

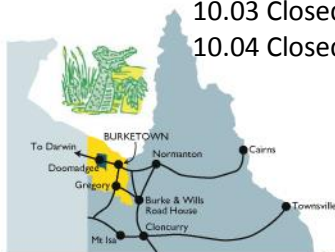


Phone: 07 4745 5100  
Fax: 07 4745 5181  
office@burke.qld.gov.au

Musgrave Street Burketown  
PO Box 90  
BURKETOWN QLD 4830

## Confirmed Minutes Burke Shire Council Ordinary General Meeting Thursday 20 September 2018 9.00am Council Chambers

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## 01. Opening of Meeting

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

### Attendance

## 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)**

**Moved:** Cr Murray

**Seconded:** Cr Camp

**Carried 180920.01 5/0**

## 03. Prayer

Cr Murray led Council in Prayer

## 04. Consideration of applications for leave of absence

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

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

### 05.01 General Meeting Thursday 16 August 2018

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

**Moved: Cr Poole**

**Seconded: Cr Yanner**

**Carried 180920.02 5/0**

## 06. Condolences

Council noted the passing of Jeffrey Clarke and Ethel Clarke and express their condolences to their Families.

## 07. Declaration of Interests

**No declarations of interests were noted for the meeting.**

## 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

### 09.02.01 Finance Report

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

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#### 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%	✓
<b>Operating Surplus/Deficit</b>	<b>- 6,664,000</b>	<b>- 1,110,667</b>	<b>49,537</b>	<b>1,160,203</b>	<b>-104%</b>	✓
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.

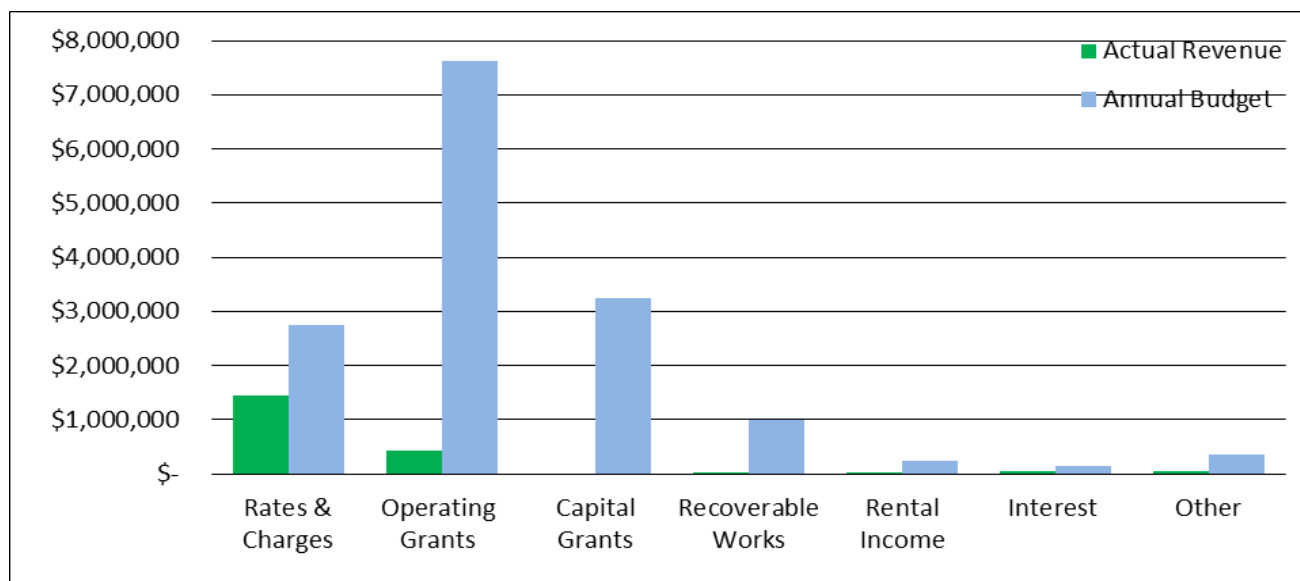
## 2. KEY PERFORMANCE INDICATORS

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.

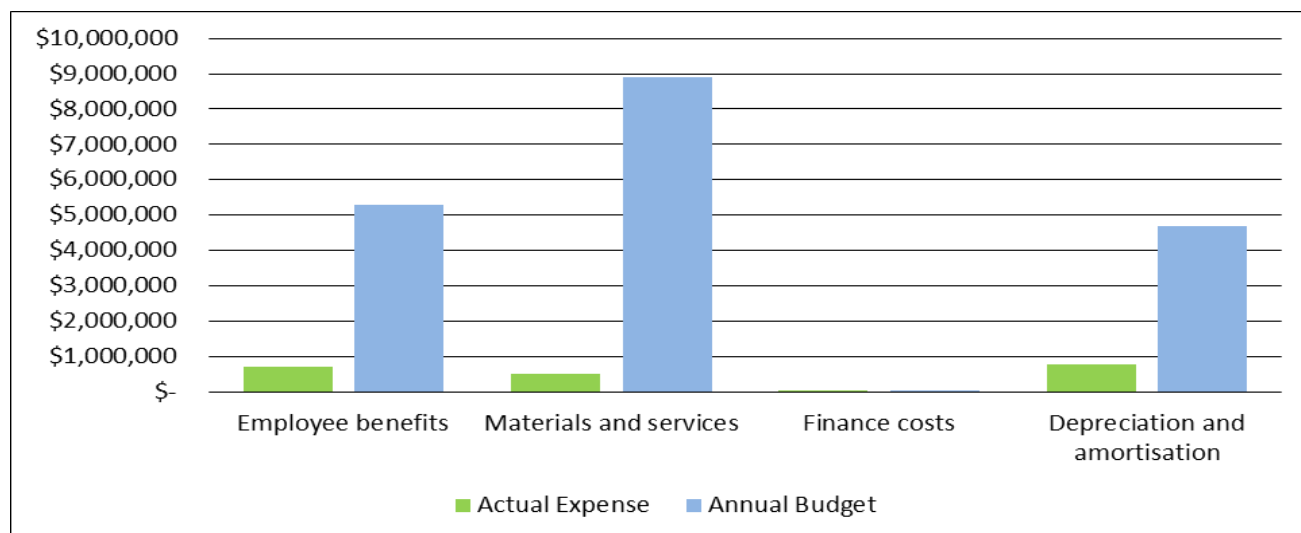
## 3. STATEMENT OF INCOME AND EXPENDITURE

STATEMENT OF INCOME AND EXPENDITURE				
	Annual	YTD	YTD	YTD
	Budget	Pro rata Budget	Actual	Variance
<b>Recurrent Revenue</b>				
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
<b>Total Recurrent Revenue</b>	<b>12,248,000</b>	<b>2,041,333</b>	<b>2,038,599</b>	<b>- 2,734</b>
<b>Capital Revenue</b>				
Sale of non-current assets	-	-	-	-
Contributions	-	-	-	-
Subsidies and Grants	3,241,000	540,167	-	- 540,167
<b>Total Capital Revenue</b>	<b>3,241,000</b>	<b>540,167</b>	<b>-</b>	<b>- 540,167</b>
<b>TOTAL INCOME</b>	<b>15,489,000</b>	<b>2,581,500</b>	<b>2,038,599</b>	<b>- 542,901</b>
<b>Recurrent Expenses</b>				
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	-
<b>TOTAL RECURRENT EXPENSES</b>	<b>- 18,912,000</b>	<b>- 3,152,000</b>	<b>- 1,985,577</b>	<b>1,166,423</b>
<b>NET RESULT</b>	<b>- 3,423,000</b>	<b>- 570,500</b>	<b>53,022</b>	<b>623,522</b>



