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Agenda and Business Papers

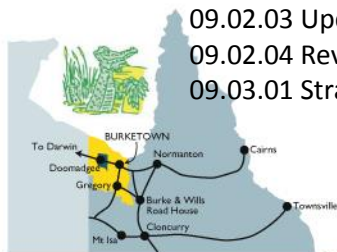
Burke Shire Council Ordinary General Meeting

Thursday 19 April 2018

9.00am Council Chambers

| | |
|--------------------|---|
| 9.00am | Opening of Meeting |
| 10.30am to 11.00am | Morning Tea |
| 12.00pm to 12.30pm | Energy Queensland – Glenn Dahlenburg and Steve Beck |
| 12.30pm to 1.00pm | Lunch |

| | |
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01. Opening of Meeting

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

02. Record of Attendance

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

02.01 LGR 2012 Section 276 – Attendance by teleconferencing

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

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

03. Prayer

Led by Cr Murray

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 General Meeting Friday 16 March 2018

That the Minutes of the General Meeting of Council held on Friday 16 March 2018 as presented be confirmed by Council.



180316 Unconfirmed
Minutes.docx

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

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

08.01 Notices of Motion

None received at time of agenda preparation.

08.02 Petitions

None received at time of agenda preparation.

09. Works, Services and Finance Reports

| |
|---|
| <p>09.01.01 Works and Services Monthly Report</p> <p>09.01.02 Roads Policy</p> <p>09.01.03 Council Lay Down Yard</p> <p>09.01.04 Pavement Concession – Life Flight and Regional Express</p> <p>09.01.05 Playground Decommissioning and Safety</p> <p>09.02.01 Finance Monthly Update Report</p> <p>09.02.02 Update of Procurement Policy</p> <p>09.02.03 Update of Finance Policies</p> <p>09.02.04 Review of Airport Fees & Charges</p> <p>09.03.01 Strategic Projects Reports</p> |
|---|

Works and Services Reports

09.01.01 Works and Services Monthly Report

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

1. PROJECTS

| Project Name | Comments |
|---|--|
| Gregory WTP – Solar Power | Final commissioning planned for the coming weeks |
| Gregory WTP – Storage Tanks | Proposed remedy from agreed. Revised timeline to be provided for completion of works |
| House 10 Renewal | Contracts awarded and works to commence 2 nd week of April |
| VIC Restoration | Requests for quotation documents distributed and awaiting response. |
| SES Building Replacement | Requests for quotation documents distributed and awaiting response. |
| Works For Queensland (R2) a) Bulk Fuel Storage b) Water Treatment Plant | Quotes received and order to be placed for bulk fuel storage Gregory WTP: New filter pump installed and filter control system upgraded. Ageing SCADA system migrated to new Burke Shire Master system |

2. ROADS

Town Streets

Slashing to nature strips/verge to reduce vegetation and risk of snakes.

Shire Roads

Slashing of road verges and commencement of maintenance activities.

RMPC

The development of a backlog of work for approval by TMR will be the main focus over the coming months. Contract review meeting with TMR planned for May.

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/REX Services

- A number of bird strikes during the month of March.

- Slashing of airports ongoing to reduce the risk of bird strike.
- Training of additional ground handling staff to supplement those currently trained. Awaiting ASIC cards prior to commencing locally.

4. WORKSHOP AND FLEET

- The following budgeted items are currently in the procurement process:
 - CEO Prado- Preparing tender
 - Ride on Mower- Kubota ZD1221RL-72R Ordered- expect delivery late April
- Monthly fuel consumption for the yellow fleet was 129 litres.
- The following major tasks have been completed.

| Plant # | Description | Maintenance | Scheduled | Comment |
|---------|--------------------------|----------------------------|-----------|--------------------|
| 474 | Rosa Bus | Dents, clean, fuel | No | Evacuation |
| 486 | Haulmark Side Tipper | Annual check over | Yes | Scheduled |
| 514 | SES Hilux | Battery | No | Not run enough |
| 519 | Jetpatcher | 50k service | Yes | Scheduled |
| 522 | 140M Grader | Annual check over | Yes | Scheduled |
| 527 | Hub Genset | Check over, fuel | Yes | Scheduled |
| 529 | John Deere Ride on | Alternator ,punctures | No | Wear |
| 531 | SES Hilux | Battery | No | Short runs |
| 533 | Kubota Ride On | Pulley, tyres | No | Wear |
| 546 | Kubota Tractor | Clutch, blades | No | Wear |
| 551 | Western Star Prime mover | 135k service, check over | Yes | Scheduled |
| 562 | 226B2 Skid Steer | Broom mount | No | Wear |
| 566 | Ranger Landcruiser | Noisy front left wheel | No | Mud in disc |
| 568 | Kioti Ride On | Rebuild deck again | No | Too cheap |
| 575 | Rubbish compactor | Straighten bin lifter | No | Operator untrained |
| 585 | Job Truck | Windscreen, fuel pump | Yes | Scheduled |
| 589 | RMPC Truck | Navman | Yes | Scheduled |
| 591 | Gregory Hilux | 60k service, duress button | Yes | Scheduled |
| 599 | SR5 Hilux | 20k service | Yes | Scheduled |
| 603 | Ex SES Trailer | Register | Yes | Ready for use |
| 2001 | 2,000 ltr fuel tank | Clean out water and fill | Yes | Prep for cyclone |
| | Whippers and Mowers | Keep operational | No | Ongoing |
| | Gregory Crossing Camera | Deactivate | No | Until next wet |
| | Fire Extinguisher | Test | Yes | 6 monthly |

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 minor maintenance activities underway.

7. BIOSECURITY

- Road side weed spraying is planned for late April as part of slashing activities. Council equipment is being prepared and refresher training sought for those who will complete the task.
- Mosquito fogging delayed to ensure correct operator training. Expected mid to late April.
- Biosecurity plan development has been delayed.

8. WATER

Water Usage

| Monthly Reading WTP Burketown | | |
|-------------------------------|---------------|------------|
| Previous Month | Current Month | Difference |
| February 8510 kl | March 6788 kl | -1722 kl |

| Monthly Reading WTP Gregory | | |
|-----------------------------|-----------------|------------|
| Previous Month | Current Month | Difference |
| February 3079.9 kl | March 2065.4 kl | -1014.5 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
 - Numerous unplanned shutdowns due to instability of control software and generator problems. Austek to be mobilised to assist resolving problem, compounded by late running projects.
 - Town pressure pumps tripping due to electrical load issue, compounded by late running projects.
 - Water intake pumps requiring service and pump sump requiring cleaning. Planned for early April.

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 | March 2018 | Actual Total (YTD) |
|---|--|---------------|------------|--------------------|
| Water Services | | | | |
| Water mains breaks | Per 10km/year | <3 | 0 | 2 |
| Incidents of unplanned interruptions | Per 100 connections/year | <0 | 4 | 9 |
| Water quality related complaints | Per 100 connections/year | <1 | 2 | 9 |
| Drinking water quality | % of samples tested with no E. coli detection/year | 98% | 100% | 100% |
| Time to respond to water incidents – water quality complaints, burst water mains, supply interruption | % of response to incident <12hrs | >95% | 100% | 100% |
| Sewerage Services | | | | |
| Sewer mains breaks and chokes (blockages) | Per 10km/year | <2.5 | 0 | 2 |
| Sewerage complaints – overflow on properties and odour | Per 100 connections/year | <5 | 0 | 14 |
| Time to respond to sewerage incidents – blockages, chokes, overflows | % of response to incident <12hrs | >95% | 100% | 100 |
| Combined | | | | |
| Total water and sewerage complaints (any nature) | Per 100 connections/year | <12 | 4 | 22 |

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 April 2018.

ATTACHMENTS

1. Works for Queensland Round 2 Report



Works for
Queensland _ March :

Works and Services Reports

09.01.02 Roads Policy

| | |
|-------------------------|--------------------|
| DEPARTMENT: | Works and Services |
| RESPONSIBLE OFFICER: | Mark Poynter |
| DATE REPORT PREPARED: | 05 April 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 |
|--|---|
| <p><i>Local Government Act 2009</i></p> <p>Section 60 Control of Roads</p> | <p>(1) A local government has control of all roads in its local government area.</p> <p>(2) This control includes being able to—</p> <ul style="list-style-type: none"> (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— <ul style="list-style-type: none"> (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— <ul style="list-style-type: none"> (i) public utilities along, in, over or under roads; and (ii) ancillary works and encroachments along, in, over or under roads; and (g) realign a road in order to widen the road; and (h) acquire land for use as a road. <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> |

| Instrument | Summary/ Comments |
|---|--|
| <p><i>Local Government Act 2009</i></p> <p>Section 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 style="padding-left: 40px;">(a) during a temporary obstruction to traffic; or</p> <p style="padding-left: 40px;">(b) if it is in the interests of public safety; or</p> <p style="padding-left: 40px;">(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 April 2018 Ordinary Council is inline with the policy review schedule and will inform future road works.

7. CONSULTATION

External – Engineers: GBA and ERSCON

Internal – Chief Executive officer, Executive Manager Special Projects, Council via meeting Friday 16 March.

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;
2. That Council receives and adopts the Roads Policy; 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.

ATTACHMENTS



ENG-POL-002 Road
Network Policy.docx

1. Road Network Policy

Works and Services Reports

09.01.03 Council Lay Down Yard

| | |
|-------------------------|--|
| DEPARTMENT: | Works and Services |
| RESPONSIBLE OFFICER: | Mark Poynter |
| DATE REPORT PREPARED: | 05 April 2018 |
| LINK TO COUNCIL PLAN/S: | Corporate Plan Asset Management Plan |

1. PURPOSE

To approve the location of a new Council works lay down yard in preparation for future projects.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

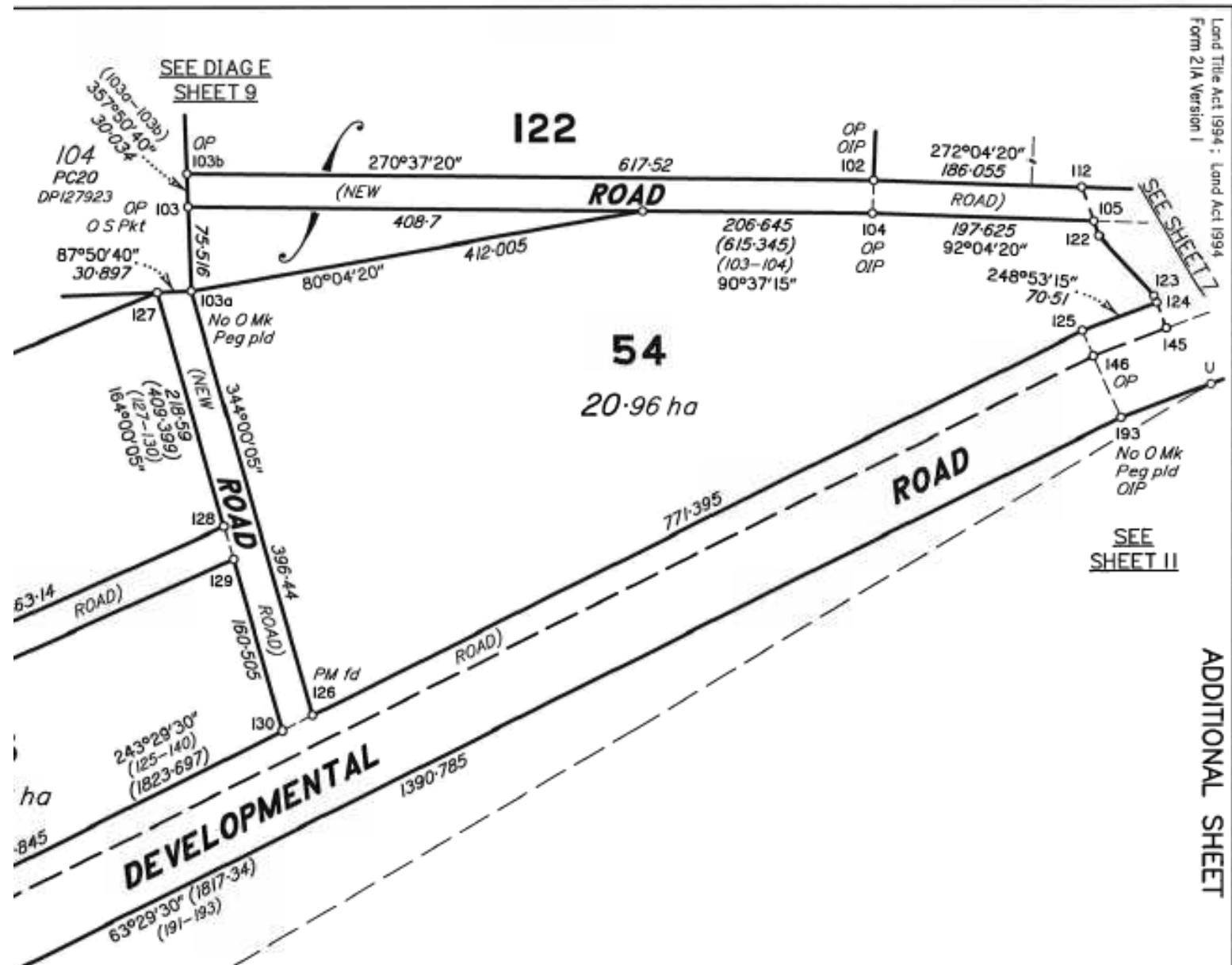
Council's current works depot is constrained and congested, limiting the ability to expand or effectively undertake operations or provide bulk material management, long term vehicle parking and equipment storage. The recent ILUA has made available various parcels of land in the vicinity of the water 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 April 2018 Ordinary Council meeting provide sufficient time to schedule construction activities and will inform future budgets and construction works.

7. CONSULTATION

This matter has been discussed with Sharon Daishe (CEO) and Phil Keirle (EMSP). Consultation with Councillors at the March 2018 Ordinary Council meeting.

8. CONCLUSION

An expanded lay-down yard enable the Council to take on additional works, store bulk materials and generally support current and future operations.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council resolves that the location of the lay-down yard will be **[insert description of agreed location]**

ATTACHMENTS

1. ILUA Mapping



SP280661_14076_A
NC CERTIFIED_30MA

Works and Services Reports

09.01.04 Pavement Concession – Life Flight and Regional Express

| | |
|-------------------------|---|
| DEPARTMENT: | Works and Services |
| RESPONSIBLE OFFICER: | Mark Poynter |
| DATE REPORT PREPARED: | 10 April 2018 |
| LINK TO COUNCIL PLAN/S: | Operational Plan Asset Management Plans |

1. PURPOSE

To review and agree a response to the request from Life Flight and Regional Express (REX) seeking a pavement concession at Burketown airport.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Airport pavements are assessed using a number of parameters but mainly consider:

- Aircraft Classification Number (ACN) – a number expressing the relative damaging effect of aircraft on a pavement for specified standard subgrade strength.
- Pavement Classification Number (PCN) – a number expressing the bearing strength of a pavement for unrestricted operations by aircraft with ACN value less than or equal to the PCN.

Life Flight

Life Flight use Lear Jet 45's with tire pressure of 165PSI (1138kPa). Based upon this information, ACN values from CASA Advisory Circular AC 139-25(0): Strength Rating of Aerodrome Pavements and the Pavement Assessment Calculator (2010), the following calculations were undertaken.

| Pavement Concession Calculator 2010 | | | | 10/04/2018 2:45:30 PM |
|-------------------------------------|----------------------------------|------|---------------------------|-----------------------|
| BURKETOWN | Aircraft maximum take-off weight | 9996 | Aircraft operating weight | 9996 |
| Learjet 45 | Aircraft empty weight | 6222 | Aircraft operating TP | 1138 |
| Assessment Criteria: AUS | Aircraft rated tyre pressure | 790 | | |

This program provides an approximation only as to the performance of a pavement under load. There is no guarantee what-so-ever that the recommendations given by this program will accurately reflect a pavements performance under load, as other factors may need to be considered.

| RWY 03/21 | PCN 11 | Subgrade C | Tyre Pressure 827 |
|--|--------|---|-------------------|
| PCN/ACN considerations | | Tyre Pressure considerations | |
| Acft ACN ... at Operating Weight 8.1 ... at Max TKOF Weight 7.0 The aircraft ACN is 73% of the PCN. The ACN does not exceed the PCN, therefore a Concession for aircraft weight is not required. | | The aircraft tyre pressure of 1138 kpa is 137% of the pavement rated tyre pressure. An engineering assessment is recommended. | |

The ACN (aircraft weight) does not exceed the PCN however the specific aircraft tyre pressures is 137% of the pavement rated tyre pressure.

A tyre pressure of 827kPa or less becomes acceptable and ideally the aircraft rated tyre pressure of 790 would be used.



Pavement Concession Calculator 2010

10/04/2018 2:51:13 PM

BURKETOWN

Aircraft maximum take-off weight 9996 Aircraft operating weight 9996

Learjet 45

Aircraft empty weight 6222 Aircraft operating TP 827

Assessment Criteria: AUS

Aircraft rated tyre pressure 790

This program provides an approximation only as to the performance of a pavement under load. There is no guarantee what-so-ever that the recommendations given by this program will accurately reflect a pavements performance under load, as other factors may need to be considered.

RWY 03/21**PCN 11****Subgrade C****Tyre Pressure 827****PCN/ACN considerations**

Acft ACN ... at Operating Weight **7.2**
... at Max TKOF Weight **7.0**

The aircraft ACN is 65% of the PCN.
The ACN does not exceed the PCN, therefore a Concession for aircraft weight is not required.

Tyre Pressure considerations

A Concession for tyre pressure is not required.

REX

REX use SAAB 340B's with tire pressure of 123PSI (848kPa). Based upon this information, ACN values from CASA Advisory Circular AC 139-25(0): Strength Rating of Aerodrome Pavements and the Pavement Assessment Calculator (2010), the following calculations were undertaken.



| Pavement Concession Calculator 2010 | | | | 11/04/2018 8:40:22 AM |
|-------------------------------------|----------------------------------|-------|---------------------------|-----------------------|
| BURKETOWN | Aircraft maximum take-off weight | 11794 | Aircraft operating weight | 13290 |
| Saab SF 340 | Aircraft empty weight | 7194 | Aircraft operating TP | 848 |
| Assessment Criteria: AUS | Aircraft rated tyre pressure | 655 | | |

This program provides an approximation only as to the performance of a pavement under load. There is no guarantee what-so-ever that the recommendations given by this program will accurately reflect a pavements performance under load, as other factors may need to be considered.

| RWY 03/21 | PCN | 11 | Subgrade | C | Tyre Pressure | 827 |
|---|-------------------------|------------|---|---|---------------|-----|
| PCN/ACN considerations | | | Tyre Pressure considerations | | | |
| Acft ACN | ... at Operating Weight | 8.7 | | | | |
| | ... at Max TKOF Weight | 6.5 | | | | |
| The aircraft ACN is 78% of the PCN. The ACN does not exceed the PCN, therefore a Concession for aircraft weight is not required. | | | The aircraft tyre pressure of 848 kpa is 102% of the pavement rated tyre pressure. A Tyre Pressure Concession may normally be approved for pavements in good condition. | | | |

The ACN (aircraft weight) does not exceed the PCN however the specific aircraft tyre pressure is 102% of the pavement rated tyre pressure.

