations</p> <p>A local government may give a grant to a community organisation only—</p> <p>(a) if the local government is satisfied—</p> <p>(i) the grant will be used for a purpose that is in the public interest; and</p> <p>(ii) the community organisation meets the criteria stated in the local government’s community grants policy; and</p> <p>(b) in a way that is consistent with the local government’s community grants policy.</p> <p>s195 Community grants policy</p> <p>A local government must prepare and adopt a policy about local government grants to community organisations (a "community grants policy"), which includes the criteria for a community organisation to be eligible for a grant from the local government.</p> <p>S170 Adoption and amendment of budget</p> <p>(3) The local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.</p>
ADM-POL-011 Grants to Community Organisations Policy	<p>Under Council’s Grants to Community Organisations Policy, applications for \$1,000 or more, will require provision of set of audited financial statements.</p> <p>These documents are attached as part of GDJC’s application.</p>

6. CRITICAL DATES & IMPLICATIONS

The donation request relates to an event that is scheduled to be held on Saturday 05 May 2018.

7. CONSULTATION

Nil

8. CONCLUSION

This request exceeds the amount remaining in the donations budget therefore if Council is to approve the request, it will be necessary to increase the budget. The request relates to an iconic annual community event for which Council has historically donated cash and in-kind support. Part of the reason that the donations budget has been expended early this year is that the estimated costs for in-kind contributions are now being more accurately costed.

Going forward, Council is implementing a process to request applicants to apply for their routine community event donations in advance of Council's annual budget setting process. This will enable Council to more accurately determine its donations budget each year and set appropriate limits.

It is recommended that Council increases the donations budget in this instance to cover this annual community event.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council approves the donation

To:	Gregory Downs Jockey Club Inc.
For:	Annual Gregory Race Meeting on 5 May 2018
Amount:	\$6,000.00 in cash \$5,806.75 of in kind assistance, being for 2000L diesel fuel, the printing of race books and programs, slashing of the racecourse, and rubbish collection.

3. That, in accordance with s170 of the Local Government Regulation 2012, Council increases its donations budget for 2017-18 by \$7,906.76 to allow for this expenditure.

12.04 Donation Request – Gregory Downs Jockey Club Inc

1. That Council note the contents of the report; and
2. That Council approves the donation

To:	Gregory Downs Jockey Club Inc.
For:	Annual Gregory Race Meeting on 5 May 2018
Amount:	\$6,000.00 in cash \$5,806.75 of in kind assistance, being for 2000L diesel fuel, the printing of race books and programs, slashing of the racecourse, and rubbish collection.

Moved: Cr Yanner

Seconded: Cr Murray

Carried 180316.19 4/0

Declaration: Perceived Conflict of Interest

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

12.05 Donation Request – Burketown Barramundi Fishing Organisation

DEPARTMENT:	Administration and Community Services
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	14 March 2018
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To consider a donation request

From:	Burketown Barramundi Fishing Organisation (BBFO)
For:	Hosting of the annual World Barramundi Fishing Championships in Burketown over the 2018 Easter Long Weekend.
Amount:	Cash : <ul style="list-style-type: none"> • \$5000.00 In Kind : <ul style="list-style-type: none"> • grading of the local fishing tracks - \$3,280 • servicing of rubbish bins - \$3,248 • street banners advertising the fishing comp - \$1850

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

2013-2014

\$5,000 cash, Rubbish Collection

2014-2015

\$5,000 cash, Rubbish Collection

2015-2016

\$5,000 cash, Rubbish Collection, Grading of local fishing roads

2016-2017

\$5,000 cash, Rubbish Collection, Grading of local fishing roads,

3. PROPOSAL

Purpose or function:	Host the annual World Barramundi Fishing Championships in Burketown	
Project summary:	Annual fishing competition held over the Easter weekend	
Who will participate:	Families, individuals and teams both from the local communities and visitors to the Shire	
Target audience:	Individuals and families from the Shire and Northwest region and visitors to the area	
Donation support requested:	Cash: • \$5000.00	
Donation support requested:	In kind: • grading of the local fishing tracks - \$3,280 • servicing of rubbish bins - \$3,248 • street banners advertising the fishing comp. - \$1850	
How will Council be recognised and acknowledged:	All sponsors receive recognition throughout the event advertising, major sponsors (>\$2000) are given the opportunity to have a logo on the competition t-shirts. Major sponsors are also allocated one of the top prize categories and a representative for the sponsor is invited to present the prize at the presentation night ceremony.	
Total project cost:	Own cash contribution	\$ 15,000.00
	Own in-kind contribution	\$ 20,000.00
	Other funding sources	\$ 15,000.00
	Donation requested from Council	\$ 13,378.00
	Total project cost (including cash and in kind request from Council)	\$63,378.00
Other funding sources	Local Businesses; Local Property Owners; Individual Donations; Corporate Sponsors; Businesses outside the Shire.	

4. FINANCIAL & RESOURCE IMPLICATIONS

This request exceeds the amount remaining in the donations budget as per the information below.

Budget: (GL 5950-2220-0000)	\$ 30,000.00
Donations expenditure to date for the FY 2017-18	
Cash donations to 2017-18	\$ 6,250.00
In kind donations to 2017-18	\$ 13,116.01

Total expenditure to 27 February 2018	\$19,366.01
Funds committed but not yet spent (as at 27 February 2018)	\$6,744.00
Budget remaining at 27 February 2018	\$3,889.99
Donation request from Gregory Downs Jockey Club (GDJC) (separate business paper for consideration at March 2018 Council Meeting)	
Cash	\$6,000.00
In-Kind	\$5,806.75
Total	\$11,806.75
Donation request from BBFO	
Cash	\$5,000.00
In-Kind	\$8,378.00
Total	\$13,378.00
Estimated remaining budget if this request is approved Assuming GDJC request is not approved	\$ (-9,488.01)
Estimated remaining budget if this request is approved Assuming GDJC donation request is approved	\$ (-21,294.76)

5. POLICY & LEGAL IMPLICATIONS

Local Government Regulation 2012	<p>s189 Expenditure on grants to community organisations</p> <p>The annual report for a financial year must contain a summary of—</p> <p>(a) the local government’s expenditure for the financial year on grants to community organisations; and</p> <p>(b) expenditure from each councillor’s discretionary fund, including—</p> <p>(i) the name of each community organisation to which an amount was allocated from the fund; and</p> <p>(ii) the amount and purpose of the allocation.</p> <p>s194 Grants to community organisations</p> <p>A local government may give a grant to a community organisation only—</p> <p>(a) if the local government is satisfied—</p> <p>(i) the grant will be used for a purpose that is in the public interest; and</p> <p>(ii) the community organisation meets the criteria stated in the local government’s community grants policy; and</p> <p>(b) in a way that is consistent with the local government’s community grants policy.</p> <p>s195 Community grants policy</p> <p>A local government must prepare and adopt a policy about local government grants to community organisations (a "community grants policy"), which includes the criteria for a community organisation to be eligible for a grant from the local government.</p> <p>s170 Adoption and amendment of budget</p> <p>(3) The local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.</p>
ADM-POL-011 Grants to Community Organisations Policy	Under Council’s Grants to Community Organisations Policy, applications for \$1,000 or more, will require provision of set of audited financial statements.

6. CRITICAL DATES & IMPLICATIONS

The donation request relates to an event that is scheduled to be held on Easter Weekend 30 March to 1 April 2018, as such, the 16 March 2018 Council Meeting is the last scheduled opportunity to consider this request.

7. CONSULTATION

Nil

8. CONCLUSION

This request exceeds the amount remaining in the donations budget therefore if Council is to approve the request, it will be necessary to increase the budget. The request relates to an iconic annual community event for which Council has historically donated cash and in-kind support. Part of the reason that the donations budget has been expended early this year is that the estimated costs for in-kind contributions are now being more accurately costed.