#### 4. NORMALISED OPERATING RESULTS

NORMALISED OPERATING STATEMENT				
	Annual	YTD	YTD	YTD
	Budget	Pro rata Budget	Actual	Variance
<b>Recurrent Revenue</b>				
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
<b>TOTAL RECURRENT REVENUE (Excl flood damage)</b>	<b>7,905,000</b>	<b>1,317,500</b>	<b>1,975,017</b>	<b>657,517</b>
<b>Recurrent Expenses</b>				
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	-	-	-	-
<b>TOTAL RECURRENT EXPENSES (Excl Flood damage)</b>	<b>12,112,000</b>	<b>2,018,667</b>	<b>1,811,592</b>	<b>207,074</b>
<b>NET RESULT</b>	<b>- 4,207,000</b>	<b>- 701,167</b>	<b>163,425</b>	<b>864,591</b>



\*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
<b>Total Rates, Levies &amp; Charges</b>	<b>2,808,000</b>	<b>468,000</b>	<b>1,437,576</b>	<b>969,576</b>

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
<b>Total Operating Grants</b>	<b>7,619,000</b>	<b>1,269,833</b>	<b>438,883</b>	<b>- 830,950</b>

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
<b>Total Capital Grants</b>	<b>3,241,000</b>	<b>528,500</b>	<b>-</b>	<b>- 528,500</b>

#### OPERATING EXPENDITURE

OPERATING COSTS BY TYPE				
	Annual	YTD	YTD	YTD
	Budget	Pro rata	Actual	Variance
Employee Benefits ( <i>Wages &amp; Employee Entitlements</i> )	- 5,302,000	- 883,667	- 694,738	188,929
Materials & Services ( <i>Contractors &amp; 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	-
<b>Total Operating Costs</b>	<b>- 18,912,000</b>	<b>- 3,152,000</b>	<b>- 1,985,577</b>	<b>1,166,423</b>

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
<b>Month</b>							
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							-
<b>Total Benefits</b>		<b>627,043</b>	<b>58,302</b>	<b>15,633</b>	<b>158,632</b>	<b>-</b>	<b>859,610</b>

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.

<b>MATERIALS AND SERVICES ANALYSIS</b>			
	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
<b>Total Materials &amp; Services</b>	<b>453,936</b>	<b>477,918</b>	<b>- 23,982</b>

**STATEMENT OF FINANCIAL POSITION**

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

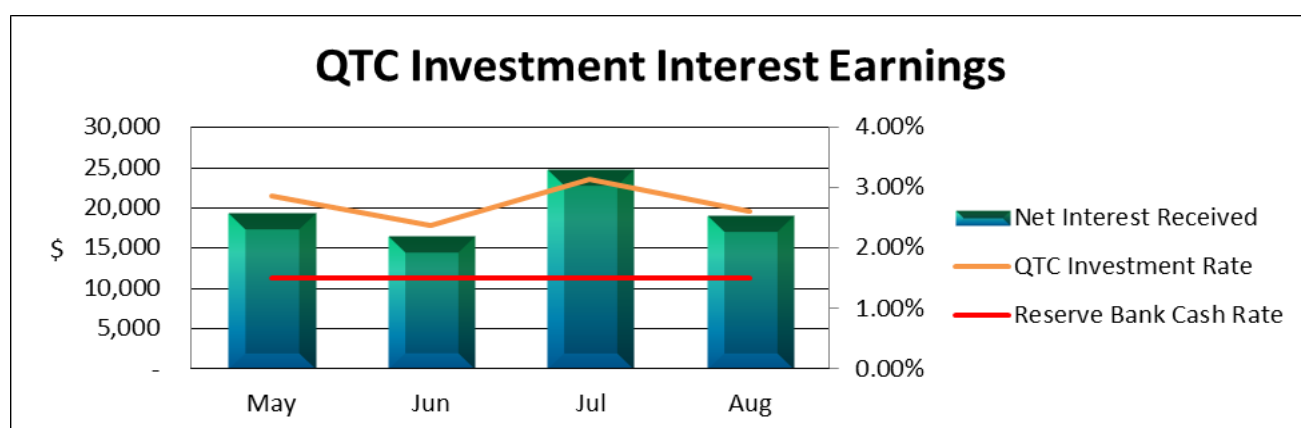
Council's unadjusted financial position declined slightly from the previous month in line with a decrease in cash balances at the end of August. Cash balances declined by \$1.3million as outflows exceeded inflows. An increase in cash flows is anticipated as rates payments are received, however the annual 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
<b>Total</b>			<b>\$ 40,993</b>	<b>\$ 8,572,290</b>



#### 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	<b>68,644</b>
SEWERAGE CHARGES	1,606	954	104	20	<b>2,684</b>
GARBAGE CHARGES	1,733	771	123	20	<b>2,647</b>
WATER ACCESS CHARGES	37,096	9,192	1,918	360	<b>48,566</b>
WATER - EXCESS CONSUMPTION	31,811	1,654	1,289	258	<b>35,013</b>
STATE GOVT EMERGENCY SVCE LEVY	1,260	918	115	17	<b>2,310</b>
<b>TOTAL</b>	<b>99,177</b>	<b>52,962</b>	<b>6,543</b>	<b>1,182</b>	<b>159,864</b>

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
<b>Cash flows from operating activities</b>		
Receipts from customers	1,162,846	4,204,000
Payments to suppliers & employees	- 2,806,508	- 14,272,582
	- <b>1,643,662</b>	- <b>10,068,582</b>
Interest received	43,592	154,000
Rental income	39,595	247,000
Non capital grants and subsidies	438,883	7,643,000
<b>Net cash inflow (outflow) from operating activities</b>	- <b>1,121,592</b>	- <b>2,024,582</b>
<b>Cash flows from investing activities</b>		
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
<b>Net cash inflow (outflows) from investing activities</b>	- <b>204,943</b>	- <b>1,046,000</b>
<b>Cash flows from financing activities</b>		
Proceeds from borrowings	-	-
Repayment of borrowings	-	-
Depreciation	-	-
<b>Net cash inflow (outflow) from financing activities</b>	-	-
<b>Net cash increase (decrease) in cash held</b>	- <b>1,326,535</b>	- <b>3,070,582</b>
Cash at beginning of the reporting period	9,898,797	9,898,797
<b>Cash at end of the reporting period</b>	<b>8,572,262</b>	<b>6,828,215</b>

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
<b>TOTAL CONSTRAINED CASH</b>	<b>1,516,410</b>	<b>1,050,000</b>	<b>52,534</b>	<b>253,972</b>	<b>2,364,972</b>

**\*\* 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	-	✓
<b>Operating Surplus/Deficit</b>	<b>- 3,316,000</b>	<b>- 552,667</b>	<b>- 508,172</b>	<b>44,495</b>	✓

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	✓
<b>Operating Surplus/Deficit</b>	<b>- 500,000</b>	<b>- 83,333</b>	<b>- 110,403</b>	<b>- 27,070</b>	✓