A tyre pressure of 827kPa or less becomes acceptable and ideally the aircraft rated tyre pressure of 790 would be used.

| Pavement Concession Calculator 2010 | | | | 11/04/2018 8:41:35 AM |
|-------------------------------------|----------------------------------|-------|---------------------------|-----------------------|
| BURKETOWN | Aircraft maximum take-off weight | 11794 | Aircraft operating weight | 13290 |
| Saab SF 340 | Aircraft empty weight | 7194 | Aircraft operating TP | 827 |
| Assessment Criteria: AUS | Aircraft rated tyre pressure | 655 | | |

This program provides an approximation only as to the performance of a pavement under load. There is no guarantee what-so-ever that the recommendations given by this program will accurately reflect a pavements performance under load, as other factors may need to be considered.

| RWY 03/21 | PCN | 11 | Subgrade | C | Tyre Pressure | 827 |
|---|-------------------------|------------|---|---|---------------|-----|
| PCN/ACN considerations | | | Tyre Pressure considerations | | | |
| Acft ACN | ... at Operating Weight | 8.6 | | | | |
| | ... at Max TKOF Weight | 6.5 | | | | |
| The aircraft ACN is 77% of the PCN. The ACN does not exceed the PCN, therefore a Concession for aircraft weight is not required. | | | A Concession for tyre pressure is not required. | | | |

3. PROPOSAL

That Council respond to Life Flight and REX outlining landing parameters which it must meet when using the Burketown airport which would include a pre- and post-flight pavement inspection if tire pressures above 827kPa are used.

4. FINANCIAL & RESOURCE IMPLICATIONS

Additional inspections may be required before and after landing if approval provided. The risk of runway damage and subsequent repairs is a significant financial burden.

5. POLICY & LEGAL IMPLICATIONS

| Instrument | Summary/ Comments |
|-----------------------|------------------------------|
| Asset Management Plan | Asset lifecycle preservation |

6. CRITICAL DATES & IMPLICATIONS

This issue has been outstanding for almost 2 years and requires response.

7. CONSULTATION

External – GBA Engineering

Internal – Chief Executive officer

8. CONCLUSION

Burketown airport is a critical piece of infrastructure providing access, services and business opportunities to the local community. Even though Life Flight provides a valuable service, the parameters of its operations in Burketown need to be set and reviewed on a case by case basis.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council declines the granting of a permanent pavement concession to Life Flight;
 - a. A letter of response to Life Flight outline the preferred aircraft parameters or methodology to apply for landing requests on a case-by-case basis.
3. That Council approves the granting of a permanent pavement concession to REX;
 - a. A letter of response to REX outline the preferred aircraft parameters and highlighting the potential of pavement failure, particularly during extended we weather and ways to mitigate risk during those situations.

ATTACHMENTS

1. Life Flight Letter



2. REX concession details (Charleville Airport)



3. CASA Advisory Circular Strength Rating Of Aerodrome Pavements



Works and Services Reports

09.01.05 Playground Decommissioning and Safety

| | |
|-------------------------|--------------------|
| DEPARTMENT: | Works and Services |
| RESPONSIBLE OFFICER: | Mark Poynter |
| DATE REPORT PREPARED: | 09 April 2018 |
| LINK TO COUNCIL PLAN/S: | Operational Plan |

1. PURPOSE

To seek approval to decommission and remove playground equipment that no longer meets Australian standards and has largely been superseded by new playground installations

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

It is the Council's responsibility to ensure that existing equipment complies with these guidelines. If the equipment does not comply, steps should be taken to isolate the equipment from use, then to modify it so that it complies with AS 4685, or to remove or replace the equipment. The latest standards specify:

- Protection against falling:
 - Maximum free height of fall is limited to 2.5 metres.
 - Maximum height of upper body/overhead equipment is limited to 2.2 metres
 - Protection against entrapment: Clearly defined entrapment conditions, tests and dimensions for finger, foot, torso, head, neck, and toggle.
- Impact-absorbing material is required under all equipment with an external free height of fall of 500mm or more.

During the installation of the new Burketown playground, the installation contractors undertook an informal inspection of the existing playground structures. The review feedback noted that all equipment located on the east side of the Durlga was non-complying as well as the majority of the equipment in the old playground area (except swings). This is in addition to the fact that neither area has the required safe-fall zones or safe-fall material in and around the playground equipment.

The playground equipment in Gregory, although not inspected as part of this review, is generally newer and likely to meet current Australian standards. However, it does require installation of soft-fall surface as per current guidelines.

3. PROPOSAL

To decommission and generally make safe existing playground areas, specifically:

- Decommission the play equipment from on east of the Durlga, returning the area to a grassed surface.

- Decommission the equipment in the old playground area including the remove of steel poles (previously used for shade cloth), potentially retaining the swings if soft-fall area installed.
- Undertake a review of Gregory based equipment with the intention to install soft-fall areas (sand-pit style) to bring them up to current standards.

4. FINANCIAL & RESOURCE IMPLICATIONS

Decommissioning the existing playground equipment can be undertaken over time within existing maintenance budgets.

The installation of additional soft-fall costs approximately \$92m2. With an estimated area of 250m2 of soft-fall require to make safe the remaining swings and the Gregory play equipment, the estimated cost is \$23,000

5. POLICY & LEGAL IMPLICATIONS

| Instrument | Summary/ Comments |
|---|--|
| AS 4685.1 | Playground equipment – General safety requirements and test methods |
| AS 4422 | Playground surfacing - Specifications, requirements and test method |
| <i>Local Government Regulation 2012</i> | 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 April 2018 Ordinary Council provides sufficient time to plan for the proposed rectification works.

7. CONSULTATION

External – A_Space Recreation and ERSCON

Internal – CEO

8. CONCLUSION

Playgrounds are highly used Council asset and it is essential that we ensure they meet all current guidelines and standards.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council endorse the decommission the play equipment from on east of the Durlga;
3. That Council endorse decommission the equipment in the old playground area (Burketown) including the remove of steel poles:
 - a. Entirely; or [council to select option]
 - b. Retain swing set and installation of soft-fall area.
4. That Council endorses the budget allocation to inspect and improve the safety of the Gregory play equipment.

ATTACHMENTS - Nil

Finance Reports

09.02.01 Finance Monthly Update Report

| | |
|-------------------------|---|
| DEPARTMENT: | Finance |
| RESPONSIBLE OFFICER: | Simba Chimpaka; Executive Manager Finance |
| DATE REPORT PREPARED: | 03 April 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 | 2,666,410 | 2,671,000 | - 4,590 |
| Less: Discount, Rebate & Remissions | - 45,399 | - 47,000 | 1,601 |
| | <u>2,621,011</u> | <u>2,624,000</u> | <u>- 2,989</u> |
| Fees & Charges | 62,810 | 93,000 | - 30,190 |
| Rental Income | 166,159 | 225,000 | - 58,841 |
| Interest | 214,343 | 254,000 | - 39,657 |
| Recoverable Works Revenue | 636,077 | 1,072,000 | - 435,923 |
| Other Income | 9,167 | 7,000 | 2,167 |
| | 1,088,556 | 1,651,000 | - 562,444 |
| Donations | 8,300 | 10,000 | - 1,700 |
| Contributions | 45,455 | 45,000 | - |
| Subsidies & Grants | 7,183,803 | 9,672,500 | -2,488,697 |
| | <u>7,237,558</u> | <u>9,727,500</u> | <u>-2,489,942</u> |
| Total Operating Revenues | <u>10,947,125</u> | <u>14,002,500</u> | <u>-3,055,375</u> |
| Operating Expenditure | | | |
| Corporate Governance Costs | 600,384 | 898,000 | - 297,616 |
| Administration Costs | 2,198,612 | 2,818,000 | - 619,388 |
| Recoverable Works Expenses | 790,215 | 1,060,000 | - 269,785 |
| Engineering Services | 12,847,613 | 14,609,000 | -1,761,387 |
| Utility Services Costs | 552,304 | 749,000 | - 196,696 |
| Net Plant Operating Costs | - 610,935 | 970,000 | 359,065 |
| Planning & Environmental Expenses | 68,927 | 110,000 | - 41,073 |
| Community Services Costs | 1,043,429 | 1,560,000 | - 516,571 |
| Finance Costs | 13,380 | 17,000 | - 3,620 |
| Depreciation | 3,405,611 | 4,452,825 | -1,047,214 |
| Other Expenses | - | - | - |
| Total Operating Expenditure | <u>20,909,540</u> | <u>25,303,825</u> | <u>-4,394,285</u> |
| Operating result before Capital Revenue | <u>- 9,962,415</u> | <u>- 11,301,325</u> | <u>1,338,910</u> |
| Capital Items | | | |
| Sale of Non current Assets | - 14,970 | - | - 14,970 |
| Contributions | - | - | - |
| Subsidies & Grants | 4,725,316 | 6,609,000 | -1,883,684 |
| Net Result | <u>- 5,252,069</u> | <u>4,692,325</u> | <u>- 559,744</u> |

Year to date results reflect a \$9,6m operating loss before capital revenue and a net \$5,2m loss including capital revenue. Annual budget estimates have been updated in line with the adopted amended budget.

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

| | Year to Date \$ | Budget \$ | Variance \$ |
|--|---------------------------|---------------------------|--------------------------|
| Operating Revenue | | | |
| Rates & Charges | 2,666,410 | 2,003,250 | 663,160 |
| Less: Discount, Rebate & Remissions | - 45,399 | - 35,250 | - 10,149 |
| | <u>2,621,011</u> | <u>1,968,000</u> | <u>653,011</u> |
| Fees & Charges | 62,810 | 69,750 | - 6,940 |
| Rental Income | 166,159 | 168,750 | - 2,591 |
| Interest | 214,343 | 190,500 | 23,843 |
| Recoverable Works Revenue | 636,077 | 804,000 | - 167,923 |
| Other Income | 9,167 | 5,250 | 3,917 |
| | <u>1,088,556</u> | <u>1,238,250</u> | <u>- 149,694</u> |
| Donations | 8,300 | 7,500 | 800 |
| Contributions | 45,455 | 33,750 | 11,705 |
| Subsidies & Grants | 7,183,803 | 7,254,375 | - 70,572 |
| | <u>7,237,558</u> | <u>7,295,625</u> | <u>- 58,067</u> |
| Total Operating Revenues | <u>10,947,125</u> | <u>10,501,875</u> | <u>445,250</u> |
| Operating Expenditure | | | |
| Corporate Governance Costs | 600,384 | 673,500 | - 73,116 |
| Administration Costs | 2,198,612 | 2,113,500 | 85,112 |
| Recoverable Works Expenses | 790,215 | 795,000 | - 4,785 |
| Engineering Services | 12,847,613 | 10,956,750 | 1,890,863 |
| Utility Services Costs | 552,304 | 561,750 | - 9,446 |
| Net Plant Operating Costs | - 610,935 | - 727,500 | 116,565 |
| Planning & Environmental Expenses | 68,927 | 82,500 | - 13,573 |
| Community Services Costs | 1,043,429 | 1,170,000 | - 126,571 |
| Finance Costs | 13,380 | 12,750 | 630 |
| Depreciation | 3,405,611 | 3,339,619 | 65,992 |
| Other Expenses | - | - | - |
| | <u>20,909,540</u> | <u>18,977,869</u> | <u>1,931,671</u> |
| Operating result before Capital Revenue | <u>- 9,962,415</u> | <u>- 8,475,994</u> | <u>-1,486,421</u> |
| Sale of Non current Assets | - 14,970 | - | - 14,970 |
| Contributions | - | - | - |
| Capital Subsidies & Grants | 4,725,316 | 4,956,750 | - 231,434 |
| | <u>- 5,252,069</u> | <u>3,519,244</u> | <u>-1,732,825</u> |
| Net Result | <u>- 5,252,069</u> | <u>3,519,244</u> | <u>-1,732,825</u> |

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 slightly below budget as a result of a write off of general rates on a rates assessment that is the subject of a retrospective cancellation of a permit to occupy land.

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. Monthly interest earnings have 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

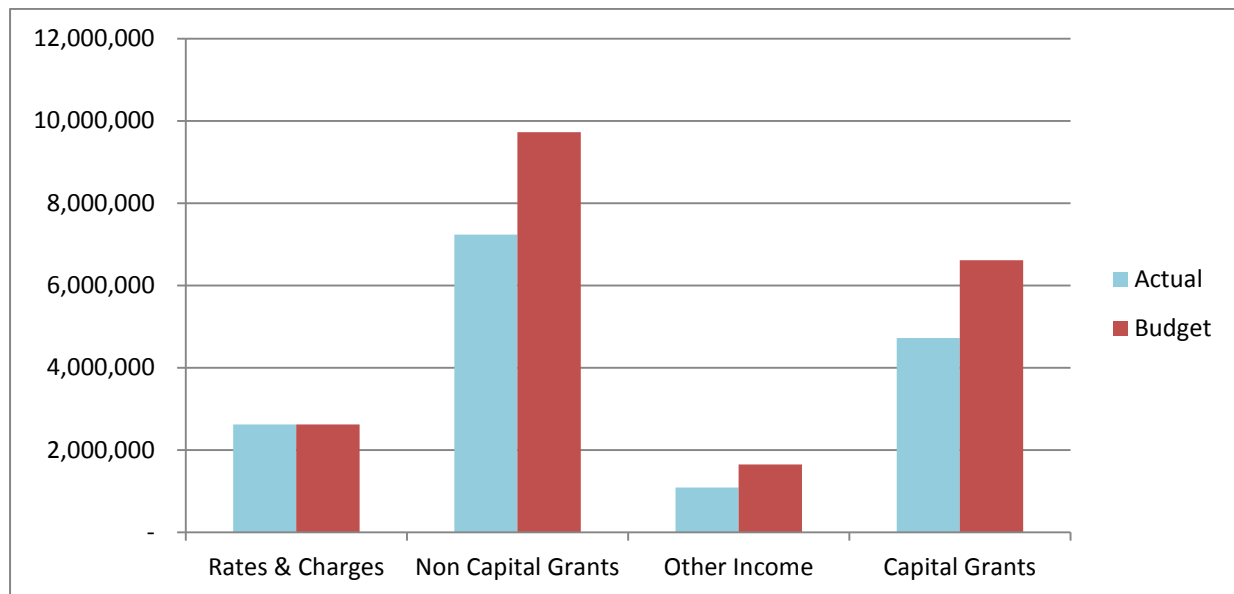
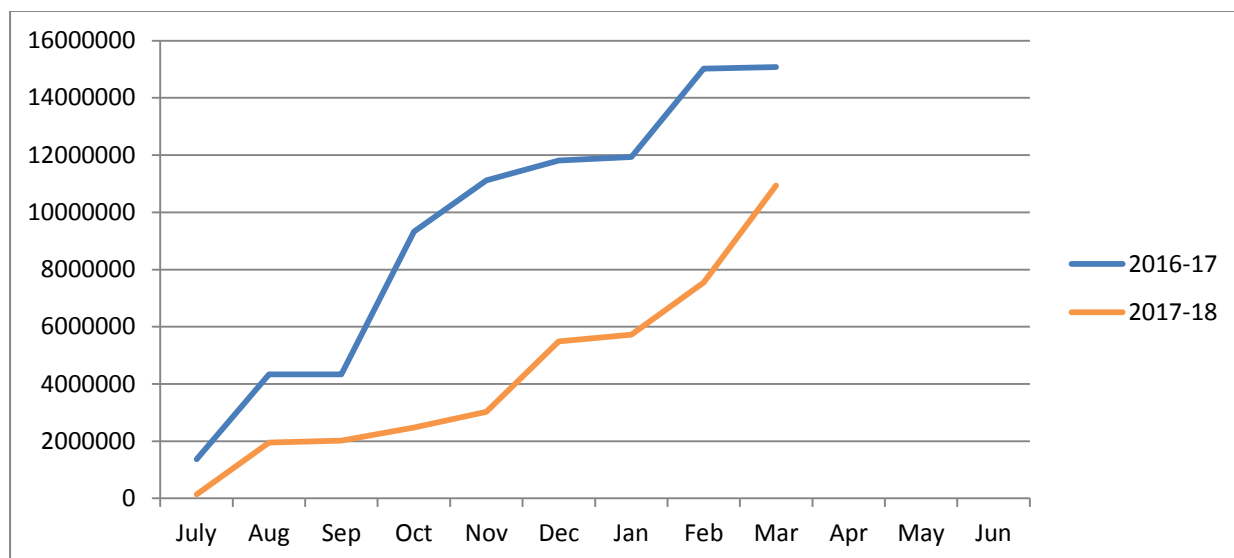
Actual recurrent grant revenues increased from the previous month primarily due to the receipt of flood damage revenues (~\$3m) however overall recurrent revenues are still below annual estimates due to timing differences. Significant timing variances are as follows:

| Description | Actual | Budget | Outstanding | Comments |
|----------------------------------|-------------|-------------|-------------|---------------------------|
| NDRRA (Flood Damage) 15-16 Event | \$4,050,888 | \$4,300,000 | \$249,112 | Due on submission close |
| NDRRA (Flood Damage) 16-17 Event | \$1,667,704 | \$3,800,000 | \$2,132,296 | Claim progressively |
| FAG General Purpose Grant | \$943,383 | \$1,257,000 | \$313,617 | Final quarter payment due |
| FAG Road Component Grant | \$155,400 | \$194,000 | \$38,600 | Final quarter payment due |
| Community Events Grants | \$14,030 | \$25,000 | \$10,970 | |
| Plant Fuel Tax Credits | \$1,175 | \$60,000 | \$58,825 | Claims to be lodged |

Capital revenue

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

| Description | Actual | Budget | Outstanding | Comments |
|--------------------------------------|-----------|-----------|-------------|------------------------------|
| TIDS | \$400,500 | \$457,000 | \$57,000 | Due on completion of works |
| TTC (Boat Ramp Project) | \$0 | \$200,000 | \$200,000 | Pending receipt |
| DILGP (Boat Ramp Project) | \$259,098 | \$316,000 | \$56,902 | Pending receipt on milestone |
| NSRF (Boat Ramp Grant) | \$298,385 | \$994,000 | \$695,615 | Pending receipt on milestone |
| Visitor Information Centre Grant | \$12,318 | \$100,000 | \$87,682 | |
| Building Our Regions (Solar Project) | \$255,720 | \$455,000 | \$194,280 | Pending receipt |

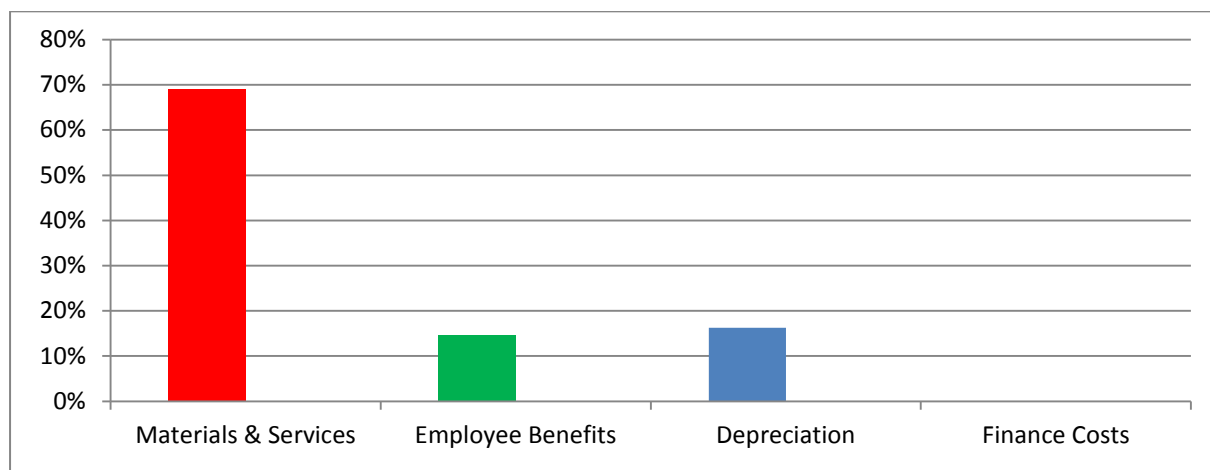
Year to date operating revenues vs budget (by category)2016-17 vs 2017-18 operating revenues by month

Year to date operating results reflect an overall increase in operating revenues from the previous month with most revenue lines tracking with amended budget estimates. There are no major permanent variances.