Going forward, Council is implementing a process to request applicants to apply for their routine community event donations in advance of Council's annual budget setting process. This will enable Council to more accurately determine its donations budget each year and set appropriate limits.

It is recommended that Council increases the donations budget in this instance to cover this annual community event.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council approves the donation

To:	Burketown Barramundi Fishing Organisation
For:	World Barra Fishing Championships Competition held in Burketown over 2018 Easter long weekend
Amount:	<p>Cash - \$5,000.00</p> <p>In kind of support of \$8,378.00, being:</p> <ul style="list-style-type: none"> • grading of the local fishing tracks - \$3,280 • servicing of rubbish bins - \$3,248 • street banners advertising the fishing comp. - \$1,850

3. That, in accordance with s170 of the Local Government Regulation 2012, Council increases its donations budget for 2017-18 by \$13,378.00 to allow for this expenditure (assumes GDJC resolution passed as presented); OR
4. That, in accordance with s170 of the Local Government Regulation 2012, Council increases its donations budget for 2017-18 by \$13,378.00 to allow for this expenditure \$9,488.01 (assumes GDJC donation resolution did not pass)

12.05 Donation Request – Burketown Barramundi Fishing Organisation

1. That Council note the contents of the report; and
2. That Council approves the donation

To:	Burketown Barramundi Fishing Organisation
For:	World Barra Fishing Championships Competition held in Burketown over 2018 Easter long weekend
Amount:	Cash - \$5,000.00 In kind of support of \$8,378.00, being: <ul style="list-style-type: none">• grading of the local fishing tracks - \$3,280• servicing of rubbish bins - \$3,248• street banners advertising the fishing comp. - \$1,850

Moved: Cr Yanner

Seconded: Cr Camp

Carried 180316.20 4/0

Attendance

Madison Marshall left the meeting from 2.41pm to 2.44pm.

11. Chief Executive Officer

11.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe; CEO
DATE REPORT PREPARED:	08 March 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 (EMWI) emails weekly to councillors regarding active contracts (>\$200k) awarded by tender.

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
CEO forum	<p>The North West QLD CEO forum met in Julia Creek on Friday 02 February 2018. Future meetings will be loosely coordinated at this stage with the RRTG (Regional roads and transport group) technical committee meetings. Along with a very full agenda on the day, Peter Fitchat, CEO of McKinlay Shire Council, treated his colleagues to a town inspection. McKinlay’s newly constructed mineral baths are unique and appealing, with individual ‘pods’ containing double clawfoot baths with an open view of the vast plains. Outcomes of the meeting included:</p> <ul style="list-style-type: none"> • Agreement to collect, collate and share information on ICT (ie: our information technology systems), cost of operations and housing • Awareness raising regarding the implication of the SSRC Act (see below)

Topic	Report
SSRC Act 2017	<p>The <i>Strong and Sustainable Communities Act 2017</i>, which comes into force on 30 March 2018, will introduce legislation to ensure residents of communities near large resource projects benefit from the construction and operation of the projects. Resource projects that meet the definition of large (generally >100 workforce) will not be able to use 100% FIFO, will need to carry out a social impact assessment (SIA), and will need to prioritise local recruitment.</p> <p>General provisions are as follows however the coordinator general has some discretion to make a different determination on certain matters:</p> <ul style="list-style-type: none"> Community of >200 population that is within a 125km radius of the main access to the project.
ROC & RRTG	<p>Mayor, Deputy Mayor, CEO and DCEO attended meetings in Richmond on Tuesday 13 February 2018 of the North West Queensland Regional Roads and Transport Group (RRTG) and Regional Organisation of Councils (ROC).</p> <p>Minutes and papers are included in the attachments. Pertinent points include:</p> <ul style="list-style-type: none"> Chain of responsibility (CoR) regarding heavy vehicles – new laws come into effect on 1 July 2018 that apply a duty of care on local government executives. This exposes CEOs and senior executives to severe penalties (fines/imprisonment) for breaches. Council has a shared responsibility to ensure safety and risks are managed for any vehicles weighing 4.5t+ when loaded. This includes council owned and contractor vehicles. Jo Stephenson advised that the new Minister for Local Government intends to focus on integrity, and financial sustainability in local government. North West Futures Forum and Stakeholder Advisory Committee (SAC) – with the new Cabinet now established, the SAC will meet sometime in March or later, and NWFF may Greg Hoffman was appointed as inaugural CEO
Shared services update	<p>20 Feb: Draft scope and costings provided to Doomadgee (teleconference)</p> <p>22 Feb: CEO & EMF met at Doomadgee with CEO, DCS and representatives from DLGRMA and Mead Perry.</p> <p>26 Feb: BSC special meeting – Council agreed to enter into confidentiality agreement with Doomadgee for mutual protection of confidential information. Council seeking further information before determining matters relating to office location for provision of shared services.</p>
NDRRA	<p>A book mark for future consideration: During a discussion at RRTG, the definition of an NDRRA eligible road was highlighted. It came up in the context of local and single property access roads not being <i>an integral part of a state's infrastructure</i> as per the below QRA definition. There has apparently been some rumblings of greater scrutiny of lesser roads in the rural areas that are being claimed under NDDRA.</p> <p><i>Transport: An asset that is an integral part of a state's infrastructure and is associated with roads, road infrastructure (including footpaths, bike lanes, pedestrian bridges), bridges, tunnels and culverts. (NDRRA Determination 2017)</i></p>

Topic	Report
Nursing units	<p>20 Feb: The Commonwealth require Burke Shire Council to enter into a Use Agreement in order for them to provide funding to JCU/MICRRH to construct student nurse accommodation in Burketown. Burke has obtained legal advice, and provided a response to MICRRH, on the Use Agreement along with changes that JCU have requested to the Agreement to Lease and the Lease documents. Negotiations continue, with a teleconference held on 27 February between the parties and their respective lawyers. The main issue is to ensure that the Commonwealth agreement does not expose Burke, whilst meeting the needs of the Commonwealth in order to ensure that the funding is secured for JCU to construct the building.</p>
CEO peer mentoring	<p>CEO has successfully applied to participate in the LGMA (Local Government Managers' Association) CEO peer mentoring program in 2018. This program is conducted annually, with CEOs in south east Queensland (SEQ) giving of their time to mentor rural remote CEOs. The purpose of the program is to support the development of stronger partnerships amongst Rural/Remote and Indigenous Councils and SEQ Councils.</p> <p>Over two weeks in May/June I expect to attend Ipswich, Lockyer Valley, Toowoomba, Noosa, Sunshine Coast, Redland and Brisbane City Councils where CEOs give their time freely to provide information, support and mentoring. Along with strategic professional development, participants generally leave with a USB full of useful policies, procedures and other information.</p>
EDQ	<p>Economic Development Queensland have reengaged with Burke Shire Council to pick up where we left off last year regarding development of Burketown South, Crimson Edge, and commercial/industrial land in Burketown.</p> <p>Teleconferences are set to recommence in March – outcomes will be reported.</p>
Internal audit visit	<p>Patrick Brown of O'Connor Marsden spent the week commencing 26 February 2018 in Burketown and Gregory on a field visit for the 17-18 internal audit. This audit focuses on the financial sustainability of Burke Shire Council in the areas of housing, and parks and gardens.</p> <p>The final report with recommendations will be presented to the audit committee for review with findings to be reported to Council.</p> <p>Overall, staff commented that they felt confident that this audit process will deliver tangible benefit to Council.</p>
Presentations to future council meetings	<p>The following are proposed:</p> <p>April Ergon – green energy solutions for Burke Shire</p> <p>May New Century Mine – progress update, reprocessing activities</p>

