



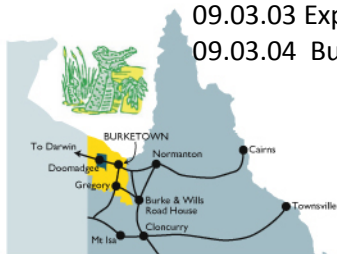
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BURKETOWN QLD 4830

Agenda and Business Papers Burke Shire Council Ordinary General Meeting Thursday 20 September 2018 9.00am Council Chambers

| | |
|--------------------|--|
| 9.00am | Opening of Meeting |
| 10.30am to 11.00am | Morning Tea |
| 11.00am to 11.30am | Inspection of Burke Waste Facility relative to Burke Shire Council Environmental Authority |
| 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 Ferne Clarke; Executive Manager Corporate & Community Services Mark Poynter; Executive Manager Works and Infrastructure Simbarashe Chimpaka; Executive Manager Finance Narelle Poole; (Acting)Executive Assistant (Minutes) |
| Apology | Philip Keirle; Executive Manager Strategic Projects |
| On Leave | Madison Marshall; Executive Assistant (Minutes) |

02.01 LGR 2012 Section 276 – Attendance by teleconferencing

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

- Simbarashe Chimpaka, Executive Manager Finance (EMF)

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 Thursday 16 August 2018

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



180816 Unconfirmed
Minutes.docx

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

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

08.01 Notices of Motion

None received at time of agenda preparation.

08.02 Petitions

None received at time of agenda preparation.

09. Works, Services and Finance Reports

| |
|---|
| 09.01.01 Works and Services Monthly Update Report |
| 09.01.02 Bus Asset Disposal Report |
| 09.02.01 Finance Report |
| 09.02.02 Update of Procurement Policy |
| 09.03.01 Strategic Projects Report |
| 09.03.02 Burke Shire Council Quarry Management Plan |
| 09.03.03 Expansion of Gravel Pit Operations |
| 09.03.04 Burke Shire Council Corporate Plan – amendments |
| 09.03.05 Burke Shire Council Corporate Plan 2019-2024 (Development) |

Works and Services Reports

09.01.01 Works and Services Monthly Report

| | |
|-------------------------|--------------------|
| DEPARTMENT: | Works and Services |
| RESPONSIBLE OFFICER: | Mark Poynter |
| DATE REPORT PREPARED: | 10 September 2018 |
| LINK TO COUNCIL PLAN/S: | Works Program |

1. PROJECTS

Project progress for FY18/19 Capital projects:

| Task Name | % Complete |
|---|-------------|
| BSC Master Project Schedule | 21% |
| 2018-05_SES Building | 45% |
| 2018-06_Contractor Accommodation | 3% |
| BSC 2018 Works Program | 24% |
| Boat Ramp Carpark | 99% |
| 2017 NDRRA REPA | 15% |
| RMPC | 1% |
| TIDS/ATSI TIDS, R2R, BSC | 0% |
| 2018-08_VIC | 100% |
| W4Q-R2 | 12% |

2. ROADS

Town Streets

- Ongoing local maintenance

Shire Roads

- Ongoing local maintenance

RMPC

- Second month claim submitted. Expenditure less than planned.

NDRRA

- Restoration of Essential Public Asset (REPA) commence on Doomadgee West Road and Lawn Hill / Riversleigh areas. Works moving onto the Gregory – Lawn Hill Rd in the coming week. Weekly project status reports are provided weekly to Councillors and Executive for information.

3. AIRPORTS/REX Services

- Doomadgee airport has been closed to passenger services over the past weeks. Planned REX services have landed in Burketown with a shuttle bus provided by TMR providing ground transport to passengers.
- REX has provided a check-in/ground handling operator for the past weeks to assist the Council meet the extra workload.
- REX services will resume normal schedule on September 12.

4. WORKSHOP AND FLEET

Tender/procurement items

- CEO Prado: Delivered and inducted into fleet.

Cost KPIs

- Monthly fuel consumption for the yellow fleet was 2,136 litres.
- Financial year to date revenue vs. expenditure is not available due to recent account system changes.
- Lifetime revenue vs. life expenditure is 22.15%

Repairs

| Plant # | Description | Maintenance | Scheduled |
|---------|----------------------|------------------------------|-----------|
| 469 | PS300B Roller | Hose, suspension, tyre | No |
| 474 | Rosa Bus | Bash out dents, clean again | No |
| 519 | Jetpatcher | Blockage, air leaks, beacon | No |
| 522 | 140M Grader | Hose, tyre | No |
| 523 | 140M Grader | A/C and tyre | No |
| 540 | USM Hilux | Replaced tyres | Yes |
| 551 | Prime Mover | 155k service, tyres, exhaust | Yes |
| 565 | Prado | Prepare for sale | Yes |
| 566 | Landcruiser | 100k service, windscreen | Yes |
| 567 | WHOS Hilux | 45k service, tyres | Yes |
| 572 | Job Truck | 70k service, tyres | Yes |
| 573 | 35 kva Genset | Prepare for Rangers | No |
| 583 | 950K Loader | Fuel and DPF faults | No |
| 584 | Landcruiser Dual Cab | 125k service, tyres | Yes |
| 588 | 10 Tonner | 45k service, guard, flaps | Yes |
| 589 | RMPC Truck | Batteries, fuel, beacon | No |
| 591 | Gregory Hilux | Tyres, crack | No |
| 597 | 432F2 Backhoe | 500 hr service | Yes |
| 598 | WM Hilux | 40k service, plates | Yes |
| 599 | EMWI Hilux | 30k service | Yes |
| 600 | Workshop Truck | 10k service | Yes |
| 602 | Plumbers Truck | 5K service | Yes |
| 606 | CEO Prado | Induction, check over | Yes |

| Plant # | Description | Maintenance | Scheduled |
|---------|---------------------|--------------------|-----------|
| | Camp Septic | Seal lid, fit vent | No |
| | Blivet | Chain drive failed | No |
| | Whippers and Mowers | Keep operational | No |

5. TOWN AND RURAL SERVICES

Parks

- One of the morning glory park irrigations pumps has failed. A replacement has been received and will be fitted as soon as available.
- Automated IoT timers have been installed to provide greater visibility of park watering. Flow meters will be installed to increase understand of water used.

Waste

- Works required to rectify current deficiencies.

6. HOUSING/BUILDING MAINTENANCE

- Ongoing minor maintenance activities underway.

7. BIOSECURITY

- Biosecurity plan development was reviewed with Department of Agriculture and Fisheries officials late last month. It will be revised and available for distribution for initial public consultation in October.

8. SEWERAGE

Collection

- Increase in pump-outs with increase usage from tourists.
- Upon inspections and maintenance of the sewer pump station pumps we have found 3 pumps that have issues with damages to their housing. Seeking quotes for various size pumps.

Treatment Plant

- Repairs on the Blivet to ensure ongoing serviceability.
- Soil samples taken from the site of the potential future sewerage treatment plant to identify the suitability of existing clays during the construction process.

9. WATER

Treatment Plant Operations

- Mark Samblebe from MBS water who is a consultant on site at both WTP's plants for 4 days. He is looking at both WTP's to upgrade to reduce OPEX.

Burketown

- Prominent has been onsite to complete the major 3-yearly overhaul of the Chlorin-Situ. We are still experiencing minor faults with the system and are consulting Prominent with this issue.

Gregory

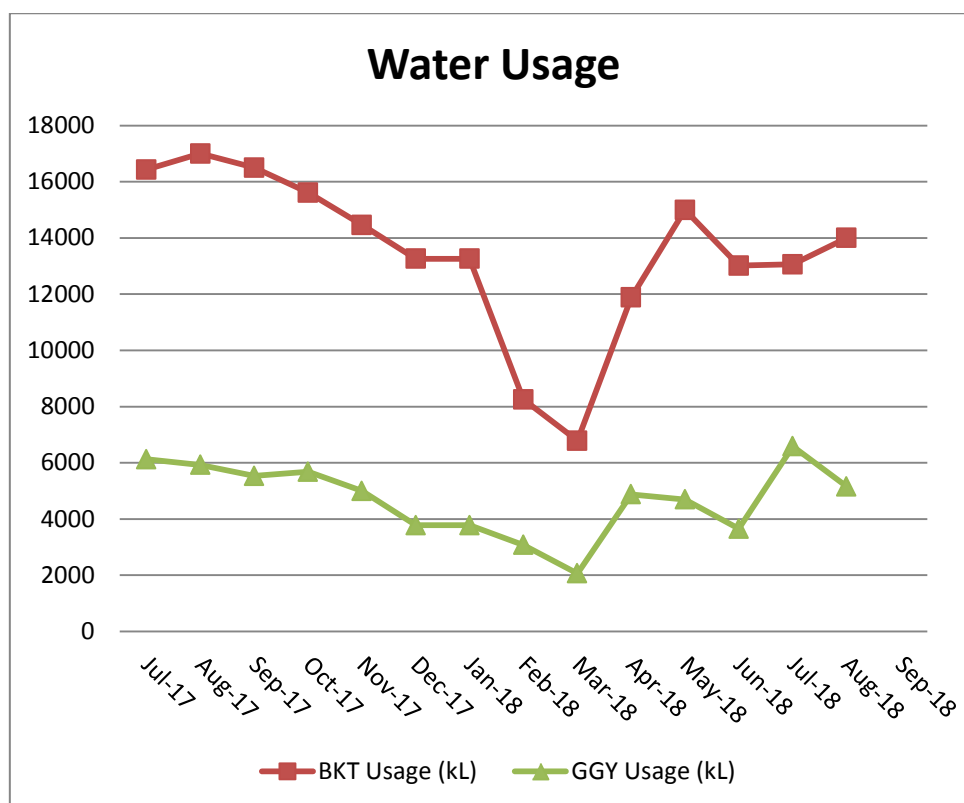
- Issues with the newly installed water storage tank has prevented one of them from being brought online. Rectification is proposed for the week starting September 9.
- Pump replacement works are planned for the first week of September. This will greatly improve

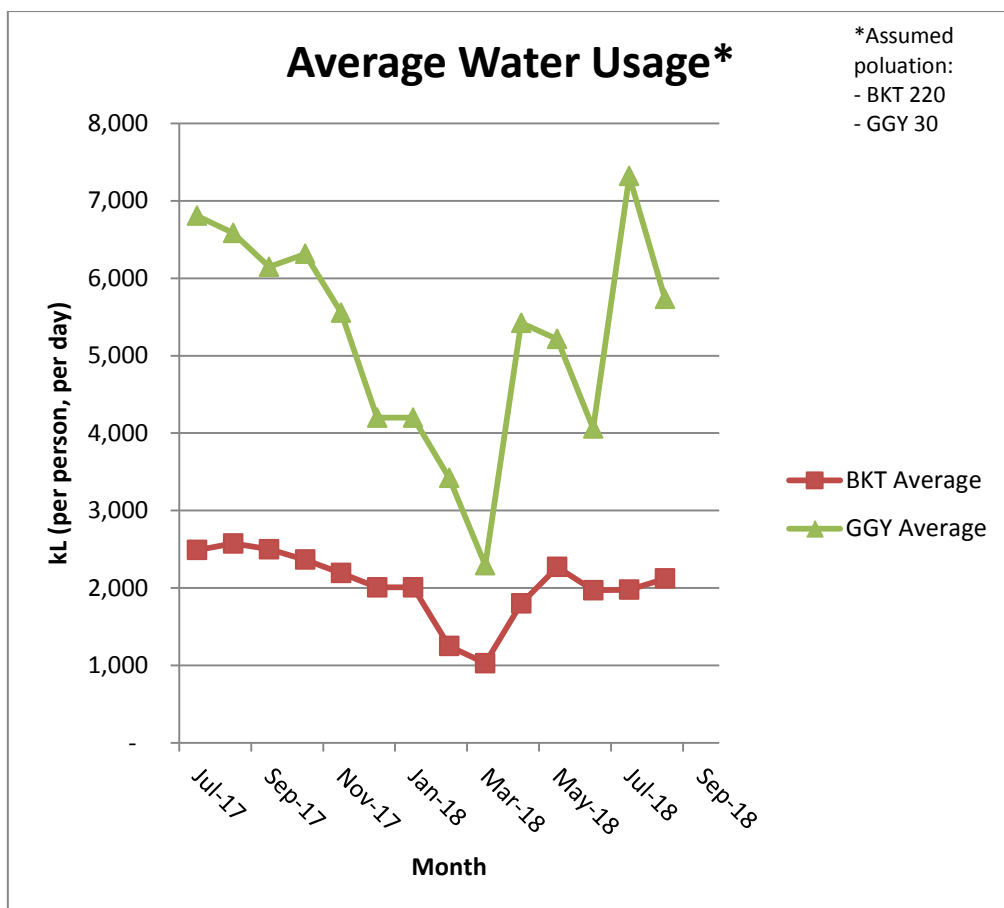
Water Reticulation**Burketown**

- Water meter readings postponed due to lack of staff.

Gregory

- Water meter readings completed.





10. COMPLIANCE ISSUES

Airport

- Operations manual and emergency procedures need to be reviewed.

Water Treatment Plants

- Nil

Sewer Treatment Plants

- We are currently monitoring the influx from Dump-ezy and portaloos to see how this is impacting on the sewerage treatment process. This issue has likely lead to the failure of two sewer samples.

| Sample Number | Sample | Date Sampled | Result Name | Guideline | Result |
|---------------|--------|--------------|-----------------|-----------|---------|
| 607156 | Sewer | 15-8-18 | BOD | 20mg/l | 50mg/l |
| 607156 | Sewer | 15-8-18 | Total nutrients | 40 mg/l | 44 mg/l |

Rubbish Dumps

Department of Environment and Science recently inspected Burke Shire facilities for compliance to their Environmental Approval (EA). The Shire received six non-conformances with current EAs that

will require timely action to rectify. Some will be resolved with the planned improvements to the sewer treatment plant. Greater work is required to meet the waste management issues.

As an outcome, Department has issued Council with a formal warning in response to the contravention of conditions W3-1, L2-2, L2-3 and G1-2 of Environmental Authority EPPR00542713.

State-wide Water Information Management (SWIM) results

| Performance Indicator | Performance Measure | Yearly Target | August 2018 | Actual Total (YTD) |
|---|--|---------------|-------------|--------------------|
| Water Services | | | | |
| Water mains breaks | Per 10km/year | <3 | 0 | 0 |
| Incidents of unplanned interruptions | Per 100 connections/year | <0 | 0 | 0 |
| Water quality related complaints | Per 100 connections/year | <1 | 0 | 0 |
| 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 | 0 |
| Sewerage complaints – overflow on properties and odour | Per 100 connections/year | <5 | 0 | 0 |
| Time to respond to sewerage incidents – blockages, chokes, overflows | % of response to incident <12hrs | >95% | 100% | 100 |
| Combined | | | | |
| Total water and sewerage complaints (any nature) | Per 100 connections/year | <12 | 0 | 0 |

11. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Works for Queensland Monthly Report



Works for
Queensland _ePlanni

2. Department of Environment and Science post inspection report



Post-inspection
Burke Shire Council.p

3. Department of Environment and Science formal warning



Outgoing - Burke
Shire Council.pdf

Works and Services Reports

09.01.02 Bus Asset Disposal Report

| | |
|-------------------------|--------------------------|
| DEPARTMENT: | Works and Services |
| RESPONSIBLE OFFICER: | Mark Poynter |
| DATE REPORT PREPARED: | 12 September 2018 |
| LINK TO COUNCIL PLAN/S: | Operational Plan, Budget |

1. PURPOSE

To seek approval to dispose of the Council owned bus.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Purchased in November 2005, the Mitsubishi Rosa is a 22 seat capacity bus requiring a medium rigid driving license to operate. It is believed that it was purchased with the intent to support community organisations and events.

It is not rarely used for internal operations and typically provided to the following organisations to assist with their activities:

- Carpentaria Land Council
- Savannah Guides
- Burketown State School
- Burketown Sport & Community Assoc.
- Waanyi PCB
- Bidunggu Aboriginal Corporation

Prior to and post each “rental”, the bus is thoroughly inspected by the Workshop Manager to ensure cleanliness and ensure it is fully fuelled and in general good working order. In all recent cases, the bus has been returned:

- With significant mechanical or body damage
- Not cleaned
- Without fuel

In some cases it is not returned at all requiring the staff to chase those who hired the vehicle and organise for pick up and delivery. Some example pictures from the past months are provided below.