Comparative results between current year actual revenues and previous year revenues show a significant variance (approximately \$4 million) in year to date revenues, this variance primarily relates to funding for the optic fibre project of \$3, 7 million received in the previous year. All other revenue stream year to date results are fairly comparable.

Operating Costs by Type

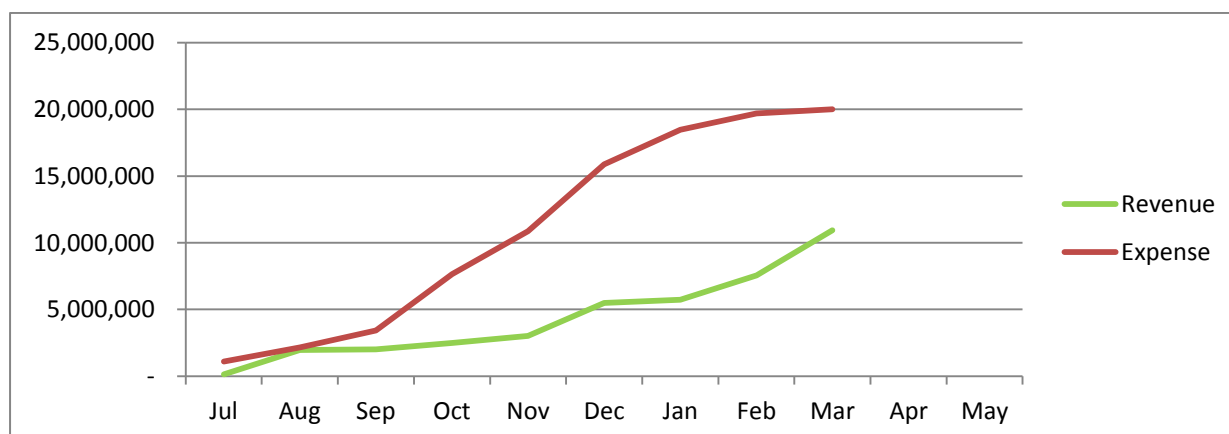
| Type | Actual | Budget |
|---|---------------------|---------------------|
| Materials & Services | \$14,445,652 | \$16,634,000 |
| Employee Benefits (Employee Wages & Entitlements) | \$ 3,044,895 | \$4,200,000 |
| Depreciation Costs | \$ 3,405,611 | \$4,452,825 |
| Finance Costs | \$ 13,380 | \$17,000 |
| Total Expenditure | \$20,909,538 | \$25,303,825 |

Expenditure Ratio

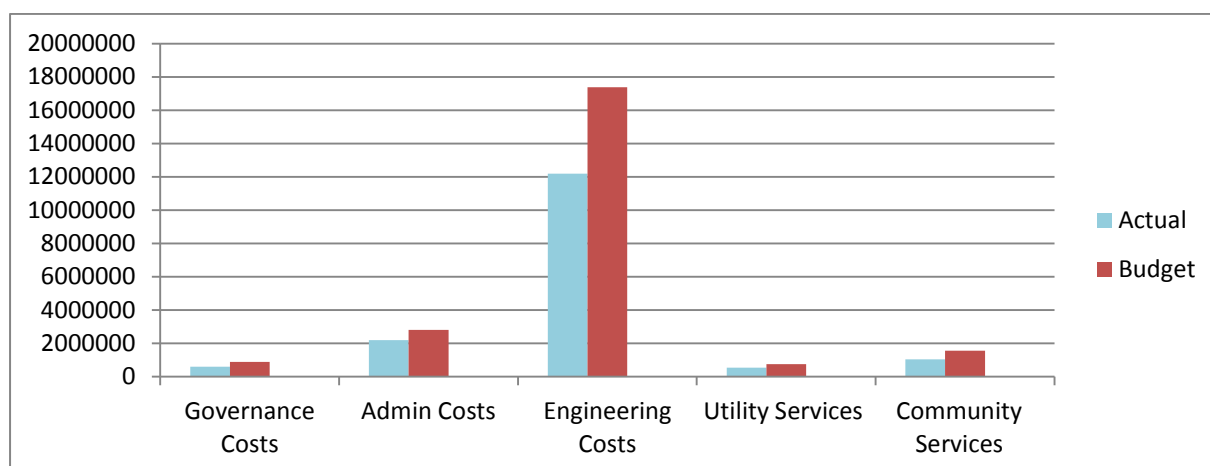
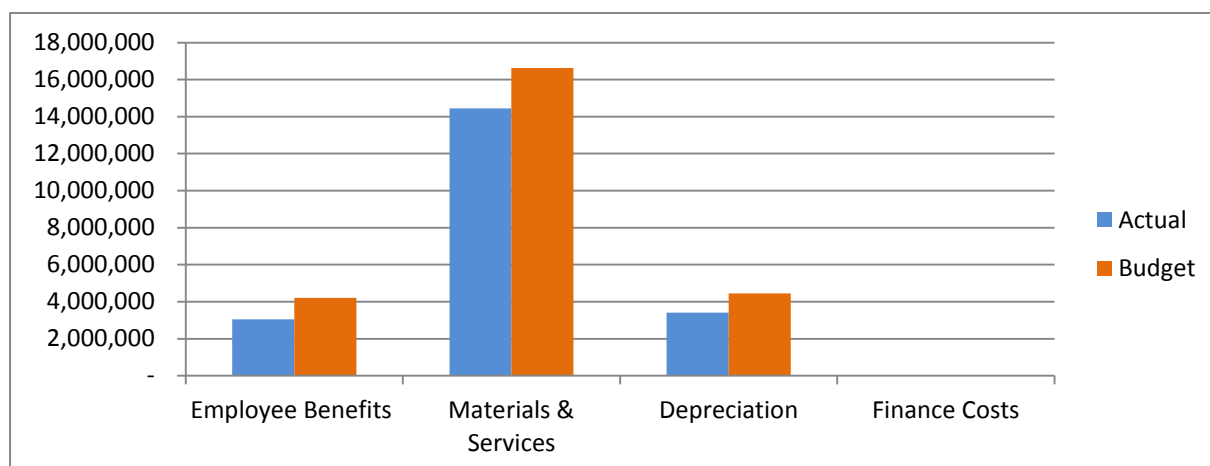
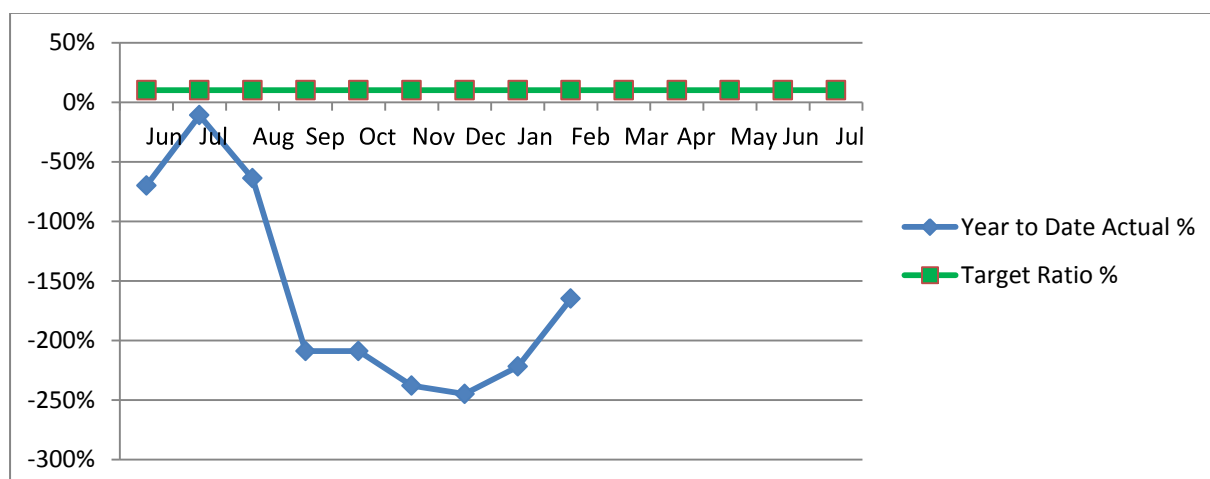
Overall operating expenditure is within amended budget estimates. There are no significant and major variances as at the end of March.

*Boat ramp widening costs have been incorporated into the operational budget (under engineering services) to ensure alignment with appropriate accounting standards, it should be noted that the budget for the boat ramp has been set as part of Councils capital works programme.

69% of total operating expenditure has been spent on materials and services. Depreciation costs to date equate to 16% of total expenditure. Wages and employee entitlements equate to 15% of total expenditure to date. Finance costs (Bank charges) constitute less than 1% of total expenditure

2017-18 monthly operating Result

Monthly operating results reflect that operating expenditure is continuously exceeding operating revenues resulting in operating losses/deficits.

2017-18 Operating costs vs budgetExpenditure by TypeOperating Surplus Ratio

The operating surplus ratio is a useful financial performance indicator. This ratio measures the entities ability to offset operating expenditure through operating revenues while ensuring appropriate levels of services are provided. A percentage of between 0-10% indicates hat sufficient revenues are generated to cover operating expenses. Councils operating surplus ratio indicates insufficient operating revenues to cover operating expenses.

3. BUSINESS UNITS

| | Burketown Year To Date Actual | Burketown Annual Budget | Gregory Year To Date Actual | Gregory Annual Budget |
|---------------------------------------|----------------------------------|----------------------------|--------------------------------|--------------------------|
| Water Operations | | | | |
| Revenue | 292,879 | 294,000 | 106,865 | 105,000 |
| Expense | 242,913 | 300,000 | 135,463 | 200,000 |
| Surplus/Deficit | 49,966 | -94,000 | -28,598 | -103,000 |
| Parks & Gardens | | | | |
| Revenue | | - | - | - |
| Expense | 116,708 | 150,000 | 47,696 | 65,000 |
| Surplus/Deficit | -116,708 | -150,000 | -47,696 | -65,000 |
| *Waste Management | | | | |
| Revenue | 99,630 | 100,000 | - | - |
| Expense | 79,393 | 130,000 | - | - |
| Surplus/Deficit | 20,237 | -30,000 | - | - |
| *Sewerage Operations | | | | |
| Revenue | 147,136 | 148,000 | - | - |
| Expense | 88,038 | 112,000 | - | - |
| Surplus/Deficit | 59,278 | 36,000 | - | - |
| *Housing Operations | | | | |
| Revenue | 166,158 | 225,000 | - | - |
| Expense | 190,503 | 402,000 | - | - |
| Surplus/Deficit | 24,345 | -177,000 | - | - |
| **Plant & Fleet Operations | | | | |
| Revenue | 1,220,433 | 1,850,000 | - | - |
| Expense | 597,376 | 855,000 | - | - |

*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 |
|---------------------------------------|---------------------------|------------------|-----------|---------------------|---|
| TOWN STREETS & SHIRE ROADS | | | | | |
| Revenue | 155,400 | 194,000 | 38,600 | | Final quarter payment outstanding |
| Expense | 313,784 | 415,000 | 101,216 | | 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 | 523,731 | 942,000 | 418,000 | | Claims to be lodged on completion |
| Expense | 644,661 | 900,000 | 255,339 | 80% | Expenditure is within budget |
| NDRRA 15-16 Flood Event | | | | | |
| Revenue | 4,050,888 | 4,300,000 | 249,112 | | |
| Expense | 7,211,825 | 7,500,000 | 288,175 | 95% | Expenditure is within budget |
| NDRRA 16-17 Flood Event | | | | | |
| Revenue | 1,667,704 | 3,800,000 | 2,132,296 | | |
| Expense | 2,402,433 | 5,500,000 | 3,097,567 | | Expenditure is within budget |
| NDRRA 17-18 Flood Event | | | | | |
| Revenue | 0 | 0 | 0 | | |
| Expense | 14,788 | 0 | -14,788 | | |
| Roads to Recovery | | | | | |
| Revenue | 1,251,688 | 1,269,500 | 17,812 | | |
| Expense | 343,779 | 1269,500 | | | |

5. STATEMENT OF FINANCIAL POSITION

| | 2017 - 18 YTD | 2017 - 18 Budget |
|--------------------------------------|--------------------|--------------------|
| Current Assets | | |
| Cash & cash equivalents | 7,720,009 | 7,478,675 |
| Trade & other receivables | 1,432,136 | 598,287 |
| Inventories | 308,223 | 217,262 |
| Other assets | 988,617 | 124,445 |
| Total Current Assets | 10,448,985 | 8,418,669 |
| Non Current Assets | | |
| Property plant & equipment | 197,238,107 | 206,258,761 |
| Accumulated depreciation | - 60,609,090 | - 61,742,718 |
| Capital Works in progress | 5,594,916 | 722,630 |
| Total Non Current Assets | 142,223,933 | 145,238,673 |
| TOTAL ASSETS | 152,672,918 | 153,657,342 |
| Current Liabilities | | |
| Trade & other payables | 602,643 | 918,067 |
| Borrowings | - | - |
| Provisions | 50,184 | 170,306 |
| Other | - | - |
| Total current liabilities | 652,827 | 1,088,373 |
| Non Current Liabilities | | |
| Trade & other payables | - | - |
| Interest bearing liabilities | - | - |
| Provisions | 638,835 | 611,838 |
| Other | - | - |
| Total Non current liabilities | 638,835 | 611,838 |
| TOTAL LIABILITIES | 1,291,662 | 1,700,211 |
| NET COMMUNITY ASSETS | 151,381,256 | 151,957,131 |
| Community Equity | | |
| Shire capital | 39,529,889 | 39,529,889 |
| Asset revaluation reserve | 82,474,980 | 82,474,980 |
| Retained surplus | 29,376,386 | 29,952,262 |
| Other reserves | - | - |
| TOTAL COMMUNITY EQUITY | 151,381,256 | 151,957,131 |

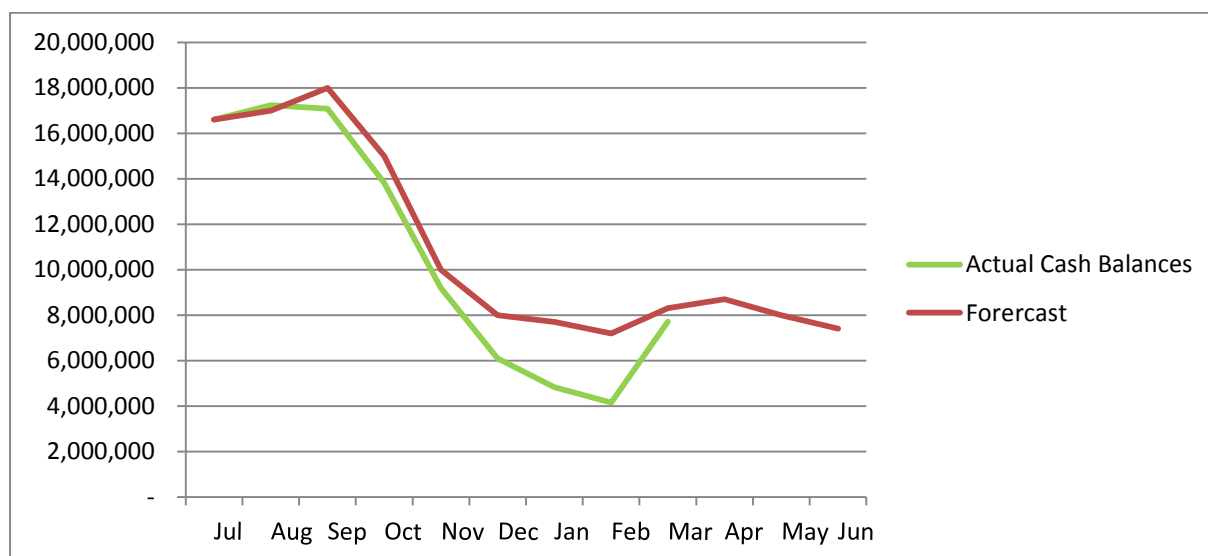
The statement of financial position at the end of March shows Council's total equity sitting at \$151 million against a budgetary forecast of \$151 million.

Cash & Cash Equivalents

Cash balances at the end of March sat at \$7 million up from \$4 million at the close of the previous month. Increase in cash balances reflects significant but anticipated cash inflows. Amended Budget cash flow forecasts reflect that cash balances will decline progressively to a balance of ~\$7.4 million at the end of the financial year as Council progresses its operating and significant capital works projects.