Topic	Report
Councillor development	<p>Mayor and CEO are working on a program for councillor development that is proposed to include:</p> <ul style="list-style-type: none"> • Australian Institute of Company Directors – In-House Governance Essentials for Local Government • Leadership and team development with John Carr of Coach Central Business Coaching • Presentations/ mentoring with prominent retired Mayor (to be revealed) • Presentations from councillors to staff (what is our role and our vision); and staff to councillors (what is the work that we do to resource the functions of the local government, and realise the vision).
Date reminders	<p>Refer governance calendar and calendar invites with particular attention to:</p> <ul style="list-style-type: none"> • Monday 26 March: Frontier Days meeting and public consultation in Gregory • Friday 16 March: date of council meeting (changed from Thursday as Mayor, Deputy Mayor, DCEO and CEO have competing engagements) • Friday 06 April: 9-11am ROC teleconference • CLAIM THE DATE: Thursday 26 April – proposed councillor workshop (operational budgets 18-19)

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)
“Better Roads for Regional Development” pre-Budget submission	Support for the “Better Roads for Regional Development” pre-Budget submission made on behalf of the IQ-RAP Working Group by RDA Townsville and North West Queensland	22-Feb-18	Hon Bob Katter MP Hon David Littleproud Senator Canavan Senator Macdonald Senator McGrath	Cr Ernie Camp	Y

Topic	Details / Comment	Date submitted	Submitted to	Submitted by	Attach (Y/N)
Review and assessment of common user infrastructure opportunities in Queensland's North West Minerals Province (NWMP)	The aim of this review is to determine what infrastructure has common user potential to facilitate regional employment and economic growth in the NWMP.	25-Feb-18	Advisian - engaged by the Department of State Development, Manufacturing, Infrastructure and Planning	Philip Keirle	N

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	Successful	Received notification early March
Building Better Regions Fund - Infrastructure Stream - Round 2	Sewerage Treatment Plant redesign Burketown	Pending	If approved, application to be made to Minister to reduce BSC co-contribution under funding round already approved (Local Govt Grants & Subsidies Program/ LGGSP)
Building Better Regions Fund - Infrastructure Stream - Round 2	Staff housing Burketown	Pending	Included exceptional circumstances application for nil co-contribution.
Building Better Regions Fund - Community Investment Stream - Round 2	Sport & Recreation Strategy	Pending	
Gambling Community Benefit Fund	Order of the Outback Ball (OOTOB) 2018	Pending	
Spirit of Service Round 4	Gregory Cenotaph	Unsuccessful	
Spirit of Service Round 5	Gregory Cenotaph	Application submitted	Incorporated feedback from unsuccessful application to round 4. Round 5 is the last for this funding program.

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	Lead		Compliant	Reason for non-compliance
Biosecurity Plan	EMWI		No	EMWI 18/02/18 BSC does not yet have a Biosecurity Plan. Development timeline agreed with completion aim June 2018
Environmental Authority ERA Permit EPPR00542713	EMWI		Partial	EMWI 15/01/18 EA application and compliance underway
Pest Management Plan	EMWI		to be reviewed	EMWI 15/01/18 to be rolled into the Biosecurity plan
Quarry management plan	EMSP/EMWI		In process	EMWI 15/01/18 Ongoing development through support of NWQ QMS
Airport Reporting Manual	EMWI		to be reviewed	Entry to be completed and reviewed
Transport Security Program for Burke Shire Council	EMWI		to be reviewed	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. Nil changes were made during the reporting month.

7. MEETINGS/CONFERENCES/DEPUTATIONS

Doc ID | 196554

Following is a record of elected member, CEO and senior executive staff engagement with stakeholders and departments, and attendance at meetings, conference and other events, during the reporting month. A calendar of future meetings is provided as an attachment.

Date	Time	Meeting	Venue	Attendees
Thu, 1-Feb-18	9am	Contract training	Julia Creek	
Fri, 2-Feb-18	8am	Technical working group RRTG	Julia Creek	
Fri, 2-Feb-18	9am	Regional CEO forum	Julia Creek	

Date	Time	Meeting	Venue	Attendees
Tue, 13-Feb-18	All Day	NWQROC Meeting	Richmond Shire Council	
Thu, 15-Feb-18		Council Meeting	Nijinda Durlga	
Fri, 16-Feb-18		NWHHS (North West Hospital Health Service) scheduled CEO visit	Burketown	
Mon, 19-Feb-18	Whole week to Fri 23	Interim audit and internal audit	Burketown	
Tue, 27-Feb-18	12.30pm to 1.30pm	Meeting: Ports North - Michael Colleton and Tycho Bunningh	Brisbane	
Tue, 27-Feb-18	2.00pm to 3.30pm	Meeting: Economic Development Queensland	Brisbane	
Tue, 27-Feb-18	4.00pm to 5.00pm	Deputation: Dallas Stower, Assistant Director-General Strategic ICT	Brisbane	
Tue, 27-Feb-18	6.30pm	Meeting: AEON Metals	Brisbane	
Wed, 28-Feb-18	10.00am	Deputation: Assistant Minister Meaghan Scanlon, Tourism Industry Development	Brisbane	
Wed, 28-Feb-18	11.30am	Deputation: Dr Anthony Lynham, Minister for Natural Resources, Mines and Energy	Brisbane	
Wed, 28-Feb-18	3.15pm to 4.00pm	Deputation: Hon Stirling Hinchliffe, Minister for Local Government, Racing and Multicultural Affairs	Brisbane	

8. OFFICER'S RECOMMENDATION

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

11.01 Chief Executive Officer Report

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

Moved: Cr Camp

Seconded: Cr Murray

Carried 180316.21 4/0

Attendance

Mark Poynter entered the meeting from 3.26pm to 3.34pm.

12. Corporate Services

12.01 Deputy Chief Executive Officer Report

DEPARTMENT:	Office of the Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	5 March 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	February 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)	Prepare Report	Awarded to Right Foot Forward, public consultation slated for late March
Customer Service Charter	Development and implementation of Customer Service Charter	Deliver	To be discussed as part of team training session in April
Order of the Outback Ball	Delivery of 2018 OotOB	Nil	Funding application submitted to Gambling Community Benefit Fund; Narelle Poole engaged to assist with delivery
Community Satisfaction Survey	Delivery of 2017 CSS	Nil	Completed and publicised
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	Deliver	WHS Auditor training on hold following WHSC resignation
Induction Process	Development and implementation of staff induction process and documentation	Trial	Under development. To be further elaborated through the coming months; opportunity to further develop with engagement of new WHSC
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	February Action	Status Update
LGMA Rural Management Challenge	BSC Participation in LGMA Rural Management Challenge	Develop Budget	Budget to be developed for 2018 participation, as part of ongoing 2018-19 budget planning
Council Document Template Harmonisation	Development and adoption of templates for Council documents/corro	Review	Initial consultation yet to take place; has been delayed by numerous other priorities
Housing Management Framework	Completion and adoption of documentation/processes associated with property management	Adopt	In process of preparing new leases to issue to all tenants and addressing breaches from last round of inspections
Financial Sustainability Measures	Develop plan around Council's list of financial sustainability measures	Develop Plan	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	Review process due to complete in early March
Donations Packs	Distribution of donation request information packs to community groups	Prepare	Documentation distributed to community groups outlining new process and calling for submissions for the coming financial year
Certified Agreement	Negotiation of BSC Certified Agreement	Adoption (October)	Adopted 30 January; back-payment and payroll amendments completed
Website Upgrade	Overhaul of the BSC website	Training, if needed (October)	Completed. Looks good.
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	Plan public consultation	CSS completed; DCEO submitted application to BBRF Round 2 Community Investment Stream in December 2017 to fund project. DCEO also looking to seek funding through QLD Department of Sport & Rec's Get Planning Spaces program

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. Council have engaged Frank Plozzo through LoGo appointments to assist with NDRRA projects and delivery of some building projects (including this project). Mr. Plozzo arrives on 9 March 2018.