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	✓
<b>Operating Surplus/Deficit</b>	<b>79,000</b>	<b>13,167</b>	<b>5,516</b>	<b>- 7,651</b>	✓

### 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	-	✓
<b>Operating Surplus/Deficit</b>	<b>- 322,639</b>	<b>- 53,773</b>	<b>130,046</b>	<b>183,819</b>	✓

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>	<i>46,000</i>	<i>7,667</i>	<i>68,943</i>	<i>61,276</i>	✓
Depreciation Expense	- 51,092	- 8,515	- 8,515	-	✓
<b>Operating Surplus/Deficit</b>	<b>- 5,092</b>	<b>- 849</b>	<b>60,428</b>	<b>61,276</b>	✓

## 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>	<i>- 1,000</i>	<i>- 167</i>	<i>31,369</i>	<i>31,536</i>	✓
Depreciation Expense	- 512	- 85	- 85	-	✓
<b>Operating Surplus/Deficit</b>	<b>- 1,512</b>	<b>- 252</b>	<b>31,284</b>	<b>31,536</b>	✓

## 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>	<i>- 103,000</i>	<i>- 17,167</i>	<i>- 23,162</i>	<i>- 5,995</i>	✓
Depreciation Expense	- 30,454	- 5,076	- 5,076	-	✓
<b>Operating Surplus/Deficit</b>	<b>- 133,454</b>	<b>- 22,242</b>	<b>- 28,238</b>	<b>- 5,995</b>	✓

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>	<i>- 53,000</i>	<i>- 8,833</i>	<i>12,815</i>	<i>21,648</i>	✗
Depreciation Expense	- 207,000	- 34,500	- 34,500	-	✓
<b>Operating Surplus/Deficit</b>	<b>- 53,000</b>	<b>- 8,833</b>	<b>12,815</b>	<b>21,648</b>	✓

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	-	✓
<b>Operating Surplus/Deficit</b>	- 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	-	✓
<b>Operating Surplus/Deficit</b>	- 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
<b>TOTAL</b>	<b>2,462,000</b>	<b>-</b>	<b>1,250,000</b>

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	✓
<b>Total Capital Works</b>	<b>213,270</b>	<b>4,287,000</b>	<b>4,073,730</b>	

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.

**09.02.01 Finance Report**

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

**Moved: Cr Poole**

**Seconded: Cr Murray**

**Carried 180920.03 5/0**

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09.02.02 Update of Procurement Policy

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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

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## 1. PURPOSE (Executive Summary)

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

## 2. BACKGROUND &amp; 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 &amp; 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 &amp; LEGAL IMPLICATIONS

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

## 6. CRITICAL DATES &amp; 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

**09.02.02 Update of Procurement Policy**

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

**Moved: Cr Camp**

**Seconded: Cr Poole**

**Carried 180920.04 5/0**

## Attendance

Simba Chimpaka left the meeting at 9.34am

## 09.01.01 Works and Services Monthly Report

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DEPARTMENT: Works and Services

RESPONSIBLE OFFICER: Mark Poynter

DATE REPORT PREPARED: 10 September 2018

LINK TO COUNCIL PLAN/S: Works Program

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## 1. PROJECTS

Project progress for FY18/19 Capital projects:

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

## 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

Plant #	Description	Maintenance	Scheduled
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
	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

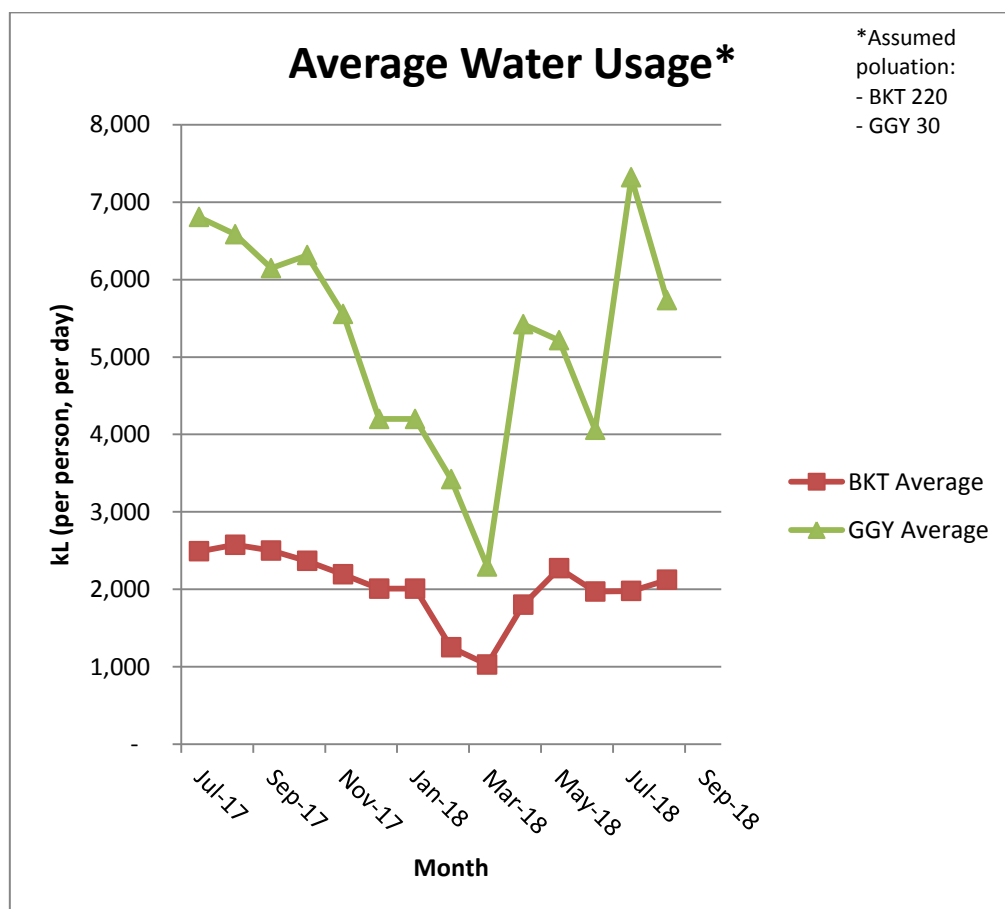
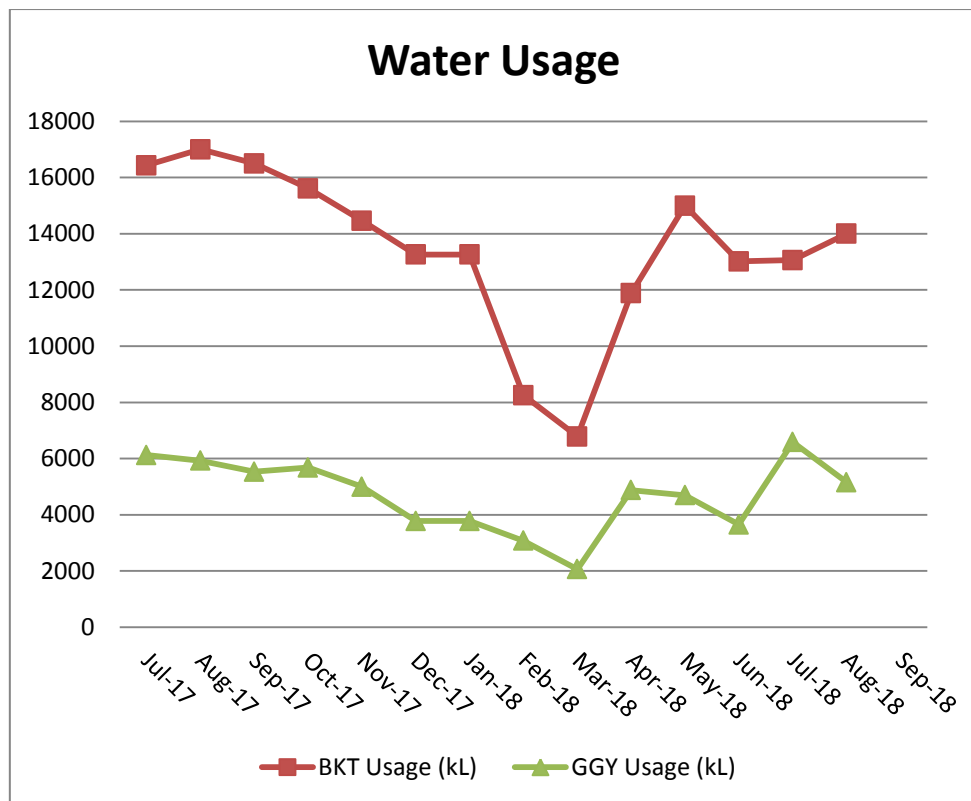
#### Water Reticulation