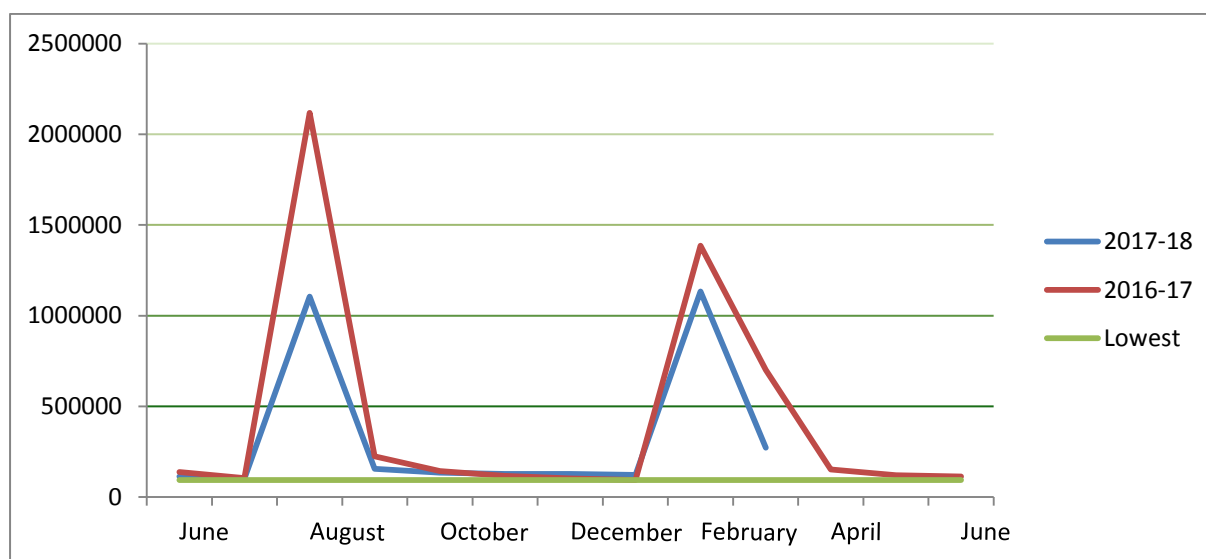
Cash holdings

| | | | | |
|--------|------------|-----|-----------|---------------|
| 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 |
| Mar-18 | 7,337,381 | 558 | 382,069 | \$ 7,720,008 |

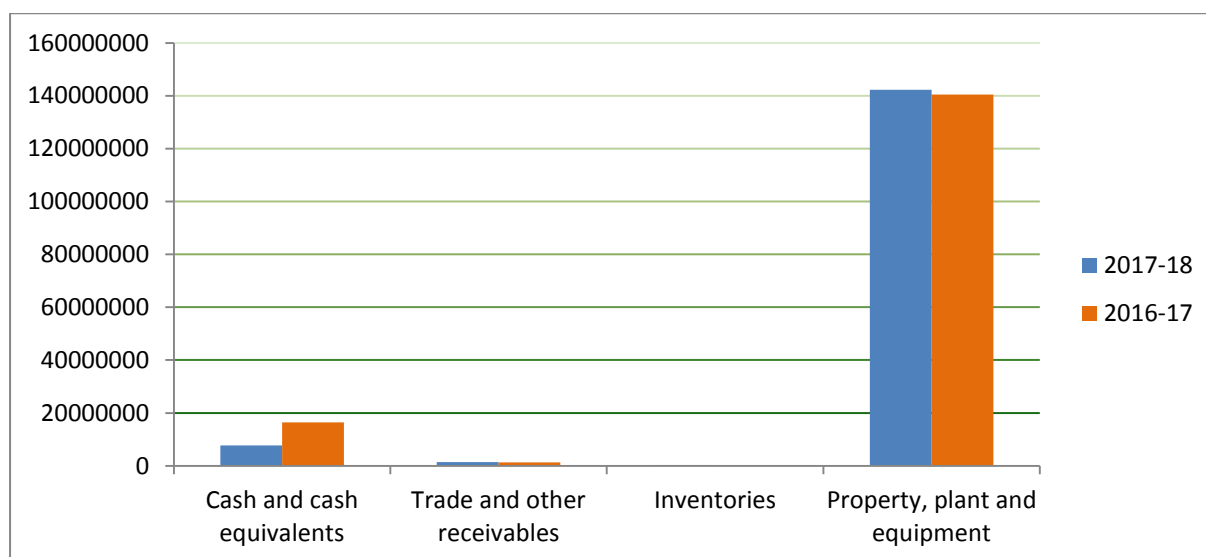
Cash balance movement

Cash balances improved from the end of the previous month in line with the receipt of flood damage revenues for completed works. Actual Cash balances on track with cash flow forecasts however there may be fluctuations in the last quarter as council completes capital projects and operational expenditure in line with amended budget figures.

Cash balances are forecast to sit at ~7.4 million dollars at the end of the financial year. Cash flow forecasts may be affected by the completion of flood damage works and associated progress claims.

Trade and other receivables

Receivables continue to decline in line with annual forecasts in the final quarter of the year; this is reflected in the subsequent increase in cash balances. While receivables are gradually declining it must be noted that comparative results reflect that the rate at which outstanding rates have been paid has declined from the previous year.

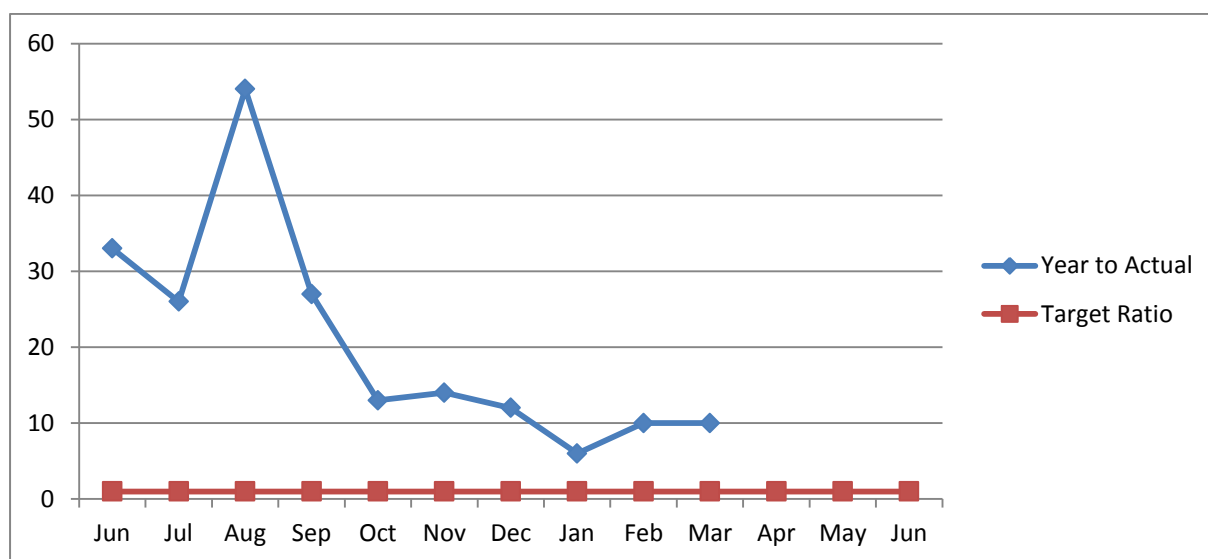
Assets by category

Non current assets have increased from the previous year reflecting Council's significant investment in capital projects and a subsequent decline in cash reserves.

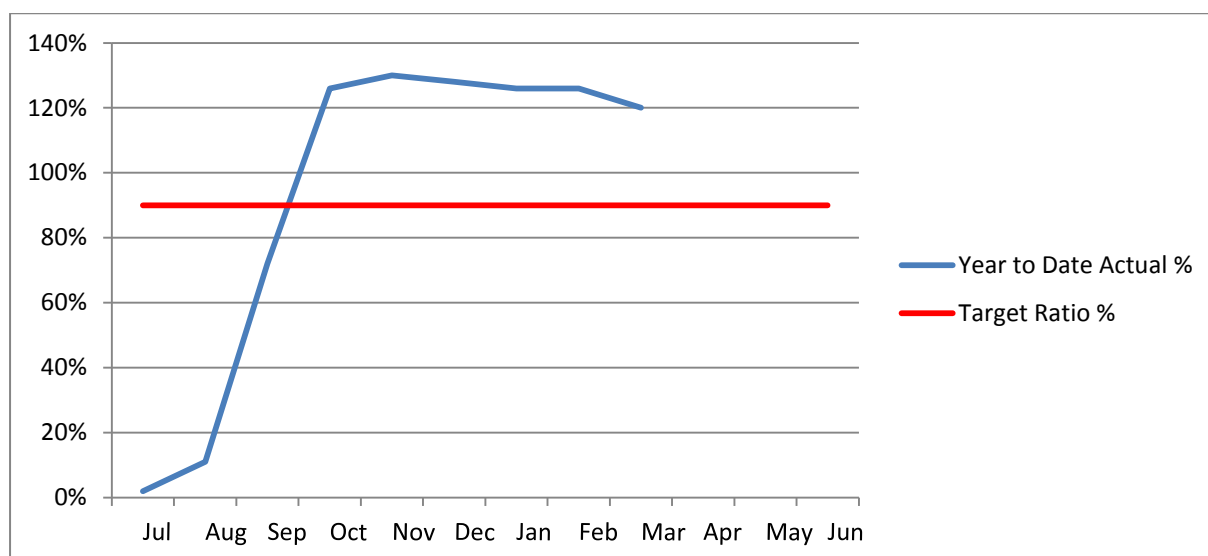
6. MEASURES OF FINANCIAL SUSTAINABILITY

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

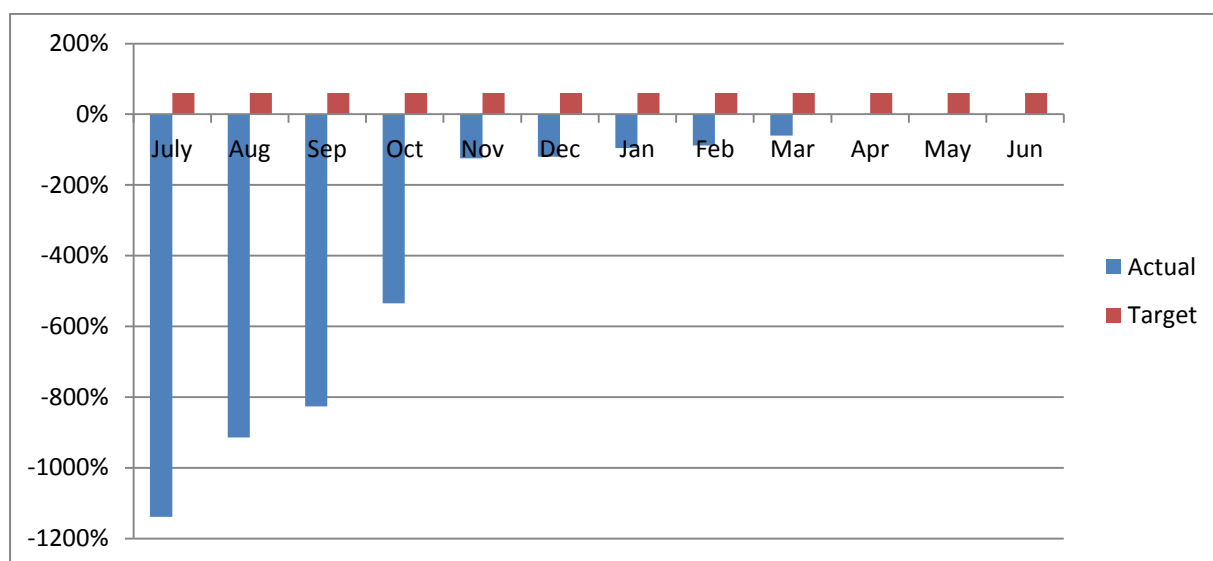
| Measure | Year to Date | Target |
|---------------------------------|--------------|--------|
| Current Ratio | 10:1 | >1.1 |
| Net Financial Liabilities Ratio | -60% | <60% |
| Asset Sustainability Ratio | 64 | >90 |

Current Ratio

The current ratio measures Council's ability to offset current liabilities through current assets or liquid assets (cash). Council's current ratio remains above the target ratio reflecting the ability to meet short term obligations however this ratio has continued to decline as Council's cash balances decline. An extremely low current ratio may be reflective of liquidity challenges.

Asset Sustainability Ratio

The asset sustainability ratio measures Council's expenditure on the renewal/replacement of infrastructure assets as they reach the end of their useful life. A low ratio may signify inadequate expenditure on renewal of assets as they age. Council's Asset sustainability ratio has increased progressively in line with the completion of capital works and has remained steadily above the target. The ratio will decline as depreciation costs "creep up" however the 2017-18 annual forecast based on Council's capital renewal/replacement remains positive.

Net Financial Liabilities Ratio

7. STATEMENT OF CASH FLOW

| | Actual \$ | Annual Budget \$ |
|---|-------------------------|-------------------------|
| Cash flows from operating activities | | |
| Receipts from customers | 2,117,319 | 4,373,234 |
| Payments to suppliers and employees | - 17,950,844 | - 20,873,234 |
| | <u>- 15,833,525</u> | <u>- 16,500,000</u> |
| Interest received | 214,343 | 254,000 |
| Rental income | 166,159 | 225,000 |
| Non capital grants and contributions | 7,237,557 | 9,727,500 |
| Borrowing costs | - | - |
| Net cash inflow (outflow) from operating activities | <u>- 8,215,466</u> | <u>- 6,293,500</u> |
| Cash flows from investing activities | | |
| Net payments for property, plant and equipment | - 5,856,490 | - 9,398,826 |
| Proceeds from sale of property plant & equipment | 636,647 | 132,000 |
| Grants, subsidies, contributions and donations | 4,725,316 | 6,609,000 |
| Net cash inflow (outflow) from investing activities | <u>- 494,527</u> | <u>- 2,657,826</u> |
| Cash flows from financing activities | | |
| Proceeds from borrowings | - | - |
| Repayment of borrowings | - | - |
| Repayments made on finance leases | - | - |
| Net cash inflow (outflow) from financing activities | <u>-</u> | <u>-</u> |
| Net increase (decrease) in cash and cash equivalents held | <u>- 8,709,993</u> | <u>- 8,951,326.00</u> |
| Cash and cash equivalents at the beginning of the financial year | <u>16,430,002</u> | <u>16,430,001.00</u> |
| Cash and cash equivalents at end of the month | <u><u>7,720,009</u></u> | <u><u>7,478,675</u></u> |

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 year to date cash outlays continue to exceed cash receipts resulting in an overall net decrease in cash from \$16, 4 million at the beginning of the financial year to \$7, 7 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.

ATTACHMENTS

1. Creditor Payments Listing



Payments listing
March 2018

2. Plant Profitability Report



Plant
Profitability.xlsx

3. Capital Works Summary



Capital Works.xlsx

Finance Reports

09.02.02 Update of Procurement Policy

| | |
|-------------------------|---|
| DEPARTMENT: | Finance |
| RESPONSIBLE OFFICER: | Simba Chimpaka; Executive Manager Finance |
| DATE REPORT PREPARED: | 16 April 2018 |
| LINK TO COUNCIL PLAN/S: | N/A |

1. PURPOSE

To review and adopt the procurement policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

3. PROPOSAL

That Council acknowledges and endorses changes (where applicable) to the procurement policy.

4. FINANCIAL & RESOURCE IMPLICATIONS

N/A

5. POLICY & LEGAL IMPLICATIONS

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

Consistent and recognised basis from which to make financial decisions.

6. CRITICAL DATES & IMPLICATIONS

Ongoing operational needs has encouraged a review of the procurement policy to harmonise it with the regulation requirements.

7. CONSULTATION

Management

8. CONCLUSION

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

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council acknowledges and endorses the following finance policies:
 - a. FIN-POL-001 Procurement Policy

ATTACHMENTS



FIN-POL-001
Procurement Policy.docx

1. FIN-POL-001 Procurement Policy

Finance Reports

09.02.03 Update of Finance Policies

| | |
|-------------------------|---|
| DEPARTMENT: | Finance |
| RESPONSIBLE OFFICER: | Simba Chimpaka; Executive Manager Finance |
| DATE REPORT PREPARED: | 10 April 2018 |
| LINK TO COUNCIL PLAN/S: | Revenue Statement Budget Operational Plan |

1. PURPOSE

To update the following policies;

- Rate and Debt Recovery Policy FIN-POL-006
- Advertising Expenditure Policy ADM-POL-010

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council reviews Finance and Administrative Policies an annual basis in line with legislative and regulatory requirements. Council recognises the need to continually review and update policies in line with changes in accounting standards, regulations, legislation and emerging contemporary issues.

3. PROPOSAL

Proposed changes:

Rate & Debt Recovery Policy FIN-POL-0006

- Addition of small debt write off provision, this clause will allow Council (through delegated officers) to write of small debts up to \$50.
- Council officers requirement to report the exercise of a debt write of to Council.

That Council acknowledges and endorses proposed changes to the rate and debt recovery policy.

Advertising Expenditure Policy ADM-POL-010

- General formatting and wording improvements
- Amended the policy to include promotion of the Shire for the purposes of tourism as an appropriate expense under the Advertising Expenditure Policy

That Council acknowledges and endorses proposed changes to the Advertising Expenditure policy.

4. FINANCIAL & RESOURCE IMPLICATIONS

Through adoption of the small rate debt write of provisions in the rate debt recovery policy Council would effectively reduce the administrative burden and costs associated with following up small rate debts. The administrative costs associated with seeking payment of these small debts far outweigh the benefits therefore it would be reasonable and appropriate to write of such small debts.

5. POLICY & LEGAL IMPLICATIONS

Compliance with the Local Government Act 2009 and Local Government Regulation 2012

Adoption of the proposed changes to the policies would ensure Council maintains a consistent and recognised basis from which to make decisions.

6. CRITICAL DATES & IMPLICATIONS

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

7. CONSULTATION

King & Co Solicitors

8. CONCLUSION

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

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council acknowledges and endorses the updating of the following finance policies

ATTACHMENTS

1. FIN-POL-006 Rate and Debt Recovery Policy



FIN-POL-006 Rate
Debt Recovery Policy

2. ADM-POL-010 Advertising Expenditure Policy



ADM-POL-010
Advertising Expendit

Finance Reports

09.02.04 Review of Airport Fees & Charges

| | |
|-------------------------|---|
| DEPARTMENT: | Finance |
| RESPONSIBLE OFFICER: | Simba Chimpaka; Executive Manager Finance |
| DATE REPORT PREPARED: | 15 April 2018 |
| LINK TO COUNCIL PLAN/S: | Revenue Statement Budget Operational Plan |

1. PURPOSE

To consider and adopt proposed airport charges for the 2018-19 financial year.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council reviews fees and charges for a number of services including charges related to the provision of airport services and facilities on an annual basis. This report and associated attachments contains the proposed increases to airport fees and charges for the 2018-19 financial year and other proposed charges. Council considers factors such as relevant airport operating and maintenance costs and has regard to changes in underlying budget assumptions such as changes in Consumer Price Index (CPI). The Consumer Price Index measures the quarterly changes in the price of a “basket” of goods or services, a comparable average revenue increase will be necessary to maintain current levels of service before provision for growth, irregular maintenance and capital replacement.

3. PROPOSAL

That Council acknowledges and adopts proposed airport billing fees and charges for the 2018-19 financial year. These fees will take effect from the 1st of July 2018.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council provides airport facilities, infrastructure and ground handling services to aviation operators and the community. Setting of appropriate fees and charges ensures Councils ability to maintain the infrastructure, provide facilities and services and informs budgetary positions.

5. POLICY & LEGAL IMPLICATIONS

N/A

6. CRITICAL DATES & IMPLICATIONS

The proposed fees and charges would be effective from the 1st of July 2018, it would be appropriate for Council to adopt the proposed fees and charges at the April Council meeting as this would allow Council a reasonable amount of time (over sixty days) to advise operators and stakeholders of the applicable charges for the 2018-19 financial year.

RPT (Regular Passenger Transport) operators may require advance notice of changes to airport usage charge rates so that they can update their ticketing / financial systems. For example, Rex requires 3 months notice. It will be best practice in future years for Council to determine airport fees and charges each year at the March ordinary meeting.

7. CONSULTATION

Councillors and Management

8. CONCLUSION

Income generation through the levying of associated fees and charges is core to Councils ability to provide the infrastructure, facilities and services associated with airport operations.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council acknowledges and adopts the proposed;

| | |
|-----------|--|
| Option 1. | Nil increase in airport fees and charges for the 2018-19 financial year. |
| Option 2. | 3% increase in airport fees and charges for the 2018-19 financial year. |
| Option 3. | 5% increase in airport fees and charges for the 2018-19 financial year. |
| Option 4. | 10% increase in airport fees and charges for the 2018-19 financial year. |
| Option 5. | 20% increase in airport fees and charges for the 2018-19 financial year. |
| Option 6. | 50% increase in airport fees and charges for the 2018-19 financial year. |
3. That Council acknowledges and adopts the proposed airport parking charges.
4. That Council acknowledges and adopts the proposed passenger fees.