Replacement of VMR Shed with new SES Buildings

Council 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. Council have engaged Frank Plozzo through LoGo appointments to assist with NDRRA projects and delivery of some building projects (including this project). Mr. Plozzo arrives on 9 March 2018.

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 planning a board meeting in Karumba on 15 March 2018 following attendance at Ports North's Karumba Port Advisory Group Meeting
- GSD representatives attended the Gulf Chamber of Commerce meeting in Karumba on Wednesday 21 February, providing an opportunity to meet with Karumba business owners, Department of State Development, Manufacturing, Infrastructure and Planning representatives and New Century representatives
- GSD is planning to attend the Savannah Way Tourism Summit at Undarra on 8-9 March – weather permitting
- GSD has provided support to two larger bids for the ASBAS Digital Solutions program, which would likely see GSD delivering that program in the region on their behalf
- 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.

<i>Projects underway currently are:</i>	
ANZAC Day	Digitisation Destruction
OoTOB	Customer Service Charter
Planning Scheme Adoption	ICT Business Architecture Review

Finished Projects:

Australia Day

Community Satisfaction Survey

Records Management

Destruction continues to be a key focus with 568 documents were destroyed in January. 231 folders containing 3844 documents have been scheduled for destruction. The digitisation destruction project will see a range of hard copy documents eligible for immediate destruction after a electronic quality check.

See Jan CorpMem report attached.

Information Technology

Nil noteworthy ICT events to report on. The ACSC continues to explore options for a disaster resilience solution.

See Jan Social media and Civica reports attached.

Library

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

See February Library Report attached.

Community Development and Tourism Report

See Jan CDTO Report attached

2018 Council Run Events Schedule

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

5. HUMAN RESOURCES**Departures:**

- Nil for the month

Appointments:

- Frank Plozza – temporary NDRRA Supervisor (engagement via agency)
- Narelle Poole – temporary Events Officer (engagement via agency)

Recruitment:

Council is currently recruiting for a Workplace Health and Safety Coordinator (interviews scheduled for Tuesday 6th March 2018) and IT / Development Services Administration Officer (applications closed 4th March 2018).

Future recruitment actions include: -

- Building / Maintenance Supervisor (temporary placement)
- Contracts and Procurement Officer (permanent, full-time position)

Training:

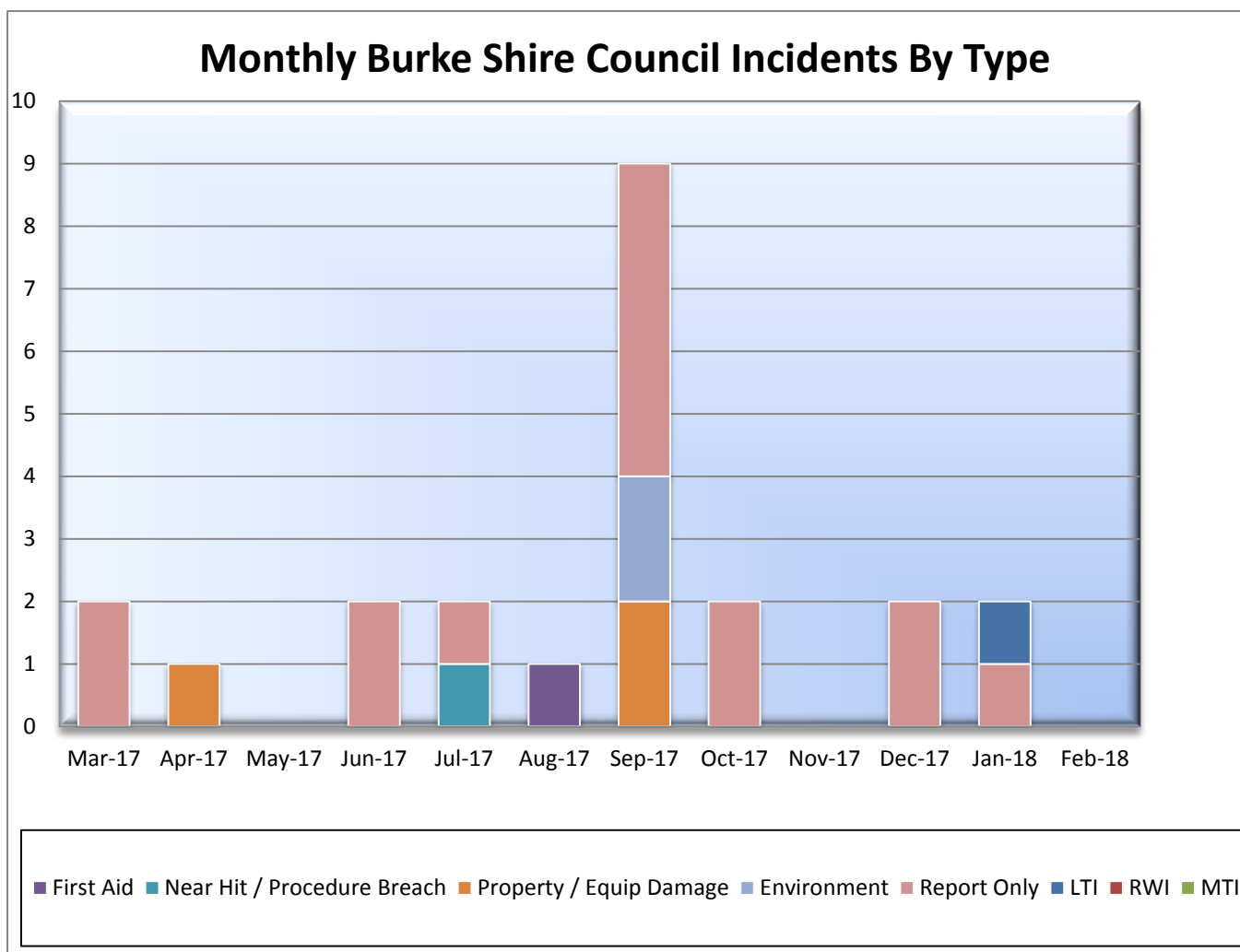
- John Carr (Coach Central) will be on site 19th March to deliver team building training to depot staff, and 9th April to Office staff.
- Work continues in delivering plant operator training to depot staff.
- Apprenticeships and traineeships are ongoing

Other Matters:

- See attached Admin Team Work Breakdown Matrix. This gives a high-level view of the functions of Council's administration team and who performs which roles.

6. WORKPLACE HEALTH AND SAFETY

There were no incidents reported during February 2018. The WHSC position was vacant for this period.



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.

12.01 Deputy Chief Executive Officer Report

That Council notes the contents of the Deputy CEO's report for the month of February 2018.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 180316.22 4/0

Attendance

Cr Murray left the meeting from 3.47pm to 3.49pm.