##### 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 portaloo 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.

## Attendance

Cr Clarke left the meeting from 10.02am to 10.04am

**09.01.01 Works and Services Monthly Report**

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

**Moved: Cr Murray**

**Seconded: Cr Yanner**

**Carried 180920.05 5/0**

**Attendance**

Cr Murray left the meeting from 10.11am to 10.12am

Cr Camp left the meeting from 10.13am to 10.16

Cr Murray left the meeting from 10.14 to 10.16

Cr Poole left the meeting from 10.15 to 10.16

**Adjournment**

That Council adjourned the meeting due to no quorum, from 10.15 to 10.16; all were present at resumption.

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09.01.02 Bus Asset Disposal Report

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

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## 1. PURPOSE

To seek approval to dispose of the Council owned bus.

## 2. BACKGROUND &amp; 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
<b>Total cost to date</b>	<b>\$206,883.24</b>
Lifetime revenue	\$11,791.50
Lifetime asset performance (return %)	-94.30%
Annualised cost to Council	\$15,914.10

## 5. POLICY &amp; 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 &amp; 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.

**09.01.02 Bus Asset Disposal Report**

- 1. That Council note the contents of the report; and**
- 2. That Council resolves to dispose of the bus 917IOF by way of tender.**

**Moved: Cr Poole**

**Seconded: Cr Clarke**

**Carried 180920.06 5/0**

## Adjournment

That Council adjourned the meeting for morning tea from 10.25 to 11.09; all were present at resumption.

## 09.03.01 Strategic Projects Reports

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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

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## 1. BKT WHARF UPGRADE PROJECT &amp; 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"> <li>Project acquittals for the Transport Tourism Connections Project</li> <li>Secured additional maintenance funding from DTMR to assist in improving ramp traction</li> </ul>
Forthcoming work	<ul style="list-style-type: none"> <li>Joint media release in relation to opening</li> <li>Acquittal of NSRF R3 funding (all other funding acquitted)</li> </ul>

Project Status Report	
	<ul style="list-style-type: none"> <li>▪ Additional surface roughening + grooving</li> <li>▪ Reinstate all signage and install new signage</li> </ul>

Key Parameters	Status	Comments
Schedule	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Boat Ramp: 4 Sep 2017 – 16 Dec 2017</li> <li>▪ Car Park: 2 Apr 2017 – 30 Jul 2017</li> <li>▪ Shelters: 2 Apr 2017 – 31 Oct 2017</li> </ul>
Scope	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Project scope completed for boat ramp: variations endorsed;</li> <li>▪ Project scope completed for car-park;</li> <li>▪ Project scope completed for entertainment area;</li> </ul>
Procurement	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ All PM services procured (Erscon)</li> <li>▪ Boat/Ramp: completed</li> <li>▪ Procurement for car-park construction to proceed from April 2018.</li> <li>▪ Procurement for shelters/bbq to proceed from March 2018.</li> </ul>
Planning Assessment	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Accepted Development process considered at September 2017 Council meeting;</li> <li>▪ Post-construction notifications to be sent to EHP following receipt of Certificate of Practical Completion from Civil Plus.</li> </ul>
Budget	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b> Budget increased to enable delivery of project. Burke's overall contribution unchanged.	<ul style="list-style-type: none"> <li>▪ All funding confirmed for funding programs: CRF (Community Resilience Fund), MIF (Marine Infrastructure Fund), NSRF (National Stronger Regions Fund), TTC (Transport &amp; Tourism Connection)</li> <li>▪ Approved variations: <ul style="list-style-type: none"> <li>○ Fender piles</li> <li>○ Sleeves for fender piles</li> <li>○ Additional rock-working platform</li> <li>○ Crusher dust for hardstand</li> <li>○ Surface roughening of cast in-situ slab</li> </ul> </li> </ul>
Reporting	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<p><b>Community Resilience Fund reports:</b></p> <ul style="list-style-type: none"> <li>▪ Acquitted</li> </ul> <p><b>National Stronger Regions Fund reports:</b></p> <ul style="list-style-type: none"> <li>▪ 4 Aug 2017 (submitted)</li> <li>▪ 8 Jan 2018 (submitted)</li> <li>▪ 28 Feb 2018 (submitted)</li> <li>▪ 31 October 2018 (pending)</li> </ul> <p><b>Marine Infrastructure Fund reporting:</b></p> <ul style="list-style-type: none"> <li>▪ Acquitted</li> </ul> <p><b>Transport and Tourism Connections reports:</b></p> <ul style="list-style-type: none"> <li>▪ Acquitted (delayed submission)</li> </ul>

## 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 <sup>th</sup> 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"> <li>Replace existing 8 x 44kL water tanks with 2 x 225kL treated water storage tanks establishing new foundations and installation and commissioning of associated pipework;</li> <li>Repair clarifier and install clarifier platform;</li> <li>Installation of additional monitoring capability, including 3 x turbidity meters; tank modifications to enable future trim dosing upgrade.</li> <li>Replacement of existing generators (x2);</li> <li>Installation of fencing for Gregory Solar Array;</li> <li>Installation of 50kW solar array and 75kWh energy storage system.</li> </ul>
Work recently completed	Solar Array/Storage: completed  Water Treatment: <ul style="list-style-type: none"> <li>Rectification works on 2 x panel tank</li> </ul>
Forthcoming work	<ul style="list-style-type: none"> <li>Final acquittal of BOR funding</li> </ul>