ATTACHMENTS

1. Schedule of Proposed Airport Fees & Charges



Airport Fees
Modelling.xlsx

2. LGAQ Council Cost Index Circular



LGAQ Council Cost
Index.pdf

3. Queensland Government Statiscians Office CPI Data December 2017



CPI Statistics- Dec
2017.pdf

4. Email dated 08 March 2018 from Avdata Australia P/L regarding updating of chare rates for



Email re airport
charges.pdf

airport usage by RPTs

Strategic Projects Reports

09.03.01 Strategic Projects Reports

| | |
|-------------------------|---|
| DEPARTMENT: | Works and Services |
| RESPONSIBLE OFFICER: | Philip Keirle; Executive Manager Strategic Projects |
| DATE REPORT PREPARED: | 12 April 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 | 10 April 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"> ▪ Acquitted 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 | 10 April 2018 |
| Original completion date | 14 Oct 2017 |
| Revised completion date | #1: 31 Jan 2018 #2: 09 Feb 2018 #3: May 2018 Funding Agreement End Date: 30 Jun 2018 |

| Project Status Report | |
|-------------------------|--|
| Project Scope | <p>To improve existing operations at the Gregory Water Treatment Plant through provision of a renewable power generation source and installation of improved water storage and treatment infrastructure.</p> <ul style="list-style-type: none"> ▪ Replace existing 8 x 44kL water tanks with 2 x 225kL treated water storage tanks establishing new foundations and installation and commissioning of associated pipework; ▪ Repair clarifier and install clarifier platform; ▪ Installation of additional monitoring capability, including 3 x turbidity meters; tank modifications to enable future trim dosing upgrade. ▪ Replacement of existing generators (x2); ▪ Installation of fencing for Gregory Solar Array; ▪ Installation of 50kW solar array and 75kWh energy storage system. |
| Work recently completed | <p>Solar Array/Storage:</p> <ul style="list-style-type: none"> ▪ VSD installed <p>Water Treatment:</p> <ul style="list-style-type: none"> ▪ Rectification methodology confirmed |
| Forthcoming work | <ul style="list-style-type: none"> ▪ Rectification works on ring beam: replace existing brackets and anchor bolts with higher specification and deeper embedment. Enhance durability of ring-beam through |

| Key Parameters | Status | Comments |
|----------------|--------------------------------|---|
| Schedule | On-Track At-Risk Off-track | <ul style="list-style-type: none"> ▪ Revised Project Schedule and cashflow endorsed by funding agency (Department of State Development). Project to be completed by end of March 2018. |

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

| Key Parameters | Status | Comments |
|----------------|---|---|
| Budget | On-Track At-Risk Off-track | <ul style="list-style-type: none"> ▪ Fencing: on budget ▪ Solar array: on budget. Variations for additional array mounting posts, increase in generator rating based on reviewed load profile and additional fuel storage ▪ Water Treatment/Storage: on budget. Part variation approved for trim-dosing. Full variation approved for supply of 4 x turbidity meters and associated installation/calibration equipment. ▪ Project will meet budgeted limits of funding Deed of Agreement between BSC and the Department of State Development |
| Reporting | On-Track At-Risk Off-track | <p>Milestone 1: 30 March 2017 (completed)</p> <p>Milestone 2: 31 July 2017 (completed)</p> <p>Milestone 3: 8 January 2018 (completed)</p> <p>Milestone 4: 1 March 2018 (submitted)</p> <p>Milestone 5 (added) to take account of project delay.</p> |

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 | 10 April 2018 |
| Original completion date | 01.06.2019 |
| Revised completion date | NA |
| Project Scope | <ul style="list-style-type: none"> ▪ Replace existing packaged treatment plant (at end of asset life) with upgraded model. ▪ Complete earthworks and commissioning of a new wet-weather storage lagoon/treated effluent lagoon ▪ Complete trenching and pipework required to enable re-use/recycling of treated effluent on parks, gardens and recreational areas. |
| Work recently completed | <ul style="list-style-type: none"> ▪ Release of Expression of Interest via online tender portal |
| Forthcoming work | <ul style="list-style-type: none"> ▪ Review EOI submissions ▪ Liaise with EHP |

| 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 | Not applicable |
| Budget | On-Track At-Risk Off-track | To revise if Burke secures Building Better Regions Fund R2 funding. |
| Reporting | On-Track At-Risk Off-track | <ul style="list-style-type: none"> Monthly reporting to Dept. Local Government <ul style="list-style-type: none"> Feb 2018 report submitted 02.02.2018 |

Please see below for summary of STP Upgrade Expression of Interest, run through Council's online tender portal:

| RFx No | BURKE-802133 |
|--------------------------------|--|
| Tender Type | Public |
| Notice Type | Expression of Interest |
| Status | Closed |
| Summary | 2018-05 Burketown Sewerage Treatment Plant Upgrade Project |
| Order Number | 2018-05 |
| Created Date | 16/03/2018 |
| Created By User | Philip Keirle |
| Release Date | 17/03/2018 |
| Forum Close Date | 5/04/2018 |
| Closed Date/Time | 10/04/2018 - 2:00 p.m. |
| # Suppliers Notified | 1809 |
| # Suppliers Privately Notified | 0 |
| # Tender Views | 1876 |
| # Document Downloads | 61 |
| # Addendums Published | 3 |
| # Electronic Tender Boxes | 1 |
| # Submissions - Completed | 8 |

| | |
|-----------------------------------|----------------------------------|
| RFx No | BURKE-802133 |
| # Submissions - Incomplete | 1 |
| # Forum Posts - Questions | 0 |
| # Forum Posts - Total | 0 |
| # Forum Views | 7 |
| # Project Briefings | 2 (21-04-18 and 28-04-18) |

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 #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. ▪ Lodge application for MIP (Maturing the Infrastructure Pipeline) funding for this project. |
| Refresh of the Register of Prequalified Suppliers (ROPS) for Plant Hire (Wet and Dry) | Extension of existing ROPS and release of Request for Tender to have new operators bid for inclusion on the ROPS and for existing suppliers to add additional plant to the various ROPS categories. | ROPS RFT released on 17 March 2018 and closed on 10 April 2018. See below for RFT details. |

| RFx No | BURKE-802081 |
|------------------|---|
| Tender Type | Public |
| Notice Type | Request for Tender |
| Status | Closed |
| Summary | 2018-06 - RFT - Refresh of Register of Pre-qualified Suppliers (Plant Hire) |
| Order Number | 2018-06 |
| Created Date | 16/03/2018 |
| Created By User | Philip Keirle |
| Release Date | 17/03/2018 |
| Forum Close Date | 5/04/2018 |
| Closed Date/Time | 10/04/2018 - 2:00 p.m. |

| RFx No | BURKE-802081 |
|--------------------------------|---------------------|
| # Suppliers Notified | 649 |
| # Suppliers Privately Notified | 0 |
| # Tender Views | 669 |
| # Document Downloads | 33 |
| # Addendums Published | 1 |
| # Electronic Tender Boxes | 1 |
| # Submissions - Completed | 14 |
| # Submissions - Incomplete | 0 |
| # Forum Posts - Questions | 3 |
| # Forum Posts - Total | 5 |
| # Forum Views | 16 |

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 | Yes | Yes |
| Drought Communities Project: re-sheeting of Lawn Hill National Park Road | 150mm re-sheeting of Lawn Hill National Park Road between Ch2892 and CH21184 | Yes | Yes |
| 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. | Yes | Yes |
| 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) | Yes | NA |

6. GULF SAVANNAH DEVELOPMENT PROJECTS

| Project | Description | Update for reporting month |
|--|---|----------------------------|
| Digital Resilience & Capability Project | <p>Complete Feasibility Studies for the following Fibre Optic Projects:</p> <ul style="list-style-type: none"> - BKT-NMT Fibre - NMT-KMB Fibre <p>Complete Detailed Design for the following Fibre Optic Project:</p> <ul style="list-style-type: none"> - BKT-NMT Fibre | Completed |
| Digital Townships, Digital Tourism | GSD to produce report into prospects and approaches to coordinate the whole-of-Gulf in a digital data acquisition program, focusing on tourism and digital infrastructure. | Completed and attached |
| 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. | Completed and attached |
| Lower Gulf Marine & Riverine Infrastructure & Economic Development Project | <p>GSD to explore options and provide economic modelling around marine and riverine-based economic development opportunities in the Lower Gulf.</p> <p>Discussions have been wide-ranging to date.</p> | First draft complete |

7. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects Report.

ATTACHMENTS

1. Gulf Tourism Report 2018



180220 - DRAFT -
Gulf Tourism Survey F

2. Gulf Savannah Digital Transformation Strategy



180325 - Gulf
Savannah Digital Trar

10. Closed Session Reports

10.01 Closed Session - Fuel Supply Contract

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

11.02 Operational Plan 2017-18 | Report 3rd quarter | 01 January to 31 March 2018

Chief Executive Officer Reports

11.01 Chief Executive Officer Report

| | |
|-------------------------|--|
| DEPARTMENT: | Office of the Chief Executive Officer |
| RESPONSIBLE OFFICER: | Sharon Daishe; CEO |
| DATE REPORT PREPARED: | 18 April 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.

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 |
|----------------------------------|---|
| To report verbally | <ul style="list-style-type: none"> Shared services MICRRH Nursing units Finance officers network and tropical workshop Rating masterclass |
| Council meetings – presentations | May Shane Goodwin, New Century Mine update |
| Date reminders | Refer governance calendar and calendar invites with particular attention to: <ul style="list-style-type: none"> May QTC and budget workshops |

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) |
|---|---|----------------|--|---------------|--------------|
| Local Government Service Improvement Survey 2017–18 | Improvement Survey to provide feedback on level of service provided by the Department of Local Government, Racing and Multicultural Affairs | 23-Mar-18 | Department of Local Government, Racing and Multicultural Affairs | Sharon Daishe | |

4. GRANTS REGISTER

Doc ID | 218540

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

| Grant | Project | Status | Comment |
|--|---|----------|---|
| Non-Recurrent Subsidy Program 2018-19 | New SES Roof Structure | Pending | |
| Building Better Regions Fund - Infrastructure Stream - Round 2 | Sewerage Treatment Plant redesign Burketown | Pending | No decision on funding announced at this stage. |
| Building Better Regions Fund - Infrastructure Stream - Round 2 | Staff housing Burketown | Pending | |
| Building Better Regions Fund - Community Investment Stream - Round 2 | Sport & Recreation Strategy | Pending | |
| Gambling Community Benefit Fund | Order of the Outback Ball (OOTOB) 2018 | Approved | |






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 08/04/18 BSC does not yet have a Biosecurity Plan. Planned completion date of June likely to change. |

| Governance Instrument | Lead |    | Compliant | Reason for non-compliance |
|--|---------------|---|------------------|---|
| Environmental Authority ERA Permit EPPR00542713 | EMSP/ EMWI |   | Partial | EMWI 08/04/18 EA application for Gregory landfill is underway – commencement has been possible since land tenure was secured. Compliance activities underway to meet audit findings including development of project to improve sewerage treatment plant. |
| Pest Management Plan | EMWI |   | To be superseded | EMWI 10/03/18 to be rolled into the Biosecurity plan |
| Quarry management plan | EMSP/ EMWI |   | In process | EMWI 08/04/18 Ongoing development through support of NWQ QMS |
| Airport Reporting Manual | EMWI |  | to be reviewed | EMWI 08/04/18 New Airport manual to include requirements |
| Transport Security Program for Burke Shire Council | EMWI |  | to be reviewed | EMWI 08/04/18 New Airport manual to include requirements |

6. DELEGATIONS CEO TO OFFICERS

Doc ID | 200935

Section 259 of the *Local Government Act 2009 (QLD)* provides for the CEO to delegate powers to an appropriately qualified employee or contractor. Section 260 requires the CEO to keep a register of such delegations, which may be inspected by the public. The register of delegations from CEO to officers is included in the attachments. The report below summarises changes during the reporting period.

| Delegation | Review (refer attached register for full details) |
|--|---|
| Authorised persons under Biosecurity Act | Added |
| Financial delegations | Updated for EMWI and Acting DCEO |

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 |
|----------------|--------|-----------------|----------------|--------------------------------|
| Tue, 6-Mar-18 | 2 days | RMPC Workshop | Cloncurry | EMWI, WM |
| Thu, 8-Mar-18 | 2 days | Tourism Summit | Undara | Mayor, DCEO |
| Fri, 16-Mar-18 | | Council Meeting | Nijinda Durlga | Councillors, Management and EA |

| Date | Time | Meeting | Venue | Attendees |
|----------------|--------------------|--|----------------|--|
| Wed, 21-Mar-18 | 1 day | TTNQ Tourism Cluster Groups | Cairns | Councillors, DCEO |
| Wed, 21-Mar-18 | 4.00pm to 5.00pm | Meeting: Darren Cleland, Regional Director, Dept. State Development | Cairns | Councillors and DCEO |
| Wed, 21-Mar-18 | 5.15pm to 6.15pm | Meeting: Preston Law | Cairns | Councillors and DCEO |
| Thu, 22-Mar-18 | 1 day | Gregory ILUA discussions | Cairns | Councillors, DCEO, EMSP |
| Thu, 22-Mar-18 | 8.30am to 9.30am | Meeting: Michael Culleton, GM Commercial, Ports North | Cairns | Councillors and DCEO |
| Thu, 22-Mar-18 | 4.00pm to 5.00pm | Teleconference: Bruce Walker, Regional Director, Dept. Housing and Public Works | Cairns | Councillors and DCEO |
| Fri, 23-Mar-18 | 1 day | LGAQ Regional Tourism Meeting | Cairns | Councillors, DCEO, EMSP |
| Fri, 23-Mar-18 | 3.30pm to 4.30pm | Meeting: Allen Cunnen, Deputy Director General, Dept. Aboriginal and Torres Strait Islander Partnerships | Cairns | Councillors and DCEO |
| Sun, 25-Mar-18 | Morning | Frontier Days Festival Consultation | Gregory | Councillors, DCEO, festival organisers, CDTO |
| Wed, 28-Mar-18 | 10.00am to 11.00am | Teleconference: Ian McKirdy, Brian Atherinos and Helen McIntosh - Dept. State Development | Teleconference | ACEO |

8. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

| ITEM | Attachment | Link |
|--------------------|--|--|
| 1. Communications | a) Councillor updates – as emailed for the reporting month |  01 Councillor updates.docx |
| | b) Councillor snapshot – as distributed after the previous ordinary meeting of council |  180316 Council Meeting Snapshot.pdf |
| 2. General Items | Nil | |
| 3. Submissions | Nil | |
| 4. Grants Register | c) Grants Register: Doc ID 218540 |  Grants Register.xlsx |
| 5. Governance | d) Register of Governance Instruments: Doc ID 197887 |  Governance Instruments Register |
| 6. Delegations | e) Register of delegations from CEO to officers Doc ID 200935 |  Burke Shire Council - Register of Delegation |
| 7. Meetings etc | f) Governance calendar – future meetings |  Governance Calendar- Meetings, (|

Chief Executive Officer Reports

11.02 Operational Plan 2017-18 | Report 3rd quarter | 01 January to 31 March 2018

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

1. PURPOSE

To present the chief executive officer's written assessment of the local government's progress towards implementing the 2017-18 annual operational plan, for the three month period 01 January to 31 March 2018, in compliance with section 174 (3) of the Local Government Regulation 2012.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

| Item | Date/ Decision no. | Comment |
|--|-------------------------|--|
| Annual operational plan – LGR s174 (1) | 28 Jun 2017 170628.02 | Adopted at Special meeting in conjunction with corporate plan update and annual budget |
| Q1 report Jul-Sep | 12 Oct 2017 171012.12 | Adopted October 2017 along with proposed amendments to the plan |
| Q2 report Oct-Dec | 25 Jan 2018 180125.17 | Adopted January 2018 along with proposed amendments to the plan |
| Q3 report Jan-Mar | 19 Apr 2018 180419.xx | As presented April 2018 |
| Q4 report Apr-Jun | | To be presented July 2018 |

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

3. PROPOSAL

Report: It is proposed that Council receives and publishes the report of progress towards implementing the 2017-18 annual operational plan, for the three month period 01 January to 31 March 2018, as attached. There are no amendments proposed, and most items are on track. The only major and ongoing deferral is preparation of a Biosecurity Plan (legislated), and erosion intervention plan (strategic), due to workload and resourcing.

EMT are in the process of preparing the operational plan 2018-19.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. POLICY & LEGAL IMPLICATIONS

| Instrument | Reference | Details |
|----------------------------------|------------------------------------|---|
| <i>Local Government Act 2009</i> | S104 Financial management systems | <p>(5) (a) (v) The system of financial management established by a local government must include an annual operational plan</p> <p>(5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually</p> |
| Local Government Regulation 2012 | Division 4 Annual operational plan | <p>S 174 Preparation and adoption of the annual operational plan</p> <p>(1) A local government must prepare and adopt an annual operational plan for each financial year.</p> <p>(2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.</p> <p>(3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.</p> <p>(4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.</p> <p>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</p> <p>S 175 Annual operational plan contents</p> |
| Corporate Plan | 2014-2019 | A review of the Corporate Plan 2014-19 is presented to Council at the Special meeting to be held 28 June 2017. |

6. CRITICAL DATES & IMPLICATIONS

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

7. CONSULTATION

Executive management team; elected members via CEO reports

8. CONCLUSION

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

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

9. OFFICER'S RECOMMENDATION

1. That Council notes the content of this report and its attachments; and
2. That Council adopts the chief executive officer's written assessment of the local government's progress towards implementing the 2017-18 annual operational plan, for the three month period 01 January to 31 March 2018, in accordance with section 174 (3) of the Local Government Regulation 2012.

ATTACHMENTS

1. Annual operational plan 2017-18 progress report | Q4 Jan-Mar 2018



180419-A
Operational Plan 2017

12. Corporate Services

- 12.01 Deputy Chief Executive Officer Report
- 12.02 Grants to Community Organisations 2018-19
- 12.03 Donation Request – Burketown Sporting & Community Association
- 12.04 Donation Request – Carpentaria Land Council Aboriginal Corporation (CLCAC)
- 12.05 Admin Office Archive Room – Refit Brief
- 12.06 Building Our Regions Round 4 Project Selection
- 12.07 RADF Fit for Purpose Report
- 12.08 Accommodation Policy Review
- 12.09 Draft GOV-POL-009 Acceptable Requests Guidelines Policy
- 12.10 Draft Local Law No. 6 (Waste Management)
- 12.11 Review of Business Continuity Plan

Deputy CEO Reports

12.01 Deputy Chief Executive Officer Report

| | |
|-------------------------|--|
| DEPARTMENT: | Office of the Deputy Chief Executive Officer |
| RESPONSIBLE OFFICER: | Nils Hay; Deputy CEO |
| DATE REPORT PREPARED: | 9 April 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 | March Action | Status Update |
|--|---|----------------------------------|---|
| Planning & Development - governance review | Develop and implement governance framework for planning & development function of council | Test (January) | Review process has commenced; can recommence with Jordan Marshall appointed to role |
| Tourism & Economic Development Strategy | If funded (application to BBRF) | Review | Awarded to Right Foot Forward, public consultation cancelled in March due to weather; to be rescheduled May/June |
| Customer Service Charter | Development and implementation of Customer Service Charter | Monitor | To be discussed as part of team training session in April |
| Order of the Outback Ball | Delivery of 2018 OotOB | Nil | Funding application to Gambling Community Benefit Fund successful; committee meetings occurring fortnightly |
| 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 feedback received; reviewing ahead of re-notification |
| 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 | March Action | Status Update |
|---|---|--------------------------------------|---|
| LGMA Rural Management Challenge | BSC Participation in LGMA Rural Management Challenge | Team selection methodology | 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 | Implement | 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 (February) | 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 | Present for review/adoption | Plan to be developed by DCEO; has been sidelined by other commitments |
| Burketown History Book | Publication of Burke Shire Cultural History | Publication process as per Agreement | Review materials returned; publication H1 2019; date/event to be planned; CDTO working on this |
| Donations Packs | Distribution of donation request information packs to community groups | Distribute | Documentation distributed to community groups outlining new process and calling for submissions for the coming financial year; up-take below expectations |
| 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 | Map Storage Improvement | New Admin Officer working on this task |
| Local Law No 2 (Animal Control) Review | Conduct a review of Council's Local and Subordinate Local Law No. 2 (Animal Control) | Postponed | Postponed; other Local Laws taking precedence. |
| 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

RFQ for remaining work closes 13 April; needs to be completed by end of financial year to acquit funding.