09. Works, Services and Finance Reports

09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	02 March 2018
LINK TO COUNCIL PLAN/S:	Operational Plan Budget

1. OPERATING STATEMENT: YEAR TO DATE ACTUAL VS ANNUAL BUDGET

	Year to Date \$	Budget \$	Variance \$
Operating Revenue			
Rates & Charges	2,671,441	2,656,000	15,441
Less: Discount, Rebate & Remissions	- 32,124	- 61,000	28,876
	2,639,317	2,595,000	44,317
 Fees & Charges	57,183	95,000	- 37,817
Rental Income	150,123	225,000	- 74,877
Interest	194,724	254,000	- 59,276
Recoverable Works Revenue	611,097	972,000	- 360,903
Other Income	7,842	5,000	2,842
	1,020,969	1,551,000	- 530,031
 Donations	8,300	10,000	- 1,700
Contributions	45,455	-	-
Subsidies & Grants	3,731,055	7,428,900	-3,697,845
	3,784,810	7,438,900	-3,654,090
 Total Operating Revenues	7,445,095	11,584,900	-4,139,805
 Operating Expenditure			
Corporate Governance Costs	531,655	905,000	- 373,345
Administration Costs	1,968,485	2,571,600	- 603,115
Recoverable Works Expenses	757,542	775,000	- 17,458
Engineering Services	12,487,952	12,753,000	- 265,048
Utility Services Costs	472,458	689,000	- 216,542
Net Plant Operating Costs	- 578,639	874,000	295,361
Planning & Environmental Expenses	68,898	185,000	- 116,102
Community Services Costs	950,921	1,382,000	- 431,079
Finance Costs	12,265	16,000	- 3,735
Depreciation	3,020,555	3,900,000	- 879,445
Other Expenses	-	-	-
 Total Operating Expenditure	19,692,092	22,302,600	-2,610,508
 Operating result before Capital Revenue	- 12,246,997	- 10,717,700	-1,529,297
 Capital Items			
Sale of Non current Assets	- 10,788	-	- 10,788
Contributions	-	-	-
Subsidies & Grants	4,721,752	5,230,000	- 508,248
 Net Result	- 7,536,033	- 5,487,700	-2,048,333

Year to date results reflect a \$12,2m operating loss before capital revenue and a net \$7,5m loss including capital revenue.

2. OPERATING STATEMENT: YEAR TO DATE ACTUAL RESULT VS PRO RATA BUDGET

(Note that variance analysis and capital projects report are omitted from this monthly report as they are dealt with in detail via the budget review presented to today's meeting.)

	Year to Date \$	Budget \$	Variance \$
Operating Revenue			
Rates & Charges	2,671,441	1,770,667	900,774
Less: Discount, Rebate & Remissions	- 32,124	- 40,667	8,543
	2,639,317	1,730,000	909,317
 Fees & Charges	57,183	63,333	- 6,150
Rental Income	150,123	150,000	123
Interest	194,724	169,333	25,391
Recoverable Works Revenue	611,097	648,000	- 36,903
Other Income	7,842	3,333	4,509
	1,020,969	1,034,000	- 13,031
 Donations	8,300	6,667	1,633
Contributions	45,455	-	-
Subsidies & Grants	3,731,055	4,952,600	-1,221,545
	3,784,810	4,959,267	-1,174,457
 Total Operating Revenues	7,445,095	7,723,267	- 278,171
 Operating Expenditure			
Corporate Governance Costs	531,655	603,333	- 71,678
Administration Costs	1,968,485	1,714,400	254,085
Recoverable Works Expenses	757,542	516,667	240,875
Engineering Services	12,487,952	8,502,000	3,985,952
Utility Services Costs	472,458	459,333	13,125
Net Plant Operating Costs	- 578,639	- 582,667	4,028
Planning & Environmental Expenses	68,898	123,333	- 54,435
Community Services Costs	950,921	921,333	29,588
Finance Costs	12,265	10,667	1,598
Depreciation	3,020,555	2,600,000	420,555
Other Expenses	-	-	-
	19,692,092	14,868,400	4,823,692
 Operating result before Capital Revenue	- 12,246,997	- 7,145,133	-5,101,863
 Sale of Non current Assets	- 10,788	-	- 10,788
Contributions	-	-	-
Capital Subsidies & Grants	4,721,752	3,486,667	1,235,085
	- 7,536,033	3,658,467	-3,877,566

Rates & Utility Charges

Rates & Utility charges are on target with annual budget estimates following the raising of second half general rates and utility levies. Actual results are positively above annual estimates due to higher excess water usage charges than anticipated.

Fees and charges

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

Rental income & Interest Income

Pro rata rental income is on track with budget estimates.

Interest on rates and utility charges is on track with budget estimates. Investment interest is slightly higher than forecast figures due to conservative investment interest forecasts, monthly interest has continued to decline as the investment principal has declined gradually through the financial year.

Recoverable works revenue

Recoverable works revenue, RMPC component is on track with pro rata estimates and on track to meet annual estimates as works are completed and claims are lodged.

Grants, Subsidies, Contributions and Donations

Actual recurrent grant revenues increased from the previous month but are still below annual estimates due to timing differences. Significant timing variances are as follows:

NDRRA flood damage revenues - approximately \$3.4 million outstanding on the 2015-16 and 16-17 flood events, (progress claims to be lodged as works progress;

FAG roads & general purpose grants - approximately \$350,000 outstanding (final quarterly payment due in the last quarter of the year);

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: TIDS grant – approximately \$57,000 outstanding, claims for completed work lodged in February, and balance outstanding to be claimed on completion of works prior to 30 June 2018;

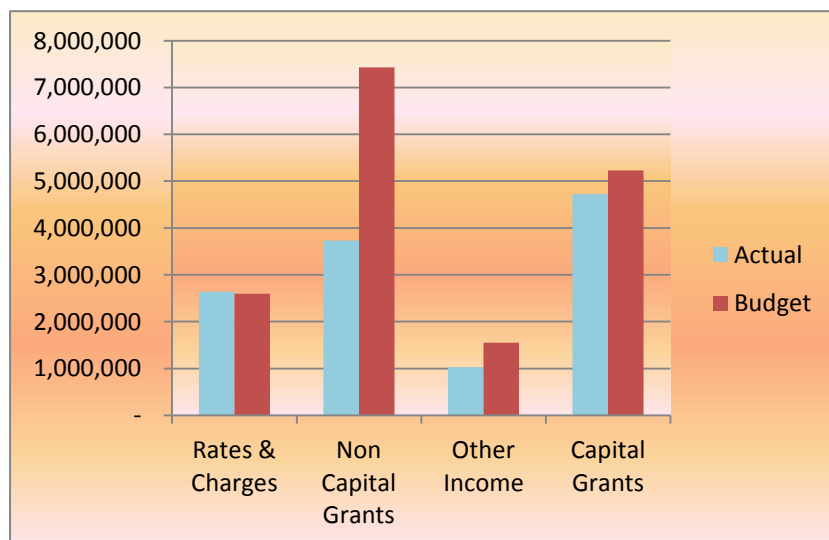
TTC (Boat ramp project) - approximately \$200,000