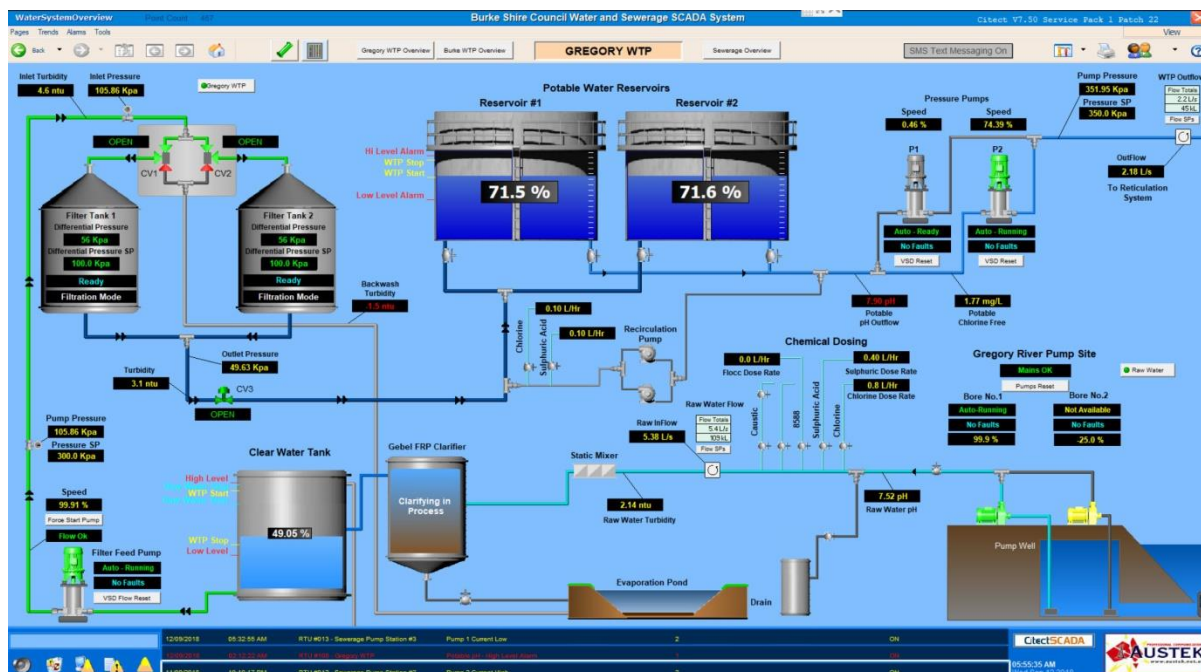
Key Parameters	Status	Comments
Schedule	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>Revised Project Schedule and cashflow endorsed by funding agency (Department of State Development).</li> </ul>

Key Parameters	Status	Comments
Scope	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<p>Variation approved for the following additional scope:</p> <p>Water Storage &amp; Treatment Optimisation</p> <ul style="list-style-type: none"> <li>Provision of blank-flanged inlet/outlet to each storage tank (to enable future retrofit of chlorine trim dosing system) and wider pipe support to accommodate future chlorine trim dosing pipework.</li> <li>Installation and commissioning of 3 No turbidity meters (supply of turbidity meters by Council)</li> </ul> <p>Solar Array and Energy Storage System</p> <ul style="list-style-type: none"> <li>Installation of additional posts</li> <li>Additional 2,500L of double-bunded fuel storage and fuel pump</li> <li>Change from 2 x 22kVa generators to 1 x 22kVa and 1 x 60kVa generator</li> <li>Removal of requirement to provide an EMP</li> <li>Additional QLeave</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>Fencing of solar array</li> <li>Survey and Geotechnical</li> <li>Additional CM and PM costs associated with Pructon's delay</li> </ul>
Procurement	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Completed</li> </ul>
Town Planning	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Completed</li> </ul>
Budget	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Fencing: on budget</li> <li>Solar array: on budget</li> <li>Water Treatment/Storage: on budget</li> <li>Project management: <b>over budget</b></li> <li>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.</li> </ul>
Reporting	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<p>Milestone 1: 30 March 2017 (completed)</p> <p>Milestone 2: 31 July 2017 (completed)</p> <p>Milestone 3: 8 January 2018 (completed)</p> <p>Milestone 4: 1 March 2018 (completed)</p> <p>Milestone 5 (added) to take account of project delays by Pructon's.</p>

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"> <li>▪ Replace existing packaged treatment plant (at end of asset life) with upgraded model.</li> <li>▪ Complete earthworks and commissioning of a new wet-weather storage lagoon/treated effluent lagoon (to address compliance)</li> <li>▪ 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).</li> </ul>
Work recently completed	<ul style="list-style-type: none"> <li>▪ Full site geotechnical investigation completed. Results pending, which</li> </ul>

Project Status Report	
	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"> <li>Meet with the Department of Environment and Science &amp; the Department of Local Government, Racing and Multicultural Affairs to confirm any changes to the scope of the Burketown Sewerage Treatment Plant Upgrade Project.</li> </ul>

Key Parameters	Status	Comments
Schedule	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Procurement: <ul style="list-style-type: none"> <li>30.11.18 – 30.06.18</li> </ul> </li> <li>Packaged Treatment Plant <ul style="list-style-type: none"> <li>01.07.18 – 31.03.19</li> </ul> </li> <li>Wet Weather Storage Lagoons <ul style="list-style-type: none"> <li>01.07.18 – 07.12.18</li> </ul> </li> <li>Recycled Water component: <ul style="list-style-type: none"> <li>01.04.19 – 01.06.19</li> </ul> </li> </ul>
Scope	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Install and commission packaged plant</li> <li>Construct effluent storage lagoons</li> <li>Construct sludge drying beds</li> <li>Install pipework, pumps, storage for recycling water to school oval, rodeo reserve and Phillip Yanner Memorial ground.</li> </ul> <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	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Expression of Interest <ul style="list-style-type: none"> <li>Released: 17 Mar 2018</li> <li>Closed: 11 April 2018</li> </ul> </li> <li>Tender: <ul style="list-style-type: none"> <li>Released: 22 May 2018</li> <li>Closed: 22 June 2018</li> </ul> </li> </ul>
Town Planning	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Not applicable (previously completed)</li> </ul>
Budget	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>

Key Parameters	Status	Comments
Reporting	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Monthly reporting to Dept. Local Government <ul style="list-style-type: none"> <li>○ Feb 2018 report submitted 02.02.2018</li> <li>○ Mar 2018 report submitted 03.04.2018</li> <li>○ Apr 2018 report submitted 10.05.2018</li> <li>○ May 2018 report submitted 11.06.2018</li> <li>○ Jun 2018 report submitted 11.07.2018</li> <li>○ July 2018 report submitted 11.08.2018</li> <li>○ Aug 2018 report submitted 04.09.2018</li> </ul> </li> </ul>

#### 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"> <li>▪ To commence (awaiting announcement of secondary funding round, having already secured \$20K funding)</li> </ul>
Burke Shire Economic Development Strategy	Develop an Economic Development Strategy for the Burke Shire Council	<ul style="list-style-type: none"> <li>▪ Stakeholder engagement sessions held;</li> <li>▪ Collaboration agreement between BSC and Gangalidda &amp; Garawa under development</li> </ul>
NWQ Quarry Management Strategy	Regional project designed to improve Council compliance in relation to Quarry/Gravel Pit operations and to generate a suite of materials and schedules to facilitate improve Quarry operations and stakeholder relations.	<ul style="list-style-type: none"> <li>▪ Cultural Heritage document suite nearing completion.</li> <li>▪ QMP workshop with 7 participating RRTG members to take place in Richmond on 12 July 2018.</li> <li>▪ Majority of QMPs completed and ready for endorsement</li> </ul>
Cultural Heritage Project: water access tracks, turnaround points and gravel pits	Progress completion of CH Surveys of key gravel pits, transport routes, water points and access tracks within the Burke Shire with Gangalidda, Garawa and Waanyi Traditional Owner groups	<ul style="list-style-type: none"> <li>▪ 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).</li> </ul>