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. The 2017-18 funding must be completed by 30 June 2018.

Council was successful in its application 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); it is progressing through RFQ stage. The new funding received must be acquitted by 30 June 2019.

3. GULF SAVANNAH DEVELOPMENT UPDATE

- GSD has completed its Digital Tourism Report and Tourism Survey Report; once endorsed by the GSD Management Committee, these will be made publicly available.
- GSD attend the Savannah Way Tourism Summit at Undara on 8-9 March; this prompted closer discussions with TTNQ about a visit through the coming months
 - It also lead to a Burke Shire delegation attending two TTNQ Tourism Cluster Group Meetings in Cairns in late March
- GSD's current and future RAB projects were discussed with Darren Cleland from DSDMIP during Council's visit to Cairns in late March
- GSD is planning to hold a Small Business Week event in Burketown on 30-31 May; this will include some free session for local small businesses with GSD Small Business Advisory Service panel members, as well as a networking evening.
- GSD's next Board Meeting will take place in Burketown to coincide with the Small Business Week events in late May

4. ADMINISTRATION AND COMMUNITY SERVICES

General Projects and Activities

ACS has a rolling schedule of 26 projects to complete for 2017-18. These projects relate to cost reduction, process improvement, strategic planning and community services.

| Projects underway currently are: | |
|----------------------------------|----------------------------------|
| ANZAC Day | Digitisation Destruction |
| OoTOB | Customer Service Charter |
| Planning Scheme Adoption | ICT Business Architecture Review |
| Finished Projects: | |
| Australia Day | Community Satisfaction Survey |

Records Management

Destruction runs continue and a draft procedure for the Digital Destruction Project has been raised for review. Numbers continue to climb of ongoing documents being classified into the BCS. The majority of documents being classified relates to the paper-based accounts payable process. On site storage of hard copy documents is reaching its limitations.

See March CorpMem report attached.

Information Technology

An IT business architecture review is currently being undertaken by the ACSC. The purpose of the review is to collate a set of requirements based on business need to seek a functional agile enterprise solution to replace our legacy IT systems.

See March Social Media, Website Analytics and Civica reports attached.

Library

The computer usage, loans, users added and library visitors has increase since the past year.

Top 6 sites of items being used on the internet are:

| |
|---|
| 1. iTunes - 893.2 MB - 27.37% |
| 2. Non-web TCP - 690.8 MB - 21.17% |
| 3. CDNs- 388.7 MB - 11.91% |
| 4. Miscellaneous secure web- 296.4 MB - 9.08% |
| 5. UDP- 205.2 MB - 6.29% |
| 6. Software updates - 158 MB - 4.84% |

See March Library Report attached.

Community Development and Tourism Report

See March CDTO Report attached. Highlights:

- ANZAC Day preparation well under way, but Council still seeking guest speaker
- Order of the Outback ball preparation well under way, Council was successful in obtaining almost \$20,000 in funding to put towards the event
 - o Three nominees for the Order of the Outback Award received so far
- Tidy Yard Competition slated to run in mid-May
- Year-to-Date donations update

2018 Council Run Events Schedule

| <i>Dates</i> | <i>2017-18</i> | <i>Activity</i> |
|--------------|----------------|--|
| 25 | Apr | ANZAC Day |
| Mid | May | Tidy Yard Competition (exact date TBA) |
| 30 | Jun | Order of the Outback Ball |

5. HUMAN RESOURCES

Departures:

- Nil for the month

Appointments:

- Nils Hay has been re-appointed as Deputy CEO under a new three (3) year contract.

- Frank Plozza (Logo Appointments) commenced duties as temporary NDRRA coordinator on Tuesday 13th March.
- Narelle Poole (Logo Appointments) commenced duties assisting Events on Wednesday 21st March.
- An offer has been made to extend Phil Keirle's contract as Executive Manager Strategic Projects to 31st December 2018.
- Jordan Marshall – ICT / Development Services Administration Officer commenced duties on Tuesday 3rd April.
- An offer of employment as Workplace Health & Safety Coordinator has been made to Mr John Juniper.

Recruitment:

Applications have been called for several casual labourers / Plant Operators and a Casual (On-call) Administration Officer.

Future recruitment actions include: -

- Contracts and Procurement Officer
- Additional finance personnel to resource shared services capabilities.

Training:

The following training courses were conducted during the month: -

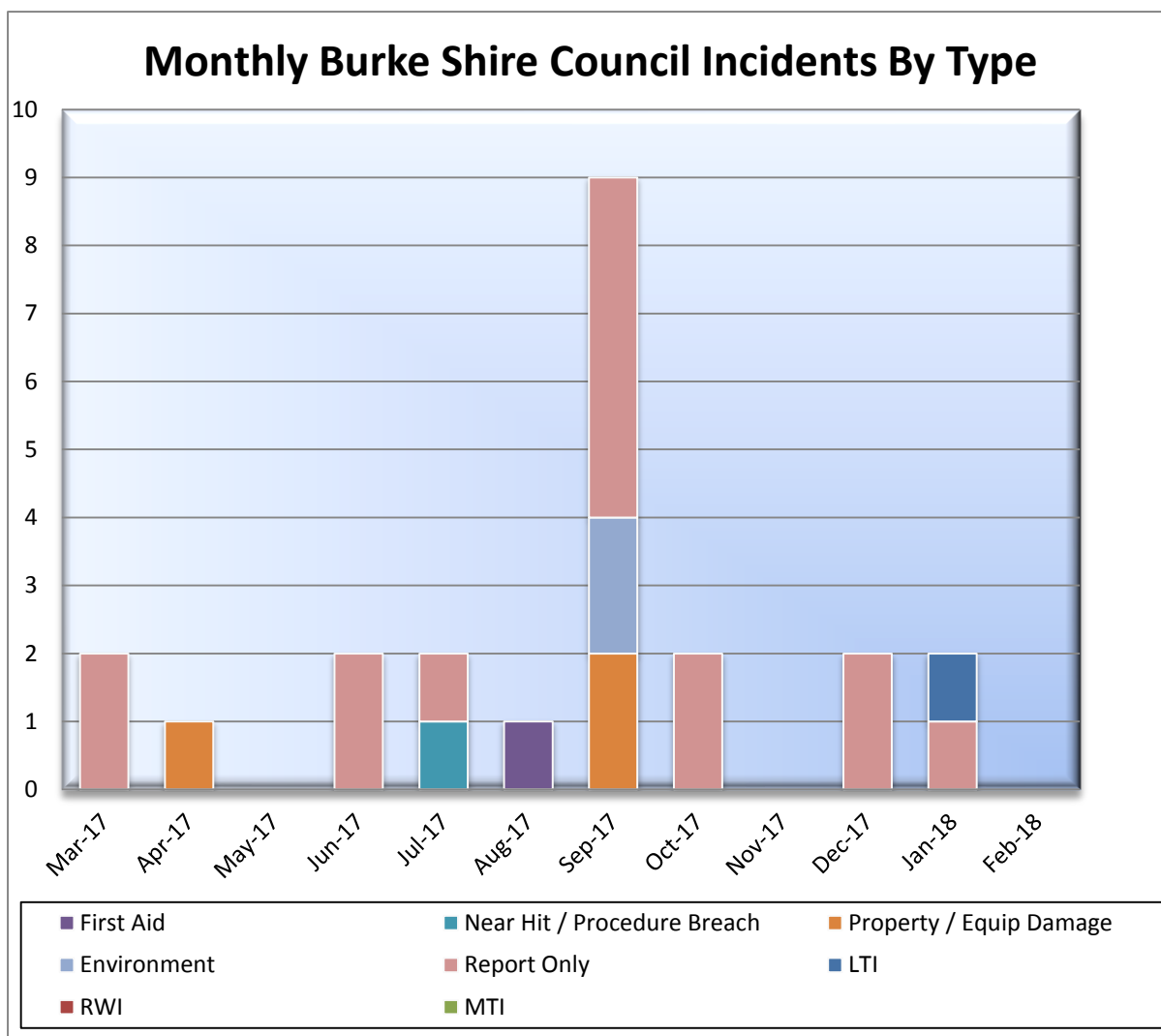
- John Carr (Coach Central) delivered team building training to depot staff, road crew and workshop staff on 9th April. John will be returning mid April to provide training to Administration staff.
- Neil Welsh commenced an online ACDC (Chemical handling course).
- REX Airside Training for S Portch, S Marshall and C Cooling (4-6th April)
- Claude Cooling Cert III in Water Industry Operations (9th – 13th April)
- Apprenticeships and traineeships are ongoing

Other Matters:

- Nil

6. WORKPLACE HEALTH AND SAFETY

There were no incidents reported during March 2018. The WHSC position was vacant for this period but, as noted above, is in the process of being filled.



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 April 2018.

ATTACHMENTS

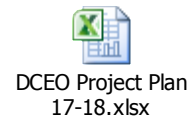
1. March 2018 WHS Report



2. Policy Review Spreadsheet



3. DCEO Project Plan



4. Information Management Report (CorpMem)



5. ICT Report (Civica)



6. Facebook Statistics



7. Library Statistics Report



8. Telstra Air Wi-Fi



9. CDTO Report



10. Website analytics report



Deputy CEO Reports

12.02 Grants to Community Organisations 2018-19

| | |
|-------------------------|---|
| DEPARTMENT: | Administration and Community Services |
| RESPONSIBLE OFFICER: | Ferne Clarke; Administration & Community Services Coordinator |
| DATE REPORT PREPARED: | 4 April 2018 |
| LINK TO COUNCIL PLAN/S: | Operational Plan |

1. PURPOSE

To provide an update on progress of dissemination of information to the community, regarding changes made to ADM-POL-011 Grants to Community Organisations Policy in September 2017.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted this Policy in June 2006; the most recent review was September 2017 (Resolution 170914.21). Changes implemented at that time were as follows:

- One material change that acknowledges Council's future intent to call for donations ahead of the commencement of the financial year and removes the reference to Council not doing so
- Numbering and formatting changes

3. PROPOSAL

In alignment with resolution 170914.21 Council has advised the community at large, and past donation recipients, of the changes to its Grants to Community Organisations Policy and has consulted on their donation requirements for 2018-2019 Financial Year.

Not all organisations were able to provide their donation requirements due to unconfirmed planning; only those with a tick in the '18/19 Req Rec' column in Table 1 (below) have done so. For all other likely applicants, Council officers have provided estimates based on previous donation requests. See table 1 to consider the known and estimated donation requests from community organisations; a more detailed breakdown of these figures is attached.

Of those included in Table 1, all are based upon recurring events with the exception of the CLCAC event, which will be a one-off National Ranger Forum to be held in Burketown in September 2018.

A total of \$63,223.65 has been estimated to be requested from Council for donations to community organisations for the 2018-2019 Financial Year.

Table 1 - Estimated Donation Requests 2018-2019

| Organisation | In-Kind | Cash | Total | 18/19 Req Rec |
|----------------------|---------------------|---------------------|---------------------|---------------|
| NW Canoe Club | \$ 6,744.00 | | \$ 6,744.00 | ✓ |
| MI School of the Air | | \$77.00 | \$ 77.00 | ✓ |
| BBFA | \$ 6,528.00 | \$ 5,000.00 | \$ 11,528.00 | X |
| CLCAC | \$ 20,860.00 | | \$ 20,860.00 | ✓ |
| GDJC | \$ 5,806.75 | \$ 6,000.00 | \$ 11,806.00 | ✓ |
| GCWA | \$ 494.00 | \$ 2,500.00 | \$ 2,994.00 | X |
| GSA | \$ 2,824.00 | \$ 2,500.00 | \$ 5,324.00 | X |
| BR&SA | \$ 2,889.90 | \$ 1,000.00 | \$ 3,889.90 | X |
| Totals | \$ 46,223.65 | \$ 17,000.00 | \$ 63,223.65 | |

BBFA: Burketown Barramundi Fishing Association; GDJC: Gregory Downs Jockey Club; GCWA: Gregory Country Women's Association; GSA: Gregory Sporting Association; BR&SA: Burketown Rodeo & Sporting Association

4. FINANCIAL & RESOURCE IMPLICATIONS

Council allocates an annual budget to community grants and donations; this information is intended to assist Council with making an appropriate and informed budget allocation for the 2018-2019 financial year.

It should be noted that over 70% of the donation amounts are made up of in-kind donations. Council has improved its capture of these expenses in recent months, which has resulted in an increase in this line item.

5. POLICY & LEGAL IMPLICATIONS

| Instrument | Details |
|---|---|
| Local Government Regulation 2012 Section 189 | Section 189 of the <i>Local Government Regulation 2012</i> provides that: The annual report for a financial year must contain a summary of: (a) The local government's expenditure for the financial year on grants to community organisations. |
| Local Government Regulation 2012 Section 195 | Section 195 of the <i>Local Government Regulation 2012</i> provides that: 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 |

| Instrument | Details |
|---|--|
| Local Government Regulation 2012 Section 194 | <p>Section 194 of the <i>Local Government Regulation 2012</i> states that the local government may give a grant to a community organisation only:</p> <ul style="list-style-type: none"> (a) If the local government is satisfied – <ul style="list-style-type: none"> i. The grant will be used for a purpose that is in the public interest; and ii. The community organisation meets the criteria stated in the community grants policy; and (b) In a way that is consistent with the local government's community grants policy. <p>This Policy enshrines those legislative principles and helps to ensure that Council manages community grants in a compliant manner.</p> |

6. CRITICAL DATES & IMPLICATIONS

Implementation of the Policy requires the community to make application for all funding for 2018-19 financial year by 1 April 2018. As this is the first year that the Policy has been implemented and, only partial compliance has been possible. Council officers are continuing to work through this process with the relevant community groups.

It is intended that individual donation request papers will be brought to the May 2018 Ordinary Council Meeting for consideration and endorsement.

The 2018-19 budget is being drafted at present, with a workshop to be held with Councillors in May 2018. As a result, the April 2018 Ordinary Council Meeting was deemed to be an appropriate time to bring this to Council's attention.

7. CONSULTATION

The Community Development and Tourism Officer has developed and implemented a Project Plan with timelines as follows:

- Public Notice re change in donation procedure – completed 21 December 2018
- Draft new procedure and new donation request form – completed 17 January 2018
- Letters sent to community groups – completed 21 January 2018
- Follow up with groups who had not responded – completed 29 March 2018
- Submit requests in CDTO Report to Council – current
- Letters to community groups with Council's decision – by 5 May 2018
- Review procedure and add timing of donations – by 20 May 2018
- Procedure implemented and ready to go – by 1 July 2018

8. CONCLUSION

Based on donation requests lodged for 2018-2019 and previous donations granted, an estimation of \$ 63,223.65 will be requested. Community Services will confirm donation requirements from organisations that have not lodged 2018-2019 requests. Any variance from the figures in Table 1 will be tabled at May 2018 Council Meeting.

9. OFFICER'S RECOMMENDATION

That Council note the contents of the report.

ATTACHMENTS

Summary of
Expected Donation R

1. Summary of Expected Donations

Deputy CEO Reports

12.03 Donation Request – Burketown Sporting & Community Association

| | |
|-------------------------|---------------------------------------|
| DEPARTMENT: | Administration and Community Services |
| RESPONSIBLE OFFICER: | Ross Higgins; Acting Deputy CEO |
| DATE REPORT PREPARED: | 16 April 2018 |
| LINK TO COUNCIL PLAN/S: | Operational Plan |

1. PURPOSE

To consider a donation request

| | |
|---------|---|
| From: | Burketown Sporting & Community Association |
| For: | Rugby League Carnival held in Normanton on 28 April 2018 |
| Amount: | In Kind assistance valued at \$1,500 being for : <ul style="list-style-type: none"> • Hire of Bus (2 days) • Fuel for bus |

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

No background or previous council consideration as this is a new community group.

3. PROPOSAL

| | |
|-----------------------------|--|
| Purpose or function: | To enhance the community through sporting and well being programs |
| Project summary: | To take a team of rugby league players to Normanton to compete with Normanton, Mornington Island and Doomadgee in a carnival. |
| Who will participate: | Players, supporting crew, and general public |
| Target audience: | Target audience is the community of Burke Shire |
| Donation support requested: | Cash: Nil |
| Donation support requested: | In kind: <ul style="list-style-type: none"> • Hire of Bus (2 days) for travel to and from Normanton • Fuel for bus |

| | | |
|--|---|-----------------|
| How will Council be recognised and acknowledged: | <ul style="list-style-type: none"> • Announcements during the day • Word of mouth • Will submit an article to BSC newsletter re the tournament and BSC sponsorship | |
| Total project cost: | Own cash contribution | \$ players fees |
| | Own in-kind contribution | \$ 2,000 |
| | Other funding sources | \$ uniforms |
| | Donation requested from Council | \$ 1,500 |
| | Total project cost | \$ 6,000 |
| Other funding sources | <ul style="list-style-type: none"> • Sponsorship of uniforms, • Grant from Gulf Communities Social Development Trust • Community Fundraising | |

4. FINANCIAL & RESOURCE IMPLICATIONS

| | |
|------------------------------------|------------------|
| Budget: (GL 5950-2220-0000) | 30,000.00 |
|------------------------------------|------------------|

Donations expenditure to date for the FY 2017-18

| | |
|------------------------------------|-------------|
| Cash donations to 16 April 2018 | 6,250.00 |
| In kind donations to 16 April 2018 | 13,116.01 |
| Total expenditure to 16 April 2018 | 19,366.01 |
| Funds committed but not yet spent | 18,550.75 |
| Budget remaining at 16 April 2018 | -(7,916.76) |
| Cost of donation requested | 1,500 |
| Estimated remaining budget | -(9,416.76) |

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> |
| 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 28 April 2018. Given the time frame of this request, it would be highly desirable that Council make a resolution on this matter at 19 April 2018 Ordinary Council Meeting.

7. CONSULTATION

No consultation required for this project.

8. OFFICER'S RECOMMENDATION

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

| | |
|---------|--|
| To: | Burketown Sporting & Community Association |
| For: | Rugby League Carnival held in Normanton on 28 April 2018 |
| Amount: | In Kind assistance valued at \$1,500 being for : <ul style="list-style-type: none">• Hire of Bus (2 days)• Fuel for bus |

3. That, in accordance with s170 of the Local Government Regulation 2012, Council increases its donations budget for 2017-18 by \$1,500 to allow for this expenditure.