The following are direct quotes from the Workshop Manager

“On checking the bus further, I found the radiator frame pushed up causing the fan to hit the cowling, this damage has been on going same as the L/H front”

“The bus is continually returned dirty and not fuelled indicates....”

“Also a ban needs to be put on the bus being taken through the Hills Road.”





3. PROPOSAL

Considering the bus does not provide service or revenue to council operations, the below options are proposed:

1. Auction the bus as is as per the asset disposal policy.
2. Negotiate the sale of the bus as is direct to a local community organisation.
3. Donate the bus as is to a local community organisation.

4. FINANCIAL & RESOURCE IMPLICATIONS

The following summary is a snap shot of costs and revenue to date.

| | |
|--|---------------------|
| Purchase price | \$103,495.36 |
| Cost to date (repairs and maintenance) | \$103,387.88 |
| Total cost to date | \$206,883.24 |
| Lifetime revenue | \$11,791.50 |
| Lifetime asset performance (return %) | -94.30% |
| Annualised cost to Council | \$15,914.10 |

5. POLICY & LEGAL IMPLICATIONS

| Instrument | Summary/ Comments |
|---|--|
| <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 September Ordinary Council meeting provides sufficient time to plan for the proposed outcome.

7. CONSULTATION

Internal – CEO, EMCCS and Workshop Manager

8. CONCLUSION

Considering the annual cost to Council to maintain the bus, its ongoing poor treatment and the risk and liabilities the Council takes providing the service; strategic and targeted cash donations for transport would be a better use of the available budget.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council endorse (choose one of the following):
 - a. Auction the bus as is as per the asset disposal policy.
 - b. Negotiate the sale of the bus as is direct to a local community organisation.
 - c. Donate the bus as is to a local community organisation.

ATTACHMENTS

1. Nil

Finance Reports

09.02.01 Finance Report

| | |
|-------------------------|---|
| DEPARTMENT: | Finance |
| RESPONSIBLE OFFICER: | Simba Chimpaka; Executive Manager Finance |
| DATE REPORT PREPARED: | 18 September 2018 |
| LINK TO COUNCIL PLAN/S: | Operational Plan Budget |

1. FINANCIAL SUMMARY (SNAPSHOT)

This monthly report illustrates the financial performance and position of Burke Shire Council compared to its adopted budget.

| KEY FINANCIAL RESULTS | ANNUAL BUDGET | PRO RATA BUDGET | YTD ACTUAL | YTD VARIANCE | YTD VARIANCE % | STATUS FAVOURABLE UNFAVOURABLE |
|----------------------------------|--------------------|--------------------|---------------|------------------|----------------|--------------------------------------|
| Total Operating Revenue | 12,248,000 | 2,041,333 | 2,035,114 | - 6,219 | 0% | ✓ |
| Total Operating Expenditure | 18,912,000 | 3,152,000 | 1,985,577 | - 1,166,423 | -37% | ✓ |
| Operating Surplus/Deficit | - 6,664,000 | - 1,110,667 | 49,537 | 1,160,203 | -104% | ✓ |
| Closing Cash & Cash Equivalents | 6,828,215 | | 8,572,262 | 1,744,047 | | ✓ |

Council reported an operating surplus at the end of the reporting period (31 August 2018). Total operating grants and subsidies income is significantly lower than pro rata and annual estimates primarily reflecting the infancy of the financial year (timing variance). Rates and utility charges for the first half of the year were raised as scheduled per adopted revenue statement for the 2018-19 financial year.

The favourable variance in recurrent expenditure is primarily due to timing differences. Depreciation expense for this year will be higher than previous years due to increases in asset values related to the most recent desktop indexation of assets and investment in new assets in the 2017-18 financial year.

Capital grants, subsidies and contributions are below budget mainly due to timing of works as most capital grants are paid on completion of works or delivery on established milestones.

Council's capital works expenditure is below budget due to timing of works for a number of infrastructure projects, timing of capital acquisitions and fleet replacement.

Council's year to date cash balance is greater than annual estimates due to timing differences, the cash balance is expected to decline to ~\$6 million dollars at the close of the financial year. Constrained cash reserves at the end of August represent 28% of the total cash balance.

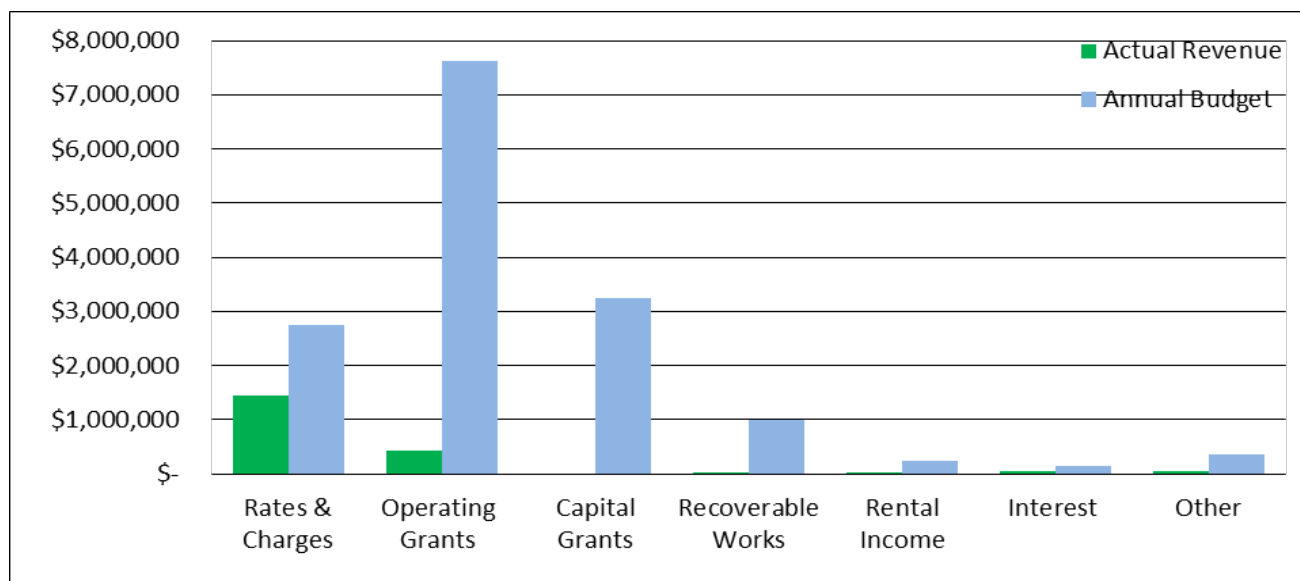
2. KEY PERFORMANCE INDICATORS

| Financial Sustainability Ratios and Measures of Sustainability | Status Achieved Not Achieved | ANNUAL BUDGET | YTD ACTUAL | TARGET |
|--|---------------------------------------|------------------|------------|---|
| Operating Surplus Ratio (%) | ✗ | -54% | 65% | Between 0% and 10% (over the long term) |
| Asset Sustainability Ratio (%) | ✗ | 130% | | Greater than 90% (over the long term) |
| Current Ratio | ✓ | 10 | -16 | Greater than '1:1 (over the long term) |
| Net Financial Liabilities Ratio | ✓ | -58% | -88% | Less than 60% (over the long term) |

Councils year to date ratios indicate sufficient capacity to offset short term obligations however the operating surplus ratio indicates limited capacity to cover operational expenditures.

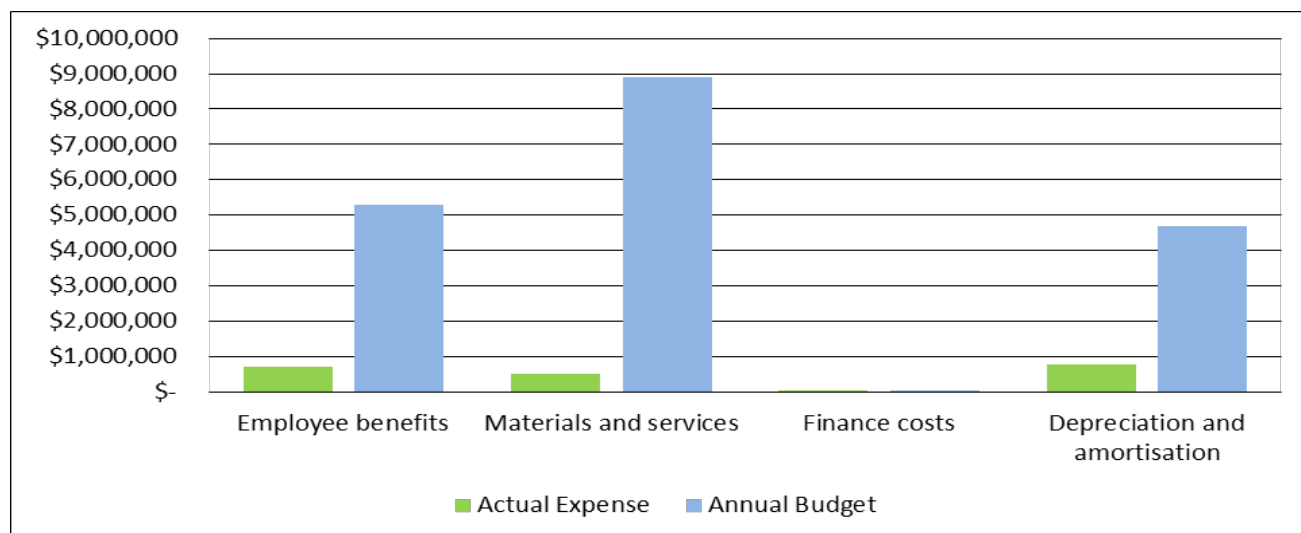
3. STATEMENT OF INCOME AND EXPENDITURE

| STATEMENT OF INCOME AND EXPENDITURE | | | | |
|-------------------------------------|---------------------|--------------------|--------------------|------------------|
| | Annual | YTD | YTD | YTD |
| | Budget | Pro rata Budget | Actual | Variance |
| Recurrent Revenue | | | | |
| Rates levies and Charges | 2,761,000 | 460,167 | 1,439,318 | 979,151 |
| Fees & Charges | 93,000 | 15,500 | 12,429 | - 3,071 |
| Rental Income | 247,000 | 41,167 | 39,595 | - 1,572 |
| Interest | 154,000 | 25,667 | 43,592 | 17,925 |
| Recoverable Works Revenue | 993,000 | 165,500 | 27,009 | - 138,491 |
| Other Income | 357,000 | 59,500 | 37,773 | - 21,727 |
| Donations | 24,000 | 4,000 | - | - 4,000 |
| Developer Contributions | - | - | - | - |
| Subsidies and Grants | 7,619,000 | 1,269,833 | 438,883 | - 830,950 |
| Total Recurrent Revenue | 12,248,000 | 2,041,333 | 2,038,599 | - 2,734 |
| Capital Revenue | | | | |
| Sale of non-current assets | - | - | - | - |
| Contributions | - | - | - | - |
| Subsidies and Grants | 3,241,000 | 540,167 | - | - 540,167 |
| Total Capital Revenue | 3,241,000 | 540,167 | - | - 540,167 |
| TOTAL INCOME | 15,489,000 | 2,581,500 | 2,038,599 | - 542,901 |
| Recurrent Expenses | | | | |
| Employee benefits | - 5,302,000 | - 883,667 | - 694,738 | 188,929 |
| Materials and services | - 8,914,000 | - 1,485,667 | - 509,730 | 975,937 |
| Finance costs | - 23,000 | - 3,833 | - 2,276 | 1,557 |
| Depreciation and amortisation | - 4,673,000 | - 778,833 | - 778,833 | - |
| TOTAL RECURRENT EXPENSES | - 18,912,000 | - 3,152,000 | - 1,985,577 | 1,166,423 |
| NET RESULT | - 3,423,000 | - 570,500 | 53,022 | 623,522 |



4. NORMALISED OPERATING RESULTS

| NORMALISED OPERATING STATEMENT | | | | |
|---|--------------------|------------------|------------------|----------------|
| | Annual | YTD | YTD | YTD |
| | Budget | Pro rata Budget | Actual | Variance |
| Recurrent Revenue | | | | |
| Rates levies and Charges | 2,761,000 | 460,167 | 1,439,318 | 979,151 |
| Fees & Charges | 93,000 | 15,500 | 12,429 | 3,071 |
| Rental Income | 247,000 | 41,167 | 39,595 | 1,572 |
| Interest | 154,000 | 25,667 | 43,592 | 17,925 |
| Recoverable Works Revenue | 993,000 | 165,500 | 27,009 | 138,491 |
| Other Income | 357,000 | 59,500 | 37,773 | 21,727 |
| Donations | 24,000 | 4,000 | - | 4,000 |
| Developer Contributions | - | - | - | - |
| Subsidies and Grants | 3,276,000 | 546,000 | 375,301 | 170,699 |
| TOTAL RECURRENT REVENUE (Excl flood damage) | 7,905,000 | 1,317,500 | 1,975,017 | 657,517 |
| Recurrent Expenses | | | | |
| Corporate Governance Costs | 926,000 | 154,333 | 128,601 | 25,732 |
| Administration Costs | 3,050,000 | 508,333 | 681,641 | 173,308 |
| Recoverable Works Expenses | 910,000 | 151,667 | 20,333 | 131,334 |
| Engineering Services | 1,519,000 | 253,167 | 197,477 | 55,690 |
| Utility Services Costs | 688,000 | 114,667 | 97,775 | 16,892 |
| Net Plant Operating Costs | - 1,073,000 | - 178,833 | - 277,159 | - 98,326 |
| Planning and Environmental Expenses | 139,000 | 23,167 | 7,834 | 15,333 |
| Community Services Costs | 1,257,000 | 209,500 | 173,981 | 35,519 |
| Finance Costs | 23,000 | 3,833 | 2,276 | 1,557 |
| Depreciation | 4,673,000 | 778,833 | 778,833 | - |
| Other Expenses | - | - | - | - |
| TOTAL RECURRENT EXPENSES (Excl Flood damage) | 12,112,000 | 2,018,667 | 1,811,592 | 207,074 |
| NET RESULT | - 4,207,000 | - 701,167 | 163,425 | 864,591 |



*The normalised operating report shows council operating revenues and expenditure excluding flood damage income and expenditure.