Project	Description	Update/activity for reporting month
Gregory ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<p>Completed</p> <ul style="list-style-type: none"> <li>▪ Concept for land exchange ILUA developed and to be progressed with Waanyi and Paraway in the near future: dates TBD.</li> <li>▪ Initial valuations completed;</li> <li>▪ Site/Concept Plans and Feasibility Studies forwarded to Waanyi;</li> </ul> <p>To do</p> <ul style="list-style-type: none"> <li>▪ Confirm late August meeting in Cairns to confirm concepts with Planners;</li> <li>▪ Gregory community consultation in September;</li> <li>▪ Progress applications with DNRME</li> </ul>
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	<ul style="list-style-type: none"> <li>▪ Parties approaching in-principle negotiator agreement.</li> <li>▪ Recent meeting between Council and Gangalidda &amp; Garawa solicitors HWL Ebsworth on 31 Aug 2018.</li> <li>▪ Separate 'closed session' report prepared for the September 2018 Council meeting.</li> </ul>
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"> <li>▪ MIPP (Maturing the Infrastructure Pipeline Program) application submitted;</li> <li>▪ Draft concept designs completed;</li> <li>▪ Pre-lodgement advice received from DILGP;</li> </ul> <p>Next steps:</p> <ul style="list-style-type: none"> <li>▪ Project on hold following inability to secure MIPP funding.</li> </ul>
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"> <li>▪ BKT South concept endorsed with final plans being drafted;</li> <li>▪ BKT Light Industrial first draft presented for consideration.</li> </ul>

#### 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.

Project	Description
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: ▪ Doomadgee Mobiles Project	Complete feasibility study into the best method for improving 4G mobile receptivity in Doomadgee	Project discussed with GSD MGMT Committee (endorsed). Project discussed with Doomadgee Aboriginal Shire Council and the Department of State Development (provisional support)
BBRF Community Investment Stream: ▪ 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

**09.03.01 Strategic Projects Reports**

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

**Moved: Cr Camp**

**Seconded: Cr Poole**

**Carried 180920.07 5/0**

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09.03.02 Burke Shire Council Quarry Management Plan

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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

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## 1. PURPOSE

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

## 2. BACKGROUND &amp; 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 NWQRRGTG 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
<b>Council's Sales Permit</b>	<p><b>25. Quarry Plan and Other Authorities</b></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"> <li>(a) a description of Your working plan for the quarry;</li> <li>(b) the layout of the quarry and the associated infrastructure;</li> <li>(c) the measures to be taken by You to minimise safety risks and adverse environmental impact resulting from Your Quarrying Operations;</li> <li>(d) the requirements and nature of Your rehabilitation works and undertakings to be implemented for worked out areas;</li> <li>(e) a description of the final landform to be prepared post rehabilitation; and</li> <li>(f) any other matters or requirements as required by the Chief Executive.</li> </ul> <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 rehabilitation of the disturbed area in accordance with the</p>

	<p>Quarry Management Plan, and each worked out area of the Endorsed Area must be progressively rehabilitated as required under the Quarry Management Plan.</p> <p>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.</p> <p>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.</p> <p>25.9 The Quarry Management Plan forms part of, and is subject to this Sales Permit.</p>
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## 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.

**09.03.02 Burke Shire Council Quarry Management Plan**

- 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.**

**Moved: Cr Poole**

**Seconded: Cr Yanner**

**Carried 180920.08 5/0**

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09.03.03 Expansion of Gravel Pit Operations

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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

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## 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 &amp; 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 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"> <li>(a) Entering the Supply Zone to get Quarry Material;</li> <li>(b) The removal of Quarry Material from the Supply Zone;</li> <li>(c) The construction, maintenance and use of buildings, Weighbridge, water storage facilities, fencing and other facilities, infrastructure or works in the Supply Zone; and</li> <li>(d) The construction, maintenance and use of Access Roads.</li> </ul>
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><b>Eligibility criteria</b></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 made.</p> <p><b>Standard conditions</b></p> <p>Standard conditions are the minimum operating requirements an environmental authority holder must comply with when conducting</p>

Instrument	Section
	Quarrying Operations.
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> <ol style="list-style-type: none"> <li>Likely to have a widespread and irreversible impact on the area of regional interest; and</li> <li>Prescribed under a <b>regulation</b> for the area.</li> </ol>
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> <ol style="list-style-type: none"> <li>Broadacre cropping;</li> <li>Water storage (dam).</li> </ol> <p>(3) <b>Water Storage (dam)</b> 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> <ol style="list-style-type: none"> <li>to meet the domestic water needs of the occupants of the land;</li> <li>to water the stock that is usually grazed on the land;</li> <li>to water stock that is travelling on a stock route on or near the land.</li> </ol>

## 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.

**09.03.03 Expansion of Gravel Pit Operations**

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.

Moved: Cr Clarke

Seconded: Cr Murray

Carried 180920.09 5/0

## 09.03.04 Burke Shire Council Corporate Plan - amendments

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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

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## 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 &amp; 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
Site works: operators#	\$5,000	20	\$250.00
Goal posts	\$4,000	15	\$266.67

Asset	Asset Cost	Asset Life	Depreciation per annum
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
<b>Sub Total</b>	<b>\$197,400</b>		<b>\$9,456.67</b>
Freight	\$5,000		
Contingency (@10%)	\$20,000		
<b>Total (estimated)</b>	<b>\$222,400</b>		
* 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
<b>Sub Total</b>	<b>\$179,000</b>		<b>\$8,216.67</b>
Freight	\$2,000		
Contingency (@10%)	\$18,000		
<b>Total (estimated)</b>	<b>\$199,000</b>		
* 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%

<b>Total Project Cost</b>	<b>Council + Club (cash + in-kind)</b>
\$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 &amp; 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
<b>Local Government Act 2009</b>	<p><b>104 Financial management systems</b></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> <p>(i) A 5-year corporate plan that incorporates community engagement;</p> <p>(ii) A long-term asset management plan;</p> <p>(iii) A long-term financial forecast;</p> <p>(iv) An annual budget including revenue statement;</p> <p>(v) An annual operational plan.</p>
<b>Local Government Regulation 2012</b>	<p><b>Part 2 Financial Planning Documents</b></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):**
  - Application closing date: 28 September 2018
  - 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.

**09.03.04 Burke Shire Council Corporate Plan - amendments**

- 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.**

**Moved: Cr Murray**

**Seconded: Cr Yanner**

**Carried 180920.10 5/0**

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

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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

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## 1. PURPOSE

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

## 2. BACKGROUND &amp; 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 &amp; 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
<b>Local Government Act 2009</b>	<p><b>104 Financial management systems</b></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) <b>A 5-year corporate plan that incorporates community engagement;</b></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>
<b>Local Government Regulation 2012</b>	<p><b>Part 2 Financial Planning Documents</b></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.

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

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.

**Moved:** Cr Camp

**Seconded:** Cr Poole

**Carried 180920.11 5/0**

**Adjournment**

Council adjourned the meeting for an inspection of the Burketown Waste Facility and lunch from 12.13pm to 1.45pm; all were present at the resumption.