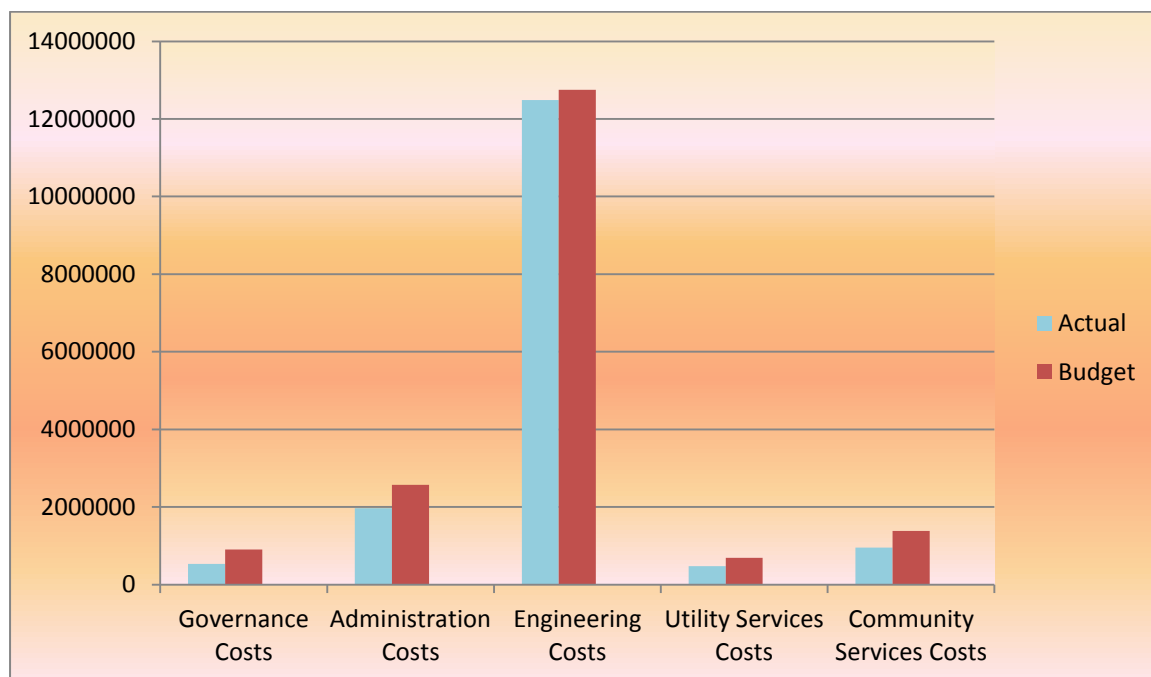
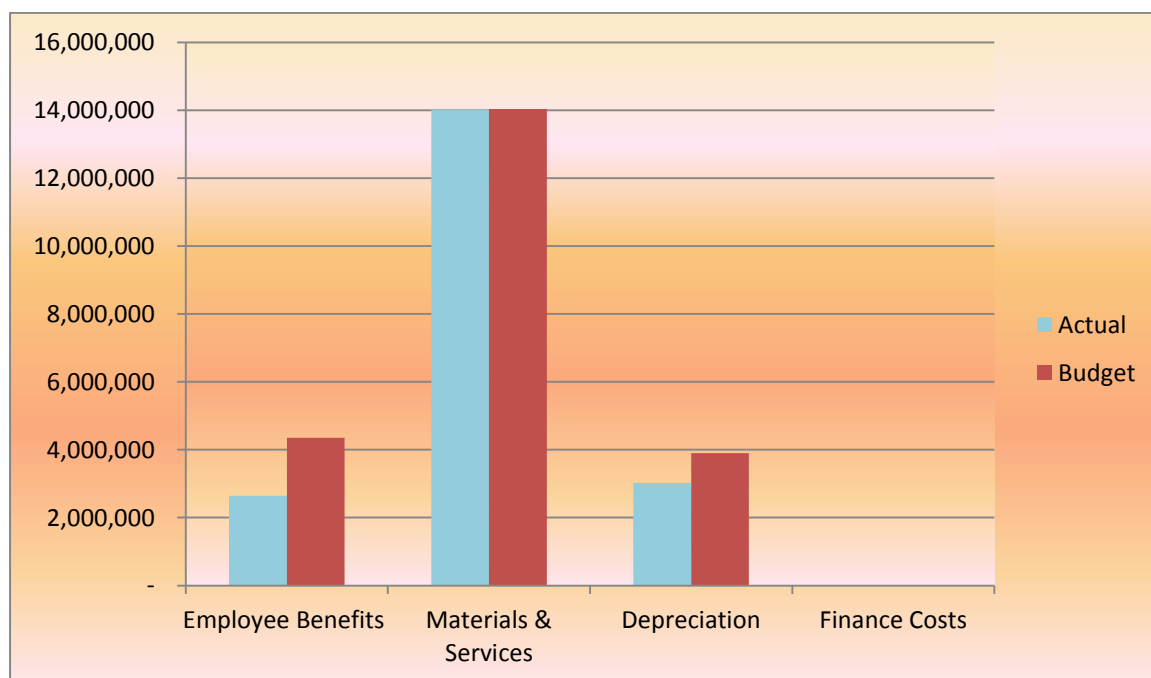
Visitor information center renovation grant - approximately \$85,000

NSRF Grant (Boat ramp project) -approximately \$650,000

Regional Aviation Access Program - project total cost was significantly lower than anticipated therefore total co contributions would be reduced from \$110K to ~\$60K in line with actual expenditure.

Where has the money come from?



How has the money been spent?Expenditure by Type

3. BUSINESS UNITS

	Burketown Year To Date Actual	Burketown Annual Budget	Gregory Year To Date Actual	Gregory Annual Budget
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Water Operations

Revenue	292,879	287,000	106,865	97,000
Expense	207,000	250,000	115,448	200,000
Surplus/Deficit	85,879	37,000	-8,583	-103,000

Parks & Gardens Operations

Revenue		-	-	-
Expense	103,000	160,000	42,357	75,000
Surplus/Deficit	-103,000	-160,000	-42,357	-75,000

***Waste Management**

Revenue	100,892	100,000	-	-
Expense	58,000	137,000	-	-
Surplus/Deficit	42,892	-37,000	-	-

***Sewerage Operations**

Revenue	147,136	148,000	-	-
Expense	75,000	97,000	-	-
Surplus/Deficit	72,136	51,000	-	-

***Housing Operations**

Revenue	150,123	225,000	-	-
Expense	186,439	402,000	-	-
Surplus/Deficit	-36,316	-177,000	-	-

****Plant & Fleet Operations**

Revenue	1,117,000	1,800,000	-	-
Expense	546,861	913,000	-	-

*Combined Figures for Burketown & Gregory

**Plant Hire recoveries do not meet the standard requirements for revenue recognition and are generally treated as negative expenditure.

4. ROADS PROGRAM

	Year To Date Actual	Annual Budget	Variance	Percent Complete	Comment
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TOWN STREETS & SHIRE ROADS

Revenue	355,400	400,000	44,600		Final quarter payment outstanding
Expense	271,433	400,000	128,567		Expenditure within budget

TIDS

Revenue	400,000	457,000	57,000	95%	Balance to be claimed on completion of outstanding works
Expense	800,000	914,000	114,000	95%	Outstanding work on little woodies creek & Burke & Gregory Street to be completed

RMPC

Revenue	523,000	942,000	419,000	80%	Claims to be lodged on completion
Expense	617,000	750,000	133,000	80%	Within budget

NDRRA

Revenue	2,416,000	5,850,000	3,434,000	95%	Budget figures to be amended
Expense	7,177,000	11,000,000	3,823,000	95%	Total costs lower than submission value, budget figures to be amended to reflect current position