DETAILED REVENUE ANALYSIS

| RATES, LEVIES & CHARGES | | | | |
|--|------------------|----------------|------------------|----------------|
| | Annual | YTD | YTD | YTD |
| | Budget | Pro rata | Actual | Variance |
| General Rates | 2,136,000 | 356,000 | 1,067,504 | 711,504 |
| Sewerage Charges | 158,000 | 26,333 | 77,982 | 51,649 |
| Waste Management Charges | 105,000 | 17,500 | 52,355 | 34,855 |
| Water Supply Charges | 372,000 | 62,000 | 188,545 | 126,545 |
| Water Excess Consumption Charge | 37,000 | 6,167 | 51,190 | 45,023 |
| Total Rates, Levies & Charges | 2,808,000 | 468,000 | 1,437,576 | 969,576 |

Rates, levies and charges are on track with half yearly pro rata estimates following the levying of rates and utility charges as scheduled for August. Second half levies will be raised around February 2019, this will bring annual actuals in line with annual budget estimates.

| OPERATING GRANTS | | | | |
|--|------------------|------------------|----------------|------------------|
| | Annual | YTD | YTD | YTD |
| | Budget | Pro rata | Actual | Variance |
| Financial Assistance Grant (General Purpose) | 1,291,000 | 215,167 | 322,768 | 107,601 |
| Financial Assistance Grant (Road Component) | 210,000 | 35,000 | 52,534 | 17,534 |
| Flood Damage 2015 - 2016 Event Claims | 400,000 | 66,667 | 63,582 | - 3,085 |
| Flood Damage 2016 - 2017 Event Claims | 2,500,000 | 416,667 | - | - 416,667 |
| Flood Damage 2017 - 2018 Event Claims | 3,000,000 | 500,000 | - | - 500,000 |
| Other Operating Grants | 218,000 | 36,333 | - | - 36,333 |
| Total Operating Grants | 7,619,000 | 1,269,833 | 438,883 | - 830,950 |

Operating grants are below pro rata estimates, variances primarily relate to timing differences. Year to date results should be understood in context of quarterly payments as most operating grants are paid on a quarterly basis. It should be noted that an advance payment under the Financial assistance

grant program me was received at the end of the previous financial year. The advance payment has been added into councils computation of restrained cash thought this funding stream is not reciprocal or constrained.

| CAPITAL GRANTS | | | | |
|--------------------------------------|------------------|----------------|----------|------------------|
| | Annual | YTD | YTD | YTD |
| | Budget | Pro rata | Actual | Variance |
| Roads To Recovery Grant | 242,000 | 40,333 | - | - 40,333 |
| TIDS Grant | 600,000 | 100,000 | - | - 100,000 |
| ATSI TIDS | 70,000 | | - | |
| Workks for Queensland Grant | 600,000 | 100,000 | - | - 100,000 |
| Main Roads (Wharf Project) Grant | 397,000 | 66,167 | - | - 66,167 |
| Grant - Stronger Communities | 5,000 | 833 | - | - 833 |
| Grant - Visitor Information Centre | 88,000 | 14,667 | - | - 14,667 |
| Grant - SES Shed | 90,000 | 15,000 | - | - 15,000 |
| Grant - Sewerage Passive Lagoon | 950,000 | 158,333 | - | - 158,333 |
| Grant - Building Our Regions (Solar) | 199,000 | 33,167 | - | - 33,167 |
| Total Capital Grants | 3,241,000 | 528,500 | - | - 528,500 |

OPERATING EXPENDITURE

| OPERATING COSTS BY TYPE | | | | |
|--|---------------------|--------------------|--------------------|------------------|
| | Annual | YTD | YTD | YTD |
| | Budget | Pro rata | Actual | Variance |
| Employee Benefits (<i>Wages & Employee Entitlements</i>) | - 5,302,000 | - 883,667 | - 694,738 | 188,929 |
| Materials & Services (<i>Contractors & Suppliers</i>) | - 8,914,000 | - 1,485,667 | - 509,730 | 975,937 |
| Finance Costs (<i>Bank Charges</i>) | - 23,000 | - 3,833 | - 2,276 | 1,557 |
| Depreciation | - 4,673,000 | - 778,833 | - 778,833 | - |
| Total Operating Costs | - 18,912,000 | - 3,152,000 | - 1,985,577 | 1,166,423 |

Operating costs are within budget estimates. Pro rata results must be considered in context of timing of activities. There are nil significant operating cost variances to report.

| EMPLOYEE BENEFITS & FULL TIME EQUIVALENTS (FTE) | | | | | | | |
|---|---|--|---|---------------|------------------------------------|---------------------------------------|-------------------------------|
| | FTE (Council Employees & Councillors) | Total Staff Wages & Salaries Incl Councillors | Annual Leave Long Service Leave & Entitlements | Sick Leave | Superannuation Incl Councillors | Other Employee Related Costs | Total Employee Benefits |
| Month | | | | | | | |
| July | 52 | 308,822 | 28,864 | 8,698 | 126,194 | - | 472,578 |
| Aug | 52 | 318,221 | 29,438 | 6,935 | 32,438 | | 387,032 |
| Sept | | | | | | | - |
| Oct | | | | | | | - |
| Nov | | | | | | | - |
| Dec | | | | | | | - |
| Jan | | | | | | | - |
| Total Benefits | | 627,043 | 58,302 | 15,633 | 158,632 | - | 859,610 |

Over the month of August productive hours (actual hours worked) expenditure constitutes 90% of wages, annual leave payments constitute 8% of wages paid and sick leave constitutes 2% of wages paid.

| MATERIALS AND SERVICES ANALYSIS | | | |
|--|----------------|----------------|-----------------|
| | Actual YTD | Previous YTD | Variance |
| Advertising and marketing | - | 1,186 | - 1,186 |
| Operating Expenses | 530,078 | 421,651 | 108,427 |
| Audit services | - | 10,209 | - 10,209 |
| Communications and IT | 31,538 | 11,687 | 19,851 |
| Consultants | 4,283 | - | 4,283 |
| Donations paid | 29,191 | 13,500 | 15,691 |
| Repairs and maintenance | 186,805 | 169,289 | 17,516 |
| Recoverable Works | 15,098 | 52,643 | - 37,545 |
| Road - Flood Damage | 148,156 | 7,687 | 140,469 |
| Subscriptions and registrations | - | - | - |
| Other material and services | - 491,213 | - 209,934 | - 281,279 |
| Total Materials & Services | 453,936 | 477,918 | - 23,982 |

STATEMENT OF FINANCIAL POSITION

| STATEMENT OF FINANCIAL POSITION | | | | |
|--|--------------------|---------------------|--------------------|--------------------|
| | Opening Balance | YTD | YTD | Annual Forecast |
| | As at 1 July 2018 | Actual | Movement | Budgeted |
| Current Assets | | | | |
| Cash and cash equivalents | 9,898,797 | 8,572,262 | - 1,326,535 | 6,828,215 |
| Trade and other receivables | 1,468,573 | 1,666,100 | 197,527 | 1,496,014 |
| Inventories | 242,401 | 293,074 | 50,673 | 242,401 |
| Other financial assets | 85,810 | 238,481 | 152,671 | 57,959 |
| Non-current assets classified as held for sale | - | - | - | - |
| Total current assets | 11,695,581 | 10,769,917 | - 925,664 | 8,624,589 |
| Non-current Assets | | | | |
| Receivables | - | - | - | - |
| Property, plant and equipment | 201,780,070 | 203,514,178 | 1,734,108 | 203,639,070 |
| Accumulated Depreciation | - 61,875,946 | - 60,668,435 | 1,207,511 | - 66,548,946 |
| Capital works in progress | 2,031,048 | 2,235,991 | 204,943 | 4,458,918 |
| Intangible assets | - | - | - | - |
| Total non-current assets | 141,935,172 | 145,081,734 | 3,146,562 | 141,549,042 |
| TOTAL ASSETS | 153,630,753 | 155,851,651 | 2,220,898 | 150,173,631 |
| Current Liabilities | | | | |
| Trade and other payables | 819,314 | - 724,877 | - 1,544,191 | 790,228 |
| Borrowings | - | - | - | - |
| Provisions | 79,487 | 68,303 | - 11,184 | 33,618 |
| Other | - | - | - | - |
| Total current liabilities | 898,801 | - 656,574 | - 1,555,375 | 823,846 |
| Non-current Liabilities | | | | |
| Trade and other payables | - | - | - | - |
| Interest bearing liabilities | - | - | - | - |
| Provisions | 641,866 | 648,149 | 6,283 | 654,908 |
| Other | - | - | - | - |
| Total non-current liabilities | 641,866 | 648,149 | 6,283 | 654,908 |
| TOTAL LIABILITIES | 1,540,667 | - 8,425 | - 1,549,092 | 1,478,754 |
| NET COMMUNITY ASSETS | 152,090,086 | 155,860,077 | 3,769,991 | 148,694,877 |
| Community Equity | | | | |
| Shire capital | 39,529,889 | 39,529,889 | - | 39,529,889 |
| Asset revaluation reserve | 82,474,980 | 86,195,432 | 3,720,452 | 82,474,980 |
| Retained surplus/(deficiency) | 30,085,217 | 30,134,756 | 49,539 | 26,690,008 |
| Other reserves | - | - | - | - |
| TOTAL COMMUNITY EQUITY | 152,090,086 | 155,860,077 | 3,769,991 | 148,694,877 |

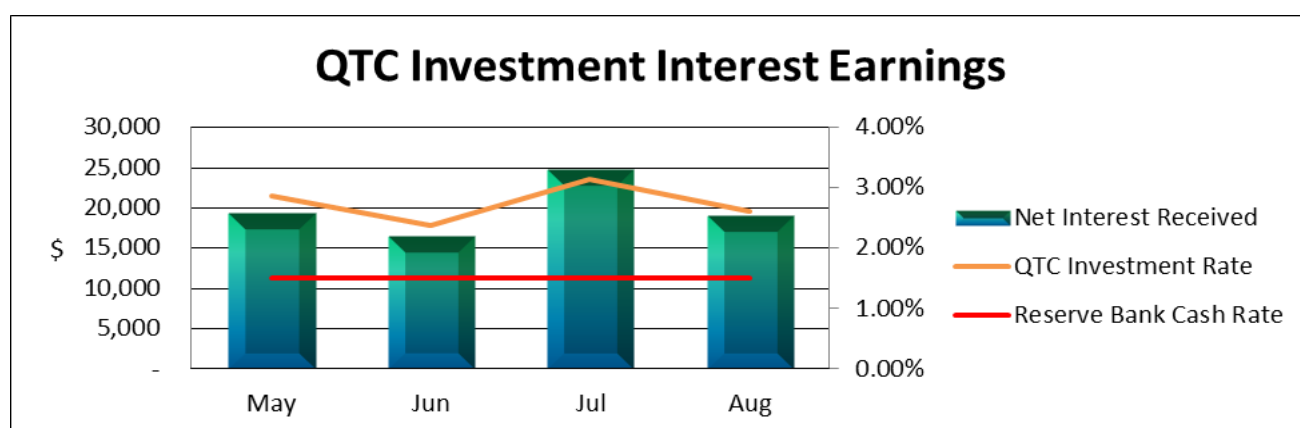
Council's unadjusted financial position declined slightly from the previous month in line with a decrease in cash balances at the end of August. Cash balances declined by \$1.3million as outflows exceeded inflows. An increase in cash flows is anticipated as rates payments are received, however the annual forecast reflects a decline in cash balances at the end of the financial year. Current and non current liabilities remained consistent from the previous month (no significant movements in relation to short term obligations).

Balance sheet item balances will be updated and pull from audited financial closing balances on completing of the annual audit and financial statements.

STATEMENT OF FINANCIAL POSITION CONTINUED

CASH AND CASH EQUIVALENTS

| Cash & Cash Equivalents | Reserve Bank Cash Rate | QTC Investment Rate | YTD Interest Earnings | Cash Balance |
|-------------------------|------------------------|---------------------|-----------------------|---------------------|
| QTC Cash Fund | 1.50% | 3.15% | \$ 40,993 | \$ 8,220,621 |
| Westpac General Fund | 1.50% | 0.00% | \$ 0 | \$ 351,081 |
| Cash Floats | 1.50% | 0.00% | \$ - | \$ 588 |
| Total | | | \$ 40,993 | \$ 8,572,290 |



OUTSTANDING LEVIES AND CHARGES

| OUTSTANDING LEVIES & CHARGES | | | | | |
|--------------------------------|-------------------|----------------------|---------------------|-------------------|-------------------|
| LEVY/CHARGE | 366+ DAYS ARREARS | 181-365 DAYS ARREARS | 31-180 DAYS ARREARS | 1-30 DAYS ARREARS | Total Outstanding |
| GENERAL RATES | 25,670 | 39,473 | 2,993 | 508 | 68,644 |
| SEWERAGE CHARGES | 1,606 | 954 | 104 | 20 | 2,684 |
| GARBAGE CHARGES | 1,733 | 771 | 123 | 20 | 2,647 |
| WATER ACCESS CHARGES | 37,096 | 9,192 | 1,918 | 360 | 48,566 |
| WATER - EXCESS CONSUMPTION | 31,811 | 1,654 | 1,289 | 258 | 35,013 |
| STATE GOVT EMERGENCY SVCE LEVY | 1,260 | 918 | 115 | 17 | 2,310 |
| TOTAL | 99,177 | 52,962 | 6,543 | 1,182 | 159,864 |

| Outstanding Charge | Total Amount \$ | Percentage of total outstanding charges |
|--------------------|-----------------|---|
| General Rates | \$ 68,644 | 23% |
| Sewer Charges | \$ 2,684 | 1% |
| Waste Charges | \$ 2,647 | 1% |
| Water Charges | \$ 83,579 | 29% |
| Sundry Debtors | \$ 135,485 | |

Closing cash balances at the end of the month and the balance of cash equivalents ((inventory, cash receivables (outstanding rates, levies and charges and general debtors)) exceed current or short term liabilities reflecting Councils ability to offset current obligations and longer term liabilities from

cash and cash equivalents, this position is in line with councils forecasted current ratio for the 2018-19 financial year.

5. STATEMENT OF CASH FLOWS

| STATEMENT OF CASH FLOWS | | |
|---|--------------------|---------------------|
| | YTD | Annual Forecast |
| | Actual | Budgeted |
| Cash flows from operating activities | | |
| Receipts from customers | 1,162,846 | 4,204,000 |
| Payments to suppliers & employees | - 2,806,508 | - 14,272,582 |
| | - 1,643,662 | - 10,068,582 |
| Interest received | 43,592 | 154,000 |
| Rental income | 39,595 | 247,000 |
| Non capital grants and subsidies | 438,883 | 7,643,000 |
| Net cash inflow (outflow) from operating activities | - 1,121,592 | - 2,024,582 |
| Cash flows from investing activities | | |
| Payments for property plant & equipment | - 204,943 | - 4,287,000 |
| Proceeds from sale of property plant & equipment | - | - |
| Capital grants, subsidies, contributions and donations | - | 3,241,000 |
| Net cash inflow (outflows) from investing activities | - 204,943 | - 1,046,000 |
| Cash flows from financing activities | | |
| Proceeds from borrowings | - | - |
| Repayment of borrowings | - | - |
| Depreciation | - | - |
| Net cash inflow (outflow) from financing activities | - | - |
| Net cash increase (decrease) in cash held | - 1,326,535 | - 3,070,582 |
| Cash at beginning of the reporting period | 9,898,797 | 9,898,797 |
| Cash at end of the reporting period | 8,572,262 | 6,828,215 |

Cash outlays for operating and capital projects exceed cash inflows from operating and capital activities resulting in negative cash flow in line with budget forecasts.

| CONSTRAINED CASH RESERVES | | | | | |
|---|-------------------------|---------------------------|--------------------------|--------------------------|-----------------------------------|
| SOURCE | BALANCE BORUGHT FORWARD | COUNCIL CO- CONTRIBUTIONS | RECEIPTS IN CURRENT YEAR | EXPENDED IN CURRENT YEAR | CLOSING BALANCE (RESTRAINED CASH) |
| * FAG ROADS | 215,410 | - | 52,534 | 39,145 | 228,799 |
| ROAD PROJECTS (CAPITAL) | - | 400,000 | - | 24,519 | 375,481 |
| SEWER UPGRADE PROJECT | - | 650,000 | - | 1,703 | 648,297 |
| NDRRA ADVANCE PAYMENT 2016-17 FLOOD EVENT | 861,000 | - | - | 173,985 | 687,015 |
| WORKS FOR QLD ROUND 2 | 440,000 | - | - | 14,620 | 425,380 |
| TOTAL CONSTRAINED CASH | 1,516,410 | 1,050,000 | 52,534 | 253,972 | 2,364,972 |

**** FAG Roads and General purpose grants are not tied to specific projects however council received an advance payment of these two funding components in the previous financial year. The total balance to be received in the 2018-19 financial year will be the difference between the full amount and the advance payment.**

6. BUSINESS UNITS

ROADS PROGRAMS

| ROADS, BRIDGES & STREETS MAINTENANCE PROGRAM | | | | | |
|--|--------------------|------------------|------------------|---------------|-----------|
| | Annual | YTD | YTD | YTD | YTD |
| | Budget | Pro rata | Actual | Variance | On Target |
| Total Revenue | 260,000 | 43,333 | 52,533 | 9,200 | ✓ |
| Total Expenditure | 437,000 | 72,833 | 37,538 | - 35,295 | ✓ |
| <i>Earnings before interest and depreciation (EBITD)</i> | - 177,000 | - 29,500 | 14,995 | 44,495 | |
| Depreciation Expense | - 3,139,000 | - 523,167 | - 523,167 | - | ✓ |
| Operating Surplus/Deficit | - 3,316,000 | - 552,667 | - 508,172 | 44,495 | ✓ |

| FLOOD DAMAGE PROGRAM | | | | | |
|----------------------------------|------------------|-----------------|------------------|-----------------|-----------|
| | Annual | YTD | YTD | YTD | YTD |
| | Budget | Pro rata | Actual | Variance | On Target |
| Total Revenue | 5,900,000 | 983,333 | 63,582 | - 919,751 | ✗ |
| Total Expenditure | 6,400,000 | 1,066,667 | 173,985 | - 892,682 | ✓ |
| Operating Surplus/Deficit | - 500,000 | - 83,333 | - 110,403 | - 27,070 | ✓ |

| RMPC | | | | | |
|----------------------------------|---------------|---------------|--------------|----------------|-----------|
| | Annual | YTD | YTD | YTD | YTD |
| | Budget | Pro rata | Actual | Variance | On Target |
| Total Revenue | 969,000 | 161,500 | 14,500 | - 147,000 | ✗ |
| Total Expenditure | 890,000 | 148,333 | 8,984 | - 139,349 | ✓ |
| Operating Surplus/Deficit | 79,000 | 13,167 | 5,516 | - 7,651 | ✓ |