## 10. Closed Session Reports

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

- (a) the appointment, dismissal or discipline of employees; or
- (b) industrial matters affecting employees; or
- (c) the local government's budget; or
- (d) rating concessions; or
- (e) contracts proposed to be made by it; or
- (f) starting or defending legal proceedings involving the local government; or
- (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Council moved into closed session at 1.46pm

Moved: Cr Camp

Seconded: Cr Clarke

Carried 180920.12 5/0

### Attendance

Cr Poole left the meeting between 1.48pm and 1.50pm

### Move into Open Session

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

Council resumed open session at 2.41pm

Moved: Cr Murray

Seconded: Cr Poole

Carried 180920.13 5/0

## 10.01 Closed Session Report – Burketown Wharf ILUA – progress update

**That Council notes the contents of the report.**

**Moved: Cr Camp**

**Seconded: Cr Poole**

**Carried 180920.14 5/0**

## 10.02 Closed Session – Burketown Turf Club

**1. That Council notes the contents of the report.**

**2. That Council, on the basis that the Burketown Turf Club was deregistered as an incorporated association on 5 July 2016, removes the Burketown Turf Club (Assessment Number 00199-50000-000) from Council's rating system and writes off all overdue rates and charges.**

**Moved: Cr Murray**

**Seconded: Cr Poole**

**Carried 180920.15 5/0**

## 10.03 Closed Session - Disposal of Burketown Light Industrial Lots

1. That the report/attachment be deemed a confidential document and treated as such in accordance with section 275 (1)(h) of the Local Government Regulation 2012 (Chapter 8 Administration, Part 2, Division 3) and that the documents remain confidential unless Council decides otherwise by resolution.
2. That Council notes the contents of the report.
3. That Council resolves to make up to forty-eight (48) light industrial lots sited on lots 54-55 on SP280661 and Lot 77 on SP280662 available for disposal (the "Burketown Light Industrial Lots") as identified in the table below (and Attachments 2 and 3 to this report), subject to the final reconfiguration of these lots;

Lot/Plan	Lot	Size (m3)	Lot/Plan	Lot	Size (m3)
77 on SP280662	1	7,885	54 on SP280661	26	51,800
77 on SP280662	2	12,000	54 on SP280661	27	8,970
77 on SP280662	3	12,000	54 on SP280661	28	7,300
77 on SP280662	4	12,000	54 on SP280661	29	5,500
77 on SP280662	5	12,000	54 on SP280661	30	4,400
77 on SP280662	6	12,000	54 on SP280661	31	3,500
77 on SP280662	7	11,650	54 on SP280661	32	3,000
77 on SP280662	8	7,504	54 on SP280661	33	8,266
77 on SP280662	9	9,747	55 on SP280661	34	4,000
77 on SP280662	10	8,510	55 on SP280661	35	4,000
77 on SP280662	11	4,000	55 on SP280661	36	5,000
77 on SP280662	12	4,000	55 on SP280661	37	5,000
77 on SP280662	13	4,000	55 on SP280661	38	6,000
77 on SP280662	14	4,000	55 on SP280661	39	6,000
77 on SP280662	15	4,000	55 on SP280661	40	7,000
77 on SP280662	16	4,000	55 on SP280661	41	8,383
77 on SP280662	17	4,000	55 on SP280661	42	8,604
77 on SP280662	18	4,000	55 on SP280661	43	7,221
77 on SP280662	19	4,000	55 on SP280661	44	6,166
77 on SP280662	20	8,769	55 on SP280661	45	6,165
77 on SP280662	21	9,428	55 on SP280661	46	5,111
77 on SP280662	22	9,484	55 on SP280661	47	5,221
54 on SP280661	24	46,800	55 on SP280661	48	4,111
54 on SP280661	25	70,100	55 on SP280661	49	4,111

and

4. That Council resolves to dispose of the Burketown Light Industrial Lots by licence, or short-term lease (less than 3 years), or long-term lease (3 years or more) or by sale, whichever is the most appropriate in the circumstances;
5. That Council applies to the Minister administering the Local Government Act 2009 (Qld) for an exemption under s236(1)(f) of the Local Government Regulation 2012 (Qld) to allow Council to dispose of the Burketown Light Industrial Lots without first having to go to tender or auction as is ordinarily required under s227 of the Local Government Regulation 2012.
6. That Council notes that a s236(1)(f) Ministerial exemption can be granted subject to conditions.

Moved: Cr Poole

Seconded: Cr Camp

Carried 180920.16 5/0

## 10.04 Closed Session Report – Collaboration Arrangements

**1. That Council notes the contents of the report.**

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 180920.17 5/0**

## 11. Chief Executive Officer Reports

### 11.01 Chief Executive Officer Report

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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

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#### 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

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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.

**11.01 Chief Executive Officer Report**

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

**Moved: Cr Poole**

**Seconded: Cr Murray**

**Carried 180920.18 5/0**

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

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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

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### 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	<p>Burke Shire Council:</p> <p>Sharon Daishe, CEO</p> <p>Mark Poynter, executive manager works &amp; infrastructure</p> <p>Ferne Clarke, executive manager corporate and community services</p> <p>QLD Police Service</p> <p>Jeff Magnus, Senior Sergeant, Disaster Management Support Officer, Mt</p>
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	Isa District Apologies: Ernie Camp (Mayor BSC) and Elliot Dunn (QFES)
Review method	Use last review and comment on major items
Consultation	Review: distributed 27 August 2018 to LDMG members Draft plan 2018-19: distributed 27 August 2018 to members with request for feedback
Recommended changes to 18-19 plan	Nil apart from contact details.

### 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
<i>Disaster Management Act 2003</i>  Part 3 Disaster management plans and guidelines	<p><u>Section 57</u></p> <p>A LDMP must include provision for:</p> <ul style="list-style-type: none"> <li>- the State Strategic Policy Framework and local government policies for disaster management;</li> <li>- the roles and responsibilities of entities involved in disaster operations and management in the area;</li> <li>- the coordination of disaster operations and activities performed by these entities;</li> <li>- events that are likely to happen in the area;</li> <li>- strategies and priorities for disaster management for the area;</li> <li>- the matters stated in these Guidelines as matters to be included in the plan; and</li> <li>- other matters about disaster management the local government considers appropriate.</li> </ul> <p><u>Section 58</u></p> <p>The LDMP must be consistent with the Queensland Local Disaster Management Guidelines and other associated Guidelines.</p> <p><u>Section 59</u></p>

Instrument	Detail
	<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"> <li>• Following activation of the LDMG in response to an events,</li> <li>• Following significant changes to the planning environment including changes in threats or the community,</li> <li>• In response to changes in the planning guidelines, or</li> <li>• In any other circumstance that the Chair believes a review is warranted.</li> </ul>

## 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

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

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

**Moved:** Cr Camp

**Seconded:** Cr Poole

**Carried 180920.19 5/0**

**Adjournment**

That Council adjourned the meeting for a teleconference from 2.57pm to 4.14pm; all were present at resumption.