5. STATEMENT OF FINANCIAL POSITION

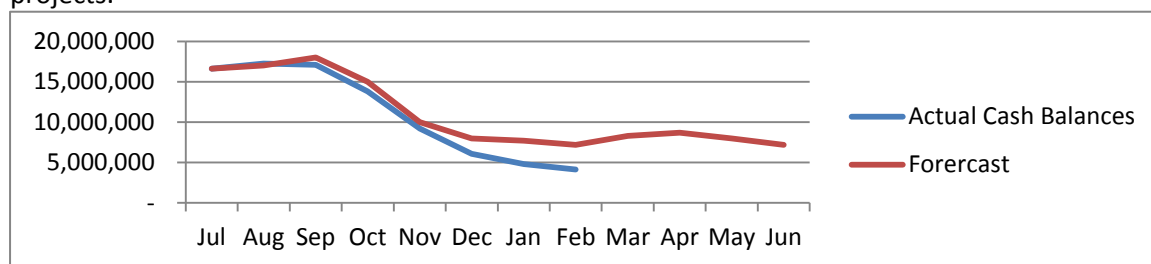
	2017 - 18 YTD	2017 - 18 Budget
Current Assets		
Cash & cash equivalents	4,153,685	7,213,336
Trade & other receivables	2,339,243	600,000
Inventories	311,647	193,943
Other assets	1,258,259	205,483
Total Current Assets	8,062,834	8,212,762
Non Current Assets		
Property plant & equipment	197,193,244	200,172,762
Accumulated depreciation	- 60,245,956	- 60,503,315
Capital Works in progress	5,556,187	241,731
Total Non Current Assets	142,503,475	139,911,178
TOTAL ASSETS	150,566,309	148,123,940
Current Liabilities		
Trade & other payables	760,482	1,031,337
Borrowings	-	-
Provisions	56,993	175,794
Other	-	-
Total current liabilities	817,475	1,207,131
Non Current Liabilities		
Trade & other payables	-	-
Interest bearing liabilities	-	-
Provisions	635,412	619,885
Other	-	-
Total Non current liabilities	635,412	619,885
TOTAL LIABILITIES	1,452,887	1,827,016
NET COMMUNITY ASSETS	149,113,422	146,296,924
Community Equity		
Shire capital	39,529,889	39,529,889
Asset revaluation reserve	82,474,980	76,038,657
Retained surplus	27,108,552	30,728,378
Other reserves	-	-
TOTAL COMMUNITY EQUITY	149,113,422	146,296,924

The statement of financial position at the end of February shows Council's total equity sitting at \$149 million against a budgetary forecast of \$146 million.

Cash & Cash Equivalents

Cash balances at the end of February sat at \$4, 1 million down from \$4, 8 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.

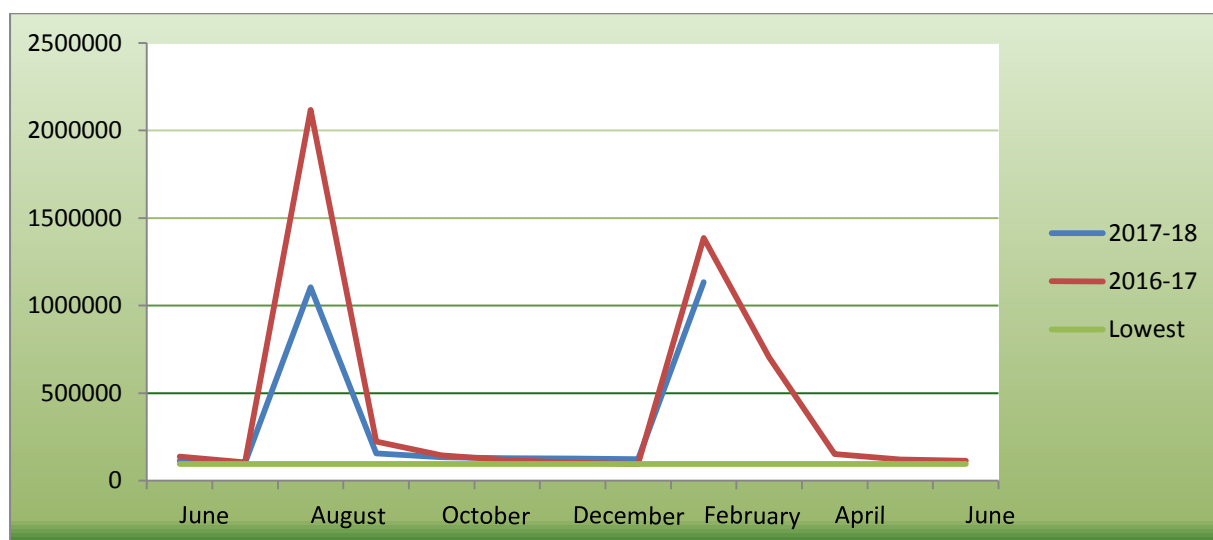


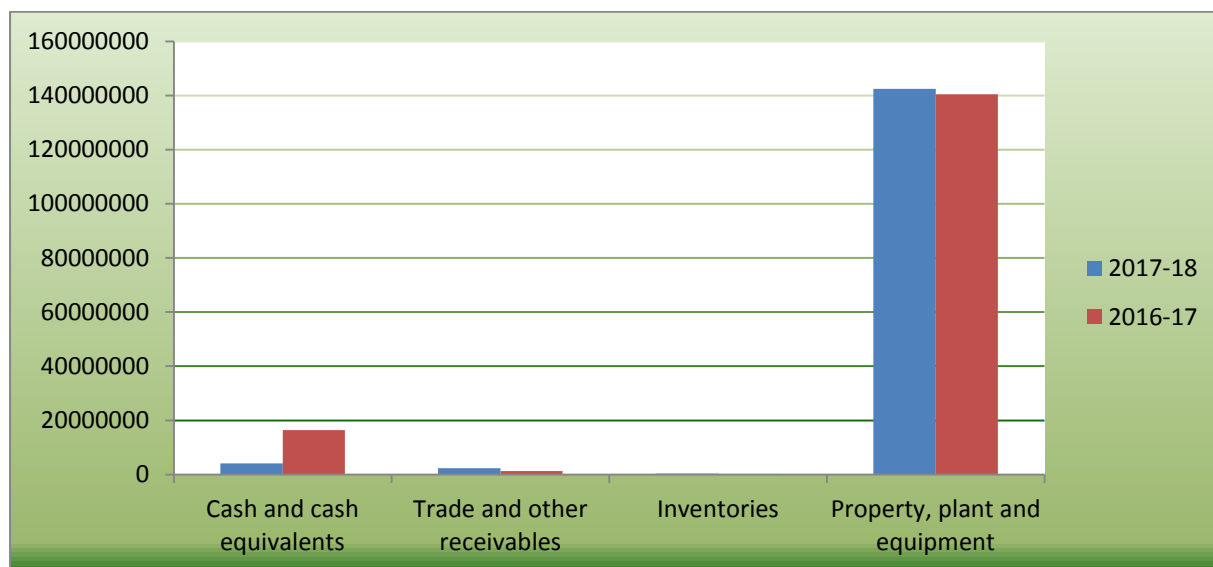
Cash holdings at the end of the month

Month	Queensland Treasury Corporation	Cash Float	Westpac 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	3,570,746	558	582,380	\$ 4,153,684

Trade and other receivables

Outstanding rates receivables increased at the end of February in line with the scheduled second half rates levies.