UTILITIES

| WATER UTILITY | | | | | |
|--|------------------|-----------------|----------------|----------------|-----------|
| | Annual | YTD | YTD | YTD | YTD |
| | Budget | Pro rata | Actual | Variance | On Target |
| Total Revenue | 409,000 | 68,167 | 239,735 | 171,568 | ✓ |
| Total Expenditure | 480,000 | 80,000 | 67,749 | - 12,251 | ✓ |
| <i>Earnings before interest and depreciation (EBITD)</i> | - 71,000 | - 11,833 | 171,986 | 183,819 | ✓ |
| Depreciation Expense | - 251,639 | - 41,940 | - 41,940 | - | ✓ |
| Operating Surplus/Deficit | - 322,639 | - 53,773 | 130,046 | 183,819 | ✓ |

| SEWER UTILITY | | | | | |
|--|----------|----------|---------|----------|-----------|
| | Annual | YTD | YTD | YTD | YTD |
| | Budget | Pro rata | Actual | Variance | On Target |
| Total Revenue | 158,000 | 26,333 | 77,982 | 51,649 | ✓ |
| Total Expenditure | 112,000 | 18,667 | 9,039 | - 9,628 | ✓ |
| <i>Earnings before interest and depreciation (EBITD)</i> | 46,000 | 7,667 | 68,943 | 61,276 | ✓ |
| Depreciation Expense | - 51,092 | - 8,515 | - 8,515 | - | ✓ |
| Operating Surplus/Deficit | - 5,092 | - 849 | 60,428 | 61,276 | ✓ |

UTILITIES CONTINUED

| WASTE MANAGEMENT UTILITY | | | | | |
|--|---------|----------|--------|----------|-----------|
| | Annual | YTD | YTD | YTD | YTD |
| | Budget | Pro rata | Actual | Variance | On Target |
| Total Revenue | 105,000 | 17,500 | 52,354 | 34,854 | ✓ |
| Total Expenditure | 106,000 | 17,667 | 20,985 | 3,318 | ✓ |
| <i>Earnings before interest and depreciation (EBITD)</i> | - 1,000 | - 167 | 31,369 | 31,536 | ✓ |
| Depreciation Expense | - 512 | - 85 | - 85 | - | ✓ |
| Operating Surplus/Deficit | - 1,512 | - 252 | 31,284 | 31,536 | ✓ |

COMMUNITY SERVICES

| AIRPORT OPERATIONS | | | | | |
|--|-----------|----------|----------|----------|-----------|
| | Annual | YTD | YTD | YTD | YTD |
| | Budget | Pro rata | Actual | Variance | On Target |
| Total Revenue | 69,000 | 11,500 | 6,019 | - 5,481 | ✓ |
| Total Expenditure | 172,000 | 28,667 | 29,181 | 514 | ✓ |
| <i>Earnings before interest and depreciation (EBITD)</i> | - 103,000 | - 17,167 | - 23,162 | - 5,995 | ✓ |
| Depreciation Expense | - 30,454 | - 5,076 | - 5,076 | - | ✓ |
| Operating Surplus/Deficit | - 133,454 | - 22,242 | - 28,238 | - 5,995 | ✓ |

| HOUSING | | | | | |
|--|-----------|----------|----------|----------|-----------|
| | Annual | YTD | YTD | YTD | YTD |
| | Budget | Pro rata | Actual | Variance | On Target |
| Total Revenue | 247,000 | 41,167 | 39,595 | - 1,572 | ✗ |
| Total Expenditure | 300,000 | 50,000 | 26,780 | - 23,220 | ✓ |
| <i>Earnings before interest and depreciation (EBITD)</i> | - 53,000 | - 8,833 | 12,815 | 21,648 | ✗ |
| Depreciation Expense | - 207,000 | - 34,500 | - 34,500 | - | ✓ |
| Operating Surplus/Deficit | - 53,000 | - 8,833 | 12,815 | 21,648 | ✓ |

| PUBLIC HALLS | | | | | |
|--|----------|----------|----------|----------|-----------|
| | Annual | YTD | YTD | YTD | YTD |
| | Budget | Pro rata | Actual | Variance | On Target |
| Total Revenue | 5,000 | 833 | 1,214 | 381 | ✓ |
| Total Expenditure | 100,000 | 16,667 | 19,245 | 2,578 | ✓ |
| <i>Earnings before interest and depreciation (EBITD)</i> | - 95,000 | - 15,833 | - 18,031 | - 2,198 | ✓ |
| Depreciation Expense | - 85,000 | - 14,167 | - 14,167 | - | ✓ |
| Operating Surplus/Deficit | - 95,000 | - 15,833 | - 18,031 | - 2,198 | ✓ |

| AQUATIC CENTRE & MULTIPURPOSE CENTRES | | | | | |
|--|-----------|----------|---------|----------|-----------|
| | Annual | YTD | YTD | YTD | YTD |
| | Budget | Pro rata | Actual | Variance | On Target |
| Total Revenue | 3,000 | 500 | 195 | - 305 | ✗ |
| Total Expenditure | 110,000 | 18,333 | 4,130 | - 14,203 | ✗ |
| <i>Earnings before interest and depreciation (EBITD)</i> | - 107,000 | - 17,833 | - 3,935 | 13,898 | ✓ |
| Depreciation Expense | - 27,517 | - 4,586 | - 4,586 | - | ✓ |
| Operating Surplus/Deficit | - 107,000 | - 17,833 | - 3,935 | 13,898 | ✗ |

7. CAPITAL WORKS

| CAPITAL WORKS FUNDING STATEMENT | | | |
|---|------------------|----------|-------------------|
| | BUDGETED | RECEIVED | COUNCIL |
| PROJECTS - COUNCIL AND EXTERNALY FUNDED | EXTERNAL FUNDING | TO DATE | CO - CONTRIBUTION |
| Works for QLD Round 2 Projects | 600,000 | - | - |
| TIDS (Roads Funding) | 600,000 | - | 600,000 |
| Roads to Recovery (Roads Funding) | 242,000 | - | - |
| ATSI TIDS (Roads Funding) | 70,000 | - | - |
| Sewer Upgrade Grant | 950,000 | - | 650,000 |
| | | | |
| TOTAL | 2,462,000 | - | 1,250,000 |

| CAPITAL WORKS EXPENDITURE | | | | |
|--|----------------------|------------------|------------------|---------------|
| FOR THE YEAR ENDED 30 JUNE 2019 | | | | |
| PROJECT | YTD | Annual Forecast | Annual | Status |
| | Incl committed costs | Budgeted | Variance | Within budget |
| SES Shed | 87,613 | 60,000 | - 27,613 | ✗ |
| Gregory Solar | 12,181 | 58,000 | 45,819 | ✓ |
| Wharf Project (Line Marking, Entertainment Area) | 56,520 | 109,000 | 52,480 | ✓ |
| War memorial construction | - | 15,000 | 15,000 | ✓ |
| W4Q-R2 water treatment plant upgrade Burke & Gregory | 45,046 | 337,000 | 291,954 | ✓ |
| W4Q -R2 Laydown yard | - | 49,000 | 49,000 | ✓ |
| W4Q -R2 Waste management | - | 50,000 | 50,000 | ✓ |
| W4Q -R2 Gregory Airstrip storage shed | - | 35,000 | 35,000 | ✓ |
| W4Q -R2 Burke boat ramp solar & CCTV | - | 109,000 | 109,000 | ✓ |
| W4Q -R2 Reticulation & Burke Oval upgrade | 3,300 | 120,000 | 116,700 | ✓ |
| W4Q -R2 Gregory shwgrd spectator facility | - | 250,000 | 250,000 | ✓ |
| W4Q -R2 Treated water pipeline ext | - | 90,000 | 90,000 | ✓ |
| Boom slasher | - | 45,000 | 45,000 | ✓ |
| Hiace van | - | 60,000 | 60,000 | ✓ |
| Traffic Management & Vehicle Modiifcations | - | 30,000 | 30,000 | ✓ |
| Doomadgee West Road Formation | - | 704,000 | 704,000 | ✓ |
| Gregory Lawn Hill Road Seal | - | 88,000 | 88,000 | ✓ |
| Truganini Road Reseal | - | 44,000 | 44,000 | ✓ |
| Doomadgee West Road Formation | - | 364,000 | 364,000 | ✓ |
| Doomadgee East Road | - | 70,000 | 70,000 | ✓ |
| Sewer Treatment Plant Upgrade | 8,610 | 1,600,000 | 1,591,390 | ✓ |
| Total Capital Works | 213,270 | 4,287,000 | 4,073,730 | |

Expenditure on most capital projects is within budget except the visitor information center; total costs to date including committed costs have exceeded annual budget estimates.

EXERCISE OF DELEGATIONS

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.

| | | |
|--|--|---------------------------------|
| 1. Debt Write off (Amount written off) | Payment arrangement and repayment term | Authorising officer (FM or CEO) |
| Nil | N/A | N/A |

8. OFFICER'S RECOMMENDATION

That Council notes the contents of the Executive Manager Finance Report for the month of August 2018.

Finance Reports

09.02.02 Update of Procurement Policy

| | |
|-------------------------|---|
| DEPARTMENT: | Finance |
| RESPONSIBLE OFFICER: | Simba Chimpaka; Finance Manager |
| DATE REPORT PREPARED: | 27 August 2018 |
| LINK TO COUNCIL PLAN/S: | Budget, Operational Plan, Policies and Procedures |

1. PURPOSE (Executive Summary)

To consider and adopt proposed changes to the Burke Shire Council Procurement Policy FIN POL-001

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council reviews Finance Policies on an annual basis in line with legislative and regulatory requirements. Council recognises the need to continually review and update Finance Policies as accounting standards, regulations and legislation changes and new contemporary issues are identified.

3. PROPOSAL

That Council acknowledges and endorses the changes to the procurement policy. Main changes as follows:

- Financial delegation limit to officers to be GST exclusive.

4. FINANCIAL & RESOURCE IMPLICATIONS

Officer's procurement limit will increase by the value of the GST; however the risk to Council is insignificant. The proposed changes will allow for consistency in terms of delegation provisions for all Council employees consequently reducing the risk of staff exceeding their purchase delegations.

5. POLICY & LEGAL IMPLICATIONS

Consistent and recognised basis for entering into contracts and procuring goods and services on behalf of Council.

6. CRITICAL DATES & IMPLICATIONS

20 September 2018

7. CONSULTATION

Executive Management Team

Councillors

8. CONCLUSION

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

9. OFFICER'S RECOMMENDATION

That Council adopts version 10 of FIN-POL-001 Procurement Policy

ATTACHMENTS

1. Procurement Policy FIN POL- 001



FIN-POL-001
Procurement Policy.docx

Strategic Projects Reports

09.03.01 Strategic Projects Reports

| | |
|-------------------------|--|
| DEPARTMENT: | Works and Services |
| RESPONSIBLE OFFICER: | Philip Keirle; EMSP |
| DATE REPORT PREPARED: | 12 September 2018 |
| LINK TO COUNCIL PLAN/S: | Corporate Plan Operational Plan Budget |

1. BKT WHARF UPGRADE PROJECT & 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, Lodewyk (Survey); FSG (Geotechnical); CivilPlus Construction (Civil); Erscon Consulting; True Blue (tippers), Qcrush (material supply), Car-park and shelter (TBD); Royal Wolf; Gangalidda & Garawa Services. |
| Status Update Provided | 12 September 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: 31 Jul 2018 Entertainment area: 31 Sep 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 | <ul style="list-style-type: none"> Project acquittals for the Transport Tourism Connections Project Secured additional maintenance funding from DTMR to assist in improving ramp traction |

| Project Status Report | |
|-----------------------|---|
| Forthcoming work | <ul style="list-style-type: none"> ▪ Joint media release in relation to opening ▪ Acquittal of NSRF R3 funding (all other funding acquitted) ▪ Additional surface roughening + grooving ▪ Reinstate all signage and install new signage |

| 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 ▪ Car Park: 2 Apr 2017 – 30 Jul 2017 ▪ Shelters: 2 Apr 2017 – 31 Oct 2017 |
| Scope | On-Track At-Risk Off-track | <ul style="list-style-type: none"> ▪ Project scope completed for boat ramp: variations endorsed; ▪ 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) ▪ Boat/Ramp: completed ▪ Procurement for car-park construction to proceed from April 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; ▪ 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. Burke's overall contribution unchanged. | <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 October 2018 (pending) Marine Infrastructure Fund reporting: <ul style="list-style-type: none"> ▪ Acquitted Transport and Tourism Connections reports: <ul style="list-style-type: none"> ▪ Acquitted (delayed submission) |

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 | 03 Aug 2018 |
| Original completion date | 14 Oct 2017 |
| Revised completion date | #1: 31 Jan 2018 #2: 09 Feb 2018 #3: 30 May 2018 #4: 31 Aug 2018 (due to rectification works for panel tank) #5: 12 Sep 2018 (due to rectification works for panel tank) Funding Agreement End Date: 15 th November 2018 |
| Project Scope | To improve existing operations at the Gregory Water Treatment Plant through provision of a renewable power generation source and installation of improved water storage and treatment infrastructure. <ul style="list-style-type: none"> ▪ Replace existing 8 x 44kL water tanks with 2 x 225kL treated water storage tanks establishing new foundations and installation and commissioning of associated pipework; ▪ Repair clarifier and install clarifier platform; ▪ Installation of additional monitoring capability, including 3 x turbidity meters; tank modifications to enable future trim dosing upgrade. ▪ Replacement of existing generators (x2); ▪ Installation of fencing for Gregory Solar Array; ▪ Installation of 50kW solar array and 75kWh energy storage system. |
| Work recently completed | Solar Array/Storage: completed |

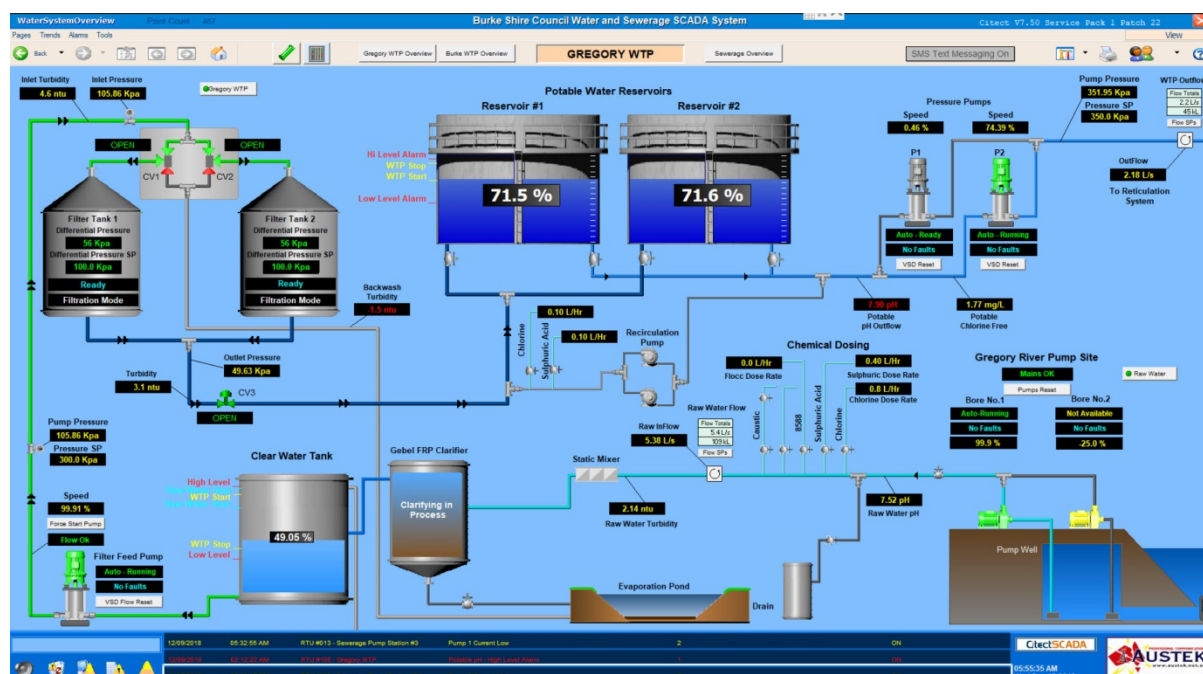
| Project Status Report | |
|-----------------------|--|
| | Water Treatment: <ul style="list-style-type: none"> Rectification works on 2 x panel tank |
| Forthcoming work | <ul style="list-style-type: none"> Final acquittal of BOR funding |

| 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). |
| Scope | On-Track At-Risk Off-track | Variation approved for the following additional scope: Water Storage & Treatment Optimisation <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) Solar Array and Energy Storage System <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 Other: <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 | <ul style="list-style-type: none"> Completed |
| Town Planning | On-Track At-Risk Off-track | <ul style="list-style-type: none"> Completed |

| Key Parameters | Status | Comments |
|----------------|---|--|
| Budget | On-Track At-Risk Off-track | <ul style="list-style-type: none"> Fencing: on budget Solar array: on budget Water Treatment/Storage: on budget Project management: over budget Overall Project Budget: will meet budgeted limits of funding Deed of Agreement between BSC and the Department of State Development. However, Council has had to allocate far more internal resources than initially anticipated. |
| Reporting | On-Track At-Risk Off-track | <ul style="list-style-type: none"> Milestone 1: 30 March 2017 (completed) Milestone 2: 31 July 2017 (completed) Milestone 3: 8 January 2018 (completed) Milestone 4: 1 March 2018 (completed) Milestone 5 (added) to take account of project delays by Pructon's. |

5 month Interim report on efficiency dividend of project:

- Water Treatment Plant running on solar for 85% of the time of operation
- 9,200kWh of electricity from the sun
- 6,400kWh of electricity discharged from batteries
- Generator 1 – 400 hours
- Generator 2 – 170 hours
- Equates to 21,600L of diesel saved
- Diesel @ \$1.68 = \$36,288



Source: Gregory WTP SCADA from Wed Sep 12 2018 at 05:55am indicating both reservoirs at ~70%.