## 12. Corporate and Community Services

### 12.01 Executive Manager Corporate and Community Services Report

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

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#### 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

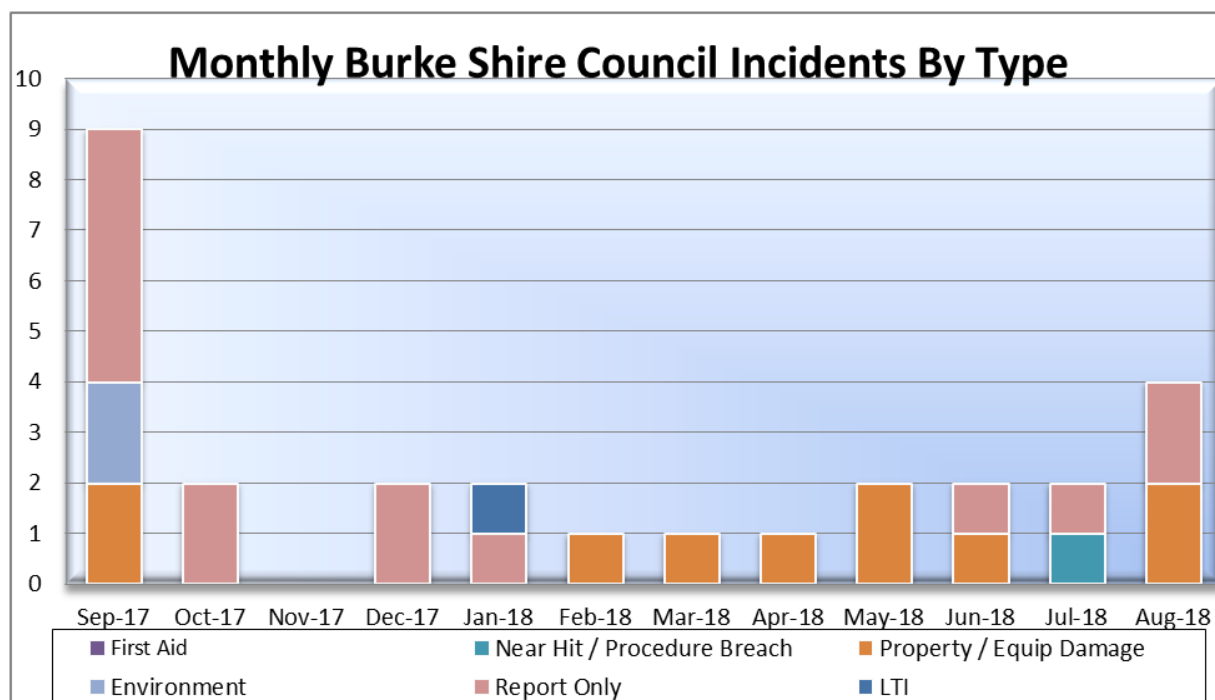
Dates	Activity
11 Nov	Remembrance Day

##### 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 &amp; 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 17<sup>th</sup> 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.

### 12.01 Executive Manager Corporate and Community Services Report

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

Moved: Cr Poole

Seconded: Cr Yanner

Carried 180920.20 5/0

## Attendance

Cr Murray left the meeting from 4.21pm to 4.23pm.

## 12.02 Donation Request – Mount Isa School of the Air

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

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## 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 &amp; 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	\$
	Other funding sources	\$

Purpose or function:	Group Swimming Day	
	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
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#### 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 &amp; LEGAL IMPLICATIONS

Local Government Regulation 2012	<p>s189 Expenditure on grants to community organisations</p> <p>The annual report for a financial year must contain a summary of—</p> <p>(a) the local government’s expenditure for the financial year on grants to community organisations; and</p> <p>(b) expenditure from each councillor’s discretionary fund, including—</p> <p>(i) the name of each community organisation to which an amount was allocated from the fund; and</p> <p>(ii) the amount and purpose of the allocation.</p> <p>s194 Grants to community organisations</p> <p>A local government may give a grant to a community organisation only—</p> <p>(a) if the local government is satisfied—</p> <p>(i) the grant will be used for a purpose that is in the public interest; and</p> <p>(ii) the community organisation meets the criteria stated in the local government’s community grants policy; and</p> <p>(b) in a way that is consistent with the local government’s community grants policy.</p> <p>s195 Community grants policy</p> <p>A local government must prepare and adopt a policy about local government grants to community organisations (a "community grants policy"), which includes the criteria for a community organisation to be eligible for a grant from the local government.</p>
<b>ADM-POL-011 Grants to Community Organisations Policy</b>	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 &amp; 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

**12.02 Donation Request – Mount Isa School of the Air**

- 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**

**Moved: Cr Murray**

**Seconded: Cr Poole**

**Carried 180920.21 5/0**

## 13. Mayoral Report

I attended the following:

- New Century Official Opening – with DM
- Informal discussions with ABC Film Crew
- Infrastructure Update – with EMWI, Councillors
- Informal Meeting – CEO – various matters
- NWMP Future's Forum + networking function– Mt Isa – with Minister Dick and other stakeholders

Media

- Interview with Eric Barker ABC about Waste in Burke Shire
- Talk with ABC Film Crew

GSD

- Informal discussions by GSD rep with ASBAS Digital Solutions Programme Provider in Cairns – limited opportunity for GSD to deliver – talking about centralised workshops and one on one delivery via phone/video conferencing – want to continue discussions with GSD to assist with contacts for programme delivery
- AGM proposed for 6 Nov in Cairns

**That Council notes the report provided by Councillor Camp.**

**Moved: Cr Clarke**

**Seconded: Cr Yanner**

**Carried 180920.22 5/0**

## 14. Councillor Reports

Cr John Clarke attended the Northern Alliance of Councils Inc. AGM and Conference at Ingham 21<sup>st</sup> - 23<sup>rd</sup> August, 2018 and reports the following:

### Day One

- Welcome by President and Chair, Liz Schmidt
- AGM
  - I feel more effort could be made regarding motions. The conference is more about speakers instead of discussions regarding The North.

### Day Two

- Welcome Hinchinbrook Shire Council Mayor Ramon Jayo

- Reform in the Local Government Sector
- North Qld Future Forward
  - The new northern state
- Qld Treasury Corporation
- All Things Waste –Ken Veness
  - Discussed 10c bottle refund in South Australia.
- Road? Rail? IQ ap
- Regional Business Survival – Andrew Griffiths
  - Children’s author and accidental millionaire. Spoke well
- Northern Australia Infrastructure Facility
- Regional Innovation, Building Communities
  - “Our strength is our community not what flies in and out”
- Dinner in the Parklands

### Day Three

- Who and What is the North?
- Evocities
- Climate Change
- Why Bother Tracking Data

**That Council notes the written report by Councillor Clarke and verbal reports provided by Councillors Murray, Poole and Yanner.**

**Moved: Cr Camp**

**Seconded: Cr Poole**

**Carried 180920.23 5/0**

## 15. New business of an urgent nature admitted by Council

That Council notes that no new business of an urgent nature was admitted by Council.

## 16. Deputations and presentation scheduled for meeting

16.01 Councillors and staff attended the Burketown Waste Facility for an inspection relating to the Burke Shire Council Environmental Authority

## 17. Closure of meeting

The Chair declared the Meeting closed at 4.46pm.

I hereby certify that these pages numbered 1 to 83 – constitute  
the Confirmed minutes of the Ordinary Council Meeting of Burke  
Shire Council held on Thursday 20 September 2018.

Mayor Cr Ernie Camp .....