ATTACHMENTS

1. Donation Request Form



2. Estimate of in-kind services



Deputy CEO Reports

12.04 Donation Request – Carpentaria Land Council Aboriginal Corporation (CLCAC)

| | |
|-------------------------|---------------------------------------|
| DEPARTMENT: | Administration and Community Services |
| RESPONSIBLE OFFICER: | Ross Higgins; Acting Deputy CEO |
| DATE REPORT PREPARED: | 16 April 2018 |
| LINK TO COUNCIL PLAN/S: | Operational Plan |

1. PURPOSE

To consider a donation request

| | |
|---------|---|
| From: | Carpentaria Land Council Aboriginal Corporation (CLCAC) |
| For: | The 2018 Annual Indigenous Ranger Forum being held in Burketown from 3 to 7 September |
| Amount: | <p>In kind assistance valued at \$20,860 being for:</p> <ul style="list-style-type: none"> • Hire bus for transportation of Ranger forum participants from different venues located around Burketown. • 4 portable toilets for dinner 1 night during forum and for 2 workshop areas at Woods Lake (Saltpans). • Wheelie bins and one large Steele bin to empty individual wheelie bins into at. Rodeo grounds. Steele bin to be emptied as required. • Daily use of sewage truck to empty trailer units and septic tanks at football oval/rodeo grounds as required. • Use of lights, field and amenities of football ground venue. • Hire of the Nijinda Durlga hall to include use of toilets, kitchen, part of portable stage and board/meeting rooms. Power to be included as part of the donation and if possible some shade options for back veranda in areas which are not covered. • Utilise the park area around the hall to hold work shop venues which will be held in under marquees. • Cleaners to assist keeping all facilities/venue toilets clean and topped up with toilet paper during the event. • Use of Burke Shire chairs and tables, Blow up movie screen and projector system and portable P/A system. • Use of 2 electronic notice boards to welcome forum participants to town. • Staff to assist with the setup of the venues around town for instance turning water off in park, marking where existing water lines are for marque pegs and assist with clean-up of venue areas. |

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

2013/14

In-kind \$511.15

2014/15

Help with preparation for anniversary event

In-Kind - \$946.67

2014/15

Provide accommodation and facilities at Gregory depot

In-Kind \$3,100

3. PROPOSAL

| | |
|-----------------------------|---|
| Purpose or function: | The Carpentaria Land Council Aboriginal Corporation has been given the privilege to partner with The Department of Agriculture and Water Resources/ DAWR to host the 2018 annual Indigenous Ranger Forum. The Forum will provide a platform for CLCAC rangers to showcase their knowledge and skillsets when it comes to environmental protection. The forum is also a great place for DAWR to bring to head issues of National Importance in protecting our Nation from invasive exotic diseases. The Region the DAWR currently covers is Northern Australia from Kimberly's, Top end of Northern Territory, Gulf of Carpentaria, and Cape York Peninsula, East Coast to Cardwell including the Torres Strait Islands. |
| Project summary: | The Ranger forum commences on the 3rd of September and concludes on the 7th of September. As you are aware a number of days will be needed before the commencement of the forum to setup venues and a number of days needed after the completion of the forum to pack up. The main venue will be the Nijinda Durlga hall with activities held in around the hall in the park area. Other venue areas will include the football ground and facilities along with the rodeo grounds and facilities. |
| Who will participate: | Community people employed as Indigenous Rangers from around the Gulf Region (BSC) will participate in this forum along with Australian Quarantine Services (DAWR) and participants will be coming approximately 70 ranger groups in Northern Australia, including dignitaries, ministers, VIP'S, Papua New Guinea and Torres Strait Islands. |
| Target audience: | Local Indigenous Ranger groups from CLCAC along with ranger groups and DAWR staff right across Northern Australia. |
| Donation support requested: | Cash: Nil |

| | | |
|--|--|--------|
| Donation support requested: | <p>In kind:</p> <ul style="list-style-type: none"> • Hire bus for transportation of Ranger forum participants from different venues located around Burketown. • 4 portable toilets for dinner 1 night during forum and for 2 workshop areas at Woods Lake (Saltpans). • Wheelie bins and one large Steele bin to empty individual wheelie bins into at. Rodeo grounds. Steele bin to be emptied as required. • Daily use of sewage truck to empty trailer units and septic at football oval/rodeo grounds as required. • Use of lights, field and amenities of football ground venue. • Hire of the Nijinda Durlga hall to include use of toilets, kitchen, part of portable stage and board/meeting rooms. Power to be included as part of the donation and if possible some shade options for back veranda in areas which are not covered. • Utilise the park area around the hall to hold work shop venues which will be held in under marques. • Cleaners to assist keeping all facilities/venue toilets clean and topped up with toilet paper during the event. • Use of Burke Shire chairs and tables, Blow up movie screen and projector system and portable P/A system. • Use of 2 electronic notice boards to welcome forum participants to town. • Staff to assist with the setup of the venues around town for instance turning water off in park, marking where existing water lines are for marque pegs and assist with clean-up of venue areas. <p>As the date of the Ranger Forum moves closer to September there may be a need to approach the Burke Shire for further support if required.</p> | |
| How will Council be recognised and acknowledged: | <p>The Burke Shire council will be recognised in event advertising for the forum for example on social media, CLCAC Website, Newsletters, Flyers and will be included in the forum where particulars will be discussed and arranged closer to the event date. Burke Shire will be invited to put in a corporate stand at the ranger forum expo and Council staffs are welcome to come along and have a look and wander through the expo. Council staffs are encouraged to register in the workshops such as Snake handling course.</p> | |
| Total project cost: | Own cash contribution | \$ TBA |
| | Own in-kind contribution | \$ TBA |
| | Other funding sources | \$ TBA |

| | | |
|--|--|-----------------------------|
| | Donation requested from Council | \$ 20,860 (In-kind support) |
| | Total project cost | \$ TBA |
| Other funding sources | TBA | |
| Other information relevant to this application | <p>The Carpentaria Land Council Aboriginal Corporation has been approached by the Department of Agriculture and Water Resources to host the 2018 Northern Australian Indigenous Ranger forum. The forum which will be held in Burketown will be expecting up to 300 people who will include VIP guests such as Federal ministers and other important dignitaries. As you are aware to host an event of this size takes a considerable amount of funds to be successful and manage people wellbeing during the course of the event. The Department of Agriculture and Water Resources has supplied some funding which will cover travel and accommodation costs to participants but CLCAC has also committed major in-kind contributions but will require further support to make this forum a success. The CLCAC will draft Sponsors letters which will be sent to businesses around the Gulf Region asking for in-kind or further monetary donations. Carpentaria Land Council Aboriginal Corporation is asking Burke Shire to support this event in areas which have been explained in this donation request form above. We believe this event will give great exposure to the Region and also help support our local businesses which have suffered from the closure of our local fishing competition due to bad weather.</p> | |

4. FINANCIAL & RESOURCE IMPLICATIONS

This donation request has been included in the 2018/19 budget report in line with Councils new donation procedure.

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> |
|----------------------------------|--|

| | |
|--|---|
| Local Government Regulation 2012 | <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> |
| Local Government Regulation 2012 | <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> |
| 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> |

6. CRITICAL DATES & IMPLICATIONS

The donation request relates to an event that is scheduled to be held on from 3 to 7 September 2018.

7. CONSULTATION

Some consultation has taken place internally with Nils. Further consultation would be recommended in the lead up to the event.

8. OFFICER'S RECOMMENDATION

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

| | |
|---------|---|
| To: | Carpentaria Land Council Aboriginal Corporation (CLCAC) |
| For: | The 2018 Annual Indigenous Ranger Forum being held in Burketown from 3 to 7 September |
| Amount: | <p>In kind assistance valued at \$20,860 being for:</p> <ul style="list-style-type: none"> • Hire bus for transportation of Ranger forum participants from different venues located around Burketown. • 4 portable toilets for dinner 1 night during forum and for 2 workshop areas at Woods Lake (Saltpans). • Wheelie bins and one large Steele bin to empty individual wheelie bins into at. Rodeo grounds. Steele bin to be emptied as required. • Daily use of sewage truck to empty trailer units and septs at football oval/rodeo grounds as required. • Use of lights, field and amenities of football ground venue. • Hire of the Nijinda Durlga hall to include use of toilets, kitchen, part of portable stage and board/meeting rooms. Power to be included as part of the donation and if possible some shade options for back veranda in areas which are not covered. • Utilise the park area around the hall to hold work shop venues which will be held in under marques. • Cleaners to assist keeping all facilities/venue toilets clean and topped up with toilet paper during the event. • Use of Burke Shire chairs and tables, Blow up movie screen and projector system and portable P/A system. • Use of 2 electronic notice boards to welcome forum participants to town. • Staff to assist with the setup of the venues around town for instance turning water off in park, marking where existing water lines are for marque pegs and assist with clean-up of venue areas. |

ATTACHMENTS

1. Donation Request Form



2. Estimate of in-kind services



Deputy CEO Reports

12.05 Admin Office Archive Room – Refit Brief

| | |
|-------------------------|---|
| DEPARTMENT: | Administration and Community Services |
| RESPONSIBLE OFFICER: | Ferne Clarke; Administration & Community Services Coordinator |
| DATE REPORT PREPARED: | 04 April 2018 |
| LINK TO COUNCIL PLAN/S: | Workplace Health & Safety Management Plan |

1. PURPOSE

To update Council on WH&S issues associated with the archive room located in the Burke Shire Council Administration Office ahead of 2018-19 Budget preparation.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The archive room is the main storage area for Council Records. It is a high use room being accessed daily. The fittings have become dated, with both the boxes and shelving progressively more unstable over time. Degradation continues on a weekly basis. The following issues have been identified.

- Boxes are collapsing, have poor stability and regularly release the records from the bottom or sides.
- Box vulnerability means that insects are using them for nesting and breeding. Officers have been bitten despite the room being treated.
- Compactor shelves are weak and the current support bracings are failing. They also lack a locking mechanism, which means that risk management measures are implemented every time they are used.
- There is no accessibility ladder to support the retrieval boxes from the top shelves.

Aggregation of the above issues has manifested several WH&S issues that present significant challenges to staff working in the archive room.

3. PROPOSAL

A complete refit of the archive room has been scoped. See table 1 Archive Room Refit Estimate. Design and accessibility has been considered in the components scoped in the estimates.

Table 2 Archive Room Refit Estimate

| Components | Compactors | Boxes | Ladder | Installation | Total |
|--------------|------------|-----------|---------|--------------|-------------|
| Archive Room | \$15,950 | \$2297.50 | \$32.98 | To be quoted | \$18,280.48 |

4. FINANCIAL & RESOURCE IMPLICATIONS

The Refit estimation is based on modular pricing. Depending on the final design for the refit there could be a + or – variance of 10% on the estimation. Any refit work to be undertaken should fully quoted, in line with Council's Procurement Policy, and a scheduled implementation to minimise impact on the administration office. The quotations on which the above table is based are attached to this report.

As noted above, installation is an additional cost which has not yet been confirmed. Given the relative expense of this work, lack of current budget provision, and existing project workload, it is intended to be included in Council 2018-19 draft budget for Council consideration.

5. POLICY & LEGAL IMPLICATIONS

Council's WH&S Policy Statement commits to eliminate or reduce risk by developing proactive strategies, consultation and adopting a risk management approach to WH&S in order to provide an injury/illness free workplace. While temporary risk management measures are taken to manage the WH&S risks currently identified, a more permanent solution is highly desirable.

Any such works will need to be completed in accordance with Council's Procurement Policy.

6. CRITICAL DATES & IMPLICATIONS

The intent is to raise this matter with Council at the April 2018 Ordinary Council Meeting in order to make provision for this item in the 2018-19 budget, which is currently under development and will be workshopped with Councillors in May 2018.

The works will be scheduled in the new financial year to fit in with operational requirements in the administration office, existing building maintenance projects and contractor availability.

7. CONSULTATION

The Admin & Community Services team have consulted internally, particularly with staff who regularly access the archive room, to identify potential solutions to the existing issues.

8. CONCLUSION

The Archive Room requires a refit; to bring it into alignment with Council's WH&S commitment and expectations in the workplace. It is intended that making Council aware of this matter will assist with the decision-making process regarding this item during 2018-19 budget deliberations.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council supports, in principle, the inclusion of Archive Room refit work in the 2018-2019 Budget.

ATTACHMENTS



BSC Archive Storage
Room - Cost Tables.p

1. Archive room cost tables

Deputy CEO Reports

12.06 Building Our Regions Round 4 Project Selection

| | |
|-------------------------|-------------------------------------|
| DEPARTMENT: | Projects |
| RESPONSIBLE OFFICER: | Nils Hay; Deputy CEO |
| DATE REPORT PREPARED: | 10 April 2018 |
| LINK TO COUNCIL PLAN/S: | Operational Plan, Corporate Plan s5 |

1. PURPOSE

This report is for Council to select a project for submission to Round 4 of the Building our Regions (BoR) grant program.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Building our Regions is a \$445 million targeted regional infrastructure program for local government projects. The purpose of the program is to provide funding for critical infrastructure in regional areas of the state that meet the specific needs of regional communities and supports economic development, including generating jobs.

The \$70 million Round 4 is open for expressions of interest between 3 April 2018 until 27 April 2018, with a further four week extension available to Burke Shire, due to recent NDRRA Activation (confirmed close date 25 May 2018).

This round is open to all regional local governments eligible under the Regional Capital Fund, Royalties for Resource Producing Communities Fund, and Remote and Aboriginal and Torres Strait Islander Communities Fund. The Burke Shire is eligible through the Royalties for Resource Producing Communities Fund.

Council has successfully accessed funding through BoR for the Doomadgee to Burketown Optic Fibre Link Project (Round 1) and Gregory Water Treatment Plant Solar Project (Round 2). Council resolved not to submit an application for Round 3 (Resolution #170202.06).

A copy of the Round 4 BoR Guidelines is attached. Some key points are:

- Funding is only available for construction of infrastructure projects.
- Local governments should submit projects that will deliver enduring economic outcomes for regional communities and create and sustain long term jobs.
- Projects must be ready to commence construction by 31 July 2019
- Examples of eligible projects include:
 - commercial / industrial precincts
 - infrastructure supporting tourism development
 - water, sewage/wastewater, and waste infrastructure projects where there is a direct
 - economic benefit to an industrial, commercial or tourism development

- alternative / renewable energy
 - airports
 - logistics / transportation hubs
 - marine infrastructure.
- Examples of ineligible projects include:
 - projects (including pre-construction activities) that are intended to commence prior to official notification of funding approval
 - road and bridge projects (including causeways and floodways)
 - water treatment plants for general community needs
 - water reservoirs for general community needs
 - sewage/wastewater treatment plants for general community needs
 - landfill facilities for general community needs
 - water pumping stations and pipelines for general community needs
 - sewage or wastewater pumping stations and pipelines for general community needs
 - feasibility and planning studies
 - mapping
 - projects that will primarily benefit a single private sector commercial operator
 - projects that are intended to enable the local government to operate a business in
 - competition with the private sector in that local government area
 - state infrastructure projects that would usually be funded through the normal business of Queensland Government agencies
- Under the Royalties for Resource Producing Communities Fund, eligible local governments can apply for funding of \$250,000 up to a maximum of \$5 million per project
 - This requires a minimum confirmed financial co-contribution of 50 per cent from other contributors, which can include local governments, industry, the Australian Government and others (e.g. community groups)
 - Queensland Government contributions (including from Building our Regions) may not exceed 75 per cent of total project costs
 - This means that Works for Queensland (W4Q) funding could potentially be utilised as part of the State's 75% contribution
 - A list of Burke Shire Council's current W4Q projects is attached
- There is a two-stage selection process incorporating an initial Expression of Interest (EoI) stage and subsequent Business Case stage for selected projects

3. PROPOSAL

Council presently has few projects suitable for BoR Round 4 as a result of:

- Project ineligibility of a range of community infrastructure projects
 - E.g. Savannah Way bridges/crossings, Burketown and Gregory landfills/transfer stations, Burketown water and sewerage treatment plant works
- Potentially eligible projects still in the planning phase and not at the desired 'shovel-ready' stage
 - E.g. Burketown Mineral Baths, Burketown Industrial Area
- Other projects still requiring to go through the planning phase before being ready for this kind of application
 - E.g. Food atriums, Burketown solar power, Gregory reticulated power
- Existing project workload
 - Council staff are already fully engaged with the existing project pipeline. This makes the development and addition of new projects undesirable at this time.

Council met with representatives from DSDMIP in Cairns on 21 March 2018 to discuss potential projects, and followed up with further discussions on 28 March 2018. The primary project discussed was the construction of additional housing in Burketown.

Council was advised that this project was technically eligible, but any application would require a strong argument regarding the economic development impacts of such.

This project is currently subject to an application to the (Federal) Building Better Regions Fund (BBRF) Round 2 for \$400,000 in unmatched funding for two units of housing on L154 on B1364 (opposite the existing pensioner units complex). If the application is successful, BBRF funding could be utilised as part of Council's co-funding requirements for BoR.

This could potentially allow for a larger-scale housing project to be proposed, or the addition of a new stage to the existing project (i.e. the addition of more housing on a different lot, or placement of larger/additional housing units on L154 on B1364).

4. FINANCIAL & RESOURCE IMPLICATIONS

This item is not currently budgeted for as Council was seeking to make no co-contribution through the initial BBRF application.

As noted in the BoR Guidelines, Council may match 50% BoR funding with 50% Federal funding, so it may be theoretically possible to augment the existing project and avoid co-contributions.

In the event that Council does not receive BBRF funding however, the best case scenario would be to reallocate 25% of the project funds from Works for Queensland (W4Q) and Council to contribute 25% of its own.

As such, if Council seeks to build upon the existing BBRF application, there main options exist:

| | FUNDING SOURCE | | | |
|-----------------|----------------|-----------|-----------|-----------|
| | BBRF | BoR | W4Q | BSC |
| Option 1 | \$400,000 | \$400,000 | \$0 | \$0 |
| Option 2 | \$0 | \$400,000 | \$0 | \$400,000 |
| Option 3 | \$0 | \$400,000 | \$200,000 | \$200,000 |

In all cases, it is assumed that Council seeks to completely double the BBRF application resulting in an \$800,000 project. It would be possible to deliver a smaller project (e.g. a \$600,000 project with identical funding % splits), however this would require a variation (and return of funds) should the BBRF application be successful.

Alternatively, Council can either re-submit the project through BoR, to provide a back-up option if BBRF is not successful, or can develop an alternative housing project on a different site. In either case, the application would likely be similar in scale to the BBRF application, resulting in the options below:

| | FUNDING SOURCE | | |
|-----------------|----------------|-----------|-----------|
| | BoR | W4Q | BSC |
| Option 4 | \$200,000 | \$0 | \$200,000 |
| Option 5 | \$200,000 | \$100,000 | \$100,000 |

These options both require some Council co-contribution and, if the BBRF application is successful, would not value-add to the existing project. They could be utilised if Council wanted to treat the two projects discretely.

5. POLICY & LEGAL IMPLICATIONS

Section 5 of Councils Corporate Plan 2014 to 2019 lists Housing as a priority capital project.

6. CRITICAL DATES & IMPLICATIONS

The Expression of Interest for any project must be submitted to DSDMIP by 25 May 2018.

As of 4 April 2018, the closest estimate that could be provided regarding the announcement of BBRF funding was 'mid-year 2018'. As such, it is possible that Council may receive notice of the success (or otherwise) of BBRF before submission of the EoI, but this is far from certain.

7. CONSULTATION

Council has consulted with DSDMIP representatives to determine current projects which may meet program eligibility requirements.