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; ARUP Pty Ltd. |
| Status Update Provided | 12 September 2018 |
| Original completion date | 30 May 2019 (this date will need to be revised with DLGRMA) |
| 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 (to address compliance) ▪ Complete trenching and pipework required to enable re-use/recycling of treated effluent on parks, gardens and recreational areas (to offset whole-of-life costs while increasing service levels to recreational areas). |
| Work recently completed | <ul style="list-style-type: none"> ▪ Full site geotechnical investigation completed. Results pending, which will determine whether Council is in a position to use the in situ clay layer at the BKT STP site as the clay liner for treatment and storage lagoons. |
| Forthcoming work | <ul style="list-style-type: none"> ▪ Meet with the Department of Environment and Science & the Department of Local Government, Racing and Multicultural Affairs to confirm any changes to the scope of the Burketown Sewerage Treatment Plant Upgrade Project. |

| 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 |

| Key Parameters | Status | Comments |
|----------------|--------------------------------|--|
| 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. <p>Based on unavailability of BBRF funding and the outcomes of the geotechnical investigation, it may be necessary to revise the scope of this project.</p> |
| Procurement | On-Track At-Risk Off-track | <ul style="list-style-type: none"> Expression of Interest <ul style="list-style-type: none"> Released: 17 Mar 2018 Closed: 11 April 2018 Tender: <ul style="list-style-type: none"> Released: 22 May 2018 Closed: 22 June 2018 |
| Town Planning | On-Track At-Risk Off-track | <ul style="list-style-type: none"> Not applicable (previously completed) |
| Budget | On-Track At-Risk Off-track | <ul style="list-style-type: none"> Burke was unsuccessful in securing BBRF funding to offset Council's contribution to this project. Accordingly, it may be necessary to revise the scope of this project. |
| 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 Mar 2018 report submitted 03.04.2018 Apr 2018 report submitted 10.05.2018 May 2018 report submitted 11.06.2018 Jun 2018 report submitted 11.07.2018 July 2018 report submitted 11.08.2018 Aug 2018 report submitted 04.09.2018 |

4. OTHER PROJECTS

| Project | Description | Update/activity for reporting month |
|---|--|--|
| Burke Shire Sport & Recreation Strategy | Develop a Sport and Recreation Strategy for the Burke Shire Council | <ul style="list-style-type: none"> To commence (awaiting announcement of secondary funding round, having already secured \$20K funding) |
| Burke Shire Economic Development Strategy | Develop an Economic Development Strategy for the Burke Shire Council | <ul style="list-style-type: none"> Stakeholder engagement sessions held; Collaboration agreement between BSC and Gangalidda & Garawa under development |

| 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"> ▪ Cultural Heritage document suite nearing completion. ▪ QMP workshop with 7 participating RRTG members to take place in Richmond on 12 July 2018. ▪ Majority of QMPs completed and ready for endorsement |
| 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"> ▪ UQCHU survey reports completed and under final review (some updates may be required to account for relocated artefacts in Waanyi country and to add turnaround points into some Gangalidda survey reports that were missed). |
| Gregory ILUA #2 | Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway | <p>Completed</p> <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. ▪ Initial valuations completed; ▪ Site/Concept Plans and Feasibility Studies forwarded to Waanyi; <p>To do</p> <ul style="list-style-type: none"> ▪ Confirm late August meeting in Cairns to confirm concepts with Planners; ▪ Gregory community consultation in September; ▪ Progress applications with DNRME |
| Burketown Wharf ILUA | Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation | <ul style="list-style-type: none"> ▪ Parties approaching in-principle negotiator agreement. ▪ Recent meeting between Council and Gangalidda & Garawa solicitors HWL Ebsworth on 31 Aug 2018. ▪ Separate 'closed session' report prepared for the September 2018 Council meeting. |

| Project | Description | Update/activity for reporting month |
|--|---|--|
| Burketown Mineral Baths | Installation of 3 x mineral baths (at 3 different temperatures) with associated infrastructure: decking, bird hides, barbeques etc. | <ul style="list-style-type: none"> ▪ MIPP (Maturing the Infrastructure Pipeline Program) application submitted; ▪ Draft concept designs completed; ▪ Pre-lodgement advice received from DILGP; <p>Next steps:</p> <ul style="list-style-type: none"> ▪ Project on hold following inability to secure MIPP funding. |
| EDQ-BSC Development Management Agreement | Progression of BKT South and BKT Light Industrial developments. Progression of remote housing initiative | <ul style="list-style-type: none"> ▪ BKT South concept endorsed with final plans being drafted; ▪ BKT Light Industrial first draft presented for consideration. |

5. PROJECTS UNDER DEVELOPMENT

| Project | Description |
|---|---|
| Upgrade to the Phillip Yanner Memorial Ground | Upgrade to meet Regional accreditation standards as per Queensland rugby league guidelines. |
| Burke Shire Council Corporate Plan 2019-2024 | Stakeholder engagement process to form the consultative backbone of Council's 2019-2024 Corporate Plan. |

6. RECENTLY COMPLETED PROJECTS

| Project | Description | Completed | Acquitted |
|-----------------|--|------------|-----------|
| ROPS Plant Hire | Register of Pre-qualified Suppliers (Plant Hire) | April 2018 | NA |

7. GULF SAVANNAH DEVELOPMENT PROJECTS

| Project | Description | Update for reporting month |
|---|--|---|
| Remote Area Board: <ul style="list-style-type: none"> ▪ Doomadgee Mobiles Project | Complete feasibility study into the best method for improving 4G mobile receptivity in Doomadgee | <p>Project discussed with GSD MGMT Committee (endorsed).</p> <p>Project discussed with Doomadgee Aboriginal Shire Council and the Department of State Development (provisional support)</p> |

| Project | Description | Update for reporting month |
|--|---|----------------------------|
| BBRF Community Investment Stream: <ul style="list-style-type: none">▪ Regional Branding Strategy | Complete Regional Branding Strategy: literature review, regional audit, supply chain logistics, legal and financial dimensions, marketing and commercial, roll-out strategy | Planning commenced |

8. OFFICER'S RECOMMENDATION

That Council notes the content of the Strategic Projects report for the month of August 2018

ATTACHMENTS

Nil

Strategic Projects Reports

09.03.02 Burke Shire Council Quarry Management Plan

| | |
|-------------------------|---|
| DEPARTMENT: | Works and Services |
| RESPONSIBLE OFFICER: | Philip Keirle; Executive Manager Strategic Projects |
| DATE REPORT PREPARED: | 20 August 2018 |
| LINK TO COUNCIL PLAN/S: | Operational Plan |

1. PURPOSE

To present the 2018 Quarry Management Plan for adoption by Council.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

North West Queensland Quarry Management Strategy

The North West Queensland Regional Organisation of Councils endorsed the submission of an application under Round 1 of the Building Better Regions Fund (Community Investment Stream) to fund the North West Queensland Quarry Management Strategy (the Strategy). Participating Councils committed \$2,400 each to the project.

The aim of the Strategy is to improve the degree to which member Councils comply with the myriad legislative and regulatory requirements associated with gravel pit operations. In putting the project together, it was evident that while some Councils performed better than others in some areas of quarry/gravel pit operations, no Council was meeting all of its obligations in relation to quarry/gravel pit operations.

Deliverables for this project include:

- All member Councils Quarry Management Plans revised and adopted;
- Preparation of a Cultural Heritage document suite to assist in managing Cultural Heritage Duty of Care requirements;
- Framework for progressing development approvals, to ensure Councils meet the obligations of the Sales Permits, planning instruments and legislation/regulation;
- Cultural Heritage survey program and implementation schedule;
- Gravel pit materials testing schedule;
- Development of a template Cultural Heritage Agreement/ILUA.

The Department of Agriculture and Forestry

The Department of Agriculture and Forestry (the Department) came on board as a project partner in early 2018 and has worked alongside the NWQRRTG to develop a template Quarry Management Plan. The attached QMP is based on this template.

The template reflects the Department's preference for a streamlined document, one that is free of content/appendices not relevant to DAF. While the streamlined document has its benefits, it is also the case that Councils need to be able to produce additional documentation, procedures and

processes to effectively operate gravel pits and to safely navigate the audit process associated with quarry/gravel pit operations. For this reason, the Quarry Operations Guide (attachment 2) has also been developed to complement the template QMP provided by DAF.

3. PROPOSAL

That Council endorses the Quarry Management Plan (QMP) and seeks Departmental approval of the QMP as required by Council's Sales Permit.

4. FINANCIAL & RESOURCE IMPLICATIONS

Participating Councils have budgeted \$2,400 (GST excl.) toward the North West Queensland Quarry Management Strategy, of which the QMP is but one deliverable. This figure was paid by Burke Shire in FY 2017-2018.

5. POLICY & LEGAL IMPLICATIONS

Council's Sales Permit requires that Council develops a Quarry Management Plan:

| Authorising Instrument | Section |
|-------------------------------|--|
| Council's Sales Permit | <p>25. Quarry Plan and Other Authorities</p> <p>Quarry Management Plan</p> <p>25.1 You must not conduct Quarrying Operations on an Endorsed Area until the Chief Executive has approved the Quarry Management Plan (or amended Quarry Management Plan) applicable to that Endorsed Area.</p> <p>25.2 You must prepare a Quarry Management Plan which includes the following:</p> <ul style="list-style-type: none"> (a) a description of Your working plan for the quarry; (b) the layout of the quarry and the associated infrastructure; (c) the measures to be taken by You to minimise safety risks and adverse environmental impact resulting from Your Quarrying Operations; (d) the requirements and nature of Your rehabilitation works and undertakings to be implemented for worked out areas; (e) a description of the final landform to be prepared post rehabilitation; and (f) any other matters or requirements as required by the Chief Executive. <p>25.3 The Quarry Management Plan must be consistent with all relevant requirements of the Development Approval.</p> <p>25.4 Where a dam is being retained after completion of the Quarrying Operations, You must provide to the Chief Executive the written approval of the landholder.</p> <p>25.5 Your Quarrying Operations must at all times comply with the Quarry Management Plan.</p> <p>25.6 You must immediately, upon cessation of works on the Endorsed Area or part of the Endorsed Area, undertake</p> |

| | |
|------|---|
| | rehabilitation of the disturbed area in accordance with the Quarry Management Plan, and each worked out area of the Endorsed Area must be progressively rehabilitated as required under the Quarry Management Plan. |
| 25.7 | The Quarry Management Plan must be updated by You as necessary to maintain its currency and to accommodate any revised arrangements in Your Quarrying Operations. |
| 25.8 | Any variation, amendment, update or revision of the Quarry Management Plan under clause 25.7 will not take effect without the written approval of the Chief Executive. |
| 25.9 | The Quarry Management Plan forms part of, and is subject to this Sales Permit. |

6. CRITICAL DATES & IMPLICATIONS

The North West Queensland Quarry Management Strategy needs to be finalised by 31 October 2018. Participating Councils are on track to meet this timeframe.

7. CONSULTATION

Quarry Management Plan:

- Department of Agriculture and Forestry
- Member Councils of the NWQ ROC/RRTG

Quarry Operations Guide:

- Department of Agriculture and Forestry
- Department of Environment and Science
- Department of Aboriginal and Torres Strait Islander Partnerships
- Member Councils of the NWQ ROC/RRTG

8. CONCLUSION

The adoption of the Quarry Management Plan and Quarry Operations Guide will assist Council in meeting condition 25 of the Sales Permit and in meeting the requirements of any audits associated with Council's Quarry Management Plan and quarry/gravel pit operations.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts the Quarry Management Plan (QMP); and
3. That Council, following adoption of the QMP, seeks Department of Agriculture and Forestry approval of the QMP as required under the terms of Council's Sales Permit.

ATTACHMENTS

1. Burke Shire Council Quarry Management Plan



A1 - 180822 - BSC
Quarry Management

2. Burke Shire Council Quarry Operations Guide



A2 - QMP Operations
Guide v0.4.pdf

Strategic Projects Reports

09.03.03 Expansion of Gravel Pit Operations

| | |
|-------------------------|---|
| DEPARTMENT: | Works and Services |
| RESPONSIBLE OFFICER: | Philip Keirle; Executive Manager Strategic Projects |
| DATE REPORT PREPARED: | 28 August 2018 |
| LINK TO COUNCIL PLAN/S: | Burke Shire Council Sales Permit |

1. PURPOSE

To provide information to Councillors on the regulatory processes involved with expanding existing gravel pit operations at GP 48 (8 Mile Pit), GP 57 and GP 59, all of which are located on Lot 1 on SP217472 (Westmoreland).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

General background

Council holds Sales Permit 201409036, which allows Council to obtain ‘terrestrial quarry material from State-owned resources’ as outlined in Schedule 3 of the Sales Permit. Council currently has eighty-four (84) sites listed in Schedule 3 (see attachment 1). Council’s gravel pits provide the material required for Council to complete one of its core functions, the maintenance, renewal and construction of road and transport infrastructure in the Shire.

For the majority of Council’s gravel pits, operating under the terms and conditions of the Forestry Act 1959, the Sales Permit and Council’s Quarry Management Plan is sufficient to ensure gravel pit operations are compliant. However, there are a number of other legislative and regulatory instruments and authorities that Council must comply with in particular situations. These include:

- *Planning Act 2016;*
- *Aboriginal Cultural Heritage Act 2003;*
- *Environmental Protection Act 1994;*
- *Vegetation Management Act 1999;*
- *Regional Planning Interests Act 2014;*
- Environmentally Relevant Activity 16(2) extractive and screening activities 5000t to 100,000t of material in a year.

2018-19 road works

To progress 2018-19 road works, Council needs to expand operations at three (3) of its gravel pits from <5,000t per annum to >5,000t per annum. Any expansion of operations has the potential to trigger the interest of the Departments responsible for monitoring the implementation of the regulatory mechanisms outlined above. Sometimes it is abundantly clear which Departments will be triggered and sometimes it is not. Accordingly, it is appropriate for Council’s to submit a pre-lodgement application with the Department of State Development, Manufacturing, Infrastructure

and Planning to determine the regulatory landscape to be navigated in expanding gravel pit operations.