Assets by category

6. MEASURES OF FINANCIAL SUSTAINABILITY

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

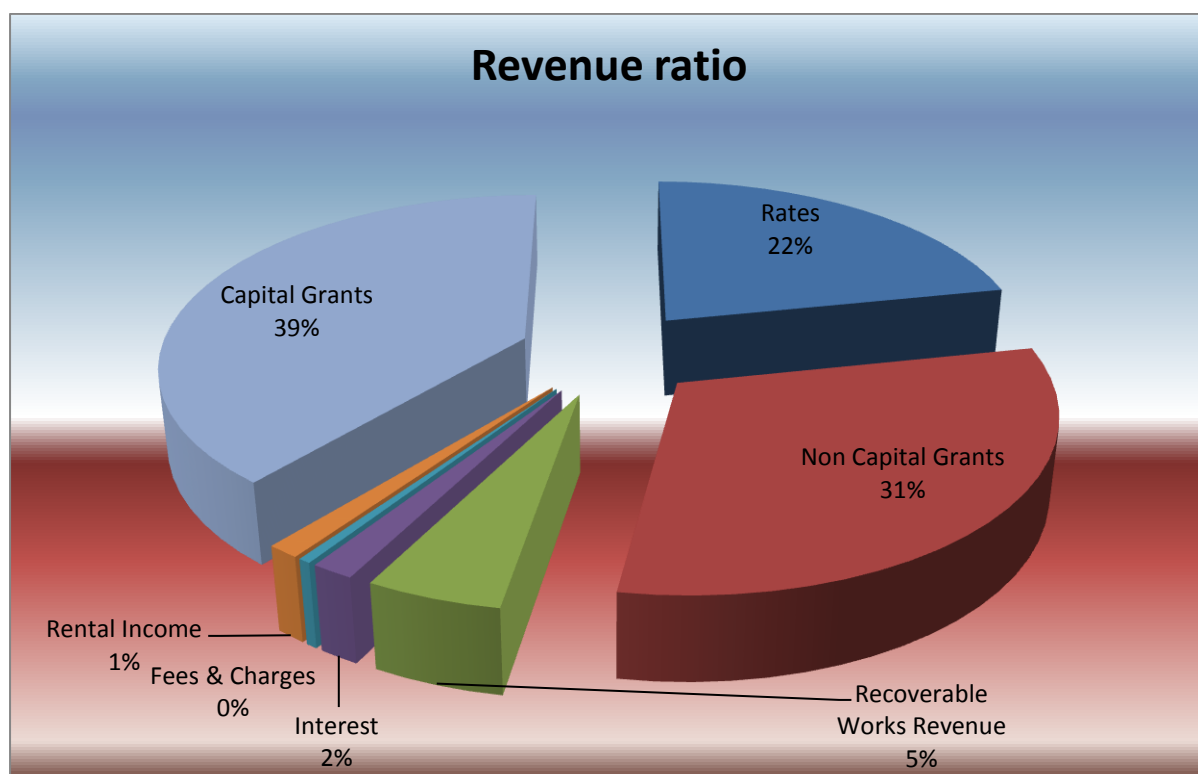
Ratio	Target	YTD Actual	Target Met
Current Ratio	>1:1	10	Yes
Asset sustainability ratio	>90%	126%	Yes
Net Financial liabilities Ratio	<60%	-88.78%	Yes
Operating surplus ratio	Between 0 and 10%	-165%	No
Capital Expenditure Ratio	1:1	1.71	Yes

The Current ratio: Measures Council's ability to meet short term obligations from cash and liquid financial assets- Councils ratio at the end of the month indicates an ability to offset short term obligations from liquid financial assets, 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 decreased from the previous month however still 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 February reflect that 39% of year to date operating revenue is derived from capital grants; 31% of total revenue is deriving from non capital grants while 22% is deriving from rates and utility charges. Year to date actual results and year end budgetary forecasts reflect reliance on external funding.



7. STATEMENT OF CASH FLOW

	Actual \$	Annual Budget \$
Cash flows from operating activities		
Receipts from customers	923,519	3,667,000
Payments to suppliers and employees	- 16,941,100	- 18,402,600
	- 16,017,581	- 14,735,600
Interest received	194,725	254,000
Rental income	150,125	225,000
Non capital grants and contributions	3,784,809	7,438,900
Borrowing costs	-	-
Net cash inflow (outflow) from operating activities	- 11,887,922	- 6,817,700
Cash flows from investing activities		
Net payments for property, plant and equipment	- 5,610,373	- 9,553,520
Proceeds from sale of property plant & equipment	500,226	282,000
Grants, subsidies, contributions and donations	4,721,753	5,230,000
Net cash inflow (outflow) from investing activities	- 388,394	- 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	- 12,276,316	- 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	4,153,685	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, 1 million. This decline trend is consistent with the annual budget cash flow forecast.

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

Clause 9 of Council's Rate Debt Recovery Policy determines how debtors can enter into a plan to pay their outstanding debts (rates and charges and other receivables) to Council. Clause 11 delegate's authority to negotiate payment plans 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	1. Repayment term (NB: only CEO can approve if debt will not be repaid in financial year that debt was accrued). 2. Debt Write off (Amount written off)	Authorising officer (FM or CEO)
Nil	Nil	N/A

9. OFFICER'S RECOMMENDATION

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

09.02.01 Finance Monthly Update Report

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

Moved: Cr Yanner

Seconded: Cr Clarke

Carried 180316.23 4/0

13. Late Reports

No late reports were submitted to the meeting.

Attendance

Madison Marshall left the meeting from 4.00pm to 4.03pm.

14. Mayoral Report

I attended the following:

- RCSAC Meeting Mt Isa
- Meetings in Brisbane –
 - Aeon Metals – general catchup
 - Min Stirling Hinchliffe, Minister for Local Government – introduce Burke Shire, showcase past/current successes and future projects
 - Min Dr A Lynham, Minister for Natural Resources and Mines – Gregory ILUA, fit for purpose tenure, costings
 - Meaghan Scanlon Ass Minister Dept of Tourism Industry Development – tourism, Riversleigh WHA
 - Shadow Minister for Tourism, David Crissafulli, update post ILUA tourism development Burke Shire eg Yagurli Tours, stargazing and opportunities Riversleigh
 - Dallas Stower, Asst DG Strategic ICT on behalf of Min de Brenni– Bkt – Ntn Fibre Optic project, digital technology in remote areas
 - Ports North Representatives – Port of Karumba
 - EDQ – general discussions about projects going forward
- Infrastructure Briefing Plan Meeting, Burketown – 2018 Road Construction Plan
- Teleconference x 2 – forward key project planning
- NWQ ROC – Special Meeting – discuss QTC deposit of ROC funds
- NWQ ROC and Agforce – discuss drought situation in Shires
- BSC LDMG Meeting – discussion of current flooding and low in the Gulf – move Shire to Alert status
- Meetings – BSC Executive – discuss Councillor training, forward project planning, budget projections, staffing training and key skills audit
- Teleconference – Gulf Frontier Festival
- NWMP Stakeholder Reference Committee – inaugural meeting – initial meeting of committee was postponed last year due to election

Submission:

- NWMP Infrastructure Audit – Current and Future – submitted as Mayor and GSD Chair

Media:

- NW Star – re flooding/weather
- ABC Radio – re flooding/weather

Other:

- Contacted Telstra re outages in Shire

GSD

- newsletter out
- Meeting postponed due to access and postponing of coinciding meetings that GSD reps were also to attend at same location
- Gulf Chamber of Commerce Meeting

Other:

- This week Stephen Hawking passed away. The world has lost one of the great thinkers of the modern age.
- Sympathies to Jane Dibble, JY and family on the passing of her mother
- Exciting news – mobile coverage is now switched on at Burke and Wills. Burke Shire Council joined with Cloncurry and Carpentaria Shires to deliver this project under the Mobile Black Spot Funding Programme

That Council notes the report provided by Councillor Camp.

Moved: Cr Yanner

Seconded: Cr Clarke

Carried 180316.24 4/0

15. Councillor Reports

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

Moved: Cr Camp

Seconded: Cr Yanner

Carried 180316.25 4/0

16. New business of an urgent nature admitted by Council

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

- **Maturing the Infrastructure Pipeline Program**

Moved: Cr Murray

Seconded: Cr Camp

Carried 180316.26 4/0

16.01 Maturing the Infrastructure Pipeline Program

That Council nominate the following projects for submission to the Maturing the Infrastructure Pipeline Program:

- **Gregory and Nicholson River Crossings (Strategic Plan)**
- **Leichhardt River Crossing (Detailed Design)**
- **Mineral Baths (Detailed Design and Business Case)**
- **Food Atrium (Strategic Plan)**

Moved: Cr Camp

Seconded: Cr Murray

Carried 180316.27 4/0

17. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled at time of agenda preparation.

18. Closure of meeting

The Chair declared the meeting close at 4.23pm.

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
QTC	Queensland Treasury Corporation

Acronym	
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

I hereby certify that these pages numbered 1 to 97 – constitute
the Confirmed minutes of the Ordinary Council Meeting of Burke
Shire Council held on Friday 16 March 2018.

Mayor Cr Ernie Camp