8. CONCLUSION

Council, at present, has no projects that fit cleanly within the BoR program guidelines. However, there may be an opportunity to seek to leverage (as yet un-announced) BBRF funding with BoR funding to deliver additional housing in Burketown.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council:
 - a. Endorses the submission of Burketown Housing Construction for Round 4 of Building our Regions and makes no budget allocation, with any co-contribution to be derived from the Building Better Regions Fund Round 2; OR
 - b. Endorses the submission of Burketown Housing Construction for Round 4 of Building our Regions and allocates up to \$400,000 from reserves as potential co-contribution for this project, should Council's Building Better Regions Fund Round 2 application be unsuccessful; OR
 - c. Endorses the submission of Burketown Housing Construction for Round 4 of the Building our Regions and allocates up to \$200,000 from reserves and re-allocates up to \$200,000 from Works for Queensland 2017-2019 funding as potential co-contribution for this project, should Council's Building Better Regions Fund Round 2 application be unsuccessful; OR
 - d. Resolves not to submit any projects for Round 4 of the Building our Regions Program.

ATTACHMENTS

1. Round 4 BoR Guidelines

<https://www.statedevelopment.qld.gov.au/resources/guideline/bor-round-4-guidelines.pdf>



Works for
Queensland _ March

2. Burke Shire Council W4Q Projects

Deputy CEO Reports

12.07 RADF Fit for Purpose Report

| | |
|-------------------------|---|
| DEPARTMENT: | Corporate and Community Services |
| RESPONSIBLE OFFICER: | Nils Hay; Deputy CEO Report prepared by: Ferne Clarke; Administration & Community Services Coordinator |
| DATE REPORT PREPARED: | 11 April 2018 |
| LINK TO COUNCIL PLAN/S: | Operational Plan |

1. PURPOSE

The purpose of this brief is to outline the cost impact to Council of the Regional Arts Development Fund (RADF) as a grant source and to propose a more cost efficient way forward.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

RADF is provided by Arts Queensland. Council has been sourcing grants through RADF in partnership with Arts Queensland since 2000. The Policy for Arts and Culture: TR&C01 (attached) was the forming blueprint to work in partnership with Arts Queensland. The Burke Shire RADF Committee was formed to deliver the mission of TR&C01. Its purpose was to adopt a forceful stance on behalf of the wider Burke Shire Community to progress the priorities within cultural and art areas. In more recent times the requirement for the committee dissolved and the committee no longer functions.

Since 2000 the average annual RADF grant spend is \$6000. The appetite for art activities has been diminishing over the last 5 years; where as the appetite for cultural type of activities has been increasing. The administrative framework to manage and acquit the grant is onerous. It requires significant input from the events officer, the administration manager and executive managers. This puts a significant cost burden to council, the expenditure Council incurs to manage and acquit the RADF grant can be up 60% of the funding amount. There are other sources of funding that fit the criteria which are more cost effective propositions.

3. PROPOSAL

RADF Fit for Purpose

I. Cost Efficacy

The cost efficacy to administrate the RADF grant is very high for a relatively small grant. The grant requires that Council contributes 10% of the total grant and the process to administrate the grant is intensive.

The following table outlines a cost efficacy comparison of alternative grant sources in contrast to RADF. The Input cost is based on fte hours (including on-costs) to administrate a grant comprising the end to end process of research, application, reporting and acquittal. The comparable grants have criterion that meet the Arts, Culture and Community wellbeing outcomes identified in Council's Community Plan 2011-2021.

Table 3 RADF Cost Efficacy Comparison

| Grant Name | Grant Amount | BSC Input cost | Net Funds | Cost efficacy % |
|-------------|--------------|----------------|--------------|-----------------|
| RADF | \$ 6,000 | \$ 3529.28 | \$ 2470.72 | 41.17 |
| CBF | \$ 20,000 | \$ 1163.46 | \$ 18,836.54 | 94.19 |
| CGH | \$ 20,000 | \$ 1163.46 | \$ 18,836.54 | 94.19 |
| FRRR | \$ 20,000 | \$ 1163.46 | \$ 18,836.54 | 94.19 |

*RADF Regional Arts Development Fund, CBF Community Benefits Fund, CGH Community Grants Hub & FRRR Fund for Rural & Regional Renewal

II. Process Efficiency

The calculation for process efficiency is based on the number of hours required to manage a process divided by income. This is known as a Process Efficiency Factor - PEF. RADF is process intensive and has a very low PEF to comparable applicable grants.

Table 4 Process Efficiency Factor Comparison

| Grant Name | Process Hours | Net Funds | PEF |
|-------------|---------------|--------------|-------------------|
| RADF | 31.5 | \$ 2470.72 | \$ 78.4 |
| CBF | 13 | \$ 18,836.54 | \$ 1448.96 |
| CGH | 13 | \$ 18,836.54 | \$ 1448.96 |
| FRRR | 13 | \$ 18,836.54 | \$ 1448.96 |

*RADF Regional Arts Development Fund, CBF Community Benefits Fund, CGH Community Grants Hub & FRRR Fund for Rural & Regional Renewal

III. Community Compatibility

Council's Community Plan 2011-2021 strives for a vision of an inclusive, caring creative community. Specifically 1.1 Outcome is *Being an inclusive caring community*, which has the following priorities:

- Support and promote creativity
- Create places and spaces for all ages groups
- Encourage lifelong learning; and
- Celebrate our diversity.

Council has historically sourced funding from RADF to run events that deliver to the above priorities in the community plan. RADF funding meets 3 of the 4 priorities. The criterion of the funding fails to align with the *Create places and spaces for all age groups* priority.

Table 5 Community Compatibility

| Grant Name | Outcomes x1 | Priorities x4 | Compatibility (x/5) |
|------------|-------------|---------------|---------------------|
| RADF | 1/1 | 3/4 | 4/5 |
| CBF | 1/1 | 4/4 | 5/5 |
| CGH | 1/1 | 4/4 | 5/5 |
| FRRR | 1/1 | 4/4 | 5/5 |

*RADF Regional Arts Development Fund, CBF Community Benefits Fund, CGH Community Grants Hub & FRRR Fund for Rural & Regional Renewal

A clear outcome from a fit for purpose analysis is that RADF is not the most cost effective option available to Council and doesn't fit the full suite of the *Caring and Inclusive Community* priorities adopted in the 2011-2021 Community Plan.

Table 6 Fit for Purpose Comparison

| Grant Name | Cost Efficacy | Process Efficiency Factor | Community Compatibility | Fit for Purpose |
|------------|---------------|---------------------------|-------------------------|-----------------|
| RADF | 41.17 | \$ 78.4 | 4/5 | ✗ |
| CBF | 94.19 | \$ 1448.96 | 5/5 | ✓ |
| CGH | 94.19 | \$ 1448.96 | 5/5 | ✓ |
| FRRR | 94.19 | \$ 1448.96 | 5/5 | ✓ |

*RADF Regional Arts Development Fund, CBF Community Benefits Fund, CGH Community Grants Hub & FRRR Fund for Rural & Regional Renewal

4. FINANCIAL & RESOURCE IMPLICATIONS

There is a cost competence motivation to move towards grants that have stronger cost efficacy to meet the art, cultural and wellbeing needs of the community.

Sourcing funding from CBF, CGH or FRRR would provide more funding, lessen the administrative burden and be a better fit for purpose.

5. POLICY & LEGAL IMPLICATIONS

It would be timely to revisit community needs, given that over the last 5 years, focus has shifted in relation to arts, culture and well-being. All four priorities of outcome 1.1 of the Community Plan should be surveyed to let the community advise Council of their needs.

6. CRITICAL DATES & IMPLICATIONS

Moving to funding that has a strong cost efficacy from any/multiple of the proposed comparable funding sources would mean that Council could meet all four priorities of outcome 1.1 of the Community Plan with increased \$ scope. An annual program of activity and events based on community needs could be scoped for implementation in the 2018-2019 FY.

7. CONSULTATION

Consultation with the following stakeholders has been undertaken:

- Executive Manager Finance BSC
- Finance BSC
- Community Development and Tourism Officer BSC
- Regional Arts Development Fund
- Community Benefits Fund,
- Community Grants Hub
- FRRR Fund for Rural & Regional Renewal

8. CONCLUSION

While the Burke Shire Council has utilised RADF funding for a number of years, the research underlying this report suggests:

- That the administrative burden associated with RADF makes it less attractive than other available funding options for the delivery of arts and cultural outcomes;
- That all four priorities of Outcome 1.1 from the 2011-2021 Community Plan require scope planning and a program of funding;
- That consultation with Burke Shire residents is required to take advice on what the communities needs are in relation to 4 priorities of Outcome 1.1.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of this report; and
2. That any, or several, of the alternative grants programs identified be pursued, instead of RADF, to fund arts and cultural events or activities. These alternative programs include:
 - Community Benefits Fund;
 - Community Grants Hub;
 - FRRR Fund for Rural & Regional Renewal.
3. That targeted Community consultation is undertaken to determine needs in relation to:
 - The 4 priorities of Outcome 1.1 from the Community Plan 2011-2021
 - That a Program of activity and events is scoped for delivery based on community feedback in relation to Outcome 1.1

ATTACHMENTS

1. RADF Fit for purpose



RADF fit for
purpose.xlsx

2. Policy for Arts and Culture



000920 BSC Arts and
Cultural Policy.pdf

Deputy CEO Reports

12.08 Accommodation Policy Review

| | |
|-------------------------|----------------------|
| DEPARTMENT: | Housing |
| RESPONSIBLE OFFICER: | Nils Hay; Deputy CEO |
| DATE REPORT PREPARED: | 6 April 2018 |
| LINK TO COUNCIL PLAN/S: | Operational Plan |

1. PURPOSE

To review Council's Accommodation Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted a largely re-written Accommodation Policy at the March 2017 Ordinary Council Meeting (resolution 13.170323), with a minor amendment in August 2017 (170817.25).

3. PROPOSAL

The Policy has generally only undergone cosmetic changes, with one exception: the rental rate schedule has been re-inserted into this Policy.

The current schedule is stated below.

Council may amend this schedule should they wish to increase rental rates.

| ACCOMMODATION TYPE | RENTAL |
|--|----------|
| Three bedroom, two bathroom house | |
| Fully furnished | \$205.00 |
| Partially furnished | \$200.00 |
| Unfurnished | \$190.00 |
| Three bedroom, one bathroom house | |
| Fully furnished | \$200.00 |
| Partially furnished | \$195.00 |
| Unfurnished | \$185.00 |
| Two bedroom house | |
| Fully furnished | \$185.00 |
| Partially furnished | \$180.00 |
| Unfurnished | \$170.00 |

| ACCOMMODATION TYPE | RENTAL |
|--|----------|
| One / Two bedroom unit | |
| Self Contained (Short term staff only) | \$185.00 |
| Fully furnished | \$175.00 |
| Partially furnished | \$170.00 |
| Unfurnished | \$150.00 |

4. FINANCIAL & RESOURCE IMPLICATIONS

Given the minor nature of the updates, there are no financial or resource implications at this time.

5. POLICY & LEGAL IMPLICATIONS

Nil.

6. CRITICAL DATES & IMPLICATIONS

The April 2018 meeting would be an appropriate time to consider this review.

7. CONSULTATION

Nil.

8. CONCLUSION

Provide closing statement

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopt Version 8 of HOU-POL-001 Accommodation Policy

ATTACHMENTS

1. Version 8 HOU-POL-001 Accommodation Policy



2. Current housing register



Deputy CEO Reports

12.09 Draft GOV-POL-009 Acceptable Requests Guidelines Policy

| | |
|-------------------------|--|
| DEPARTMENT: | Governance |
| RESPONSIBLE OFFICER: | Nils Hay; Deputy CEO |
| DATE REPORT PREPARED: | 4 April 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

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 proposed 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.

This document was viewed in draft format by Council at the March 2018 Ordinary Council Meeting and requested to be brought to the April 2018 Ordinary Council Meeting, as per resolution 180316.17.

3. PROPOSAL

The draft Policy is attached for discussion and potential adoption.

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 at the March 2018 Council Meeting.

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 Council adopt GOV-POL-009 Acceptable Requests Guidelines Policy.

ATTACHMENTS

1. GOV-POL-008 Acceptable Requests Guidelines Policy



GOV-POL-009
Acceptable Requests

Deputy CEO Reports

12.10 Draft Local Law No. 6 (Waste Management)

| | |
|-------------------------|-------------------------|
| DEPARTMENT: | Governance & Local Laws |
| RESPONSIBLE OFFICER: | Nils Hay; Deputy CEO |
| DATE REPORT PREPARED: | 9 April 2018 |
| LINK TO COUNCIL PLAN/S: | Corporate Plan s8.1 |

1. PURPOSE

To propose the adoption of the new draft Local Law No.6 (Waste Management).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council currently regulates waste management under Chapter 5A of the Environmental Protection Regulation 2008 and section 7 of the Waste Reduction and Recycling Regulation 2011. Those sections expire on 1 July 2018 as the State Government contemplated local governments regulating waste management under its local laws.

The new local law principally replicates the provisions that will expire in the Environmental Protection Regulation 2008 and the Waste Reduction and Recycling Regulation 2011 to ensure Council can contribute to and manage risks associated with the supply, storage, removal and treatment of waste, and have designated areas for waste and recycling collection, within its local government area.

3. PROPOSAL

Martin Wright from Preston Law has prepared the attached report for Council. It outlines:

- The rationale for the introduction of this new Local Law;
- The process for making the Local Law;
- The proposed draft Local Law;
- Draft template material which may be utilised to promote the requisite public consultation process

4. FINANCIAL & RESOURCE IMPLICATIONS

Council has engaged Preston Law to complete this work on its behalf to ensure ongoing compliance in the Waste Management space.

The proposed Local Law itself makes no changes to existing Council or public practices in terms of Waste Management and, as such, no resource or financial implications are anticipated.

5. POLICY & LEGAL IMPLICATIONS

The relevant legislative requirements are as follows:-

- (a) Local Government Act 2009 – section 29 (local law making process);
- (b) Local Government Act 2009 – section 121(1) (removal of unsound decisions);
- (c) Local Government Act 2009 – section 38 (anti-competitive provisions);
- (d) Local Government Act 2009 – section 257 (delegation of local government powers);
- (e) Local Government Regulation 2012 – section 14 (local law register) – Act, s31;
- (f) Local Government Regulation 2012 – section 15 (anti-competitive provisions and review procedures);
- (g) National Competition Policy – Guidelines for Conducting Reviews on Anti-Competitive Provisions and Local Laws – Version 1..

6. CRITICAL DATES & IMPLICATIONS

The current legislative instruments in this space expire on 1 July 2018, and a public consultation period is required to compliantly introduce a new Local Law. Commencing this process by adopting the draft Local Law at the April 2018 Ordinary Council Meeting should provide sufficient time to complete the law-making process ahead of 1 July.

7. CONSULTATION

Council staff and elected members discussed this matter briefly with Martin Wright in Cairns on 21 March 2018. Since then, the DCEO and Mr. Wright have liaised on the development of this report and the relevant attachments.

8. CONCLUSION

Adoption of this new Local Law will ensure that Council has a valid legal framework through which to administer waste management services in the Burke Shire following expiry of Chapter 5A of the Environmental Protection Regulation 2008 and section 7 of the Waste Reduction and Recycling Regulation 2011 on 1 July 2018.

9. OFFICER'S RECOMMENDATION

- 1. That Council note the contents of the report; and
- 2. That Council resolves to propose to adopt Local Law No. 6 (Waste Management) to replace the waste management provisions contained within Chapter 5A of the Environmental Protection Regulations 2008 and Section 7 of the Waste Reduction and Recycling Regulation 2011 which expire on 1 July 2018 in accordance with the requirements of chapter 3, Part 1 of the *Local Government Act 2009 (Qld)* ("the Act"); and
- 3. Pursuant to section 257 of the Act, Council delegates to the Chief Executive Officer its powers under section 38 of the Act to decide the consultation process and how the process is to be used in the Review, and to commence a State Interest Check.

ATTACHMENTS

1. Report to Council – Preston Law



Report to Burke
Shire Council Local La

2. Draft Local Law No. 6 (Waste Management) 2018



Waste Management
Local Law.pdf

3. Anti-Competitive Review



Review of
Anti-Competitive Prov

4. Guidelines for Conducting Reviews on Anti-Competitive Provisions in local laws



National Competition
Policy.pdf

5. Proposed templates for public consultation



Public Notices.docx

Deputy CEO Reports

12.11 Review of Business Continuity Plan

| | |
|-------------------------|---|
| DEPARTMENT: | Governance |
| RESPONSIBLE OFFICER: | Nils Hay; Deputy CEO |
| DATE REPORT PREPARED: | 4 April 2018 |
| LINK TO COUNCIL PLAN/S: | Business Continuity Plan, Corporate Plan s1.1.3 |

1. PURPOSE

To consider and adopt version 4.0 of Council's Business Continuity Plan (BCP).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The emphasis placed on the implementation of risk management policies, processes and documentation has grown in recent years. The drafting of the Burke Shire Council Business Continuity Plan 2014-2015 (Resolution 30.141120) reflected this. Council reviewed this document again (as part of an annual review process) in February 2016 (Resolution 160218.16) and March 2017 (Resolution 170323.27) as part of an annual review process to ensure the document remains current and relevant.

3. PROPOSAL

That Council adopts the revised Business Continuity Plan (version 4.0) as attached.

The latest review made only minor changes (tracked in the attached document):

- Amended changes of names and titles
- Update of emergency contact list

While this review is only relatively cosmetic in nature, it is anticipated that over the next 12 months this document will undergo significant review as Council's Local Disaster Management Plan is overhauled and an opportunity arises to better align, or potentially amalgamate the documents. This is part of a wider effort to create a risk management framework that is compliant, but also functional and capable of delivering value to the organisation.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

Section 164 of the Local Government Regulation 2012 requires that:

(1) A local government must keep a written record stating the following-

- a) The risks the local government's operation are exposed to, to the extent they are relevant to financial management;*

b) The control measures adopted to manage risks.

Section 1.1.3 of Council's Corporate Plan 2014 to 2019 relates to "*Maintenance of appropriate risk management frameworks and planning*", of which the Business Continuity Plan is an important part.

6. CRITICAL DATES & IMPLICATIONS

The last review of this document was March 2017. To ensure that such reviews occur on an annual basis, or as close as practicable, the April 2018 Ordinary Council Meeting would be an appropriate time to review this document.

7. CONSULTATION

The Business Continuity Team (Executive Management) met to review this document, endorsing a low-level review in the current year ahead of a major review in the period coming.

8. CONCLUSION

Adoption of the latest version of the BCP ensures that Council's risk management framework remains current and relevant to the organization, and provides a solid starting point for a more significant review in the 2018-19 financial year.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts Version 4.0 of the Business Continuity Plan.

ATTACHMENTS

1. Version 4.0 Business Continuity Plan



Business Continuity
Plan v4 Draft.docx

13. Late Reports

None received at time of agenda preparation.

14. Mayoral Report

Report to be provided to meeting.

15. Councillor Reports

Councillors will provide reports to the meeting.

16. New business of an urgent nature admitted by Council

Recommendation (if required)

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

17. Deputations and presentation scheduled for meeting

17.01 Energy Queensland – Glenn Dahlenburg and Steve Beck

18. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 17 May 2018.

Dictionary of Acronyms

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

| Acronym | |
|---------|---|
| EDQ | Economic Development Queensland |
| 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 |

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