Pre-lodgement application with the Department of State Development, Manufacturing, Infrastructure and Planning

Council submitted a pre-lodgement request to DSDMIP (see attachment 2). Representatives from DSDMIP coordinate a) the gathering of feedback on the proposed development from other Departments; b) a tele-conference to discuss this feedback; and c) formal, written feedback on the proposed development (see attachment 3).

Initial feedback

The only agency interest triggered would be the Department of Environment and Science (DES) and the only requirement would be to progress an application to include GP 48, GP 57 and GP 59 on Council's Environment Authority (EPPR)

DES authorised these activities through issuance of a new Environmental Authority on 28 August 2018 (EA0001434), which will be amalgamated with Council's existing EA in due course to avoid duplication of EA charges.

Subsequent feedback

DSDMIP subsequently advised that the gravel pits in question fall within a Strategic Environmental Area (SEA) pursuant to the *Regional Planning Interests Act 2014* and as identified in the Regional Planning Interests Regulation 2014 (see attachment 3).

The RPI Act and Regulation identify that the creation of 'water storage (dams)' in a Strategic Environmental Area may, in some cases, be a Regulated Activity. Where this is the case, the relevant party is required to lodge an assessment application with DSDMIP to obtain a regional interests development approval.

Accordingly, DSDMIP advised Council to review its position in relation to the requirements to lodge an application pursuant to the RPI Act and Regulation given that quarrying operations often give rise to the construction of temporary and permanent 'water storage (dams)'. As part of their advice, DSDMIP noted that the construction of 'water storage (dams)' was not always a regulated activity requiring a development approval, with some uses exempted from having to proceed through a development approval process. These include the following uses (section 11, Regional Planning Interests Regulation 2014):

- to meet the domestic water needs of the occupants of the land;
- to water the stock that is usually grazed on the land;
- to water stock that is travelling on a stock route on or near the land.

On Monday 27 August, Council contacted DSDMIP noting that:

- It is standard practice for Councils to leave temporary/permanent dam-like structures at gravel pit sites to assist graziers 'to water the stock that is usually grazed on the land'; and
- That, on the basis of the above use not fitting the definition of a 'regulated activity' under the RPI Act and Regulation, no regional interests development approval would be required for the expansion of gravel pit operations at GP48, GP57 and GP59

3. PROPOSAL

That Council, having noted the requirements of the *Regional Planning Interests Act 2014* and the Regional Planning Interests Regulation 2014, has formed the opinion that no regional interests development approval is required for expanding gravel pit operations at GP48, GP57 and GP59 from <5,000t per annum to >5,000t-<100,000t per annum.

4. FINANCIAL & RESOURCE IMPLICATIONS

The cost of completing an application under ERA 16(2) via the Connect Portal is \$697.64.

5. POLICY & LEGAL IMPLICATIONS

| Instrument | Section |
|---|---|
| Forestry Act 1959 | <p>46 Sale of forest products or quarry material</p> <p>(2) It shall be deemed to be a condition of every sale by the chief executive on behalf of the Crown of any forest products or quarry material on any land that the purchaser shall not get from the land the forest products or quarry material the subject of the sale, or any part thereof, except under the authority of and in compliance in every respect with the requirements of a sales permit for getting the forest products or quarry material.</p> |
| Burke Shire Council Sales Permit 201409036 | <p>25.4 Where a dam is being retained after completion of the Quarrying Operations, you must provide to the Chief Executive the written approval of the landholder.</p> <p>“Quarrying Operations” means any activity undertaken for the purpose of, or in association with, Getting Quarry Material pursuant to this Sales Permit, including but not limited to:</p> <ul style="list-style-type: none"> (a) Entering the Supply Zone to get Quarry Material; (b) The removal of Quarry Material from the Supply Zone; (c) The construction, maintenance and use of buildings, Weighbridge, water storage facilities, fencing and other facilities, infrastructure or works in the Supply Zone; and (d) The construction, maintenance and use of Access Roads. |
| Environmentally Relevant Activity 16(2) Eligibility Criteria and standard conditions for extracting 5,000t - <100,000t per annum | <p>ERA 16(2) outlines the eligibility criteria and standard conditions for Environmentally Relevant Activity (ERA) 16 - Extractive and screening activities at threshold 2a - extracting 5000 tonnes to 100,000 tonnes of material in a year.</p> <p>Eligibility criteria</p> <p>Eligibility criteria are constraints set to ensure environmental risks associated with the operation of the ERA are able to be managed by the standard conditions. Eligibility criteria set out the circumstances in which a standard or variation application for an environmental authority can be</p> |

| Instrument | Section |
|---|--|
| | <p>made.</p> <p>Standard conditions</p> <p>Standard conditions are the minimum operating requirements an environmental authority holder must comply with when conducting Quarrying Operations.</p> |
| Regional Planning Interests Act 2014 | <p>17 Regulated Activity</p> <p>(1) A regulated activity, for an area of regional interest, is an activity:</p> <ul style="list-style-type: none"> a. Likely to have a widespread and irreversible impact on the area of regional interest; and b. Prescribed under a regulation for the area. |
| Regional Planning Interests Regulation 2014 | <p>Part 4 Regulated Activities</p> <p>11 Regulated Activities</p> <p>(1) For the Act, section 17(1)(b), each of the following is a regulated activity for a strategic environmental area –</p> <ul style="list-style-type: none"> a. Broadacre cropping; b. Water storage (dam). <p>(3) Water Storage (dam) is storing water using a dam, other than storing water on land to be used only for any or all or the following purposes:</p> <ul style="list-style-type: none"> a. to meet the domestic water needs of the occupants of the land; b. to water the stock that is usually grazed on the land; c. to water stock that is travelling on a stock route on or near the land. |

6. CONSULTATION

Consultation has taken place between Burke Shire Council and the following:

- Department of State Development, Manufacturing, Infrastructure and Planning
- Department of Environment and Science
- Department of Agriculture of Forestry
- Department of Natural Resources, Mines and Energy
- Department of Transport and Main Roads
- Westmoreland Pastoral

7. CONCLUSION

The Regional Planning Interests Act 2014 defines the creation of a water storage dam as a regulated activity in Strategic Environmental Areas (SEAs), of which there are three in the Burke Shire local government area. The Act also exempts the creation of water storage dams in SEAs where these are used for the purposes of watering stock usually grazed on the land. Where triggered at all, it is into this latter category of exemption that Council's gravel pit operations fall, with any remaining water storing structures left in place for the benefit of property owners and the watering of stock.

8. OFFICER'S RECOMMENDATION

1. That Council notes the contents of the report
2. That Council, having noted the requirements of the *Regional Planning Interests Act 2014* and the Regional Planning Interests Regulation 2014, has formed the opinion that no regional interests development approval is required for expanding gravel pit operations at GP48, GP57 and GP59 from <5,000t per annum to >5,000t-<100,000t per annum.

ATTACHMENTS

1. Pre-lodgement application – expansion of gravel pit operations



A001 - 180723 - BSC
- Prelodgement requ

2. Departmental response to pre-lodgement application – expansion of gravel pit operations



A002 - 180807 -
Pre-lodgement meetir



A003 - 1807-6447
SPL_ Burke Gravel Pit

3. Strategic Environmental Areas – Gulf of Carpentaria



A004 - RPI
-sea-gulf-rivers - low

4. RPI Act Statutory Guideline 05/14



A005 - BSC - EA -
EA0001434.pdf

5. Environmental Authority 0001434

Strategic Projects Reports

09.03.04 Burke Shire Council Corporate Plan - amendments

| | |
|-------------------------|---|
| DEPARTMENT: | Office of the CEO |
| RESPONSIBLE OFFICER: | Philip Keirle; Executive Manager Strategic Projects |
| DATE REPORT PREPARED: | 31 August 2018 |
| LINK TO COUNCIL PLAN/S: | Operational Plan Budget 2018-19 |

1. PURPOSE

To consider Council's position on endorsing funding submissions under a) the State of Queensland's *Get Playing Places and Spaces Grant* for the upgrade to the Phillip Yanner Memorial Ground and b) the Commonwealth's *Safer Communities Fund R3* for installation of additional CCTV and Smart Lighting.

In the event that the above submissions are endorsed, to progress amendments to the Corporate Plan 2014-19 and 2018-19 budget to ensure these projects are embedded within Council's key corporate planning and financial management documents.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has the opportunity to progress a number of funding applications to assist in the delivery of capital projects. These include:

- an upgrade to the Phillip Yanner Memorial Ground; and
- funding toward additional CCTV/Smart Lighting capability, leveraging off W4Q funding already allocated to CCTV/Smart Lighting initiatives.

Previous consideration

- Council has not previously considered the upgrade to the Phillip Yanner Memorial Ground.
- Council has previously allocated funding of ~\$100,000 toward installation of CCTV cameras and smart lighting through the Works 4 Queensland program.

3. PROPOSAL

Provisional Scope - upgrade to the Phillip Yanner Memorial Ground

Two possible scopes for the Upgrade to the Phillip Yanner Memorial Ground are provided below. Costs are still subject to final confirmation.

Variation 1 (all items)

| Asset | Asset Cost | Asset Life | Depreciation per annum |
|----------------------------|------------|------------|------------------------|
| Sub-surface irrigation | \$45,000 | 20 | \$2,250.00 |
| Site works: seed + freight | \$5,000 | 20 | \$250.00 |
| Site works: soil + freight | \$25,000 | 20 | \$1,250.00 |
| Site works: plant# | \$15,000 | 20 | \$750.00 |

| Asset | Asset Cost | Asset Life | Depreciation per annum |
|-----------------------------|------------------|------------|------------------------|
| Site works: operators# | \$5,000 | 20 | \$250.00 |
| Goal posts | \$4,000 | 15 | \$266.67 |
| Fencing (500m x 1,800mm) | \$70,000 | 25 | \$2,800.00 |
| Fencing installation# | \$10,000 | 25 | \$400.00 |
| Portable cricket pitch | \$8,000 | 15 | \$533.33 |
| Portable grand stands | \$10,000 | 15 | \$666.67 |
| Line-marking machine | \$400 | 10 | \$40.00 |
| Sub Total | \$197,400 | | \$9,456.67 |
| Freight | \$5,000 | | |
| Contingency (@10%) | \$20,000 | | |
| Total (estimated) | \$222,400 | | |
| * Fencing: 500m @ \$160 p/m | | | |
| # ~\$30,000 in in-kind | | | |

| Contribution requirements | | |
|----------------------------------|-----------|--------------------------------|
| State of Queensland | \$150,000 | Max available |
| BSC + Clubs/Associations in-kind | \$30,000 | Satisfies min 20% contribution |
| BSC + Clubs/Associations cash | \$42,400 | Includes \$20,000 contingency |

Variation 2 (cricket pitch, grand stands, line-marking removed, contingency reduced)

| Asset | Asset Cost | Asset Life | Depreciation per annum |
|-----------------------------|------------------|------------|------------------------|
| Sub-surface irrigation | \$45,000 | 20 | \$2,250.00 |
| Site works: seed + freight | \$5,000 | 20 | \$250.00 |
| Site works: soil + freight | \$25,000 | 20 | \$1,250.00 |
| Site works: plant# | \$15,000 | 20 | \$750.00 |
| Site works: operators# | \$5,000 | 20 | \$250.00 |
| Goal posts | \$4,000 | 15 | \$266.67 |
| Fencing (500m x 1,800mm) | \$70,000 | 25 | \$2,800.00 |
| Fencing installation# | \$10,000 | 25 | \$400.00 |
| Sub Total | \$179,000 | | \$8,216.67 |
| Freight | \$2,000 | | |
| Contingency (@10%) | \$18,000 | | |
| Total (estimated) | \$199,000 | | |
| * Fencing: 500m @ \$160 p/m | | | |
| # ~\$30,000 in in-kind | | | |

| Contribution requirements | | |
|----------------------------------|-----------|--------------------------------|
| State of Queensland | \$150,000 | Max available |
| BSC + Clubs/Associations in-kind | \$30,000 | Satisfies min 20% contribution |

| | | |
|-------------------------------|----------|------------------------|
| BSC + Clubs/Associations cash | \$19,000 | Equates to contingency |
|-------------------------------|----------|------------------------|

Provisional Scope – installation of additional CCTV/smart lighting

The scope of works is under development.

Proposed changes to the Burke Shire Council Corporate Plan 2014-19

Incorporation of the following into the Major Projects & Initiatives section (as per attachment 1):

- Upgrade to the Phillip Yanner Memorial Ground;
- Installation of CCTV and Smart Lighting at key Council facilities (depots, admin centre, utilities, key facilities and tourism infrastructure)

Proposed changes to the Burke Shire Council Budget 2018-19

- Upgrade to the Phillip Yanner Memorial Ground: \$50,000
- Installation of CCTV and Smart Lighting: no additional budget required (if Council lodges a submission, W4Q cash will be used as Council's co-contribution).
- Operational costs/depreciation costs associated with both projects would commence from 2019-2020.

4. FINANCIAL & RESOURCE IMPLICATIONS

Any funds allocated to the Upgrade to the Phillip Yanner Memorial Ground will need to be drawn from Council reserves.

As per the Get Playing Places and Spaces funding guidelines, the following funding limits apply:

- Maximum Departmental contribution: \$150,000 (GST excl.)
- Minimum Applicant contribution: 20%

| Total Project Cost | Council + Club (cash + in-kind) |
|---------------------------|--|
| \$100,000 | \$20,000 |
| \$125,000 | \$25,000 |
| \$150,000 | \$30,000 |
| \$175,000 | \$35,000 |
| \$200,000 | \$40,000 |

Council is anticipating a break up of funding as follows:

- Departmental: \$150,000
- Council: \$35,000 (\$20,000 cash / \$15,000 in kind)
- Clubs: \$15,000 (in kind)

Installation of additional CCTV and Smart Lighting (if submission lodged):

- No additional resourcing required;
- Council would utilise W4Q cash already allocated to CCTV/Smart Lighting;

- At the time of writing, Council is still scoping what an extended project scope would look like.

5. POLICY & LEGAL IMPLICATIONS

Neither of these projects is, as yet, identified in any of Council's key strategic and financial planning documents: Corporate Plan 2014-19, the Operational Plan 2018-19 or the FY 2018-19 Budget.

| Instrument | Section |
|---|--|
| Local Government Act 2009 | <p>104 Financial management systems</p> <p>The system of financial management established by a local government must include-</p> <p>(a) The following financial planning documents prepared for the local government-</p> <ul style="list-style-type: none"> (i) A 5-year corporate plan that incorporates community engagement; (ii) A long-term asset management plan; (iii) A long-term financial forecast; (iv) An annual budget including revenue statement; (v) An annual operational plan. |
| Local Government Regulation 2012 | <p>Part 2 Financial Planning Documents</p> <p>Division 1 5-year corporate plan</p> <p>Preparation of 5-year corporate plan</p> <p>(1) A local government must prepare a 5-year corporate plan for each period of 5 financial years.</p> <p>(2) A local government must adopt its 5-year corporate plan in sufficient time to allow a budget and annual operational plan, consistent with the corporate plan, to be adopted for the first financial year that is covered by the plan.</p> <p>(3) A local government may, by resolution, amend its 5-year corporate plan at any time.</p> <p>(4) A local government must discharge its responsibilities in a way that is consistent with its 5-year corporate plan.</p> |

6. KEY DATES

Key dates are as follows:

- **Get Playing Places and Spaces (Upgrade to the Phillip Yanner Memorial Ground):**
 - o Application closing date: 28 September 2018
 - o Anticipated project commencement: 1 January 2019

- Project completion date: 30 June 2020
- Project acquittals: 30 September 2020
- **Safer Communities Grant (additional CCTV and Smart Lighting)**
 - Application closing date: 25 September 2018
 - Anticipated project commencement: no earlier than 15 January 2019
 - Project completion date: 31 March 2020

7. CONSULTATION

Consultation has taken place between Burke Shire Council and the following:

- Burketown Sports and Rodeo Association;

Further consultation will take place with:

- Burketown State School;
- Burketown Health Clinic;
- Burketown Police;
- Carpentaria Land Council Aboriginal Corporation;
- Other stakeholders (local and federal members)

8. CONCLUSION

It is crucial that Council seeks out co-contribution opportunities when progressing capital infrastructure projects. It is also crucial for Council to consider the long-term impacts of capital investments on community, financial and asset sustainability.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of the report.
2. That Council adopts the proposed amendments to the Corporate Plan 2014-19 as submitted.
3. That Council allocates \$35,000 (\$20,000 cash + \$15,000 in-kind) in financial year 2018-19 toward the upgrade of the Phillip Yanner Memorial Ground to enable submission of this project to the Get Playing Places and Spaces funding round (closing 28 September 2018).
4. That Council progresses a budget amendment at the half-yearly budget review to take account of this new funding allocation.

ATTACHMENTS

1. Proposed amendments to the Corporate Plan 2014-19.



A01 - Corporate Plan
2014-19 - proposed 2

Strategic Projects Reports

09.03.05 Burke Shire Council Corporate Plan 2019-2024 (Development)

| | |
|-------------------------|---|
| DEPARTMENT: | Office of the CEO |
| RESPONSIBLE OFFICER: | Philip Keirle; Executive Manager Strategic Projects |
| DATE REPORT PREPARED: | 18 September 2018 |
| LINK TO COUNCIL PLAN/S: | Operational Plan 2018-19 Budget 2018-19 |

1. PURPOSE

To consider the proposed schedule for Corporate Plan 2019-2024 stakeholder engagement sessions.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the 2014-19 Corporate Plan on 12 June 2014

Since that time, Council has revised and updated the Corporate Plan on a number of occasions. This includes:

| Date | Details | Decision Number |
|-------------|---|-----------------|
| 19 Feb 2015 | To present Councillors with suggested amendments to the Corporate Plan 2014-19 | 150219.08 |
| 28 Jun 2017 | Special meeting 28 June 2017: minor review – updated to include profile of new elected members, revised organisational chart, and other minor additions | 170628.01 |
| 21 Jun 2018 | Minor review for final year – includes reviewed organisational chart, and other minor additions | 180621.21 |

3. PROPOSAL

That Council provides provisional endorsement for the schedule for stakeholder engagement sessions in October 2018 as outlined in Attachment 1.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council has allocated \$5,000 toward Corporate Planning sessions in the 2018-19 budget

There are additional budgets associated with consultation sessions with key stakeholders that have taken place or will take place with regard to the following:

1. The Burke Shire Tourism and Economic Development Strategy;
2. The Burke Shire Sport and Recreation Strategy;
3. The Burke Shire Community Satisfaction Survey;
4. Gregory Economic Development ILUA;
5. Burketown Wharf ILUA

5. POLICY & LEGAL IMPLICATIONS

Included below are key references to the “Corporate Plan” in the Local Government Act 2009 and the Local Government Regulation 2012.

| Instrument | Section |
|---|--|
| Local Government Act 2009 | <p>104 Financial management systems</p> <p>The system of financial management established by a local government must include-</p> <p>(b) The following financial planning documents prepared for the local government-</p> <p>(j) A 5-year corporate plan that incorporates community engagement;</p> <p>(vi) A long-term asset management plan;</p> <p>(vii) A long-term financial forecast;</p> <p>(viii) An annual budget including revenue statement;</p> <p>(ix) An annual operational plan.</p> |
| Local Government Regulation 2012 | <p>Part 2 Financial Planning Documents</p> <p>Division 1 5-year corporate plan</p> <p>Preparation of 5-year corporate plan</p> <p>(1) A local government must prepare a 5-year corporate plan for each period of 5 financial years.</p> <p>(2) A local government must adopt its 5-year corporate plan in sufficient time to allow a budget and annual operational plan, consistent with the corporate plan, to be adopted for the first financial year that is covered by the plan.</p> <p>(3) A local government may, by resolution, amend its 5-year corporate plan at any time.</p> <p>(4) A local government must discharge its responsibilities in a way that is consistent with its 5-year corporate plan.</p> |

6. KEY DATES

Anticipated dates and times for the initial stakeholder sessions are provided in Attachment 1.

7. CONSULTATION

Consultation in relation to Corporate Plan 2019-2024 stakeholder engagement sessions has been predominantly internal to date.

8. CONCLUSION

Stakeholder engagement is a crucial component of the development of Council's key strategic planning documents. This engagement will be the focus of the October 2018 sessions, providing Council with ample opportunities to follow-up on feedback received prior to the adoption of a new Corporate Plan in June 2019.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of the report.
2. That Council provides provisional support for the proposed timetable for the first round of Corporate Plan 2019-2024 stakeholder engagement sessions noting that times and dates may need to change to accommodate late changes.

ATTACHMENTS

1. Proposed timetable for Corporate Plan 2019-2024 stakeholder engagement sessions.



Copy of A1 -
Engagement Session

10. Closed Session Reports

10.01 Closed Session Report – Burketown Wharf ILUA – progress update

10.02 Closed Session – Burketown Turf Club

10.03 Closed Session - Disposal of Burketown Light Industrial Lots

10.04 Closed Session Report – Collaboration Arrangements

11. Chief Executive Officer Reports

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|--|
| 11.01 Chief Executive Officer Report |
| 11.02 Local Disaster Management Plan – review and adoption 2018-19 |

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: | 03 September 2018 |
| LINK TO COUNCIL PLAN/S: | Corporate Plan Operational Plan Budget |

1. REPORT - CURRENT MONTH

| Item | Description | Report for August 2018 |
|------------------------------------|---|--|
| LGMA Peer mentoring program | LGMA peer mentoring program undertaken in May/June of 2018 (professional development) | Submitted closing report to LGMA (refer attachment) |
| LDMG | Annual report | Completed – see separate report to September Council Meeting |
| Annual report | Refer register of gov instruments | Drafting |
| Conferences & strategic engagement | Attend key meetings, and submit agenda papers on regional issues | Attended Mt Isa Futures Forum |
| CRRH Student Nurse accommodation | Finalise lease of land on Firefly St to James Cook University for student nurse accommodation to enable construction to commence | Determined development contribution, awaiting receipt of Lease from CCHR for execution |
| Executive performance review | Finalise project to harmonise executive performance review; participate in CEO annual performance review; conduct annual performance review with direct reports | Exec PRDP: finalising scope with LGA EMCCS onboarding EMSP - contract renewal offer; EMWI - annual review completed 3/9/18 |
| ICT - major project oversight | Monitor and guide project under auspice of EMCCS to review and replace ICT architecture | SurePact pilot - signed contract and applied for sponsorship CouncilWise - reviewed product (staff & councillors) |

| Item | Description | Report for August 2018 |
|--------------------------------|--|---|
| Internal Audit Plan | 17-18: finalise and develop implementation plan with relevant staff 18-19: update 3-year plan (determine focus for 18-19 as risk is to be deferred) and present to council | 17-18 audit: auditor submitted final report after consultation with councillors - for presentation to Oct audit committee |
| IPR: Corporate Plan 2019-24 | Council's corporate plan is in the last year of its operation. Next 5 year plan to develop in consultation with community to be effective 01 July 2019 | Stakeholder engagement plan - present to Council (EMSP) |
| Local Disaster Management Plan | LDMG to meet at least twice per annum, and as required to respond to emergencies. Plan to be reviewed annually. | LDMP annual review conducted |
| NWQ ROC, RRTG & CEO Forum | ROC & RRTG: submit papers on regional matters; attend monthly teleconference and quarterly meetings. NWQ CEO Forum: provide secretariat and attend quarterly meetings (handover 2019 to Richmond) | ROC & RRTG Karumba - not attended due to need to prepare for last minute special meeting |
| Riversleigh | Engage with Riversleigh stakeholders to increase awareness | Engaged with chair RCASAC at Gregory (no site visit) |
| Shared services | Monitor operation of shared services and seek new opportunities | Fortnightly meetings |
| Training & development | Participate in leadership development | Council & EMT leadership program - attended |

2. PLANNED – NEXT MONTH

| Item | Description | Planned for September 2018 |
|------------------------------------|--|--|
| Annual report | Refer register of gov instruments | Finalise draft |
| Conferences & strategic engagement | Attend key meetings, and submit agenda papers on regional issues | LGMA - CEO & EMCCS LGAQ: prepare briefing papers & book deputations |

| Item | Description | Planned for September 2018 |
|----------------------------------|--|--|
| CRRH Student Nurse accommodation | Finalise lease of land on Firefly St to James Cook University for student nurse accommodation to enable construction to commence | Sign Lease (awaiting receipt) Construction commences (CRRH) |
| Delegations CEO to officers | Requires major review - begin with focus areas | Rental tenancies & NHVL |
| Executive performance review | Finalise project to harmonise executive performance review; participate in CEO annual performance review; conduct annual performance review with direct reports | Exec PRDP project: onsite with consultation inc CEO performance review (proposed Thu 27 Sep) |
| ICT - major project oversight | Monitor and guide project under auspice of EMCCS to review and replace ICT architecture | SurePact - funding secure |
| Internal Audit Plan | 17-18: finalise and develop implementation plan with relevant staff 18-19: update 3-year plan (determine focus for 18-19 as risk is to be deferred) and present to council | Prepare scope for 18-19 internal audit (asset management) |
| IPR: Corporate Plan 2019-24 | Council's corporate plan is in the last year of its operation. Next 5 year plan to developed in consultation with community to be effective 01 July 2019 | Consult |
| Local Disaster Management Plan | LDMG to meet at least twice per annum, and as required to respond to emergencies. Plan to be reviewed annually. | Report LDMP annual review to council |
| NWQ ROC, RRTG & CEO Forum | ROC & RRTG: submit papers on regional matters; attend monthly teleconference and quarterly meetings. NWQ CEO Forum: provide secretariat and attend quarterly meetings (handover 2019 to Richmond) | ROC TC |
| Shared services | Monitor operation of shared services and seek new opportunities | Monthly meetings Teleconference with ROC CEOs scheduled to discuss opportunities |

3. 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 | Date applied/ Comment |
|---|--|--------------|--------------------------|
| Building Better Regions Fund (BBRF) - Community Investment Stream - Round 2 | Sport & Recreation Strategy | Approved | 19-Dec-17 |
| Maturing the Infrastructure Pipeline 2 -MIPP2 | To determine and analyse options to improve causeways at the Gregory and Nicholson Rivers on the Savannah Way | Unsuccessful | 23-Apr-18 |
| Maturing the Infrastructure Pipeline 2 -MIPP2 | To develop Council's artesian bore and associated wetlands into a unique regional tourism product: the Burketown Mineral Baths | Unsuccessful | 23-Apr-18 |
| Maturing the Infrastructure Pipeline 2 -MIPP2 | Proposal to undertake the detailed design of the realignment and raising of the Leichardt River crossing | Approved | 23-Apr-18 |
| Building our Regions Round 4 | Burketown Staff Housing Project | Unsuccessful | 25-May-18 |
| Non-Recurrent Subsidy Program 2018-19 | New SES Roof Structure | Pending | 30-Nov-17 |
| Get Planning Spaces Program | Sport & Recreation Strategy | Pending | 17-Apr-18 |
| Saluting Their Service Commemorations Grants | Flagpole for the Gregory Cenotaph | Pending | 28-Jun-18 |

4. 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 |
|--|-----------|----------|------------------|--|
| Environmental Authority ERA Permit EPPR00542713 | EMSP/EMWI | | Partial | EMWI 08/04/18 EA application and compliance underway/ongoing. |
| Internal Audit Plan | CEO | | Partial | CEO: 03/09/18 - internal audit plan to be amended for 18-19 to defer ERM (refer audit committee 25 June 18 recommendation). Consultant & staff working on scope for asset management |
| 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 |

5. DELEGATIONS CEO TO OFFICERS

Doc ID | 200935

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

| Delegation | Review (refer attached register for full details) |
|------------|--|
| Financial | Standardise so that all financial thresholds are ex-GST Add delegation for EMSP |

6. 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.

7. 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) |
|---|--|----------------|--|---------------|--------------|
| 2018 Regional Telecommunications Review | Review telecommunications services in regional, rural and remote parts of Australia. | 05-Aug-18 | Department of Communication s and the Arts | Philip Keirle | N |

8. 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 |
|------|------|---------|-------|-----------|
| | | | | |

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

| SECTION | Attachment | Link |
|--------------------------------|---|---|
| 1. Report – current month | a) Work plan 18-19 CEO |  Work Plan 2018-19 CEO.pdf |
| | b) Peer mentoring report |  2018 LGMA CEO Peer Mentoring Repoi |
| 2. Planned – next month | | |
| 3. Grants Register | c) Grants Register: Doc ID 218540 |  Grants Register.pdf |
| 4. Governance | d) Register of Governance Instruments: Doc ID 197887 |  Governance Instruments Register |
| 5. Delegations CEO to officers | e) Register of delegations from CEO to officers Doc ID 200935 |  Burke Shire Council - Register of Delegatioi |

| SECTION | Attachment | Link |
|-------------------|--|---|
| 6. Communications | f) Councillor updates – as emailed for the reporting month |  Councillor Updates.pdf |
| | g) Councillor snapshot – as distributed after the previous ordinary meeting of council |  Council Meeting Snapshot - August 20 |
| 7. Submissions | h) Submissions Register |  Submissions Register.pdf |
| 8. Meetings etc | i) Governance calendar – future meetings |  Governance Calendar- Meetings, (|

Chief Executive Officer Reports

11.02 Local Disaster Management Plan – review and adoption 2018-19

| | |
|-------------------------|---|
| DEPARTMENT: | Office of the Chief Executive Officer |
| RESPONSIBLE OFFICER: | Sharon Daishe, Chief Executive Officer |
| DATE REPORT PREPARED: | 27 August 2018 |
| LINK TO COUNCIL PLAN/S: | Operational Plan 1.4.1 Corporate Plan 1.4.1 |

1. PURPOSE

To receive the review of the Burke Shire Local Disaster Management Plan (LDMP) 2017-18, and adopt the LDMP 2018-19.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

S57 of the Disaster Management Act 2003 requires that a local government must prepare a Local Disaster Management Plan for disaster management in the local government area. Council is required to review the effectiveness of the LDMP at least once a year.

In 2015, the Office of the Inspector General for Emergency Management (IGEM) introduced a requirement for Councils to complete an online assessment tool as part of the review process. The review process offers options for completion.

Following is a history of prior and current year reviews.

LDMP 2016-17

On Monday 29 August 2016 Sharon Daishe (CEO), Nils Hay (DCEO), Elliott Dunn (Emergency Management Coordinator, QLD Fire and Emergency Services, Mount Isa) and Jeff Magnus (Senior Sergeant, Disaster Management Support Officer, Mt Isa District, QLD Police Service) met and completed the online assessment tool for the review of the LDMP 2015/16.

The LDMP and assessment results were then distributed to the Local Disaster Management Group (LDMG) on Wednesday 7 September 2016 for their feedback. The LDMG were given a week to provide any feedback on the LDMP. No feedback was received. BSC made administrative changes to the LDMP to update names and dates.

Adopted 22 September 2016:

10.01.05 Adoption of the 2016-17 Local Disaster Management Plan

1. That Council notes the contents of this report; and
 - Receives the review of the Local Disaster Management Plan 2015/16; and
 - Adopts the Burke Shire Local Disaster Management Plan 2016/17 as presented , and including further minor amendments provided in the meeting; and
 - Submits both to the Local Disaster Management Group and Office of the Inspector General of Emergency Management.

Moved: Cr Camp

Seconded: Cr Yanner
 Carried 160922.16 5/0

LDMP 2017-18

On Tuesday 22 August 2017 Sharon Daishe (CEO), Nils Hay (DCEO), Cr Ernie Camp (Mayor), Cr Paul Poole (Deputy Mayor) and Elliott Dunn (Emergency Management Coordinator, QLD Fire and Emergency Services, Mount Isa) met and completed the online assessment tool for the review of the LDMP 2016/17. Snr Sgt Jeff Magnus was a late apology for this meeting.

The following changes have been suggested:

| Suggested changes: | Changes suggested by: |
|---|-----------------------|
| changes to the act and the inclusion of the regulation | Elliott Dunn |
| replace roles and responsibilities table to reflect new state plan as well as ABS data from 2011 to 2016. | Elliott Dunn |
| Storm Tide – information/wording from Nils | Nils Hay |
| Biosecurity Plan – for discussion as we don't have one yet | Nils Hay |

The LDMP and assessment results were then distributed to the Local Disaster Management Group (LDMG) on Friday 1 September 2017 for their feedback. The LDMG were given a week to provide any feedback on the LDMP. No feedback was received.

Adopted 14 September 2017

11.02 Adoption of the 2017-18 Local Disaster Management Plan

That Council notes the contents of this report; and

- Receives the review of the Local Disaster Management Plan 2016-17; and
- Adopts the Burke Shire Local Disaster Management Plan 2017-18 as presented; and
- Submits both to the Local Disaster Management Group and Office of the Inspector General of Emergency Management.

Moved: Cr Yanner
 Seconded: Cr Poole
 Carried 170914.06 5/0

LDMP 2018-19

| | |
|--------------|--|
| Review panel | Burke Shire Council: Sharon Daishe, CEO Mark Poynter, executive manager works & infrastructure |
|--------------|--|

| | |
|-----------------------------------|--|
| | <p>Ferne Clarke, executive manager corporate and community services QLD Police Service</p> <p>Jeff Magnus, Senior Sergeant, Disaster Management Support Officer, Mt Isa District</p> <p>Apologies: Ernie Camp (Mayor BSC) and Elliot Dunn (QFES)</p> |
| Review method | Use last review and comment on major items |
| Consultation | <p>Review: distributed 27 August 2018 to LDMG members</p> <p>Draft plan 2018-19: distributed 27 August 2018 to members with request for feedback</p> |
| Recommended changes to 18-19 plan | Nil |

3. PROPOSAL

There are no substantive changes proposed to the LDMP, although there is an expectation that Councils will receive further direction from IGEM in relation to any updates to content requirements for Local Disaster Management Plans.

It is proposed that Council adopts the LDMP as revised.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council receives an annual amount of funding to assist with discharge of emergency responsibilities, and has access to funding for capital items.

5. POLICY & LEGAL IMPLICATIONS

| Instrument | Detail |
|---|--|
| <p><i>Disaster Management Act 2003</i></p> <p>Part 3 Disaster management plans and guidelines</p> | <p><u>Section 57</u></p> <p>A LDMP must include provision for:</p> <ul style="list-style-type: none"> - the State Strategic Policy Framework and local government policies for disaster management; - the roles and responsibilities of entities involved in disaster operations and management in the area; - the coordination of disaster operations and activities performed by these entities; - events that are likely to happen in the area; - strategies and priorities for disaster management for the area; - the matters stated in these Guidelines as matters to be included in the plan; and - other matters about disaster management the local government considers appropriate. <p><u>Section 58</u></p> |

| Instrument | Detail |
|--|--|
| | <p>The LDMP must be consistent with the Queensland Local Disaster Management Guidelines and other associated Guidelines.</p> <p><u>Section 59</u></p> <p>The LDMP may be reviewed, or renewed, when the local government considers it appropriate, however, the effectiveness of the plan must be reviewed at least once a year.</p> <p><u>Section 60</u></p> <p>A copy of the LDMP must be available in written or electronic form for inspection, free of charge, by members of the public at the local government's head office and at other places the CEO of the local government considers appropriate. This must include making the LDMP available on the local government website.</p> |
| Burke Shire Council Disaster Management Plan | <p>Section 1.11 Processes and Timeframes – Internal and External Assessment</p> <p>The Local Disaster Management Plan will be reviewed every 12 months by the members of the LDMG, that plan will also be reviewed under the following circumstances:</p> <ul style="list-style-type: none"> • Following activation of the LDMG in response to an events, • Following significant changes to the planning environment including changes in threats or the community, • In response to changes in the planning guidelines, or • In any other circumstance that the Chair believes a review is warranted. |

6. CRITICAL DATES & IMPLICATIONS

The LDMP, after adoption by Council, will be presented to the Local Disaster Management Group (LDMG) for adoption at an Ordinary Group Meeting. Their next meeting is scheduled for 25 October 2018.

7. CONSULTATION

- Elliott Dunn, District Disaster Management Group Mt Isa (pre assessment)
- Jeff Magnus, Senior Sergeant, Disaster Management Support Officer, Mt Isa District, QLD Police Service
- Burke Shire Local Disaster Management Group

8. CONCLUSION



It is recommended that the LDMP is adopted as presented.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report and its attachments; and

2. That Council adopts the Burke Shire Council Local Disaster Management Plan for 2018-19 as reviewed and presented; and
 - a. Submits the 18-19 LDMP to the Disaster Management Group and Office of the Inspector General of Emergency Management

ATTACHMENTS

| | | |
|----|--|---|
| 1. | LDMP (Local Disaster Management Plan) online assessment results: 2017-18 |  2017-18 Disaster Management Plan As |
| 2. | LDMP (Local Disaster Management Plan) Draft: 2018-19 |  Draft 2018-19 Burke Shire Local Disaster M |

12. Corporate and Community Services

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|---|
| 12.01 Executive Manager Corporate and Community Services Report |
|---|

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|--|
| 12.02 Donation Request – Mount Isa School of the Air |
|--|

Corporate and Community Services Reports

12.01 Executive Manager Corporate and Community Services Report

| | |
|-------------------------|--|
| DEPARTMENT: | Office of Corporate & Community Services |
| RESPONSIBLE OFFICER: | Ferne Clarke; EMCCS |
| DATE REPORT PREPARED: | 11 September 2018 |
| LINK TO COUNCIL PLAN/S: | Operational Plan |

1. GENERAL BUSINESS

Operational Plan

| Project | Description | Lead | Aug | Sept |
|--|--|-------|-----------------------------------|----------------|
| Implementation of values based culture | Development and implementation of Values Culture | EMCCS | Planning | Finalise Scope |
| Burketown History Book | Publication of Burke Shire Cultural History | EMCCS | final updates | Select Title |
| Ongoing Process Improvement | Ongoing series of process improvements | EMCCS | Scope Digital Destruction Project | Implement |

Administration and Community Services (A&CS)

Staff capability has been impacted with records officer resigning, which will provide an opportunity to review the current structure and delivery of the Administration and Community Services Department.

See Jun CorpMem report attached.

A deeper investigation of the system is being scheduled to be undertaken in Burketown where consultants will show case "Council Wise" live on site to council officers.

See Aug Civica reports attached.

See Aug Library Report attached.

See Aug CDTO Report attached.

See separate item for Donation Report.

2018 Council Run Events Schedule

| Dates | Activity |
|--------|-----------------|
| 11 Nov | Remembrance Day |

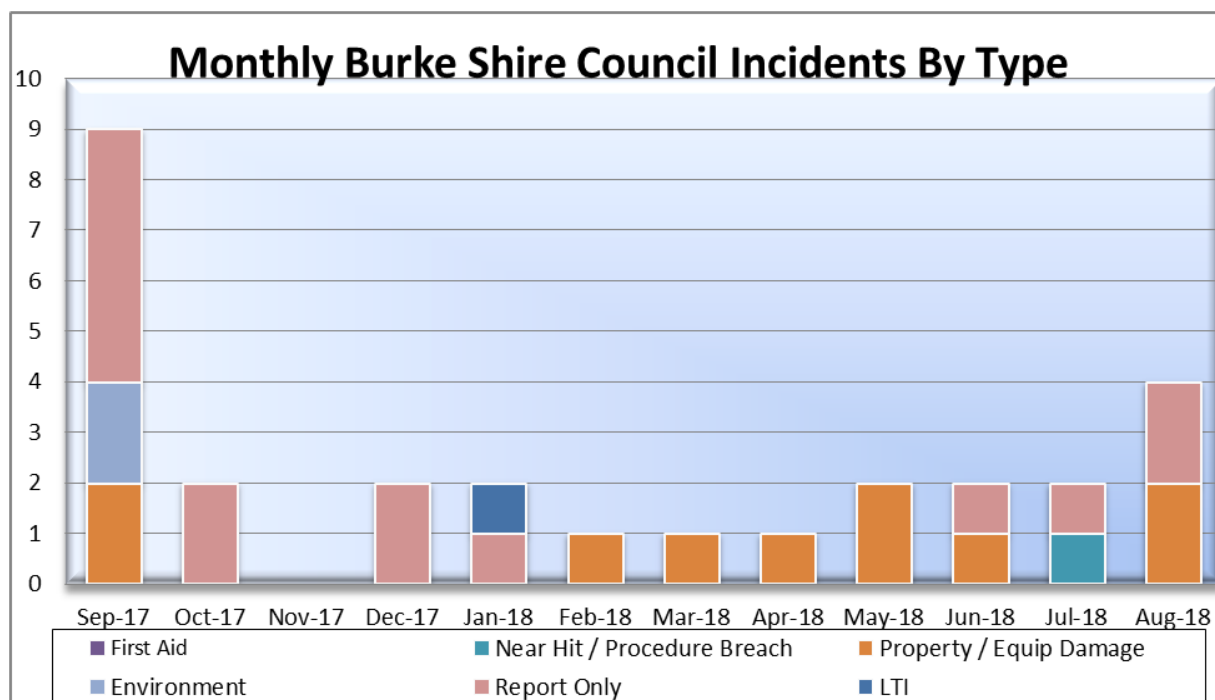
Human Resources

| Dates | Activity |
|-------|----------|
|-------|----------|

| | |
|--------------|---|
| Departures | <p>Zac Cadogan</p> <p>Shaun Gallagher</p> |
| Appointments | <p>Ms Dell Price commenced as Relief Administration and Community Services Coordinator</p> <p>Mr Will Rasmussen and Mr Hayden Smith are on secondment from Toowoomba Regional Council to relieve Administrative positions.</p> <p>Mrs Narelle Poole returns as relief Executive Assistant, while Madison Marshall is on leave.</p> <p>Ms Jade Nacario commenced Monday 27th August 2018 as the second Senior Accountant.</p> <p>Mr Christopher Marshall commenced Thursday 30th August 2018 as a casual labourer.</p> <p>Mrs Wendy van der Wolf has been appointed as Council's Contracts & Procurement Officer (based in Cairns)</p> <p>Mr Sarath Jayasekara has been appointed as Council's Technical Officer (based in Cairns)</p> |
| Recruitment | <p>Relief Administration Officer (Records) has been advertised. One local application was received. Arrangements were subsequently made to second 2 customer service officers from Toowoomba Regional Council.</p> <p>Administration and Community Services Coordinator is currently being advertised. Applications close 17th September 2018.</p> |
| Training | <p>The following training courses were conducted during the month:</p> <p>Forklift Operator Training for an additional 10 staff;</p> <p>LGMA Rural Management Challenge Team members continue training with John Carr.</p> <p>Plant Operator training was conducted week of 10th September for roughly 12 staff, covering backhoe, skid steer loader, excavator, elevated work platform and working at heights. Roller and Loader operator training has been deferred to a later date (after the conclusion of the Hells Gate project).</p> <p>Training planned for the month includes: -</p> <p>MC license training has been scheduled for early October.</p> <p>Sage Marshall – block release training for apprenticeship in AUR31116 Heavy Vehicle Technology mid October.</p> |

Work Health and Safety

There were no incidents reported in August 2018.



See August WHS report attached.

2. LOCAL LAWS


Local Law No2 (Animal Management)







| Activity | Mth | Canis | Feline | Total |
|--------------|-----|-------|--------|-------|
| Impoundments | Jul | 4 | 3 | 7 |
| | Aug | 2 | | 2 |

3. OFFICER'S RECOMMENDATION

That Council notes the contents of the EMCCS report for the month of August 2018.

4. ATTACHMENTS

| SECTION | Attachment | Link |
|------------------------|-----------------------|---|
| 1. Annual Plan - EMCCS | Work plan 18-19 EMCCS | Doc id: 248445  Ops Plan EMCCS 18-19.pdf |

| SECTION | Attachment | Link |
|---------|------------------------------------|---|
| 2. ACSC | CorpMem Report August | Doc id: 248440  Corpmem Rep August 2018.pdf |
| | Civica Report August | Doc id: 248439  CIVICA Rep Aug 2018.pdf |
| | Library Report August | Doc id: 248443  Library Report Aug 2018.pdf |
| | CDTO Report August | Doc id: 248438  CDTO Report August 2018.pdf |
| 3. HR | Human Resources August Report | Doc id: 248442  HR Rep for Aug 2018.pdf |
| 4. WH&S | Work Health & Safety August Report | Doc id: 248446  WH_S Report Aug 2018.pdf |

Corporate and Community Services Reports

12.02 Donation Request – Mount Isa School of the Air

| | |
|-------------------------|---------------------------------------|
| DEPARTMENT: | Administration and Community Services |
| RESPONSIBLE OFFICER: | Ferne Clarke; EMCCS |
| DATE REPORT PREPARED: | 3 September 2018 |
| LINK TO COUNCIL PLAN/S: | Operational Plan |

1. PURPOSE

To consider a donation request

| | |
|---------|--|
| From: | Mount Isa School of the Air |
| For: | Group Swimming Day |
| Amount: | In kind – Entry to Aquatic Centre value \$8.00 |

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This is a new request for waiver of fees for entry to the Aquatic Centre

3. PROPOSAL

| | | |
|--|---|----|
| Purpose or function: | Group Swimming Day | |
| Project summary: | Seven families within the Burke Shire come to Burketown for the day to participate in a group swimming day. | |
| Who will participate: | Approximately seven families from the Burke Shire Council. | |
| Target audience: | Families | |
| Donation support requested: | Cash: Nil | |
| Donation support requested: | In kind: \$8.00 | |
| How will Council be recognised and acknowledged: | Acknowledgment to families and the school community | |
| Total project cost: | Own cash contribution | \$ |
| | Own in-kind contribution | \$ |

| | | |
|-----------------------|---------------------------------|---------|
| Purpose or function: | Group Swimming Day | |
| | Other funding sources | \$ |
| | Donation requested from Council | \$ 8.00 |
| | Total project cost | \$ 8.00 |
| Other funding sources | | |

4. FINANCIAL & RESOURCE IMPLICATIONS

| | |
|-----------------------------|--------|
| Budget: (GL 5950-2220-0000) | 65,000 |
|-----------------------------|--------|

Donations expenditure to date for the FY 2018/2019

| | |
|---------------------------------------|-----------|
| Cash donations to 3 September 2018 | 0.00 |
| In kind donations to 3 September 2018 | 8.00 |
| Total expenditure 3 September 2018 | 8.00 |
| Funds committed but not yet spent | 27,248.65 |
| Budget remaining at 3 September 2018 | 27,240.65 |
| Cost of donation requested | 8.00 |
| Estimated remaining budget | 27,240.65 |

5. POLICY & LEGAL IMPLICATIONS

| | |
|---|---|
| Local Government Regulation 2012 | <p>§189 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>§194 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>§195 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 Term 4 of the school year.

7. CONSULTATION

No consultation taken place to date

8. CONCLUSION

This is the first request by Mount Is School of the Air for group swimming day.

9. OFFICER'S RECOMMENDATION

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

| | |
|---------|--|
| To: | Mount Isa School of the Air |
| For: | Entry to the Aquatic Centre |
| Amount: | In kind – Waiver fees to the aquatic center \$8.00 |

ATTACHMENTS

1. Donation Request Form



Mount Isa School of
the Air.pdf

2. Estimate of in-kind services (if applicable)



Final Burke Shire
Council Fees and Cha

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports



Ingham
conference.pdf

Councillors will provide reports to the meeting.

15. 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:-

16. Deputations and presentation scheduled for meeting

16.01 Inspection of Burke Waste Facility relative to Burke Shire Council Environmental Authority

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 18 October 2018 (held in Gregory)

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 |
| ATSI TIDS | Aboriginal and Torres Strait Islander Transport Infrastructure Development Scheme |

| Acronym | |
|---------|--|
| 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) |
| DRH | Department of Rural Health |
| 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 |
| EDQ | Economic Development Queensland |
| EMCCS | Executive Manager Corporate and Community Services |
| EMF | Executive Manager Finance |
| EMSP | Executive Manager Strategic Projects |

| Acronym | |
|---------|---|
| EMT | Executive Management Team |
| EMWI | Executive Manager Works and Infrastructure |
| FAGS | Financial Assistance Grants |
| 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 |
| MCU | Material Change of Use |
| MICRRH | Mount Isa Centre for Rural and Remote Health |
| NDRP | Natural Disaster Resilience Program |
| NDRRA | Natural Disaster Relief and Recovery Arrangements |
| NGA | National General Assembly |
| 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 |
| R2R | Roads to Recovery |
| RACAS | Road Asset Condition Assessment System |
| RAUP | Remote Airstrip Upgrade Program |
| RMPC | Road Maintenance Performance Contract |
| ROPS | Register of Pre-Qualified suppliers |
| RRTG | Regional Roads Transport Group |
| SES | State Emergency Services |
| 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 |
| VIC | Visitor Information Centre |
| WFQ / W4Q | Works for Queensland |
| WTP | Water Treatment Plant |